

# The Communique

Published by the Office of the President  
January 5th, 1998 - Communique #28

## Academic Council - Humber College

The following position is open to elect a representative in the Winter 1998 Academic Council elections:

### B - Elected Non-Academic Membership

Business Development

all campuses

1 representative

**By this notice, a call for nominations is being made**

Nominations close:	Friday, January 23rd 1998
Advance Polls to be held:	Monday, February 23rd 1998
Election to be held:	Friday, February 27th 1998

Attached please find  
The Mandate for Academic Council  
and  
Nomination Form

For more information, contact:  
Al Palin  
Vice Chair, Academic Council - Ext. 3277  
or  
Gary Begg  
Chair, Academic Council - Ext. 4097

## **Mandate of Academic Council**

Academic Council (AC) is the collective voice of the College in that it is an assembly of faculty, support staff, students, and administrators who suggest directions in which the College should head:

AC does not preclude or eliminate the consideration of any matter which is of concern to members of the College community. In general, however, the following paragraphs indicate the prime focus of AC.

AC advises the President in matters affecting academic policy, planning, and practice, including, but not restricted to, the following items:

- program and curriculum goals and standards
- program approval and development
- evaluation of program content and delivery
- teaching methodology and standards
- grading and promotion policies
- resource and budget allocation as it impacts upon academic policy, planning, and practice
- student appeals policies
- standards of student conduct and discipline
- student awards and scholarship policies
- other academic and related issues

In addition, the AC is concerned with related issues which advance effective teaching and learning, which may include, but are not restricted to:

- resources, such as the Learning Resource Centre, the Open Learning Centre, and/or other forms of information technology
- student services
- student admission policies
- policies and processes for performance review
- emerging political, environmental, social, and/or economic issues
- any matters which affect student outcomes

It may establish committees, subcommittees, and task forces to advise upon educational issues.

Part of the responsibility of AC members is to represent their respective constituencies and to inform the President of their constituencies' views; conversely, members are to keep their constituencies apprised of initiatives and policies tabled at AC. The Council, then, provides an ideal forum in which to learn what other constituencies think and feel. While it is recognized that the Board of Governors alone can make policy, AC frequently makes recommendations that ultimately become policy. If the recommendations AC makes are rejected by the President, he/she will be expected to explain his/her reasons in writing.



**Academic Council**

**NOMINATION FORM**

Please forward completed form to

**Al Palin**  
**Access For Success, Lakeshore Campus**

no later than

**Friday, January 23rd 1998**

<b>NOMINATION FORM</b>
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Constituency: \_\_\_\_\_

Nominee: \_\_\_\_\_

Nominator: \_\_\_\_\_

Nominator's Signature: \_\_\_\_\_

Seconder: \_\_\_\_\_

Seconder's Signature: \_\_\_\_\_

## REVISION NOTICE

### NOTICE: FULL- AND PART-TIME FACULTY AND ADMINISTRATIVE STAFF, SESSIONAL, PARTIAL LOAD AND CONTINUOUS LEARNING FACULTY

Please note that Humber College will be changing its PAY-CYCLES for all full- and part-time faculty and administrative staff, sessional, partial load and continuous learning faculty, effective May 8, 1998. This change results directly from the implementation of the new Colleges' human resources information system project, managed by OCAS.

Specifically, the change is as follows:

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Early in the new year Faculty and Administrative Staff will receive a personalized memo with further details. Please consider if you need to contact your bank or other institution regarding payment schedules as a result of this change - automatic debits on a recurring basis, i.e., mortgage, hydro, gas, telephone, etc., and/or Payroll re: automatic deductions, i.e., extra income tax, UNICOLL, etc.

For further information, please contact Val LeMoine, Acting Manager, Payroll at extension 4231.



## **Humber headed for \$1 million mark in fund raising campaign**

Not sure where to invest your money these days? With information overload on RRSPs, mutual funds and stocks and bonds from banks and investment companies, deciding where to put your money can be confusing.

The Ontario Student Opportunity Trust Fund (OSOTF) gives the Humber community an opportunity to make a "feel good" investment. It is an investment in the future of many students who desperately need help.

Money raised from the first phase of OSOTF has already been used to help students in the 1997/98 school year finance their education. Twenty-five students were awarded bursaries of at least \$500.

The provincial government has extended the deadline for colleges to raise money or solicit pledges for their trust funds until March, 1998. The government will match all donations and pledges, dollar for dollar.

As one of the largest colleges in Ontario, this trust fund is an essential resource for present and potential students. When the first phase of the campaign ended on March 31, 1997, Humber had raised \$398,817, surpassing our goal of \$125,000.

Our goal this year is to raise \$101,183 to make Humber's fundraising total \$500,000. When matched by the provincial government, we'll have \$1 million to be endowed, using the interest for bursaries.

Students need your support to be able to stay in school. You can help by telling your colleagues, friends and family about the OSOTF, or by donating money, time or ideas. This is your chance to make a student's dream happen.

For more information, contact Judy Harvey at extension 5029 or Amy Faas at extension 4872.

### **Thought you might be interested....**

#### **JACK BUCKLEY,**

former Dean of Health Sciences and School of Business at Humber College, was the recipient of an **HONOURARY DOCTOR OF COMMERCE**, granted by St. Mary's University, Halifax, Nova Scotia. Since 1991, Jack has been the Chief Executive Officer for the Nova Scotia Community College.

#### **THE RIGHT REVEREND BILL PHIPPS**

has been appointed the **MODERATOR OF THE UNITED CHURCH OF CANADA**. Many staff will remember his work at Humber College, when he developed an integrated adult education program.

**STATE OF THE HEART**  
**WILL BE COMING TO LAKESHORE**

Wednesday, January 14, 1998  
12:00 noon - 3:00 p.m.  
In the Small Cafeteria

- **STATE OF THE HEART** is a fun, participatory heart health program that
- ▶ will be presented by the Etobicoke Health Department.
- ◆ Sponsored by Health Services and S.A.C.
- 20 Fit For Life Points
- For more details call Penny Apse, Lakeshore Health Centre, Ext. 3234



# **HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

## **Innovation of the Year Awards**

### **ELIGIBILITY:**

- ▶ The purpose of the Innovation of the Year awards is to recognize College employees who have designed and implemented a significant innovation that positively impacts the education of students in the College.
- ▶ Employees from all employee groups (full and part-time faculty, administrators and support staff) are eligible for nomination.

### **CRITERIA:**

The major criterion for nomination is that the innovation has:

***Positive impact on the students' educational process.***

Additional criteria to be used for judging the merit of an innovation and its impact on students' education are:

- ▶ ***Creativity:*** The selected program will be as original as possible or be a unique adaptation of an existing program process or concept.
- ▶ ***Effectiveness:*** There is evidence that the innovation leads to a better process for accomplishing a task(s).
- ▶ ***Replication:*** The significant components of the innovation selected can be replicated in other institutions with a minimum of difficulty. The description of the program will include any conditions necessary for replication.
- ▶ ***Timeliness:*** Innovation will not be more than five years old in the institution, but it must have been in existence long enough to have been tested.
- ▶ ***Value Addition:*** There is evidence that innovation adds value to or improves the students' education.
- ▶ ***Currency:*** There is evidence that the innovation is current in content and adaptive to technological applications as appropriate.

### **NOMINATIONS:**

Individuals require nomination by two members of the College community and nomination forms are accompanied by:

- i. A two hundred word description of the innovations.
- ii. Rationale for nominating this program.
- iii. Objective/purpose of the innovation.
- iv. Impact of the innovation.
- v. The role/contribution of the innovation to Humber and other community colleges.
- vi. Endorsement by divisional dean/academic manager.



# **HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

## **NOMINATION FOR INNOVATION OF THE YEAR AWARD**

Name of Innovator(s) \_\_\_\_\_

Title: \_\_\_\_\_

Department/Division \_\_\_\_\_ Extension \_\_\_\_\_

Nominated by: \_\_\_\_\_ Title: \_\_\_\_\_

Division: \_\_\_\_\_ Extension: \_\_\_\_\_

Seconded by: \_\_\_\_\_ Title: \_\_\_\_\_

Division: \_\_\_\_\_ Extension: \_\_\_\_\_

**TITLE OF INNOVATION:** \_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING TO THIS FORM:**

1. A 200 work description of the innovation
2. Rationale for nominating this program
3. Objective/purpose of the innovation
4. Impact of the innovation
5. The role/contribution of the innovation to Humber and other community colleges

### **COMMENTS BY THE DEAN/ACADEMIC CHAIR**

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Please return Seven copies of this nomination package to the Professional Development Office by February 14, 1998.

The selection committee is composed of recent recipients of the awards.



# The **Communique**

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January 9th, 1998 - Communique #29

## **FAREWELL RECEPTION FOR SANDRA DICRESCE TUESDAY, JANUARY 13TH AT 3 P.M.**

After 20 years at Humber, Sandra is leaving on January 14, 1998, to take a full-time Staff Training & Development position at Ryerson Polytechnical Institute.

The Human Resources staff would like to invite you to a farewell reception to wish her all the best in her "next career" on Tuesday, January 13, 1998, at 3:00 p.m., in the President's Boardroom.

Sandra has requested that the College not "ply her with farewell gifts." Rather in recognition of Humber's "Learning" culture and in appreciation for her own ability to access higher education as a Humber employee, Sandra has requested that any collection towards a gift be used instead for a Staff Development Bursary fund, to be administered by the Human Resources Department. Sandra will also make a contribution to match the total collection (to a maximum of \$500.00).

The details on the fund are currently being worked out. Anyone who would like to contribute to "Sandra's gift" may do so through envelopes, being distributed to departmental Administrative Assistants/Office Managers; or you may give your contribution directly to Beth MacNeill in the Human Resources Department.

**JOHN PATRICK MERRYWEATHER**

It has just been brought to our attention that John Patrick Merryweather died on April 7th, 1997. John was employed at Humber from 1976 through 1987 as a faculty member in the Explosives program, Technology Division. Our belated sympathy goes out to all his family members.

**The SAC Health Centre is presenting "Weedless Wednesday":**

Tuesday, January 20

Lakeshore Campus Cafeteria 11:00 a.m. to 1:30 p.m.

Wednesday, January 21

North Campus Concourse 11:00 a.m. to 2:00 p.m.

Participants from the *Lung Association*, the *Canadian Cancer Society*, the *Etobicoke Health Department* and the **Humber Health Centre** will provide information about:

- Smoking Cessation
- Lung Disease
- Asthma
- Lung Cancer

# The Humber Room

Re-open

Jan/21st/1998.

Our new lunch hours in January will be from  
12:00pm till 1:15pm, Tuesday till Friday.

**BEST-QUALITY FOOD, FAST,  
AND FRESH.**



## **Staff Computer Training Facility**

### **Monitor**

Andy Statia is the new Waterloo co-op student who will be stationed in the Staff Computer Facility this semester.

Andy is a second year computer science student at the University of Waterloo. He loves drawing, problem solving, and generally doing creative work. To see an example of his artistic skills, take a look at his web page: <http://www.phoenixbldg.com/beet>

Please drop by to meet Andy and discuss ways he can help you with a project or learning activity.

### **Scheduled Workshops**

The schedule of workshops should be in your mail boxes next week. Alternately, you can check our web site for information and on-line registration:

<http://www.humberc.on.ca/~sctf>

(or connect to it from the Humber home page, listed under Administration).

In addition to the short workshops, we will be running some "intensive" half-day sessions for Support Staff and lots of short skill-building sessions. There will also be a 5-session series on Maintaining Web Pages, during March break.

### **Customized Workshops**

If you would like to arrange for a workshop (or a series) for you and your colleagues at times that suit you and on topics that meet your particular needs, please contact Pamela Mitchell on ext. 4775

### **Individual Assistance**

When Andy is not involved with workshops, he is available to help you on an individual basis. Call him on extension 4744 to book a half-hour appointment. (Small groups are also welcome.)

### **After Hour Activities**

Individuals wishing to use the lab equipment may sign out a key can be from the SAACnet monitor in room H205 on proof of employee status.

### **For more information**

Andy Statia, Monitor/Trainer, extension 4744, e-mail: [sctf@admin.humberc.on.ca](mailto:sctf@admin.humberc.on.ca)  
or

Pamela Mitchell, Pro. Dev., extension 4775, e-mail: [mitchell@admin.humberc.on.ca](mailto:mitchell@admin.humberc.on.ca)



## A REMINDER..

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## Highlights of the Meeting of the Board of Governors December 15, 1997

- ▶ **Chair's Remarks** – John Gribben expressed appreciation to members of the Board who were able to attend the Retirees' Dinner, held, prior to the meeting, in recognition of staff members who have retired from the college during the past year.
- ▶ **Annual ACAATO Conference** – The 23rd Annual ACAATO Conference is scheduled for February 22 & 23, 1998 at the Westin Hotel in Ottawa.
- ▶ **Board Policies** – Subsequent to the last board meeting, the Board ad hoc subcommittee continued its review of the remaining board policies, ensuring that each policy adhered to the general principles of clarity, consistency, and current practice. Academic Council has been asked to review policy #600 related to copyright for work undertaken during a sabbatical. The Board engaged in a discussion on the Human Rights policy (#301) and agreed to defer approval of this policy until further discussion with Humber's human resources staff, as well as legal counsel, if necessary. The Board agreed that this policy would not be approved until members of the Board were satisfied that all stakeholders are fully protected. The Board repealed the following policies: Retirement (04-12), Conferences, Seminars, & Workshops (03-01), Purchases from Employees (03-04) and approved policy numbers 303, 408, 409, 603, 604, as recommended by the Board ad hoc subcommittee.
- ▶ **Compulsory Non-Tuition Related incidental Fees 1998-99** – The Board of Governors approved the recommendation of the College Fee Committee, which recommended no new mandatory fees or increases to mandatory fees for the 1998-99 academic year; therefore, the fees remain at the 1997-98 rates.
- ▶ **Non-Compulsory Fees and Fines 1998-99** – The Board of Governors approved the recommendation of the College Fee Committee, which recommended no changes or additions to the Non-Compulsory Fees and Fines for 1998-99; therefore, the fees remain at the 1997-98 rates.
- ▶ **Interim Enrolment Report** – In 1996, all Boards of Governors approved a motion that the RCA Sponsors' Committee would be the Executive Committee of ACAATO. As the Employer Sponsors of the CAAT Pension Plan Sponsors' Committee are the most familiar with CAAT Pension Plan issues, it has been determined that this group is the most appropriate body to assume the role of the Sponsors' Committee of the CAAT Supplementary Plan (RCA). The Employer Sponsors of the CAAT Pension Plan



Sponsors' Committee have agreed to assume the role of permanent RCA Sponsors' Committee. Because of these changes, each Board is being requested to approve, by the end of December 1997, a resolution approving the new Sponsors' Committee to act on behalf of the Boards on matters related to the CAAT Supplementary Plan (RCA). The Board engaged in discussion on indemnification of members of the Board of Governors and agreed that, prior to final approval of the motion, the Board would seek clarification of indemnification of Board members. Prior to the vote, Robert Gordon; Paul Pieper; and Lois Willson declared conflict of interest.

- ▶ ***Some Market Shifts*** – Peter Dietsche presented the results of research Humber has been conducting, highlighting the following: gender distribution by cohort; age distribution by cohort; activity prior to college by cohort; geographic - Metro Toronto - growth versus decline; percentage of students registered in first-term from selected areas (Mississauga, Etobicoke, Willowdale, Oakville, Hamilton, Guelph, and Windsor); factors in choosing college by cohort; importance of factors in choosing college; student perception at entry: faculty; student perceptions at mid-term: faculty; entry perceptions of Humber College; and mid-term perceptions of students.
- ▶ ***Interim Report on the Development and Delivery of Distance Learning Course and Modules*** – Wayne Debly and Louise Uba presented the interim report on the development and delivery of distance learning course/modules, highlighting the following: Humber's strategic direction; technology-supported delivery modes -- a move to learning centred and online; the framework, which contains three critical elements: technological readiness, personal readiness, and market demand; work in progress -- development of guidelines; development of module framework to be used as templates: enhancement of systems; construction of web pages; proposal for Instructional Design Centre; web delivered courses -- Hospitality, Recreation and Tourism; Economic History; Adobe Photoshop; Career Connections; Medication Administration; courses planned for September 1998 -- Communications; Introduction to Psychology; Developmental Psychology; Windows 95; and Microsoft Word; educational challenges -- (i) efficiency - learners want easy and fast access to interim grades; (ii) productivity - learners want to learn more in less time; (iii) technology - provide access to users of 486 to Pentium; (iv) quality - shift to outcomes based competencies. The Board will be provided with information pertaining to the following: (a) comparing the delivery of courses through the traditional mode versus Open Learning Centre (OLC) delivery, (b) the cost per student, and (c) the relative success rate of students.



# **HIGHLIGHTS**

of

## **ACADEMIC COUNCIL MEETINGS**

### **September - December 1997**

*On behalf of Academic Council, I am pleased to provide some highlights relating to the meetings of the Academic Council from September through December 1997. Acknowledgement is given to Susan McBeth (Health Sciences) for assisting with these Highlights. If you have any questions, please do not hesitate to contact me (ext. 4097) or your Academic Council representative.*

*Gary Begg  
Chair - Academic Council*

### **Thursday, September 18th 1997**

1. New members were welcomed to Academic Council, and included:  
Judy Morson (representing support staff)  
Peter Maybury (representing Continuing Education, and  
Michael Harper (representing the Deans)
2. Jane Clifton and Bernie Wosnick joined the College Planning Committee of Academic Council. Vinnie Mitchell, Murray Tuck and Doug Willford joined the Customer Service Survey Committee.
3. Kenn Baker resigned from Academic Council and as Vice Chair due to a transfer of teaching duties. A new Vice Chair would be elected in October.
4. The College Standards of Advertising Committee commenced its operations under the chair of John Mason. The members appointed by the Chair of Academic Council were Joe Andrews and Pat Hudson.
5. Rod Rork provided information, via the College Communique, on the pending postal strike.
6. It was confirmed that the Secondary School Reform Advisory Committee Report to the Minister of Education would be provided to Academic Council in due course. Opportunities for Humber's participation in curriculum development were noted, as well as assisting teachers in the implementation of the new curriculum, and assisting the guidance staff, teacher advisors, and students in educational and career planning.
7. Horizons Project Update - it was confirmed that a team would be created to effect change in the college over a number of years. The project's goals were announced as:



- (a) To establish Humber as a learning community that students and clients would choose throughout their lives.
- (b) To enable all employees to meet the learning needs of Humber's existing and emerging markets.
- (c) To position Humber to be able to anticipate, assess, and respond to needs in select Canadian and global markets.
- (d) To develop a more diverse revenue base for the college.

It was further noted that a college-wide invitation would be sent out, encouraging volunteers to work on projects as they became identified.

Academic Council members were concerned that "market driven thinking" was over emphasized in the language being used for describe Horizons, and that educational vocabulary was more appropriate.

8. Bookstore Issues - Crystal Bradley and Henry Ruschin are representatives on the Bookstore Advisory Committee, and a request was made for feedback on any Bookstore concerns, which were identified as:

- (a) The conflict between the time frame for filing text requests and end of semester workload.
- (b) The cost of the textbooks.
- (c) The profit margins on course packs.
- (d) The competition from Scorpio books and whether their texts were cheaper.

In response, it was noted that:

- (i) The used-book sales were up from 7% to 25%, and these provide good value for students.
- (ii) The maximum mark-up on texts at the Humber College bookstore is 25%.
- (iii) Humber College bookstore activities compete with Scorpio in price and Scorpio cannot match the vast number of book titles in the bookstore.

Appreciation was expressed for the helpfulness of the bookstore staff.

9. Continuing Education Survey - Ken Harrison reviewed the report and noted that Humber is above the college average in most areas. Since this was the third of such surveys, it was becoming clear how and when improvements have occurred. Two concerns were noted with the CHRIS system, and with the fact that not enough phone lines were available during peak periods. Forty-three additional lines were added for start up, together with the establishment of a Call Centre with ten operators. A telephone traffic study was underway to identify what improvements could be made.

## Thursday, October 16th, 1997

The October meeting of Academic Council was held at the Lakeshore campus.

1. Joanne Settle, Don Gillingham, Henny Wiley and Peter Mills were welcomed to Council.
2. Al Palin was elected to the position of Vice Chair, Academic Council.
3. A draft memorandum, directed to Richard Hook, Vice President Academic and prepared by the Executive of Council, was provided to Council members. It related to the operation of the Open Learning Centre at the north campus. Following discussion, some revisions were made to its content. It was confirmed that the amended memorandum would be addressed at the next meeting.



4. Generic Skills Task Force Paper - Joe Aversa and five members of the Task Force presented the paper and responded to questions from Council. Concern was expressed that math and computer skills did not receive enough emphasis in the paper. Many questions were asked relating to generic skills and how this would be taught across the college. J. Aversa confirmed that a revised Generic Skills Task Force Paper would be brought back to Council at a later date.
5. Bookstore Advisory Committee Report  
Crystal Bradley advised that:
  - (a) The use of course packs had risen from 47 to 156.
  - (b) The policy on intellectual property and royalties would be reviewed by Rod Rork and John Mason.
  - (c) 95% of books were received on time for September 2nd.
  - (d) Used book sales rose from 18% to 26%.
  - (e) Book adoptions need to be decided earlier.

Lottery ticket sales in the bookstore were mentioned and discussed. A motion was passed by Academic Council:

"That Academic Council recommend to the campus bookstore that it not engage in the sale of lottery tickets because this activity is considered to be inappropriate for an educational institution."

6. Property Report - John Hooiveld, Planning and Development Officer reviewed the Lakeshore property plan and confirmed that stage one is planned over a five year period, and stage two over a twenty to forty year time period. Stage two items are longer term since Humber does not need such developments at this stage, and does not have the necessary funding. It was noted that the extension of Kipling Avenue was planned for the Spring 1998, and that the Keelesdale property was now sold.
7. Enrolment Report - Martha Casson noted that continuing education enrolment had dropped seven per cent, but that contact hours had, in fact, increased. It was noted that the decreases in OSAP funding definitely affect enrolment for some of Humber's students.
8. Round Table  
The following items were noted during Round Table:
  - (a) Academic Council Reports - listing of library collection
  - (b) Mid-term Grades
  - (c) Copy Centre
  - (d) Student Feedback Questionnaires
  - (e) Program proposals:
    - (i) Gas Technician
    - (ii) Eco and Adventure Tourism
  - (f) Staff Computing Facility

<b>Thursday, November 20th 1997</b>
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1. Al Palin, Vice Chair of Academic Council, introduced three newly-elected members to Council:  
Dan Reeves (Hospitality, Recreation and Tourism)  
Doug Fuller (Electronics), and  
John Dunnicliff (Architecture and Construction)



2. Academic Council passed two motions to include math skills and computer skills as separate generic skills in the Generic Skills Task Force Paper.
3. John Mason and Kim Seifreid presented a report on the Bookstore in response to questions raised by Academic Council. The pricing policy procedures were reviewed with respect to course packs (2.5 cents per page, plus covers and binding). It was noted that the production cost is divided by .75 with the addition of \$1.50 for handling fees. Cancopy fees and royalties are added to the price. Course packs have increased from 47 in September 1996 to 156 in September 1997. J. Mason stated that the mark-up of textbooks at Humber College is comparable to other colleges. Fall textbook sales were composed of 18.84% used books and 79.6% new books.
4. Rick Embree presented the outlines for two new program proposals. The Gas Technician program requested an additional fifth semester in order to meet the current trends and regulations within the Air Conditioning and Heating field. The other program, Eco and Adventure Tourism, is in response to this growing field of tourism and the growing market for trained professionals in the field.
5. Richard Hook reviewed a memorandum relating to the rationalization process. Eighteen programs were highlighted as being considered for review. R. Hook reviewed the principles for rationalization, which included under preparedness of students (requiring additional support from the college), and the graduate employment record (part or full time) being less than 50% in the last two years.
6. A Task force on the Student Feedback Questionnaire was established. Ian Smith will co-chair this committee. Areas to consider were noted as:
  - (a) Short evaluations of each course, rather than two courses per faculty member.
  - (b) Re-examine how the facilities can be evaluated, rather than using the course evaluation format.
  - (c) Review areas for expedient results to aid teachers in identifying class problems before the end of semester.
  - (d) Review the composition of the survey, for example, some innovative deliveries in some courses.
7. Al Palin presented the final draft of the Standards of Classroom Conduct report after several sessions of feedback from the Council. Discussion arose about the rights and responsibilities of the student in the classroom. President Gordon emphasized that students should feel it is a privilege to be at Humber. He wanted the faculty and staff to realize that there is support for them to be able to reduce and, hopefully, eliminate inappropriate, disruptive behaviour in the classroom. Faculty need to speak up and seek support from their Chairs and other staff at the college to ensure the appropriate learning environment is maintained at the college.
8. Pamela Hanft reported on the Liberal Arts & Sciences' courses offered through the Open Learning Centre. The courses are intended for the non-traditional learner. Presently many courses are being taken by day students. All students in the program are screened and interviewed for suitability for this type of course delivery. The success rate is low due to the length of the course, and the type of delivery offered. Suggestions were given regarding the marketing of the courses by utilizing resources other than the college calendar. It was felt that the development of shorter, modular courses for the workforce would be well received.



9. A brief update on the Horizons project was provided, reminding staff that the 'group of fifty' is now termed the 'transformation team'. As projects are developed, membership will be called upon from the college community in order to assist with the relevant projects.

## Thursday, December 11th 1997

1. Student Feedback Questionnaire Committee - G. Begg confirmed that the committee had been formed and its first meeting was scheduled for the month of December.
2. The January '98 meeting of Academic Council was rescheduled to be held on Thursday, January 22nd.
3. Copyright Policy during Sabbatical Leave - P. Pieper, by memorandum to G. Begg, had requested that Academic Council review the Board/College policy relating to copyright issues for faculty who are on sabbatical. G. Begg confirmed that this item would be placed upon the January agenda.
4. By-election - A. Palin confirmed that a By-election was being scheduled to replace the position held by L. Willson, representing the Business and Industry Services. Such notice of By-election would be printed in the College Communique, and voting would occur in February 1998.
5. Horizons Project - C. Bradley and N. Ryan spoke to the most recent planning by the Horizons Project members and confirmed that several initial projects have now been identified, and divided into two phases (phase one projects, conducted by the Core team members, to be pilots for phase two). The projects were named as:
  1. College Initiatives Inventory
  2. Communications Matrix
  3. Learning Space
  4. University Partnerships
  5. CALL Centre
6. Open Learning Centre - School of Information Technology - offerings in the OLC  
Louise Bardswich, Chair, School of Information, Technology, Accounting and Electronics, provided a handout relating to classes which the School had run through the OLC. Her remarks included:
  - Some very large classes were held, but these also had a lecture component.
  - Weekly lectures have proved to be a good approach.
  - The format for ISYS 103 has been changed to improve the interest level in this course.
  - The OLC handles a lot of the tracking work for large lecture groups.
  - The continuous intake classes were not so successful, and software upgrades are needed in these courses.
  - It has proved necessary to provide some structure in order for students to achieve success.
  - There tend to be more evaluations undertaken in these type of courses.
7. Program Rationalization - R. Hook confirmed that once all the information relating to programs is clarified, several of the programs, most likely, would be removed from the listing (as per his earlier memorandum to Academic Council). He further confirmed that he could speak in more detail at the January meeting of Academic



Council. G. Begg confirmed that the College Planning Committee and the Academic Council Executive would be meeting on this topic in January '98.

8. Grenville Printing and Copy Centre - John Mason noted that the printing and handling of tests and examinations is done with the strictest confidentiality, and that a procedure is in place (which includes locked drop boxes etc). Such materials are only handled by the two full time staff in the printing centre. Further, that a listserve is being developed to send out information to, and receive input from, coordinators etc., about the services being provided.

J. Clifton noted that the lack of security related more to the returning of the tests and examinations to the teachers. Often, several sets are packaged in one box, which is confidential - but once it is delivered into the schools, the materials are left opened and unattended. She suggested that tests and examinations need to be individually wrapped per set in solid paper, and J. Mason confirmed that he would follow up on this matter.

It was still felt there was a possibility of access to examinations etc., and it was noted that an earlier practice for picking up materials used to include a signing aspect. It was suggested that a solid envelope system might be considered. The question of quality as regards the print jobs was also raised and whether the student assistants receive adequate training. The good work of Fred Chan in the print shop was duly noted, and the points under discussion were no reflection on his work.

9. John Elias noted that Humber was not mentioned in a recent issue of the McLeans magazine (and was one of the few colleges not included). This topic was raised during the Round Table session.
-



# The Communique

Published by the Office of the President  
January 13th, 1998 - Communique #30

## **2ND YEAR CULINARY MANAGEMENT STUDENTS**

### **CHEF'S TABLE**

#### **Traditional Japanese Cuisine**

**When: Monday, January 19th 1998**

**Time: 6.00 p.m.**

**Where: The Humber Room**

**Cost: \$25.00 per ticket, plus tax**

**Availability: Limited seating (authentic style)**

**TICKETS CAN BE PURCHASED AT THE HUMBER ROOM**



## **Important Notice From Physical Resources**

Please be advised, in order to make necessary repairs and inspections to our "high voltage equipment," a power shutdown is required.

The North Campus will be shut down on Sunday, June 14, 1998 and will include all buildings at the North Campus. The rain date will be Sunday, July 12, 1998.

The Lakeshore Campus and RAGLC will be shut down on Sunday, June 7, 1998 and will include buildings A, AX, B, C, D, E, H and L. The rain date will be Sunday July 5, 1998.

Please note, staff and students will not be allowed within the college facilities during this approximate eight (8) hour shutdown, 8 AM to 4 PM.

Thank you for your co-operation in this matter. For further information please don't hesitate to call Doug Deason at extension 4453 or Larry Rinaldo at extension 4454.

### **Class Lists for Downloading**

Class lists (names and student numbers only) can be downloaded directly from EIS in a format that can then be incorporated into:

- Paul Pieper's Grades Program
- Quattro Pro or a WordPerfect table
- Excel or a Word table

To do this requires a special application which is available only through:

- the Staff Computer Training Facility (North, room E345)
- or the Help Desks at North and Lakeshore.

Bring a blank diskette and the class number and you will be guided through the download process or have it done for you.





## **College Initiatives Inventory Project**

Individuals, departments and cross-functional teams throughout the college are currently working on many activities and initiatives which seek to move the College forward in a positive direction. However, information regarding these activities is shared primarily on an ad hoc basis and no comprehensive inventory exists which can be accessed by others in the College.

The College Initiatives Inventory Project will create and deliver a database of information regarding projects and committees that exist within the College. The information contained within the database will be accessible, both online and in hard copy, to all employees of the College. This information will prevent the duplication of effort and will allow the sharing of information and resources between projects.

Activities to be included in the inventory are those that meet the following criteria:

- Currently underway or completed within the last two years
- Potential for replication across the College
- Relates to one or more of the goals of Horizons

If you are involved in such an activity, please complete a summary of key information on the attached form and forward it to the Horizons office (North Campus - room C115L). If you wish to submit the summary online you may access the Horizons web site at:

**<http://humberc.on.ca/~horizons/>**

Please make your submission by January 31, 1998. Initiatives will be posted on the Horizons web site as they are received. The completed database will be available for College use by April 30, 1998.

Information regarding the goals and strategies of Horizons is available on the Horizons web site. If you wish a hard copy of the database, please call Horizons at ext. 4301.



# HORIZONS

## Initiatives Inventory Project

### Activity Summary

Title of Activity: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

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Activity Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

This activity is aligned with Horizons Goal(s)# \_\_\_\_\_ Strategy(ies)# \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Team/Associated Members: \_\_\_\_\_

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Submitted by: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Please attach or forward any documents (e.g. proposals, reports, announcements) that you wish to file with this summary. Thank you.

We would appreciate it if you would please submit before January 31, 1998



# The **Communique**

Published by the Office of the President  
January 19th, 1998 - Communique #31

## **YOU'RE INVITED TO ATTEND THE UPCOMING GRAD FAIR**

**Humber is holding its first-ever GRAD FAIR on Wednesday, January 28  
from 11:00 a.m. - 2:00 p.m. in the concourse of North Campus.**

**The purpose of the fair is to provide information and resources for students to  
continue their education or look for employment.**

**Representatives from the following organizations are scheduled to attend:**

- **Humber's post-diploma programs**
- **Ontario universities for transfer information**
- **employment programs including Campus Worklink,  
NGR, CareerEdge, ExperienceCanada, HRDC Resource Centres**
- **the Alliance of Association Executives**

**Questions? Contact Karen Fast (416) 675-5030**

### ***TO THE HUMBER COMMUNITY***

**A heartfelt thank you to everyone who so generously donated items for the Ice Storm  
Disaster Relief fund last week.**

**In total we collected somewhere in the neighbourhood of 600 cubic feet of material  
(including over \$300 worth of flashlights and batteries) in only 36 hours! The Salvation  
Army have forwarded these goods to the storm areas in most need and they are extremely  
grateful for the donations.**

*B. Bridgeford  
Director, Physical Resources*



# ACADEMIC COUNCIL

Thursday, January 22nd 1998  
4.00 p.m. - 8.00 p.m.  
The Community Room, North Campus

## A G E N D A

- |    |  |                                 | attachments |
|----|--|---------------------------------|-------------|
| 1. | Minutes of previous meeting held December 11th, 1997   | ALL                             | *           |
| 2. | Business arising:  |                                 |             |
|    | (a) Confidentiality for print materials  | G.Begg                          | *           |
| 3. | Announcements:   |                                 |             |
|    | (a) By-election - Business Development   | A.Palin                         |             |
|    | (b) Procedures and timelines for printed materials relating to the Academic Council agenda             | G.Begg                          |             |
|    | (c) Implementation of Subcommittee's Standards of Classroom Conduct Report                             | A. Palin                        |             |
| 4. | Winter '98 - Semester Start Up   | R.Rork                          |             |
|    | (a) EIS  |                                 |             |
|    | (b) Other concerns<br>(information, discussion - 40 mins)  |                                 |             |
| 5. | Board Policy for copyright on materials produced by faculty while on sabbatical (discussion - 20 mins) | P.Pieper                        | *           |
| 6. | Program Proposals:   | R.Embree                        | *           |
|    | (a) Police Foundations   |                                 |             |
|    | (b) 3D Modeling and Animation Post Diploma   |                                 |             |
|    | (c) New Media Marketing & Sales Post Dipl.<br>(information, discussion - 20 mins)                      |                                 |             |
| 7. | Program Rationalization - follow up (information, discussion - 20 mins)                                | R. Hook                         | *           |
| 8. | Horizons Project (discussion - 20 mins)  | G.Byrnes<br>C.Bradley<br>N.Ryan |             |
| 9. | Round Table  | ALL                             |             |

**REMINDER:** In June 1996, Academic Council adopted, as priorities for presentations or initiatives, the following three themes:

- Student Learning/ Quality of Education
- Communication
- Strategic Planning

Each agenda item at Academic Council should include or address these priorities.



# *Call for Presentations*

## **This Is IT '98**

An initiative of the Educational Technologies Coordinating Committee  
of the Ontario Colleges of Applied Arts and Technologies

### **ANNUAL CONFERENCE**

May 27, 28, 29  
Centennial College, Ashtonbee Campus

## **Supporting the Development of New Learning Environments**

For years we have been experimenting with a variety of technologies that we believe will help us maximize our technical resources and reach a larger number of learners. While a few successful and tested programs are operating, many of our institutions, faculty and administrators, are still figuring out how they want to implement alternate modes of delivery.

- Are our institutions ready to support these efforts on a large scale and include them as a regular part of our service to learners?
- What is required in order to maintain these systems over time?
- How do we integrate the wide range of services within our colleges to support these new learning environment?
- What new technologies are available to expand our teaching repertoire?
- How do we systematically decide which methods are in fact the best means for meeting learner needs while maximizing our resources?
- Are faculty adequately prepared to develop and sustain technology-based delivery?

Responding to these questions will be the theme for the *This Is It '98* conference.

#### **Streams:**

1. New Learning Environments: techniques, tools, and technologies
2. Evaluation of and research on new learning environments
3. Administrative issues: justifying, financing, and partnering working cooperatively with other academic institutions, accountability
4. The role of support services: Learning Resource Centers, Technical support
5. Faculty preparation and support issues

#### **Venues:**

- **Demonstration.** Presenter shows how a product or tool works.
- **Round Table Discussion.** A relevant common issue is defined and discussed by all participants.
- **Panel.** A group of experts debates an issue or presents a variety of approaches to a single problem.
- **Program Description.** An existing or proposed program or process is described.

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***For a Call for Presentations form - contact Professional Development, ext. 5040  
The deadline to submit proposals is February 20, 1998.***



# The **Communiqué**

Published by the Office of the President  
January 22nd, 1998 - Communiqué #32

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## **ATTENTION TO ALL STAFF**

### **DEADLINE FOR FILING MEDICAL CLAIMS**

The benefit year for all groups runs from January 1 to December 31st, and employees must submit their medical claims within 90 days following the year end. In other words, **in order to pay for medical claims incurred between January 1 and December 31, 1997, Sun Life must receive the medical claims from employees prior to March 31, 1998.**

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Reminder:

Sun Life's Phone Number is: 416-753-4300 for all enquiries.

Human Resources  
1998 01 21



## **Group Insurance Premium Rate Adjustments**

The Council of Regents has advised individual Colleges that the monthly premium rate for some benefit plans need to be adjusted, effective February 1, 1998. Such adjustments (up or down) are necessary from time to time to reflect changes in the utilization of benefits and the resulting cost increases or decreases.

### **ADMINISTRATIVE STAFF**

- **Dependent Life Insurance (Optional benefit)**

Employee's cost increased from \$0.70 to \$1.10 per unit.

- **Employee Pay-all Optional Life Insurance**

The premium for all age brackets is reduced by 10% (Current premium holiday will be extended to January 1999).

- **Extended Health Care (includes Vision and Hearing Care)**

	<u>Total Premium</u>	<u>Employee Portion</u>
Single from	\$31.15 to \$33.92	\$0.85, no change
Family from	\$67.83 to \$73.56	\$2.54, no change

- **Dental Care**

	<u>Total Premium</u>	<u>Employee Portion</u>
Single from	\$21.26 to \$22.32	College pays full amount
Family from	\$68.85 to \$72.29	College pays full amount

- **Long Term Disability -LTD (rate for \$100 of benefits)**

	<u>Total Premium</u>	<u>Employee Portion</u>
CAAT from	\$1.51 to \$1.36	from \$0.50 to \$0.45
TPP from	\$1.68 to \$1.51	from \$0.56 to \$0.50



**ACADEMIC STAFF**

- **Extended Health Care (includes Vision and Hearing Care)**

	<u>Total Premium</u>	<u>Employee Portion</u>
Single from	\$36.92 to \$39.86	\$1.06, no change
Family from	\$87.23 to \$93.96	\$3.13, no change

**SUPPORT STAFF**

- **Basic Life Insurance**

Premium for \$1,000 insurance decreased from \$0.20 to \$0.18 (College Paid).

- **Supplemental Life Insurance**

Premium for \$1,000 insurance decreased from \$0.28 to \$0.25, employee portion decreased from \$0.112 to \$0.10.

- **Supplemental Spousal Life Insurance**

Employee paid premium for \$1,000 insurance increased from \$0.60 to \$0.65.

- **Extended Health Care (includes Vision and Hearing Care)**

	<u>Total Premium</u>	<u>Employee Portion</u>
Single from	\$26.06 to \$30.51	\$0.96, no change
Family from	\$59.05 to \$68.88	\$2.47, no change

- **Long Term Disability -LTD (rate for \$100 of benefits)**

	<u>Total Premium</u>	<u>Employee Portion</u>
from	\$1.96 to \$2.65	from \$0.49 to \$0.66

All other premium rates remain unchanged. In addition to the premium cost there is an 8% PST.

Please note that the above adjustment will be reflected in your first pay following February 1, 1998.

If you require additional information, please contact Joanne Baker, Benefits Assistant, at ext. 4023.



## WORKSHOP

To All Full-time Staff:

To introduce you to the Group RRSP and answer any questions, Robert Kowalski our Group RRSP Representative will be presenting a one hour Investment Planing Workshop on:

<b>Wednesday, February 4, 1998</b>	<b>1:00 p.m.</b>	<b>Community Room</b>
<b>Friday, February 6, 1998</b>	<b>1:00 p.m.</b>	<b>Community Room</b>

**\*Desserts and Refreshments will be served**

If you would like to reserve a space for yourself at one of the above workshops, please call **Sherry Fast in Human Resources (x5089)**.



**2ND YEAR CULINARY MANAGEMENT STUDENTS**

**CHEF'S TABLE**  
**Medieval "Friends of the Fare"**

**Menu includes:**

**Creamy leek Soup, fresh herb salad, fresh rainbow trout served  
with brussels sprouts in garlic sauce, and a barley pilaf,  
followed by poached pears in red wine sauce**

**...come with clean hands and an open mind!!**

<b>When:</b>	<b>Monday, January 26th 1998</b>
<b>Time:</b>	<b>6.00 p.m.</b>
<b>Where:</b>	<b>Room D 129, North Campus</b>
<b>Cost:</b>	<b>\$25.00 per ticket, plus tax</b>
<b>Availability:</b>	<b>Limited seating</b>

**TICKETS CAN BE PURCHASED AT THE HUMBER ROOM**

**2ND YEAR CULINARY MANAGEMENT STUDENTS**

**CHEF'S TABLE**  
**Evening of Elegance**

<b>When:</b>	<b>Monday, February 2nd 1998</b>
<b>Time:</b>	<b>6.00 p.m.</b>
<b>Where:</b>	<b>Room D 129, North Campus</b>
<b>Cost:</b>	<b>\$25.00 per ticket, plus tax</b>
<b>Availability:</b>	<b>Limited seating</b>

**TICKETS CAN BE PURCHASED AT THE HUMBER ROOM**



## **PHYSICAL RESOURCES UPDATE**

### Surplus Furniture/Equipment

Should you move unwanted but still usable equipment or furniture out into the corridor, please call Murray Tuck, Purchasing Services at extension 4256, to have this declared surplus and removed. If it is garbage, please mark it as such and call the Physical Resources work order number, extension 4444 to let us know who is calling, what is to be removed and the exact location.

In order to keep the halls as tidy and uncluttered as possible, your assistance is appreciated.

### Recycling

We would like to remind everyone to please place all paper products in the white recycling bins provided.

Please **do not** put: carbon paper  
wax paper  
brown lunch bags  
photograph paper  
food waste  
drafting paper, or  
toner cartridges in the bins.

Used toner cartridges for laser printers can also be recycled, so please do not throw them in the garbage. Please call Murray Tuck at extension 4256 to make arrangements for pickup.

Thanks!

The logo for the School of Architecture & Construction is displayed within a black rectangular box. The text is white and bold, arranged in three lines: "School of", "Architecture &", and "Construction".

**School of  
Architecture &  
Construction**

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### ON THE MOVE

In order to better serve the new combined School of Architecture, Construction and Horticulture, Gail Allen will be moving to LX 101 effective Monday, January 26, 1996. Gail's phone number will remain the same, 4392. For the time being, mailboxes will remain unchanged.



# The **Communique**

Published by the Office of the President  
February 2nd, 1998 - Communique #34

*For more information on 1 simple way to help keep Humber students in school, look inside to article "Double The Money".*

## **The 11<sup>th</sup> Annual League For Innovation Juried Art Show**

Imagination, Innovation, Interpretation

Humber College presents the 11<sup>th</sup> Annual League For Innovation Juried Art Show February 23-27, 1998. Part-time and full-time Humber College students are invited to submit. Artwork must be mounted and submitted on February 16, 1998. (See entry form for details). The categories are: photography, painting, two-dimensional art, three-dimensional art, mixed media, and electronic design. All artwork submitted must be created no earlier than February 1997. The show will be held in the Student Centre at the North Campus from February 23-25 and at Lakeshore's small cafeteria February 26-27. Five entries will be selected to represent Humber College at the League For Innovation Juried Art Show featuring the best college student artwork from across North America. The host college for this year's competition is Lane Community College in Eugene, Oregon.

Interested students can pick up entry forms from the SAC office at either campus. More information is available at each SAC office.



**CULINARY MANAGEMENT STUDENTS**

**CHEF'S TABLE**

**"When Worlds Collide"**

A blend of international cultures and great cuisine

When:	<b>Monday, February 9th 1998</b>
Time:	6.00 p.m.
Where:	Room D 129, North Campus
Cost:	\$25.00 per ticket, plus tax
Availability:	Limited seating

**TICKETS CAN BE PURCHASED AT THE HUMBER ROOM**

**Important Notice From Physical Resources**

Please be advised, in order to make necessary repairs and inspections to our "high voltage equipment," a power shutdown is required.

The North Campus will be shut down on Sunday, June 14, 1998 and will include all buildings at the North Campus. The rain date will be Sunday, July 12, 1998.

The Lakeshore Campus and RAGLC will be shut down on Sunday, June 7, 1998 and will include buildings A, AX, B, C, D, E, H and L. The rain date will be Sunday July 5, 1998.

Please note, staff and students will not be allowed within the college facilities during this approximate eight (8) hour shutdown, 8 AM to 4 PM.

Thank you for your co-operation in this matter. For further information please don't hesitate to call Doug Deason at extension 4453 or Larry Rinaldo at extension 4454.



## Students' Association Council North

It is with regret that we inform you of the resignation of **LISA KRAMER** from her position as SAC North's secretary, effective as of today. Lisa has been with SAC for six and a half years, but has decided to pursue some other options in her career. We wish Lisa every success. For any enquiries, please contact Shirley Forde, President, SAC North on ext. 4155

# DOUBLE THE MONEY

### *What is the Ontario Student Opportunity Trust Fund?*

The OSOTF is a bursary program that challenges Ontario Colleges and Universities to raise as much money as possible to help students in financial need. In turn, **the provincial government will match each dollar.**

Last year, Humber College raised close to \$400,000. Our goal for 1998 is to generate enough money to reach a total of \$500,000. With the government's matched donation, we will have **\$1 million** to help Humber students stay in school. And, because the funds will be endowed, only the interest income generated from the money will be distributed, so your gift will continue to be used each year for students who need some extra help to achieve their educational goals.

### *Who will receive the bursaries?*

Bursaries are awarded to students who desperately need money to attend college or to those who are at risk of dropping out of school because of a financial emergency. Application forms can be picked up in the Financial Aid Office. Students must work out a budget and must have good grades to be eligible.

**Twenty-five Students Received Bursaries in the '97/98 School Year!**



# ARTIST IN RESIDENCE WEEK (February 2-6)

## RECORDING AND CONCERT SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00	9:00 Recording Session TED QUINLAN	9:00	9:00 Recording Session Lisa Martinelli Vocal Jazz #1	9:00 Recording Session Don Thompson COMBO #1
12:00 TMA Jazz Concert Alex Dean Pat LaBarbera + Rtm. section Bobby Heriot	12:00	12:00 Concert/Clinic JOHN ABERCROMBIE	12:00	12:00
1:00	1:00 Recording Session MARK PROMANE	2:00	1:00 Recording Session AL KAY	1:00 Recording Session Don Thompson
3:00 Recording Session BLUE JACKETS REQUIRED	FUSION #1 4:00	3:00 Recording Session PAT LABARBERA COMBO #1	BIG BAND #1 4:00	COMBO #2 4:00
6:00	6:00	6:00	6:00	6:00

## WORKSHOP SCHEDULE ROOM 204

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00	9:00	9:00	9:00	9:00
10:30 BRIAN LILLOS Making your own C.D.	10:30 PAT LABARBERA Jazz Improvization	10:30 JOHN ABERCROMBIE Guitar Students	10:30 Session/ Promane/Dean/Lillos/LaBarbera Saxophone	10:30 SHANNON GUNN
12:00	12:00	11:30 Only	12:00 Summit	12:00
1:30 GUIDO BASSO CLINIC	1:30 PAUL HYMAN STRESS MANAGEMENT		1:00 WILLIE JARVIS	
3:00	3:30		3:00	

\*\*\*\*\* ALL SESSIONS ARE OPEN UNLESS INDICATED

## JAZZ VIDEO SCHEDULE - ROOM 203

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00	9:00	9:00	9:00	9:00
	1:30 C. ANDERSON JAZZ VIDEOS - Lets Get Lost -	10:50 L. Sullivan Vocal Auditions 11:30	11:00 Art Maiste Popular Classical Piano and a bit of boogie-woogie	
	3:30	1:00 B. Dickinson An Approach to 3:00 solo jazz piano	1:00	
		WORKSHOP SCHEDULE ROOM 205	1:30 C. ANDERSON JAZZ VIDEOS - Round Midnight	
		WEDNESDAY	3:30	
		THURSDAY		
		FRIDAY		
		9:00	9:00	9:00
		10:30 S. Gunn A Perspective on practicing	10:30 R. Bulger Ted Quinlan Guitar	10:30 Kay, Crowe, McDade Brass Summit
		12:30	12:00 Mastercl.	12:00
		1:00 Brian Harris The other Keyboard Instruments - B3, clav. etc.	1:00 L. Martinelli The Vocal/Piano Jazz Duo with Dave Rastine -	1:00 S. BERGER 20th Century Popular Music
		3:00	3:00	3:00
		WORKSHOP SCHEDULE ROOM 122		
		WEDNESDAY	THURSDAY	FRIDAY
		9:00	9:00	9:00
		9:55 Percussion Workshop Intro. to African Drumming		
		12:00		
		3:00 Brazilian Drumming Workshop		
		4:30		
		MONDAY		
		9:00		
		10:30 R. Flock Secrets of Drum Chart Writing for Arrangers		
		12:00		
		1:30 R. Flock Handpercussion technique For the non percussionist		
		3:00		



## HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY

# Innovation of the Year Awards

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### ELIGIBILITY:

- ▶ The purpose of the Innovation of the Year awards is to recognize College employees who have designed and implemented a significant innovation that positively impacts the education of students in the College.
- ▶ Employees from all employee groups (full and part-time faculty, administrators and support staff) are eligible for nomination.

### CRITERIA:

The major criterion for nomination is that the innovation has:

*Positive impact on the students' educational process.*

Additional criteria to be used for judging the merit of an innovation and its impact on students' education are:

- ▶ **Creativity:** The selected program will be as original as possible or be a unique adaptation of an existing program process or concept.
- ▶ **Effectiveness:** There is evidence that the innovation leads to a better process for accomplishing a task(s).
- ▶ **Replication:** The significant components of the innovation selected can be replicated in other institutions with a minimum of difficulty. The description of the program will include any conditions necessary for replication.
- ▶ **Timeliness:** Innovation will not be more than five years old in the institution, but it must have been in existence long enough to have been tested.
- ▶ **Value Addition:** There is evidence that innovation adds value to or improves the students' education.
- ▶ **Currency:** There is evidence that the innovation is current in content and adaptive to technological applications as appropriate.

### NOMINATIONS:

Individuals require nomination by two members of the College community and nomination forms are accompanied by:

- i. A two hundred word description of the innovations.
- ii. Rationale for nominating this program.
- iii. Objective/purpose of the innovation.
- iv. Impact of the innovation.
- v. The role/contribution of the innovation to Humber and other community colleges.
- vi. Endorsement by divisional dean/academic manager.



# **HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

## **NOMINATION FOR INNOVATION OF THE YEAR AWARD**

Name of Innovator(s)\_\_\_\_\_

Title:\_\_\_\_\_

Department/Division\_\_\_\_\_Extension\_\_\_\_\_

Nominated by:\_\_\_\_\_Title:\_\_\_\_\_

Division:\_\_\_\_\_Extension:\_\_\_\_\_

Seconded by:\_\_\_\_\_Title:\_\_\_\_\_

Division:\_\_\_\_\_Extension:\_\_\_\_\_

**TITLE OF INNOVATION:**\_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING TO THIS FORM:**

1. A 200 work description of the innovation
2. Rationale for nominating this program
3. Objective/purpose of the innovation
4. Impact of the innovation
5. The role/contribution of the innovation to Humber and other community colleges

### **COMMENTS BY THE DEAN/ACADEMIC CHAIR**

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Please return Seven copies of this nomination package to the Professional Development Office by February 14, 1998.

The selection committee is composed of recent recipients of the awards.



## VALENTINE'S SPECIAL EVENT ♥

The SAC Health Centre presents.....

### Healthy Sexuality Day

**North Campus:** *Thursday, February 12, 1998*

11:00 a.m. to 2:00 p.m.

Concourse

**Lakeshore Campus:** *Tuesday, February 10, 1998*

11:00 a.m. to 1:30 p.m.

Cafeteria

**Information About:**

- Sexual Assault
- Emergency Contraceptive Pill
- Birth Control
- STD's and AIDs
- Sexual Orientation

### Prizes Galore

Staff/Faculty are invited to attend and are asked to encourage their students to participate.



# The Communique

Published by the Office of the President  
February 3rd, 1998 - Communique #35

## FREDERICK A. EMBREE

It is with sadness and regret that we inform you of the death of **FREDERICK A. EMBREE**, former Registrar, and a Humber College employee during the years 1969 to 1984. Fred was a much-valued employee - he was conscientious, hardworking and very committed to his role in the college. He will always be remembered for his gentle manner, his sense of humour, and as a great team player.

Our sincere condolences go to his family, especially his son, Rick, the Director of Business Development at Humber.

Private arrangements have been made for Fred's funeral. The family requests no flowers, but donations, if desired, can be made to a student bursary fund established in Fred's name, care of the Financial Aid Office (Holsee Sahid, Room #H 107 North, ext: 4052)

## Physical Resources Work (Capital) Requests

Please be advised that any 'Physical Resources Work Requests' (Capital) received in our office after Friday, February 13<sup>th</sup>, will be charged to Fiscal 1998/99.

Please note also, that as in the case of a Purchase Requisition, no work can proceed without the required paperwork, including signatures and account numbers.

As in the case of other college forms, the 'Physical Resources Work Request' is a three part form, to allow for processing in multiple departments, including Financial Services. If you require additional forms please contact Leslie Higgins on Ext. 4053 or Glenn Baker on Ext. 4444 - regretfully we cannot process a photocopy.

Thank you



# COLLEGE-WIDE INTEGRATED IT PLAN

## *Call for Volunteers*

The Information Technology Steering Committee (ITSC) has developed a *College-Wide Integrated IT Plan*. The objective of the plan is to provide an IT environment that allows the user (*public/learner/client/employee/supplier*) the flexibility to access required IT services in a user friendly, highly reliable and timely manner, regardless of location. The services must be defined by user needs, be intuitive, consistent and require minimal effort to learn and use.

### *IT Strategies*

1. Establish a college-wide policy on the funding required for the IT environment.
2. Establish standards for non-instructional and where possible, instructional software College-wide, with the understanding that specialized needs may require unique solutions. Software, as a minimum, should include Office Suite, e-mail, web browser, virus check, operating system, groupware.
3. Specify and communicate the standard computer environment at the College in which laptops, desktops, printers and any other peripheral equipment must operate.
4. Establish cycle for purchasing, replacing, upgrading hardware/software on a college-wide basis (minimum every 2 years).
5. Identify a process to decide when and to what level non-standard environments are supported.
6. Establish and communicate service level expectations/standards (quality, access time, repair service time, mean time to failure, stability).
7. Establish college-wide common integrated authentication systems.
8. Develop mechanisms to monitor and evaluate infrastructure performance so that weaknesses are identified and fixed before they affect service.
9. Establish on-going mechanism to evaluate and pilot new IT Technologies (hardware/software) including cost-benefit analysis.
10. Provide supported, proactive and supportive just-in-time IT learning opportunities for staff including the creation or purchase of a series of instructional modules that support staff learning.
11. Develop IT communication strategies to support users
12. Provide user-friendly interfaces for accessing all college information systems (Internet, Intranet, document management, college-wide information systems).
13. Ensure network access throughout the college (library, classrooms, Caps, student centre).
14. Provide a mechanism for students and employees to remotely access College IT services.
15. Implement computer - telephony integration strategies, as required.
16. Develop key student information system improvements to enhance customer service.

Project teams around these sixteen (16) IT Strategies are now being formed to facilitate the implementation of the activities towards the established target dates. Individuals interested in participating on one of the project teams, or in providing input to the process, should contact Heather Huber (*ext. 4279; email address: huber*) or Michael Harper (*ext. 4904; email: harper*) as soon as possible.



## Highlights of the Meeting of the Board of Governors January 19, 1998

- ▶ **Chair's Remarks** – John Gribben indicated the following: (i) The annual ACAATO conference is scheduled for February 22<sup>nd</sup> and 23<sup>rd</sup>, in Ottawa. (ii) Past and current members of Humber's Board of Governors have been invited to a Board reception in the Humber Room on January 26<sup>th</sup> to celebrate Humber's 30<sup>th</sup> anniversary.
- ▶ **Residence Fees for 1998-1999** – John Mason presented the proposal related to residence fees for 1998-1999. The proposed rates for 1998-1999 represent a combined minimum meal plan and residence fee cost of \$4,788 for two semesters. Depending on the option a student chooses, the percentage increase ranges between 3.6% and 4.4%. A differential between prepaid and semester payment options was introduced a number of years ago to encourage pre-payment and discourage problems associated with bad debts and fee collection. The differential has worked well, but difficulties in collection are resurfacing, and it is recommended that the differential be increased from \$200 to \$300. Following discussion the Board of Governors approved the Residence and Meal Plan fees for the period from August 17, 1998 through to August 20, 1999 as presented.
- ▶ **Police Foundations / Law and Security Administration Program** – The Ministry of the Solicitor General and Correctional Services has announced that entry into police forces after the year 2000 will require a Police Foundations' Diploma. This new diploma overlaps the Law and Security Administration Program (LASA), which formerly was the preparatory training for police work for related criminal, justice, corrections, customs and security employment. The Ministry has requested Board approval to offer this program which, in practice, removes police training from the generalist LASA program and provides it in the more focussed Foundations Program. Following discussion the Board of Governors approved the offering of the Police Foundations Program.
- ▶ **Results of Customer Service Survey** – John Mason and Peter Dietsche presented the results of the 1997 Customer Service Survey. This survey represents the second administration of a survey tool designed to solicit feedback on student and staff satisfaction for each of the service areas within Student Services and Administrative Services of the college. From this feedback, many departments developed action plans to enhance customer service and focus attention on future improvements. In this way, the Customer Service Survey becomes a tool to facilitate continuous improvements in College services, which will help achieve and support the goal of student success. The



survey was designed to provide feedback on *Organizational Values, Frequency of Service Use, Staff Characteristics, and Need for Improvement in Service Delivery* for 31 different functional areas across Administrative Services and Student Services in the college. The 1997 Customer Service Survey was comparable to the 1996 survey, and allowed departments to monitor the relative effect of actions taken in response to the 1996 survey, as well as to monitor changes in opinion.

- ▶ ***Human Resource Corporate Plan*** – Nancy Hood presented the Training Plan for Support Staff and related material, which included a series of recommendations approved by the President's Executive Committee; the process used to develop the plan; the principles applied to the training plan; booklet used for internal distribution; the training program guide; and copies of the surveys distributed to staff and managers. Recent staffing changes in the Human Resources Department have necessitated the need to find replacements in the areas of consultant/human rights and training.
- ▶ ***Property Update*** – Rod Rork provided a property update on the following: (i) *Keelesdale Campus* – The Keelesdale Campus has been sold. (ii) *Queen's Plate Lands* – The Ontario Municipal Board (OMB) hearing date has been set for February 18, 1998.
- ▶ ***Human Rights Policy*** – Rod Rork reported that a legal opinion on Humber's Human Rights Policy is already on file, and the concern of the Board that all stakeholders be fully protected had been previously addressed. This topic will be reviewed by the Board ad hoc policy subcommittee, which is expected to meet at end of February. A recommendation will be brought forward to the Board subsequent to that meeting.
- ▶ ***Ice Storm Disaster Relief*** – Paul Pieper reported that the Humber community generously donated a variety of items for the Ice Storm Disaster Relief fund.
- ▶ ***The Toronto Star*** – Catherine Rhinelandt referenced the recent article in The Toronto Star, which highlighted Dr. Gordon and his concerns about the treatment of colleges in the academic community



## Discover Design

On Wednesday, February 11, 1998 Humber College will be hosting their annual Discover Design Open House. There will be approximately 250 students (school groups and individuals) participating in this event. The event will include a guest speaker in the Community Room followed by a tour of our design facilities. If staff or faculty encounter any late or lost participants during this day, please direct them to the Community Room.

Questions? Please contact Barb Riach at ext 4576, or if someone would like to register for the event, contact Maureen Wager at extension 4048.

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# What is WebCT ?

There are several ways of placing a course on the Internet. WebCT is one way of doing this. It provides you with tools to place your course on the Internet, to communicate with your students, to conduct tests and to track your student's progress.

To find out more about WebCT, come to the presentation.

<b>Date:</b>	<b>February 12, 1998</b>
<b>Time:</b>	<b>12:40 - 13:35 p.m.</b>
<b>Place:</b>	<b>Community Room</b>

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## *It's Your Turn.....*

Please take this opportunity to give us your input regarding Horizons, by completing the following and forwarding to the Horizons office C115L, North Campus.

### **Feedback for Horizons Team**

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### **Questions**

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### **From (optional):**

Name: \_\_\_\_\_ Ext: \_\_\_\_\_ E-mail: \_\_\_\_\_



# The Communique

Published by the Office of the President  
February 9th, 1998 - Communique #36

## REGISTRAR

Upon the recommendation of the Interview Committee and a further interview with the President's Executive Committee, I am pleased to announce that **VICTOR CHAPMAN**, currently the Director of Admissions and Academic Records at Carleton University, has accepted the position of Registrar at Humber College, effective March 2, 1998.

Victor, a Carleton graduate, comes to us with a Master of Arts Degree in Public Administration together with twenty-five years' experience in the educational sector involving all aspects of registrarial administration. He has a strong technical background and has implemented a number of strategic innovations at Carleton. His management style and analytical approach to planning will be of significant benefit to Humber.

I would like to thank the Interview Committees who assisted in the selection process for this position and would ask that each of you extend a warm welcome to Victor as he assumes his appointment at Humber.

*Rod Rork*  
*Vice President, Administration*

CAREER SERVICES

# JOB FAIR

Wednesday, February 18, 1998

10:00 am - 2:00 pm

Humber College - North Campus - Concourse

*30 employers recruiting for part-time, full-time and summer jobs*



## MultiFaith Calendar - February 1998



### SHINTO

#### February 3

Popularly known as the Bean-throwing Festival, Setsunbun-sai marks the end of winter and the eve of the first day of Spring, according to the ancient East Asian solar calendar, still widely familiar in Japan. Beans are thrown into each room of the house, and then through the outer doors, with the shout, "Devils out, Fortune in!" Today, Setsunbun-sai is a happy family festival.



### WICCA

#### February 2

Imbolc (also called Imbolg, Candlemas, Brigantia, The Feast of the Waxing Light, and Oimele) celebrates the waxing strength of the God, the first and greatest gift of the Goddess. Many Wiccan traditions honour the Goddess herself at this time as the source of fire, poetry, arts, crafts, agriculture, and smithcraft. In any case, it is a time for reflection upon the generative power of the gods from which the later harvests, both physical and spiritual, will come.

### MISCELLANEOUS

#### February 26

Total eclipse of the sun: Panama, North Columbia, North Venezuela, the South Caribbean Isles.



### Vision TV

Skylight continues its series on Gandhi's *The Seven Modern Sins*.

**February 4** Science Without Humanity

**February 11** Worship Without Sacrifice

**February 18** Politics Without Principals



### ABORIGINAL SPIRITUALITY

#### Buxwlaaks

The name of the season of blowing needles, when the wind shakes loose the foliage of the frozen evergreens. The New Year approaches.



### BAHA'I

#### February 7

Mulk ("Dominion") is the 18th month of the Bahá'í year.



### CHRISTIANITY

#### Feb. 25

Ash Wednesday is the beginning of Lent, the forty day period (excluding Sundays) of prayer, repentance and self-denial that precedes Easter (Gregorian calendar).



### HINDUISM

#### February 1

Vasanta Panchami, one of many spring festivals, is celebrated particularly in North India where it is associated with Saraswati, the Goddess of Learning. However, it also retains connection with the Goddess of Wealth, Lakshmi.

#### February 25

Mahashivaratri is dedicated to Shiva, one of the major deities to whom devotion is directed by Hindus. The night before the feast texts are recited, songs sung and stories told in honour of this God whose dynamic cosmic dance creates, preserves, destroys and recreates the world.



# **Beat the February Blues with This Week's Events**

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\* **February 11th: Burr-B-Q.** Get a hot dog, popcorn, and a pop for only \$2.50 in the student center.

\* **February 12th: Plant Sale.** As your plant grows, so will your love. Buy a plant outside Tall Hats.

## **Tell the students about these other events:**

\* **February 11th: Valentine's Dinner.** Treat yourself and your sweetie to a romantic dinner in 7th semester for \$25 per couple. Tickets are available in Residence.

\* Students can buy raffle tickets for a **Romantic Valentine Package.** Tickets are 3 for \$5.00 or 1 for \$2.00.

\* All proceeds go to the Ontario Student Opportunity Trust Fund



## **Fit for Heart "Fitness Blast"**

Come on out on Friday, February 13th and join the Fit for Heart Fitness Blast. Once again the Athletics Department is holding a special 1.5 hour aerobic class to raise money for the Heart and Stroke Foundation. The class will start at 12:10 pm - come out for all or part of this special class which will feature Boxercise, Cardio Funk, Hi/Lo, Step and Body Sculpting.

**Pledge forms can be picked up from Leanne in the Athletics office - A116. There are incentive prizes for the amount of pledges you collect. For example:**

<b>\$20</b>	<b>=</b>	<b>Water bottle</b>
<b>\$50</b>	<b>=</b>	<b>Water bottle and baseball cap</b>
<b>\$110</b>	<b>=</b>	<b>Water bottle, baseball cap and Nike T-shirt</b>
<b>\$230</b>	<b>=</b>	<b>Water bottle, baseball cap, Nike T-shirt, and travel sports bag</b>
<b>\$350</b>	<b>=</b>	<b>Water bottle, baseball cap, Nike T-shirt and ribbed fleece sweatshirt</b>
<b>\$500</b>	<b>=</b>	<b>Water bottle, baseball cap, Nike T-shirt, travel sports bag and ribbed fleece sweatshirt</b>
<b>\$750</b>	<b>=</b>	<b>Water bottle, baseball cap, Nike T-shirt, ribbed fleece sweatshirt and Timex Expedition sports watch</b>
<b>\$1000</b>	<b>=</b>	<b>Water bottle, baseball cap, Nike T-shirt, ribbed fleece sweatshirt and Combo 3-piece jacket</b>
<b>Over \$1000</b>	<b>=</b>	<b>Go Shopping!!!! Receive \$1000 level items plus items from levels above equal to the pledge dollars raised. ie.     \$1270 = \$1000 + 2 @ \$110 level + 1 @ \$50 level</b>

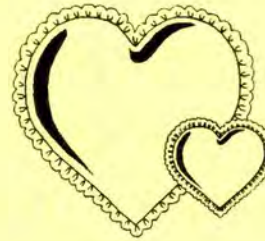
If you do not want to collect pledge money, we are asking for a minimum donation of \$1.00 to attend the class (all proceeds will go to the Heart & Stroke Foundation).

Each participant will receive a Valentines surprise. Come on out and have some fun, bring a friend or your Valentine and let's get Heart Healthy and Fit!!!!

For more information, call Leanne at ext. 4186.



Humber College of Applied Arts & Technology  
Employee Heart & Stroke Campaign



**DRESS RED** for the  
Heart and Stroke Foundation on .....

*Friday, February 13*

*The Etobicoke Chapter of the Heart and Stroke Foundation of Ontario has asked that we lend our support to "**Dress Red for Heart and Stroke**" on February 13, 1998.*



*Your investment in the Heart and Stroke Foundation of Ontario is urgently needed, so that education and research can continue to be funded to fight this #1 killer of both men and women. We are requesting your participation in this city-wide event.*



*How to participate .....*

- ♥ *Dress **RED** on February 13<sup>th</sup> and make a donation of \$2.00.*
- ♥ *Add your name to the "sign-up" sheet and receive your **DRESS RED** sticker*
- ♥ *A supply of participant stickers will be available in your department/division on February 13<sup>th</sup>.*
- ♥ *Remember to **HAVE FUN** and paint the College **RED** on the 13<sup>th</sup>!!*



For more information, call  
either Betty, Nancey, Joan, Val or Heather  
4545, 4431, 4423, 4102, 4279





## INVITATION TO LITERARY READINGS AT HUMBER COLLEGE

LAKESHORE CAMPUS  
3199 Lakeshore Boulevard West  
Etobicoke, Ontario  
M8V 1K8

Thanks to the generous assistance of the Canada Council, Humber College will again be hosting literary readings during the upcoming academic year. The writers will read selections from their work and will answer questions from the audience after each reading. The readings will take place at 2:00 p.m. in the library of Humber's Lakeshore Campus.

Humber's own **Antanas Sileika** will read from **Buying on Time**, a collection of linked stories, on **Wednesday, February 18, 1998**. These tales of East European immigrants to Toronto in the early fifties trying to find the good life in Weston have been enthusiastically received. (Perhaps you read the reviews in **The Globe** and **The Star** or heard Antanas being interviewed again on **Morningside**?) **Dinner at the End of the World**, Antanas's celebrated first novel, appeared in 1994.

Antanas's stories have been published in Canada, France, Germany, Lithuania, and the United States. He has written comedy sketches and drama for CBC Radio's **Morningside**, and non-fiction for magazines such as **Saturday Night**. He reviews Canadian small press books for literary journals and CBC Stereo's **The Arts Tonight**. He was a co-editor of **Paris Voices** (Paris, France) and **Descant** (Toronto).

For more details, call Ben Labovitch, (416) 675-6622, ext. 3283.



## ACADEMIC GROUP

### VESTED SICK DAYS - SPECIAL BUY-OUT PROGRAM 1998

It has been announced that the special program for the buy-out of Vested Sick Credits, will again be offered this year. The highlights of the program are:

- you must have been employed prior to April 1, 1991, **and** have 10 years of full-time continuous service with Humber College in order for your Sick Leave Credits to be vested;
- absences from work in excess of four months do not count as time towards vesting;
- payment will be made on the basis of 75% of the amount that would have been paid at the normal time of buy-out;
- payments cannot be "rolled over" to an RRSP as they could if taken as severance pay upon resignation or retirement;
- income tax must be deducted at source on the basis of earned income (i.e. approximately 50%);
- you cannot buy-out twice; therefore, if you buy out now, any residual days will remain to your credit but will no longer be vested. Accumulation will still continue;
- there are other options with respect to utilizing this pay-out such as financing a leave of absence. Please refer to the attached 1998 announcement;
- of those who apply, the members who have a greater amount of vested credits will be the first to enjoy an extension of this opportunity - faculty members of all Colleges are in a common pool for this purpose;
- applications must be received in Human Resources (Sherry Fast) by no later than 4:30 p.m. March 23, 1998 in order to be eligible for the program. Payments are expected to be issued by June 15, 1998.
- your vested Sick Leave Credits are available from your Departmental Leave and Attendance Co-ordinator and are those Credits reflected on the August 31, 1997 Departmental Leave Report. To these must be added the 20 days for the 1998/99 (less number of days used since September 1997). Credits may also be obtained from Sherry Fast, Human Resources at extension 5089.



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## *A Communique from the Joint Task Force on Sick Leave 1998*

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In the Collective Agreement effective September 1, 1989, a process through which faculty hired before April 1, 1991, would be entitled to buy out their accumulated sick leave credits was established. An initial sum of \$5,000,000 was made available on April 1, 1991, to begin this program, and additional sums, agreed upon by the parties, were to be made available in future years. The current Collective Agreement contains a provision that a sum of \$5,000,000 will be made available in each year of the Agreement for this purpose.

The Task Force, consisting of Peter McKeracher of Durham College, and Wilma Van Den Hurk of Sheridan College, and Kathryn Cestnick of Sheridan College and John Podmore of the Council of Regents, will continue to administer the procedure.

The purpose of this communique is to advise all eligible faculty of the terms of the 1997/98 buyout plan as agreed to by the members of the Task Force, and to also advise you of procedures by which interested faculty may apply to participate in the plan this year.

### *Value of Sick Leave Credits*

Employees who qualify for the buyout plan and elect to have their credits purchased will have them cashed out in full at the rate of 75 cents on the dollar, on the amount that would otherwise be payable upon separation from employment under the terms of the pre-existing Cumulative Sick Leave Plans. Deemed full time salary will be used for this purpose for eligible employees in Reduced Workload arrangements. Following a cash out of credits, the employee would not be entitled to any further sick leave gratuity on separation from employment but would continue to accumulate credits for sick leave purposes. In addition, any accumulated sick leave credits that remain to an employee's credit after the maximum amount of payment or equivalent has been received will remain to the credit of the employee to be used in the case of illness.

### *Eligibility*

All faculty whose sick leave credits are vested are eligible to apply to participate in

the plan. Your sick leave credits are vested if you are a current full-time member of the academic bargaining unit at your college with at least ten years of service at your college as of March 31, 1998.

### *Application to Participate*

Eligible faculty who are interested in participating in the plan must apply on or before March 23, 1998. Application forms and procedures are available in your College. Your application will be made directly to the Human Resources Department in your College. All applications will be forwarded to the Council of Regents, Human Resources Secretariat, who will assist the Task Force by assembling the applications into a system-wide data base.

**Please Note:** If you previously applied for a buyout of your sick leave credits, but were unsuccessful you must still apply again in order to be considered for payout this year.

### *Selection of Participants for 1998*

Your College has advised, or will shortly advise you, of the number of sick leave credits standing to your credit as of January 31, 1998. These credits will include the full entitlement for the 1997-98 academic year.

Participation in the plan for 1998 will be determined on the basis of the number of sick leave credits the employee has standing to his/her credit. Those employees with the greatest number of credits will have the first opportunity to participate in the plan and funds will be allocated until the \$5,000,000 has been exhausted. Selection of participants for this year will be made by the Task Force based on the system-wide data.

This procedure will continue in each year in which the plan is in effect.

Employees who are selected to participate will be notified by May 29, 1998. It is expected that employees who have elected to receive a cash payout will receive payment by June 12, 1998. Participants who have not received payment by sixty days from the date of notification of participation in the plan may be able to claim interest on their payout from their College.



### *Buyout Options Available*

Employees who wish to participate in the plan will have the following options available.

#### *A. Immediate Cash Payment*

Under this option, employees would receive an immediate cash payment of the value of their sick leave credits as specified in the Collective Agreement, to the maximum benefit available.

Money received under this option will be taxable as income in the year it is received.

#### *B. Leave of Absence*

Under this option, employees may use their sick leave buyout to finance a leave of absence this taxation (calendar) year upon approval by their College.

Under this option, tax will be payable as if the employee were working.

#### *C. Topping up of Salary during a Paid Leave of Absence*

Under this option, employees may elect to use the value of their sick leave credits to top up their salary during an approved paid leave of absence during this taxation (calendar) year when their salary is reduced, e.g., Professional Development Leave.

Under this option, the payment received would be taxable as income.

#### *D. Payment into the approved Sick Leave Buyout Leave of Absence Plan*

The Sick Leave Buyout Leave of Absence Plan is, in essence, an arrangement for pre-paid leave. Monies are deferred from an employee's salary into a trust account and are only taxable when actually received. The Sick Leave Buyout Leave of Absence Plan has received approval from Revenue Canada. It contains the following elements:

1. The monies deferred must be used to fund a leave of absence of at least six months.
2. The leave must be taken within six years of the salary deferral. If not, the money

in the plan is paid out to the employee and is taxable in the seventh year.

3. The amount deferred can be up to 1/3 of salary for the year. In this case, salary would be deemed to be base salary plus the buyout payment. In other words, if deferred, the buyout payment would not be taxed in this year.
4. Amounts deferred are paid into a trust. Interest earned is reported in the usual way and is taxable in the year it is earned as with any other interest.
5. The interest is paid to the employee in the year it is earned.
6. The employee must return to work for at least the length of the leave period; the plan cannot be used as a benefit and/or vehicle for retirement.

#### **PLEASE NOTE:**

In the event an employee selects Option "B" or Option "D" and is also participating in a Pre-Paid Leave Arrangement the maximum combined deferral amount cannot exceed 1/3 of salary for the year. It is strongly recommended by the Task Force for anyone in these arrangements to contact Revenue Canada for advice relating to their specific circumstances.

#### *Further Information*

Employees are encouraged to address any questions to either their OPSEU representatives or to their Human Resources Department.

On behalf of the Joint Task Force on Sick Leave:

*Kathryn Cestnick  
Peter McKeracher  
John Podmore  
Wilma Van Den Hurk*



**COLLEGES OF APPLIED ARTS AND TECHNOLOGY  
ACADEMIC EMPLOYEES**

**APPLICATION FOR SICK LEAVE BUYOUT  
1998**

\_\_\_\_\_  
Name

\_\_\_\_\_  
College

Buyout Option: (Select one \*)

- ☐ A. Cash Payment
- ☐ B. Leave of Absence
- ☐ C. Topping up of Salary during paid leave of absence
- ☐ D. Payment into a Leave of Absence Plan

\* For details of options, see Task Force Communique

Note: This application may be withdrawn on the employee's request at any time prior to approval by the Sick Leave Buyout Task Force

\_\_\_\_\_  
Please have this section completed by your College Human Resources Department

\_\_\_\_\_  
Seniority Date

\_\_\_\_\_  
**Vested Sick Leave Credits  
as at January 31, 1998**

\_\_\_\_\_  
**\*\* Base Salary  
as at March 31, 1998**

\_\_\_\_\_  
**Present Step  
as at March 31, 1998**

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\*\* If the base salary and the salary step do not conform to Article 14 (SALARIES) in the Academic Collective Agreement, please give reasons.



## MEMORANDUM

TO: **All Staff**

RE: **The Humber College Spectrum United Group RRSP**

As you are aware, the last day for contributing to your RRSP in order to realize the tax savings for 1997 is March 1, 1998.

We would like to remind you of some of the benefits of the Spectrum United Group RRSP which is offered to all full time employees of Humber College:

- Contributions can be made through payroll deductions - a convenient way to save.
- Immediate Tax Savings - your payroll taxes are calculated after the Group RRSP deduction is taken off your gross pay.
- A Full Range of Investment Choices are offered through Spectrum United.
- There are no administrative costs associated with Spectrum United Group RRSP, so each dollar contributed goes to work immediately for you.
- This plan will accept transfers from other plans so you can consolidate your RRSP holdings.

You also have the option of "topping up" your RRSP at any time. This plan has the flexibility of allowing contributions at any time.

You will find your RRSP contribution limit for the current year on your Notice of Assessment after filing your tax return. Robert Kowalski is available to assist you with calculating your contribution limit and any other questions you may have regarding the Humber College Group RRSP. **Employees wishing to make additional contributions to their Group RRSP prior to March 1st will be provided with an immediate tax receipt.**

**Contact Sherry Fast if you wish to "top up" your RRSP before March 1, 1998.**

Please complete the attached form and mail to Sherry Fast in Human Resources if you wish to enrol in the Group RRSP.



# REQUEST FOR APPOINTMENT

Please arrange an individual appointment with Robert Kowalski, our Group RRSP Representative and Retirement Planner.

Name (Please Print) \_\_\_\_\_

Dept. \_\_\_\_\_

Phone Number \_\_\_\_\_ Ext. \_\_\_\_\_

Forward all requests to: Sherry Fast, Human Resources or Call Sherry at Ext. 5089.

**ALL REQUESTS WILL REMAIN CONFIDENTIAL.**



## **Innovation of the Year Awards**

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### **ELIGIBILITY:**

- ▶ The purpose of the Innovation of the Year awards is to recognize College employees who have designed and implemented a significant innovation that positively impacts the education of students in the College.
- ▶ Employees from all employee groups (full and part-time faculty, administrators and support staff) are eligible for nomination.

### **CRITERIA:**

The major criterion for nomination is that the innovation has:

***Positive impact on the students' educational process.***

Additional criteria to be used for judging the merit of an innovation and its impact on students' education are:

- ▶ ***Creativity:*** The selected program will be as original as possible or be a unique adaptation of an existing program process or concept.
- ▶ ***Effectiveness:*** There is evidence that the innovation leads to a better process for accomplishing a task(s).
- ▶ ***Replication:*** The significant components of the innovation selected can be replicated in other institutions with a minimum of difficulty. The description of the program will include any conditions necessary for replication.
- ▶ ***Timeliness:*** Innovation will not be more than five years old in the institution, but it must have been in existence long enough to have been tested.
- ▶ ***Value Addition:*** There is evidence that innovation adds value to or improves the students' education.
- ▶ ***Currency:*** There is evidence that the innovation is current in content and adaptive to technological applications as appropriate.

### **NOMINATIONS:**

Individuals require nomination by two members of the College community and nomination forms are accompanied by:

- i. A two hundred word description of the innovations.
- ii. Rationale for nominating this program.
- iii. Objective/purpose of the innovation.
- iv. Impact of the innovation.
- v. The role/contribution of the innovation to Humber and other community colleges.
- vi. Endorsement by divisional dean/academic manager.



# **HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

## **NOMINATION FOR INNOVATION OF THE YEAR AWARD**

Name of Innovator(s) \_\_\_\_\_

Title: \_\_\_\_\_

Department/Division \_\_\_\_\_ Extension \_\_\_\_\_

Nominated by: \_\_\_\_\_ Title: \_\_\_\_\_

Division: \_\_\_\_\_ Extension: \_\_\_\_\_

Seconded by: \_\_\_\_\_ Title: \_\_\_\_\_

Division: \_\_\_\_\_ Extension: \_\_\_\_\_

**TITLE OF INNOVATION:** \_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING TO THIS FORM:**

1. A 200 work description of the innovation
2. Rationale for nominating this program
3. Objective/purpose of the innovation
4. Impact of the innovation
5. The role/contribution of the innovation to Humber and other community colleges

### **COMMENTS BY THE DEAN/ACADEMIC CHAIR**

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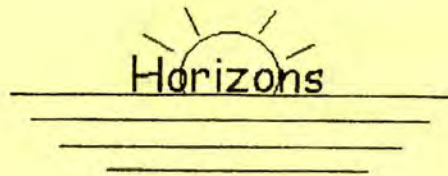
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Please return Seven copies of this nomination package to the Professional Development Office by February 14, 1998.

The selection committee is composed of recent recipients of the awards.





## College Initiatives Inventory Project

Individuals, departments and cross-functional teams throughout the college are currently working on many activities and initiatives which seek to move the College forward in a positive direction. However, information regarding these activities is shared primarily on an ad hoc basis and no comprehensive inventory exists which can be accessed by others in the College.

The College Initiatives Inventory Project will create and deliver a database of information regarding projects and committees that exist within the College. The information contained within the database will be accessible, both online and in hard copy, to all employees of the College. This information will prevent the duplication of effort and will allow the sharing of information and resources between projects.

Activities to be included in the inventory are those that meet the following criteria:

- Currently underway or completed within the last two years
- Potential for replication across the College
- Relates to one or more of the goals of Horizons

If you are involved in such an activity, please complete a summary of key information on the attached form and forward it to Heather Huber at the Horizons office (North Campus - room C115L). If you wish to submit the summary online you may access the Horizons web site at:

**<http://humberc.on.ca/~horizons/>**

Please make your submission by **February 28, 1998**. Initiatives will be posted on the Horizons web site as they are received. The completed database will be available for College use by April 30, 1998.

Information regarding the goals and strategies of Horizons is available on the Horizons web site. If you wish a hard copy of the database, please call Horizons at ext. 4301.



# HORIZONS

## Initiatives Inventory Project

### Activity Summary

Title of Activity: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Activity Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

This activity is aligned with Horizons Goal(s)# \_\_\_\_\_ Strategy(ies)# \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Team/Associated Members: \_\_\_\_\_

\_\_\_\_\_

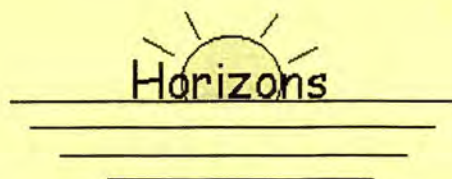
\_\_\_\_\_

Submitted by: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Please attach or forward any documents (e.g. proposals, reports, announcements) that you wish to file with this summary. Thank you.

We would appreciate it if you would please submit before **February 28, 1998**





## **Horizons is now accepting project proposals from the College community.**

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Please give thought as to how projects you are planning might tie into and support the goals and vision of Horizons. If they do, Horizons may be able to provide resources, project management support and linkages to help your project succeed.

Horizons is your opportunity to shape your future and the future success of Humber College.

Please use the following Project Proposal form and guidelines to submit your project ideas. We will contact you to discuss your suggestion further.

### **Phase 2 Projects: Submission Process**

- Submission Dates:      Now until February 28, 1998
- Submit via:
  - Web: <http://www.humberc.on.ca/~horizons/rfp.htm>
  - Email: [horizons@admin.humberc.on.ca](mailto:horizons@admin.humberc.on.ca)
  - Hard copy: Horizons Office – Room C115L
- Criteria
  - Applicability to the goals of Horizons
  - Financial viability of the project



# Transformation Project Proposal

## Guidelines

### Purpose

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- All project applications should be submitted by **February 28, 1998** to be included in fiscal 1998/99 budget plans.
- Project suggestions can come from anyone in the College. It is expected, however, that individuals, who are interested in being a team member, project leader, or sponsor, will propose most projects.
- Project proposals can be submitted:
  - on disk, in one of the following formats:
    - Word (6.0+)
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  - via the Horizons' Web site on-line form:  
<http://www.humberc.on.ca/~horizons/rfp.htm>
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  - by e-mail: [horizons@admin.humberc.on.ca](mailto:horizons@admin.humberc.on.ca)

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### Project Approval Process

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- the proposal contains all the information necessary to assess it;
- an interview would be advisable to collect additional information;
- the proposed project will need to be resubmitted before it can be considered because it does not presently conform to Horizons' goals.

Project proposal assessments will be based on

- the applicability to the goals of Horizons
- whether there is a similar project proposed or underway
- financial viability of the project

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Each project will be assigned a Horizons Core Team member. This individual will be responsible for supporting the project process and team members.

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The project objectives should identify the desired project results. These may include:

- Financial -- return-on-investment, cost savings
- Operational -- new or improved processes or procedures
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- Cultural -- redefined and/or new and different norms and ideal behaviours
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### 4. How Will You Measure Project Success?

Identify how you will measure the success (e.g., increased satisfaction, better service, increased retention)

### 5. Required Resources

**5.1 Suggested Project Leader:** You may nominate yourself or recommend someone else to be the project leader. Please obtain the consent of anyone nominated to be a project leader before submitting the project proposal. If you do not know who the project leader should be, please enter: **TBA**.

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**5.2 Suggested Team Members:** Team members need to have most, but not all, the expertise that is necessary to complete a project. Please obtain the consent of anyone nominated to be a team member before submitting the project proposal. If you do not know who the team members should be, please enter: **TBA**.

### 5.3 Financial Requirements (Estimates of Non-Salary Costs):

Estimate costs that are directly and exclusively related to the project, with the exception of salary costs which will be borne by the project sponsor.

**5.4 Other Required Resources:** Items in this section include existing college resources (Materials, Equipment, Facilities) that would have to be re-allocated to this project for its duration, as well as resources to be acquired.

**6. Estimated Duration of the Project:** Estimate the time, in months, it will take to complete the project.





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7. Submitted By: \_\_\_\_\_ 8. Date: \_\_\_\_\_

9. School / Division / Department: \_\_\_\_\_

10. E-Mail: \_\_\_\_\_

11. Phone: \_\_\_\_\_



# *the* **Communiq  **

Published by the Office of the President  
February 16th, 1998 - Communique #37

Congratulations to Dan Andreae, an instructor of Humanities and Global Issues in the Liberal Arts Division, whose paper has won an international competition sponsored by the Future Generations Alliance Foundation of Kyoto, Japan. Approximately 1300 papers from 31 countries were submitted and Dan's paper, entitled "Toward Caring About Future Generations - The Need for Education to Motivate Action in an Unwalled World" won the first prize Gold Medal. As part of the award, Dan will be travelling to Honolulu, Hawaii to deliver his paper to the University of Hawaii during Humber's Reading Week. Well done, Dan!



The Health Centre Presents.....

## ***"SUN SENSE"***

Protecting your skin and eyes from the sun

**THURSDAY, FEBRUARY 26**

**10:00 a.m. to 2:00 p.m.**

**In the Concourse**

**FREE PRODUCT SAMPLES**

**and a**

**DRAW FOR SUNGLASSES !!**



## **International Opportunity**

The Ministry of Education, United Arab Emirates, is opening a new university in the Fall of 1998, and they are seeking candidates for Information Technology Instructors, Mathematics Instructors and Science Instructors.

### **Qualifications;**

Minimum of a Master's Degree in IT, Math, Computer Science or related field

Minimum of 3 years teaching experience

Evidence of strong interest in the use of technology in the classroom

Evidence of interest in developmental education

### **Salary and Benefits;**

Competitive, tax-free salaries based on qualifications and experience

Free housing, allowances for furniture, utilities, shipping and children's education

Subsidized medical care

Annual airline tickets home

End of service gratuity

Interested candidates should send a letter of application and resume including references, telephone, fax numbers and e-mail address to;

Dr. George F. Freeman

Math/Computer Program Coordinator

United Arab Emirates University

P.O. Box 17172

Al Ain

UAE

E-mail; [dhmath@ugru.uaeu.ac.ae](mailto:dhmath@ugru.uaeu.ac.ae)



**ACADEMIC COUNCIL**  
**Thursday, February 19th 1998**  
4.00 p.m. - 8.00 p.m.  
The Community Room, North Campus

**A G E N D A**

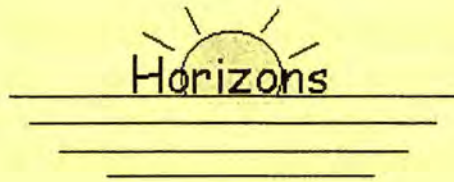
- |   |                       |             |
|---|-----------------------|-------------|
|   |                       | attachments |
| 1. Minutes of previous meeting held January 22nd, 1998                      | ALL                   | *           |
|   |                       |             |
| 2. Business arising:  |                       |             |
| (a) Copyright - College Work  | G.Begg                |             |
| (b) Rationalization Initiative - Interim Report #2 (office of VP, Academic) | G.Begg                | *           |
| (c) Printing concerns   | H.Ruschin<br>J. Elias |             |
|   |                       |             |
| 3. Announcements  |                       |             |
| (a) Welcome to new AC members   | A.Palin               |             |
| (b) By-election - Business Development                                      | A.Palin               |             |
| (c) Implementation - Standards of Classroom Conduct Committee               | A.Palin               |             |
|   |                       |             |
| 4. Changes to Distinguished Faculty Award Process (discussion - 15 mins)    | R.McLean              | *           |
|   |                       |             |
| 5. Horizons Update (discussion - motion - 15 mins)                          | C.Bradley<br>G.Byrnes | *           |
|   |                       |             |
| 6. Academic Standards Project (information, discussion - 60 mins)           | A.Bender              | *           |
|   |                       |             |
| 7. Operational Guidelines for Academic Council (discussion - 20 mins)       | G.Begg                | *           |
|   |                       |             |
| 8. Round Table  | ALL                   |             |

**REMINDER:** In June 1996, Academic Council adopted, as priorities for presentations or initiatives, the following three themes:

- Student Learning/ Quality of Education
- Communication
- Strategic Planning

Each agenda item at Academic Council should include or address these priorities.





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# LOSE WEIGHT AT WORK/SCHOOL

*Coming Soon to*  
**HUMBER COLLEGE**  
**LAKE SHORE CAMPUS**

## THE HEALTHY OPTIONS WEIGHT LOSS PLAN™

- ✓ Developed by a Nutritionist/Dietitian for the workplace.
- ✓ 45-Minute lunch time meetings with PRIVATE weigh-in.
  - ✓ All the tools needed for success!
  - ✓ 10 or more participants needed.
- ✓ Only \$99.00 per person for an 8-week series!  
(GST included. - Visa, M/C, cheque or cash)

### INFORMATION/REGISTRATION MEETING

**DATE: THURSDAY, FEBRUARY 26/98**  
**TIME: 12:00 P.M. - 1:00 P.M.**  
**PLACE: ROOM B117**

**TO CONFIRM ATTENDANCE, OR FOR MORE INFORMATION,  
PLEASE CONTACT PENNY APSE, HEALTH CENTRE,  
AT EXT. 3234 BY FEB. 24/98.**

**Healthy**  
**OPTIONS**

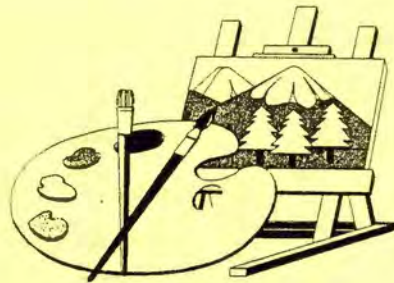


Employee Health Programs



# The Communiqué

Published by the Office of the President  
February 23rd, 1998 - Communique #38



## League For Innovation Juried Student Art Show

*Imagination, Innovation, Interpretation*

The talents of Humber College artists will be showcased in the League For Innovation Juried Student Art Show on February 23 & 24 from 8:00 a.m. to 4:00 p.m. and February 25 from 8:00 a.m. to 1:00 p.m. in the Student Centre at the North Campus. At the Lakeshore Campus the show will be on February 26 from 8:00 a.m. to 4:30 p.m. and on February 27 from 8:00 a.m. to 1:00 p.m.

Come to the show and see the creativity and artistic ability of our students. Take the opportunity to get a glimpse of the winning entries that will go to the international competition at Lane Community College in Eugene, Oregon.



# CAMPAIGN UPDATE



Since January 1, 1998, we have raised almost **\$20,000** to help Humber students in financial need



We still need your help to meet our goal of raising **\$100,000** by March 31, 1998



It's not too late to make your donation; if you didn't receive a pledge card, call Amy at extension 4976

**If you pledge your donation by March 31, 1998, you have a chance to win lots of great prizes!!!**



**ONTARIO  
STUDENT  
OPPORTUNITY  
TRUST FUND**





**SUPPORT STAFF WEEK**  
**MONDAY MARCH 2 - FRIDAY MARCH 6**

*The Support Staff Advisory Committee has lined up a varied and exciting program for Reading Week (March 2-6/98). Some program highlights are:*

***\* Special sessions in Computer Skills:***

***Department Web Pages***

***The Internet***

***\* New Employee Orientation***

***\* Presentation Skills***

***\* Dealing With Difficult Customers/Coworkers/Clients***

***\* North and Lakeshore Campus Tours***

***\* Wellness/Fitness (with tour of Athletics area)***

***\* Writing Skills***

*And, of course, a special speaker at the Support Staff Appreciation Breakfast (Friday, March 6<sup>th</sup>, 8:00 a.m., in the Seventh Semester Room).*

*Watch for your package which will contain further details. It will be sent out by the end of this week.*

***Discuss this important program with your manager and sign up quickly as space will be limited.***

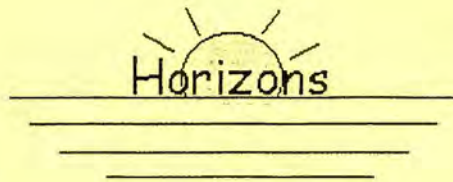
**\*Questions/More information:**

Jennifer Shand,

Human Resources Assistant,

ext. 5088





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### 5. Required Resources

**5.1 Suggested Project Leader:** You may nominate yourself or recommend someone else to be the project leader. Please obtain the consent of anyone nominated to be a project leader before submitting the project proposal. If you do not know who the project leader should be, please enter: **TBA**.

All projects will be facilitated by a project leader who will follow the project management methods and processes adopted by Horizons. Training and support will be provided to all project leaders.

**5.2 Suggested Team Members:** Team members need to have most, but not all, the expertise that is necessary to complete a project. Please obtain the consent of anyone nominated to be a team member before submitting the project proposal. If you do not know who the team members should be, please enter: **TBA**.

### 5.3 Financial Requirements (Estimates of Non-Salary Costs):

Estimate costs that are directly and exclusively related to the project, with the exception of salary costs which will be borne by the project sponsor.

**5.4 Other Required Resources:** Items in this section include existing college resources (Materials, Equipment, Facilities) that would have to be re-allocated to this project for its duration, as well as resources to be acquired.

**6. Estimated Duration of the Project:** Estimate the time, in months, it will take to complete the project.



## **Innovation of the Year Awards**

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### **ELIGIBILITY:**

- ▶ The purpose of the Innovation of the Year awards is to recognize College employees who have designed and implemented a significant innovation that positively impacts the education of students in the College.
- ▶ Employees from all employee groups (full and part-time faculty, administrators and support staff) are eligible for nomination.

### **CRITERIA:**

The major criterion for nomination is that the innovation has:

***Positive impact on the students' educational process.***

Additional criteria to be used for judging the merit of an innovation and its impact on students' education are:

- ▶ ***Creativity:*** The selected program will be as original as possible or be a unique adaptation of an existing program process or concept.
- ▶ ***Effectiveness:*** There is evidence that the innovation leads to a better process for accomplishing a task(s).
- ▶ ***Replication:*** The significant components of the innovation selected can be replicated in other institutions with a minimum of difficulty. The description of the program will include any conditions necessary for replication.
- ▶ ***Timeliness:*** Innovation will not be more than five years old in the institution, but it must have been in existence long enough to have been tested.
- ▶ ***Value Addition:*** There is evidence that innovation adds value to or improves the students' education.
- ▶ ***Currency:*** There is evidence that the innovation is current in content and adaptive to technological applications as appropriate.

### **NOMINATIONS:**

Individuals require nomination by two members of the College community and nomination forms are accompanied by:

- i. A two hundred word description of the innovations.
- ii. Rationale for nominating this program.
- iii. Objective/purpose of the innovation.
- iv. Impact of the innovation.
- v. The role/contribution of the innovation to Humber and other community colleges.
- vi. Endorsement by divisional dean/academic manager.



# **HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

## **NOMINATION FOR INNOVATION OF THE YEAR AWARD**

Name of Innovator(s) \_\_\_\_\_

Title: \_\_\_\_\_

Department/Division \_\_\_\_\_ Extension \_\_\_\_\_

Nominated by: \_\_\_\_\_ Title: \_\_\_\_\_

Division: \_\_\_\_\_ Extension: \_\_\_\_\_

Seconded by: \_\_\_\_\_ Title: \_\_\_\_\_

Division: \_\_\_\_\_ Extension: \_\_\_\_\_

**TITLE OF INNOVATION:** \_\_\_\_\_

**PLEASE ATTACH THE FOLLOWING TO THIS FORM:**

1. A 200 work description of the innovation
2. Rationale for nominating this program
3. Objective/purpose of the innovation
4. Impact of the innovation
5. The role/contribution of the innovation to Humber and other community colleges

### **COMMENTS BY THE DEAN/ACADEMIC CHAIR**

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Please return Seven copies of this nomination package to the Professional Development Office by February 27, 1998.

The selection committee is composed of recent recipients of the awards.



# LOSE WEIGHT AT WORK/SCHOOL

*Coming Soon to*  
**HUMBER COLLEGE**  
**RECREATION & ATHLETIC CENTRE**

North Campus |

## THE HEALTHY OPTIONS WEIGHT LOSS PLAN™

- ✓ Developed by a Nutritionist/Dietitian for the workplace.
- ✓ 45-Minute lunch time meetings with PRIVATE weigh-in.
  - ✓ All the tools needed for success!
  - ✓ 10 or more participants needed.
- ✓ Only \$99.00 per person for an 8-week series!  
(GST included. - Visa, M/C, cheque or cash)

### FREE INFORMATION/REGISTRATION MEETING

Date: Monday, March 9/98  
Time: 12:00 p.m. - 12:45 p.m.  
Place: Room A137

**FOR MORE INFORMATION, OR TO CONFIRM ATTENDANCE, PLEASE  
CONTACT LEANNE HENWOOD AT EXT. 4186.**

**Healthy**  
**OPTIONS**

Employee Health Programs

Phone: (905) 607-7138  
Fax: (905) 607-3247  
E-mail: [healthop@idirect.com](mailto:healthop@idirect.com)



# The Communique

Published by the Office of the President  
February 26th, 1998 - Communique #39

## *Support Staff Week - 1998*

### *Correction*

*Please note that the "Health, Wellness, & Being Stress-Free" seminar that is scheduled for Monday, March 2<sup>nd</sup> (1-4 p.m. - Athletic Centre) is missing from the Registration Forms that were included in the full time Support Staff packages recently distributed.*

*This session will be a fun and informative afternoon with a tour of the impressive Athletics Centre (which is available for staff use), helpful ergonomic hints (with demonstrations of quick desk exercises), and information on how to prevent and deal with such common office ailments as Repetitive Strain Injuries and Back Pain.*

*Should you wish to attend this valuable session, please indicate this on the Registration Form wherever space permits.*

*We apologize for any inconvenience.*

*Any questions, call Jennifer Shand  
HR Asst ext 5088.*

## REMINDER

If you haven't already done so, please complete the Staff Customer Service Survey and forward it to the "Humber Research Network, C133" by no later than Friday, February 27th.

Thanks again to everyone who has taken the time to complete the survey. Your comments and suggestions are appreciated. The winners of the various prizes will be drawn on Wednesday, March 4<sup>th</sup> and the winners will be notified immediately. If you have any questions, please call Peter Dietsche at ext: 4624 or David Griffin at ext: 4960.



# PLEDGE TO WIN!

## WITH THE ONTARIO STUDENT OPPORTUNITY TRUST FUND

If you have already pledged or plan to make a donation in the 1997/98 school year,  
you could ~~win~~ any of these great prizes:

**A summer weekend getaway in Quebec,  
compliments of Temple & Temple Tours**



**A pair of tickets to see the play,  
"I Love You, You're Perfect, Now Change"**



**A six-month gym membership at  
Curzon's Fitness Clubs**

Additional pledge cards will be available in the Staff Lounge  
or call Amy Faas at extension 4976.



### CAAT GOLF TOURNAMENT

This year's CAAT golf tournament is being hosted by OCAS at the Springfield Golf & Country Club in Guelph (Hwy 401 & Hwy #6 area) on Friday, May 29th.

Details about the tournament will be made available as it is received. So remember, circle May 29th on your calendar!



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## Partnerships: Building Relationships in Education

# SHOWCASE '98

THURSDAY • MAY 21, 1998

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Humber Showcase celebrates excellence in learning and teaching. This year's theme "Partnerships: Building Relationships in Education" reflects the many ways we are taking a proactive approach to changing how we work with others.

Here's your chance to showcase how your program or school is building relationships in education!

- Who:** You, your colleagues, your partners in education – full-time or part-time.
- What:** Workshops and sessions (60-90 minutes) to educate others about initiatives that reflect the Showcase '98 theme.  
**New this year** —Ideas Marketplace: a poster room where you can display and discuss ideas and activities which are not quite ready for a full presentation.
- When:** Thursday, May 21, 1998
- Where:** Humber College, North Campus
- Why:** So your Humber partners can learn from your challenges, ideas, experiences, and innovations.
- How:** Submit a Presentation Workshop Form by March 20.  
**Forms are available:**
- on the reverse of this page
  - future issues of *Communiqué*
  - through Judy Morson in Professional Development at 5040 or [morson@admin.humberc.on.ca](mailto:morson@admin.humberc.on.ca)
  - Showcase website: [www.showcase98.humberc.on.ca](http://www.showcase98.humberc.on.ca)
  - Showcase '98 Planning Committee Members:

Jennifer Leonard, School of Media Studies, and Chair, Planning Committee	4764
Kathie Johnston, School of Health Sciences	4387
Karen Golets Pancer, Liberal Arts & Sciences	4522
Kitty Wilson-Pote, Liberal Arts & Science	4195
Anna Kulinski, HRT Alliance	4668
Sandi Nesbitt, School of Social & Community Services	3317
Tom Tumilty, School of Information Technology, Accounting & Electronics	4168
Susan Topping, School of the Built Environment	4445
Anne Harper, School of Business	4581
Pat Hedley, Professional Development	4774

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# CALL FOR PRESENTATIONS

## HUMBER SHOWCASE '98

Partnerships: Building Relationships in Education

THURSDAY, MAY 21, 1998

### Presentation/Workshop Form

To help us prepare the conference brochure, please provide us with the information requested.  
You could present either morning or afternoon or both times.

NAME(S): \_\_\_\_\_ EXT: \_\_\_\_\_

SCHOOL/DIVISION: \_\_\_\_\_ CAMPUS: \_\_\_\_\_

If more than one presenter is involved, please give names of everyone on your team.

I would like to participate in: (please check your choice)

☐ workshop

☐ ideas marketplace (poster session)

☐ panel

☐ other (please specify)

Length of workshop(s): \_\_\_\_ 60 minutes \_\_\_\_ 90 minutes

TITLE OF SESSION/WORKSHOP: \_\_\_\_\_

In no more than 50 words, clearly and concisely describe the purpose and content of your session.  
(Please remember, the description is crucial in generating interest for conference participants).

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#### PRESENTER REQUIREMENTS:

Maximum number of participants: \_\_\_\_\_

Room/set-up preferred: \_\_\_\_\_

Audio Visual: (An overhead projector will be provided for each session. Presenters are asked to provide their own flip charts).

Additional equipment required: \_\_\_\_\_

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Please return to Jennifer Leonard, Pro. Dev. (H233) by Friday, March 20, 1998.



## Highlights of the Meeting of the Board of Governors February 16, 1998

- ▶ **Student Tuition Fee** – Richard Hook indicated that the recommended two-level tuition increase -- a \$127 per annum increase on all post-secondary tuition, with an additional charge of \$350 for post-graduate programs -- is based on the following five approaches to tuition pricing: 1. *philosophical preference* -- low cost tuition for all qualified students committed to their studies. 2. *competitive pricing* -- (i) provincial colleges outside Metro: up \$140 (10%) to between \$1,600 and \$1,700; (ii) Ontario private colleges: pricing ranges up to \$21,000 per year; (iii) Ontario universities: pricing up \$300 (10%) to \$3,200 and \$3,500 with executive degrees as high as \$20,000 per year; (iv) three Metro colleges: up \$70. 3. *cost of operations versus revenue* -- average classroom costs for two classes = \$221,000; current tuition and operating grant = \$220,000; therefore, the combination of current tuition plus operating grant covers minimum classroom costs. 4. *public policy* -- (i) through the "accountability measures" the colleges are expected to provide quality to ensure satisfaction and to provide jobs; (ii) college funding cuts of 13% (as against 3% and 6%) -- 1/2 public funding of universities and secondary schools; (iii) tuition increases have been authorized by the Ministry. 5. *customer value* -- (i) upgrading the instructional labs; (ii) providing scholarships, bursaries, and work programs to help successful students in need; (iii) providing enhanced job placement support. It was recommended that, should the Board approve a tuition increase, the revenue be used in ways that most benefit students. In discussions with students, they have expressed a need to avoid additional debt; therefore, the college might invest in bursaries and work programs, which will assist in meeting student needs. Students also need competitive skills, which are acquired by having up-to-date equipment, contemporary labs, etc. In addition, there is also a need for enhanced placement services. Detailed information on budget and placement implications will be provided to the Board in advance of the next meeting. In addition, a full consultation with students will now take place.
- ▶ **Telecommunications Learning Institute (TLI) Venture Update** – Kris Gataveckas and George Doherty provided an overview of key activities since November 1997, highlighting the following: content acquisition/development status; computer-based training; infrastructure development status; learning support initiatives; marketing promotions; customers (firm and expected) transactional revenue opportunities; partnering status; financial update; and key actions (April to June 1998) related to governance/industry board; bridging plan; roll-out of network; "Launch" campaign; staffing/accommodations. The Board discussed the following: Humber's commitment to provide programs in the French language; and the TLI's ability to contribute to college revenues.
- ▶ **Property Update** – John Hooiveld provided a brief update on the following: (i) *Lakeshore Lands* -- it is expected that the transaction related to the Lakeshore lands will take place later this week. (ii) *Queen's Plate Lands* - the Ontario Municipal Board (OMB) hearing, scheduled



for five days, commenced on February 16, 1998. It was noted that the appellants were well-prepared and have strong legal representation.

- ▶ **Current Rationalization Activity** – Richard Hook indicated that in November 1997, eighteen programs were identified for review because they appeared: a) to have attracted a significant proportion of weak students contrary to the 1997-98 academic plan, b) to have placed less than 50% of students in related jobs, or c) not to fit well with either the college's or the sector's future. To date, six programs have been removed from the list. Many of the programs remaining on the list await the formal job placement report for the class of 1997, which is expected by the end of February. Additionally, a number of the programs are engaged in a process of curriculum development, all of which are expected to be completed by the end of April 1998. It was noted that four programs are under review regarding their viability. Since the review process began, the Executive of Academic Council met with Dr. Hook to recommend a number of changes that would enhance the rationalization process in the future. Key changes in the process will include: separating "program reviews" from "rationalization"; and consulting with affected faculty prior to any announcement of program rationalization.
- ▶ **Report on the Open Learning Centre** – Richard Hook and Pam Hanft engaged in a discussion with the members of the Board on the role and related issues of the Open Learning Centre, which was introduced in 1995-96 as a facility to support student learning in a more flexible way. Discussion included: marketing of the courses; providing students with an alternative/choice; cost per student between offering a course by distance and traditionally; assessment tools; intercollege collaboration; consortium initiatives; and comparative cost per student for OLC/on-line courses versus the traditional mode.
- ▶ **Academic Standards Project** – Anne Bender provided information on the process to formally articulate Humber's academic standards. Highlights of the presentation included: anticipation that the government will move to performance-based funding within two years; the pervasive themes and issues consistently raised by focus groups that drove the development of the draft standards. Board members were asked to provide feedback, through the Board Office, on the following: i) identification of any gaps in the twelve standards, ii) the balance between the expectations of the internal college community and what might be expected by the external college community. The Board engaged in a lengthy discussion and commented on the following: the inclusion of the concept of life long learning; placement rates; the suggestion that employers be surveyed about not just skills of the workforce but also the needs of the marketplace; the relevance of course curriculum; and that a critical component of the future of the college is the need to recognize that there will be a significant change in how education will be offered in our society.
- ▶ **1999 Annual ACAATO Conference** – Next year's annual ACAATO conference will return to the central region, and Humber College has agreed to host the conference.



THE HUMBER COLLEGE  
FIFTEENTH ANNUAL STUDENTS' APPRECIATION AWARD  
NOMINATION FORM

**Nominee Information:**

(Please print clearly)

I nominate \_\_\_\_\_ Student # (if applicable) \_\_\_\_\_  
(nominee's name)

Humber College Student \_\_\_\_\_ Staff \_\_\_\_\_ Faculty \_\_\_\_\_

Nominee's phone # ( \_\_\_\_ ) \_\_\_\_\_ Voice mail / e-mail \_\_\_\_\_

Program \_\_\_\_\_ Campus \_\_\_\_\_

Please attach a typed explanation of how your nominee meets the award criteria specified on the back of this form. This explanation should include how your nominee has exceeded his/her normal responsibilities to enrich and improve the lives of students at Humber College. It is requested that the nominator keep a copy of the explanation.

**Nominator Information**

(Please print clearly)

Nominator's name \_\_\_\_\_ Student # (if applicable) \_\_\_\_\_

Campus \_\_\_\_\_ Program \_\_\_\_\_

Phone # ( \_\_\_\_ ) \_\_\_\_\_ Voice mail / e-mail \_\_\_\_\_

Nominator's signature \_\_\_\_\_ Date \_\_\_\_\_

Relationship to nominee \_\_\_\_\_

Completed nomination forms can be dropped off or mailed to:

c/o Maggie Hobbs  
Room A102  
Humber College of Applied Arts & Technology,  
205 Humber College Blvd.,  
Toronto, Ontario M9W 5L7

**All nominations must be received by Monday, March 23, 1998.**

**See reverse for criteria**



## NOMINEE CRITERIA

- Recipients may be students, staff, and faculty - at both Lakeshore and North Campuses - who enrich and improve the lives of students at Humber College.
- Nominators must be full-time or part-time students, staff, or faculty of Humber College.
- Nominees will be individuals who demonstrate excellence in any of the following areas: social or cultural events, athletic achievement, class activities, student government, or special events/fundraising.
- Excellence is to be demonstrated through leadership, service, dedication, and/or time commitment.
- If the nominee is paid for his/her involvement at Humber, his/her contributions must be above and beyond those included in his/her job description, and, where applicable, outside of the program to whose faculty he/she belongs.
- In addition, there will be awards given for faculty and staff of Humber College who are exemplary in their job performance and have made an impact on the lives of students. Either full-time or part-time students can nominate these candidates.
- The nomination will be read at the awards banquet by either the nominator or by his/her designate.
- Departmental students, staff, and faculty who are organizing the event are ineligible to nominate or to win a Students' Appreciation Award.



# The Communique

Published by the Office of the President  
March 4th, 1998 - Communique #40

## **For the attention of Faculty and Staff:**

Please bring this opportunity to the attention of interested students who meet the criteria for selection. If you have any questions, please contact Joy Trenholm, ext. 3242.

## **HITES SCHOLARSHIP FOUNDATION**

The HITES SCHOLARSHIP FOUNDATION has awarded two scholarships to Humber students graduating from a two or three-year diploma program who want to continue their studies **at an American University**.

Value of Scholarship:            **\$12,000 U.S.**

### Criteria for Selection:

Applicants must:

- be a Canadian citizen or landed immigrant
- be graduating from a two or three year diploma program
- have been accepted into a degree program at an American University
- have a minimum grade point average of 75%

To apply, students must submit the following to **Joy Trenholm, Counselling North, Room D 128, or Lakeshore, Room A 120** by **April 30, 1998**.

- letter of application, describing the student's academic, career and personal goals
- a Humber College transcript
- two references, one academic and one personal (excluding family members)

Humber graduating students who want to continue their studies at an American University, and who need advice on selecting a university, and/or completing the application and acceptance process should **contact Joy at ext. 3242**.

## **DRESS RED FOR HEART & STROKE FOUNDATION**

♡♡♡

Thank you campaigners and participants for your interest and enthusiasm in raising funds for the **"Dress Red for Heart & Stroke"** Campaign on February 13<sup>th</sup>.

Humber raised a total of \$437.00 to combat Canada's #1 health problem - heart disease and stroke. By lending our support to this fun event, we have proven yet again we are a college with a **HEART!**

♡♡♡





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## MEMO

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DATE: 2/22/98  
TO: SCHOOL OF MEDIA STUDIES FACULTY AND STAFF  
FROM: WILLIAM HANNA  
RE: NEW ASSISTANT DIRECTOR(S)

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It gives me a great deal of pleasure to announce our new Assistant Directors, **Nancy Burt** and **Nancy Rodrigues**. After discussion with the selection committee, the Vice-President Academic and the President, I have decided that the needs of the school can best be met through the offices of two Assistant Directors. While all coordinators will continue to report directly to me, the Assistant Directors will share in the overall coordination, facilitation and development of the school. In addition, each will have a particular area of primary focus.

Nancy Burt will bear primary responsibility for school promotional activities, development of relationships with other post-secondary institutions (articulation, joint degrees, specialized post-diploma projects, etc.), and oversight, coordination and scheduling of school labs. The latter responsibility includes, in concert with the coordinators, developing an SMS plan for lab development and sharing.

Nancy Rodrigues will bear primary responsibility for developing a school-wide presence in Continuing Education, fee for service activity, summer workshops/institutes, and other new and different means of offering courses and programs. As well, she will be responsible for evaluating and coordinating implementation of new delivery strategies, such as the Open Learning Center, Humber College On Line, etc.

The positions are effective immediately and, as this is a new model for the school, will be reviewed at the end of the 1998-99 academic year. I'm sure you will all join me in congratulating our two successful candidates and wishing them success as they take up their new positions.



# Creative Methods of Teaching and Learning?

The first of three mini-conferences being offered **free** for  
part-time teachers from the Central Region Colleges\*

**Saturday, March 7, 1998**

8:30 a.m. to 12:00 p.m.

**Centennial College, Warden Woods Campus**  
651 Warden Avenue (between Danforth and St. Clair)  
Scarborough



Coffee and Welcome: 8:30 a.m. - 9:00 a.m.

Workshops: 9:00 a.m. - 12:00 p.m.

*\*Costs are fully subsidized for those currently teaching at participating Colleges: Centennial College, George Brown College, Humber College, The Michener Institute for Health Sciences, Seneca College, and Sheridan College.*

Watch for information coming in March on the next two mini-conferences:  
Saturday, April 4 at The Michener Institute for Health Sciences (with Seneca College) and  
Saturday, May 9 at George Brown College (with Sheridan College).

## **CONF320-201 Technology in the Classroom**

*Michael Evans, Manager, Academic Computing, Centennial College*

Learn about the practical aspects of alternate deliveries using communication technologies in the classroom and discuss key issues associated with new technologies. Through hands-on involvement with examples of instructional technology you will consider the decision-making process involved in identifying appropriate delivery methods and how to make these technologies work for both teachers and students.

## **CONF321-201 Using Critical Reflection to Improve Teaching**

*Spencer Overgaard, Counsellor and Instructor, Centennial College*

What are the assumptions we have about students, our role as teachers, and the teaching environment? Tools such as critical incident questionnaires and teacher audits will be presented as ways for gathering data and beginning analysis of themes in our teaching.

## **CONF322-201 How to Become an Oscar-Winning Teacher**

*Bob Cox, Facilitator, Centre for Instructional Development, Centennial College*

This interactive videoconference, taped last year at George Brown College, will show participants how to employ the concepts in OSCAR - a program for principles of active learning - to assess their teaching styles and develop ways to improve the teaching/learning process. A discussion will follow.

## **CONF323-201 Evaluating Teaching Performance: When Will We Learn to Use What We Know?**

*Ellen Bull, Facilitator, Centre for Instructional Development*

This videoconference will show what we know about student ratings, peer reviews, self-assessment, teaching profiles, mid-course feedback, and the relationship between faculty evaluation and student learning. A discussion will follow.

**TO REGISTER:** Complete this registration form (please print clearly) and fax to the Registrar's Office of Centennial College at (416) 694-1503 by Friday, February 27, 1998. *Please indicate both a first and second workshop choice.* 24-hour fax confirmation available (if fax number is provided); otherwise confirmation will be sent to your home address.

Name \_\_\_\_\_

Affiliated College \_\_\_\_\_

Home Address - Street \_\_\_\_\_

City \_\_\_\_\_

Postal Code \_\_\_\_\_

( ) \_\_\_\_\_

Daytime Phone No. \_\_\_\_\_

( ) \_\_\_\_\_

Fax No. \_\_\_\_\_

First Choice  
(CONF code) \_\_\_\_\_

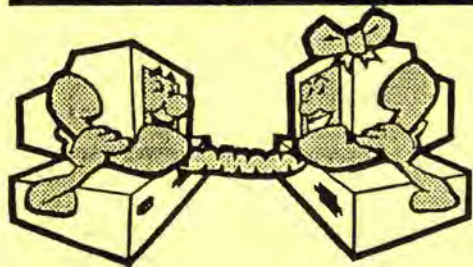
Second Choice  
(CONF code) \_\_\_\_\_



**BACK BY POPULAR DEMAND!**  
**OTIS - SEQUEL!**  
**The OTIS SYMPOSIUM HELD IN JANUARY WAS SO WELL RECEIVED THAT WE ARE REPEATING IT IN MARCH!**

**ON-LINE TEACHING ISSUES SYMPOSIUM (OTIS)**  
**SATURDAY MARCH 21, 1998**

**WHO SHOULD ATTEND**



**ON-LINE  
TEACHING  
ISSUES  
SYMPOSIUM**

College Staff who are developing, teaching, or learning on-line and/or those who are supporting on-line teaching and learning.

**WHEN**

Saturday March 21, 1998  
 8:15 a.m. to 4:00 p.m.,

**FORMAT**

In the morning sessions, participants will have an opportunity to meet and discuss issues related to on-line teaching and learning. In the afternoon sessions educators, currently using different on-line software, (eg. Learning Space, Web-in-a-box, Netscape, Web CT, On-line Testing) will be available to discuss their successes and challenges.

Participants will be expected to engage in discussions and share their own experiences. So come relaxed, jeans etc. and ready to participate.

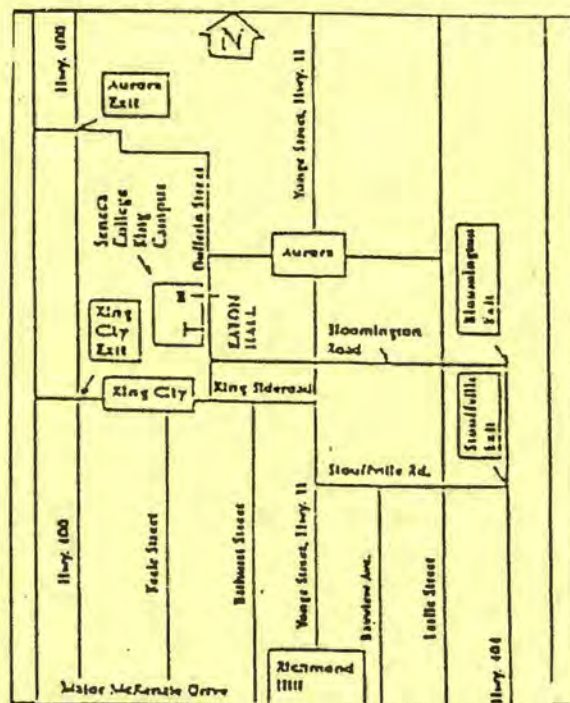
**Seats are limited. Priority will be given to those who were wait listed for the January 1998 OTIS**

For more information please contact:

Pat Hedley Ext. 4774

**WHERE**

Seneca College, King Campus, Garriock Hall



**COST** - No cost to Senecans  
 \$25.00 (lunch and coffee included) for external participants..

**For more information please contact us at:**  
**<http://ilearn.senecac.on/OTIS>**

To Register - E-mail: [morson@admin.humberc.on.ca](mailto:morson@admin.humberc.on.ca)

Fax: (416) 675-9528

Call: Extension: 5040



## ***The School of Manufacturing Technology and Design***

in conjunction with our Industry Partners  
is hosting its ***2nd Annual Career Expo*** to be held  
in the Concourse on

***Tuesday, March 10th and Wednesday, March 11th***  
***9:30 a.m. - 2:00 p.m.***

All Students Welcome

The following companies will be participating.

ABC Group  
Algonquin Automotive  
APMA  
Automatic Compactors  
Cercor  
Fairlee Fruit Juices  
Heatherington Welch  
Ingersoll-Rand Canada  
Knoll North America  
Lynch Fluid Controls  
Mold Masters  
Schukra Manufacturing  
Springco Industries  
Tradesco Mold Ltd.

Acetronics  
ALPI  
Automatic Compactors  
Bohne Spring  
Dupont Canada  
Gendon Polymer Services Inc.  
Husky Moulding  
ITW Plastiglide  
Lighting Dimensions  
Maverick Spring Makers Ltd.  
Novalink Limited  
Sim Ex  
Thomas Lighting  
Tycos Tool & Die



# PLEDGE TO WIN!

**WITH THE ONTARIO STUDENT OPPORTUNITY  
TRUST FUND**

If you have already pledged or plan to make a donation in the 1997/98 school year,  
you could *win* any of these great prizes:

**A summer weekend getaway in Quebec,  
compliments of Temple & Temple Tours**



**A pair of tickets to see the play,  
"I Love You, You're Perfect, Now Change"**



**A six-month gym membership at  
Curzon's Fitness Clubs**

Additional pledge cards will be available in the Staff Lounge  
or call Amy Faas at extension 4976.





# The Communique

Published by the Office of the President  
March 11th, 1998 - Communique #42

**TO: Employees Eligible for an Unreduced Pension**

**RE: EARLY RETIREMENT ENHANCEMENT PLAN**

The College is offering a nominal financial early retirement incentive to active employees who are eligible to retire early with an unreduced pension by December 31, 1998 and who meet specific criteria. (For example, employees who are at least 60 years of age with 20 years of credited service; or those with a combination of age and service to equal 85 years or more).

The Human Resources Department has sent memos directly to employees in this category. Anyone who believes that he or she may be eligible for an unreduced pension and who has not been contacted by Human Resources, please call either Gerd Rehding, ext. 4334 or Joanne Baker, ext. 4023.

Applications to take early retirement with this incentive must be received in Human Resources no later than March 20, 1998 to be considered.



**REQUEST FOR INFORMATION**  
**RE:**  
**1998 EARLY RETIREMENT ENHANCEMENT PLAN**

**I wish to consider whether or not to participate in the 1998 Early Retirement Enhancement Plan. To assist me, would you please provide me with a statement as to the amount of incentive I would receive if my application was to be approved. I would also request an estimate of my pension income as well as the costs of continuing my benefit's coverage should I decide to participate.**

**I understand this request will be held in confidence and does not represent an application to participate in the Plan.**

**NAME:** \_\_\_\_\_  
**(Please Print)**

**NAME:** \_\_\_\_\_  
**(Signature)**

**WORK AREA:** \_\_\_\_\_

**EXTENSION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Return by March 20, 1998 to Gerd Rehding in Human Resources.**



## CALL FOR PRESENTATIONS

### Metro Region Colleges Biennial Faculty Conference

**“THE NEW MILLENNIUM: ARE YOU READY!!”**

**Wednesday June 10, 1998**

**Humber College**

Humber College is hosting this year's Central Region Colleges Biennial Faculty Conference. We are heading into an exciting time in education at the same time that we are anticipating the beginning of the next century. The planning committee invites you to consider submitting a proposal for presentation. Collaboration and life long learning can be modeled by sharing your expertise with your colleagues.

The planning committee is interested in presentations that will support the following theme areas:

- student centered learning
- customer service
- health and wellness
- technology
- learning partnerships

This is your opportunity to look to the future and to participate in the development of your colleagues.

Please complete the form, on the reverse side of this page, and submit it to your College conference planning committee representative.

Humber  
Centennial  
Sheridan  
George Brown  
Georgian  
Seneca  
Michener Institute  
Ontario College of Art & Design/RCM

Pat Hedley  
Ellen Bull  
Wilma van den Hurk  
Leo Spindel  
Steve Robinson  
Cathy Kells  
Gillian Rosenberg  
Nora McCardell

*(please turn over, to complete the presentation form)*



**Metro Region Colleges Biennial Faculty Conference  
Presentation Proposal**

To help us prepare the conference brochure, please provide us with the following information.

NAME(S): \_\_\_\_\_ COLLEGE: \_\_\_\_\_

\_\_\_\_\_ CAMPUS: \_\_\_\_\_

SCHOOL/DIVISION \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL : \_\_\_\_\_

PRESENTATIONS/WORKSHOPS will be two hours in length. Please indicate if you would prefer morning \_\_\_\_\_ or afternoon \_\_\_\_\_.

**TITLE OF THE PRESENTATION/WORKSHOP**

\_\_\_\_\_

Please describe the planned session as clearly and concisely as you can. (50 words or less) \_\_\_\_\_

**PRESENTER REQUIREMENTS:**

Maximum number of participants in the session: \_\_\_\_\_ Minimum number \_\_\_\_\_

Room/set-up preferred: \_\_\_\_\_

Audio Visual requirements: \_\_\_\_\_

Additional equipment required: \_\_\_\_\_

\_\_\_\_\_

Please be specific with any computer requirements: \_\_\_\_\_

**Please return to your college planning committee representative by April 3, 1998.**



---

## Call for Presentations

### League for Innovation in the Community College 1998 Conference on Information Technology

Humber will be sponsoring a limited number of presenters to the League for Innovation 1998 Conference on Information Technology, November 1 - 4, Miami Beach, Florida.

The conference committee is interested in presentations that fall into the following tracks:

1. Applying Technology to Teaching and Learning
2. Leadership, Technology, and Change
3. Student Services in the Information Age
4. Technology and Partnerships
5. Distance and Asynchronous Learning
6. Innovations in Information Technology Infrastructures
7. Vendor Solutions and Demonstrations.

If you are interested in being a Humber presenter, your presentation proposal is due in Pro Dev by Tuesday, March 31, 1998. A college selection committee will be reviewing all proposals.

Your presentation proposal should include the following:

- a. Suggested title of presentation (10 word maximum)
- b. Suggested description of the presentation (50 word maximum)
- c. Proposed content and activities for the session

For further information on the conference or assistance with your proposal, please call Professional Development , extension 5040.

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## Important Notice From Physical Resources

Please be advised, in order to make necessary repairs and inspections to our "high voltage equipment," a power shutdown is required.

The North Campus will be shut down on Sunday, June 14, 1998 and will include all buildings at the North Campus. The rain date will be Sunday, July 12, 1998.

The Lakeshore Campus and RAGLC will be shut down on Sunday, June 7, 1998 and will include buildings A, AX, B, C, D, E, H and L. The rain date will be Sunday July 5, 1998.

Please note, staff and students will not be allowed within the college facilities during this approximate eight (8) hour shutdown, 8 AM to 4 PM.

Thank you for your co-operation in this matter. For further information please don't hesitate to call Doug Deason at extension 4453 or Larry Rinaldo at extension 4454.



# MARCH



## ABORIGINAL SPIRITUALITY

### Xsaak

The name of the season when Oolichan, the candlefish, swarm and the Nisga'a harvest them for drying and rendering into oil. Historically, Oolichan oil was a major trade item.



## BAHA'I

### March 2

"Alá ("Loftiness"), the 19th and final month of the Bahá'í year, is the time of the 19-day Fast (until March 20) in preparation for Naw Rúz. Those over the age of 15 who are in good health are expected to abstain from food and drink from sunrise to sunset; those in special circumstances are exempted.

### March 21

Naw Rúz, the Bahá'í New Year, falls on the vernal equinox, symbolizing spiritual growth and renewal. On this day work is suspended. During the day families spend time together. The evening is saved for feasting and celebrating. The first month of the Bahá'í year is Bahá ("Splendour"); the new year is 155 B.E. (Bahá'í Era).



## BUDDHISM

### March 22

Spring Ohigon, coming at the time of the March equinox, is a special time to listen to the teaching of the Buddha and to meditate on the perfection of enlightenment, particularly for Japanese, Korean and Tibetan Buddhists.



## CHRISTIANITY

### March 2

First day of The Great Fast (Lent), the final six weeks of a ten week period leading up to Holy Week and Pascha in the Julian calendar.

### March 6

World Day of Prayer



## HINDUISM

### March 13

Holi is a colourful and joyous spring festival. In some parts of India it is dedicated to Krishna; in others to Kama, the God of Pleasure. It may be celebrated for several days, ending on March 13.



## JUDAISM

### March 12

Purim celebrates the victory of the Jewish people over an oppressive ruler, as related in the Book of Esther which is read at this time. Purim is a time for giving gifts to friends, giving to the poor and needy, and for socializing. Preceded by the Fast of Esther, Purim is a day of feasting. The festival begins at sundown on March 11. Suspension of work is not required.



## SHINTO

### March 20

The Spring Memorial Service is held on the day of the Spring Equinox. Services to the ancestors are held at altars in each home. Gravesites are cleaned and ritually purified. Ancestors are given reverence as kami and considered active members of the living family.



## SIKHISM

### March 14

Hola Mohalla marks the onset of Spring. In the Punjab city of Anandpur, founded by the ninth Guru, a celebration is held with a great procession and displays of the skills of ancient warfare, such as horsemanship and swordplay.



## WICCA

### March 20

Ostara (also called Eostar and Oestara) celebrates the return of the Goddess-as-Maiden, the courting of the Goddess by the God, and the reawakening of the seeds within the earth as they are touched by the warming glow of the love of the gods for each other. It is a time for planting crops as well as for "sowing the seeds" of any new project.



## ZOROASTRIANISM

### March 16-20

Ghambar Harnaspathmaedem occurs on the intercalary days and celebrates the creation of human beings. It is also a time for remembrance of the souls who have passed away. An extra day is added during leap year.

### March 21

Naw Ruz (or Nowruz), the seventh great festival, means "New Day" and is the first day of the Zoroastrian/Persian year 1377. It falls on the spring equinox and symbolizes the renewal of the world after the winter. Naw Ruz also celebrates the creation of fire, which is symbolic of Asha or righteousness. Further, it is the day on which Zarathustra received his revelation.

### March 26

The anniversary of the birth of Prophet Zarathustra.

## MISCELLANEOUS

### March 13

Shallow penumbral eclipse of the moon: British Isles, West Africa, South and North America (except extreme North-West).



## Vision TV

March 6 Skylight commemorates International Women's Day

March 20 Skylight commemorates International Day for the Elimination of Racial Discrimination





## **DOCTORATE FOR COMMUNITY COLLEGE LEADERS**

The Higher Education Group, which is within the Department of Theory and Policy Studies in the Ontario Institute for Studies in Education of the University of Toronto (OISE/UT), is pleased to invite applications for the Doctor of Education in Higher Education for Community College Leaders. This doctorate is a version of the HEG's regular Doctor of Education (Ed.D.) that is tailored to meet the needs of community college leaders.

*Features of the Ed.D. for Community College Leaders will include:*

- a **cohort** approach in which all students will work together through courses and other learning activities
- **scheduling and location** of courses for active practitioners: on weekends and in summer at OISE/UT and Toronto area CAAT campuses
- **leading community college practitioners and scholars from across North America** participating as instructional staff
- **integration of theory and practice with a rigorous research approach**

*Admission requirements include:*

A Master's Degree in Higher Education or a related field, or the equivalent, with a satisfactory grade point average; and appropriate professional experience. (Refer to 1998/99 OISE/UT Graduate Studies in Education-Application and Program Information)

*Program requirements include:*

- Minimum of eight half courses
- concentrated periods of study of up to three weeks in each of two consecutive summer institutes
- comprehensive examinations
- a thesis

The Ed.D. for Community College Leaders will begin with a one or two day **orientation** in early Fall, 1998. The first course will be an innovative part-time course on college leadership in the term which begins in January, 1999.

**Completed applications must be submitted no later than June 1, 1998. Notification about admission is intended for late July 1998.**

To obtain an application form, and for further information, please contact  
**Dr. Roy Giroux,**

Coordinator of the Ed.D. for Community College Leaders  
phone: (416) 675-5052; or e-mail: Giroux@admin.humberc.on.ca



## **SPECIAL APPEAL - MUSICAL INSTRUMENTS**

JANE BUNNETT, a TORONTO musician, is a frequent visitor to Cuba. With the assistance of colleagues here in Canada, she repairs broken and dilapidated musical instruments in order to help Cubans to have instruments to play.

Anyone who has ever helped anyone, knows how much this assistance is appreciated. Particularly so, in Cuba. The country has a rich culture of music - something that any visit to the country will attest. The economic blockade of the country by the United States, makes it almost impossible for Cubans to purchase new instruments or materials to repair old equipment. This is why BUNNETT'S project, SPIRIT OF MUSIC is so important.

If you are aware of where there may be here, some old musical instruments, destined for the scrap heap or wish to donate some musical instruments, please drop them off at;

**INTERNATIONAL OFFICE  
C115  
NORTH CAMPUS**

We'll arrange for them to be picked up by BUNNETT'S team and they'll find their way to CUBA, as soon as possible. On behalf of the Cubans and music lovers everywhere.  
Thanks/gracias.

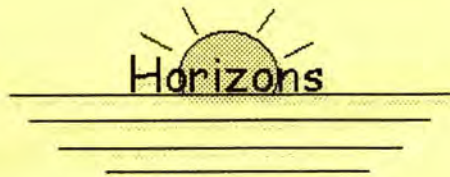
**"BETTER TO LIGHT ONE CANDLE THAN TO FOREVER CURSE THE DARKNESS."**

ANONYMOUS



J. Grogan, February, 1998





*It's Your Turn ...*

*With the President*

---

You are invited to speak personally with the President about Horizons and the future of Humber College. Squee will be hosting small groups of people in his office on Thursday, March 26 at 9:00 a.m. and again on Wednesday, April 15, at 9:00 a.m. The purpose of these meetings is to have your ideas heard about the changes that are impacting the College and how the College should best respond. Anyone who is an employee of Humber College may participate. All are welcome. To reserve your place for one of these informal chats, please R.S.V.P. to Val Hewson at extension 4102. If you are interested but unable to attend at either of these times, please let Val know. If necessary, additional meetings will be arranged.



# *The* **Communiqué**

Published by the Office of the President  
March 18th, 1998 - Communique #43

Humber College of Applied Arts & Technology

## **STAFF RECOGNITION AND AWARDS PROGRAM** A Celebration of Leadership and Excellence

You are invited to provide nominations with respect to Humber's Annual **STAFF RECOGNITION AND AWARDS PROGRAM**, as described on the following pages. Announcement of the Award recipients is made at the President's Breakfast held at the end of August 1998. The deadline date for all nominations is **FRIDAY, MAY 1ST 1998** (as noted on the nomination forms).

Please participate in this important program as we recognize those staff who have contributed so well to the mission and success of Humber College.

*Award*

*Selection by*

• <b>DISTINGUISHED FACULTY AWARD</b>	Committee of previous faculty recipients, chaired by R. McLean (non-voting chair)
• <b>SUPPORT STAFF DISTINGUISHED SERVICE AWARD</b>	Committee of previous support staff recipients, chaired by a non-voting chair (to be appointed)
• <b>WOMEN'S DISTINGUISHED SERVICE AWARD</b>	Committee
• <b>ADMINISTRATIVE DISTINGUISHED SERVICE AWARD</b>	President R. A. Gordon
• <b>ROBERT A. GORDON LEADERSHIP AWARD</b>	President R. A. Gordon & Humber's Board of Governors
• <b>THE EXTRA MILE AWARD</b> (Team/division or department recognition)	President R. A. Gordon
• <b>BOARD OF GOVERNORS' HONORARY DIPLOMAS</b>	President R. A. Gordon & Humber's Board of Governors



## **DISTINGUISHED FACULTY SERVICE AWARD**

This award is designed to recognize faculty at Humber College. All full time faculty at Humber are eligible for this award. Individuals/groups may receive this award once only.

### **CRITERIA**

This award is designed to honour full time faculty members who have made a significant contribution to his/her school, campus, or to Humber college. Those nominated for this award will have demonstrated professionalism that has contributed to the overall goals of the school, campus or mission of the College. When evaluating a nomination, a selection committee considers the following criteria:

- Teaching excellence
- Innovation
- Initiative
- Compassion and support
- Peer respect
- Committee work
- Community involvement
- Service to professional organizations
- New projects that support the goals of the College
- Programs to assist students

### **NOMINATIONS**

Individuals are nominated by at least two members of the Humber College community.

### **DOCUMENTATION**

Documentation must accompany the nomination form, clearly indicating why the individual has been nominated. A group or an individual may be nominated.

### **PROCESS**

Nominations are called for early in the year, and the forms must be completed and forwarded to the **PRESIDENT'S OFFICE BY MAY 1ST, 1998**. A committee of former award recipients will review the nominations and select the recipients.

### **PRESENTATION**

Award recipients will receive:

1. A plaque for distinguished service
2. Name inscribed on the Honour Roll, which is prominently displayed within the College.

**ANNOUNCEMENT OF THIS AWARD IS MADE AT THE ANNUAL PRESIDENT'S BREAKFAST**



## DISTINGUISHED FACULTY SERVICE AWARD

### N O M I N A T I O N     F O R M

This award is designed to recognize faculty at Humber College. All full time faculty at Humber are eligible for this award. Individuals/groups may receive this award once only. Those nominated for this award will have demonstrated professionalism that has contributed to the overall goals of the school, campus or mission of the College.

Nominee: ..... Phone ext: .....

Title: .....

Division/School/Department: .....

THIS NOMINATION MUST BE SUPPORTED BY AT LEAST TWO MEMBERS OF THE HUMBER COLLEGE COMMUNITY

Nominated by: ..... Ext #: .....

Division/School/Department: .....

Nominated by: ..... Ext #: .....

Division/School/Department: .....

Nominations should include the nominee's involvement in areas such as the following:

- Teaching excellence
- Innovation
- Initiative
- Compassion and support
- Peer respect
- Committee work
- Community involvement
- Service to professional organizations
- New projects that support the goals of the College
- Programs to assist students

This nomination should indicate how the nominee has been involved in any of these areas. It is important to write this so that the committee will have a good understanding of the nominee. The written material is important for the committee when judging the nominations. The committee may request the nominators to join them for an interview about the nomination.

**ALL NOMINATIONS MUST BE FORWARDED TO THE PRESIDENT'S OFFICE BY  
FRIDAY, MAY 1ST, 1998**



## **SUPPORT STAFF DISTINGUISHED SERVICE AWARD**

This award is designed to recognize the enthusiasm, professionalism and hard work of Support Staff at Humber College.

### **ELIGIBILITY**

Completion of four or more years of full time service at Humber College. Individuals may receive this award once only.

### **CRITERIA**

This award is designed to recognize the enthusiasm, professionalism and hard work of Support Staff, and the following criteria should be considered:

- Initiative and enthusiasm
- Human relations skills
- Professional skills
- Extra-curricular activities - education/College related
- Overall contribution to the College during the year

### **NOMINATION**

Staff are nominated by at least two members of the Humber College community, and nomination forms must be accompanied by a rationale of 100-200 words, stating why the person has been nominated.

### **PROCESS**

Nomination forms must be completed and forwarded to the President's office by **FRIDAY, MAY 1ST, 1998**. Nominations are reviewed and winners are selected by a committee of previous recipients of this Award.

### **PRESENTATION**

Award recipients receive:

1. A plaque recognizing distinguished service, presented by the President and the Chair of the Humber College Board of Governors.
2. A cheque in the amount of \$250.00 to be applied toward a holiday weekend (the weekend to commence at 12 noon on any Friday).
3. Name inscribed on the Honour Roll, which is prominently displayed within the College.



**SUPPORT STAFF DISTINGUISHED SERVICE AWARD**

**N O M I N A T I O N      F O R M**

Name: .....

Division/School/Department: .....

Length of Service: .....  
(must be 4 years or more)

Remarks:

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.....

Signatures: .....  
nominator

.....  
phone ext.

.....  
seconder

.....  
phone ext.

**NOMINATIONS MUST BE RECEIVED BY THE PRESIDENT'S OFFICE  
NO LATER THAN  
FRIDAY, MAY 1ST, 1998**



## **WOMEN'S DISTINGUISHED SERVICE AWARD**

### **ELIGIBILITY**

All full time employees who have worked at Humber College for a period of four years or more are eligible for this award. Individuals may receive this award once only.

### **CRITERIA**

Individuals nominated for this award will have demonstrated significant and measurable contributions to the goals, values and mission of Humber College.

For example:

- Exhibited dedicated support of quality and/or innovative programming for the training and development of women at Humber College.
- Served as a role model for monitoring, advising, encouraging, and networking in connection with women and women's issues.
- Involved in activities to enhance the work environment for women.

### **NOMINATION**

Individuals are nominated by at least two members of the Humber College community, and nomination forms must be accompanied by a rationale of 100-200 words, stating why the individual has been nominated.

### **PRESENTATION**

Award winners receive:

1. A plaque for distinguished service.
2. Name inscribed on an Honour Roll, which is prominently displayed within the institution.



**WOMEN'S DISTINGUISHED SERVICE AWARD**

**N O M I N A T I O N      F O R M**

Name: .....

Division/School/Department: .....

Length of Service: .....  
(must be 4 years or more)

Remarks:

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Signatures: .....  
nominator

.....  
phone ext.

.....  
seconder

.....  
phone ext.

**NOMINATIONS MUST BE RECEIVED BY THE PRESIDENT'S OFFICE  
NO LATER THAN  
FRIDAY, MAY 1ST, 1998**



## **ADMINISTRATIVE DISTINGUISHED SERVICE AWARD (FOR ADMINISTRATIVE STAFF)**

This award is designed to recognize administrative staff at Humber College. The following criteria have been developed to assist nominators in completing the nomination summary.

### **ELIGIBILITY**

All administrative staff, who have been employed at Humber College on a full time basis for a period of four years or more, are eligible for this award. An employee is eligible to receive this award once only.

### **CRITERIA**

This award is designed to honour administrative staff who have exhibited dedicated performance, loyalty, and commitment to Humber College which extends well beyond the normal requirements of the job. Specifically, these administrative staff will have exhibited or achieved:

- Dedication to job-related functions
- Loyalty and commitment to Humber College
- Complementary service functions within the Humber College community
- Credibility with peers

### **NOMINATION**

Staff will be nominated by at least two members of the Humber College community. The nomination forms must be accompanied by a rationale of 100-200 words, stating why the person has been nominated.

### **PROCESS**

Nomination forms must be completed and forwarded to the President's office by **FRIDAY, MAY 1ST, 1998**. Selection for this award is made by the President, Humber College.

### **PRESENTATION**

Award recipients receive:

1. A plaque recognizing distinguished service
2. Name inscribed on the Honour Roll, which is prominently displayed within the institution.



**ADMINISTRATIVE DISTINGUISHED SERVICE AWARD  
(FOR ADMINISTRATIVE STAFF)**

**N O M I N A T I O N      F O R M**

Name: .....

Division/School/Department: .....

Length of Service: .....  
(must be 4 years or more)

Remarks:

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Signatures: .....  
nominator

.....  
phone ext.

.....  
seconder

.....  
phone ext.

**NOMINATIONS MUST BE RECEIVED BY THE PRESIDENT'S OFFICE  
NO LATER THAN  
FRIDAY, MAY 1ST, 1998**



## **ROBERT A. GORDON LEADERSHIP AWARD**

This award is designed to recognize a Humber College full time employee who has demonstrated high levels of leadership which enhances the reputation of the College, both internal and external, in accordance with the College's goals, values and mission.

### **ELIGIBILITY**

All Humber College staff, who have been employed at Humber College on a full time basis for a period of four years or more, are eligible for this award. An employee is eligible to receive this award once only.

### **CRITERIA**

The Humber College full time staff employee nominated for this award will have exhibited high levels of leadership which enhance the reputation of the College, both internal and external, in accordance with the College goals, values and mission. For example:

- By gaining respect and credibility with colleagues at Humber College for such activities, and with external constituents and contacts.
- In recognition of distinguished leadership, vision, and the vital role as catalyst for positive change and achievement in the Humber College community, as well as the broader society.
- By demonstrating leadership through a work ethic and behaviours that focus upon excellence, innovation, professional development, and customer service.
- By demonstrating leadership through committee work, consultations, teaching, administration, special projects, publications, or other worthy endeavours.

### **NOMINATION**

Staff are nominated by at least two members of the Humber College community. A summary of 100-200 words must be submitted with each nomination, indicating why the person has been nominated. It is important that as many external sources as possible are surveyed in order to gain a good perspective on those individuals who are perceived as enhancing the reputation of Humber college and providing leadership for educational activities for, and on behalf of, the College.

### **PROCESS**

Nomination forms must be completed and forwarded to the President's office by **FRIDAY, MAY 1ST, 1998**. Recommendations will be taken forward to the Board of Governors by the College President in May in each year. Selection for the award is made by the President and the Board of Governors.

### **PRESENTATION**

The award recipient receives:

1. A plaque recognizing leadership.
2. Name inscribed on the Honour Roll, which is prominently displayed within the College.



## ROBERT A. GORDON LEADERSHIP AWARD

### N O M I N A T I O N      F O R M

Nominee: .....

Title: .....

Division/School/Department: .....

Phone ext: .....

Nominated by: .....

Title: ..... phone ext: .....

Division/School/Department: .....

Nominated by: .....

Title: ..... phone ext: .....

Division/School/Department: .....

#### CRITERIA

The Humber College full time staff employee nominated for this award will have exhibited high levels of leadership which enhance the reputation of the College, both internal and external, in accordance with the College goals, values and mission. For example:

- By gaining respect and credibility with colleagues at Humber College for such activities, and with external constituents and contacts.
- In recognition of distinguished leadership, vision, and the vital role as catalyst for positive change and achievement in the Humber College community, as well as the broader society.
- By demonstrating leadership through a work ethic and behaviours that focus upon excellence, innovation, professional development, and customer service.
- By demonstrating leadership through committee work, consultations, teaching, administration, special projects, publications, or other worthy endeavours.

#### SUMMARY

Nominators must submit a summary of 100-200 words with each nomination, indicating how the nominee meets the criteria established for this award. Nominations must be forwarded to the President's Office by **FRIDAY, MAY 1ST, 1998**.



## **EXTRA MILE AWARD**

This award is designed to recognize a Humber College team/ department/ division/ school which has demonstrated high levels of commitment and dedication to serving staff, students and clients.

### **CRITERIA**

The Humber College team/ department/ division/ school will have exhibited high levels of commitment and dedication to serving staff, students and clients. More specifically:

- By demonstrating extra effort, dedication and commitment.
- By providing efficient and effective services, in spite of increasing demands.
- By gaining the respect and credibility with the Humber College community by providing quality services with scarce resources.

### **NOMINATION**

The team/ department/ division/ school must be nominated by two members of the Humber College community, and nomination forms must be accompanied by a rationale of 100-200 words, stating why the team/ department/ division/ school has been nominated.

### **PROCESS**

Nomination forms must be completed and forwarded to the President's office by **FRIDAY, MAY 1ST, 1998.**

Nominations are reviewed and selection for the award is made by the College President.

### **PRESENTATION**

The award recipient team/ department/ division/ school receives:

1. A plaque recognizing commitment, dedication and extra effort.
2. Name inscribed on the Honour Roll, which is prominently displayed within the College.



## EXTRA MILE AWARD

# N O M I N A T I O N     F O R M

Nominee (team/ department/ division/ school):

.....

Nominated by: .....

Title: ..... phone ext: .....

Division/School/Department: .....

Nominated by: .....

Title: ..... phone ext: .....

Division/School/Department: .....

### CRITERIA

The Humber College team/ department/ division/ school will have exhibited high levels of commitment and dedication to serving staff, students and clients. More specifically:

- By demonstrating extra effort, dedication and commitment.
- By providing efficient and effective services, in spite of increasing demands.
- By gaining the respect and credibility with the Humber College community by providing quality services with scarce resources.

### SUMMARY

Nominators must submit a summary of 100-200 words with each nomination, indicating how the nominee meets the criteria established for this award. Nominations must be forwarded to the **PRESIDENT'S OFFICE BY FRIDAY, MAY 1ST, 1998.**



## **BOARD OF GOVERNORS OF HUMBER COLLEGE HONORARY DIPLOMAS**

### **GENERAL**

Recognition through Honorary Awards has been traditionally for public relations or political value which brings prestige to the awarding institution and the individual. The concept of the Honorary Diploma is to achieve the same results within the context of the Humber College community and the Ontario College system.

### **CRITERIA**

- Dedication, leadership, and professional integrity.
- Distinguished service in the field of education.
- Outstanding contribution to Humber College or the Ontario College system.
- Humanitarian.

### **ELIGIBILITY**

Without limiting who may be selected, the following might be likely recipients:

- Former Board Members
- Ontario Government Educational Officials
- Advisory Committee Members
- Immediate Community People
- Others, as designated, for specific reasons

### **NOMINATIONS**

Nominations will be received by the President's Office from members of the Board of Governors, College management, Operations and Advisory Committees, and individual members of the College community. Nominations must be forwarded to the **PRESIDENT'S OFFICE BY FRIDAY, MAY 1ST, 1998.**

Nominations will be accompanied by a biographical sketch of the nominee, a history of his/her contributions, and references.

### **CONFERRED**

Honorary Diplomas will be conferred by the Board of Governors, at its discretion, and by consensus.

Up to four Honorary Diplomas may be awarded in any one year, and will be presented at the annual Convocation ceremonies in June.



**BOARD OF GOVERNORS OF HUMBER COLLEGE  
HONORARY DIPLOMAS**

**N O M I N A T I O N     F O R M**

Nominee: .....

Title: .....

Contact phone nos: (.....) .....

(.....) .....

Nominated by: .....

Title: .....

Contact phone nos: (.....) .....

(.....) .....

**CRITERIA**

- Dedication, leadership, and professional integrity.
- Distinguished service in the field of education.
- Outstanding contribution to Humber College or the Ontario College system.
- Humanitarian.

**SUMMARY**

Please attach the following in support of this nomination:

1. A summary in support of this nomination, listing the specific ways in which the candidate meets the criteria (between 100 - 200 words).
2. Biographical sketch of the nominee, with a history of his/her contributions to the college/education community.
3. References.

**ALL NOMINATIONS MUST BE FORWARDED  
TO THE PRESIDENT'S OFFICE  
BY  
MAY 1ST, 1998**



# The **Communique**

Published by the Office of the President  
March 20th, 1998 - Communique 45

## **ELECTIONS FOR HUMBER COLLEGE'S BOARD OF GOVERNORS**

**1 REPRESENTATIVE FOR FACULTY  
1 REPRESENTATIVE FOR ADMINISTRATIVE STAFF**

### **SOME BACKGROUND INFORMATION**

Humber's Board of Governors is represented by 17 members, as follows:

- 12 external members appointed by the Council of Regents
- College President (ex officio, with full voting privileges)
- 4 internal members representing:
  - 1 student
  - 1 support staff member
  - 1 academic staff member
  - 1 administrative staff member

The Board of Governors typically meets once per month (on the third Monday evening of each month) from September through June.

Election to the Board is an honour and a privilege given by the electorate, a responsibility undertaken by Governors, and a recognition of the contribution the Governors can make to the success of the College. The Board is responsible to the Minister of Education and Training and, therefore, to the taxpayer, for the operation of the College. The Board fulfills this obligation by ensuring that those charged with day-to-day operations carry out the policies and mission of the College, as set down and amended from time to time. In fulfilling this obligation, a Governor must:

- (a) Attend meetings regularly.
- (b) Be familiar with meeting materials.
- (c) Observe confidentiality in respect of private matters.

### **PROTOCOL RELATING TO BOARD MEMBERSHIP**

- (a) Appointed members have a three-year term, renewable once. Following a lapse of two years, a member may be eligible for a further term.



- (b) Members elected by academic, administrative and support staff groups have a three-year term, and are eligible for immediate re-election once. Following a lapse of two years, a member is eligible for a further term.
- (c) A member elected by the students has a one year term, and is eligible for immediate re-election.
- (d) An elected member who ceases to be in a constituent group automatically ceases to be a member of the Board of Governors, except in the case of a student member who graduates prior to the expiration of his/her term. Such a student may remain a member of the Board until the expiration of his/her term.
- (e) In accordance with a directive received from the Ministry (March 1990), the terms for Board members coincide with the academic year, i.e. September through August.

#### **NOTES**

- (a) Candidates may be nominated by full time and part time college employees.
- (b) Student candidates must be enrolled as full time or part time students in a post-secondary or adult training program that has been approved by the Board of Governors of Humber College.

**All Humber College employees within the faculty and the administrative staff groups, both full and part time, are encouraged to participate and vote in these elections**



**ELECTION FOR ONE  
FACULTY REPRESENTATIVE  
TO THE  
HUMBER COLLEGE BOARD OF GOVERNORS**  
(Term of Office - September 1, 1998, expiring August 31, 2001)

Staff seeking appointment to the Board must deliver **written notice**, together with the **signature of five (5) nominators from the faculty constituency** to:

**Val Hewson, President's office,  
Room D 167, North campus,  
no later than 4.30 p.m.  
on Friday, April 17th, 1998.**

Nomination forms must be placed in a sealed envelope, marked "Confidential - to the attention of Val Hewson, President's office".

The following timelines have been established for the election:

Friday, April 17th 1998	<b>All applications</b> for this position to be received by Val Hewson, in the President's office, Room D 167, North campus by 4.30 p.m.
Tuesday, April 28th, 1998	<b>Advance polls:</b> <b>North</b> campus location - The Concourse Times 10.00 a.m. - 2.00 p.m.
Tuesday, April 28th, 1998	<b>Lakeshore</b> campus location - Foyer between Buildings A and B Times 10.00 a.m. - 2.00 p.m.
Thursday, April 30th, 1998	<b>Polls open for elections:</b> <b>North</b> campus location - The Concourse Times 10.00 a.m. - 5.00 p.m.
Thursday, April 30th, 1998	<b>Lakeshore</b> campus location - Foyer between Buildings A and B Times 10.00 a.m. - 3.00 p.m.

**For enquiries or further information** on this election and/or the Board of Governors, please contact Val Hewson in the President's office, Room D 167 North campus, ext. 4102, or via email: [hewson@admin.humberc.on.ca](mailto:hewson@admin.humberc.on.ca)



<b>NOMINATION FORM</b> <b>FOR</b> <b>FACULTY REPRESENTATIVE</b> <b>TO THE HUMBER COLLEGE BOARD OF GOVERNORS</b>
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In submitting this application, nominees must understand the basic requirements of a member of the Humber College Board of Governors. These include:

1. Attend all scheduled Board meetings. The member may not delegate his/her representation to any other person. Substitute representatives are not permitted.
2. Provide continual, responsible representation.
3. Attend other Board-related events, as required.
4. Respect the confidences of the Board, unless the information has been made public at an open session of the Board.
5. Receive no compensation, other than out-of-pocket and travel expenses.
6. Maintain communications and seek input from his/her constituency.

**PLEASE COMPLETE THE FOLLOWING:**

Name of Nominee	.....
School/Division	.....
Campus & room location	.....
Phone extension	.....

I hereby signify my willingness to stand as the Board member representing the faculty staff group, and agree that, if elected, I will represent the faculty of Humber College according to the Board of Governors' Terms of Reference for representatives to the Board to the best of my ability.

Signature: .....	Date.....
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**Signatures of 5 (five) faculty members in support of this nomination:**

1.	.....	phone ext. ....
2.	.....	phone ext. ....
3.	.....	phone ext. ....
4.	.....	phone ext. ....
5.	.....	phone ext. ....



**ELECTION FOR ONE  
ADMINISTRATIVE STAFF REPRESENTATIVE  
TO THE**

**HUMBER COLLEGE BOARD OF GOVERNORS**  
(Term of Office - September 1, 1998, expiring August 31, 2001)

Staff seeking appointment to the Board must deliver **written notice**, together with the **signature of five (5) nominators from the faculty constituency** to:

**Val Hewson, President's office,  
Room D 167, North campus,  
no later than 4.30 p.m.  
on Friday, April 17th, 1998.**

Nomination forms must be placed in a sealed envelope, marked "Confidential - to the attention of Val Hewson, President's office".

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**For enquiries or further information** on this election and/or the Board of Governors, please contact Val Hewson in the President's office, Room D 167 North campus, ext. 4102, or via email: [hewson@admin.humberc.on.ca](mailto:hewson@admin.humberc.on.ca)



**NOMINATION FORM**  
**FOR**  
**ADMINISTRATIVE STAFF REPRESENTATIVE**  
**TO THE HUMBER COLLEGE BOARD OF GOVERNORS**

In submitting this application, nominees must understand the basic requirements of a member of the Humber College Board of Governors. These include:

1. Attend all scheduled Board meetings. The member may not delegate his/her representation to any other person. Substitute representatives are not permitted.
2. Provide continual, responsible representation.
3. Attend other Board-related events, as required.
4. Respect the confidences of the Board, unless the information has been made public at an open session of the Board.
5. Receive no compensation, other than out-of-pocket and travel expenses.
6. Maintain communications and seek input from his/her constituency.

**PLEASE COMPLETE THE FOLLOWING:**

Name of Nominee .....

School/Division .....

Campus & room location .....

Phone extension .....

I hereby signify my willingness to stand as the Board member representing the faculty staff group, and agree that, if elected, I will represent the faculty of Humber College according to the Board of Governors' Terms of Reference for representatives to the Board to the best of my ability.

Signature: ..... Date: .....

**Signatures of 5 (five) administrative staff members in support of this nomination:**

1. .... phone ext. ....
2. .... phone ext. ....
3. .... phone ext. ....
4. .... phone ext. ....
5. .... phone ext. ....



# The **Communique**

Published by the Office of the President  
March 23rd, 1998 - Communique #46

## ACADEMIC COUNCIL ELECTIONS

The following positions are open to elect representatives in the April 1998 Academic Council Elections:

### A. ELECTED ACADEMIC MEMBERSHIP

Faculty by campus	Lakeshore	1 representative
School of Social & Community Services	Lakeshore	1 representative
Liberal Arts & Sciences Division	North	3 representatives
School of Performing Arts	Lakeshore	1 representative
School of Horticulture	North	1 representative
School of Health Sciences	North	2 representatives
Continuing Education	All campuses	1 representative
Counselling/Special Needs	All campuses	1 representative
School of Business	North	1 representative
School of Information Technology and Accounting	North	1 representative

### B. ELECTED NON-ACADEMIC MEMBERSHIP

Administrative Services	All campuses	3 representatives
Educational & Faculty Services	All campuses	1 representative
Library	All campuses	1 representative
Support Staff	All campuses	1 representative

### C. ELECTED FROM CONSTITUENT GROUPS

Faculty Union	All campuses	1 representative
Support Staff Union	All campuses	1 representative
Academic Chairs/Directors	All campuses	1 representative

Completed nominations forms must be received by  
**4 p.m. on Thursday, April 9th, 1998**  
by either:

**Al Palin** (Lakeshore campus, ext. 3277), or  
**Gary Begg** (North campus, ext. 4097)



**Who is your current representative?  
Are you being adequately represented?  
Will your area be represented after the 1998 Elections?**

## **Mandate of Academic Council**

Academic Council (AC) is the collective voice of the College in that it is an assembly of faculty, support staff, students, and administrators who suggest directions in which the College should head:

AC does not preclude or eliminate the consideration of any matter which is of concern to members of the College community. In general, however, the following paragraphs indicate the prime focus of AC.

AC advises the President in matters affecting academic policy, planning, and practice, including, but not restricted to, the following items:

- program and curriculum goals and standards
- program approval and development
- evaluation of program content and delivery
- teaching methodology and standards
- grading and promotion policies
- resource and budget allocation as it impacts upon academic policy, planning, and practice
- student appeals policies
- standards of student conduct and discipline
- student awards and scholarship policies
- other academic and related issues

In addition, the AC is concerned with related issues which advance effective teaching and learning, which may include, but are not restricted to:

- resources, such as the Learning Resource Centre, the Open Learning Centre, and/or other forms of information technology
- student services
- student admission policies
- policies and processes for performance review
- emerging political, environmental, social, and/or economic issues
- any matters which affect student outcomes

It may establish committees, subcommittees, and task forces to advise upon educational issues.

Part of the responsibility of AC members is to represent their respective constituencies and to inform the President of their constituencies' views; conversely, members are to keep their constituencies apprised of initiatives and policies tabled at AC. The Council, then, provides an ideal forum in which to learn what other constituencies think and feel. While it is recognized that the Board of Governors alone can make policy, AC frequently makes recommendations that ultimately become policy. If the recommendations AC makes are rejected by the President, he/she will be expected to explain his/her reasons in writing.

<b>Nominations close 4 p.m. on Thursday, April 9th, 1998</b>
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# ACADEMIC COUNCIL NOMINATION FORM

This completed Nomination Form must be received by either:

Al Palin (ext. 3277)  
Access and Career Development  
Lakeshore Campus

or

Gary Begg (ext. 4097)  
Liberal Arts & Sciences  
North Campus

**no later than 4 p.m. - Thursday, April 9th 1998**

**Nominee** .....

**Constituency** .....

**Nominator** ..... Phone Ext. ....

Nominator's signature .....

**Second** ..... Phone Ext. ....

Second's signature .....



# The **Communique**

Published by the Office of the President  
March 24th, 1998 - Communique #47

## **Students' Appreciation Awards**

- ?? Did someone you know put in extra time and effort to enrich and improve the lives of students at Humber College?
- ?? Are you aware of a student, staff, or faculty member who demonstrated excellence in social or cultural events, athletic achievement, class activities, student government, or special events?
- ?? What about fundraising for charities such as the United Way, the Quebec Ice Storm, or the Ontario Student Opportunity Trust Fund?

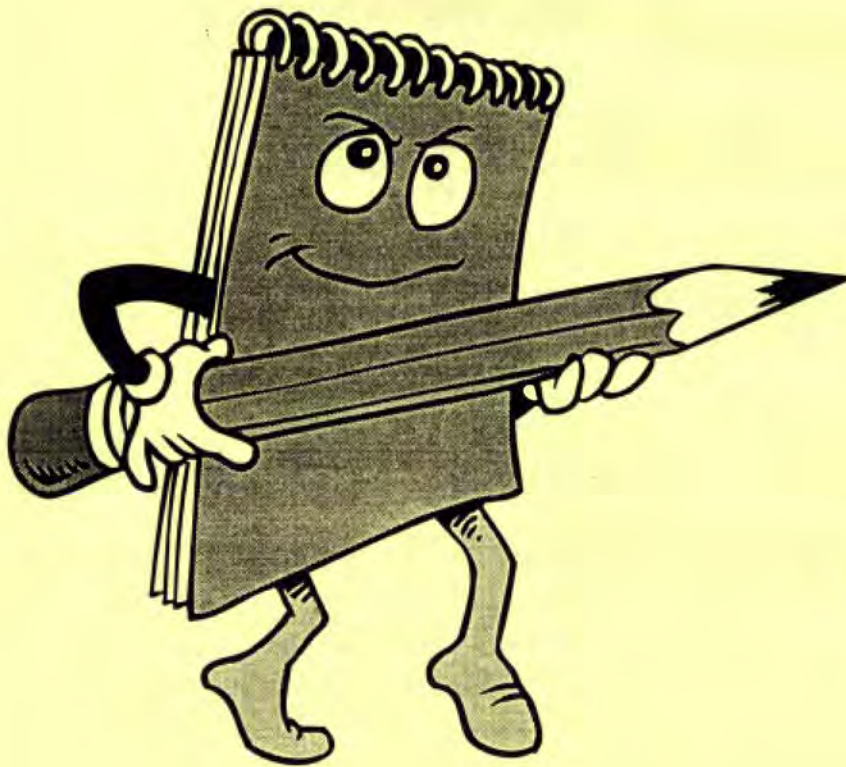
You may submit a **nomination form** that will provide students with the opportunity to recognize the efforts of those who go above and beyond the call of duty. These nomination forms are available on the **SAC web site**, or in the **SAC offices** at the North and Lakeshore campuses.

**Nominations must be received by**

**Maggie Hobbs, in Room A 102, North**  
by  
**Wednesday, March 25th 1998**  
at noon

Cara Ferguson  
Promotion Chair  
The 15th Annual Students' Appreciation Awards Banquet





**MAKE A NOTE  
TO  
DONATE TO THE**

**ONTARIO  
STUDENT  
OPPORTUNITY  
TRUST FUND**



The campaign for the Ontario Student Opportunity Trust Fund is winding down but we still need your help!

**All pledges must be completed by  
March 31, 1998**

Pledge cards are available in the Staff Lounge or by calling Amy Faas at extension 4976.

By donating, you have a chance to win a summer weekend holiday in Quebec, a pair of tickets to see the play "I Love You, You're Perfect, Now Change" or a six-month membership at Curzon's Fitness Clubs



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## Partnerships: Building Relationships in Education

# SHOWCASE '98

THURSDAY • MAY 21, 1998

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Humber Showcase celebrates excellence in learning and teaching. This year's theme "Partnerships: Building Relationships in Education" reflects the many ways we are taking a proactive approach to changing how we work with others.

Here's your chance to showcase how your program or school is building relationships in education!

- Who:** You, your colleagues, your partners in education – full-time or part-time.
- What:** Workshops and sessions (60-90 minutes) to educate others about initiatives that reflect the Showcase '98 theme.  
**New this year** —Ideas Marketplace: a poster room where you can display and discuss ideas and activities which are not quite ready for a full presentation.
- When:** Thursday, May 21, 1998
- Where:** Humber College, North Campus
- Why:** So your Humber partners can learn from your challenges, ideas, experiences, and innovations.
- How:** Submit a Presentation Workshop Form by March 27.  
**Forms are available:**
- on the reverse of this page
  - future issues of *Communiqué*
  - through Judy Morson in Professional Development at 5040 or [morson@admin.humberc.on.ca](mailto:morson@admin.humberc.on.ca)
  - Showcase website: [www.showcase98.humberc.on.ca](http://www.showcase98.humberc.on.ca)
  - Showcase '98 Planning Committee Members:

Jennifer Leonard, School of Media Studies, and Chair, Planning Committee	4764
Kathie Johnston, School of Health Sciences	4387
Karen Golets Pancer, Liberal Arts & Sciences	4522
Kitty Wilson-Pote, Liberal Arts & Science	4195
Anna Kulinski, HRT Alliance	4668
Sandi Nesbitt, School of Social & Community Services	3317
Tom Tumilty, School of Information Technology, Accounting & Electronics	4168
Susan Topping, School of the Built Environment	4445
Anne Harper, School of Business	4581
Pat Hedley, Professional Development	4774

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# CALL FOR PRESENTATIONS

## HUMBER SHOWCASE '98

Partnerships: Building Relationships in Education

THURSDAY, MAY 21, 1998

### Presentation/Workshop Form

To help us prepare the conference brochure, please provide us with the information requested.  
You could present either morning or afternoon or both times.

NAME(S): \_\_\_\_\_ EXT: \_\_\_\_\_

SCHOOL/DIVISION: \_\_\_\_\_ CAMPUS: \_\_\_\_\_

If more than one presenter is involved, please give names of everyone on your team.

I would like to participate in: (please check your choice)

☐ workshop

☐ ideas marketplace (poster session)

☐ panel

☐ other (please specify)

Length of workshop(s): \_\_\_\_ 60 minutes \_\_\_\_ 90 minutes

TITLE OF SESSION/WORKSHOP: \_\_\_\_\_

In no more than 50 words, clearly and concisely describe the purpose and content of your session.  
(Please remember, the description is crucial in generating interest for conference participants).

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#### PRESENTER REQUIREMENTS:

Maximum number of participants: \_\_\_\_\_

Room/set-up preferred: \_\_\_\_\_

Audio Visual: (An overhead projector will be provided for each session. Presenters are asked to provide their own flip charts).

Additional equipment required: \_\_\_\_\_

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Please return to Jennifer Leonard, Pro. Dev. (H233) by Friday, March 27, 1998.



**CORRECTION**  
**ELECTION FOR ONE**  
**ADMINISTRATIVE STAFF REPRESENTATIVE**  
**TO THE**  
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<b>NOMINATION FORM</b> <b>FOR</b> <b>ADMINISTRATIVE STAFF REPRESENTATIVE</b> <b>TO THE HUMBER COLLEGE BOARD OF GOVERNORS</b>
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5. Receive no compensation, other than out-of-pocket and travel expenses.
6. Maintain communications and seek input from his/her constituency.

**PLEASE COMPLETE THE FOLLOWING:**

Name of Nominee	.....
School/Division	.....
Campus & room location	.....
Phone extension	.....

I hereby signify my willingness to stand as the Board member representing the **administration** staff group, and agree that, if elected, I will represent the administration of Humber College according to the Board of Governors' Terms of Reference for representatives to the Board to the best of my ability.

Signature: .....	Date: .....
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**Signatures of 5 (five) administrative staff members in support of this nomination:**

1.	.....	phone ext. ....
2.	.....	phone ext. ....
3.	.....	phone ext. ....
4.	.....	phone ext. ....
5.	.....	phone ext. ....



# **BLOOD DONORS NEEDED AT HUMBER COLLEGE - NORTH CAMPUS CLINIC**

Humber College faculty and students are urged to support their area hospitals this spring by giving blood. All blood types are needed, especially group O.

Healthy individuals age 17 to 70, who have not donated in the previous 56 days, can help keep the community's blood bank in the "red" by attending the following clinic:

**WEDNESDAY APRIL 8, 1998**  
**HUMBER COLLEGE - NORTH CAMPUS**  
**CENTRAL CONCOURSE**  
**9:30 a.m. - 2:30 p.m.**

The Red Cross needs to collect at least **110** blood donations at this clinic to meet the needs of cancer patients, trauma victims, new mothers, and other hospital patients.

If you have any questions about the eligibility of your medications, or a health condition, just call (416) 974-9900 between 8:30 and 4:30 and ask for our Nursing department.

We look forward to seeing YOU there!

## **NATIONAL CONFERENCE ON TEACHING EXCELLENCE (NISOD)**

Applications to participate in the 20<sup>th</sup> International Conference on Teaching Excellence will be accepted in Professional Development until **Friday, April 3, 1998**. This conference in Austin, Texas, from May 24 - 27, 1998 is attended by professors from American and Canadian Community Colleges. These educators gather to exchange effective teaching and learning strategies, to identify the support necessary for encouraging and sustaining excellence in teaching, and to chart emerging trends and issues impacting on higher education.

A **selection committee** composed of former NISOD participants will review all applications. It is important that you complete the application form as comprehensively as possible, as this is the only documentation that the selection committee has available to make its decisions.

If you wish more information on the selection process or suggestions on how to complete your application form, you may wish to attend a half hour information session on **Friday, March 27, 1998 at 12 noon in room H222**.

You should submit your application on the form provided and return it with seven (7) additional copies to the Professional Development Office by **April 3, 1998**.



## APPLICATION FORM FOR NISOD CONFERENCE

Please answer the questions below as comprehensively as you can. If you wish, you may include additional supporting data with this form.

1. Why are you interested in this particular conference?
2. How have you contributed to excellence in your school?
3. How have you contributed to staff development on a school or college wide basis?
4. How do you plan to share the ideas and information which you gather at the conference?
5. I have attended ☐, presented at ☐ NISOD previously (date)\_\_\_\_\_

Name:\_\_\_\_\_ Signature:\_\_\_\_\_ Date:\_\_\_\_\_  
(Please Print)

Dean/Chair Signature:\_\_\_\_\_ Date:\_\_\_\_\_

**Please return this application form and 7 additional copies to Professional Development by Friday, April 3, 1998.**

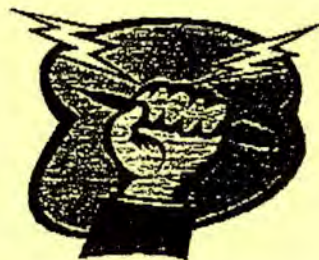


# Creative Methods of Teaching and Learning

Two free mini conferences for part-time  
teachers from the Central Region Colleges\*

#1: Saturday, April 4  
at: *The Michener Institute for Health  
Sciences, 222 St. Patrick Street, Toronto*  
in partnership with Seneca College

Coffee/Welcome: 8:30 a.m. to 9:00 a.m.  
Workshops: 9:00 a.m. to 12:00 p.m.



## CONF201 True Colors™

*Rosemarie Peikes and Susan Dunington, The Michener Institute*

True Colors™ is based on the temperament theory for understanding individual differences in yourself and in others. The model is also based on the findings that have been written using the Myers-Briggs Type Indicator. Identify your 'true color' and learn how it affects your teaching style and your rapport with students. An active, exciting and educational workshop.

## CONF202 Practical Teaching Tips

*Lisa Harrison, Seneca College*

Bring your classroom to life by using creativity and fun! This participatory session will provide practical strategies for using games, small group activities, and fun to enhance teaching and learning. Each participant is asked to bring one example of a practical teaching tip to the workshop to share.

## CONF203 Presenting with PowerPoint

Make your lessons more exciting with PowerPoint! Learn how to create visually impressive slides and screen shows containing clip art and special effects, and how to use them in your classroom presentations for dynamic results.

**TO REGISTER FOR THE APRIL 4 MINI CONFERENCE:** Fill out the registration form below and fax to:  
**Sybil Jones, The Michener Institute for Health Sciences, (416) 596-3156 by Friday, March 27.** Please **PRINT**  
all information clearly. Keep the original form for reference. Confirmation will be sent to your home address or fax.

NAME: (print) \_\_\_\_\_ AFFILIATED COLLEGE: \_\_\_\_\_  
HOME ADDRESS: (street) \_\_\_\_\_ CITY: \_\_\_\_\_  
POSTAL CODE: \_\_\_\_\_ DAYTIME PHONE: (\_\_\_\_\_) \_\_\_\_\_  
FAX (for confirmation): (\_\_\_\_\_) \_\_\_\_\_  
FIRST CHOICE: (CONF code) \_\_\_\_\_ SECOND CHOICE: (CONF code) \_\_\_\_\_

*\*All conference costs are fully subsidized for those currently teaching at Centennial College, George Brown College, Humber College, The Michener Institute for Health Sciences, Seneca College, and Sheridan College*



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**#2: Saturday, May 9**  
**at: George Brown College, Casa Loma Campus**  
**160 Kendal Avenue, Toronto**  
**in partnership with Sheridan College**

Coffee/Welcomes: 8:30 a.m. to 9:00 a.m.  
Workshops: 9:00 a.m. to 12:00 p.m.

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**CONF301 Preparing a Teaching Portfolio**

*Joel Majer, George Brown College*

Learn how to construct a teaching portfolio which highlights your teaching accomplishments and compliments your formal resume. This workshop will show you how to get started, what items to include, and how to organize your portfolio to make it more effective.

**CONF302 Improving Your Classroom Presentations**

*Margaret Whittleton, George Brown College*

Learn how to create classroom presentations with punch! By the end of this hands-on session you will be able to produce a simple but effective presentation using Microsoft PowerPoint, one of the most commonly used presentation software packages. As well, advantages and disadvantages of presentation software and its use in classroom presentations will be discussed. *Note: registration for this session is limited.*

**CONF303 Creating Effective Instructional Materials**

*Marsha Hunt, Sheridan College*

Effective teachers use a number of techniques to present a lesson to their students. In this session we will discuss attracting the learner's attention, identifying appropriate media, effective delivery methods, designing instructional materials which transmit the message clearly and are responsive to the learner, and using handouts as teaching aids.

**CONF304 The Internet as a Teaching/Learning Resource**

*Margo Martin, Sheridan College*

The Internet is a vast source of information on a multitude of topics. It can be used effectively as a resource tool for course preparation, research, information sharing, and general interest. You will learn what search tools to use to find the information you need, and discuss appropriate uses of the Internet for teaching and learning in this hands-on session. *Note: registration for this session is limited.*

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**TO REGISTER FOR THE MAY 9 MINI CONFERENCE:** Fill out the registration form below and fax to:  
**M. Whittleton, Staff Resource Centre, George Brown College (416) 415-4768 by Friday, May 1. Please PRINT**  
all information clearly. Keep the original form for reference. Confirmation will be sent to your home address or fax.

NAME: (print) \_\_\_\_\_ AFFILIATED COLLEGE: \_\_\_\_\_  
HOME ADDRESS: (street) \_\_\_\_\_ CITY: \_\_\_\_\_  
POSTAL CODE: \_\_\_\_\_ DAYTIME PHONE: (\_\_\_\_\_) \_\_\_\_\_  
FAX (for confirmation): (\_\_\_\_\_) \_\_\_\_\_  
FIRST CHOICE: (CONF code) \_\_\_\_\_ SECOND CHOICE: (CONF code) \_\_\_\_\_





Hi, my name is Sarah Harper. I am the new Catering Manager in Food Services here at Humber College. I am looking forward to meeting many of you, but in the meantime, here is a bit about myself:

This isn't my first foray into hospitality. I spent 10 years working in various capacities at the Waterloo Inn; a five-star, 160 guestroom hotel with 11 meeting rooms and 30,000 square feet of meeting space in Waterloo, Ontario. I put myself through school this way, earning my honours B.A. in history. After graduation, circumstance and a knack for computers led me into the Sales/Catering office. There, I booked meetings, conferences, receptions, weddings and more, while administering the sales computer system. Eventually I decided that it was time to see what life was like outside of the hospitality industry. I went out and got myself a job as an editor for a publishing company. While my two years there were quite informative, it didn't take me long to realize that I missed the fast-paced atmosphere and interaction with people found in the hospitality industry. And so, here I am, ready to contribute something new and positive to Food Services at Humber...if I can ever find my way around!

Two Humber College Ensembles have been selected to perform special concerts at Music Fest Canada, National Finals in Vancouver this May.

**A Benefit Concert** will be held  
Monday, April 6th, 8 p.m.  
at **The Rex Hotel** on Queen Street  
Admission \$10.00

For advance tickets  
please call the music office at #3427

**DONATIONS GRATEFULLY ACCEPTED !**





# AREA 51

Concert  
Mark Promane, Director  
May 13, 8:00 p.m.  
Zildjian Concert Stage - Auditorium  
Vancouver

Humber College in Toronto continues to set the standard for educational excellence and performance at the post secondary level. Toronto's finest studio musicians and educators serve on the Faculty and guarantee an outstanding educational experience for the students who attend from throughout Canada. Area 51 is the top level "Fusion" ensemble at Humber. It is comprised of the five most talented musicians at the school. They consist of John Griffith on Alto Saxophone; Carson Freeman on Tenor Saxophone and WX11; Alan Penner on Guitar; Brian Collins on Electric and Fretless Bass; and Kevin Dean on Drums. This concert is a must for "funk" aficionados.

Mark Promane serves on the Faculty of Humber College. He is a freelance studio saxophonist in Toronto and an Alumnus of Humber College. He is member of the Dave McMurdo Jazz Orchestra and has performed with jazz ensembles throughout Toronto including Rob McConnell and the Boss Brass. A versatile performer, Mark has performed with the Toronto Symphony Orchestra and frequently with pit orchestras for major musicals including Phantom of the Opera and Miss Saigon. Mark is co-leader of the Promane Brother Quintet with his brother and trombonist Terry.



## Humber College Jazz Ensemble

Concert  
Pat LaBarbera, Director  
May 13, 9:30 p.m.  
Zildjian Concert Stage - Auditorium  
Vancouver

The Humber College Jazz Ensemble is one of over 30 jazz ensembles currently performing at Humber College in Toronto. This band is composed of outstanding jazz students at Humber And has appeared at the "Beaches Jazz Festival and the "DuMaurier Jazz Festival".

The Ensemble covers a wide variety of repertoire from Tadd Dameron to Miles Davis and Joe Henderson, but also includes original compositions by its members. Encouraged to function as a working jazz ensemble, the emphasis is on self direction and practice with weekly rehearsals conducted by their director. They perform at the fall and spring Humber Showcases, and Friday afternoons in the Student Lounge. Appearances at the REX Jazz Bar and the Montreal Bistro, two popular downtown Toronto jazz clubs, expands their audience and experience. They have performed at local high schools and individually, or in part, solicit and play various area venues. In February 1998 the Ensemble was one of the bands recorded as the "Best of Humber College" CD as part of the College's "Artist Week".

Pat LaBarbera has directed ensembles at the University of Toronto, York University and Humber College since 1977, joining Humber full time in 1988. He adjudicates Canadian regional and national music festivals, teaches at summer jazz camps and lectures at North American universities and colleges. Pat gained international prominence during his seven years with Buddy Rich, then joining Elvin Jones' band for nine years. He has recorded over 50 jazz albums, eight with his own bands. He currently performs and records with a variety of jazz bands. Leads his own quartet and trio, and performs with the Toronto Symphony Orchestra.



# Graduation Concert Series

## '98

Thursday, March 12	PAUL TAYLOR (Guitar)	7:00 p.m.
Tuesday, March 17	SEAN HULLY (Woodwind)	8:30 p.m.
Wednesday, March 18	TIM BOND (Brass)	7:00 p.m.
	JEFF VIZE (Brass)	8:30 p.m.
Tuesday, March 24	GORD SHIELDS (Bass)	8:30 p.m.
Wednesday, March 25	JOHN PEREIRA (Woodwind)	7:00 p.m.
	DENNIS PASSLEY (Woodwind)	8:30 p.m.
Thursday, March 26	SEAN HARTWICK (Woodwind)	7:00 p.m.
Tuesday, March 31	MATT ALAN (Guitar)	7:00 p.m.
	PAUL ZEPPIERI (Guitar)	8:30 p.m.
Wednesday, April 1	KEITH BODDY (Guitar)	7:00 p.m.
	ALAN PENNER (Guitar)	8:30 p.m.
Thursday, April 2	GREG CZUBA (Bass)	7:00 p.m.
	BRIAN COLLINS (Bass)	8:30 p.m.
Tuesday, April 7	GINO DEL SOLE (Guitar)	8:30 p.m.
Thursday, April 9	MARCO RAPOSO (Percussion)	7:00 p.m.
	GEOFF HEN (Percussion)	8:30 p.m.
Tuesday, April 14	GORD LIGHT (Bass)	7:00 p.m.
	ROB BROWN (Bass)	8:30 p.m.



# Graduation Concert Series

## '98

Wednesday, April 15	BOB REID ( Keyboard ) BRIAN DE LIMA ( Keyboard )	7:00 p.m. 8:30 p.m.
Thursday, April 16	SCOTT CHAMBERLAIN ( Vocal ) DAVE TELLO ( Vocal )	7:00 p.m. 8:30 p.m.
Tuesday, April 21	DARREN MCKENZI ( Woodwind ) DINO DOMINELLI ( Woodwind )	7:00 p.m. 8:30 p.m.
Wednesday, April 22	JUSTIN PROUDMAN ( Guitar ) CHRISTIAN MCKIBBIN ( Guitar )	7:00 p.m. 8:30 p.m.
Thursday, April 23	A.J. KOHLI ( Woodwind ) JOHN GRIFFITH ( Woodwind )	7:00 p.m. 8:30 p.m.
Tuesday, April 28	KIERAN OVERS ( Bass ) CARSON FREEMAN ( Woodwind )	7:00 p.m. 8:30 p.m.
Wednesday, April 29	LARISA PIETERSMA ( Vocal ) ANA ROSSINI ( Vocal )	7:00 p.m. 8:30 p.m.
Thursday, April 30	KATE LOWELL ( Vocal ) NICOLE SINCLAIR ( Vocal )	7:00 p.m. 8:30 p.m.

**FREE ADMISSION**  
**LAKE SHORE AUDITORIUM**



*It's Your Turn ...*

*With the President*

---

You are invited to speak personally with the President about Horizons and the future of Humber College. Squee will be hosting small groups of people in his office on Thursday, March 26 at 9:00 a.m. and again on Wednesday, April 15, at 9:00 a.m. The purpose of these meetings is to have your ideas heard about the changes that are impacting the College and how the College should best respond. Anyone who is an employee of Humber College may participate. All are welcome. To reserve your place for one of these informal chats, please R.S.V.P. to Val Hewson at extension 4102. If you are interested but unable to attend at either of these times, please let Val know. If necessary, additional meetings will be arranged.



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On behalf of the HRT Alliance cluster team, it gives me great pleasure to announce our new Assistant Director -- Susan Goodman.

Working in conjunction with the HRT Co-ordinators, this project based position will be responsible for HRT Alliance Quality Assurance and benchmarks, HRT Alliance learning product streamlining, and university partnerships/articulation.

The position is effective April 1st.

I am sure you will join me in congratulating Susan and supporting her in this new position.

**John Walker, Director, HRT Alliance**





1550 Hayes Drive • Manhattan, Kansas 66502 • (913) 539-5376 • FAX: 913-539-7766

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## **LIFELONG LEARNING CONVENTION TO COME TO TORONTO**

The 1998 International Convention on Lifelong Learning Programming will be held in Toronto from December 3-5, 1998. It is the first time the conference, which is sponsored by the Learning Resources Network (LERN), has come to Canada.

The Chair of the Conference Host Committee is David C. Wood, MA, CPP, Chair of Community, Corporate, Government Operations for St. Clair College in Chatham. Also named to the committee are Charmaine Bragg, Fanshawe College, Woodstock; Wendy Oliver and Diane Salter, Etobicoke Board of Education, Etobicoke; Bonnie Beesley, Scarborough Recreation Parks and Culture Department, Scarborough; Bruce Hawkins, Recreation, Waterloo; Debby Kaplan, Centennial College, Scarborough; and Ken Harrison, Humber College, Etobicoke.

### **Most Exciting Week**

"Lifelong learning is the engine driving the Information Age and our societies in the 21st century," notes William A. Draves, CAE, President of LERN. "This is the biggest and most prominent convention in the world for those organizations in the nonprofit sector providing lifelong learning courses, events and training. We are delighted to be coming to Toronto. We have a great many members in Canada and expect from 700-900 people to be attending. For them as professionals in lifelong learning, the LERN convention is the most exciting week of the year."

The conference will be held at the Royal York Hotel. Within the convention, several conferences will take place concurrently, aimed at specific types of programming. They include conferences for associations; higher education; public schools and boards of education; recreation; and contract trainers.

### **Early Registration Welcome**

Early registration discounts are available to August 1, 1998. For more information, contact Angela Sweet, LERN'S Information Specialist, phone 1-800-678-5376, X.618; toll free fax 1-888-234-8633 (good in Canada) or write her at LERN, 1550 Hayes Drive, Manhattan, KS 66502 USA.





# OSAP

## INFORMATION SEMINARS

Presented by

THE CIBC NATIONAL STUDENT CENTRE

**NORTH:** - Wednesday, March 25, 1998  
SAC Conference Room KX113

**LAKESHORE:** - Thursday, March 26, 1998  
Room B117

**TIMES:** 10:50 a.m - 11:40 a.m *or* 12:40 p.m. - 1:30 p.m.  
*refreshments provided*

topics will include: • General facts and  
Information

*DOOR PRIZES*

- Interest Relief
- Repayment
- Budgeting

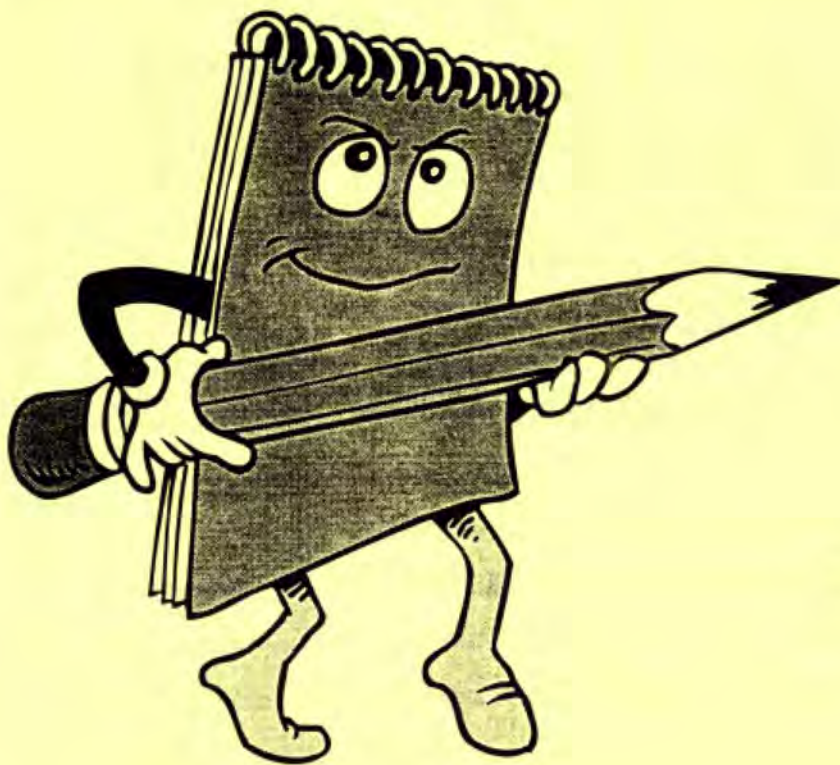


**EVERYONE WELCOME!!!!!!**

Have your **OSAP** questions answered.

*Arranged by: SAC and The Student Financial Aid Office*





**MAKE A NOTE  
TO  
DONATE TO THE  
  
ONTARIO  
STUDENT  
OPPORTUNITY  
TRUST FUND**



The campaign for the Ontario Student Opportunity Trust Fund is winding down but we still need your help!

**All pledges must be completed by  
March 31, 1998**

Pledge cards are available in the Staff Lounge or by calling Amy Faas at extension 4976.

By donating, you have a chance to win a summer weekend holiday in Quebec, a pair of tickets to see the play "I Love You, You're Perfect, Now Change" or a six-month membership at Curzon's Fitness Clubs



# ACADEMIC COUNCIL

Thursday, March 19th 1998

4.00 p.m. - 8.00 p.m.

The Community Room, North Campus

## A G E N D A

attachments

- |    |   |         |   |
|----|---|---------|---|
| 1. | Minutes of previous meeting held February 19th, 1998                                  | ALL     | * |
| 2. | Business arising:   |         |   |
|    | (a) Clarification regarding printing concerns, rates, document security, etc.         | J.Mason | * |
|    | (b) Clarification regarding Academic Council Charter - Membership                     | G.Begg  | * |
| 3. | Announcements   |         |   |
|    | (a) Spring Elections  | A.Palin |   |
|    | (b) Implementation - Standards of Classroom Conduct Committee                         | A.Palin |   |
|    | (c) AC meeting dates, 1998-99   | G.Begg  | * |
| 4. | Update on Financial Planning Process<br>Academic Capital<br>(discussion - 40 minutes) | R.Rork  |   |
| 5. | Delegates to:   |         |   |
|    | (a) ACCC Annual Conference, May 24-26, Winnipeg                                       | ALL     | * |
|    | (b) Ontario Colleges' Conference, Ottawa<br>(date to be announced)<br>(15 minutes)    | ALL     |   |
| 6. | Operational Guidelines for Academic Council<br>(discussion, motion - 15 minutes)      | G.Begg  | * |
| 7. | Round Table   | ALL     |   |

**REMINDER:** In June 1996, Academic Council adopted, as priorities for presentations or initiatives, the following three themes:

- Student Learning/ Quality of Education
- Communication
- Strategic Planning

Each agenda item at Academic Council should include or address these priorities.



# **HIGHLIGHTS**

of

## **ACADEMIC COUNCIL MEETINGS**

### **January and February 1998**

*On behalf of Academic Council, I am pleased to provide some highlights relating to the meetings of the Academic Council from September through December 1997. Acknowledgement is given to Susan McBeth (Health Sciences) for assisting with these Highlights. If you have any questions, please do not hesitate to contact me (ext. 4097) or your Academic Council representative.*

Gary Begg  
Chair - Academic Council

### **Thursday, January 22nd, 1998**

1. **Confidentiality of print materials**  
Patrick Kelly of Purchasing Services sent a memorandum to Academic Council, outlining the steps to be taken to ensure the confidentiality of tests, examinations, and other materials by Grenville Printing.
2. **Academic Council Election - Business Development Representative**  
Al Palin announced that the advance poll would be February 23rd and the election of one member from Business Development would be held on February 27th 1998.
3. **Distribution of print materials for Academic Council meetings**  
For subsequent Academic Council meetings, the standard procedure will be that printed materials will need to be sent out before meetings. Only in extreme circumstances can materials be handed out at the meetings. All presenters at Academic Council will be informed of these procedures.
4. **Implementation Committee - Standards of Classroom Conduct**  
The Standards of Classroom Conduct Committee is now establishing an implementation committee. Anyone interested in joining this committee should please contact Al Palin.
5. **Program Rationalization**  
Richard Hook reported that all programs in the report are budgeted for the 1998/99 school year, and that several programs have been removed from the list. By the end of March, a report will be presented to look at the process of rationalization. It will consider separating review and rationalization, and the role of accountability to the Ministry.



6. **Board Policy - Copyright while on Sabbatical**  
Paul Pieper presented the Board Policy. It was felt that the policy needs to be rewritten so that it reflects the law and the Faculty Collective Agreement.
7. **Winter 1998 - Semester Start Up**  
It was reported that start up faced some difficulties, and Rod Rork reported that the demand on the system was up by 30%. An external consultant will look at the operating system and monitor the process in order to alleviate future problems.
8. **The following new programs were presented for discussion:**
  - Police Foundations
  - 3D Modelling and Animation Post Diploma
  - New Media Marketing and Sales Post Diploma
9. **Horizons Update**  
Nancy Ryan and Crystal Bradley reported that they are holding meetings with all of the Schools' coordinators and chairs to communicate about the Horizons' projects. The next phase of the project will encourage project submissions from the Humber Community. The deadline for these projects is February 29th 1998.

<b>Thursday, February 19th 1998</b>
-------------------------------------

1. **Copyright - College Work**  
Paul Pieper would like to meet with any Academic Council members to review and revise the wording of the Copyright Policy to present to the Board of Governors.
2. **Rationalization Update**  
A report of the current status of the rationalization initiative was tabled. Six programs have been removed from the initial list.  
A number of changes to the rationalization process will be considered, such as:
  - (a) separating the program reviews from the rationalization reviews, and
  - (b) consulting with affected faculty prior to any announcement of program rationalization.  
It was discussed that dedicated resources are required to update our job placement survey in order to achieve more accurate reports.
3. **Printing Concerns**  
There is some misunderstanding of the pricing system, depending on where the order is printed and the timelines. Concerns at Lakeshore are being addressed by Grenville.
4. **By-Elections**  
Ken Simon and Joanne Gourley were welcomed as new members of Council.
5. **Implementation - Standards of Classroom Conduct Committee**  
Anyone interested in sitting on this Committee should contact Al Palin.



6. **Distinguished Faculty Award**  
Ruth McLean presented changes to the Distinguished Faculty Service Award to include change in name, more teaching aspects to the criteria, and the nomination process.
7. **Horizons Update**  
Crystal Bradley outlined the objectives of the Learning Space Improvement Project. Academic Council voted in favour to endorse the Horizon's initiative to set minimum standards for the classroom environment.
8. **Academic Standards Project**  
Anne Bender presented the first draft of the Humber College Academic Standards of Excellence. Any feedback will be used to present another draft by the April meeting of Academic Council.
9. **Operational Guidelines for Academic Council**  
A draft of Guidelines for Academic Council was presented to address some of the recommendations made during the review of Academic Council.

## QUICK QUIZ

TB is a disease of the past	yes___	no___
TB is often fatal	yes___	no___
TB is on the increase in Canada	yes___	no___
TB is easily treated	yes___	no___

Discover the surprising answers on

## WORLD TUBERCULOSIS DAY

at  
Humber College

**North campus, Tuesday, March 24th**  
10 a.m. - 2 p.m. in the concourse

**Lakeshore campus, Thursday, March 26th**  
10 a.m. - 2 p.m. in the cafeteria

Sponsored by  
**THE ETOBICOKE HEALTH DEPARTMENT**  
and  
**HUMBER'S HEALTH CENTRES**



# 

Published by the Office of the President  
April 1st, 1998 - Communique #48

## 1998 STUDENT AND STAFF CUSTOMER SERVICE SURVEY

We would like to thank all of you who assisted with the distribution and completion of both the Student and Staff Customer Service Survey. The following indicates the response rate we received. Overall, we are very pleased with the percentage of surveys we had returned. This will provide an excellent sample on which to base our recommendations for improvement.

### STUDENT SURVEY: (Total of Surveys Distributed: 3,350)

**Total % Returned**  
**1998 Survey**

52.6% (1,763 surveys)

**Total % Returned**  
**1997 Survey**

40.6%

### STAFF SURVEY: (Total of Surveys Distributed: 884)

**Total % Returned**  
**1998 Survey**

40.7% (360 surveys)

**Total % Returned**  
**1997 Survey**

33.5%

We would also like to thank all staff members who took the time to share their comments and suggestions with us. Those who completed the survey became eligible to win various prizes and the winners were as follows:

#### One of 10 "\$10.00 Coffee Cards"

Bev Bonello  
Pat Chalmers  
Theresa Foran  
Susan Goodman  
Linda Greco  
David McPherson  
Sue Olijnyk  
Valerie Sprenger  
Margaret Woodruff  
Eddy Yanofsky

Registrar's Office  
Early Childhood Education  
Computing Network Services  
School of Hospitality, Recreation & Tourism  
Computing Network Services  
School of Business  
School of Health Sciences  
CAL Lab  
School of Health Sciences  
Corporate Communications



<b>One of 2 "\$50.00 Gift Certificates for the Bookstore"</b>	
Hyacinth James	Human Resources
Joanne Maguire	Human Resources
<b>One of 4 "Lunches for Two at The Humber Room"</b>	
Irene Edwards Kate McMaster Lynne Thorkelsson Mary Anne Thorp	Registrar's Office Funeral Services School of Health Sciences Residence Food Services
<b>One "Free Parking"</b>	
Ruth Bainbridge	School of Health Sciences

We are now in the process of tabulating the results which will be distributed to the various areas shortly. In the meantime, should you wish a copy of the **Summary Results for the "1997 Customer Service Survey"**, please contact Janice Guzik at ext: 4152.

**Peter Dietsche**  
Humber Research Network

**David Griffin**  
Customer Relations

**ANNOUNCEMENT  
from the  
LIBERAL ARTS AND SCIENCES DIVISION**

The Division has completed its selection process for the Chair, General Education. Clive Cockerton is the successful candidate and will assume his new duties immediately. Continuing Education and the Institute of Language and Culture are also part of Clive's new portfolio.

Clive brings extensive experience in curriculum development and a strong commitment to the values of the General Education department to his new role.

On behalf of the College, I would like to welcome him to and wish him well in his new job.

Pam Hanft  
Dean  
Liberal Arts and Sciences Division



**An Open Invitation to All Educators, Education Administrators and Students**

Seneca College President S.E. Quinlan extends an invitation to attend a Special Session

**"Approaching the Millennium"  
the future of Higher Education**

**with Dr. Paul A. Elsner  
Chancellor of the Maricopa Community Colleges in Arizona**

The session will provide a rare opportunity to meet with Dr. Elsner and to discuss his insights into the future needs of society and the possible role for higher education in meeting those needs.

**Date: Monday, April 6, 1998**

**Time: 10:45 a.m. - 12:30 noon**

**Location: Minkler Auditorium  
Seneca College  
1750 Finch Ave. East  
NW Corner of Hwy. 404 and Finch Ave. East in North York**

**Admission: FREE**

**For additional information, please call: Pat Hedley  
ext. 4774**

**if planning to attend, please RSVP Jacqueline Lane  
Program Assistant  
Centre for Professional Development  
416 491-5050 ext. 2062**



## NOTICE

We realize that the recent record-breaking temperatures of 24 °C on Monday & 27 °C on Tuesday, have created some very uncomfortable conditions throughout all College buildings.

We appreciate, also, your expressed concerns, however, a decision for establishing a specific date for conversion from heating to air-conditioning mode is based on the evaluation of a number of issues.

Obviously, the existing weather conditions and those predicted are a priority, but hydro demand rates and the resultant costs of a mid-month change-over, as opposed to a conversion at month beginning, are a major consideration as well. All operating costs incurred do have an impact on the bottom line of the entire College. Actual conversion takes approximately three days, therefore predicted temperature drops and staff availability are also considered.

Please be aware that as with most large facilities, Humber's existing ventilation systems are such that once we convert to cooling, we are **unable** to provide heat with a simple change in controls, should the weather move suddenly back to the normal temperature range of 6-13 °C.

We cannot undertake the decision of conversion lightly due to all of these factors and appreciate your understanding of the situation.

Thank you for your patience.

**Physical Resources**

### SUMMER CAMP AT HUMBER COLLEGE

Humber College North Campus, Portable 5

8:00am - 5:00pm

Five one week sessions Monday thru Friday

June 29th - July 31st

\$80.00 per week

Registration packages available by calling ext. 4484 or for pick up from

Humber Child Development Centre FX 101 (Nancy Roscoe)

The camp will utilize many facilities and services available on campus. A schedule of activities and times will be available at the beginning of each week.

JOIN US FOR A FUN-FILLED SUMMER AT HUMBER!



## Recognition and Awards .....

**Brian Nash**, a Part time instructor in the Film and Television Production Program has won two more prestigious awards in the Hot Docs Film Festival. His documentary, **bp (pushing the boundaries)**, won the awards of BEST BIOGRAPHY and Brian won the award for BEST EDITING. Previously, **bp (pushing the boundaries)** won a **special jury citation award** at the 1997 Toronto International Film Festival.

The producer of the film is **Elizabeth Yake**, a member of the FILM/TV Advisory Committee, is the producer of **bp (pushing the boundaries)**.

As well as **bp (pushing the boundaries)**, Elizabeth recently produced **Memoire Moire des souvenirs/Remembering Memory**, about the writer/feminist theorist Helene Cixous. This film also won two awards at Hot Docs: **Best Direction** and the **Telefilm Canada Award for Best Directing**.

The Director of Photography of both these films is **Mark Caswell**, a cinematography instructor of the Humber College Film/TV program. As well, **John Marsonet**, a video production instructor in the Film/TV program worked on **bp (pushing the boundaries)**.

Film/TV Alumni **Emmy Palmer**, **Joe Costa**, and **Paul Belanger** also made key contributions to **bp (pushing the boundaries)**.

**Congratulations!!**



## **The Fifteenth Annual Students' Appreciation Awards Banquet**

### **News Release**

### **For Immediate Release**

March 31, 1998

### **Media Contact:**

Media Relations Officer

Cara Ferguson

Tel: (416) 675-6622, enter 8,  
then enter 250 222#

Fax: (416) 675-8824

E-mail: cferg@netcom.ca

### **Twinkle, Twinkle BIG BRIGHT STARS!**

Toronto, ON-Outstanding fundraisers, athletic superstars, peer tutors, residence advisors, inspiring instructors, and student advocates are among the many stars of Humber College. These individuals enrich student life by putting that extra effort into maintaining the college's high levels of achievement.

The Fifteenth Annual Students' Appreciation Awards Banquet promises to be an exciting event this year. Taking place on April 7, the banquet is the students' opportunity to honor members of the Humber College community who have made an outstanding contribution to student life.

Members of college staff, faculty, and students will be honored at the banquet that is themed after classic Hollywood and hosted by the Council of Student Affairs (CSA). Students' have nominated individuals who have gone "above and beyond the call of duty" to make Humber shine.

And the nominees are...

- Steve Barber
- Ryan Burton-Garland
- Matthew Buttrill
- Arthur Campus
- John Conrad
- Ken Cummings
- Carina Cunanan
- Constance Dimech
- Lindsay Duangratdy
- Shirley Forde
- Rodney Fowler
- Brendan Good
- Lynda Hausman
- Leanne Henwood
- Stelios Kypri
- Kaush Nanubhai
- RoxAnne P. Nicholas-Stringer
- Ann Maltby
- Paul Masotti
- Marc Shu-Lutman
- Francis Sta. Maria
- Jeremiah Tesolin
- Allaina Tufts
- Ann Tsirgielis
- Slobodan Urdarevik
- Pankaj Vaskal
- David Wallace
- Linda Yang

We thank all of the nominators for helping celebrate the contributions of these outstanding individuals.



# REMINDER!!!!

## The Seminar

The Great Leadership Retreat is designed for administrators from the Central Region Colleges to gather for two days of intensive learning and reflecting.

The Great Leadership Retreat is patterned after the "Master Teaching Seminar" originated by Roger Garrison at Westbrook College in Portland, Maine, and the "National Great Teachers' Seminar" developed by David Gottshall, College of Dupage in Glen Ellyn, Illinois.

The Central Region Committee on Human Resource Development has organized the Great Leadership Retreat to recognize administrators who model and promote good leadership practices within their colleges.

## The Focus

The goals of the seminar include:

- a celebration of great leadership
- stimulation of creative problem solving
- exploration of new ideas
- a renewal of self, both professionally and personally

## The Agenda

The agenda is designed to reflect the professional needs of the participants. Selected applicants will be sent additional information. *All participants will be asked to prepare:*

- ◆ a one page paper reflecting an innovation or a successful leadership strategy
- ◆ a one page description of a current leadership challenge.

*and bring to Elmhirst's Resort:*

- ◆ a copy of a book or other resource that has influenced your leadership.

The Great Leadership Retreat is derived from a discussion of these papers; copies will be shared among all participants.

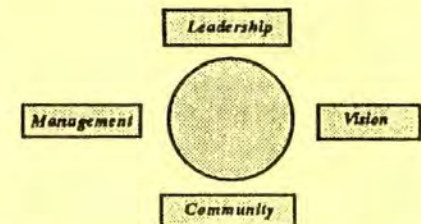
## What to Expect

The Great Leadership Retreat differs from most conferences in that - for the most part- the program is created by the participants themselves. The organizers' main role is one of facilitation and coordination.

The format includes both small and large group discussions, theme meetings, and presentations by participants and facilitators.

The exchange of knowledge takes place not only in scheduled sessions, but also informally on the beautiful Elmhirst's Resort grounds, or on walks through springtime Ontario.

## The Great Leadership Retreat 1998



Central Region Colleges

Wednesday, May 27 to  
Thursday, May 28, 1998

Elmhirst's Resort

Information  
&  
Application



## Dates

Wednesday, May 27 - Thursday,  
May 28, 1998

This program begins at 11:00am on  
the Wednesday, and concludes  
Thursday afternoon at 3:30pm.

Please be prepared to arrive by  
11:00am on Wednesday to allow  
time for registration and settling in.  
Lunch is served promptly at  
11:45am.

## Costs

Costs are based on single  
occupancy. The cost for  
participants from sponsoring  
Colleges is \$100.00. Other  
participants' cost (depending on  
space available) is \$175.00.

Please contact your college repre-  
sentative for information on spon-  
sorship or method of payment.  
Cheques for registration should be  
made payable to:

*George Brown College*

and forwarded through your  
college representative.

## The Site

The Great Leadership Retreat is  
being held at Elinhirst's Resort.  
This family-style summer resort is  
located near Keene, Ontario on  
Rice Lake. The lodge offers a  
variety of activities including pools,  
saunas, exercise rooms, tennis,  
horseback riding, and boating, for  
your leisure time.

## How To Apply

Fill out the application form and  
forward it to the representative at  
your college. Include any other  
material specifically requested by  
your institution. Contact your  
college representative for  
additional information.

Applications must be received by  
your college representative no later  
than Friday, April 3, 1998.

## College Representatives

Centennial - Mary Preece

George Brown - Leo Spindel

Georgian - Steve Robinson

Humber - Leah Brown

The Michener  
Institute - Rosemarie Peikes

Ontario College of Art &  
Design/Royal Conservatory of  
Music - Nora McCardell

Seneca - Susan Zimmerman

Sheridan - Jennifer Faulkner

## The Great Leadership Retreat

1998

Wednesday, May 27 to  
Thursday, May 28, 1998

## Application To Participate

Name: \_\_\_\_\_

Title: \_\_\_\_\_

College: \_\_\_\_\_

Phone: (    ) \_\_\_\_\_

Fax: \_\_\_\_\_

e-mail: \_\_\_\_\_

- ♦ Send this form, together  
with any other material  
requested by your college,  
to the college  
representative listed no  
later than Friday, April 3,  
1998.

**\*\*THERE ARE STILL THREE SPOTS AVAILABLE.**  
PLEASE FILL OUT THE REGISTRATION FORM  
& FORWARD TO LEAH BROWN, SCHOOL OF INFO. TECH.  
ROOM E221



## Highlights of the Meeting of the Board of Governors March 16, 1998

- ▶ **Chair's Remarks** – John Gribben, Ratna Ray and Mark Krakowski attended the annual ACAATO conference in Ottawa. The theme of this year's conference was *Transforming Colleges for the 21st Century*.
- ▶ **Open Learning Centre** -- Dr. Gordon indicated that a more detailed report on the Open Learning Centre, including information on intercollege collaboration, consortium initiatives, comparative cost per student for OLC/on-line courses versus the traditional mode, and systematic evaluation of course offerings, will be tabled with Academic Council and the Board of Governors in May.
- ▶ **Student Tuition Fee** – Rod Rork presented the recommendation related to the proposed tuition increase for 1998-99, and assured the Board that college administration will continue to work with student leaders on the implementation of the recommendations.

Cameron Swimm, Vice President of External, SAC North, expressed concern that some students may not be able to afford the tuition increase, even though they understand that the government has mandated that 30% of any fee increase be directed to students in financial need for the year the funds are received. Students have indicated that they cannot support any tuition increase that does not directly benefit students. As such, student leaders have been assured by college administration that they will be consulted further on this matter, and look forward to the opportunity to continue to work with the college.

Kevin Stover expressed concern that the proposed tuition fee increase is quite substantial. Because of the complexity of this topic, the students would have appreciated more time to prepare for discussion and consult with their constituency.

Shirley Forde, President, SAC North, indicated that the students do not feel they have a choice in this matter, and would have preferred an increase closer to 5%. Some students are concerned that the proposed increase may affect their ability to purchase textbooks next year.

Ratna Ray expressed concern that some students may not be able to afford textbooks and personally pledged \$1000 to purchase books for the college library.

The Board engaged in a lengthy discussion on the following related issues: the constant challenge to invest in capital equipment; the limited consultation period since the government's funding announcement and the proposal to the Board; annual fee increases becoming the norm; fee increases affecting access; the changing student population; Humber's facilities; college administration's commitment to consult and work with the students; government policy regarding the public assuming a greater financial responsibility for education; and the need to communicate with government bureaucrats and politicians.

The Board of Governors passed the following motion:

*THAT the Board of Governors approves a two-semester tuition fee increase of \$127 from \$1,403 to \$1,530, effective September 1, 1998;*



*AND FURTHER THAT THE BOARD OF GOVERNORS approves an increase to post-diploma programs of \$477, for a total revised fee of \$1,880;*

*AND FURTHER THAT THE BOARD OF GOVERNORS approves an increase in the part-time tuition fee of 30¢, from \$3.35 to \$3.65 per student contact hour;*

*AND FURTHER THAT THE BOARD OF GOVERNORS approves a similar increase for other programs, such as Tuition Short, that have been traditionally benchmarked to the post-secondary tuition fee.*

John Gribben, on the direction of the Board, agreed to write a letter to the Minister of Education expressing the Board's concern for the continued reduction in government funding and its financial impact on students. Mr. Gribben also commented on the importance for Board members to lobby on this topic when and wherever possible.

- ▶ ***New Program Proposal: 3D Modeling and Animation*** – The Board of Governors approved the offering of a three semester, post-diploma program in 3D Modeling and Animation on a full- and part-time basis, which would provide specialized training to meet the needs of industry. The goal of this program is to provide graduates with the skills and knowledge required to work in the growing and expanding 3D field within the entertainment, industrial, architectural and interior design, graphical arts and multimedia industries. 3D Studio MAX R2, the leading 3D software package on the NT platform will be the major modeling, animation and rendering software program taught in the Windows NT labs. This is a joint program between the Digital Imaging Training Centre and the School for the Built Environment. The third semester of this program will be an industry co-op placement.
- ▶ ***Learning Disabilities Centre*** – Pam Hanft and Craig Barrett presented the proposal related to the Learning Disabilities Centre. The Ontario Learning Opportunities Task Force (LOTF) has set aside funds for proposals which would enhance support to learning disabled post-secondary students. The proposal must be submitted to LOTF by March 21, 1998, and if LOTF accepts Humber's proposal, the college will be notified in May/June 1998, and the new LD Centre will be operational in September 1998. The Board of Governors passed a motion supporting the College's proposal to further enhance services to the learning disabled population.
- ▶ ***Property Update*** -- Rod Rork reported the following: (i) ***Lakeshore and Queen's Plate Lands*** – The Plan of Subdivision was registered as Plan 66M-2319 on February 26<sup>th</sup>. Related documents and agreements will be assigned Property Identification Numbers by the end of the week. At that time, title transfer of the various Lakeshore and Queen's Plate lands will be completed. (ii) ***Queen's Plate Residential Lands*** – On March 23<sup>rd</sup>, a fax was received reflecting the results of the OMB hearing. The judgement is quite lengthy but appears extremely positive.
- ▶ ***Indemnification of College Boards - RCA (CAAT Supplementary Pension Plan)*** – The Council of Regents provided information to the Board of Governors which states that an individual member of a College Board of Governors is protected or indemnified at several levels with respect to the Boards' responsibility for the CAAT RCA.



# Educational Computing Organization of Ontario

## ECOO '98

Every Spring ECOO holds a major conference on educational computing. This year, it takes place in Toronto on April 30, May 1 and 2, at the Regal Constellation Hotel. There are sessions for everyone, from beginner to expert. All levels of education from pre-school to adult education are covered. The conference features over 200 presentations by world leaders and local experts, as well as, a large exhibit area with over 100 vendors.

Conference programs and registration forms are available in Professional Development.





## *It's Your Turn.....*

**Please take this opportunity to give us your input regarding Horizons, by completing the following and forwarding to the Horizons office C115L, North Campus.**

### **Feedback for Horizons Team**

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### **Questions**

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### **From (optional):**

**Name:** \_\_\_\_\_ **Ext:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Date:** \_\_\_\_\_



# The **Communique**

Published by the Office of the President  
April 8th, 1998 - Communique #49

## League for Innovation Conference *INNOVATIONS 1998*

The League for Innovation is sponsoring a conference as part of its 30<sup>th</sup> anniversary. The conference is dedicated to improving student and organizational learning through innovation, experimentation and institutional transformation. It will take place in Dallas, Texas, June 28 - July 1, 1998.

Humber will be sending some participants to the conference.

This should be a very interesting conference. The program includes a variety of innovative features: a Learning Centre with interactive classes offering continuing education units (CEUs); a PBS sponsored live satellite Town Meeting on the Learning Revolution; targeted sessions on Using Technology for Teaching and Learning; interactive audience surveys via digital keypad technology; keynote addresses for each innovation stream; distribution of new monographs on learning communities and information technology; and recognition of presenters with the distinctive Innovator Pin. In addition, *Innovations 1998* offers over 200 Forums and Round Tables featuring how-to-sessions, case studies, and state-of-the-art practices; General Session Keynotes by leading educational spokespersons; an extensive exhibit of educational products and services; and the opportunity to connect with hundreds of colleagues during receptions, coffee and refreshment breaks, and after-hours gatherings.

The brochure is in Professional Development. If you are interested in being a Humber participant, please submit your application (see over) to Professional Development, **by Monday, April 27, 1998 at 12 noon.**



**Application form for INNOVATIONS 1998 Conference**

Please answer the questions below as **comprehensively** as you can. If you wish, you may include additional supporting data with this form.

1. Why are you interested in this particular conference?
  
  
  
  
  
2. How have you contributed to excellence, innovation in your school?
  
  
  
  
  
3. How have you contributed to innovation, excellence on a college- wide basis?
  
  
  
  
  
4. How do you plan to share the ideas and information which you gather at the conference?

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Dean/Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this application form and 5 additional copies to Professional Development by Monday, April 27, 1998, at 12 noon.**



## Chef's Table Monday, April 13th 1998

Join us for a Lucullan Feast at six o'clock in D129 (behind the Humber Room) on Monday, April 13<sup>th</sup>, 1998. Our menu is as follows:

Soup  
Sun-dried Cherry and Apple Consommé  
Entrée  
Herb and Brie crusted New Zealand Lamb Racks surrounding a  
Yukon and Sweet Potato Timbale  
with wilted Spinach and sautéed young Carrots and Pearl Onions  
Salad  
Tatsoi Salad with spicy Pecan Pralines and Orange segments  
in a Lemon Avocado Vinaigrette drizzled with Lemon and Chili Oils  
Dessert  
A Pyramid of Mocha and Caramel Mousses served on a  
Chocolate Shortbread base with a Caramel Anglaise  
Friandise  
Petit Four Glace  
Tuxedo Strawberries  
Lemon Cream Swans  
  
Coffee and Tea  
  
\$25.00 + PST



**THE LAKESHORE SAC HEALTH SERVICES**

**Presents:**

### **"SUN SENSE"**

How to protect your skin and eyes  
Tuesday, April 14, 1998  
11:00 am - 1:30 pm Large Cafeteria  
*Things to check out:* Information Video  
FREE Skin Lotion with UV Protection  
Displays by: The Etobicoke health Department  
The Lakeshore Health Centre

Draw for Sunglasses and other great prizes!!



TALL HATS  
will be open until

June 19<sup>th</sup>

Watch for our  
“Picnic Buffet”

May 5<sup>th</sup> until June 19<sup>th</sup>

Lunch for \$5.75, beverage and taxes included

Tuesday through Friday

Place your Take-out orders now!

For more information call extension 5022

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Humber Room

last day

Friday, May 1<sup>st</sup>

Reserve now, limited seats remaining  
Extension 5022





EXTRA!!!! EXTRA !!!!  
READ ALL ABOUT IT !!!!

**HRT ALLIANCE UNFOLDS**

### THE WHY

**HRT Alliance**, formally known as the School of Hospitality, Recreation and Tourism, is excited to be on the leading edge of Tourism Industries Training. We are "adapting", "advancing" and "evolving". The transformation teams are in full swing to move **HRT Alliance** forward.

### THE HOW

#### Learning Support / Information Mgmt.

##### Office Space

Anna Kulinski  
Joanne Merigiano  
Alma Parry  
John Walker

#### Staff Development

Rosemarie Grivich  
Dawn Aitken  
Paul McCabe  
Patricia Shering

#### Market Research Product Development

Dan Reeves  
Al Lobo  
Morag Fitzgerald  
Leo Girard

#### Articulation / Curriculum Program Streamlining

Susan Goodman  
Rosemarie Grivich  
Tony Bevan  
Melanie Thompson  
Alma Parry



#### Image / HRT Alliance

Special Events  
Morag Fitzgerald  
John Walker  
Alma Parry  
Christine Connelly  
Tony Bevan

#### Life Long Learning Business Centre

Dan Reeves  
Al Lobo  
Joanne Merigiano  
Patricia Shering

#### Differentiated Delivery Learning Technology

Dawn Aitken  
Melanie Thompson  
Anna Kulinski  
Stacey Merritt  
David Jones  
Glen Stewart

#### Alumni Development

Paul McCabe  
Stacey Merritt  
Michéal McFadden  
Christine Connelly  
Julie Dick  
Susan Goodman  
Klaus Theyer

#### Continuous Improvement / Customer Service / Benchmarks

Rosemarie Grivich  
Al Lobo  
Susan Goodman

#### HRT Catering Learning Centre

Morag Fitzgerald  
Don McCulloch  
Michéal McFadden  
Paul Iskander

#### Learning Partnerships / Student Associations

Rick Simone  
Tony Bevan  
Glen Stewart  
Clive Foster

### THE RESULT

Brand Leader in Tourism Industries Training. For more information or a presentation, please call Alma Parry at ext. 4679.



*Experience*

# *Andy's World*



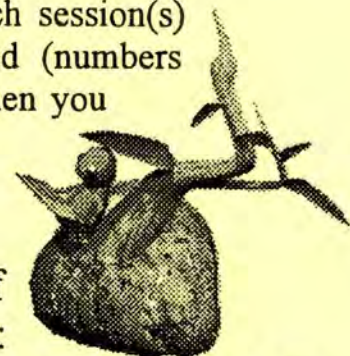
Before Andy Statia leaves the exciting world of Humber's Staff Computer Training Facility for the dull corridors of the University of Waterloo, he would like you to share with him the wonders of digital art.

*Thursday, 23 April 1998*

Session	Time	Topic
X1	09:00 - 10:00	Cartooning and painting using Painter 5 and a Wacom graphics tablet. (10 seats available)
X2	10:30 - 11:30	Basic 3D model creation and animation using Ray Dream Studio 5. (10 seats available)
X3	1:30 - 4:00	End the day with a game! Myst and Riven are two of the best selling computer games due to their ease of use and appeal to people of all ages! (8 seats available)



To register, phone extension 5888 and indicate which session(s) you want to attend. Attendance will be limited (numbers indicated above) so please mark your calendar when you register.



You can see some samples of Andy's work at his web site:

**<http://www.Statia.com>**  
(Click on the planet)





ONTARIO COLLEGE APPLICATION SERVICE  
SERVICE DES ADMISSIONS DES COLLÈGES DE L'ONTARIO

## 1998 C.A.A.T Golf Tourney

Open to all current and former C.A.A.T employees

**Where:** Springfield Golf and Country Club

**When:** May 29<sup>th</sup>, 1998

**Price:** \$90 (golf, cart, dinner)

\$75 (golf, dinner)

\$ 25 dinner only



Host Ontario College Application Service

**Contact:** Cheri Price (519) 763-4725 x238

Chris O'Rourke (519) 763-4725 x255

**Please send a cheque payable to OCAS by May 8<sup>th</sup>.**

**Max. Participants : 110**

**FAX # : (519) 763-4866**

**Dinner:** Chicken and Ribs

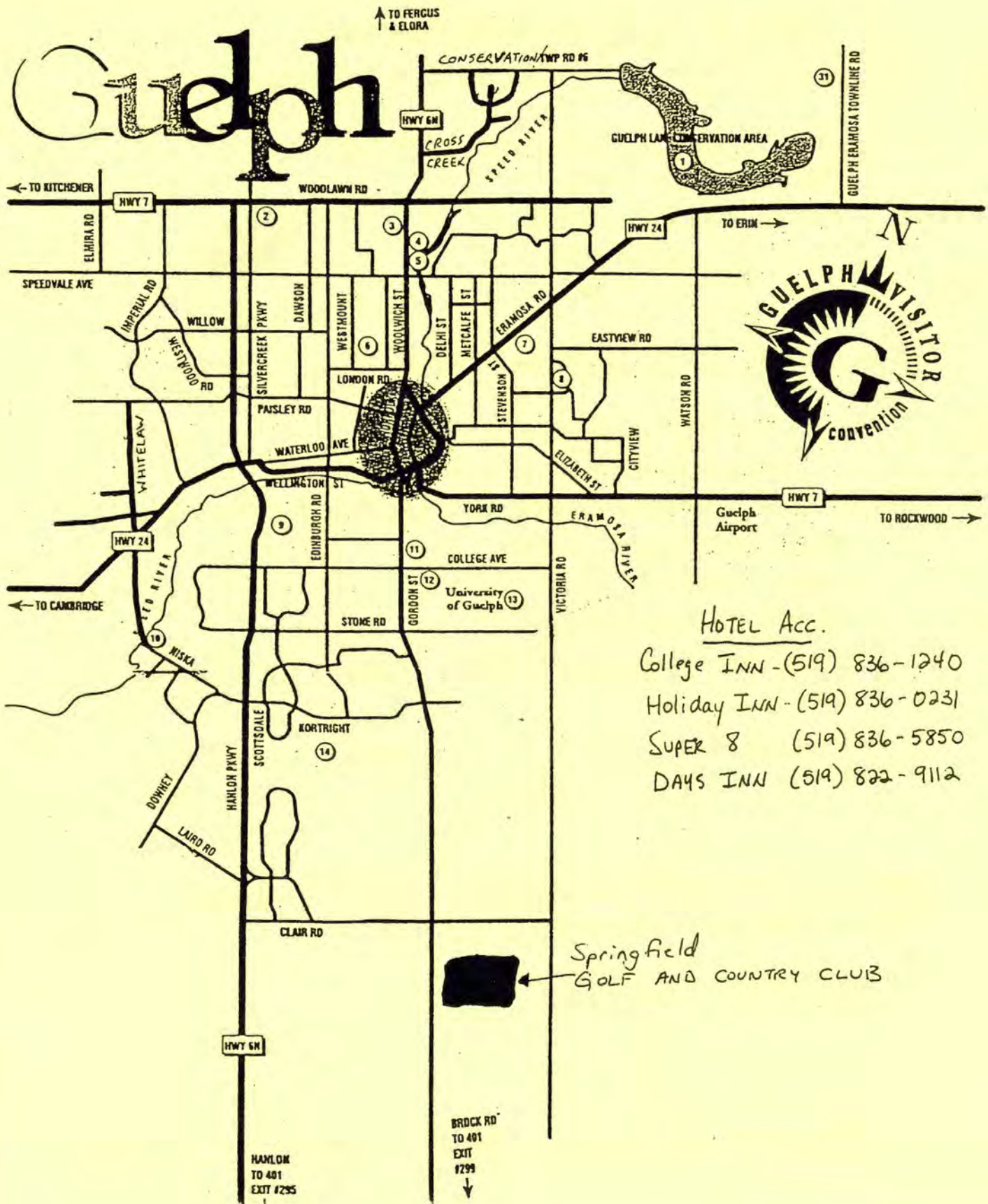
**Pre -paid registration Due Date : *May 8<sup>th</sup>, 1998.***

**Foursome:** 1. \_\_\_\_\_ College \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

**Directions:** From 401 East or West exit Hwy 6(Brock Road)  
**On your right hand side approx.10minutes.**

**\*\*\*See Map on following page.**





### HOTEL Acc.

College INN - (519) 836-1240

Holiday INN - (519) 836-0231

SUPER 8 (519) 836-5850

DAYS INN (519) 822-9112

Springfield  
GOLF AND COUNTRY CLUB



**CANADIAN CANCER SOCIETY  
DAFFODIL FESTIVAL 1998**

It is a pleasure to announce that, through the efforts of some willing volunteers and the generous donations of college staff, the total sum of **\$740.** was collected on **Daffodil Day** in support of the Canadian Cancer Society. Special thanks to the following staff who canvassed for these donations:

Nancey Adamson  
Ellie Salamon  
Beth MacNeill  
Joanne Gourley  
Irena Di Rito  
Betty Campbell  
Wanda Buote  
Edna Lister  
Doreen Emmerson  
Sylvia Thomas  
Pauline McKinney

These donations complement those collected through the **Students' Association Council Daffodil sales.**

**Thank you Humber!**

## **Backup Service for Laptops**

The Help Desk is pleased to introduce a backup service for faculty and staff who use laptop or notebook computers. Backing up your data files will help to minimize impact of a hardware failure.

Imagine the plight you would be in if your computer's hard disk failed and all your course material and correspondence was located there. Wouldn't it be wonderful if you had copied your data just last week and all you lost was a few days worth of correspondence? We think so too. That's why we're introducing this service.

The process is simple. We will load some backup software onto your notebook computer, plug in a tape backup unit and backup your data files. It shouldn't take any more than an hour, although the amount of data being backed up will have an influence. The service is free but you will need to buy your own tapes - about \$27. We have tapes in stock that you can purchase or we can let you know what kind of tape to get at most any computer store.

For those with desktop computers who also want to backup there data, please come by the Help Desk. We can explore the best way to safeguard your data too.

Drop by the Help Desk to pick up a pamphlet we've prepared that explains the process more fully. We are located in Room H233F and the Help Desk Kiosk in the main foyer at Lakeshore Campus.



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## THIS IS INSTRUCTIONAL TECHNOLOGY '98

Detailed conference information and application forms for the annual IT Conference are now available from Professional Development, extension 5040.



**Theme:** Supporting the Development of New Learning Environments

**Date:** May 27 to 29, 1998

**Location:** Centennial College

**Information:** [www.cencol.on.ca/IT98/IT98HO~1.HTM](http://www.cencol.on.ca/IT98/IT98HO~1.HTM)

Humber College will sponsor 10 delegates, including those who will be presenters.

If you would like to be one of the sponsored delegates, please indicate your interest by sending a completed application form and a paragraph briefly describing your interest in Information Technology and Teaching ("*just beginning*" is as good a reason to attend as any other) to:

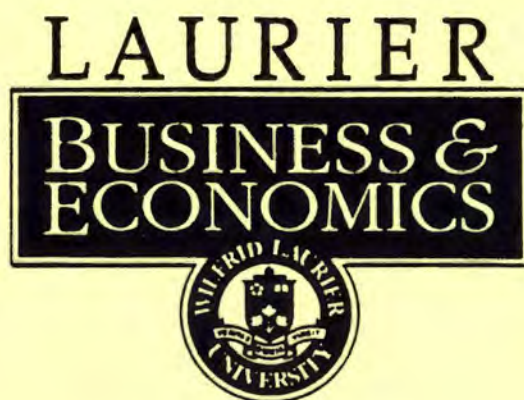
**Pamela Mitchell, Professional Development**  
**before Friday April 17, 1998**

A small committee of past attendees will select delegates based on:

- representation of different parts of the college
  - range of experience in using IT (beginners as well as experienced users)
-



# **MANAGEMENT EDUCATION THAT OPENS DOORS**



**To learn more about the program and how  
your students, or maybe even yourself, can  
be a part, join us at our upcoming  
Information Session  
Monday, April 13, 1998  
1:30 p.m., Room: 7th Semester  
North Campus, Humber College**

**School of Business and Economics  
Wilfrid Laurier University  
75 University Avenue West**

**Phone: 519-884-0710, x. 2117  
Fax: 519-886-6978  
E-Mail: [wlumba@wlu.ca](mailto:wlumba@wlu.ca)**



# *The* **Communiq  **

Published by the Office of the President  
April 14th, 1998 - Communique #50



*It's Your Turn.....*

You are invited to speak personally with the President about Horizons and the future of Humber College. Squee will be hosting a small group, as follows:

Wednesday, April 22nd 1998  
Room D 108,  
Cottage D,  
at the Lakeshore campus,  
from 11.30 a.m. - 12.30 p.m.

The purpose of this meeting is to have your ideas heard about the changes that are impacting the College and how the College should best respond. Anyone who is an employee of Humber College may participate. All are welcome.

To reserve your place for this meeting, please **R.S.V.P. to Val Hewson, ext. 4102**. If you are interested, but unable to attend this particular meeting, please let Val know. If necessary, additional meetings can be arranged.



## **SCHOOL FOR THE BUILT ENVIRONMENT**

An article appeared in an October, 1997 edition of the Communiqué announcing the amalgamation of the School of Architecture and Construction and the School of Horticulture, Fashion Arts and Design Foundation, with Fashion Arts moving to the School of Business.

Following a broad survey of faculty and staff a recommendation was made to the President's Office to name the new school, the School for the Built Environment.

The name describes, in a succinct fashion, the range of programs offered by the School. Under this umbrella, the programs and services are run under the Departments of Architecture and Construction, Horticulture and Continuous Learning. It is proposed that the school name will be fully implemented by the start of the upcoming academic year (1998/99).

The main office of the School is located in J235, with satellite offices operating in LX101, J230, L151 and L219.

For further information contact Connie Eggins at 4312.

March, 1998

## **The University-College Option**

**As you evaluate final tests and papers, please be on the lookout for any students who might be interested in and benefit from our University-College courses. These courses allow students the opportunity to get started on their degree at York University while completing their diplomas at Humber. Students who complete these full-year courses receive credit both for two Humber College General Education courses and a full York University course; those who choose to complete only the first semester still receive full credit for one Humber General Education course.**

**At the moment, two daytime courses are planned for next year: "Power" and "The Story of Stories." In addition, "Power" will be offered on Thursday evenings to allow students with scheduling problems or those who will have already graduated to take advantage of this option. Students wanting more information should be encouraged to contact either Clive Cockerton or Melanie Chaparian in H420.**



**ACADEMIC COUNCIL**  
**Thursday, April 16th 1998**  
4.00 p.m. - 8.00 p.m.  
The Community Room, North Campus

**A G E N D A**

attachments

- |    |  |                      |   |
|----|--|----------------------|---|
| 1. | Minutes of previous meeting held March 19th, 1998                        | ALL                  | * |
| 2. | Business arising:  |                      |   |
|    | (a) Clarification re: Academic Calendar 98-99                            | R.Hook               | * |
|    | (b) Signage changes in certain classrooms                                | R.Hook               |   |
|    | (c) April Elections - Academic Council                                   | A.Palin              |   |
|    | (d) Memorandum to Constituent Groups                                     | G.Begg               | * |
| 3. | Announcements:   |                      |   |
|    | (a) Operational Guidelines for Academic Council                          | G.Begg               | * |
|    | (b) May meeting of Academic Council at Lakeshore campus                  | G.Begg               |   |
| 4. | Academic Regulations (discussion, 15 mins)                               | W.Hanna              | * |
| 5. | Facilities Planning (discussion, 30 mins)                                | B.Bridgeford         | * |
| 6. | New Program Proposal: Regulatory Affairs Associate (discussion, 15 mins) | R.Embree<br>C.Taylor | * |
| 7. | Operational Review Report (discussion, 20 mins)                          | G.Begg               | * |
| 8. | Round Table  | ALL                  |   |

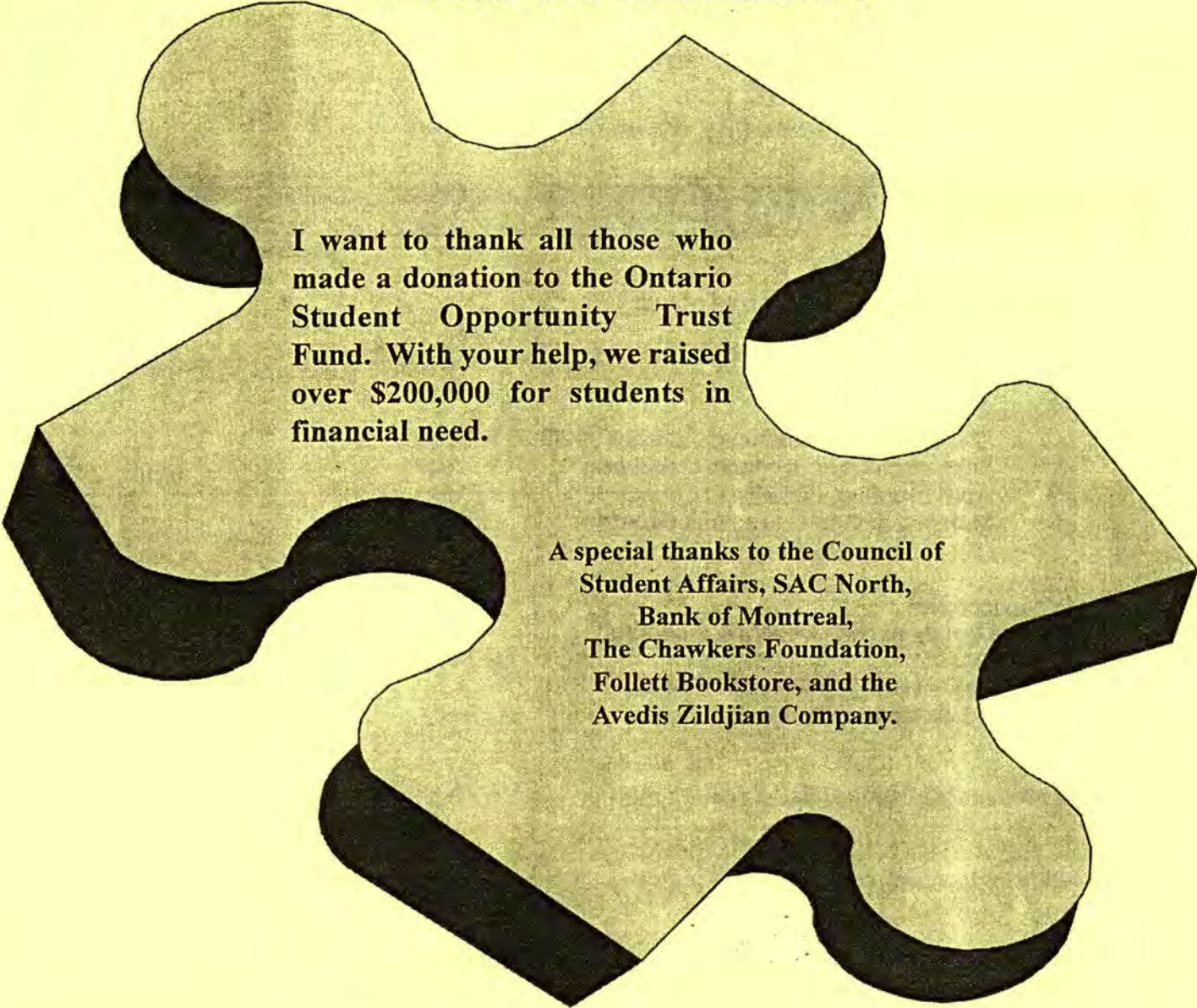
**REMINDER:** In June 1996, Academic Council adopted, as priorities for presentations or initiatives, the following three themes:

- Student Learning/ Quality of Education
- Communication
- Strategic Planning

Each agenda item at Academic Council should include or address these priorities.



# OUR PUZZLE HAS COME TOGETHER WITH YOUR HELP!



I want to thank all those who made a donation to the Ontario Student Opportunity Trust Fund. With your help, we raised over \$200,000 for students in financial need.

A special thanks to the Council of Student Affairs, SAC North, Bank of Montreal, The Chawkers Foundation, Follett Bookstore, and the Avedis Zildjian Company.

## THE WINNERS OF OUR EMPLOYEE CAMPAIGN PRIZES:

- Weekend Trip to Quebec - Lenore Duquette
- Gym Membership at Curzons Fitness Clubs - Susan Goodman
- Tickets to See The Play "I Love You, You're Perfect, Now Change"  
- Margaret Antonides



## **The Fifteenth Annual Students' Appreciation Awards Banquet**

### **News Release**

For Immediate Release

### **Media Contact:**

Media Relations Officer  
Cara Ferguson  
Tel: (416) 675-6622, enter 8,  
then 250222#  
Fax: (416) 675-8824  
E-mail: cferg@netcom.ca

Monday, April 13, 1998

### **An Evening Of Stars**

Etobicoke, ON--The stars were shining bright Tuesday night as Humber College hosted The Fifteenth Annual Students' Appreciation Awards Banquet. The event, held in recognition of outstanding contributions to student life at Humber, was themed after classic Hollywood, providing an exciting combination of awards and entertainment.

Humber students provided the evening's outstanding entertainment. Salvina D'Amico's pop arrangement, Darwin Ceres' R&B number, Michael Lake's Irish folk song, John Phillip Neil Morris' unique compositions, and Tim Shia's jazz provided an eclectic set boasting Humber's diverse talents.

Humber received great support from community businesses for the event. Tuxedo Royale was a valued sponsor in providing a tuxedo rental for the event.

And the winners are:

Matt Buttrill  
Arthur Campus  
John Conrad  
Carina Cunanan  
Shirley Forde  
Lynda Hausman  
Leanne Henwood  
Stelios Kypri

Ann Maltby  
Paul Masotti  
Kaush Nanubhai  
Roxanne Nicholas-Stringer  
Slobodan Urdarevik  
Linda Yang

These individuals have put valuable time and energy into activities outside the classroom to benefit the lives of the students at Humber College. They were recognized for their achievements last night with great honor and pride.



The Etobicoke Health Department and the Health Centre Present:

## **PREVENT CANCER: STACK THE DECK IN YOUR FAVOUR**

**Wednesday, April 22, 1998**

**12:00 to 2:00 p.m.**

**In the concourse, North Campus**

**Interactive Displays Highlighting:**



***Nutrition***



***Women's Wellness***



***Men's Wellness***



***Sun Safety***



***Smoking Cessation***



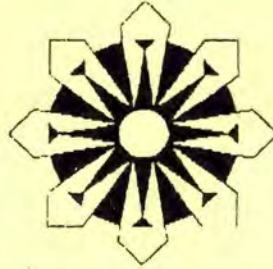
***Environmental Health***

**Free Healthy Snacks!**

***Participants: Etobicoke Health Department, Health Centre, Interlink, Canadian Cancer Society***



# "Teaching Outside the Box"



Annual Metro Colleges

CALL FOR PRESENTERS

# Part-Time Teachers' Conference

**SATURDAY OCTOBER 17th, 1998**

**Seneca College of Applied Arts and Technology  
1750 Finch Avenue East, North York**

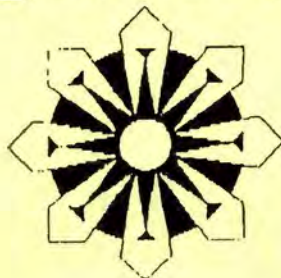
The Annual Part-Time Teachers' Conference provides a unique opportunity for part-time teachers from the Central Region Colleges to share their experiences and learn from each other. Participants value the opportunity to network and exchange ideas.

We invite you to consider conducting a workshop on **Saturday October 17th, 1998**. With the theme "Teaching Outside the Box," possible topics include multimedia, instructional strategies, tricks and tips, and non-traditional strategies for facilitating learning.

**Volunteer your time and expertise to help part-time teachers begin  
"TEACHING OUTSIDE THE BOX"**



# Teaching Outside the Box



If you wish to facilitate a workshop at the Annual Metro Colleges Part-time Teachers' Conference on Saturday, October 17<sup>th</sup>, 1998, please complete this form and return it to your College representative (listed below) before Friday, April 24<sup>rd</sup>, 1998.

Please print clearly

NAME: \_\_\_\_\_

COLLEGE: \_\_\_\_\_ DEPARTMENT/SUBJECT AREA: \_\_\_\_\_

COLLEGE ADDRESS: \_\_\_\_\_

STREET

CITY

POSTAL CODE

HOME ADDRESS: \_\_\_\_\_

STREET

CITY

POSTAL CODE

TELEPHONE: HOME ( ) \_\_\_\_\_ WORK ( ) \_\_\_\_\_

WORKSHOP TITLE: \_\_\_\_\_

NUMBER OF PARTICIPANTS: MINIMUM \_\_\_\_\_ MAXIMUM \_\_\_\_\_

TIME PREFERENCE: MORNING (10:00 - 12:00) ☐ AFTERNOON (1:00 - 3:00) ☐

DESCRIPTION:

In not more than 50 words, clearly and concisely describe on a separate paper, the purpose and content of your workshop. Also, please specify level of workshop (beginner, experienced, all teachers), as well as your room/AV requirements and your computer needs.

Please return this form with your workshop description to your College representative. You will be contacted in writing regarding final selection of workshops no later than May 31<sup>st</sup>, 1998.

## SPONSORED BY:

The College Committee on Human Resource Development (Central Region)  
and its' member Colleges:

Centennial College - Marilyn Daye  
Humber College - Pat Hedley  
Seneca College - Lisa Harrison

George Brown College - Margaret Whittleton  
The Michener Institute - Rosemarie Peikes  
Sheridan College - Margo Martin



**The Department of Athletics & Recreation  
Sports Camp**

<b>When?</b>	July 20 - 31
<b>Where?</b>	Athletic Centre/Humber Pool
<b>What?</b>	A sport skills camp - children who attend the full two weeks can obtain a swimming level and learn sport specific skills in Basketball, Softball, Soccer and Volleyball.
<b>Who?</b>	Children ages 7 - 15
<b>Cost?</b>	Humber Staff Rate - \$180.00 for the two week session or \$90.00 per week.  Community - \$230.00 for the two week session or \$115.00 per week.  <b>Please Note:</b> Children who wish to obtain a swimming level MUST attend both weeks.
<b>Contact?</b>	Leanne Henwood ext. 4186 Dept. of Athletics and Recreation

**SUMMER FUN FOR KIDS AT HUMBER!**

**Humber's Child Development Centre will be holding  
five one week sessions Monday thru Friday,  
June 29th - July 31st  
Humber college North campus, Portable 5  
8:00 am - 5:00 pm  
\$80.00 per week**

**The camp will utilize many facilities and services available on campus.  
A schedule of activities and times will be available  
at the beginning of each week.**

**Spaces are limited so register soon!  
Registration packages available by calling  
Nancy Roscoe at 675-6622 ex.4484  
or for pick up from FX 101**



# The **Communique**

Published by the Office of the President  
April 21st, 1998 - Communique #51

## **INTERNAL COLLEGE REPRESENTATION TO THE BOARD OF GOVERNORS ELECTION NOTICE**

The **ELECTION** to choose one representative from each of the following groups:

- (a) Administration
- (b) Faculty

will take place on **THURSDAY, APRIL 30th, 1998**. To facilitate those who may miss the April 30th election date, an **ADVANCE POLL** date has been set for **TUESDAY, APRIL 28TH, 1998**.

The **CANDIDATES** for Internal College Representation to the Board of Governors in the Administration and Faculty categories are:

### **Administration**

Blair Carter  
Janice Flynn  
Lois Willson

### **Faculty**

Margaret Hart  
Paul Pieper

The location and times for these polls are as follows:

<b>Tuesday, April 28th, 1998</b>	<b>Advance polls:</b>
North campus location	The Concourse Times 10.00 a.m. - 2.00 p.m.
Lakeshore campus location	Foyer between Buildings A and B Times 10.00 a.m. - 2.00 p.m.

<b>Thursday, April 30th, 1998</b>	<b>Polls open for elections</b>
North campus location	The Concourse Times 10.00 a.m. - 5.00 p.m.
Lakeshore campus location	Foyer between Buildings A and B Times 10.00 a.m. - 3.00 p.m.

continued over/



<b>INTERNAL COLLEGE REPRESENTATION TO THE BOARD OF GOVERNORS ELECTION NOTICE - CONTINUED...</b>
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**PLEASE NOTE**

There will be two ballot boxes and two voters' lists at each location. Each voter shall receive a ballot after signing the voting list beside his/her name. Ballots and ballot boxes are colour-coded, as follows:

Administration	Blue
Faculty	Yellow

Ballots will contain the candidates' names, alphabetically listed, surname first. The preferred method of indicating your choice is with an "X", but any clear identifying and unambiguous mark will be counted. Each ballot shall be initialed on the back by the poll clerk before being presented to the voter.

**PLEASE PLACE YOUR COLOUR-CODED BALLOT IN THE BALLOT BOX OF THE  
SAME COLOUR**

The candidates for each of the positions are to be allowed access to the electorate whenever campaign meetings are held. For example, meetings for the purpose of campaigns should be "all-candidates meetings", and if other meetings occur at which one candidate campaigns, the other candidates should also be invited to participate. Copies of the College Procedures for Election to the Board of Governors will be available to interested parties at each poll station on each campus on voting day (April 30th).

For further information, please contact:

**GARY BEGG  
CHIEF RETURNING OFFICER  
EXT. 4097**

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## **Important Notice From Physical Resources**

Please be advised, in order to make necessary repairs and inspections to our "high voltage equipment," a power shutdown is required.

The North Campus will be shut down on Sunday, June 14, 1998 and will include all buildings at the North Campus. The rain date will be Sunday, July 12, 1998.

The Lakeshore Campus and RAGLC will be shut down on Sunday, June 7, 1998 and will include buildings A, AX, B, C, D, E, H and L. The rain date will be Sunday July 5, 1998.

Please note, staff and students will not be allowed within the college facilities during this approximate eight (8) hour shutdown, 8 AM to 4 PM.

Thank you for your co-operation in this matter. For further information please don't hesitate to call Doug Deason at extension 4453 or Larry Rinaldo at extension 4454.



<b>JUNE 1998 CONVOCATION</b>		
<b>DATE</b>	<b>TIME</b>	<b>SCHOOL / DIVISION</b>
Tuesday, June 16	7:30 p.m.	Liberal Arts and Sciences - [Including Lakeshore] School of Performing Arts - Lakeshore School of Social & Community Services - Lakeshore School of Information Technology, Accounting & Electronics
Wednesday, June 17	7:30 p.m.	School of Architecture & Construction - Horticulture - Design Foundation School of Hospitality, Recreation & Tourism
Thursday, June 18	2:00 p.m.	School of Media Studies School of Manufacturing Technology & Design
Thursday, June 18	7:30 p.m.	School of Business - North School of Business - Lakeshore - Fashion Arts
Friday, June 19	2:00 p.m.	School of Health Sciences - Community Integration Co-operative Education - Early Childhood Education [Day & Evening] - E.C.E.-Advanced Studies in Special Needs [Day & Evening] - Funeral Service Education - Practical Nursing [Day & Evening]
Friday, June 19	7:30 p.m.	School of Health Sciences - Nursing - Occupational Therapy Assistant - Paramedic - Personal Attendant/Support Worker - Pharmacy Assistant - Physiotherapy Assistant - Post-Diploma Nursing - All other Health Sciences [Part-Time]

Office of the Registrar  
April 1998



## PHYSICAL RESOURCES CONSTRUCTION NOTICE

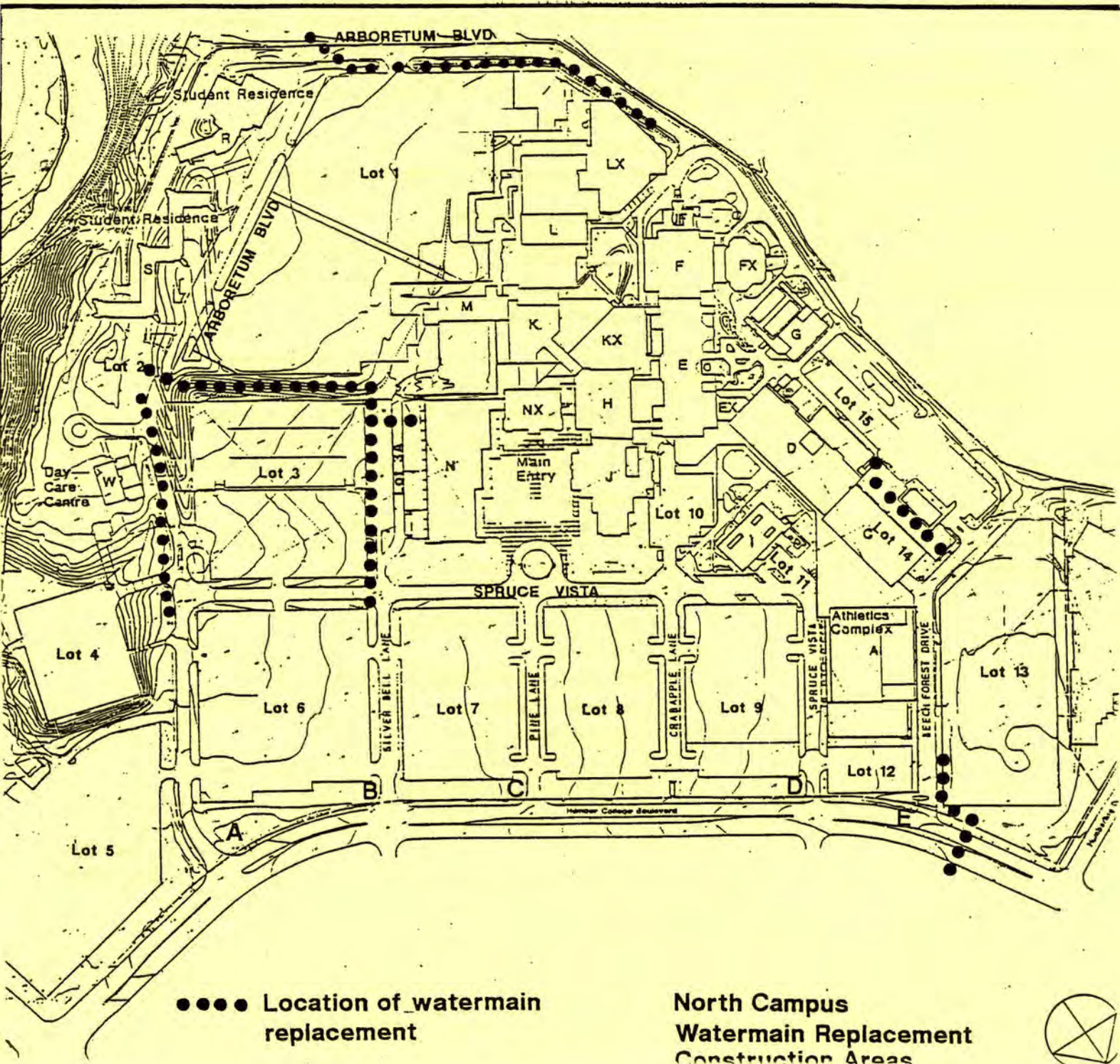
Weather permitting, replacement of portions of watermain serving the North Campus, will commence on May 4, with completion expected July 3, 1998. This Phase 3 will complete the replacement of aging ductile iron watermain (installed in 1968) with more durable PVC materials.

The location of work will be limited to 5 distinct areas, as shown on the site plan, below. Work will create traffic restrictions on Arboretum Blvd. from Spruce Vista to the Day Care Centre (Bld'g. "W") and from "LX" Bld'g. to Residence "R". In addition, use of Parking Lot 3A (BISC) and Lot 14, will be curtailed for a limited time. Specific details of closure dates and alternate parking will be provided to those affected.

Although all roads will remain accessible at all times, there will be lane reductions and traffic delays.

Accordingly, we encourage use of alternate routes and suggest that your clients also be made aware of these temporary limitations.

For more information, please call John Hooiveld, ex. 4272.





Now

... is the time for faculty who have new software requirements for summer semester to submit them for evaluation to run on our networks. If the textbook you use included support disks, please be aware the students are not allowed to use them on any C.A.L.Lab Computers. If you want the students to access this support software at the college, you need to make arrangements with Valerie Sprenger, ext. 4993, Room H205a. Requests need to be in by April 23.

## **April 28 - Day of Mourning For Workers Killed Or Injured in the Workplace**

April 28 is the anniversary of the passage of Canada's first workplace safety legislation, the Ontario Workers Compensation Act of 1914. For years, labour organizations have recognized April 28 as a "Day of Mourning" to remember the workers killed or injured by workplace accidents and to renew efforts for healthier and safer workplaces. In 1991, the Federal Government legislated April 28 as the official Day of Mourning for workers killed or injured by workplace accidents and disease.

To commemorate the day the College flags will be flown at half mast on Tuesday, April 28<sup>th</sup>.

Humber College Joint Health and Safety Committee

## **Humber Arboretum to host Evening with Artists**


The Humber Arboretum will host its 6th Annual Evening with the Artists fund-raiser on Friday, May 1, 1998 from 6:00 pm to 11:00 pm at Strate's Restaurant and Banquet Hall, 1274 Martin Grove Road in Etobicoke.

Proceeds from the event will go to support the Arboretum's successful environmental education programs.

Tickets are \$45. and include a full-course dinner, art exhibit, silent auction and entertainment.

For details, please call the Arboretum at ext. 5009.





## **ATTENTION ALL STAFF ARE YOU A HUMBER GRADUATE?**

If the answer is **YES**, then Humber's new Alumni Association is looking for you! Please contact Suzanne Gaudet, Alumni Services Officer, at ext. 4872 or at [alumni.admin.humberc.on.ca](http://alumni.admin.humberc.on.ca) so she can add your name to her growing list of found alumni.

Or, simply fill out this form and send it to Suzanne, Room A102.

---

Name: \_\_\_\_\_

Program: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Current Position at Humber: \_\_\_\_\_

School: \_\_\_\_\_

Program: \_\_\_\_\_



LRL

# THE Communiqué

Published by the Office of the President  
April 21st, 1998 - Communique #51



AGA KHAN FOUNDATION CANADA

Aga Khan Foundation Canada is a registered charitable organization that assists people in low income countries of Africa and Asia without regard to race, religion or political affiliation.

It seeks fresh solutions to pressing social and economic problems, with a particular emphasis on health, education, environmental protection and rural development.

In Canada, the Foundation also operates a variety of scholarship, fellowship and training programs, fosters institutional linkages between Canada and the developing world, and carries out development education programs that encourage discussion about Canada's role in an increasingly interdependent world.

The Foundation is part of the Aga Khan Development Network with partners in Bangladesh, India, Kenya, Pakistan, Portugal, Switzerland, Tajikistan, Tanzania, Uganda, the United Kingdom and the United States.

AKFC also collaborates with the Canadian International Development Agency on many of its projects.

We encourage anyone wanting more information about the work of the Foundation to contact us at:

Aga Khan Foundation Canada  
Constitution Square  
350 Albert Street  
Suite 1820  
Ottawa, Ontario K1R 1A4  
Tel: (613) 237-2532  
Fax: (613) 567-2532  
Charitable registration number  
10007 2586 RR0001

CALGARY • WINNIPEG •

**PARTNERSHIP  
WALK 98**



Planting  
Our  
Future

May 31 at  
11:00 am

For more information  
on how you  
can get involved call  
**1-800-267-2532**

[www.partnershipwalk.com](http://www.partnershipwalk.com)



AN INITIATIVE OF  
AGA KHAN FOUNDATION CANADA

LONDON • KITCHENER • TORONTO • OTTAWA • MONTRÉAL • HALIFAX • VICTORIA • VANCOUVER • EDMONTON •

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# The Communique

Published by the Office of the President  
April 21st, 1998 - Communique #52

## Meet Your Faculty Candidates for Board of Governors

- Next week you will be electing a faculty representative for a 3-year term on Humber's Board of Governors.
- Take a breather from your marking to meet the candidates.

### Candidates for Faculty Rep on Board of Governors

Margaret Hart  
Paul Pieper

North Campus:           Monday, April 27  
                                  1:00 - 2:00  
                                  Doris Tallon Room

Lakeshore Campus:       Monday, April 27  
                                  3:00 - 4:00  
                                  Student Lounge

**AND DON'T FORGET TO VOTE!**

Advance Polls - April 28:   Lakeshore - 10 - 2   in Foyer between A and B  
                                      North           - 10 - 2   in the Concourse

Election Day - April 30:    Lakeshore - 10 - 3   in Foyer between A and B  
                                      North           - 10 - 5   in the Concourse

Candidate's Meeting Sponsored by the Faculty Union, OPSEU Local 562



# The Communique

Published by the Office of the President  
April 24th, 1998 - Communique #53

## STAFF TRAINING

TO: Support and Administrative Staff Members

RE: CORPORATE TRAINING SESSIONS FOR MAY/JUNE

Last June was the first time the Human Resources Department piloted some job-related workshops for staff. Based on the success of those training events, and the continued need expressed by staff for more, we are pleased to provide a number of current, skills-based workshops starting the last week of May and continuing throughout the month of June. We recognize that, due to workload pressures, June is not an ideal time for everyone, but we hope you can find some time to participate in at least one training event.

Program descriptions, a Calendar and Registration Form are attached. Workshops are offered in 3-hour modules, and address some of the key learning needs in four of the five identified core competency areas: Customer Service, Computers, Communications, Project Leadership, and Entrepreneurial Skills. There is something for everyone, including team leaders, first-line supervisors/leadhands, clerical and secretarial staff, technicians and others. Administrators will note that there are some **mandatory** training sessions in Occupational Health & Safety and these 4 sessions (8 hours total) will be repeated again in the fall.

Some workshops are limited and you **must register in advance (before MAY 22)** using the attached Registration Form. Please note that some training events will total 12 hours (3 hours over 4 consecutive weeks) for which you can earn a Certificate of Recognition. When registering, we hope that you can make a commitment to participate in all 4 sessions.

We encourage you and your colleagues to take advantage of the varied and worthwhile events offered and give us your feedback. We want to continuously improve the corporate training sessions offered so your specific learning needs are met. If you have any questions, comments, or concerns, please call Maggie Swithenbank, Training Manager, ext. 4521.

Thank you and have a great summer!

Attach.



# ***"COME GROW WITH HUMBER!"***

**SUMMER TUNE-UP: May/June '98**

## **STAFF TRAINING & DEVELOPMENT SESSIONS**

The Human Resources Department is pleased to provide a series of corporate training sessions which have been designed to enhance knowledge and skills in communications, customer service, computers, project leadership, and essential knowledge in occupational health and safety. All sessions are job-related, skills-based and current.

Please use the course descriptions below to choose the sessions that best suit your (and/or your employees') training needs. A handy month-at-a-glance calendar and Registration Form is attached. Most sessions have limited capacity, so please REGISTER EARLY to avoid disappointment! For further information, please call Maggie Swithenbank, Training Manager, on ext. 4521.

### **Communications**

#### ***"The Lean Style of Business Writing"***

Having received rave reviews during Support Staff Week, Walt McDayter returns to show you that a grammar refresher doesn't have to be boring! You'll learn how to improve your writing so that it is sound, clear, coherent, unified and readable. Not only will you discover your style of writing, you'll also gain some tips and techniques on how to proofread more carefully. Bring some letters or other print materials that you've written to make this workshop as applicable as possible to your own work situation.

Wed., May 27, 1 – 4 p.m., Doris Tallon Room

Mon., June 15, 1 – 4 p.m., Community Room

#### ***"Knockout Presentation Skills"***

If you need to make presentations to small groups of people, or find yourself having to introduce or thank speakers and guests, this session will be very valuable. Walt McDayter will provide you with a way to organize your thoughts so you can make more effective presentations. You'll also learn that stage fright is normal and discuss methods for controlling it. This session will be highly interactive, with lots of opportunity to make polished and professional short presentations.

Mon., June 22, 1 – 4 p.m., Community Room

### **Customer Service**

#### ***"Dealing with Difficult People (Customers & Co-Workers)"***

The people with whom you interact, whether they are customers or co-workers, sometimes express frustration, annoyance, disappointment and anger. But anger is probably the toughest emotion to not take personally, because it is usually directed at us so personally. Peter Smyth, a popular and sensitive trainer, will explore how anger is a cover for hurt or fear, and how you can help the angry customer channel their energy so they walk away feeling good about what just happened. You'll learn the importance of active listening and have opportunities to practice. You'll also recognize when you're losing control with an angry person and how you can more effectively respond.

Mon., June 1, 8:30 – 11:30 a.m., Lakeshore B117

Mon., June 1, 1 – 4 p.m., Community Room

Thurs., June 18, 8:30-11:30 a.m., Community Rm

Thurs., June 18, 1 – 4 p.m., Community Room



## Computers

### ***"Windows '95 for Improved Productivity"***

Whether you are new to Windows or familiar with Win 3.1, this workshop will help you become more comfortable with this common operating system. You will learn file management structure, commands, and important principles so you can find what you need quickly and efficiently. You'll also learn how to: organize your programs and manipulate windows; work on two or more documents at the same time and switch between applications; copy, move, delete and rename files; find lost or deleted files; change drives and create directories; and use some accessories to make life easier!

Tues., June 2, 1 – 4 p.m., Lakeshore B205

Thurs., June 4, 1 – 4 p.m., SCTF H345

### ***"Web Page Design"***

This 12-hour workshop (3 hours on four consecutive mornings) will provide you with the skills to create, edit and maintain your department's web pages. You'll learn some of the principles of good web page design and how to create web pages using the Netscape Composer. Specifically, you'll modify text and format its appearance, insert images and backgrounds, use tables, make links to other pages, and upload/download pages from your department's web site. Staff who participated in this course during Support Staff Week found it very practical and worthwhile.

Mon. to Thurs., June 8 – 11, 9 – 12 noon, SCTF H345

### ***"Pegasus Mail" (Introduction)***

This free e-mail program is an easy to use, good looking, state-of-the-art program and available for you at Humber (or at home if you have an internet connection). This session is for Windows users and those switching from CMS E-mail, and will introduce you to the basic features and settings. You'll have lots of opportunity to practice so that you'll feel comfortable using it back at your desktop. Please bring your userID and password and formatted disc.

Tues., June 16, 9 – 12 noon, SCTF H345

### ***"Pegasus Mail" (Advanced)***

This session will provide you an opportunity to learn some of the advanced features of Pegasus like the address book, signature files, and distribution lists. You'll also learn to find and insert Humber e-mail addresses, organize files, send and receive attachments (text, video clips, etc) and copy and paste from other documents.

Thurs., June 18, 9 – 12 noon, SCTF H345

### ***"Internet"***

This is a 6-hour workshop (3 hours on two mornings) which will help you use the Internet for serious research and for fun. Using Netscape, you'll find and bookmark sites that provide information useful to your work, use various search tools, restrict or expand your search as needed, print or save a page, download files, and work with Acrobat Reader (to read .pdf files) and various Netscape plug-ins and add-ons like Real Audio. There will be a fun assignment entitled "Internet Scavenger Hunt" to be completed between this two-part workshop so you can practice your skills.

Tues., June 23, 9 – 12 noon, and Thurs., June 25, 9 – 12 noon, SCTF H345



## **Project Leadership**

### ***"Effective Teams & Workgroups"***

The principle of synergy, "the whole is greater than the sum of its parts" is the reason that effective teams and workgroups outperform individuals. This 12-hour workshop (3 hours on four consecutive Tuesday mornings) will be a fun and practical experience for *intact teams* (the leader and the group/team members). You and your team will explore a few team models and some effective team practices for both members and leaders. The focus will then be on effective team functioning using decision-making and problem-solving tools. Finally, you'll explore communication techniques to enhance active team participation. Completion of short team assignments between sessions will be expected, but also come prepared to have fun!

(Please Note: Upon completion of this four-part series, you will receive a Certificate of Recognition. Due to the nature of this workshop, we can only accept intact work teams rather than individuals, and teams must be prepared to participate in all 4 sessions. Space is limited, so please register EARLY!)

4 Parts: Tues. June 2, 9, 16 and 23, 9 – 12 noon, Community Room

### ***"Management for 1<sup>st</sup> Line Supervisors"***

This 12-hour workshop (3 hours on four consecutive Friday mornings) will be a valuable and practical learning experience if you're new to the leadhand/supervisory role, or want a "refresher" on key principles and techniques. Guest speakers will be invited to present some key learning points to the group, and lots of opportunities to share experiences and solutions with others will be provided.

(Please Note: We strongly encourage you to sign up for all 4 sessions if time and workload permit. Upon completion of this four-part series you will receive a Certificate of Recognition. These sessions are a repeat of those offered last June, so if you missed a part last year you are welcome to register just for those sessions to earn your Certificate.)

Part 1: "The Ins and Outs of Managing", Fri., May 29, 9 – 12 noon, Community Rm

Part 2: "Managing in a Unionized Environment", Fri., June 5, 9 – 12, Doris Tallon Rm

Part 3: "Performance Management", Fri., June 12, 9 – 12 noon, Doris Tallon Rm

Part 4: "Doing More With Less", Fri., June 19, 9 – 12 noon, Community Rm

## **Occupational Health & Safety**

(mandatory training for College Administrators)

### ***PART 1: "Health & Safety Legislation"***

College administrators have a number of duties under the Occupational Health & Safety Act and are responsible for the health and safety of all persons in their areas. This session will cover the key elements of the Act and associated Regulations with a particular emphasis on due diligence. The structure, membership and function of the College's Joint Occupational Health & Safety Committee will also be described. You will be introduced to the new Workplace Safety & Insurance Board (WSIB) requirements and your role in reporting workplace injuries and assisting in the return-to-work process. Finally, if you hire students, you will want to know about the Young Workers' Training Program.

Wed., June 3, 9 - 11 a.m., Community Room

### ***PART 2: "WHMIS—Workplace Hazardous Materials Information System"***

What measures must be taken whenever a hazardous material (controlled product) is brought into your workplace? How can these materials be identified? How should they be used, handled and stored? What type of training must your employees receive? This session will provide the answers to these questions, and more, by reviewing the key elements of WHMIS and discussing the specific action



managers must take to ensure that hazardous materials are dealt with in a safe and responsible manner. Remember, some of these materials may be found in office environments, too!

Wed., June 10, 9 - 11 a.m., Ottawa Room, BISC

**PART 3: "Environmental Safety"**

The goal of this session is to enhance your understanding of some of the factors that affect the internal environment through a discussion of the basic principles of air quality and ventilation systems. Specific College programs and initiatives, such as asbestos management, hazardous waste disposal and emergency procedures associated with chemical hazards will also be covered. This session will focus on what you, as a manager, needs to know about these issues and your role in ensuring a safe and healthy environment for the entire College community.

Wed., June 17, 9 - 11 a.m., Community Room

**PART 4: "Physical Safety and Hazard Recognition"**

The final part of this 4-part series will address physical hazards associated with various work environments and activities. Since the workplace is constantly changing, it is important for administrators to be ever vigilant in identifying and controlling potential hazards for the protection of those in the work area. You will be provided with guidelines on how to conduct informal "walk through inspections" of your area and recognize common workplace hazards. Office safety and specific safe work practices such as machine guarding, dust control, and the use of personal protective equipment will also be discussed. Finally, emergency fire procedures will be reviewed.

Wed., June 24, 9 - 11 a.m., Community Room

## **INFORMAL COLLEGE "KNOW-HOW" SESSIONS: LUNCH 'n LEARN**

**"The Corporate Training Plan"**

If you're wondering why you've got an "Employee Passport for Staff Training", or what all those memos on the Corporate Training Plan are about, then this informal lunch-time session is for you! You'll get an overview of why the College is moving in this direction, how training needs were and are being identified, what workshops will be offered, and how you can take advantage of this great opportunity to further develop your skills in the 5 core competency areas.

Bring your brown bag lunch and we'll provide the beverages and desserts!

Mon., May 25, 12 noon - 1 p.m., Halifax Room, BISC

**"Luncheon with Dr. John Roueche: Dancing As Fast As We Can!"**

Dr. Gordon has arranged a special luncheon for support staff working in all areas of the College with one of the foremost leaders in the community college education system. Dr. Roueche will describe, through entertaining anecdotes, why "*colleges are squarely in the position of dancing as fast as they can to keep up and survive*" and how support staff are absolutely integral in helping meet tomorrow's challenges. He'll discuss how we'll need to know the value of our service, embrace new technologies, become more market-driven, and strengthen or expand our base of support. Sounds like a tall order, but you do have a critical and valuable role to play in this transformation!

Lunch will be provided but there is limited seating so it will be on a first-come, first-serve basis. REGISTER EARLY to avoid disappointment by using the Registration Form provided with your Manager's approval (signature).

Fri., June 5, 12:30 - 1:45 p.m., Humber Room





## REGISTRATION FORM

Please complete and send to Jennifer Shand, HR Dept., (ext 5088) or fax (675-4708) no later than Friday, May 22, 1998. Sessions are limited so register EARLY!

NAME: \_\_\_\_\_ TEL. EXT. \_\_\_\_\_

DEPARTMENT/CAMPUS: \_\_\_\_\_

MANAGER'S SUPPORT FOR ATTENDANCE: \_\_\_\_\_

Check (✓) your selections:

### COMMUNICATIONS:

**The Lean Style of Business Writing**

( ) Wed., May 27, 1-4 p.m.

( ) Mon., June 15, 1-4 p.m.

**Knockout Presentation Skills**

( ) Mon., June 22, 1-4 p.m.

### LUNCH AND LEARN:

**Corporate Training Plan**

( ) Mon., May 25, 12-1 p.m.

**Lunch With Dr. J. Roueche**

( ) Fri., June 5, 12:30-1:45 p.m.

### CUSTOMER SERVICE:

**Dealing With Difficult People**

( ) Mon., June 1, 8:30-11:30 a.m. (Lakeshore)

( ) Mon., June 1, 1:00-4:00 p.m.

( ) Thurs., June 18, 8:30-11:30 a.m.

( ) Thurs., June 18, 1:00-4:00 p.m.

### COMPUTERS:

**Windows '95 for Improved Productivity**

( ) Tues., June 2, 1:00-4:00 p.m. (Lakeshore)

( ) Thurs., June 4, 1:00-4:00 p.m.

**Pegasus Mail (Intro)**

( ) Tues., June 16, 9:00-12:00 noon

**Internet (6 hours)**

( ) Tues & Thurs., June 23 & 25, 9:00-12 noon

**Web Page Design (12 hours total)**

( ) Mon-Thurs., June 8-11, 9:00-12 noon

**Pegasus Mail (Advanced)**

( ) Thurs., June 18, 9:00-12 noon

### PROJECT LEADERSHIP:

**Effective Teams & Workgroups (12 hours - Intact Teams)**

( ) 4 Tuesdays: June 2, 9, 16, 23, 9:00-12:00 noon

**Management for 1<sup>st</sup> Line Supervisors (12 hours)**

( ) 4 Fridays: May 29, June 5, 12, 19, 9:00-12:00 noon, or:

( ) May 29 ("The Ins and Outs of Managing")

( ) June 5 ("Managing in a Unionized Environment")

( ) June 12 ("Performance Management")

( ) June 19 ("Doing More With Less")

(Makeup Sessions For Those Who Have Missed One Previously Held - All 4 Required For Certificate)

### OCCUPATIONAL HEALTH AND SAFETY - MANDATORY TRAINING (FOR ADMINISTRATORS):

( ) Health and Safety Legislation; Wed., June 3, 9:00-11:00 a.m.

( ) WHMIS; Wed., June 10, 9:00-11:00 a.m.

( ) Environmental Safety; Wed., June 17, 9:00-11:00 a.m.

( ) Physical Safety & Hazard Recognition; Wed., June 24, 9:00-11:00 a.m.



As at April 23/98

# MAY/JUNE 1998: Corporate Training Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
<b>May 25</b> 12 - 1 pm, LUNCH 'n LEARN Halifax Rm, BISC	<b>26</b>	<b>27</b> 1 - 4, LEAN STYLE OF BUSINESS WRITING Doris Tallon Rm	<b>28</b>	<b>29</b> 9 - 12, MANAGEMENT FOR 1 <sup>st</sup> LINE SUPERVISORS, #1 Community Rm
<b>June 1</b> 8:30 - 11:30, "DEALING WITH DIFFICULT PEOPLE" Lakeshore B117 1 - 4, "DEALING WITH DIFFICULT PEOPLE" Community Rm	<b>2</b> 9 - 12, TEAMBUILDING, Part 1 Community Rm 1 - 4, WINDOWS'95 Lakeshore B205	<b>3</b> 9 - 11, OH&S FOR ADMIN. #1 Community Rm	<b>4</b> 1 - 4, WINDOWS '95 SCTF, North	<b>5</b> 9 - 12, MANAGEMENT FOR 1 <sup>st</sup> LINE SUPERVISORS, #2 Doris Tallon Rm 12:30-1:45, LUNCH WITH DR. J. ROUECHE, Humber Rm
<b>8</b> 9 - 12, WEB PAGE DESIGN SCTF, North	<b>9</b> 8 - 3:30, CAAT SUPPORT STAFF CONFERENCE, Michener Institute 9 - 12, TEAMBUILDING, Part 2 Doris Tallon Rm 9 - 12, WEB PAGE DESIGN (Cont'd)	<b>10</b> 9 - 11, OH&S FOR ADMIN. #2 Ottawa Rm, BISC 9 - 12, WEB PAGE DESIGN (Cont'd) <b>12:30- 2 pm, PRES. BBQ</b>	<b>11</b> 9 - 12, WEB PAGE DESIGN (Cont'd)	<b>12</b> 9 - 12, MANAGEMENT FOR 1 <sup>st</sup> LINE SUPERVISORS, #3 Doris Tallon Rm
<b>15</b> 1 - 4, LEAN STYLE OF BUSINESS WRITING Community Rm	<b>16</b> 9 - 12, TEAMBUILDING, Part 3 Community Rm 9 - 12, PEGASUS (Intro.) SCTF, North	<b>17</b> 9 - 11, OH&S for Admin. #3 Community Rm	<b>18</b> 9 - 12, PEGASUS (Advanced) SCTF, North 8:30 - 11:30 am, and 1 - 4 pm "DEALING WITH DIFFICULT PEOPLE" Community Rm	<b>19</b> 9 - 12, MANAGEMENT FOR 1 <sup>st</sup> LINE SUPERVISORS, #4 Community Rm
<b>22</b> 1 - 4, KNOCKOUT PRESENTATION SKILLS Community Rm	<b>23</b> 9 - 12, TEAMBUILDING, Part 4 Community Rm 9 - 12, INTERNET, Part 1 SCTF, North	<b>24</b> 9 - 11, OH&S for Admin. #4 Community Rm	<b>25</b> 9 - 12, INTERNET, Part 2 SCTF, North	<b>26</b>



For Release: April 27, 1998

Contact: Jim Bialek  
(416) 675-6622 ext. 4539

### **'HAWK'ey is back at Humber College**

TORONTO (Etobicoke) - Humber College has reinstated its Men's Hockey Program after a six year hiatus and, as a result, one of the most storied hockey teams in the Canadian Colleges Athletic Association's history is poised to make a triumphant return.

The Hawks, continuous provincial champions from 1985 to 1990, medaling nationally every year, are intent on not just returning, but on competing for both provincial and national honours in the 1998/99 season.

As a member of the Ontario Colleges Athletic Association, Humber will play out of Westwood Arena in Etobicoke. The season will begin with The Peter Maybury Invitational Pre-Season Tournament, followed by a proposed 18 game regular season against teams from across the province. The league will culminate with the Provincial Championships being held at Conestoga College in Kitchener. The winner will represent Ontario at The National Hockey Championship Tournament.

"After operating as a Club Team for the past two years," says Humber Athletic Director Doug Fox, "we felt that we were at a level to compete as a Varsity Program. It will be great to have hockey alive and well at Humber again."

Interested players, alumni, and those wishing to be associated with the program through sponsorship or support, should contact Jim Bialek at (416) 675-6622 ext. 4539 for more information.



# The Communique

Published by the Office of the President  
April 24th, 1998 - Communique #54



*It's Your Turn.....*

Please take this opportunity to give us your input regarding Horizons, by completing the following and forwarding to the Horizons office C115L, North Campus.

## Feedback for Horizons Team

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## Questions

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## From (optional):

Name: \_\_\_\_\_ Ext: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date: \_\_\_\_\_



## Internal College Representation to the Board of Governors Election Notice

Please note that LOIS WILLSON has informed the Chief Returning Officer that she has withdrawn from the above election for the Administration Representative.

G. Begg,  
Chief Returning Officer

## Get Primed!

With a  
Personal Loan  
From

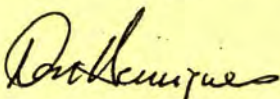


METRO  
CREDIT UNION

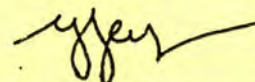
Call 416-252-5621

Or  
See branch for details

We wish to inform you that Sarah Harper, the Catering Manager in Food Services, has resigned from her position. In the meantime, until a new Catering Manager is appointed, please forward all of your food requests and general enquiries to Trisha Hoffman at extension 4238 or Don Henriques at extension 4120. We apologize for any inconvenience that this may cause you and appreciate your understanding.



Don Henriques  
General Manager,  
Food Services



Gary Jeynes  
Director, Ancillary Services  
and Public Safety



# ACADEMIC COUNCIL

## Election Results - Spring 1998

It is a pleasure to announce that the following persons have been acclaimed/elected as representatives to Academic Council on behalf of their constituencies:

### ELECTED ACADEMIC MEMBERSHIP

Faculty by campus	Lakeshore	Jerry Smith
School of Social and Community Services	Lakeshore	Heather Snell
Liberal Arts & Sciences Division	North	Crystal Bradley Tom Olien Melanie Chaparian
School of Health Sciences	North	Beryl Marshall-Spence Lynne Urszenyi
Continuing Education	All campuses	Dan Andreae
Counselling/Special Needs	All campuses	Vinnie Mitchell
School of Business	North	Christine Tomchak
School of Information Technology and Accounting	North	Chun Shin

### ELECTED NON-ACADEMIC MEMBERSHIP

Administrative Services	All campuses	Jane Dearing Gary Jeynes Bruce Bridgeford
Educational & Faculty Services	All campuses	Deborah McBain
Library	All campuses	Doug Willford
Support Staff	All campuses	Nancy Roscoe

### ELECTED FROM CONSTITUENT GROUPS

Support Staff Union	All campuses	Helen Hrynkiw
Academic Chairs/Directors	All campuses	John Maxwell

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### The following Constituency will hold an election in the Fall '98:

School of Performing Arts	Lakeshore	1 representative
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Congratulations to all new and returning members!

Al Palin  
Vice Chair,  
Academic Council

April 23, 1998



## ***IMPORTANT NOTICE FROM FINANCIAL SERVICES***

### ***BLANKET ORDERS***

Blanket orders have long been utilized in the College to speed up the ordering of goods from vendors used frequently by the College. While the ordering process has been streamlined, the method for obtaining approval for payment of these items has been cumbersome and time consuming for both the requisitioner and the Accounts Payable Clerks.

A year ago, we did a survey to address some Accounts Payable issues, among them, the blanket order payment process. From the response we received to that survey, we have decided to make the following changes effective April 1, 1998. (The beginning of the Fiscal Year 1998/99.)

### ***Invoice Payment Process***

Invoices will be paid immediately upon their arrival at the Accounts Payable Department. Each week the requisitioner will get a listing of all those invoices paid on his/her behalf with copies of the invoices attached. We would ask that these invoices be checked for accuracy within 15 days and that any discrepancies be noted and forwarded back to the Accounts Payable Department for adjustment. Since we have an ongoing relationship with these vendors, adjustments can be made on future payments to them.

### ***Increase to Blanket Orders to Cover Pending Invoices***

At the time that the invoice reaches Accounts Payable, the goods are usually already in the College and being used by the requisitioner. Therefore, these goods must be paid for regardless of whether there is enough money in the blanket order or not. To facilitate payment, Accounts Payable will process an increase to the blanket order. The copy of the invoice along with the notification of an increase will be sent to the requisitioner with a request to increase the blanket further to allow for future invoices. Again, we would ask that these invoices be checked for accuracy within 15 days and that any discrepancies be noted and forwarded back to the Accounts Payable Department for adjustment.

It is our hope that these changes will allow us to pay invoices in a more timely and efficient fashion. They will also allow us to take discounts and to avoid late payment charges. This process should also free up time in the departments because requisitioners will no longer be required to sign all invoices and return them to Accounts Payable, but only deal with those invoices that they deem to be a problem.

If you have any questions or concerns about this new method of addressing blanket order invoice processing, please call Henny Wiley on extension 4215 to discuss the matter further.



## **1998 SUMMER VACATION PLANNING**

We are pleased to advise you of the following related to summer vacation planning:

### **Academic Staff**

Most Faculty, Librarians and Counsellors are entitled to two months vacation (43 days), as scheduled by their manager.

For the majority of academic staff the two month 1998 summer vacation period is as follows:

Begins	- Monday, June 22
Ends	- Sunday, August 23

Faculty return on Monday, August 24, 1998. Classes begin on Monday, August 31, 1998.

A Dean, Chair or School Head may arrange alternative dates for vacation periods for academic staff, depending upon the academic and operational requirements of a program. In these situations, a total of 43 days are to be used as the faculty vacation entitlement. Academic Staff are to take their full vacation entitlement by August 31, 1998.

### **Support**

Vacations are scheduled using the following guidelines:

- a) Support Staff are entitled to three (3) consecutive weeks of vacation unless otherwise agreed with their managers, but there is no guarantee that these three weeks can be scheduled during the prime vacation period;
- b) The prime vacation period of July and August, is to be shared fairly amongst all employees. Recognizing that operational needs may preclude certain vacation requests, the College will endeavour to accommodate all staff vacation requests, whenever possible. Support Staff were to have submitted their vacation preferences to their managers by March 1, 1998;
- c) Support Staff may carry over up to 10 days of vacation as of June 30th of each year, subject to an agreement with their manager to schedule the carryover days in the following year;
- d) The College maintains a practice of not replacing staff while they are on vacation.

### **Administrative Staff**

Administrative Staff may carry over up to 15 days of vacation as of August 31st of each year. The combination of current and accrued vacation credits shall not exceed 45 days as of August 31st of each year.

**Vacation Planners are available from the Human Resources Department**



## **SUMMER HOURS AND LEAVES OF ABSENCE**

### **Summer Hours**

During the period, May to August, Deans, Directors and School Heads have the authority to establish summer working hours for their employees which vary from regular operating hours.

Summer hours usually mean that employees continue to work their full number of hours each week, but start and finish earlier or later in the day. Managers need to ensure that regular service is maintained when considering requests for summer hours. Core hours of 10:00 a.m. to 3:00 p. m. are to be included in all summer hour arrangements. An arrangement for summer working hours is approved at the discretion of the manager and agreement in any one year does not necessarily mean agreement will be given in a subsequent year.

### **Leave of Absence**

In addition to any vacation time, Support Staff may request an unpaid leave of absence during the May to August summer period. Leaves of absence may be scheduled as weeks off or as days per week off (eg. working a four day week). Approval of such leaves are subject to the operational requirements of the division/department. During unpaid leaves of less than four weeks duration, employee benefit and pension plans will be maintained on a deemed salary basis, and employees will be required to pay only their regular contributions to the plans. For unpaid leaves that are four weeks or longer in duration, staff are required to pay for the total cost of the benefit and pension plans if they choose to carry them during the leave. Call Joanne Baker, Benefits Office at extension 4023 for details.

Requests for a Summer Leave of Absence are to be submitted in writing to your manager. If the request can be accommodated, the employee's letter and a H.R.I.N. identifying the leave of absence arrangements are to be sent to Human Resources. Human Resources will confirm the salary arrangements with the manager and the employee.

We would wish all staff a pleasant vacation and enjoyable summer. Should there be any questions regarding the scheduling or taking of vacation, or the observance of holidays, please call Sherry Fast at extension 5089.



## **COLLEGE HOLIDAY SCHEDULE**

The College will be closed on the following Public Holidays during the summer of 1998:

*Victoria Day	-Monday, May 18
*Canada Day	-Wednesday, July 1
*Civic Holiday	-Monday, August 3
Labour Day	-Monday, September 7

### **\*Early Closings**

In the summer of 1998, staff will be allowed to leave one and a half hours (1.5) early on Friday, May 15, prior to Victoria Day (May 18), on Friday, June 26, prior to Canada Day (July 1) and on Friday, July 31, prior to the Civic Holiday (August 3), subject to the operational requirements of the division/department.

Staff required to work full hours on any of the early closing days shall be given one and half (1.5) hours off on another day during the summer, to be scheduled by the manager of the area.

Overtime pay on the early closing days shall apply only in situations where employees are required to work beyond their regular number of work hours.

### **Public Holiday Pay**

Staff required to work on a public holiday shall be paid time and one half for each hour worked, plus holiday pay.

Part-time staff may be eligible for public holiday pay, plus time and one half pay, for hours worked on any public holiday. To qualify for public holiday pay, part-time employees must meet all of the following criteria:

- a) Have been employed by Humber College for at least three consecutive months;
- b) Have earned wages on at least twelve days during the four weeks immediately preceding the holiday period;
- c) Have worked on their scheduled day of work preceding and following the recognized holiday period;
- d) Have been employed in a regular part-time position as opposed to a casual position (i.e. on a on-call arrangement where the employee can elect to work or not when requested).

As usual this schedule may be changed at the discretion of the College.



# The **Communique**

Published by the Office of the President  
April 30th, 1998 - Communique #55

## **NOTICE**

In an effort to provide improved service in mail pick up and delivery between the North and Lakeshore campuses, Physical Resources, Campus Services are pleased to announce the following.

Provided mail is in the mailroom at either location prior to 8:00 am, we will endeavour to provide same day delivery.

We sincerely hope this service improvement meets your needs. Please call Janice Flynn at extension 4340 if you have any questions.

*Physical Resources*

## **CONGRATULATIONS!**

to

**Michael Harper**, Dean of Planning and International, who recently received an **Outstanding Achievement Award** from Central Michigan University. This Award is presented by the Dean's Office, College of Extended Learning at Central Michigan, to a person whose work is recognized as making a significant contribution to the community college field in Ontario.

Michael received his Award at the recent Graduation Dinner for **Cohort 10** of the Central Michigan University - Master of Arts in Adult Education program, held at Humber College.

PLEASE NOTE THE FOLLOWING CORRECTION...

## **ACADEMIC COUNCIL ELECTION RESULTS - SPRING 1998**

School of Health Sciences

North

Sue McBeth  
Lynne Urszenyi



**1998 AWARD OF EXCELLENCE IN WORKPLACE LITERACY PRESENTED TO  
HUMBER COLLEGE PARTNER**

**Rebel Hardy**, Account Manager in Business & Industry Services, has developed a long term working relationship with Honeywell Limited.

Honeywell Limited has been selected by The Conference Board of Canada as one of three award winners of its *1998 Awards for Excellence in Workplace Literacy*.

In 1990, Honeywell's Scarborough factory introduced *Learning for Life*, a workplace literacy initiative designed to prepare its manufacturing workforce for dramatic changes in technology, processes and competitiveness, including the introduction of self-directed work teams.

The *Learning for Life* initiative started with a course in English as a Second Language and rapidly expanded to include courses such as Learning to Learn, Mathematics, Personal Computer Skills, Business Writing, Personal Finance, Total Quality Management and Production and Inventory Control.

Initially, the program used instructors from the Scarborough Board of Education and the Toronto Metro Labour Board but, in 1994, Honeywell established a partnership with Humber College to deliver all the courses using Humber's professional staff.

Honeywell's award-winning initiative will be showcased at the Conference Board's 1998 Business, Education and the Community Conference, May 10-12 at the Congress Centre, in Ottawa. Rebel Hardy has been invited by the Honeywell team to join them in Ottawa when they receive their award.

Congratulations to everyone involved in making Honeywell's *Learning for Life* initiative successful!



<p><b>The Annual President's Breakfast</b> is scheduled for <b>Friday, August 28th 1998 - in the Gymnasium, North Campus</b></p>
--

At the Breakfast, presentations will be made to the staff members who have been employed at Humber College on a full time basis, up to and including December 31, 1998, as follows:

**25-YEAR SERVICE PIN RECIPIENTS 1998**

Clark Anderson  
Henry Bedard  
Paul Biles  
Carol Campbell  
Roxanne Dwyer  
Cindy Graham  
June Heaven  
Michael Horwood  
Klaus Kiessling  
David Mayfield  
Barbara McIntyre  
Wayne Sim  
Sheila Susini  
Sandra Toogood

**10-YEAR SERVICE PIN RECIPIENTS 1998**

Linda Albis  
Sandra Allen  
Terri Arnott  
Ruth Bainbridge  
Sharon Baker  
Sidney Baller  
Elizabeth Brown  
Maria Bystrin  
James Chambers  
Harry Chang  
Jerry Chomyn  
Liz Crim  
Rory Cummings  
Jill Davis  
Mary Elliott  
Kris Gataveckas  
Orville Getz  
Patricia Guenther

Maggie Hobbs-Knowles  
Heather Howe  
Tony Hung  
Pauline Hurdowar  
Carlene Inglis  
Martin Kondrat  
Richard Kuczynski  
Marc Lappano  
Valerie Lemoine  
Olga Leschuk  
Edna Lister  
Joseph Malysa  
Scott Nicholls  
Bob O'Meara  
Mary Rakoczy  
Carol Reid  
William Reinhard  
Nancy Rodriques

Margot Rykhoff  
Marilyn Shaw  
Peter Simon  
Maria Soares  
Teresa Sottile  
John Stone  
Jacek Vogel  
Sahodra Vogel  
Diane Walters  
Margaret Woodruff  
Ward Yorke  
Will Robin Young

**If there are any errors or omissions to these lists, please contact Val Hewson, President's Office, ext. 4102, as soon as possible. Thank you!**



## HUMBER'S BOARD OF GOVERNORS ELECTION RESULTS

We are pleased to confirm the following election results for positions on Humber's Board of Governors:

Administration	Blair Carter	43
	Janice Flynn	28
Faculty	Margaret Hart	72
	Paul Pieper	142

Thanks to all candidates for contributing to the democratic process, and to Gary Begg (Chief Returning Officer) and his election team.

## NOTICE TO ALL FACULTY, STAFF AND STUDENTS

Please remember that when you book a special function or event on campus and you require tables, chairs, coat racks, or special set-ups, you must request these things in writing and send to Ernie Colosimo, Campus Services, Room E105, (extension 4156), at least 24 hours prior to the event.

Physical Resources has a limited number of tables, chairs and coat racks. These items are available on a first come, first served basis.

We cannot perform special set-ups if we don't know about them. Our staff have regular duties to complete on a daily basis and therefore, planning is required for these special events and functions.

Please be considerate of our staff and make requests at least 24 hours in advance. We will endeavour to do our best to provide the services required however, if we don't have prior notice, we may not be able to assist you.

## PHYSICAL RESOURCES





## DO YOU WANT TO HELP IMPROVE CLASSROOMS AT HUMBER?

The Horizons- Learning Space Improvement Project began meeting in March. Our task is to improve the learning space at Humber. Our mission is as follows:

**To contribute to the improvement of learning space by defining and implementing standards and methodologies for optimum design, appointment and utilization of classrooms.**

Our short-range goals include gathering of data for current and future classrooms needs and making the necessary physical improvements to inefficient classrooms by September 1998.

Our longer-range goals include improving classroom scheduling, establishing classroom standards and implementing effective systems to maintain those standards. Expected completion date is December 1998.

Your input into our improvement project is the key ingredient for this project's success. Your divisional scheduler will distribute a short questionnaire to you on May 4. Please take a few moments to fill it out. We need your input by May 15, in order for our team to summarize and develop an improvement plan. We are interested in hearing about improvement ideas from the entire college community and you don't have to wait for the actual survey to respond. Your ideas and suggestions can be communicated via e-mail to [LSIP@admin.humberc.on.ca](mailto:LSIP@admin.humberc.on.ca), or by speaking to any of the following Learning Space Project Team members:

Name	Division	Extension
Remo Brassolotto	Liberal Arts and Science	4029
Tracy Boyer	1998/99 SAC President	4155
Bruce Bridgeford	Physical Resources	4335
David Ding	School of Health Sciences	4314
Janice Flynn	Campus Services	4340
Bill Magill	School of Health Sciences (Project Leader)	4050
Isabel Maksymjuk	Liberal Arts and Sciences	4348
Janis Miller	B&IS (Horizons Consultant)	4594
Bill Pitman	Registrar's Lakeshore	3221
Jane Russ	Continuing Education, Lakeshore	3252
Valerie Sprenger	Academic Computing	4993
Mike Thomas	Media Centre	4268
Lionel Wolpert	School for the Built Environment	4094

Thanking you in advance for your contributions. Our project's success will be measured by the physical changes you should see in many of the our classrooms when you return in September.



## REMINDER FROM HUMAN RESOURCES

Administrators are reminded that our last information session on the Corporate Support Staff Training Plan and Staff Performance Reviews is scheduled for

**Wednesday, May 6,  
9 am – 10:30 am  
Community Room**

Immediately following this session, there is an opportunity for an optional workshop on ***“How to Do Performance Reviews”*** (approx. 1 hour). All administrative managers are expected to complete performance reviews for their support staff in the next few weeks. Please call Beth MacNeill on ext. 4021 to indicate your attendance at this session.

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# The Communiqué

Published by the Office of the President  
May 5th, 1998 - Communiqué #56

Issued by the Academic Management Bargaining Team  
For your information

## News Release **Communiqué**

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### **COMMUNITY COLLEGES' MANAGEMENT TO PRESENT NEW OFFER FOR SETTLEMENT PRIOR TO ACADEMIC UNION STRIKE VOTE**

*Toronto, May 5, 1998* - The Academic Management Bargaining Team for Ontario's Colleges of Applied Arts and Technology will present a new offer to achieve a settlement prior to a strike vote called by the academic union on May 21.

"The new offer will be fair and responsive to both the demands of the Union and the best interests of the colleges," says Roy Murray, Co-Chair of the Management Bargaining Team and President of Confederation College in Thunder Bay. "We're interested in achieving a settlement and avoiding any disruption to our students."

As well as developing a new offer, management has proposed further mediation to ensure that there is no misunderstanding of their proposal at this critical time in the negotiations. According to John Tibbits, President of Conestoga College in Kitchener-Waterloo and also Co-chair of the Management Team, "We have taken every possible step to ensure that a solution to these negotiations is mediated and that a strike is avoided. Keeping our students in class and our community colleges operating is our first priority."

The mediator, Mr. Allan Heritage, has called the parties together on May 15, in advance of the union's strike vote, scheduled for May 21. The Management Team believes that further mediation and a sound understanding of the new offer they are proposing will bring about a settlement.

Ontario's 25 colleges of Applied Arts and Technology have been engaged in collective bargaining for the past two years. A three year agreement with Support Staff was reached in September of last year.

The Colleges' Collective Bargaining Act governs all negotiations. The Ontario Council of Regents is the bargaining agent on behalf of the colleges. The union representing faculty in these negotiation is the Ontario Public Service Employees Union (OPSEU).



*MARK YOUR CALENDARS*

**THE NEW MILLENNIUM: ARE YOU READY!!**

**Metro Region Colleges Biennial Faculty Conference**

**Wednesday June 10, 1998**

**Humber College**

*(watch your mailbox: brochures coming soon)*

## **SPECIAL APPEAL - MUSICAL INSTRUMENTS**

JANE BUNNETT, a TORONTO musician, is a frequent visitor to Cuba. With the assistance of colleagues here in Canada, she repairs broken and dilapidated musical instruments in order to help Cubans to have instruments to play.

Anyone who has ever helped anyone, knows how much this assistance is appreciated. Particularly so, in Cuba. The country has a rich culture of music - something that any visit to the country will attest. The economic blockade of the country by the United States, makes it almost impossible for Cubans to purchase new instruments or materials to repair old equipment. This is why BUNNETT'S project, SPIRIT OF MUSIC is so important.

If you are aware of where there may be here, some old musical instruments, destined for the scrap heap or wish to donate some musical instruments, please drop them off at;

**INTERNATIONAL OFFICE**

**C115**

**NORTH CAMPUS**

We'll arrange for them to be picked up by BUNNETT'S team and they'll find their way to CUBA, as soon as possible. On behalf of the Cubans and music lovers everywhere.  
Thanks/gracias.

**"BETTER TO LIGHT ONE CANDLE THAN TO FOREVER CURSE THE DARKNESS."**

**ANONYMOUS**



J. Grogan, February, 1998



# THANK YOU!!!

*From all the staff in C.I.C.E.*

A special thank you to all the staff in the following departments for all the exceptional support given to a C.I.C.E. student:

Athletics Center  
Beaver Foods  
ECE Distance Education  
G Building  
Health Services  
Humber College Community Music School  
Humber College Child Care Centers  
Humber Etc.

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## THE STUDENTS PARTICIPATED IN THE WINTER CLASSES TAUGHT BY:

Gina Antonacci  
Michael Baldwin  
Jim Bard  
Tony Bevan  
George Bragues  
Fern Bretson  
Judy Charles  
Harry Chang  
Andrew Conroy  
Judy Davis  
Trudy Deacon  
Dean Dickinson  
Carey French  
Don Hamilton  
Gabrielle Harper  
Brian Harris  
Zatasha Hashmi  
Joanne Hutchinson

Tiny Ivany  
Marlene La Rose  
Doug Leonard  
Susan Leslie-Berkis  
Juergen Lindner  
Kathryn Lockwood  
Derek Massey  
Susan McBeth  
Paul McCabe  
John McColl  
Don McDonald  
Terry McElligot  
Karen Moyle  
Louann Nicholson  
Joey Noble  
Laura Oyama  
Mark Paddison  
Paul Pietsch

Dan Reeves  
Carol Reid  
Chris Shaw  
Pat Shering  
Lorne Simon  
Robert Smith  
John Sousa  
Glen Stewart  
Spike Sutherland  
Monique Theriault  
Maureen Wall  
David Wright  
Sally Wylie  
Robin Young  
Anne Zbitnew

*Through your guidance and support you have helped to enhance the  
C.I.C.E. student's college experience.*

**HAVE A GREAT SUMMER!!**



**NEW EXTENDED HOURS**  
**LIBRARY/MEDIA CENTRES**  
**MAY TO AUGUST**

DAY/MONTH		NORTH LIBRARY	NORTH MEDIA	LAKESHORE LIBRARY	LAKESHORE MEDIA
Monday - Thursday	May-June	8:30am-7:30pm	7:45am-10:30pm	8:30am-7:30pm	8:30am-4:00pm
					6:00pm-10:30pm
	July-August	8:30am-7:30pm	7:45am-10:30pm	8:30am-4:30pm	8:30am-4:30pm
Friday	May-June	8:30am-4:30pm	7:45am-4:30pm	8:30am-4:30pm	8:30am-4:30pm
	July-August	8:30am-4:30pm	7:45am-4:30pm	8:30am-4:30pm	8:30am-4:30pm
Saturday	May-June	12noon-4:00pm	Closed	Closed	Closed
	July-August	12noon-4:00pm	Closed	Closed	Closed

Note: The highlighted areas denote the changes in hours.

**DISTRIBUTION CENTRE HOURS FOR MAY TO AUGUST**

DAY	MAY & JUNE	JULY & AUGUST
Monday to Wednesday	8:30 a.m. to 4:30 p.m. 6:00 p.m. to 8:00 p.m.	8:30 a.m. to 4:30 p.m.
Thursday to Friday	8:30 a.m. to 4:30 p.m.	8:30 a.m. to 4:30 p.m.
Saturday	Closed	Closed



## INTRODUCING WebCT

### Software for teaching on-line

Humber faculty have been teaching some of their courses on-line for a number of years. They have used 'World Group Manager' software customized at Humber. During this time other software has been developed that requires less technical support and offers functions similar to a classroom. The Information Technology Steering Committee has endorsed the recommendation that WebCT software be used for all new development of on-line instruction and that those courses using World Group Manager be transferred to WebCT or other Humber services. Workshops are being planned for those who wish to make the transition for September or for those who wish to include on-line learning as part of a course.

### WebCT

This software was developed by faculty at UBC. Their analogy in developing the software was a teacher working with students in a traditional classroom. They have put on line many of the functions you use in a traditional classroom. This helps with the transition. WebCT is accessed directly from the Internet.

Traditional Classroom Function	WebCT Function
Students enter your class	You input the class list yourself
New students appear and you add them to your list	You add students at your convenience
Students withdraw	You delete students from the class
Students want to talk with you privately	E-mail function provided for this.
Students want to talk with each other privately	E-mail function provided for this.
Give students content	Post a lesson on-line. Use a word processor and convert to simple Web pages (easy with current editors).
Give students assignments	Post an assignment on line (use a word processor and convert to simple Web page)
Give students their marks personally	Post the marks on WebCT – each student can see his/her personal mark at his/her convenience – you do not have a line-up at your office waiting for marks
Have a large group discussion	Hold an open discussion on-line



Break students into small groups	This can be done by you or can be done on a random basis by WebCT
Small groups have discussions or case studies etc.	Each group has its own discussion area – you can make these open to the rest of the class or keep them restricted to the small group
Have students work together on presentations	There is a presentation area for students to work in – these can be kept private for the small group
Give new material to the class as it becomes available	Post new material as it becomes available in a location of your choosing
Monitor student participation	WebCT tracks student use of the software – you monitor as you wish
Give tests/quizzes	Post test/quizzes on WebCT at a time of your choosing and leave for the number of days/hours you wish
Mark tests/quizzes	WebCT can do some marking for you
Informal face to face discussions between students or students and teachers	Chat function available
Give a class list to students	Automatically available for students once they are registered
Give your students 'due' dates	Post dates on a WebCT calendar so students have information available
Spend time explaining terms to some students while others who know the terms are bored	Post a glossary that students can access on an as-needed basis (you can monitor who uses this tool)

WebCT utilizes click and drag technology making it easy to use. You will need time to explore the software and to think about how you want to organize your course. To post material you will need to be able to develop simple web pages or to convert word-processed material to web pages.

**A workshop agenda is attached.**



## "Using WebCT" (section 1)

### Workshop Agenda

Date/Time	Rm. #	Topic	Skills
Monday, May 11 1 - 4pm	(Group 1)	<u>WebCT Overview</u> <ul style="list-style-type: none"> <li>• Overview of WebCT functions</li> <li>• Sample courses</li> <li>• Homepage Design</li> </ul>	<ul style="list-style-type: none"> <li>• Understand how WebCT can be used for on-line instruction</li> </ul>
Wednesday, May 13 1 - 4pm	(Group 2)	<u>WebCT Overview</u> <ul style="list-style-type: none"> <li>• Overview of WebCT functions</li> <li>• Sample courses</li> <li>• Homepage Design</li> </ul>	<ul style="list-style-type: none"> <li>• Understand how WebCT can be used for on-line instruction</li> </ul>
Thursday, May 14 9am - 12pm		<u>WebCT Foundation Skills</u> <ul style="list-style-type: none"> <li>• WinZip</li> <li>• Uploading/Downloading</li> <li>• File Manager</li> <li>• Path Editor</li> <li>• Page Editor</li> </ul>	<ul style="list-style-type: none"> <li>• Manage course notes, files</li> <li>• Structure course layout and functions</li> </ul>
Tuesday, May 19 1 - 4pm		<u>Learning Resources</u> <ul style="list-style-type: none"> <li>• Reference Editor</li> <li>• Glossary Editor</li> <li>• Goal Editor</li> </ul>	<ul style="list-style-type: none"> <li>• Enhance student learning with alternative on-line strategies</li> </ul>
Wednesday, May 20 1 - 4pm		<u>Learner Interaction</u> <ul style="list-style-type: none"> <li>• Principles of interaction</li> <li>• Email</li> <li>• Forums</li> <li>• Chat</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage interaction between students as well as the professor</li> </ul>
Friday, May 22 9am - 12pm	SCTF	Individual Appointments/Coaching	<ul style="list-style-type: none"> <li>• Individualized needs</li> </ul>
Monday, May 25 1 - 4pm		<u>Student Management</u> <ul style="list-style-type: none"> <li>• Adding, editing, viewing</li> <li>• Downloading</li> <li>• EIS</li> </ul>	<ul style="list-style-type: none"> <li>• Manage class lists and marks</li> </ul>
Wednesday, May 27 1 - 4pm		<u>Evaluation/Misc.</u> <ul style="list-style-type: none"> <li>• Question Editor</li> <li>• Testing software</li> <li>• Miscellaneous functions</li> </ul>	<ul style="list-style-type: none"> <li>• Develop strategies for evaluating student learning</li> </ul>
Thursday, May 28 9am - 12pm	SCTF	Individual Appointments/Coaching	<ul style="list-style-type: none"> <li>• Individualized needs</li> </ul>



## **“Using WebCT” (section 2)**

### **Workshop Agenda**

<b>Date/Time</b>	<b>Rm. #</b>	<b>Topic</b>	<b>Skills</b>
Monday, June 1 1 - 4pm		(Group 1) <u>WebCT Overview</u> <ul style="list-style-type: none"> <li>• Overview of WebCT functions</li> <li>• Sample courses</li> <li>• Homepage Design</li> </ul>	<ul style="list-style-type: none"> <li>• Understand how WebCT can be used for on-line instruction</li> </ul>
Wednesday, June 3 1 - 4pm		(Group 2) <u>WebCT Overview</u> <ul style="list-style-type: none"> <li>• Overview of WebCT functions</li> <li>• Sample courses</li> <li>• Homepage Design</li> </ul>	<ul style="list-style-type: none"> <li>• Understand how WebCT can be used for on-line instruction</li> </ul>
Thursday, June 4 9am - 12pm		<u>WebCT Foundation Skills</u> <ul style="list-style-type: none"> <li>• WinZip</li> <li>• Uploading/Downloading</li> <li>• File Manager</li> <li>• Path Editor</li> <li>• Page Editor</li> </ul>	<ul style="list-style-type: none"> <li>• Manage course notes, files</li> <li>• Structure course layout and functions</li> </ul>
Monday, June 8 1 - 4pm		<u>Learning Resources</u> <ul style="list-style-type: none"> <li>• Reference Editor</li> <li>• Glossary Editor</li> <li>• Goal Editor</li> </ul>	<ul style="list-style-type: none"> <li>• Enhance student learning with alternative on-line strategies</li> </ul>
Wednesday, June 10 1 - 4pm		<u>Learner Interaction</u> <ul style="list-style-type: none"> <li>• Principles of interaction</li> <li>• Email</li> <li>• Forums</li> <li>• Chat</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage interaction between students as well as the professor</li> </ul>
Thursday, June 11 9am - 12pm	SCTF	Individual Appointments/Coaching	<ul style="list-style-type: none"> <li>• Individualized needs</li> </ul>
Monday, June 15 1 - 4pm		<u>Student Management</u> <ul style="list-style-type: none"> <li>• Adding, editing, viewing</li> <li>• Downloading</li> <li>• EIS</li> </ul>	<ul style="list-style-type: none"> <li>• Manage class lists and marks</li> </ul>
Wednesday, June 17 1 - 4pm		<u>Evaluation/Misc.</u> <ul style="list-style-type: none"> <li>• Question Editor</li> <li>• Testing software</li> <li>• Miscellaneous functions</li> </ul>	<ul style="list-style-type: none"> <li>• Develop strategies for evaluating student learning</li> </ul>
Thursday, June 18 9am - 12pm	SCTF	Individual Appointments/Coaching	<ul style="list-style-type: none"> <li>• Individualized needs</li> </ul>



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## Get Primed!

With a  
Personal Loan  
From



METRO  
CREDIT UNION

Call 416-252-5621

Or  
See branch for details


## Metro Credit Union Prime Rate Sale

Metro Credit Union is now offering qualified members the opportunity to borrow money at the prime rate for the first year of their loan. After one year, the balance will convert to their regular variable rate for the remainder of the loan.

Daria Dmytruszko, Financial Services Officer at the Humber Campus branch, stated that "qualified members can borrow for almost anything. However, members with existing bank loans or outstanding credit card balances may see the greatest benefit from this deal since these people will probably be paying a higher rate of interest elsewhere. If they decide to pay out their outstanding debts with a Credit Union loan, they may be able to reduce their cost of borrowing and/or lower their monthly payments."

If you are interested in exploring this possibility, the process is a very simple one. Drop by the Metro branch (Room D 140) and pick up a 5-minute loan application. You may then fax, mail or deliver the form to the Branch after you have completed it. You should note, however, that this offer will expire on or before June 15, 1998. To take advantage of this special offer, your application must be received before the deadline.

If you would like more information, contact Metro Credit Union at 252-5621, or drop in to anyone of their 12 branch locations.



*Just a reminder.*

*Perennial Sale will be held  
in the greenhouse on  
Wednesday, May 13 and  
Thursday, May 14.*

*11:00 a.m. - 3:00 p.m.*

*See you there.*



# The Communique

Published by the Office of the President  
May 11th, 1998 - Communique #57

## HUMBER COLLEGE ANNUAL BARBECUE

AN INVITATION to all College Staff,

Please mark your calendars to attend the Annual College Barbecue, which will be held on

**Wednesday, June 10th 1998  
12 noon - 2.00 p.m.**

This year, we would like to host the barbecue at the **LAKESHORE CAMPUS**, and planning is currently underway to accommodate this. More details will be provided shortly in the Communique.

Humber College's Department of *Early Childhood Education* has designed a **Parenting Series** which is now in its final stage of development. It is our pleasure to offer a **free one hour session** to Humber employees on:

Monday, May 25<sup>th</sup> 1998  
Doris Tallon Room, Seventh Semester  
12:00 to 1:00 p.m.

Bring your lunch. Light Refreshments will be provided. **Topic** will be:

**DISCIPLINE - HOW TO TEACH YOUR CHILD TO  
COOPERATE WITHOUT A POWER STRUGGLE.**

Join us to learn some valuable practical tips and provide our faculty with feedback to aid us in ensuring success. Enrolment is limited to 15 participants. To reserve your space contact:

Laura Oyama, Professor  
Ext. 4125  
Fax: 675-2015  
no later than May 18<sup>th</sup> 1998.



## UNITED WAY CAMPAIGN 1997

It is a pleasure to confirm that last year's United Way Campaign at Humber College was a tremendous improvement over previous years. Increases were realized in all categories:

- The total amount raised was **\$21,787**, up \$4,863 from 1996.
- The participation rate was 13%, an increase of 3%.
- Five leaders contributed \$5,636.00.
- The number of donors more than doubled.
- Most significantly, the participation of Support Staff rose from 1996.

Thanks to to all who participated in this endeavour, especially the canvassers in the various areas of the college.

As part of our Campaign, some prizes were offered in two categories, and we can now confirm the winners, as follows:

1. **All donors who contributed \$24., or more were eligible for a draw.**  
The winners were:

Free parking spot at the College (value \$490)  
Return airfare anywhere in Canada

**Maryann Jefferies**  
**Peter Au**

2. **Capital equipment for the department(s) with the highest percentage increase in participants:**

\$6,000

**School for the Built Environment**  
(canvasser - Joe Tomona)

\$3,000

**School of Health Sciences**  
(special recognition to the Humber Day Care  
Staff for their contributions)

In closing off the '97 Campaign, we do want to sincerely thank all who participated - your work and contributions will make a difference in the lives of others.

Thank you!

It is with sorrow that we must inform you of the death of **FRED BURGNER**, a former Humber College employee in the Cabinet-making Program, School of Architecture and Construction. Fred retired from Humber in 1992.



For Release: May 6, 1998

Contact: Robert A. Gordon  
President, Humber College  
(416) 675-6622 ext. 4235

## **Province invests \$3 million in Telecommunications Learning Institute at Humber College**

TORONTO (Etobicoke) - The Telecommunications Learning Institute (TLI) at Humber College got a shot in the arm yesterday when the Ontario government unveiled details of its 1998 budget.

As part of an investment in its skills projects strategy, the government will provide Humber with \$3 million to support comprehensive business and technology training in the telecommunications industry. At full capacity, the TLI, with 26 industry partners, will annually provide over 17,000 employed workers, from entry-level to executive, with training using technology ranging from CD-ROM to on-line access.

Conceived in 1995, the TLI is the only market-driven educational and training facility in North America whose purpose is to serve the transformation needs of the telecommunications industry. It operates as a stand-alone business unit of Humber College with its own Board of Directors chaired by Burt Napier, Executive Vice-President, Operations & Technology, CIBC. Four active sub-committees have also been formed to oversee operations. These are: the Marketing Committee chaired by Frank Koelsch (The Koelsch Group), the Audit Committee chaired by George Horhota (ACC Corp.), the Technology Committee chaired by Mike Somerville (Intria Corp.) and the Learning Committee chaired by Robert Ferchat (Bell Mobility).

The TLI's mandate has been endorsed by key industry trade associations including the Canadian Association of Broadcasters, Canadian Advanced Technology Association, Canadian Business Telecom Alliance, Canadian Cable Television Consultants Association, Canadian Wireless Telecom Association, and the Information Technology Association of Canada.



As well, in addition to support from the federal and provincial governments, individual companies, including Intria, Hewlett-Packard (Canada) Ltd., Newbridge, Cancom, and Mentor Networks Inc., have provided development resources to the Institute.

"We're already in the delivery stage, but this government grant will supply the kind of cash flow that will allow us, in the future, to accelerate existing training activities to a full complement coast-to-coast. It also provides our founding investors with the assurance that TLI initiatives will be embraced by a wider audience," says Humber President Robert Gordon.

An official launch is planned for September, 1998.



# SCTF Workshops - May/June 1998

Register: ext. 5888

ID	Topic	Requested by:	Date	Start time	End time	Location	*Leade
B2 s	Windows 95 & File Management	SITAE	May 5, 1998	09:00	12:00:00	N E345	PM
B2 ss	Windows 95 & File Management	Support Staff	Jun 18, 1998	13:00	16:00:00	N E345	CM
B2 ss	Windows 95 & File Management	Support Staff	Jun 2, 1998	13:00	16:00:00	L B205	PM
B2 ss	Windows 95 & File Management	Support Staff	Jun 25, 1998	13:00	16:00:00	N E345	CM
B2 ss	Windows 95 & File Management	Support Staff	Jun 4, 1998	13:00	16:00:00	N E345	PM
C1	Word Processing - Introduction	LAS	May 19, 1998	10:00	12:00:00	N E343	PM
C2	Word Processing - Document Appearance	LAS	May 26, 1998	10:00	12:00:00	N E343	PM
C3	Word Processing - Adding Visual Elements	LAS	May 28, 1998	10:00	12:00:00	N E343	TBA
C4	Word Processing - Tables and Columns	LAS	Jun 2, 1998	10:00	12:00:00	N E343	PM
C5	Word Processing - Templates and Macros	LAS	Jun 4, 1998	10:00	12:00:00	N E343	PM
C6	Word Processing - Academic Writing	LAS	Jun 9, 1998	10:00	12:00:00	N E343	PM
C7	Desktop Publishing	LAS	Jun 15, 1998	13:00	15:00:00	N E343	PM
E2 h	Pegasus mail & Internet	HRT	May 4, 1998	13:00	16:00:00	N E305	PM
E2 h	Pegasus mail & Internet	HRT	May 6, 1998	09:00	12:00:00	N E305	PM
E2 h	Pegasus mail & Internet	HRT	May 8, 1998	09:00	12:00:00	N E305	CM
E2 las	Pegasus Mail & Connecting from Home	LAS	Jun 11, 1998	10:00	12:00:00	N E343	VS
E2 s	Pegasus Mail & Connecting from Home	SITAE	May 7, 1998	09:00	12:00:00	N E343	PM
E2 ss	Pegasus Mail - Introduction	Support Staff	Jun 16, 1998	09:00	12:00:00	N E343	VS
E3 ss	Pegasus Mail - Advanced	Support Staff	Jun 18, 1998	09:00	12:00:00	N E343	VS
I 1	Internet - Part 1	Support Staff	Jun 23, 1998	09:00	12:00:00	N E305	CM
I 1las	Internet	LAS	Jun 16, 1998	10:00	12:00:00	N E305	PM
I2	Internet - Part 2	Support Staff	Jun 25, 1998	09:00	12:00:00	N E305	CM
MM3	Power Point - Introduction	HRT	Jun 1, 1998	09:30	12:00:00	N E305	PM
MM4	Power Point - Intermediate	HRT	Jun 3, 1998	09:30	12:00:00	N E305	PM
T1	WebCT Overview	SITAE	Jun 1, 1998	13:00	16:00:00	N E343	PW
T1	WebCT Overview	SITAE	Jun 3, 1998	13:00	16:00:00	N E343	PW
T1	WebCT Overview	SITAE	May 11, 1998	13:00	16:00:00	N E343	PW
T1	WebCT Overview	SITAE	May 13, 1998	13:00	16:00:00	N E343	PW
T2	WebCT - Foundation Skills	SITAE	Jun 4, 1998	09:00	12:00:00	N E345	PW

\* PM = Pamela Mitchell    CM = Catherine McLeod    VS = Valerie Sprenger    PW = Peter Wolf



# SCTF Workshops - May/June 1998

Register: ext. 5888

ID	Topic	Requested by:	Date	Start time	End time	Location	*Leade
T2	WebCT - Foundation Skills	SITAE	May 14, 1998	09:00	12:00:00	N E345	PW
T3	WebCT - Learning Resources	SITAE	Jun 8, 1998	13:00	16:00:00	N E343	PW
T3	WebCT - Learning Resources	SITAE	May 19, 1998	13:00	16:00:00	N E343	PW
T4	WebCT - Learner Interaction	SITAE	Jun 10, 1998	13:00	16:00:00	N E343	PW
T4	WebCT - Learner Interaction	SITAE	May 20, 1998	13:00	16:00:00	N E343	PW
T5	WebCT - Student Management	SITAE	Jun 15, 1998	13:00	16:00:00	N E343	PW
T5	WebCT - Student Management	SITAE	May 25, 1998	13:00	16:00:00	N E345	PW
T6	WebCT - Evaluation	SITAE	Jun 17, 1998	13:00	16:00:00	N E343	PW
T6	WebCT - Evaluation	SITAE	May 27, 1998	13:00	16:00:00	N E343	PW
T7	WebCT - Coaching	SITAE	Jun 11, 1998	09:00	12:00:00	N E345	PW
T7	WebCT - Coaching	SITAE	Jun 18, 1998	09:00	12:00:00	N E345	PW
T7	WebCT - Coaching	SITAE	May 22, 1998	09:00	12:00:00	N E345	PW
T7	WebCT - Coaching	SITAE	May 28, 1998	09:00	12:00:00	N E345	PW
WPDs1	Course Web Pages 1 of 5	SITAE/HRT	May 11, 1998	09:00	12:00:00	N E305	PM
WPDs2	Course Web Pages 2 of 5	SITAE/HRT	May 13, 1998	09:00	12:00:00	N E305	PM
WPDs3	Course Web Pages 3 of 5	SITAE/HRT	May 20, 1998	09:00	12:00:00	N E305	PM
WPDs4	Course Web Pages 4 of 5	SITAE/HRT	May 25, 1998	09:00	12:00:00	N E305	PM
WPDs5	Course Web Pages 5 of 5	SITAE/HRT	May 25, 1998	13:00	16:00:00	N E305	PM
WPDss1	Web Page Design 1 of 4	SS, LAS	Jun 8, 1998	09:00	12:00:00	N E305	PM
WPDss2	Web Page Design 2 of 4	SS, LAS	Jun 9, 1998	09:00	12:00:00	N E305	PM
WPDss3	Web Page Design 3 of 4	SS, LAS	Jun 10, 1998	09:00	12:00:00	N E305	PM
WPDss4	Web Page Design 4 of 4	SS, LAS	Jun 11, 1998	09:00	11:00:00	N E305	PM



# **Staff Computer Training Facility**

Please welcome Catherine McLeod, the new University of Waterloo student who is doing her first work placement with us in the Staff Computer Training Facility. In addition to assisting with the delivery of our workshops, Catherine is available for individual consultation or special workshops from now to the end of August. You can reach her on extension 4744.

## **Workshop Schedule, May/June 1998**

Various departments within the college have requested the following workshops but where there is space we are happy to include additional people. Unfortunately, many are already full (maximum of 25 participants in most sessions.) If something you want is not here, please let us know and we will try to include it later this term or in the Fall 1998 schedule.

**To register**, please leave a message on extension 5888 indicating your name and phone number, department, and the workshop ID, topic and date. (If you are part of a "requesting group", please follow their registration procedures so we don't double-book you.)

**For all Pegasus mail sessions**, please make sure you already have an e-mail account on one of the Humber College systems or elsewhere and that you bring the current password. If you do not have an account, you can get one by having someone in your department office e-mail David Green at [Green@admin.humberc.on.ca](mailto:Green@admin.humberc.on.ca)

**Bring a formatted 3.5" diskette** to all sessions.

**Come with your ideas** for what you want to create, your questions about the topic, and be ready to have fun.



# The Humber Room

## HOURS

### MAY /1998.

Our new lunch hours in MAY will be from  
11:30am till 2:00 pm, Tuesday till Friday.

BEST-QUALITY FOOD,FAST,  
AND FRESH.

\*\*\*\*\*

TALL HATS  
will be open until  
JUNE 19th

( STUDENT WORK STUDY PROGRAM )

Watch for our  
"Picnic Buffet"  
May 5th until June 19th  
Lunch for \$5.75, beverage&taxes included  
Tuesday through Friday



## **HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY** **CALENDAR OF EVENTS 1998/1999 FOR POST-SECONDARY AND CONTINUING EDUCATION**

### **FALL SEMESTER 1998**

Friday, 3 July	-	ANNUAL FEES DUE (FALL & WINTER)
Week of 24 August - 28 August	-	Student Orientation/Registration
Monday, 31 August	-	Day classes begin
Monday, 7 September	-	Public Holiday (Labour Day) - College Closed
Tuesday, 8 September	-	First day of Continuing Education classes
Monday, 14 September	-	Last day for refund application for Fall Term
	-	Last day to add a Post-Secondary course
Monday, 12 October	-	Public Holiday (Thanksgiving) - College Closed
Friday, 23 October	-	Mid-semester grades submitted 12:00 Noon
Week of 2 - 6 November	-	Awards Nights
Friday, 20 November	-	Last day to drop a full semester course without academic penalty (See reverse for details and rules for short courses)
Monday, 23 November	-	Winter pre-registration begins
Thursday, 17 December	-	Day Classes end
Monday, 21 December	-	Grades Submission Deadline 12:00 Noon
Thursday, 24 December	-	Holiday Period (Christmas Break) - College Closed 12:00 Noon

### **WINTER 1999 (REGULAR START)**

Monday, 4 January 1999	-	College Re-opens
	-	Student Orientation/Registration
Wednesday, 6 January	-	Day classes begin - All Schools
Monday, 11 January	-	First day of Continuing Education classes
Tuesday, 19 January	-	Last day for refund application for Winter Term
	-	Last day to add a Post-Secondary course
Friday, 26 February	-	Mid-semester grades submitted 12:00 Noon
Monday to Friday, 1 - 5 March	-	Reading Week
Friday, 2 April	-	Public Holiday (Good Friday) - College Closed
Monday, 5 April	-	Last day to drop a full semester course without academic penalty (See reverse for details and rules for short courses)
Wednesday, 28 April	-	Day Classes end
Friday, 30 April	-	Grades Submission Deadline 4:30 p.m.

### **SPRING 1999 (Only applicable to some programs)**

Monday, 5, April	-	SPRING 1999 FEES DUE
Monday, 3 May	-	First day of Continuing Education classes
Monday, 3 May - 10 May (or as published by School)	-	Day classes begin
Friday, 19 May (or as published by School)	-	Last day to add a Post-Secondary course
	-	Last day for refund application for Spring Term
Monday, 24 May	-	Public Holiday (Victoria Day) - College Closed
Week of 14 - 18 June	-	Convocation Week
Friday, 18 June (or as published by School)	-	Mid-semester grades submitted 12:00 Noon
Thursday, 1 July	-	Public Holiday (Canada Day) - College Closed
Friday, 2 July	-	Last day to drop a full semester course without academic penalty (See reverse for details and rules for short courses)
Monday, 2 August	-	Public Holiday (Civic Holiday) - College Closed
Friday, 30 July-Friday, 27 August (or as published by School)	-	Day Classes end
Wednesday, 4 August	-	Grades Submission Deadline 4:30 p.m.
Monday, 6 September	-	Public Holiday (Labour Day) - College Closed

**Note:** Different dates may apply for Government sponsored and accelerated semester students.  
See your Program Co-ordinator.

**Waiver:** Dates may change at the discretion of the College.



## **EXPLANATION OF TERMS AND CONDITIONS**

### **1) REFUNDS**

Requests for full or partial refund for programs or courses for all semesters will be considered only if written application has been received by the Office of the Registrar or is post-marked by the tenth school day after the official start date of the semester as published in this document.

For Post-Secondary programs which begin early or late, the ten day period will be calculated according to the official commencement of the program/course.

**NOTE:** For all refunds, for all semesters, the College withholds a non-refundable portion of the fee (\$100.00 for all regular full-time students, and \$500.00 for International students and \$15.00 for Continuing Education students - See Continuing Education calendar for specific course refund policies).

### **2) LAST DAY TO DROP A COURSE WITHOUT ACADEMIC PENALTY (SEE REFUND POLICY ABOVE).**

To drop a course and have it removed from a record the student must apply to drop the course through the Registrar's Office. This action can only be taken up to twenty school days after course mid-term grades are due or after the two-thirds point of the course for courses that are less than a semester in duration.

If a student has not officially dropped a course by the drop date, the course will remain on the student record.

### **3) FEE DUE DATE**

You should receive a Fees Invoice in plenty of time to allow you to pay your fees by the Fees Due Date.

If you do not receive a Fees Invoice or if you are away on holidays when the invoice arrives, the Fees Due Date still applies. Late fees will be charged for each term and fees will only be accepted if a space is available in the program.

**It is the responsibility of the student to pay fees by the published Fees Due Dates.**

### **4) ACADEMIC CALENDAR OF EVENTS - POST-SECONDARY STUDENTS**

An Academic Calendar of Events is produced for every Post-Secondary student. It is mailed to each student at the beginning of each Academic Year. Additional copies are available from the Office of the Registrar.

**It is the student's responsibility to be aware of all the important dates and deadlines outlined in this Calendar of Events.**

**OFFICE OF THE REGISTRAR  
For Academic Year 1998/99  
April 1998**



# The Communique

Published by the Office of the President  
May 20th, 1998 - Communique #58

## **Important Notice From Physical Resources**

Please be advised, in order to make necessary repairs and inspections to our "high voltage equipment," a power shutdown is required.

The North Campus will be shut down on Sunday, June 14, 1998 and will include all buildings at the North Campus. The rain date will be Sunday, July 12, 1998.

The Lakeshore Campus and RAGLC will be shut down on Sunday, June 7, 1998 and will include buildings A, AX, B, C, D, E, H and L. The rain date will be Sunday July 5, 1998.

Please note, staff and students will not be allowed within the college facilities during this approximate eight (8) hour shutdown, 8 AM to 4 PM.

Thank you for your co-operation in this matter. For further information please don't hesitate to call Doug Deason at extension 4453 or Larry Rinaldo at extension 4454.

## **Summer Aerobics**

Starting Thursday, May 21st we will begin the summer aerobic schedule.

Classes will be on Tuesdays and Thursdays at 12:10. They will be Aerobics Plus - cardio plus whatever you feel like adding ie. toning, stretching, steps, etc.

On Mondays at 12:10 we will have an Aerobic Walking Club - please come dressed as you would for an exercise class and appropriately for the weather (don't forget your sunscreen and a hat!!!). This will be a fast paced walk through the Arboretum or the bike trail with appropriate warm up/cool down and stretches at the end. Meet me in the foyer outside the Athletics Office (room #A116).

Anyone wishing to walk on Tuesdays, Thursdays or Fridays may call me at ext. 4186 to make arrangements.

Have a healthy, active summer!

Leanne Henwood  
Fitness Coordinator



**ACADEMIC COUNCIL**  
**Thursday, May 21st 1998**  
 4.00 p.m. - 8.00 p.m.  
**ROOM B304 - LAKESHORE CAMPUS**

# A G E N D A

			attachments
1.	Minutes of previous meeting held April 16th, 1998	ALL	✓
2.	Business arising:		
	(a) Operational Guidelines for Academic Council - amendments proposed by Executive Committee (discussion, motion - 10 mins)	G.Begg	✓
	(b) Operational Review Report (discussion, motion - 20 mins)	G. Begg	✓
	(c) Used Book Purchases	R. Rork	
	(d) Washrooms	R. Rork	
3.	Announcements:		
	(a) Final Rationalization Report and Process	R. Hook	✓
4.	Open Learning Centre**		
	(a) Open, Independent and Distance Learning - Winter Semester 1998	R. Hook	✓
	(b) Assessing the Impact of Multi Media -Marketing 100 (discussion for (a) & (b) - 60 mins)	A. Dean	
5.	New Program Proposals		
	(a) Community Nursing for the Registered Practical Nurse	A.Bender G.Villamere	✓
	(b) Community Nursing for the Registered Nurse	"	✓
	(c) Post Diploma Program in Clinical Research	C. Taylor	✓
	(d) Hospitality, Recreation & Tourism Studies - Sectoral Diploma (discussion - 60 mins)	J.McLeod	✓
6.	Round Table	ALL	

**\*\*materials provided for information:**

- (a) OLC memorandum and Consultant's Report

**REMINDER:** In June 1996, Academic Council adopted, as priorities for presentations or initiatives, the following three themes:

- Student Learning/ Quality of Education
- Communication
- Strategic Planning

Each agenda item at Academic Council should include or address these priorities.



## **AN OPEN INVITATION TO ALL EDUCATORS**

The Central Region Colleges, in collaboration with the **Vice-Presidents Academic** and **CCHRD** invite you to attend a Special Session.

### **What's Ahead for Community Colleges ?**

with

**Dr. John Roueche**  
**Professor and Director**  
**Sid W. Richardson Regents Chair**  
**College of Education**  
**University of Texas at Austin**

This session will provide a unique opportunity to meet with Dr. Roueche and to dialogue around issues of alternative funding and recruiting sources; program customization; efficient/productive use of technology; the changing role of faculty and overall improved performance, using reliable valid accountability and institutional effectiveness measures.

**Date:** **Thursday June 4, 1998**

**Time:** **9:30 - 12:00 noon**  
(refreshments and networking 9:30 a.m. - 10:00 a.m)

**Location:** **George Brown College**  
**St. James Campus Auditorium (room 128)**  
**200 King St. E. (one block east of Jarvis St.)**

**Cost:** **Your registration costs are covered through a collaborative effort between the central region college Academic Vice Presidents; CCHRD (Central Region Colleges Human Resource Development Committee) and George Brown College.**

For Additional Information, please call: **Leo Spindel, Manager, Staff Resource Centre, George Brown College**  
**(416) 415-4659 Fax: (416) 415-4768**  
e-mail: [lspindel@gbc.gbrownc.on.ca](mailto:lspindel@gbc.gbrownc.on.ca)

To assist in our planning, please **RSVP to : Linda Purser at (416) 415-4661 by Friday May 29<sup>th</sup> and be sure to provide both your name and your college name.**



## ATTENTION!!

### CMU GRADUATES and STUDENTS

All CMU (Central Michigan University) Master of Arts graduates or current students are invited to a wine and cheese reception and opportunity to dialogue with:

Dr. John Roueche  
Thursday June 4<sup>th</sup>.1998  
George Brown College  
200 King St. E.  
4:00 p.m. - 6:00 p.m.

*(why not plan a mini reunion with your cohort and join John at George Brown either before or after. For more information, please call Pat Hedley at ext. 4774)*

## New Web Page Tools

Interested in adding some zip to your current web pages? Macromedia, a leading developer of multimedia development tools (e.g. Director, Authorware), has developed three new tools to help web developers. On Jun 17 from 9am - 12am, Macromedia will showcase three of their web development tools: Dreamweaver, an html development tool that incorporates layers and Dynamic HTML (DHTML); Flash, a vector-based Web animation and graphics tool; Fireworks, a graphic compression tool for the web. The New Instructional Support Studio will have a copy of these programs for your experimentation. To ensure we have sufficient seating please call Pro Dev (ext 5040) to confirm your attendance.

Date: June 17  
Time: 9 - 12 am  
Place: D234



***"COME GROW WITH HUMBER!"***

***Support Staff Training, May/June '98***

Response to the May/June training schedule has been very positive. This is just a reminder that there are still spaces available on some upcoming training sessions. If you have not yet signed up, please DO IT NOW! A Registration Form is attached, or we'd be happy to take your registration over the phone. Please call Jennifer Shand in the Human Resources Dept. on ext. 5088.

Spaces available on:

Monday, May 25, 12 noon – 1 p.m., Lunch 'n Learn on ***"The Corporate Training Plan"*** in the Halifax Room, BISC. (Beverage & dessert provided.)

Fridays, May 29, June 5, 12, 19, 9 am – 12 noon, ***"Management for 1<sup>st</sup> Line Supervisors"*** in the Community Room, North Campus. Certificate of Recognition awarded on completion of all 4 sessions and assignments.

Monday, June 1, 8:30 – 11:30 a.m. ***"Dealing with Difficult People"*** at Lakeshore, Room B117.

Tuesdays, June 2, 9, 16, 23, 9 am – 12 noon, ***"Effective Teams & Workgroups"*** in the Community Room, North Campus (for intact workgroups/teams) Certificate of Recognition awarded on completion of all 4 sessions and assignments.

Friday, June 5, 12:30 – 1:45 p.m. Lunch 'n Learn, ***"Luncheon with Dr. John Roueche: Dancing As Fast As We Can!"***, luncheon provided in the Humber Room. (Restricted to full-time support staff members.)

Thursday, June 18, 8:30 – 11:30 a.m. ***"Dealing with Difficult People"*** in the Community Room, North Campus.

Monday, June 22, 1 – 4 p.m., ***"Knockout Presentation Skills"***, in the Community Room, North Campus.

If you missed the mail-out, or the April 24 Communique describing the May/June training schedule, you can obtain the course descriptions and learning objectives from the Human Resources Dept. **(Registration Form over...)**



COME GROW WITH HUMBER



## REGISTRATION FORM

Please complete and send to Jennifer Shand, HR Dept., (ext 5088) or fax (675-4708) no later than Friday, May 22, 1998. Sessions are limited so register EARLY!

NAME: \_\_\_\_\_ TEL. EXT. \_\_\_\_\_  
DEPARTMENT/CAMPUS: \_\_\_\_\_  
MANAGER'S SUPPORT FOR ATTENDANCE: \_\_\_\_\_

### Check (✓) your selections:

#### COMMUNICATIONS:

##### The Lean Style of Business Writing

- ☐ Wed., May 27, 1-4 pm  
☐ Mon., June 15, 1-4 pm

##### Knockout Presentation Skills

- ☐ Mon., June 22, 1-4 pm

#### LUNCH 'n LEARN:

##### Corporate Training Plan

- ☐ Mon., May 25, 12 - 1 pm

##### Lunch with Dr. J. Roueche

- ☐ Fri., June 5, 12:30 - 1:45 p.m.

#### CUSTOMER SERVICE:

##### Dealing With Difficult People

- ☐ Mon., June 1, 8:30-11:30 am (Lakeshore)  
☐ Mon., June 1, 1-4 pm

- ☐ Thurs., June 18, 8:30 - 11:30 am

- ☐ Thurs., June 18, 1-4 pm

#### COMPUTERS:

##### Windows '95 for Improved Productivity

- ☐ Tues., June 2, 1-4 pm (Lakeshore)  
☐ Thurs., June 4, 1-4 pm

- ☐ Thurs., June 18, 1-4 pm

- ☐ Thurs., June 25, 1-4 pm

##### Pegasus Mail (Intro)

- ☐ Tues., June 16, 9-12 noon

##### Pegasus Mail (Advanced)

- ☐ Thurs., June 18, 9-12 noon

##### Internet (6 hrs.)

- ☐ Tues & Thurs., June 23 & 25, 9-12 noon

##### Web Page Design (12 hrs.)

- ☐ Mon-Thurs., June 8 - 11, 9-12 noon

#### PROJECT LEADERSHIP:

##### Effective Teams & Workgroups (12 hrs. for intact teams; please attach team members' names)

- ☐ Four Tuesdays: June 2, 9, 16, and 23, 9-12 noon

##### Management for 1<sup>st</sup> Line Supervisors (12 hrs.)

- ☐ Four Fridays: May 29, June 5, 12, and 19, 9-12 noon, OR

\* ☐ May 29 ("The Ins and Outs of Managing")

\* ☐ June 5 ("Managing in a Unionized Environment")

\* ☐ June 12 ("Performance Management")

\* ☐ June 19 ("Doing More With Less")

(\*Makeup sessions for those who have missed one previously held—all 4 required for Certificate)

#### OCCUPATIONAL HEALTH & SAFETY - MANDATORY TRAINING (For Administrators) (8 hrs. total)

- ☐ Health & Safety Legislation Wed., June 3, 9-11 am

- ☐ WHMIS Wed., June 10, 9-11 am

- ☐ Environmental Safety Wed., June 17, 9-11 am

- ☐ Physical Safety & Hazard Recognition Wed., June 24, 9-11 am



May 13, 1998

# **EDDIE BAUER OUTLET STORE**

## **A FANTASTIC OFFER FOR ALL HUMBER COLLEGE EMPLOYEES**

The **Eddie Bauer Outlet** at 201 Aviva Park Drive (just north of Steeles and Weston Road - turn left at the lights at the Toronto Star) offers **40 to 70 % off regular prices** everyday and additional discounts on selected items periodically.

All Humber employees are entitled to an **extra 20 % off on already discounted prices** on **May 21, 22, 23 & 24, 1998**. Just bring your ID card or pay stub and the discount will be applied to your total purchase at the cash register. **NOTE:** College Staff Photo ID available in Athletics.

This is a **one time special offer to Humber employees only** so be sure to **take advantage of the savings!**

### **HOURS:**

Thursday, May 21, 1998	10:00 am to 7:00 pm
Friday, May 22, 1998	10:00 am to 7:00 pm
Saturday, May 23, 1998	10:00 am to 6:00 pm
Sunday, May 24, 1998	12:00 pm to 5:00 pm

For more information, contact Jim Bialek in Athletics at ext. 4539.



**Master of Arts in Education  
A Collaborative Degree Program  
between  
OISE/UT and Central Michigan University**

Humber College is now recruiting candidates for a new cohort in the Master of Arts degree offered by Central Michigan University in collaboration with OISE/UT. This degree specializes in adult learning and community college education and is recommended for those who are currently in education or wish to develop an expertise in the college level, adult learning environment. Classes are scheduled to begin in the fall of 1998. This will be Humber's third cohort in the new collaborative program involving these two institutions.

All courses (11) in this program are hosted at Humber College's North Campus and are offered through weekend studies, (Friday night and Saturday).

If you are interested in this program, and would like more information, please return this page to:

**Mirella Cirfi Walton  
Office of Dr. Roy F. Giroux  
Vice President, Emeritus, Humber College  
205 Humber College Blvd, D157  
Etobicoke, Ontario  
M9W 5L7**

**Phone: (416) 675-6622 Ext. 4542   Fax: (416) 675-9659  
Internet: [cirfi@admin.humberc.on.ca](mailto:cirfi@admin.humberc.on.ca)**

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I would like to receive more information regarding the CMU program offered at Humber College's North Campus.

Name:

Mailing Address:

Telephone Number:

College:

Mailing Address:

Telephone Number:

Fax Number:

Internet:

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# The **Communique**

Published by the Office of the President  
May 27th, 1998 - Communique #59

## **HUMBER COLLEGE ANNUAL BARBECUE**

### **AN INVITATION TO ALL COLLEGE STAFF**

Please mark your calendars to attend the Annual College Barbecue, which will be held on

**Wednesday, June 10th 1998  
12 noon - 2.00 p.m.**

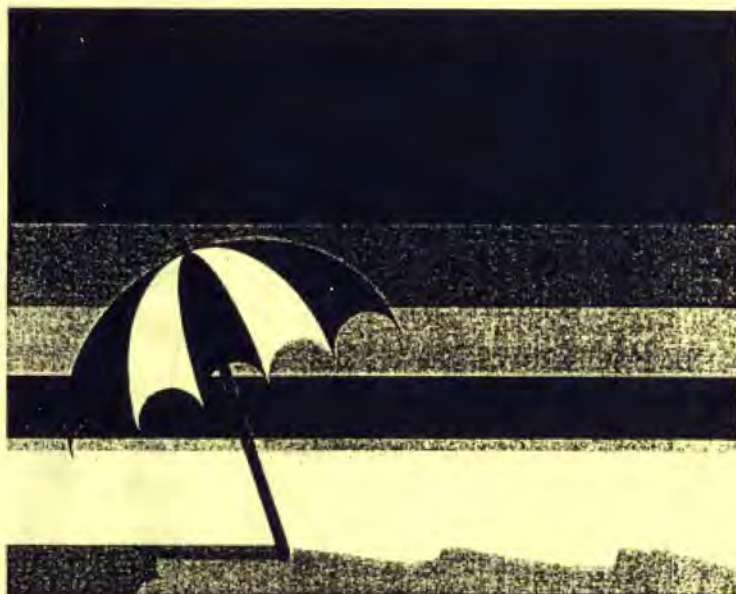
Initially we were planning to host the barbecue on the Lakeshore campus, but since Humber's faculty members are hosting the **13TH CENTRAL REGION BIENNIAL FACULTY CONFERENCE** to be held at Humber North that day, the decision has been made to keep the barbecue on the north campus for this year in order that the faculty can attend both events.

However, it is our intention that planning for next year's barbecue will focus upon the Lakeshore campus.

Therefore, please plan to join us on June 10th for this barbecue, which will be **LOCATED AT THE RESIDENCE, NORTH CAMPUS.**



# BASK IN HEALTH THIS SUMMER!



## LOSE WEIGHT AT WORK!

Imagine all the things (in smaller sizes) the warmer weather could bring if you start NOW.

Find out how much to eat, not how little!

### *Summer Special*

6-Week Series	-	\$75.00 per person
8-Week Series	-	\$99.00 per person
12-Week Series	-	\$140.00 per person
(all taxes included)		

*Continuing here at*  
**HUMBER COLLEGE**

## THE HEALTHY OPTIONS WEIGHT LOSS PLAN™

- ◆ Developed by a Nutritionist/Dietitian for the workplace.
- ◆ 45-minute lunch-time or after-work meetings with PRIVATE weigh-in for 10 or more participants.
- ◆ Excellent nutritional information to help you make the right choices!

### FREE INFORMATION/REGISTRATION MEETING

**Date:** Monday, June 1<sup>st</sup>, 1998  
**Time:** 12:00 p.m. - 1:00 p.m.  
**Place:** Room A137

*For more information or to confirm attendance,  
Please contact Leanne Henwood at Ext. 4186.*

**Healthy  
OPTIONS**

Tel: 905 607 7138 Fax: 905 607 3247  
e-mail: [healthop@idirect.com](mailto:healthop@idirect.com)



# The **Communique**

Published by the Office of the President  
June 4th, 1998 - Communique #60

## NOTICES REGARDING POWER SHUT-DOWNS

### **Important Notice From Physical Resources**

Please be advised, in order to make necessary repairs and inspections to our "high voltage equipment," a power shutdown is required.

The North Campus will be shut down on Sunday, June 14, 1998 and will include all buildings at the North Campus. The rain date will be Sunday, July 12, 1998.

The Lakeshore Campus and RAGLC will be shut down on Sunday, June 7, 1998 and will include buildings A, AX, B, C, D, E, H and L. The rain date will be Sunday July 5, 1998.

Please note, staff and students will not be allowed within the college facilities during this approximate eight (8) hour shutdown, 8 AM to 4 PM.

Thank you for your co-operation in this matter. For further information please don't hesitate to call Doug Deason at extension 4453 or Larry Rinaldo at extension 4454.

### **Important Message from Computing and Network Services**

As mentioned above, the College has scheduled two power shut-downs. In order to avoid damage from power spikes when the power is turned back on, all computers and monitors must be shut down prior to leaving work on **FRIDAY, JUNE 5TH (Lakeshore campus)**, and **FRIDAY, JUNE 12TH (North campus)**.

If you have any questions or concerns, please contact Greg Johnson at extension 4677.



## HUMBER COLLEGE AUTHORS

The Humber Author Display cabinet located adjacent to the library was established for the purpose of displaying works written by Administrators, Faculty, Support Staff, Students or Alumni of the College.

If you have any books or articles you would like to be displayed, please contact Doug Willford in the Library.

### G U I D E L I N E S

1. Materials to be displayed will consist of monographs, periodical articles or non-print materials.
2. The items displayed will be authored or co-authored by an Administrator, Faculty Member, Support Staff [both Faculty and Support Staff can either be full-time or part-time], student or alumnus.
3. The materials will be displayed for one year from the date of receipt and returned to the author or, with permission, donated to the library.



## **Humber wins Gold in Kitchener and Vancouver!!**

Humber students scored impressive results in the recent "Skills Canada" competitions. At the Ontario event, held in Kitchener on May 5th and 6th, Humber entered seven competitions, and won **3 gold** and **2 silver** medals.

Medallists were:

<b>Omar Khorshed</b>	<b>Silver</b>	Industrial Wiring
<b>Jakub Wasilsew</b>	<b>Gold</b>	Mechanical Cadd
<b>Cole Gardner</b>	<b>Gold</b>	Electronics
<b>Mimo Chiaromonte</b>	<b>Silver</b>	Culinary Apprentice
<b>Dawn Krpan</b>	<b>Gold</b>	Culinary Arts

All the medallists were invited to take part in the National Event in Vancouver one week later, at which **Omar Khorshed and Jakub Wasilsew won Gold.**

Only three other Ontario Colleges won medals at the Nationals (Mohawk - Gold, George Brown - Silver, and Conestoga - Bronze).

Congratulations to the students and also to the faculty who coached and accompanied them at the Competitions. The faculty are **Steve Anderson, Tony Bevan, Ed Espin, Joe Tomona, Dale Vancleaf, and David Jones.**

Congratulations are also due to the people who put on a fine interactive display at the Kitchener Arena. Humber was the only College with active demonstrations, and special thanks are due to **Calvert McDonald** for the very popular "Vegetable Carving" demonstration.

### **Reminder**

## **HUMBER COLLEGE ANNUAL BARBECUE**

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### **AN INVITATION TO ALL COLLEGE STAFF**

Please mark your calendars to attend the Annual College Barbecue, which will be held on

**Wednesday, June 10th 1998**

**12 noon - 2.00 p.m.**

**Location: Residence, North campus**



# The **Communique**

Published by the Office of the President  
June 10th, 1998 - Communique #61

## *Announcement!*

We are pleased to announce that the selection committee chaired by Pat Ferbyack has recommended Pat Meek as the successful candidate for the position of Chair, School of Business, Lakeshore Campus.

Pat brings many years of experience teaching in and coordinating programs at the Lakeshore Campus and Queensway C to this new position. In addition, her graduate studies in Comparative and International Curriculum will bring a special flavour to the role. We wish Pat every success in this new and challenging assignment.

## **FULL TIME STAFF PARKING PERMITS**

**Reserved Space** permit holders who utilize the payroll deduction option, need take no action as their permit remains valid for next year.

**General Lot** permit holders may pick up their new permits from the Campus Service Centre, North Campus (H105) and the Bookstore at Lakeshore.

Should you have any questions regarding your permit, you may contact Garry Shaw at ext. 8516.

## **VOLUNTEERS NEEDED!!**

### **HUMBER COLLEGE SUMMER CAMP**

**needs volunteers during the month of July**

**13 - 15 year olds**

**to assist Camp Counsellors**

**All volunteers will receive a  
certificate of recognition/accomplishment.**

***For more information call Nancy Roscoe at x4484***



## NOTICES REGARDING POWER SHUT-DOWNS

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If you have any questions or concerns, please contact Greg Johnson at extension 4677.


## New Web Page Tools

Interested in adding some zip to your current web pages? Macromedia, a leading developer of multimedia development tools (e.g. Director, Authorware), has developed three new tools to help web developers. On Jun 17 from 9am - 12am, Macromedia will showcase three of their web development tools: Dreamweaver, an html development tool that incorporates layers and Dynamic HTML (DHTML); Flash, a vector-based Web animation and graphics tool; Fireworks, a graphic compression tool for the web. The New Instructional Support Studio will have a copy of these programs for your experimentation. To ensure we have sufficient seating please call Pro Dev (ext 5040) to confirm your attendance.

Date: June 17  
Time: 9 - 12 am  
Place: D234



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# You are Invited

If you are interested in attending

Please RSVP Mary Vesia, Ext.4863 by Thursday, June 11th,1998

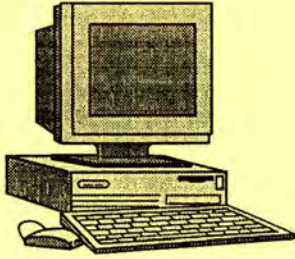
## University Partnerships Steering Committee Luncheon for Michael Skolnick

Robert A Gordon is hosting a luncheon for Professor Michael Skolnick of the Higher Education Group, OISE/UT to meet with University Partnerships Steering Committee members and interested Humber College Faculty and Administrators. A Year End Report of the work of the University Partnerships Steering Committee will be presented at the Luncheon.

Date: Monday, June 15th 1998  
Time: 11:30 a.m. - 12:45 p.m.







**IMPORTANT NOTICE  
FROM  
COMPUTING & NETWORK SERVICES**

Staff from Computing and Network Services will be conducting an audit of all College computer software and hardware including printers. The purpose of the audit is to:

- Establish Year 2000 compliance
- Gather data for IT planning
- Ensure staff computers meet the client specifications for OCAS central human resource and financial systems

It is expected that staff will need to spend about 20 minutes per computer testing for compliance, detailing the hardware and listing the software (legitimacy and software licensing are not relevant to this audit). No changes will be made to the configuration of any hardware or software on any computer.

Because a large part of the audit will be undertaken by our student "work study" staff, please notify Reva Harknett at extension 4499 if there is a computer which holds sensitive data and requires auditing by a senior staff member. In addition, for any computer which is password protected arrangements will have to be made in order to facilitate the audit.

The Computing & Network Services Department appreciates the co-operation of all Humber staff in completing this crucial task in a timely manner.

Thank you.

A handwritten signature in black ink, appearing to read "Greg Johnson".

Greg Johnson  
Manager,  
Operations and  
Client Services



## Highlights of the Meeting of the Board of Governors

### April 20, 1998

- ▶ **Chair's Remarks** – (i) John Gribben and Ratna Ray represented the Board of Governors at the following College events: on April 7<sup>th</sup>, the 15<sup>th</sup> Annual Students' Appreciation Awards Banquet was held in recognition of outstanding contributors to student life at Humber; and on April 17<sup>th</sup>, the Central Michigan University graduation dinner in celebration of the graduates of the 10<sup>th</sup> cohort of the Masters of Arts in Adult Education degree, which Humber hosts on behalf of Central Michigan University. (ii) As a member of the Human Resources Management Steering Committee, John Gribben has been active in the current faculty negotiations. (iii) Janice Godfrey represented Humber's Board of Governors at a recent dinner/meeting of College Board Chairs and the Council of Regents. Several themes emanated from the discussions: better liaison between the Council of Regents, ACAATO and the colleges; improved communications between the Council of Regents and the colleges; and the Council of Regents indicated it wants to be seen as value-added. (iv) John Gribben and several other Humber staff members participated in a debriefing and planning session for the Premier's Awards, hosted by the Council of Regents. (v) ACAATO's General Assembly, composed of Board Chairs and Presidents, met on April 17<sup>th</sup>. The meeting included discussion and review of the draft report on Key Performance Indicators, a major government initiative. (vi) RoxAnne Nicholas-Stringer, recently elected student representative to the Board of Governors, was introduced and welcomed to Humber's Board.
- ▶ **Council of Regents' Liaison Team** -- John Farrell, Chair, Council of Regents, Maureen Quigley, Member, Council of Regents and Jo Lee, staff member of the Council of Regents met with Humber's Board of Governors. Mr. Farrell indicated that the colleges have a bright future with their focus being on applied learning and, as such, are vital to fuel Ontario's economic engine. This is even more important in the future as skills and knowledge will be key elements of success for Ontario, Canada, and throughout the world. The colleges have unlimited opportunity, not only from the programs they deliver, but from a future that offers exceptional opportunities to be a key player in the very large and emerging training and retraining fields, as well as the niche opportunities the colleges are pursuing. In order to capitalize on these opportunities, the colleges must become more market-driven and they must establish strategic partnerships that assist them in achieving their strategic objectives. Humber College is leading the way in this respect, not only with the significant number of unique programs it offers, but in the partnerships it has with the private sector. Mr. Farrell cited the numerous challenges and opportunities the colleges have encountered during 1997-98, highlighting the following: (i) *Premier's Awards* -- The Premier's Awards, held February 22, 1998, were a great success. On April 7<sup>th</sup>, a debriefing and planning meeting for next year's awards was held. Humber College will host this event, which will provide an enormous opportunity for the colleges to showcase its very successful graduates and the colleges. The Council is confident that this event will be even better than this year. (ii) *Academic Collective Bargaining* -- Academic collective bargaining began two years ago, and the two parties are now working with the assistance of a mediator. The faculty union presented a new proposal to the bargaining team during the week of March 23<sup>rd</sup>. Management's bargaining team is very dedicated and committed to reaching a successful conclusion to these negotiations. (iii) *Administrative Group Salary Program* -- The Council of Regents, in consultation with board chairs, presidents, and administrative staff, is in the process of developing a new salary administration program for administrative staff. The current direction is focussed on a pay for performance approach with the opportunity to also reward exceptional performers. Given this approach and the development of a Performance Management Model, the Council will then proceed to obtain the Minister of Education and Training's approval to begin implementation. It is Council's intention to present this proposal to the Minister within the next sixty days. (iv) *Governance* -- The new protocol for the appointment and reappointment of governors was approved by Council in December 1997. The focus of the protocol is on the strategic direction of the college. A model protocol was recently sent out to all colleges. As part of this model, a protocol summary sheet was developed, which in effect summarizes the needs of the college. In addition, the revised protocol suspended the "N+2" requirement for a trial period of one year. The new protocol and the "N+2" suspension will be evaluated at the Council's September 1998 meeting. (v) *Conflict of Interest Guidelines* -- In December 1997, the Council approved the new conflict of interest guidelines, which are to serve as guidelines to the colleges. The Board engaged in a dialogue with the members of CoR's Liaison Team on the following themes: previous visits from CoR Liaison Teams; the relationship



between college boards and the Council of Regents; improving communications; board responsibilities; the process to appoint members to the Council of Regents; and the relationship between ACAATO and the Council of Regents. (vi) *New Appointment to the Council of Regents* – Winsome Smith, former Humber Board Chair, has been appointed to the Council of Regents.

- ▶ ***New Program Proposal – Regulatory Affairs*** – The Board of Governors approved the proposal for Humber to offer the post-diploma certificate program in Regulatory Affairs in the health industry field. Under the auspices of Humber's Health Industries Institute (HII), the proposed post-diploma program will provide specialized training in Regulatory Affairs. This is a unique program in the Province of Ontario and is endorsed by the industry through the Canadian Drug Manufacturers Association, Non-Prescription Drug Manufacturers Association of Canada, Canadian Institute of Biotechnology, Medical Devices Canada, and Pharmaceutical Manufacturers Association of Canada.
- ▶ ***1998-99 Financial Plan and Budgets*** – Rod Rork and John Sutton provided a report on the financial plan and budgets for 1998-99, highlighting the following: operating grant; enrolments; central provisions; operating revenue; operating expenditures; ancillary revenues; and budget summary. Rod Rork also reported the following: (i) *OSAP Loan Defaults* – the government will be moving to holding institutions responsible; however, this is not expected to be a concern this year. (ii) *Key Performance Indicators* – no funding has been included in the budget since current staff will be expected to manage this program. (iii) *Pay Equity* – the government has challenged the entire college system; however, Humber is confident it has followed the rules and process set out in 1990. (iv) *Year 2000 Compliance* – the College will undertake an audit regarding year 2000 compliance.
- ▶ ***Canadian Plastics Training Centre*** – The Board of Governors approved the Financial Plan, dated April 7, 1998, for the Canadian Plastics Training Centre for the Fiscal Year 1998-99, with a projected operating surplus of \$3,171.
- ▶ ***Board Policies*** – The Board of Governors repealed the following policies for Human Rights (04-24 and 04-25), Payroll Procedures - Deductions (04-23, Job Postings (04-02), Insurance - General (03-10), and approved policy numbers 100, 201, 301, 304, 305, 410, and 600, as recommended by the Board ad hoc subcommittee.
- ▶ ***1998 Graduate Report*** – Judy Harvey presented the graduate report for post-secondary programs for 1996-97. The Graduate Report Post-Secondary Programs 1996-97 is compiled in accordance with procedures established by the Directors, Placement of all Colleges in co-operation with the Ministry of Education & Training and approved by the Committee of Presidents. These procedures require all colleges to use common questions and a common data collection process.
- ▶ ***Property Update*** – (i) *Queen's Plate Residential Lands* -- The OMB hearing results have been appealed. As such, an application has been made to the Ontario District Court, which will be heard on May 21<sup>st</sup>. (ii) *Lakeshore* – A meeting has been scheduled for April 30<sup>th</sup> with municipal councillors to discuss traffic concerns.
- ▶ ***1998 Board Retreat*** – This year's Board Retreat will be held Saturday, June 6<sup>th</sup> at Humber College. John Roueche will be invited to meet with the Board.



## Highlights of the Meeting of the Board of Governors May 25, 1998

- ▶ **Chair's Remarks** – John Gribben welcomed and introduced Blair Carter, who was recently elected to replace Lois Willson as administrative representative on the Board of Governors, effective September 1, 1998.
- ▶ **1998 Board Retreat** – The Board will meet on Saturday, June 6, 1998 from 8:30 a.m. to 2:00 p.m. for its annual retreat. The program will include: (i) John Roueche, who will discuss changes affecting our colleges, both now and in the future; and (ii) Humber's strategic directions.
- ▶ **June Meeting of the Board of Governors** – Dr. Gordon has a speaking engagement in England on June 22nd; however, given the importance of the meeting, it was decided that the Board of Governors will still meet on June 22nd.
- ▶ **1998-99 Board Meeting Schedule** – The Board approved the 1998-99 Board meeting schedule as presented.
- ▶ **New Program Proposals** – (1) **Community Nursing for the Registered Nurse** – The Board of Governors approved the proposal to offer a part-time, post-diploma program in Community Nursing for the Registered Nurse. The College has offered a range of Community Nursing programs through part-time learning. More recently the growth in community nursing (as compared to hospital employment) has led to a growing demand for a part-time post-diploma program in this specialization. This program will prepare RN's for the growing field of community nursing. The program consists of five courses to be offered over three semesters and is 278 student contact hours. The program will be offered on a cost-recovery basis. (2) **Community Nursing for the Registered Practical Nurse** – The Board of Governors approved the proposal to offer a part-time, post-diploma program in Community Nursing for the Registered Practical Nurse. The program consists of seven courses to be offered over three semesters and is 360 student contact hours. The program will be offered on a cost-recovery basis. (3) **Clinical Research** – The Board of Governors approved the proposal to offer a full-time, post-diploma certificate program, which would provide specialized training in Clinical Research in the Health Industry field (pharmaceutical, medical device, biotechnology). As Clinical Research Associates, individuals work with the administration and progress of a clinical trial of a drug, medical device or biologic and understand the laws, regulations and procedures involved in the manufacture (beginning at the product concept stage, to research and development and through the final manufacture) and marketing of health care products. The program, 48 weeks in duration and to be delivered over 1216 hours, is a companion to the post-diploma Regulatory Affairs Associate Program approved by the Board of Governors on April 20, 1998. (4) **HRT Sectoral Diploma** – The presentation of the HRT Sectoral Diploma was deferred to the next Board meeting.
- ▶ **Rationalization Initiative - Winter 1998 - Final Report** – Richard Hook indicated that Humber maintains a variety of processes through which the college continues to improve and through which it ensures quality. Program quality is monitored through a systematic Program Review Process that assesses about ten programs annually. Advisory Committees advise each program through meetings typically held every six months. The college uses a variety of measurement tools to track program effectiveness, including: application rates, retention rates, English and Math competency measures and graduate satisfaction feedback. Where programs do not meet expectations, they are subject to more



intensive scrutiny. In November 1997, eighteen programs were identified for review as a result of concerns about placement, student preparedness, and “fit”. The last criterion included concerns as diverse as alumni complaints, growing competition, and changing employment markets. Each school has submitted a report and plans which give every evidence of addressing the program concerns which arose last November. In fact, the data shows that the majority of these programs are strong. All will be offered in the fall of 1998 subject, as always, to sufficient enrolment. The college will continue to track the effectiveness and the results of the planned changes. Several programs (Advertising and Graphic Design, International Marketing, Safety Engineering Technology) continue to plan significant changes and will be reviewed in the spring of 1999 based on measures which will stress the following: student satisfaction; graduate success (related placement and further education); employer satisfaction; operating within budget; and sufficient qualified enrolment. Additionally, the graduates of Legal Office Administration and the Legal Assistant Program continue to enter similar jobs. The School plans to integrate the two programs, possibly with relevant profiles, by September 1999, and an action plan, developed through a consultative process, will be submitted to the Vice President, Academic by November 1, 1998.

- ▶ ***Open, Independent & Distance Learning - Winter Semester 1998*** – Richard Hook and Louise Uba presented the report on open, independent and distance learning, highlighting the following: Open Learning Centre (OLC) activity levels; on-line distance learning activity levels; OLC and on-line distance learning student success; independent focus group study of OLC student satisfaction; and student perception research on an interactive, independent learning course – Marketing 100.
- ▶ ***Collective Bargaining Update*** – Dr. Gordon provided a brief update on academic negotiations, including details of management’s latest offer and the results of the recent strike vote.
- ▶ ***1998 Honorary Diplomas*** – The Board approved that the following individuals be honoured this year with the *Board of Governors’ Honorary Diploma*: Doris Haas, Tom Riley, Joseph Schmidt, and Dr. Cecily Watson.
- ▶ ***Property Update*** – (i) *Queen’s Plate Residential Lands* -- The appeal of the original OMB hearing was heard on May 21<sup>st</sup> and the ruling was very much in favour of the college. There is a minor variance issue, which will go back to the OMB on July 5<sup>th</sup>. (ii) *Lakeshore Campus* – The Kipling extension is proceeding, and it is expected that the majority of work will be completed by the end of August. (iii) *Land Transfers* – All twenty-nine agreements related to the Lakeshore have been approved. The land transfer related to the Queen’s Plate lands is set for the end of the appeal deadline.





## *It's Your Turn.....*

Please take this opportunity to give us your input regarding Horizons, by completing the following and forwarding to the Horizons office C115L, North Campus.

### Feedback for Horizons Team

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### Questions

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### From (optional):

Name: \_\_\_\_\_ Ext: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date: \_\_\_\_\_



**ATTENTION**  
**STAFF WHO PARK IN LOT 9, NORTH CAMPUS**

On June 18 and 19, 1998, we will be opening up Lot 9 to allow graduating students and their guests to park in this location.

Staff who may leave the campus could find that their space is occupied when they return. In this event, please feel free to park in either Lot 8 or 13.

We appreciate your consideration.

*Ancillary Services & Public Safety*



# The Communique

Published by the Office of the President  
June 15th, 1998 - Communique #62

## Staff Computer Training Facility Summer Schedule

Catherine McLeod, from the University of Waterloo will be staffing the SCTF, room E345, from 8:30 to 4:30 daily.

Although no workshops are scheduled for July and August, Catherine will be available for individual or group training. Call her on extension 4744 to book a half-hour appointment or drop in and see if she is free.

Individuals wishing to use the lab equipment can check with Catherine for when it will be open. At other times, a key can be signed out from the SAACnet monitor on proof of employee status.

For more information on our activities or to suggest activities and workshops for the Fall semester, contact:

Catherine McLeod, Lab Monitor, extension 4744, e-mail: [sctf@admin.humberc.on.ca](mailto:sctf@admin.humberc.on.ca)

or

Pamela Mitchell, Pro. Dev., extension 4775, e-mail: [mitchell@admin.humberc.on.ca](mailto:mitchell@admin.humberc.on.ca)

**I**nstructional  
**S**upport  
**S**tudio

### Coming soon

During the summer of 1998 we will move our equipment, staff, and workshops to the new Instructional Support Studio. Details will be announced in August, 1998.





# Humber College Staff Golf Tournament

**Tuesday, August 18, 1998**

**Castlemore Country Club**

(Airport Road, 6 km N. of Hwy. 7, and N. of Castlemore Drive)

***Open to all current and former Humber employees***

**Format:** 4-person team scramble (Back by popular demand! - Foursomes will be assembled using players with a combination of skill levels)

**Cost:** \$65.00 (includes Green Fees & Dinner)  
Power carts - \$14.00 extra per person, to be paid with registration  
**Payment due no later than August 4/98**

**Time:** Tee off times from 10:00 to 12:00 noon  
(Dinner at 5:30 p.m.)

- ★ Trophies & Prizes
- ★ Cash Bar
- ★ Dress Code in Effect



***A great day of fun before the new semester begins. Plan on joining in!!***

-----  
**1998 HUMBER COLLEGE GOLF TOURNAMENT**

*Register by: August 4, 1998*



**Name:** \_\_\_\_\_ **Office #:** \_\_\_\_\_ **Phone Ext.:** \_\_\_\_\_

**Home Phone** (for tee time notification): \_\_\_\_\_

**Please Check:** Level ☐ Beginner ☐ Intermediate ☐ Advanced ☐ Golf Cart Required ☐

Cheques made payable to:

**Humber Golf Tournament**

**Cheque Amount:** \$ \_\_\_\_\_

Send form/cheque to:

**Ken Harrison  
School of Health Sciences  
Room M304**



# *Humber room*

last day  
June/18/1998

# *TALL-HATS*

last/ day  
June/19/1998

thanks to all our customers

see you back  
in September

have a nice summer  
from

Paul, Jurgen, David, Clive, Maureen, Don  
and Work Study Crew.



# HUMBER COLLEGE

## Physical Resources UPDATE

*The following is a list of major Capital projects that have been approved for completion over the next 10 week period. This is not a definitive list of all work being performed this summer. Smaller Capital Requisitions (200) and maintenance work is not included here as planning is still in process.*

*Earlier versions of this list has been presented to the President's Executive Committee, the President's Planning Committee and Academic Council. It incorporates only the 'renovation' portions of approved Academic Capital expenditures.*

#	Reference	Description	Location
1	CW98117	University Centre Expansion	Lakeshore, B205
2	CW98018	Rexdale Job Finding Club/ ERC Renovations	1620 Albion Rd.
3	CW98118	Engineering Material Lab	North, N101D
4	CW98124	Library Doors/ Soundproofing	North, NX1 & 2
5	CW98029	Library Carpet Replacement	North, NX3
6	CW98126	Refurbish Staff Lounge	North, K217
7	CW98127	Residence Office/ Front Desk Renovations	North, Bldg. R
8	CW98128	Parking Lot Paving	North, Lots 2, 4 & 14
9	-	Exterior Signage, Phase 2	North & Lakeshore
10	CW98129	Residence Shower Enclosure Retrofits	North, Bldg. S
11	Klsd. Sale	Roof Replacement	North, Building C
12	Klsd. Sale	Central Plant Cladding & Painting	North, Building I
13	C.O.I.W.	Roof Replacement	North, Building D
14	C.O.I.W.	Roof Replacement	Lakeshore, Building L
15	CW98130	Building Venting & Window Repainting	RAGLC Cottages
16	C.O.I.W.	Completion of Water Main Loop Replacement	North, 5 Locations
17	CW98131	Computer Network & Telephone Wiring	North & Lakeshore

**'Summer' Renovation Highlights 98/99**



18	CW98132	Learning Environment Upgrades	Horizons Project
19	CW98133	Instructional Development Centre	North, EX201 & D218
20	CW98037	Registration/Admissions Recruitment Centre/Executive Suite	North, Building D 1 <sup>st</sup> Floor
21	CW98101	Replace ACM Tiles/Replace Light Fixtures	North, Building D, 1 <sup>st</sup> Floor Halls
22	Plant Op.	Lighting Energy Retrofit	North & Lakeshore
23	FRP	Facilities Audit (Arch., Structural, Mech., Elect.)	North & Lakeshore
24	FRP	Building Systems Automation	North , Bldg. A
25	CW98134	Laboratory Health & Safety Upgrades, North	Lab A/C (L232-234, L238) Emerg Showers (J134, J138, L130) GFI Electrical Outlets (various)
26	CW98135	Classroom Conversions/ Renovations	North, Building H, Levels 3 & 4
27	CW98136	Non-Instructional Academic Space Renovations North Campus	School of Business (IE205) Media Studies (K107, M100, MB) HRT Alliance (M100, MB)
28	CW98137	Flexible Manufacturing Cell (SOMAD)	North, N110
29	CW98138	Computer Upgrades in Instructional Labs, North Campus	Confirmed: E302, E325, E343, F135 H205, H217, H218, J206, J217 Proposed: D225, H211, J202
30	CW98139	Upgrade Computer Lab	Lakeshore, A236
31	CW98140	Electronic Infrastructure Upgrades	Computer server consolidation, CPU upgrade, web site security
32	CW98141	Computing & Network Services Technical Office	North, H204
33	CW98119	Health & Safety Upgrades - Industrial Design	North, L125 Suite
34	CW98121	Office Upgrades	Lakeshore, A114 & A121
35	Joint Venture	Kipling Avenue Reconstruction	RAGLC

## ***'Summer' Renovation Highlights 98/99***

Revised June 10/98

Page 2 of 2

### ***COULD WE PLEASE HAVE YOUR HELP?***

When planning upgrades and renovations to college facilities, we **depend** on the EIS 3.0 room schedule to determine what dates and times certain spaces may be vacant. It has been our experience in the past, that areas that are noted as being free for us to proceed with painting, carpeting, cleaning etc. are, in fact, occupied. Could you please ensure that all staff and faculty operating classes and special functions during the summer period, are made aware of the difficulties caused by changing room locations for whatever reason. All classes and functions should be entered into EIS. Without the ability to schedule work we cannot complete renovations for the fall term.

Many thanks for your co-operation.



## **FOR ALL BUILDING REPAIR REQUESTS (OTHER THAN STUDENT RESIDENCE):**

***Please help us to help you. If it's broken, we want to fix it!***

*Room too cold, too hot?*

*Torn carpet?*

*Missing/torn drapes?*

*Damaged projection screen?*

*Lights burned out?*

*Broken window?*

*Malfunctioning lock?*

*Garbage not emptied?*

## **Call (675-6622) Ext. 4444 [24 hrs.]**

*When not handled personally, by either Leslie or Glenn, your call will be forwarded to VOICE MAIL & will be dealt with on a priority basis. The desk is normally staffed from 8:30 to 4:30 weekdays. Please leave your name & phone number, plus the time of your call. Give the location (campus & room number) & state the nature of your problem or repair required.*

*Please note: for overhead projectors/ replacement bulbs, please call the Media Centres -                      Lakeshore: Ext. 3248                      North: Ext. 4397*

## **FOR LIFE & PROPERTY THREATENING EMERGENCIES:**

**North Campus:**

**Call Ext. 4000 (24 hrs.)**

**or leave your phone off the hook**

**Lakeshore Campus:**

**Call Ext. 3000 (24 hrs.)**

**Student Residence:**

**Call Ext. 7000 (24 hrs.)**

You can also call Public Safety FREE on pay phones by dialling 675-8500 (or use your cell phone). Don't forget the "one-touch" emergency call boxes both inside & outside the college buildings in various strategic locations.



# FOR ALL BUILDING ALTERATION REQUESTS

## 'Physical Resources Capital Work Request'

Please see representation of form below [Revision Date May 1994]. These forms can be obtained by calling Ext. 4444. These forms are not for repairs but for all NEW installations, renovations or moving requests, that you must absorb the costs for. Building/plant/housekeeping & site requests/repairs are handled by telephone on Ext. 4444. Repairs to equipment & machinery purchased by Schools or Divisions are the responsibility of that respective school. Please return completed forms to Physical Resources, North Campus & we will prepare an estimate and any documentation as required & return the form to you for an approval signature and account number.

		Reference No. for office use	
		Date Received for office use	
Division/Dept.		Requisitioner your name here	
Phone	Campus	Room #	Date Required

where we can reach you

location of work, not  
where you are located

please use a realistic  
date if you can, not ASAP

### Brief description of work requested.

Include additional details on an attached sheet. For moving requests a detailed list of items would be appreciated, in order to calculate manpower & equipment required. For equipment installations, electrical/plumbing work- please include as much detail as you have & any published specifications.

Date & signature of requisitioner  
goes here

Date & signature giving  
approval for estimate. An  
estimate will not be prepared  
without this signature.

Date & signature of Director,  
Physical Resources, Buildings  
& Plant, approving work to  
proceed

Authorization for Estimate

Proceed with Work

we need both signatures in order to process your request even if it is the same individual

Please do NOT write in this area. Attach a separate sheet for any additional details.			

For office use only. Estimates are recorded when received from various contractors/suppliers to obtain total amount of estimate.

Your manager's signature + date

Administrative Approval to Proceed

Provide an account number here once form is returned to you with an estimate, if you require one in order to proceed	Total Amount Amount you will be charged via Financial Services, appearing on monthly statements
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# The Communique

Published by the Office of the President  
July 2nd, 1998 - Communique #65

Update from the Customer Relations Department

## ..... "Improving Customer Service" .....

For the past three years, we have conducted a College-wide Customer Service Survey with the goal of determining how we can improve "**customer service**" at Humber College. Results of the survey have indicated that we can make the greatest improvements in Customer Service by focussing on in-person and telephone enquiries as they relate to admissions and registration.

In response to the Customer Service Survey and the goals identified by Horizons, Administrative Services with assistance from the Core Planning Team and the Customer Service Steering Committee (*see attached*), would like to introduce...

## ..... Humber College's Call Centre .....



The Call Centre is designed to meet or exceed the expectations of students, clients and staff by:

- answering phone calls on the first or second ring
- reducing the potential for misdirected calls
- providing responses to admissions and registration enquiries
- optimizing our competitive edge by providing courteous, timely service for potential Continuing Education students and Business & Industry Services' clients
- providing infrastructure support for Distance Learning Initiatives
- providing support to the Academic and Administrative offices
- routing calls so that frequently-asked repetitive information can be provided by way of recorded messages, whenever practical, and therefore allowing staff to address questions that require interactive communication
- improved voice and data communication between the North and Lakeshore Campuses to ensure fewer busy signals



In addition, Admissions and Registration Services, in cooperation with Campus Services and Financial Aid, are redesigning the delivery of services to support the concept of....

## ..... One Stop Shopping .....

The enhancements in this area will allow us to schedule students to see a representative at an approximate time rather than asking students to stand in line-ups for hours. Delivery of services will be streamlined so that students will be able to perform the tasks listed below with one Call Centre Representative:

- Pay Fees and Request Refunds
- Change of Address
- Request Official Transcripts
- Request Letters of Certification of Enrolment
- Print Timetables
- Register for Continuing Education courses
- General OSAP Information
- Parking
- Lockers
- Review Statements of Accounts, etc.
- Photo I.D.

### Implementation:

The goal to improve customer service for students has many aspects. The initiatives identified above are part of Phase 1 of an overall plan. Phase 2 of the project will focus on: (i) enabling the student to self-serve using computer-based application processes; and, (ii) reviewing the functionality of the CHRIS system, our automated voice response unit dedicated to registration functions.

Phase 1, to be completed by August, will involve the creation of the Call Centre and co-ordination of the functions currently performed by Telecommunications, Enquiry and C.E. Fees. Providing the enhancements are successful, the concepts will be implemented at Lakeshore Campus in 1999.

*Copies of a more comprehensive document explaining the changes are available at the Front Desk, Main Entrance. Should you have any questions or concerns, please contact John Mason at ext: 5041.*



**I PURPOSE**

The purpose of this procedure is to outline the protocol to lease computer workstation equipment.

**II SCOPE**

This procedure applies to leased desktop and laptop computer equipment College wide.

**III RESPONSIBILITY**

The Director, Computing Network Services is responsible for monitoring and tracking the College's Lease Pool in conjunction with the Director, Purchasing Services.

**IV PROCEDURE**

- a. College departments prepare a requisition to purchase as usual and forward the approved requisition with the appropriate account number(s) to Purchasing Services. All requests must adhere to the College's hardware standards as approved by the I.T.S.C. (Information Technology Steering Committee).
- b. Purchasing Services will determine if the equipment is to be added to the Lease Pool and identify the requisition by writing the words "Lease Agreement" at the top of the purchase requisition and forward the original requisition to Computing & Network Services in order for the request to be added to the College's Lease Pool.
- c. By using a master College blanket purchase order, Computing & Network Services will add, replace or delete the various departmental computer workstation equipment requests to the College's Lease Pool. Inventory in the Lease Pool will be tracked and co-managed by Computing & Network Services and the College's Vendor Of Record.
- d. Financial Services will provide a Lease Pool flow through account number to enable Computing & Network Services to appropriate and transfer funds from the various submitted requisition to purchase forms to the Lease Pool account.
- e. All College lease costs will be paid through the College's Lease Pool account which is managed and monitored by Financial Services. Surplus funds in the Lease Pool account will be used to fund future years lease commitments.
- f. General replacement of leased equipment will occur on a three (3) year, thirty-six (36) month cycle. Some specialized College areas may recycle on a more frequent basis but not less than eighteen (18) months.
- g. College departments must ensure leased computer workstation equipment is not altered where it may materially decrease the value or impair the utility of the equipment. Exclusions are normal wear and tear.



# The **Communique**

Published by the Office of the President  
July 21st, 1998 - Communique #66

## **STAFF APPOINTMENT: TEETER LEINVEER, HUMAN RESOURCES CONSULTANT**

We are pleased to announce the appointment of Teeter Leinveer to the position of Human Resources Consultant in the Human Resources Department, effective July 6, 1998. (Although he started full-time July 6, 1998, he will be on a pre-arranged family vacation from August 3 - 14, 1998, inclusive.) Teeter has many years of human resources generalist experience, primarily at Ontario Hydro, but also in the Financial Services and Data Processing sectors. Teeter, who replaces Sandra DiCresce, will provide a full-range of human resources services to the Administrative Services Division, Business & Industry Services, CPTC, CEBS, and Government & Community Relations. His office is located in the Human Resources Department, C129. His telephone extension is 4948.

Please take an opportunity to welcome Teeter to the College.

Nancy Hood  
Director, Human Resources

To: All Staff

From: Janice Flynn, Superintendent, Campus Services Physical Resources

### **Re: Paper Recycling Bins**

If you require a container to put paper in while you are cleaning your office, please call Ernie at extension 4156. **DO NOT TAKE A BIN FROM THE E BUILDING LOADING DOCK AREA.** We are having difficulty locating these bins when it is time for the paper recycling company to pick them up, because staff are not returning them after they have borrowed them. These bins are not the property of Humber but rather Canadian Paper Recycling.

Thank you for your cooperation.



# *The Humber Room*

re-opens

Sept./22/1998

\*\*\*\*\*

# *TALL-HATS*

re-opens

Aug./25/1998

\*\*\*\*\*

thanks to all our customers

see you back  
in September

have a nice summer  
from

Jurgen, David, Clive, Maureen, Paul and  
Don



# Installation Update..Approved Academic Capital Equipment

Issued by Physical Resources/Computing Network Services...July 13, 1998.

Week 1		Week 2		Week 3		Week 4		Week 5		Week 6	
July 6-10		July 13-17		July 20-24		July 27-31		August 3-7		August 10-14	
J202	30x 400NT	E302	30x P100/133	A237	35x P266	A240	31x P266	A236	40x P266	EX201	Instructional Support Studio
J214	30x 410NT	H205	100x P266	D225 [OLC]	48x P200	D133	Registration-Call Centre	E325	30x P100	F135	5x P100
		H207	30x P266	H218	30x P266	E343	30x P266	H211	30x P266	IE205	S.O. Business
		H217	PowerMac G3	J206	30x 410NT	J217	30x 410NT	H205	6x Dumb	H204	Computing & Network Serv.
								D234 E135 E407 F202 F212 H305 H330 H415	Projection Rooms  8x P266		
Equipment has been ordered						All equipment to be delivered by July 21					
Surplus 486 computers will be moved to Building N Labs											

## Planned Work Schedule - Computer Upgrades for Labs & Offices Summer '98

File: Communique\computer.renovations



# The **Communique**

Published by the Office of the President  
August 11th, 1998 - Communique #67

## *Associate Registrar Recruitment Services*

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We are pleased to announce that effective July 20, 1998, **GRASE KIM** has accepted the position of Associate Registrar, Recruitment Services at Humber College.

Grase has come to us from Ryerson's Office of Admissions/Liaison/Curriculum Advising where she worked as an Admissions Counsellor and Liaison Officer. Prior to her post at Ryerson, Grase held the position of Liaison Officer at the University of Guelph.

Please extend a warm welcome to Grase as she assumes her new role at Humber. Grase may be reached at extension **4746** or via email at **[kim@admin.humberc.on.ca](mailto:kim@admin.humberc.on.ca)**.

*Office of the Registrar*





Pick-up SAC's weekly newsletter "SAC Connected" and keep up-to-date on what's happening at Humber. All members of the College Community are invited to submit information to "SAC Connected". Drop off submissions at the SAC office, KX105, before 9:00 am, Friday mornings.

## Calling all Faculty and Staff!

Introducing SAC's new and exciting weekly newsletter "SAC Connected"! SAC will be distributing up to 1000 copies of "SAC Connected" each week. It will be full of information about up - coming SAC and College events and provides all members of the College Community with an opportunity to submit information. It has been created to heighten student **awareness and participation...**

## We could use your help!

If you are in a position where you come in contact with a large number of students each day, please drop by the SAC Office, KX105 and pick up some copies to distribute for us. Do this four (4) times, and receive a "SAC Connected" coffee mug and coupon for a free medium coffee at any Food Service location or Caps, compliments of SAC.

If you have any questions or comments, please contact Lise Janssen, ext. 4411.

Thanks for your support. Cheers!



**Important Notice from Physical Resources:**

## **Energy Efficient Lighting Retrofit**

Please be aware that Physical Resources has begun a major lighting retrofit. As part of meeting Humber College's energy reduction targets, all existing fluorescent lighting fixtures will be converted to a more efficient T8 fluorescent lighting system over the next two months.

Rose Technology Group has been awarded the project through competitive bidding. Most of the work will be done after hours to minimize disruption to College operations.

**Schedule:**

<b>Week starting</b>	<b>Buildings</b>	<b>Week starting</b>	<b>Buildings</b>
August 10th	R, S,	September 14th	F, JF, G, M,
August 17th	H, J,	September 21st	E
August 24th	B, C, N,	September 28th	A, EX, FX, I, K, W, NX
August 31st	D, LX	October 5th	Lakeshore
September 7th	L		

The new energy efficient system uses fluorescent lamps that are narrower in diameter than regular fluorescent lamps, as well as energy saving electronic ballasts. The existing motion sensors will be retained. The new T8 lamps will not only save money, they will also provide up to 16% higher light levels and a whiter light closer to the colour of daylight. This will mean that colours will look more natural and vibrant with the new system and you should experience a noticeable improvement in the quality of your working environment.

This retrofit has many benefits to the College and the surrounding environment. Natural Resources Canada has endorsed this project with a \$75,000 incentive. The retrofit will reduce lighting costs by 30% and is expected to pay for itself in 3.3 years. Annually, 2.1 million KWH will be saved. That is the equivalent of the amount of energy required to power 175 homes in one year. This project will reduce Humber College's total hydro consumption by 11%, which will prevent approximately 2095 tonnes of carbon dioxide from being released into the atmosphere each year.

We will endeavour to keep disruptions to a minimum and thank you in advance for your cooperation in the success of this project, if you have any questions regarding this project please contact Spencer Wood, Energy Efficiency Co-ordinator, at extension 4162 or Doug Deason, Superintendent of Plant Services, at extension 4453.



# Energy Management at Humber College

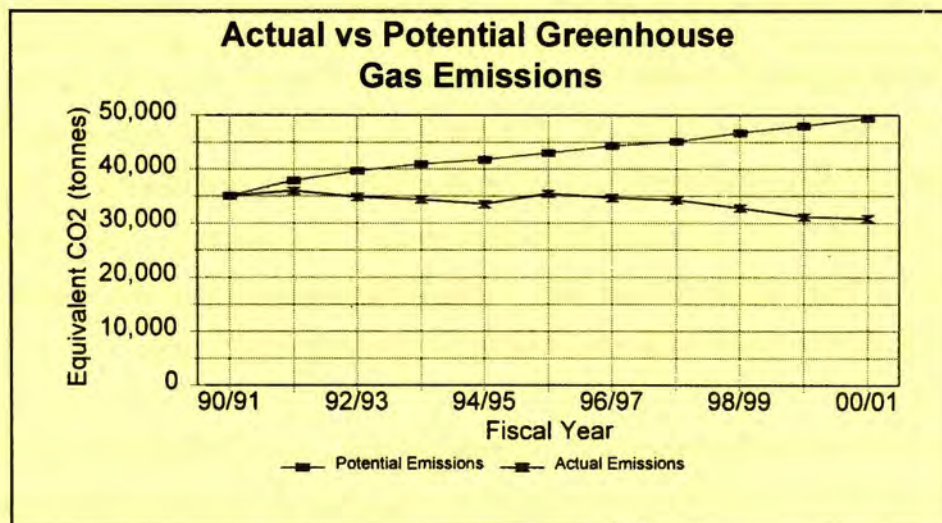
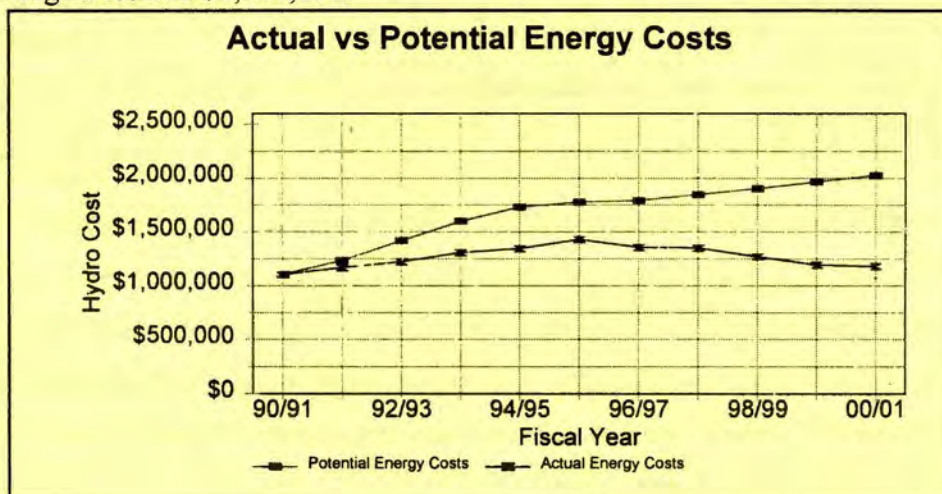
## Energy Management Statement

We at Humber College of Applied Arts and Technology resolve to implement energy efficient measures in a systematic fashion, where profitable within our facilities, as a means of preventing environmental pollution and improving occupant comfort.

Over the last eight years Humber College has endeavoured to reduce energy consumption and utility costs by implementing a number of energy efficiency projects. These have included:

Building automation, boiler sequencing, lighting and reflector retrofits, compact fluorescents, light emitting diode (LED) exit signs, occupancy sensors, water consumption reduction, and air compressor cycling reduction.

Through these energy management strategies, Physical Resources has reduced energy consumption at Humber College. The graphs below represent actual versus potential energy costs and CO<sub>2</sub> emissions, had these strategies not been implemented in 1990. In the 1998/99 fiscal year the actual electricity budget is \$632,000 lower than the potential energy cost and the initiatives have saved Humber College a total of \$2,861,000.



For more information contact Spencer Wood at ext. 4162 or Doug Deason at ext. 4453.



# The **Communique**

Published by the Office of the President  
August 18th, 1998 - Communique #68

**ALL STAFF ARE INVITED**  
**TO THE**  
**ANNUAL PRESIDENT'S BREAKFAST**  
**AND**  
**PRESENTATION OF AWARDS**

to be held

**Friday, August 28th 1998**

commencing at

**8.00 a.m.**

in the

**Gymnasium, North Campus**





It is with great pleasure that the School of Media Studies welcomes Isabel Maksymjuk, our new School Services Officer. In addition to planning and scheduling responsibilities, including the school's CE and part-time activity, Isabel will also assume a development role for various CE projects. Her background as scheduler for the Liberal Arts & Sciences Division, and previously the registrar's office, has ideally equipped Isabel to help develop and implement new and integrated services for the School of Media Studies. Her keen enthusiasm, lively interest and pleasant disposition will ensure an easy assimilation into her new area. I'm sure the college community joins me in congratulating Isabel and wishing her every success in her new role.

We wish to thank the staff of Humber College for all the cards and flowers sent to us during the recent loss of our wife and mother, Gladys.

Your thoughts and prayers will be remembered always.

Murray Tuck and family.



**NOTICE RE: SUPPORT STAFF LUMP SUM PAYMENT**

Please note that all regular full-time members of the Support Staff bargaining unit on payroll will receive a \$300.00 lump sum payment with the first pay deposit following September 1, 1998. Specifically, you will receive this amount with your regular September 11, 1998, pay deposit.

This payment is made in accordance with the Letter of Understanding in the Support Staff Collective Agreement, entitled "Lump Sum Payment."

Please note the following:

1. All regular full-time Support Staff on the payroll on September 1, 1998, qualify for the lump sum. Appendix D employees, employees on long-term disability, leave of absence and working with a contractor, in the context of the Contracting Out Letter of Understanding, are not entitled to the lump sum payment;
2. The payment is subject to statutory deductions;
3. The lump sum payment will be treated as income but not considered as pensionable earnings.

If you have any questions or comments, please call Sherry Fast, Human Resources, extension 5089, but please hold your phone calls regarding your own personal situation until after you receive your pay deposit notice on September 11, 1998.

Thank you.

Nancy Hood  
Director, Human Resources  
August 17, 1998



# The **Communiqué**

Published by the Office of the President  
September 1st, 1998 - Communiqué #71

## **PRESIDENT'S ADDRESS AT ANNUAL BREAKFAST August 28th, 1998**

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Welcome back to another academic year.

First the good news. According to a recent Angus Reid poll, community colleges are gaining credibility with both the general public and the business community. This indicates that, after a 30+ year history, colleges are finally attracting the status they deserve. Indeed, throughout this time, Humber has been providing exciting and relevant educational activity and, as a result, our programs enjoy much success and a fine reputation for quality. This could not have been achieved without the consistent high performance and professional integrity of the faculty and staff. Your commitment to student achievement, when taken as a composite whole, produces exceptional institutional effectiveness.

Our current reality, however, is that all public institutions are being squeezed both financially and by the pressures of societal change. This often results in a not always healthy competition with private trainers and other institutions for resources and students. What's more, the electronic highway, the Internet, and other educational technologies are altering the more traditional modes of delivering education. As a result, we can expect an inevitable shift - not only by students on campus who will use it to supplement their in-class activities, but also by those who will have their educational needs met from home or their office work stations. Humber's progress along this path was enhanced this summer by the launch of a distance learning web site with 17 offerings currently available and many more to come.

As important as technological advances are to education, it's essential that we recognize that faculty remain at the heart of the learning process; that the vast majority of post-secondary students still want and require the personal interface and communication provided by class interaction with peers and teachers; and that educational technology supports the process.

Regarding the future, a number of non-negotiable strategies continue to guide our planning process:

1. Our institutional values; innovation, risk-taking, student and staff growth and development, quality and excellence, attention to customer service, and respect for people continue to remain relevant.



2. The College mission will be reviewed every few years.
3. Humber will continue to offer comprehensive programming in technology, business, health sciences, and the applied arts because, while it cannot be all things to all people, any great institution cannot afford to specialize too narrowly in only a few areas.
4. The College will continue to vary its delivery methodologies to provide students with a flexible range of access modes.
5. Because there is unlimited potential with the working population, the College will look to expanding its learner base by:
  - using distance applications to reach beyond its normal catchment areas;
  - promoting the burgeoning after-market of people in the workforce; and
  - creating special fee-for-service, non-government supported programs for high demand, high placement activities driven by the market.
6. Finally, Humber will strive to retain its high standards, curriculum currency, and quality control.

Beyond these building blocks, we must adapt to new requirements by conducting a rethinking of current processes and practices. We must move from dispensing fixed educational packages to providing flexible, evolving learning solutions designed to meet the needs of a constantly changing clientele. In this regard, we're off to a good start:

- the Horizons project is well underway;
- the student service areas have been re-designed and integrated to deliver one-stop services quickly and smoothly;
- groups are working on classroom and non-classroom academic space utilization to better serve all College users; and
- a University Transfer Guide is being published which will outline agreements forged between Humber and many degree-granting institutions.

Transformation, however, cannot be driven from the top - it must include the entire college community. In this connection, and as I have stated many times, I appreciate your contributions over the years. I hope I can count on your support in helping to keep Humber at the forefront of college education in the Province and beyond.

Thank you.



**HUMBER COLLEGE  
STAFF RECOGNITION AND AWARDS PROGRAM**

It is a pleasure to recognize the following Award recipients for August 1998:

**Community Service Award (new award)**

Gary Jeynes, Ancillary Services & Public Safety  
Art Lockhart, School of Social & Community Services

**The Extra Mile Award**

Sid Baller and the Staff of the Arboretum

**Distinguished Support Staff Award**

Stella Bozzer - School of Health Sciences  
Dawn Bryan - Student Services  
Carol Campbell - Library  
Ernie Colosimo - Ancillary Services & Public Safety  
Warren Clark - Physical Resources  
Ollie Leschuk - Student Services  
Isabel Maksymjuk - School of Media Studies  
Mary Lynn Rothwell - School of Health Sciences

**Distinguished Faculty Award**

Terri Arnott - School of Media Studies  
John Elias - Liberal Arts & Sciences Division  
Frank Formella - HRT Alliance  
Anna Kulinski - HRT Alliance  
Pat LaBarbera - School of Performing Arts  
Al Palin - Liberal Arts & Sciences Division  
Paul Pieper - Liberal Arts & Sciences Division

**Administrative Distinguished Service Award**

Bruce Bridgeford - Physical Resources  
Robert Moulton - School for the Built Environment

**Robert A. Gordon Leadership Award**

Doug Fox - Athletics, Student Services  
Dr. Patricia Spindel - School of Social and Community Services

**CONGRATULATIONS AND THANKS TO ALL RECIPIENTS FOR YOUR  
EXCELLENT CONTRIBUTIONS TO HUMBER COLLEGE!**



## **HEALTH INDUSTRIES INSTITUTE**

It is my pleasure to announce the appointment of Heidi LeRoy as General Manager of Humber's Health Industries Institute (HII). The Institute was created by the College in direct response to the pharmaceutical, biotechnology and medical device industries' need to train their workforce to enhance the sector's competitiveness in the global health market.

A collaborative relationship has been established between Humber's School of Health Sciences, under the leadership of Dean Anne Bender, and the Health Industries Institute, which will significantly strengthen Humber's position in the broader health sector. The School of Health Sciences, in operation since 1969, delivers professional and paraprofessional programs preparing health workers for the health care delivery system. The Institute provides specialized learning services to the drug, medical device and biotechnology manufacturers who produce the products used in health care.

Heidi joins Humber following several years of increasingly senior executive experience. Most recently she was Vice President, Adminserv, Livingston International where she had general management responsibility for the business unit specializing in managed services. This business unit grew quickly from a start-up to a stable, profitable and successful enterprise under Heidi's leadership. Mrs. LeRoy's experience and contacts will strengthen Humber's position in the broader health market.

Heidi can be reached at 416-675-6622 ext. 4942 and by fax at 416-675-3284, and is located in C133J at the North Campus. Please join me in welcoming Heidi to Humber.

Kris Gataveckas  
Vice President, Business Development  
Humber College

## **STUDENTS' ASSOCIATION COUNCIL - NORTH CAMPUS**

The SAC executive and staff are pleased to announce that Iris Kohler will be the new Administrative Assistant in the SAC office. Iris' primary function will be in assisting the SAC President. She will be filling the position August 31<sup>st</sup> and can be reached at extension 4190.

Iris brings with her a wealth of experience in student government from the University of Windsor. Please join us in extending a warm welcome to Iris.



# STAFF TRAINING

## UPDATE FROM CORPORATE TRAINING

May and June was a busy period for staff training. There were 28 training events scheduled over 5 weeks and we are pleased to report that over 450 seats were occupied! Almost all sessions garnered high evaluation ratings for the quality of trainers and job-relatedness.

For all corporate training offered since March of this year, we tracked a total of 170 support staff who occupied 397 training seats. This means that **50% of full-time support staff participated in more than 2 training sessions on average.** In addition, a total of 52 administrative staff took up a total of 134 seats primarily for training in OH&S. This means that **43% of full-time administrative employees attended more than 2 ½ training sessions on average.** And, because we endeavour to accommodate every employee wherever possible, we also tracked 57 "other" College folks who did not fit into either the full-time support or administrative groups, but nevertheless participated on 120 training seats. This averaged out at a little more than 2 training sessions each. This is a grand total of **651 training seats** which translates to approximately **1,953 training hours** since March.

THANK YOU FOR PARTICIPATING AND GIVING US YOUR FEEDBACK. We will continue to finetune the educational content of our training sessions and develop new courses that will help you to meet the challenges of your important role here at Humber. Please note that a Training Needs Survey will be distributed later this fall in order to gather more specific information about what you need. We urge you take the time to complete the survey so that the Corporate Training Plan can accurately address your training priorities.

The fall training schedule will also be distributed shortly. Please note that all full time support staff are entitled to at least 3 Pro Dev days (September 1<sup>st</sup> to August 31<sup>st</sup>) and there is no carry-over of unused PD days from one year to the next. We encourage you to take advantage of worthwhile job-related training events—either those offered through the Corporate Training Plan (HR Dept.), your own departmental training initiatives, or other professional development opportunities as required.

## OCCUPATIONAL HEALTH & SAFETY TRAINING

All full time administrative employees must participate in four OH&S training sessions offered this fall. The training sessions will be in the **Community Room, North Campus from 9:00 – 11:15 a.m.** on the following dates:

Session #1: "*Health & Safety Legislation*" – Tues., Nov 10

Session #2: "*WHMIS*" – Tues., Nov 17

Session #3: "*Environmental Safety*" – Tues., Nov 24

Session #4: "*Physical Safety & Hazard Recognition*" – Tues., Dec 1



More information on the content of each OH&S session is available by calling the HR Dept. or picking up the information at the Staff Training Bulletin Board outside the HR Dept. at C 129. If you have any questions about the legislated requirement for this training, call Gary Jeynes, Director of Ancillary Services & Public Safety, on ext. 4417. **Please register by calling Jennifer Shand on ext. 5088 before October 16**, so enough handout materials and refreshments can be ordered.

### **CONGRATULATIONS TO GRADUATES OF “Management Skills for First Line Supervisors” !**

It is with great pleasure that we recognize the 23 Humber employees who actively participated in 12 classroom hours and completed an assignment and presentation on a management skill topic. They worked hard but had fun each Friday morning last June, and earned a Certificate of Recognition for their efforts. If you are interested in participating, please talk to any of these graduates to get a sense of what they learned and how they applied the key concepts to their day-to-day job. This course will be refined, updated, and offered again some time next spring.

*Left to Right, Back Row:* Tricia deGruyther, Yvonne Wynen, Valerie Lee Demerling, Juanita Baxter, Bonnie Arthur, Salvatore Posa, Valerie LeMoine, Jonathon Singh, Jamie Bilyk, Susie Stokes, Sabina Raba, Simon Ibbotson, Denyse Kyle, Maggie Swithenbank (Facilitator)

*Seated:* Ginny Campbell, Isabel Maksymjuk, Valerie Sprenger, Connie Eggins, Nancy Roscoe, Henny Wiley, Bridget Woodcock.

*Absent:* Irena DiRito, Sanjay Gandhi, Greg Johnson





## **BUSINESS WRITING COURSE ON-LINE—A Great Learning Opportunity offered for FREE this Semester!**

If you would like to improve your business writing skills, and learn at your own pace and convenience, then this course is for you! This new Business Writing course is being piloted this fall within the College and will be conducted totally on-line (on the Web!). If you have a sound knowledge of writing basics such as grammar, spelling and sentence structure, you will build and reinforce your skills and apply them to workplace-related assignments. You'll learn how to select and organize important information according to purpose and audience and you'll practice presenting your ideas clearly, precisely, and effectively in various written formats.

At the end of this course you will be able to:

1. select the most appropriate communications channel
2. apply effective writing skills to a variety of workplace-related communications assignments
3. organize and arrange information in ways that are useful to specific audiences and purposes
4. edit your own work as well as the work of others to improve such elements as style, tone, clarity, and voice.

This course is made up of three Modules: 1. Communications Basics, 2. Memos & Letters, and 3. Business Reports. Each Module has four written assignments, four quizzes, and several participation activities and takes about 16 hours to complete. The entire course (all 3 Modules) can be finished in 12 to 24 weeks depending upon whether you choose to devote 2 or 4 sessions per week—each session is approximately 1 hour long. We hope to begin this course as soon as possible this month so that you can earn your 3 credits by January 1999.

### **Resources:**

This course is FREE to any full-time support staff member.

*Time* for this course (total of 48 hours) can be negotiated with your manager so you can participate with an arrangement or combination of Pro Dev time, College time, and/or your own personal time.

*Computer* requirements is at minimum a 486-66 with 16 megs of RAM, 14.4 modem, Netscape 4.0, Windows '95, an e-mail account, an Internet Service Provider. Staff who wish to take this on-line course, but do not have a computer at their desk or at home, may use the College's computer labs, the Open Learning Centre, etc.

**Space is limited so if you are interested in participating, please call Jennifer Shand in the HR Dept. at ext 5088. A meeting of all interested staff members will occur on Monday, Sept 14, 1-2 pm in EX202 to orient you to the on-line learning environment, answer your questions, and get you set up for an exciting learning experience!**



## **IMPORTANT INFORMATION FROM PHYSICAL RESOURCES:**

### **HALLWAY SPILLS**

In order to prevent an accident, your assistance is requested. Should you notice a spill in the hallway, please call extension 4080 to report it. We will endeavour to clean any spills up immediately.

### **COURIER SERVICE**

For your convenience, we have arranged for an earlier pick up time for any courier mail. Purolator will now pick up from the Mail Room at 2:45pm, Monday through Friday.

### **PLEASE CALL THE MAINTENANCE WORK ORDER LINE, EXTENSION 4444, IF:**

- you have any **maintenance or repair** requests.
- you have a full **paper recycling bin** in your division. Leave your name, extension and the location of the bin.
- you notice a full **blue recycling bin**. Please call to report the location.
- you wish our custodial staff to set up a room/area for a special event, (i.e., tables, chairs, etc.). Give your name and telephone number, the date, location and time of your event. Your request must also be received **in writing** and we require **at least 48 hours notification** in order to accommodate your needs. Please address to Leslie Higgins, Physical Resources.
- you require any custodial supplies (paper towels, etc.). Leave your name, telephone number and the location you wish these supplies delivered to. Free cleaning kits may be picked up in D134.

## **INSTITUTE OF LANGUAGE AND CULTURE**

New advanced courses in French, Portuguese, Spanish, and Italian will begin **Thursday evening, September 10th**. The new Advanced Workshop classes are an addition to our long list of language classes, which also includes German. If you need a refresher course, or want to work on a specific language skill at an advanced level, these small, individualized courses may be perfect for you. You will find them on **pp. 113-115** of the Continuing Education Calendar.

Do you know that the Institute of Language and Culture, located in **Room K 203**, offers language services other than regular courses? Our services include translation and custom language training for individuals and for businesses. Drop by to see us if you would like to know more, or call **Pat Burke at 5006**.





***Are you planning events which require catering?  
Have you tried the Catering Learning Centre?***

Listen to what our clients have to say about our students...

"We will definitely keep Humber's Hospitality program high on our list of quality caterers for future meeting requirements. Your students did a wonderful job."

Kelly Sheenan, Nabisco

"Not only was the presentation incredible but the efficiency of the students, awareness and interpersonal skills of each one, was outstanding."

Catherine Dedrick, Arts Etobicoke

"The quality and variety of foods presented were excellent and your servers were very careful to look after everyone's needs."

John Gribben, Chair, Board of Governors, Humber College

"The food was delicious and the service was excellent"

Genevieve Gagnon, XLT Transport

***Still unsure? Then ask yourself the following questions...***

Should I support Humber College and its academic programs?

Should I support students and their learning activities?

Should I help to keep funds working inside Humber College, for Humber College?

Should I hire the best?

If you answered yes to these questions then our third semester students can help you!

Our students provide full catering services;

meetings  
breakfasts  
lunches  
dinners  
award ceremonies  
orientation  
special events  
wine tasting  
weddings

**The Catering Learning Centre  
Is accepting Fall & Winter bookings!**

**Call now!**

**Extension 4477**



# *The Humber Room*

re-opens

Sept./22/1998

\*\*\*\*\*

## *TALL-HATS*

opens

Aug./25/1998

\*\*\*\*\*

\*\*\*

GOOD FOOD, GREAT QUALITY &

EXCELLENT PRICES



# ***Academic Council Highlights***

**March 19, 1998**

## **1. Update on Financial Planning Process**

Rod Rork and John Sutton reviewed the financial planning to this point. The Financial Plan will be presented to the Board of Governors on April 20<sup>th</sup>.

On average, colleges are increasing tuitions by 10%. A 9% tuition fee increase was approved by the Board of Governors at its March meeting. A planned 3% increase in enrollment and increased tuition fees for post diploma courses will further add to college revenue. There will also be an increase in residence fees.

Thirty percent (30%) of any tuition increase will be set aside for student assistance; 1.7 million dollars will be re-invested through bursaries and the work study program as follows: 400 bursaries, 80 scholarships, and 772 work study jobs.

For the years 2000/2001 the college is preparing for 6% of its funding to be geared to key performance indicators (KPI) which include student satisfaction, graduate satisfaction and employer satisfaction.

## **2. Printing Concerns:**

John Mason clarified rates for printing. Regardless of turn-around time, on-site printing is 4.5¢ per sheet and off-site is 2.5¢ per sheet. A new form will be developed to clearly identify the rate and the choices provided.

## **3. Academic Council Charter - Membership**

It was noted that there have been changes in schools and the way they are managed. The charter should reflect these changes and be reviewed regularly.

It was suggested that representation from constituent groups be reviewed.

## **4. Spring Elections**

Al Palin announced that positions were open for spring election. Nominations close April 19. Elections will be April 27 and 29.



5. **Standards of Classroom Conduct Implementation Subcommittee**

Members on this subcommittee are A. Palin, J. Flynn, D. Willford, H. Ruschin, S. McBeth, M. Hart, B. Botham and J. Jablonski. Their task is to facilitate implementation of the recommendations from the original subcommittee.

6. **Conferences**

Chun Shin, John Elias, Susan Stokes and Helen Hrynkiw were nominated to attend the ACCC Conference in Winnipeg May 24 - 26<sup>th</sup>.

Gary Begg and Al Palin will attend the Ontario Colleges Conference in Ottawa.

7. **Academic Calendar 1998-99**

Ken Simon presented the proposed calendar for the upcoming year. Concerns were raised about classes starting before Labour Day, the short turn-around for grade submission at end of December and the start up for Winter Semester. These concerns will be conveyed to the Vice President Academic.



## ***Academic Council Highlights***

**April 16, 1998**

**1. Academic Calendar**

Richard Hook indicated that the deadline for grade submissions for the Fall Semester has been moved to Monday, December 21, 1998 as per Academic Council's suggestion. He noted that a multi-year plan is being considered to assist with appropriate planning for the College. Concerns were raised about the start-up for both Fall and Winter semesters.

**2. Signage in Classrooms:**

Faculty should encourage students to clean up food and garbage before leaving the class. Larger garbage cans have been placed in classrooms to accommodate this need. Concerns were raised regarding eating in the classroom and the effect of food allergies for some students.

**3. Rationalization of Programs**

Richard Hook presented an update and was pleased with the positive results from the reviews.

**4. Elections**

Al Palin announced that all but two (2) seats were filled by acclamation.

**5. Operational Guidelines**

Further changes were reviewed such as time release for members and remuneration for CE representatives.

**6. Academic Regulations**

William Hanna tabled the changes to the Academic Regulations. Further review will be considered with the new Registrar. Suggestions were made to make the information clearer and easier to understand by faculty and students.



**7. Facilities Planning**

Bruce Bridgeford presented plans for proposed changes to meet future needs.

These plans included classroom renovations, facilities and infrastructure renewal (roof repair, water main replacement). One of the proposals to meet students needs was an Instructional Development Centre that will look at self-service, one-stop shopping and more effective services to the students. Concerns were raised with the proposed classroom size changes to accommodate larger groups (50, 60 and 80).

A current Horizon project is studying the classroom environment. Their findings will assist in the future development of classroom space.

**8. New Program - Regulatory Affairs Associate**

Rick Embree presented this new program proposal.

**9. Operational Review**

Concerns were raised about faculty membership on Academic Council being reduced through the effects of reorganization. The number of representatives will be reviewed.



# ***Academic Council Highlights***

**May 21, 1998**

**1. Operational Guidelines**

The guidelines were discussed and passed. It was noted that each member of Council should take responsibility to insure that the agenda reflects the three themes - student learning, communication and strategic planning.

**2. Bookstore:**

Rod Rork clarified the buy back program. The bookstore does buy back books throughout the year but will be more sensitive to the timing of announcements to reflect the academic needs.

**3. Washrooms**

Cleaning of washrooms will reflect the needs of each. Heavily used washrooms will be cleaned three time daily. An audit will be undertaken to expediate repairs and tighten up on the monitoring of repairs.

**4. Membership - Academic Council**

Paul Michaud will replace Maureen Wall as the Union representative. Chair and Vice-Chair positions will be open to elections at the June Retreat. Gary Begg has been Chair of Academic Council for two terms and is not eligible to seek another term.

**5. Rationalization Report and Process**

Richard Hook presented the final report on program rationalization. Of the initial eighteen programs six are continuing to be reviewed. The rest have satisfied the college review policy.

In order to alleviate confusion about this process, a detailed plan has been developed. It clearly delineates the review process before a program is considered for rationalization.

**6. Open Learning Centre**

A report was submitted on the student success of On-Line Distance Learning and the Open Learning Centre.

Pass rates for OLC students are as follows:



64% for full time day students  
50% for distance, on-line students  
12% for part-time students

The college will continue to research demand for this type of course delivery, focusing on courses which are adequately supported in this mode of delivery and meet a demand in the market.

Marketing 100 was part of a project with McGraw Hill / Ryerson partnership with Humber. It utilized a multi-media approach to this course (computer lab time and instructional time). The results of their survey show high student satisfaction with this approach. This was a costly project. Changes will be made based on this initial trial.

Discussion on this topic centered on comparison of this mode of learning to other comparable approaches, the types of courses which may benefit from this approach and the balance of cost and benefit.

**7. The following new program proposals were presented:**

- a) Community Nursing for the Registered Practical Nurse
- b) Community Nursing for the Registered Nurse
- c) Post Diploma in Clinical Research
- d) Hospitality, Recreation and Tourism Studies - Sectoral Diploma



## ***Academic Council Highlights***

**Monday, June 8, 1998**

**1. Announcements**

Gary Begg announced that CE representatives will now be receive some remuneration for the meetings they attend because they cannot be compensated through other means.

Henry Ruschin resigned his position on Academic Council as he will be on sabbatical next year.

**2. Project Management Presentation**

Yvonne Holland, Facilities Manager for the Region of Peel gave a presentation on Project Management. Ms. Holland highlighted leadership styles, team building and planning effective meetings.

**3. Chair and Vice-Chair Positions**

Al Palin was nominated for Chair of Academic Council and Doug Willford for Vice-Chair. Both positions were acclaimed.

**4. Student Feedback Questionnaire Task Force**

Gary Begg and Ian Smith presented a draft of a revised student feedback questionnaire. The Task Group developed 2 forms: one for use when students are in full time day courses of eight weeks or longer and the other is for clinical placements or field placements.

The task group proposes one survey per faculty per semester to avoid "survey fatigue" from students.

The discussion concentrated on the types of questions, the wording and the timing of the evaluations.

The committee stressed that the questionnaire is only one component of the evaluation process and all of these components need to be utilized to support faculty professional development.

**5. Horizons Project Update**

Nancy Ryan and George Byrnes provided an update on Phase I projects — College Initiative Inventory, Learning Space Improvement, University Partnerships and the Call



Centre. Completed reports on these projects will be presented to Academic Council in the Fall. A progress report of Year One and a list of Phase 2 Projects will be sent to the College community by the middle of June.

Nancy Ryan highlighted the communication strategies of the project through the Communiqué, mailings, web site, posters, and sessions with the President.

George Byrnes presented the focus for 1998/99 which will be to continue to position the college for the future.

## **Tuesday, June 9, 1998**

### **1. Conference Reports**

Gary Begg and Al Palin presented a report on the Ontario College Council Conference held in Ottawa June 1, 2. The theme of the conference was Innovative Projects. One program presented was the joint Bachelor in Applied Journalism between Canadore and La Cité. Other aspects of the conference were funding based on key performance indicators and accountability of education to the public and human dimensions and not to private interests of business.

The delegates to the ACCC Conference in Winnipeg May 24-26 presented their reports. Students, support staff, faculty and administration were represented by delegates from Humber. There were many highlights of this conference. Humber's delegates were enthusiastic about Humber's continued involvement in this organization and the conference. Conference workshops ranged from Globalization of Higher Education, Preparing students for the International Workplace, On-Line Learning, Brain-Based Teaching and Learning and Collaborative Initiatives in Technology. The keynote speakers were Marjorie Peace, Executive Director, Center for Quality Assurance in International Education and Heather Menzies professor at Carleton University.

Student debt was an important topic and priority for the delegates to consider in the coming years.

### **2. Key Performance Indicators Information Session**

K. Gataveckas, Judy Harvey and Rod Rork sit on provincial working groups which advise the Ministry on aspects of this new policy. They presented a status report to Academic Council

The highlight of this report was that currently 6% of the College grant will be determined by KPI's. This percentage may be changed. This policy will be fully implemented by 1999/2000 academic year. The key performance indicators are:

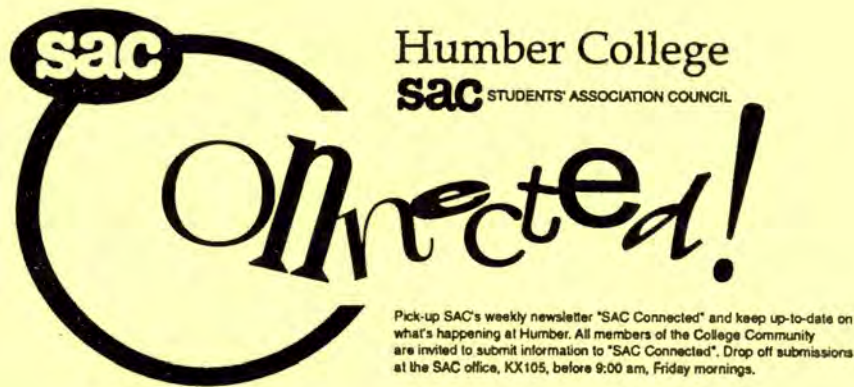
1. student retention
2. student satisfaction
3. graduate satisfaction
4. employer satisfaction.



## Attention All Faculty and Program Coordinators!

SAC Handbooks are here and ready for distribution from the SAC Office, KX105. Please inform all NEW students of this or, arrangements can be made to have handbooks delivered to you for circulation to classes (of NEW students only).

ALSO...



Please be reminded that the first issue of SAC's weekly newsletter, "SAC Connected"; will be out on Tuesday, September 8<sup>th</sup>. Pick-up copies to deliver to students for us, from KX105. Do this four times and receive a *free coffee mug* and coupon for a *free coffee*. A "Thank You" from SAC!

If you have questions or comments about either of these topics, please contact Lise Janssen, ext. 4411.

Cheers!



# The **Communique**

Published by the Office of the President  
September 9th, 1998 - Communique 98-99, #2

## **Humber Et Cetera**

Ext. 4513 or Ext. 4514, Rm L231

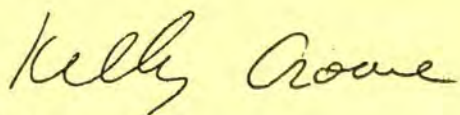
August 31, 1998

Subject: Humber Et Cetera Community Section

Dear Humber College Faculty,

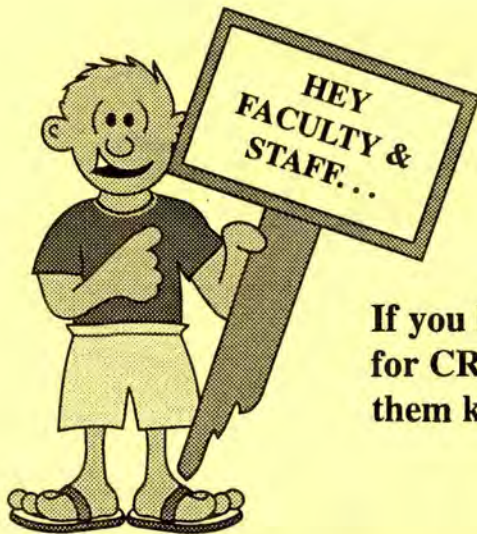
I'm writing to introduce myself as the new editor of the Humber Et Cetera's Community page. On this page we wish to highlight students and all that they are doing and accomplishing. We wish to put the spotlight on a variety of students from different programs and backgrounds. Since the faculty works directly with the students we are looking for your help in finding students who are doing new and interesting things. If you have any ideas or suggestions that you think would be of interest to Humber students please call me or Jane Taguicana in the newsroom at 675-6622 ext.4514 or ext.4513

Sincerely,



Kelly Crowe  
Community Editor  
Humber Et Cetera





If you know any students who would fulfill our requirements for CRO (Head Honcho of the Student Council Elections) let them know about this exciting opportunity!!



## **HELP WANTED!**

**Chief Returning Officer (CRO)  
Deputy Returning Officer (DRO)**

**PAID POSITIONS**

We need outstanding individuals to take charge of the SAC elections at both North & Lakeshore. You must possess excellent management and organizational skills, efficient training abilities and a knowledge of the Student Council election process.

All Humber students are eligible. Resumes must be submitted to Maggie Hobbs, Director of Student Activities, Room A102, by September 14, 1998.



## **A MESSAGE FROM CLIENT SERVICES AND ACADEMIC COMPUTING**

### **COMPUTER LABS AND PROJECTION ROOMS**

The computer labs and projection rooms in Wings D, E, F, H, J, and N have been upgraded and changed. Also the Lakeshore labs A236, 237 and 240.

All software that was requested by the due date of June 30 has been installed.

All Windows '95 labs in the above areas have been configured to give faculty and students a stable but flexible environment.

*The lab workstations are currently in a test mode - before the operating environment is made final for the semester we need feedback from faculty. The log in and password screen will be removed Friday September 18. Until then access to the workstations are as follows:*

Log in --- student  
Password --account

#### ***We are asking for feedback now.***

*Please test the environment and the software components you will be using. Send your feedback (voice, e-mail, in person ) to Greg Johnson, Valerie Sprenger, Ruth McLean or Jonathan Singh. Please give us your feedback by Thursday September 17.*

### **WINZIP SOFTWARE**

Humber College now has a site license for WINZIP software. This compresses files for up and down loading. If your copy has expired or been used for testing, you can now legalize your use of the software. For other employees who have a need, you can load a legal copy.

The process is a simple call to the Help Desk and arrangements will be made for someone to come and load the software for you.

### **MAKING FILES AVAILABLE TO STUDENTS**

You can make computer files (data, assignments, tests, Power Point presentations etc.) available to all your students from any lab. You simply upload the file to a FTP site. Your students then have access to it from any of the CAL labs. Instructions are available from the Help Desk (North or Lakeshore), the computer lab in the Instructional Support Studio or Valerie Sprenger in H205A.



**NEW EXTENDED HOURS**  
**LIBRARY/MEDIA CENTRE**  
**SEPTEMBER 8, 1998 TO JUNE 30, 1999**

<b>DAY</b>	<b>NORTH LIBRARY</b>	<b>NORTH MEDIA</b>	<b>LAKESHORE LIBRARY</b>	<b>LAKESHORE MEDIA</b>
<b>Monday to Thursday</b>	8:30 a.m - 9:00 p.m	7:45 a.m - 10:30 p.m	8:30 a.m - 9:00 p.m	8:30 a.m - 10:30 p.m
<b>Friday</b>	8:30 a.m - 4:30 p.m	8:30 a.m - 4:30 p.m	8:30 a.m - 4:30 p.m	8:30 a.m - 10:30 p.m
<b>Saturday</b>	9:00 a.m - 5:00 p.m	Closed	9:00 a.m - 5:00 p.m	Closed



# Invitation to Students, Faculty, Administrators

*University of Western Sydney*  
*(Nepean, Hawksbury and McArthur]*

The University of Western Sydney in Australia has recently informed us that they will grant automatic two year credit for all three year Ontario Community College Diploma students. The University is also prepared to grant substantial credit to two year diploma students.



Information session and opportunity for discussion:

**Tuesday, September 22, 1998**

Representative available for discussion:	1:00 pm - 3:00 p.m.
Presentation and Questions:	1:30 p.m. - 2:15 p.m.
Location:	Community Room



Questions and further information: call Sheila Susini, ext.4403



# The Communique

Published by the Office of the President  
September 14th, 1998 - Communique 98-99,  
#3

## *Financial Services and Planning*

We are pleased to announce that effective June 1, 1998, **Dmytro Kazymyrskiy** has accepted the position of Financial Analyst at Humber College.

Dmytro has come to us from Canadian Loan Litigation Inc. where he worked as a Controller/Accounting Manager responsible for all phases of accounting and finance functions. Dmytro has a graduate degree in Accounting and Economics and a post-graduate degree in Finance. Currently, he is actively pursuing his CGA designation. His knowledge and experience will be an asset to our College. Dmytro can be reached on extension 4408 or email at [kazimirs@admin.humberc.on.ca](mailto:kazimirs@admin.humberc.on.ca)

**Bonnie Arthur** has accepted the position of Manager, Financial Accounting effective August 31, 1998.

Bonnie has been in the employ of the College since 1991 where her skills were deployed in Accounts Payable, Purchasing and as Budget Co-ordinator. Bonnie is currently pursuing a Bachelor of Administrative Studies degree at York University. The knowledge acquired from this program when coupled with her enthusiastic approach to tasks will be invaluable to the College Community and the Department she serves. Bonnie can be reached on extension 4276 or email at [barthur@admin.humberc.on.ca](mailto:barthur@admin.humberc.on.ca)

**Le Chan** has accepted the position of Budget Co-ordinator effective August 24, 1998.

Le joins us from the Payroll Department where she has been employed since 1995. Le is currently enrolled in the Cost Accounting Program at Humber and is also pursuing her CGA designation. Le has also, through the Canadian Payroll Association, acquired the Canadian Payroll Level I Certificate. Le's enthusiasm and dedication will be put to very good use. Le can be reached on extension 4761 or email at [chan@admin.humberc.on.ca](mailto:chan@admin.humberc.on.ca)

Our congratulations and good wishes go to Dmytro, Bonnie and Le as they undertake their new assignments.

Financial Services and Planning  
August 31, 1998



## Visit Humber's new web site for all Distance Learning Activities at Humber College

**<http://distancelearning.humberc.on.ca/welcome.htm>**

Humber's new Distance Learning web site lists 58 courses at Humber that are available to students entirely at a distance:

- 15 courses are mainly web-based
- 24 courses use mixed-media. Most of these are paper-based correspondence courses
- 5 Programs (19 additional courses) also use mixed-media

Easy to navigate and easy to printout, the new site enables students at a distance to determine what courses are available to them from Humber College.

The *Welcome* area of the DL Web Site includes a menu for each type of visitor, a section for *General Information*, a *Site Directory*, and a section for *News/Announcements*. The *Courses* area includes *Lists of Courses*, types of *Knowledge Media Used*, minimum *Recommended Equipment*, information on *How to Connect*, plus convenient *Logins* for registered students. Direct links are provided from the DL Web Site to the web sites for the Open Learning Centre, Humber's Main Library, the Help Desk, Student Support Services, and the Staff Computer Training Facility.

Students may obtain more information by telephoning toll-free to 1-877-215-6117 and may register by phone, fax, or in-person.

For more information contact Ken Harrison, Chair, Distance Learning Team, ext 4452.



**ACADEMIC COUNCIL**  
**Thursday, September 17<sup>th</sup>, 1998**  
 4:00 p.m. - 8:00 p.m.  
**The Community Room, North Campus**

**A G E N D A**

attachments

- |    |   |              |                |   |
|----|---|--------------|----------------|---|
| 1. | Introductions   | ( 5 minutes) |                |   |
| 2. | Minutes of June Retreat, June 8 & 9, 1998             | (10 minutes) | ALL            | ✓ |
| 3. | Business Arising                                      | (10 minutes) |                |   |
| 4. | Announcements   | (10 minutes) |                |   |
|    | (a) Election  |              | Doug Willford  |   |
|    | (b) Volunteers for Standing Committees                |              |                |   |
|    | Election Committee                                    |              | Doug Willford  |   |
|    | College Planning Committee                            |              | Al Palin       |   |
|    | Executive Committee                                   |              | Al Palin       |   |
|    | Highlights Reporter                                   |              | Al Palin       |   |
|    | (c) October Meeting at Lakeshore                      |              | Al Palin       |   |
| 5. | Test Centre Concerns                                  | (10 minutes) | John Maxwell   |   |
|    | Discussion  | (10 minutes) |                |   |
| 6. | College Long Term Plan and Key Performance Indicators | (15 minutes) | Michael Harper | ✓ |
|    | Discussion  | (15 minutes) | Peter Dietsche |   |
| 7. | Quality Improvement Plan                              | (10 minutes) | Michael Harper | ✓ |
|    | Discussion  | (10 minutes) |                |   |
| 8. | Academic Council Web Site                             | ( 5 minutes) | MaryAnn Rad    | ✓ |
|    | Discussion  | (15 minutes) |                |   |
| 9. | Round Table   |              |                |   |
|    | See attached Canadian Millenium Scholarships          |              |                | ✓ |

**REMINDER:** In June 1996, Academic Council adopted, as priorities for presentations or initiatives, the following three themes:

- Student Learning / Quality of Education
- Communication
- Strategic Planning

Each agenda item at Academic Council should include or address these priorities.



## **The Light at the End of the Tunnel Appears and it's a Compact Fluorescent!**

It's full steam ahead for the lighting retrofits that are under way here at Humber College. So far, approximately 80% of the upgrades have been completed including Buildings B, C, D, E, F, G, H, I, J, K, L, LX, M, N, R and S. Any broken lenses will be replaced soon. We have a three year warranty of the new lamps and a six year warranty of the ballasts, so if you notice anywhere that the new system has failed please let us know.

### **Revised Schedule:**

<b>Week starting</b>	<b>Area</b>
September 8th	North Campus: A, Lakeshore Campus: A, AX, B, L
September 14th	Areas missed so far including: KX, JF, M 1st Floor, hallway valences, washrooms.
September 21st	Stairs

We are on schedule to have the retrofit completed by the end of September . We will be left with a facility that is more energy efficient and has a less harmful impact on the environment. In fact, once all the retrofits are finished, we will reduce our facilities energy costs by \$140,000 a year and the new system will pay for itself in 3.3 years.

Here's a list of the kinds of things you can do to become more energy efficient around the office:

- Turn your computer off at night and whenever you are not using it. If you have to leave it on to process data at least turn off the monitor. The monitor accounts for much of the power used by a computer. Watch for more information on computer energy use.
- Manage information electronically, print and copy only what you need.
- Activate the sleep mode on computers, printers and copiers. They are often shipped with this feature disabled.
- Desk lamps are your own responsibility, we don't maintain them. Please help us save energy and turn it off when not in use.
- Take the stairs instead of the elevator.
- Select more energy efficient office equipment when you upgrade. Look for the Energy Star logo.
- Encourage your colleagues to help out.

We are endeavouring to keep disruptions to a minimum and thank you in advance for your cooperation in the success of this project. If you have any questions regarding this project please contact Spencer Wood, Energy Efficiency Co-ordinator, at extension 4162 or Doug Deason, Superintendent of Plant Services, at extension 4453.



# *TALL HATS NEW HOURS*

\*\*\*\*\*

MON-THUR

11:00 AM - 7:00 PM

FRI

11:00 AM - 4:00 PM

GOOD FOOD, GREAT  
QUALITY &  
EXCELLENT PRICES

EXTENSION: 4732



# The **Communique**

Published by the Office of the President  
September 23rd, 1998 - Communique 98-99,  
#4

## INVITATION

Humber College and Human Resources Development Canada  
are hosting an

### **Open House**

Thursday, October 1, 1998

at the

HRDC Employment Resource Centre  
1620 Albion Road (Albion & Martingrove)  
12:30 pm to 4:00 pm.

The event will feature a keynote address by Anthony W. Meehan, publisher of Canada Employment Weekly, and a special presentation by Shelley Suter, Careers Web Specialist, Globe Information Services.

Also, tours, refreshments, door prizes and a cake-cutting ceremony.

For details  
please call  
Elana Lewis  
(416) 675-6622 ext. 4777



September 16, 1998



## A REMINDER FROM THE JOINT OCCUPATIONAL HEALTH & SAFETY COMMITTEE

The Joint Occupational Health & Safety Committee and the administration of Humber would like to take this opportunity to welcome everyone back for the beginning of a new and exciting academic year. We wish to remind you that Humber College is committed to providing an environment that ensures the Health and Safety of its students, employees and visitors. During the spring semester, the College re-established professional development training sessions in areas of concern related to health & safety. These sessions resulted in significant participation by many administrators and College staff. In keeping with this positive response and a genuine concern for the individual's "need to know," the College will continue to offer these informative and helpful sessions throughout the year. We look forward to and enthusiastically encourage your participation.

Of special note, College administrators are reminded that they are legally responsible for the health and safety of all persons in their area and to ensure that the governing legislation, as well as College Health and Safety Policies and Procedures, are properly considered throughout the planning and implementation of work by any College employee, contractor or sub contractor. Every person who contravenes or fails to comply with the OHSA is guilty of an offence upon summary conviction. Corporations, as well as all College staff, have responsibilities under the Occupational Health and Safety Act to ensure their own safety and that of their fellow employees. It is extremely important, therefore, that all staff take every precaution reasonable to ensure demonstration of due diligence.

In order to effectively realize this mandate, department managers need to be aware of a variety of related policies and practices, including but not limited to:

### Emergency Procedures

- Evacuation Procedures
- Hazardous Material Spill Procedure

### Safe Working and Training Procedures

- Asbestos Management Program
- Dust Control
- Personal Protective Equipment
- Workplace Hazardous Material Information System
- Guidelines for Universal Precautions with Biohazards
- Departmental Safe Working Practices

### Governing Legislation

- Worker's Insurance Safety Board and reporting of Injury
- Occupational Health and Safety Act and Regulations
- Electrical Safety Code
- Fire Code
- Ontario Building Code
- Rules and Regulations of all authorities having jurisdiction

The Joint Committee trusts that everyone will agree with the importance of being familiar with and aware of these procedures and regulations and would be pleased to help with the interpretation/application of the requirements. Please feel free to contact any of the Committee members or Nancy Bryant, Coordinator, Health & Safety, as listed below for assistance or to obtain copies of relevant documents.

### Committee Members

James Bilyk, ext. 4216  
Doug Fox, ext. 4456  
Leanne Henwood, ext. 4186  
Peter Maybury, ext. 3251  
Donna Miller, ext. 4259

Nancy Bryant, ext. 5021  
David Griffin, ext. 4107  
John Hooiveld ext. 4272  
Derek Maharaj, ext. 7202  
Gerd Rehding, ext. 4334

Michael Crompton, ext. 4727  
Joe Grogan, ext. 4318  
Ian Jones, ext. 4363  
Paul Michaud, ext. 4733  
Murray Tuck, ext. 4256

On behalf of the Joint Occupational Health & Safety Committee

A handwritten signature in black ink, appearing to read "Paul Michaud".

Paul Michaud, Co-Chair  
Joint Occupational Health &  
Safety Committee

A handwritten signature in black ink, appearing to read "Rod Rork".

Rod Rork, Vice President,  
Administration

A handwritten signature in black ink, appearing to read "Peter Maybury".

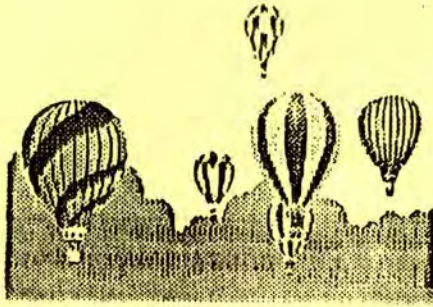
Peter Maybury, Co-Chair  
Joint Occupational Health &  
Safety Committee

North Campus  
205 Humber College Blvd.  
Etobicoke, ON M9W 5L7  
Phone (416) 675-3111

Lakeshore Campus/  
Robert A. Gordon Learning Centre  
3199 Lakeshore Blvd. W.  
Etobicoke, ON M8V 1K8  
Phone (416) 675-3111

Student Residences  
203 Humber College Blvd.  
Etobicoke, ON M9W 6V3  
Phone (416) 675-3111





**Professional Development  
Opportunities for Part Time Faculty  
(assisting you to rise above the rest,  
by addressing your learning needs)**

**The Annual Metro Colleges' Part time Teachers' Conference**

Saturday October 17<sup>th</sup>, 1998, 8:15 - 3:00 p.m. Hosted by Seneca College, 1750 Finch Ave. E. North York, Ontario.

This is a unique opportunity for part-time teachers to network, exchange ideas, share experiences and learn from each other. Registration is open to instructors teaching in the sponsoring Central Region Colleges and is very reasonably priced at \$10.00. Registration can be done by email@[registrar.senecac.on.ca](mailto:registrar.senecac.on.ca) or via the internet at:

[www.senecac.on.ca/parttime/faculty\\_conference](http://www.senecac.on.ca/parttime/faculty_conference)

**The registration deadline for the conference is Monday, October 5<sup>th</sup>**

**Lens (Learning Exchange Networks) Program**

A faculty-driven process of professional development for faculty. A series of six self-study guides and seminars designed to present evolving methodologies for success in the classroom. For more information contact Kathy Mezei by phone at 416-675-6622 ext. 4375 or by E-mail: [mezei@admin.humberc.on.ca](mailto:mezei@admin.humberc.on.ca)

**The Instructional Support Studio "The Studio", (formerly the Staff Computer Training Facility: SCTF)**

Each semester the "studio" will offer a choice of approximately 35 different skill building workshops (repeated throughout the semester). You may select the workshops you need or schedule individual sessions if the workshop times are not compatible with your personal schedule. Evening workshops can be arranged if there is enough interest. Come browse the web site (<http://www.humberc.on.ca/~iss>) and see what's available or come to visit the room EX201. Register for courses either by phone at 416-675-6622 ext. 5040 or by e-mail: [mitchell@admin.humberc.on.ca](mailto:mitchell@admin.humberc.on.ca)

**CMU (Central Michigan University) Master of Arts Degree Program**

If you currently have an undergraduate degree and are interested in the Master of Arts (Education) degree that is offered on site, by a partner university in Michigan (Central Michigan University) in collaboration with OISE/UT. For more information please call Mirella Cerfi Walton at 416-675-6622 ext. 4542 or by Email: [Cirfi@admin.humberc.on.ca](mailto:Cirfi@admin.humberc.on.ca)  
The program is designed to study the needs of adult learners in the college environment.

**Teaching Effectiveness Certificate**

The Teaching Effectiveness Certificate program is designed for anyone who wants to enter the field of teaching or private sector training. The courses within this certificate program provide students with an opportunity to practice teaching skills while engaging in a safe environment with other classmates.



The Certificate is comprised of five individual courses that are designed to develop essential teaching competencies. The courses include the following: Creating a Positive Learning Environment; Preparing for Instruction; Delivering Instruction; Learning Technology and Evaluating Instruction. Each course is delivered over two Saturdays for a total of twelve hours as indicated below.

Course Name	Fall '98 Dates	Winter '99 Dates	Times
Creating a Positive Learning Environment	September 12 & 26	January 16 & 30	9:30 - 3:30 p.m.
Preparing for instruction	October 3 & 17	February 13 & 27	9:30 - 3:30 p.m.
Delivering Instruction	October 24 & Nov. 7	March 20 & April 3	9:30 - 3:30 p.m.
Learning Technology	Nov. 14 & 28	April 24 & May 8	9:30 - 3:30 p.m.
Evaluating Instruction	Dec. 5 & 12	May 22 & June 12	9:30 - 3:30 p.m.

All assignments are graded on a Pass/Fail basis. After successful completion of the five coursed, students receive a Certificate of Completion. Specific course information is available in Humber's Continuing Education calendar under the career development section. If you have any questions, please call Louise Uba at 416-675-6622 ext. 4752 or email [Uba@admin.humberc.on.ca](mailto:Uba@admin.humberc.on.ca)

#### **Consultation (individual or group)**

Consultants with a wide range of skills and expertise are available to you through the professional development office. For additional information please contact the Professional Development department in the Instructional Support Studio at 416-675-6622 ext. 5040 and leave a detailed message or Email: [McLean@admin.humberc.on.ca](mailto:McLean@admin.humberc.on.ca) or [Hedley@admin.humberc.on.ca](mailto:Hedley@admin.humberc.on.ca) so that the appropriate consultant may be directed to return your call.



# BETTY BUTTERFIELD IS RETIRING!!!!

*You are invited to a dinner in her honour!*

*Cost is \$25.00 per person.*

*Includes dinner and gift.*

**DATE:** *Thursday, November 26, 1998*

**TIME:** *5:00 p.m. cocktails*

*6:00 p.m. dinner*

**PLACE:** *The Humber Room*

*Seating is limited!*

*Tickets can be obtained from: Marion Blace in 7221*

*Diane DuChemin D133*

*Annette MacDougall - Lakeshore*

*Merle Dilworth in 9230*



### **Attention Fitness Enthusiasts!**

We have started the Fall semester of fitness programs in the Athletic Centre. Schedule cards will be available in the Athletic Centre the week of Sept, 21<sup>st</sup>.

<b><u>Aerobics:</u></b>	<b>Monday through Friday</b>	<b>12:10</b>	<b>Gym C</b>
<b><u>Fitness Walking:</u></b>	<b>Tuesdays &amp; Thursdays</b>	<b>1:10</b>	<b>Meet outside Athletics Dept.</b>
<b><u>AquaFitness:</u></b>	<b>Mon./Wed./Fri.</b>	<b>1:00</b>	<b>Humber Pool</b> <b>*1st 15 participants only*</b>

We also have a new fitness incentive program this year. The Bee Fit program has been designed to get you moving! Prizes are awarded for achieving different levels. Come on down to Athletics to pick up your card and find out more details or call Leanne Henwood at ext. 4186 for further information.

---

### **Healthy Options Weight Loss Program**

Lose weight at work! The Healthy Options Weight Loss Program is being offered at the North Campus once again. Come on out to Room #A136 on Monday, September 28<sup>th</sup> at 12 noon for an information session. This is an eight week program and the fee is \$99.00.

Healthy Options provides a healthy, nutritious weight loss program based on Canada's Food Guide that was developed in consultation with Fran Berkoff, RD (Dietician - Nutritionist). This program is also beneficial to those who simply want to learn how to eat healthfully.

For further information, contact Leanne Henwood at ext. 4186 or drop by the info session.

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### **HUMBER SAC HEALTH SERVICES**

#### **INVITES YOU TO ATTEND**

## **AIDS AWARENESS DISPLAY**

(Presented by Etobicoke's Health Department)

**Lakeshore:**            **THURSDAY, October 1/98**  
                             **Large Cafeteria 10:30am - 1:30pm**

**North Campus:**    **WEDNESDAY, October 7/98**  
                             **The POD - Just Off Main Concourse**  
                             **11:00am - 2:00pm**

**Free Health Promotional Materials**

---



## **Academic Council - Humber College**

The following positions are open to elect representatives in the Fall 1998 Academic Council elections:

### **A - Elected Academic Membership**

Faculty by Campus	North	3 representatives
	Lakeshore	1 representative
School of Business	Lakeshore	1 representative
School of Performing Arts	Lakeshore	1 representative

**By this notice, a call for nominations is being made**

Nominations close 4 p.m., Monday, October 19<sup>th</sup>, 1998

Advance Polls to be held Monday, November 9<sup>th</sup>, 1998

Election to be held Thursday, November 12<sup>th</sup>, 1998

**Attached please find  
The Mandate for Academic Council  
and  
Nomination Form**

For more information, contact:  
**Doug Willford**  
**Vice Chair, Academic Council**

**Ext. 4262**



# **Mandate of Academic Council**

## **Humber College of Applied Arts & Technology**

Academic Council (AC) is the collective voice of the College in that it is an assembly of faculty, support staff, students, and administrators who suggest directions in which the College should head. Academic Council advises the President on those college issues which it considers to be long and short term priorities. It may establish committees, subcommittees, and task forces to advise upon educational issues.

AC does not preclude or eliminate the consideration of any matter which is of concern to members of the College community. In general, however, the following paragraphs indicate the prime focus of AC.

AC advises the President in matters affecting academic policy, planning, and practice, including, but not restricted to, the following items:

- program and curriculum goals and standards
- program approval and development
- evaluation of program content and delivery
- teaching methodology and standards
- grading and promotion policies
- resource and budget allocation as it impacts upon academic policy, planning, and practice
- student appeals policies
- standards of student conduct and discipline
- student awards and scholarship policies

In addition, the AC is concerned with related issues which advance effective teaching and learning, which may include, but are not restricted to:

- resources, such as the Learning Resource Centre, the Open Learning Centre, and/or other forms of information technology
- student services
- student admission policies
- policies and processes for performance review
- emerging political, environmental, social, and/or economic issues
- matters affecting student learning

Part of the responsibility of AC members is to represent their respective constituencies and to inform the President of their constituencies' views; conversely, members are to keep their constituencies apprised of initiatives and policies tabled at AC. The Council, then, provides an ideal forum in which to learn what other constituencies think and feel. While it is recognized that the Board of Governors alone can make policy, AC frequently makes recommendations that ultimately become policy. If the recommendations AC makes are rejected by the President, he/she will be expected to explain his/her reasons in writing.

AC will review the clauses in this document on an as needed basis.

December 12<sup>th</sup>, 1996

Approved by Board of Governors - May 12, 1997



# **Academic Council**

## **Nomination Form**

Please forward completed form to:

**Doug Willford  
Library, North Campus**

**no later than**

**4:00 p.m., Monday, October 19, 1998**

## **Nomination Form**

**Constituency:** \_\_\_\_\_

**Nominee:** \_\_\_\_\_

**Nominator:** \_\_\_\_\_

**Nominator's Signature:** \_\_\_\_\_

**Seconder:** \_\_\_\_\_

**Seconder's Signature:** \_\_\_\_\_



# The **Communique**

Published by the Office of the President  
September 29th, 1998 - Communique 98-99,  
#5

## **FAREWELL RECEPTION FOR TOM FORTNER**

**Tom Fortner** of the Library/Media Services will be leaving Humber College to pursue his life-long dream. He has accepted a position with the Vaughan Fire Fighters. Since graduating from the AV Technician program at Humber College in 1976, Tom has worked for 22 years with Humber.

Please join us to wish him well:

**Thursday, October 1st  
3.00 p.m.  
President's Boardroom  
North Campus**

## ***"COME GROW WITH HUMBER!"*** *Corporate Staff Training Program*

***The October to December '98 Training Schedule is out in the mail to all full-time support and administrative employees. If you did not receive a copy and would like one, please call the HR Dept. at ext. 5088, or pick one up at the Bulletin Board outside C-129. The package includes program descriptions, a program-at-a-glance, and Registration Form. We look forward to having you participate in these job-related, skills-based and up-to-date training events!***



## **HEALTH CENTRE NEWS.....**

**HEPATITIS B VACCINE IS SOLD IN THE HEALTH CENTRES @ \$25.00 PER SHOT.**

**THE FLU SHOT WILL BE AVAILABLE AT THE HEALTH CENTRES STARTING THE FIRST WEEK OF NOVEMBER @ \$10.00 EACH.**

**THE STAFF/FACULTY DRUG PLAN COVERS 85% OF THE COST OF IMMUNIZATIONS. CLAIMS MAY BE SUBMITTED TO SUNLIFE.**

**WATCH FOR FURTHER DETAILS IN MID-OCTOBER.**



## STUDENT WORK STUDY 1998/99

In the past few weeks the Work Study Office has been busy placing approximately 300 students in part-time jobs across the College both at North and Lakeshore campuses.

We still have many eligible students looking for employment. If you are interested in employing a Work Study student please contact Pat Scrase ext. 4939 or Deb McBain ext. 4184. **The student's salary will be 70% funded through the Work Study Fund plus 4% vacation pay.**

Last year 540 students were employed at Humber through the Work Study Program. **This year, with a larger work study budget, there is money available to create even more employment on campus for students.**

Student feedback indicates that Work Study employment provides them with valuable work experience, a stronger connection to the college and the financial resources necessary to cover their education costs, including a reduced dependence on financial aid for some OSAP students.



## **Can You Help Out ? ?**

**Two students in the Community Integration through Cooperation Education (CICE) Certificate Program are having difficulty arranging transportation to and from the North Campus to their home.**

**Hopefully, there is someone in the Humber community, who can help out with a ride.**

**Dana lives in Newmarket, and Kevin lives in Keswick. Their schedule is:**

<b>Mondays</b>	<b>2:30 PM – 4:15 PM</b>
<b>Tuesdays</b>	<b>9:55 AM – 2:25 PM</b>
<b>Wednesdays</b>	<b>8:05 AM – 5:10 PM</b>
<b>Thursdays</b>	<b>9:55 AM – 2:25 PM</b>
<b>Fridays</b>	<b>11:45 AM – 5:10 PM</b>

**Dana and Kevin would be most grateful if anyone in the Humber community could help out with a ride for any of these days.**

**For further information or how to contact Dana and Kevin, please phone**

**Pat McCracken, Ext. 4917**





# ***Murder***

in the  
**Humber Room**

## **Detective Wanted**

### **A Brush with Death**

If you are up to the challenge to be  
Miss Marple or Sherlock Holmes  
here is a challenge for you.

Presented by Murders Tastefully Executed INC.

**October 23, 1998**

and

**December 4, 1998**

**Reception 6:00pm in the President Boardroom**

Followed by

**Dinner at 7:30pm in the Humber Room**

**Semi-Formal**

Seven-course meal prepared by third semester Culinary Management Students.

**\$50.00/person**

**Tickets available from**

**Tall Hats, Humber Room or**

**Paul Iskander at (416)675-5022**

A fundraiser for Partners in Cuisine Linkages Program



Limited seating available



# **THE Communiqué**

Published by the Office of the President  
October 6th, 1998 - Communique 98-99,  
#6

From \$10.00  
to \$25.00

## **THANKSGIVING FEAST OF FLOWERS**

A large selection of Floral Designs  
created and sold by students in the  
Retail Floristry Diploma Program

Wed. Oct. 7  
12:30-4:30

Thurs. Oct. 8  
10:00-4:30

Fri. Oct. 9  
10:00-3:00

IN THE  
CONCOURSE



# OCTOBER



## ABORIGINAL SPIRITUALITY

### Xlaaw

The name of the season of starting to put up food; the wild crabapples are ripe and ready for preserving in Oolichan grease for the winter.



## BAHA'I

### October 16

'Ilm ("Knowledge") is the 12th month of the Bahá'í year.

### October 20

The anniversary of the birth of the Báb, the herald of the new age for Bahá'is. The Shrine of the Báb in Haifa, Israel, is part of the World Centre of the Bahá'í faith.



## BUDDHISM

### October 4

Coming at the full moon, Pavarana marks the end of the Rains Retreat.

### October 4

Founder's Day celebrates the formal introduction of Buddhism into Canada with the founding of the first Japanese Buddhist congregation in Vancouver in 1905, and the first assembly of Canadian Buddhists in Toronto in 1980. Out of that meeting eventually arose the Buddhist Council of Canada.



## CHRISTIANITY

### October 4

World Communion Sunday is observed throughout the world by member churches of the World Council of Churches. Communion was instituted by Jesus at his last supper and is the most fundamental of all Christian celebrations.



## HINDUISM

### October 19

Diwali (Deepavali) is perhaps the most popular of all Hindu festivals. Also known as the Festival of Lights, it is dedicated to the Goddess Kali in Bengal and to Lakshmi, the Goddess of Wealth, in the rest of India. As with several other festivals, Diwali is associated with one of the stories about the destruction of evil by Vishnu in one of his many manifestations.



## JAINISM

### October 19

Popularly known as Dipavali, this "Festival of Lamps" celebrates the attainment of Moksha by Lord Mahavira. A burning lamp symbolizes the "light of knowledge" which dispels the darkness of delusion and ignorance.

### October 24

The Day of Knowledge is a time for students and scholars to celebrate Jnana, the divine or transcendent knowledge or wisdom. Some fast for 36 hours, others perform rituals involving books and writing instruments and pray for guidance to acquire right knowledge.



## JUDAISM

### October 5-12

Sukkot, the Feast of Booths, which lasts for eight days, is one of the three "pilgrimage feasts." Its meaning comes from the practice of building little "booths" (sukkot) in the fields during harvest, and from the temporary structures in which the Israelites lived following their departure from Egypt. Sukkot is a time of thanksgiving, of celebrating God's presence in creation and among the Jewish people. The Eighth Day (Shmini Atzeret) is considered both the end of Sukkot and a distinct festival. Sukkot begins at sundown on October 4.

### October 13

Simhat Torah or Rejoicing of the Law marks the completion and new beginning of the annual cycle of the reading of the Torah in the synagogue. In Israel and among Reform Jews, it is celebrated on the same day as Shmini Atzeret. It begins at sundown on October 12.



## SIKHISM

### October 19

The "Festival of Lights" is celebrated throughout India. For Sikhs, it commemorates the return of the sixth Guru to the holy city of Amritsar after his release from detention.

### October 22

This day celebrates Gobind Singh Ji passing on the guruship to the Holy Scriptures, henceforth known as the Guru Granth Sahib.



## WICCA

### October 31

Samhain (pronounced Sowin or Saveen), also known as Halloween or the Feast of Hecate, celebrates the Celtic New Year. It marks the third and final harvest, which traditionally involved the slaughter of domestic animals for winter provisions, but has now come to signify the harvest of souls or the reaping of spiritual wisdom. Among vegan Wiccans it is the time of the harvesting of nuts, the kernels of which are traditional symbols of wisdom. The veil between the physical and spiritual worlds is thinnest at this time, and ancestors are welcomed to join in the celebration as the dying God returns to the womb of the Goddess in preparation for rebirth at Yule. It is also a time to bid farewell to the souls of those who have died during the turning of the past year's wheel.



## ZOROASTRIANISM

### October 12-16

Ghambar Ayathrem celebrates the creation of plants, the sowing of the winter crop and the return of herds from pasture.



## MEMORANDUM

ATTENTION: All Full-time and Partial Load Members of the Academic Staff

RE: **Implementation of the New Salary Schedules**

The terms of the new Collective Agreement for Academic Staff were ratified on September 24, 1998. It is our wish to implement the new salary schedules for Humber employees as quickly as possible. Please note the following:

1. For full-time academic staff, the new salary schedules will be implemented effective September 24, 1998 and reflected in your October 9, 1998 pay deposit notices;
2. For those full-time academic staff members eligible for an immediate step increase, (i.e., faculty who have been at step 17 for more than one year and eligible to advance to the new step 18), the step increase will be implemented, effective September 24, 1998 and reflected in your October 9, 1998 pay deposit notices;
3. Lump sum payments for full-time and partial load academic staff will be paid out through separate payroll deposit on October 23, 1998;
4. Full-time academic staff will receive individual notices outlining their new salaries and new step if applicable;
5. Full-time academic staff not eligible for an immediate step increase, (i.e., less than one year at the current step), will be eligible for a step increase on their normal anniversary date;
6. For partial load academic staff, the new salary schedule will be implemented effective September 24, 1998 and these new rates as well as retroactive pay will be reflected in the October 23, 1998 pay deposits;
7. Program Coordinator Allowances will be adjusted effective September 24, 1998. The revised amount and retroactive payments will be reflected in the October 23, 1998 pay deposits.

In order to meet these deadlines, we respectfully ask that you hold any telephone calls to Human Resources regarding your specific pay increases until **after** you receive your individual notice and your revised pay deposit notice.

Nancy Hood, Director  
Human Resources





# HUMBER COLLEGE

## OF APPLIED ARTS AND TECHNOLOGY

### OCCUPATIONAL HEALTH AND SAFETY POLICY

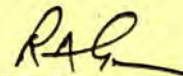
*Humber College is committed to providing an environment that ensures the health and safety of its students, employees, and visitors. It is the goal of the College and its employees to construct every structure, plan every activity and perform all tasks in a manner which reduces health hazards and the possibility of personal injury to the absolute minimum.*

*College Administrators are responsible for the health and safety of all persons in their areas. They must implement all the necessary measures and programs to eliminate or control potential health and safety hazards associated with the activities under their supervision.*

*Every Employee shall use safe work practices on all assignments, as governed by College policies and procedures.*

*Students and Visitors shall comply with all College policies and procedures regarding health and safety.*

*The College, in consultation with the Joint Occupational Health and Safety Committee, shall ensure that all other policies and operating procedures meet the goals of this Policy and conform with the regulations and procedures set out in the Occupational Health and Safety Act, and all other applicable Acts and standard practices.*



PRESIDENT

December, 1997

REVISION DATE



**Reminder  
Second Call for Nominations**

<b>Academic Council - Humber College</b>
--

The following positions are open to elect representatives in the Fall 1998 Academic Council elections:

**A - Elected Academic Membership**

Faculty by Campus	North	3 representatives
	Lakeshore	1 representative
School of Business	Lakeshore	1 representative
School of Performing Arts	Lakeshore	1 representative

<b>By this notice, a call for nominations is being made</b>
---

Nominations close 4 p.m., Monday, October 19 <sup>th</sup> , 1998
---

Advance Polls to be held Monday, November 9 <sup>th</sup> , 1998
--

Election to be held Thursday, November 12 <sup>th</sup> , 1998
--

**Attached please find  
The Mandate for Academic Council  
and  
Nomination Form**

For more information, contact:  
**Doug Willford**  
**Vice Chair, Academic Council**

**Ext. 4262**



# **Mandate of Academic Council**

## **Humber College of Applied Arts & Technology**

Academic Council (AC) is the collective voice of the College in that it is an assembly of faculty, support staff, students, and administrators who suggest directions in which the College should head. Academic Council advises the President on those college issues which it considers to be long and short term priorities. It may establish committees, subcommittees, and task forces to advise upon educational issues.

AC does not preclude or eliminate the consideration of any matter which is of concern to members of the College community. In general, however, the following paragraphs indicate the prime focus of AC.

AC advises the President in matters affecting academic policy, planning, and practice, including, but not restricted to, the following items:

- program and curriculum goals and standards
- program approval and development
- evaluation of program content and delivery
- teaching methodology and standards
- grading and promotion policies
- resource and budget allocation as it impacts upon academic policy, planning, and practice
- student appeals policies
- standards of student conduct and discipline
- student awards and scholarship policies

In addition, the AC is concerned with related issues which advance effective teaching and learning, which may include, but are not restricted to:

- resources, such as the Learning Resource Centre, the Open Learning Centre, and/or other forms of information technology
- student services
- student admission policies
- policies and processes for performance review
- emerging political, environmental, social, and/or economic issues
- matters affecting student learning

Part of the responsibility of AC members is to represent their respective constituencies and to inform the President of their constituencies' views; conversely, members are to keep their constituencies apprised of initiatives and policies tabled at AC. The Council, then, provides an ideal forum in which to learn what other constituencies think and feel. While it is recognized that the Board of Governors alone can make policy, AC frequently makes recommendations that ultimately become policy. If the recommendations AC makes are rejected by the President, he/she will be expected to explain his/her reasons in writing.

AC will review the clauses in this document on an as needed basis.

December 12<sup>th</sup>, 1996

Approved by Board of Governors - May 12, 1997



# **Academic Council**

## **Nomination Form**

Please forward completed form to:

**Doug Willford  
Library, North Campus**

**no later than**

**4:00 p.m., Monday, October 19, 1998**

## **Nomination Form**

**Constituency:** \_\_\_\_\_

**Nominee:** \_\_\_\_\_

**Nominator:** \_\_\_\_\_

**Nominator's Signature:** \_\_\_\_\_

**Seconder:** \_\_\_\_\_

**Seconder's Signature:** \_\_\_\_\_



# The Communique

Published by the Office of the President  
October 13th, 1998 - Communique 98-99,  
#7

**ACADEMIC COUNCIL**  
**Thursday, October 15<sup>th</sup>, 1998**  
4:00 p.m. - 8:00 p.m.  
Room B303, Lakeshore Campus

## A G E N D A

1. Minutes of September Meeting
2. Business Arising
  - (a) "Pipe Dollars" ( 5 minutes) Doug Willford
  - (b) 3-hole punching course outlines ( 5 minutes) Al Palin
3. Announcements
  - (a) Elections ( 5 minutes) Doug Willford
  - (b) Test Centre Subcommittee ( 5 minutes) Peter Mills
4. Internet Service Provider Phaseout (10 minutes) Michael Harper  
Discussion (30 minutes) Rod Rork
5. Summer Renovations Update (15 minutes) Bruce Bridgeford  
Discussion (15 minutes)
6. Horizons Project Update: Call Center (20 minutes) Paul Petch  
Discussion (20 minutes) John Mason  
Rod Rork
7. New Program Proposals
  - Computer Programmer Analyst (10 minutes) Cheryl Taylor
  - International Project Management (10 minutes) Rick Embree
  - Discussion (20 minutes)
8. Standards of Conduct in the Learning Environment (10 minutes) Al Palin  
Feedback, Discussion (10 minutes)
9. Round Table



Farewell Reception  
for  
Mavis Shaw

Mavis Shaw of the Customer Service and Registration Department will be taking an early retirement on October 30, 1998 after several years part-time and 14 years of full-time service with Humber College. Mavis' knowledge, dedication and assistance will be missed by the whole College Community.

Please join us to wish her well as she and her husband will be moving to the Maritimes to enjoy their retirement.

Friday, October 30<sup>th</sup>  
3:00 p.m.  
President's Board Room  
North Campus



# **PROCEDURES FOR ADMINISTERING THE HUMBER COLLEGE STANDARDS OF CONDUCT**

## **Stage 1**

Good judgement and common sense are expected of all Members of the Humber College Community in reacting responsibly to behaviours based on their effect on the learning environment. Members are encouraged to resolve their concerns through informal, constructive communication with the individual(s) whose behaviour is of concern.

Although a complaint may progress through a sequence of more formal stages, it is to the advantage of all involved that matters be resolved at this earliest stage of intervention.

## **Stage 2**

Any Member requiring support or intervention concerning an alleged breach of the Standards of Classroom Conduct by another Member(s) may initiate a complaint to an appropriate mediator.

A student(s) may bring concerns to any person in a position of authority at the College, (Faculty, Staff, Counsellor, Administrator, SAC Officer), who will aid in identifying the appropriate mediator(s).

Mediator(s) will arrange a meeting as soon as possible with the complainant and the person against whom the complaint is made. The intent is to clarify and resolve the situation in a supportive, confidential atmosphere and in a manner consistent with other College policies such as the Human Rights Policy.

## **Stage 3**

A formal complaint may be made in writing to administrative levels of authority. At this stage, administration will make the final decision concerning any disciplinary measure to be taken in response to the complaint.

A student whose behaviour interferes with learning, or jeopardizes the learning environment may be required to:

- leave a class session at the request of Faculty, who will report this action to the appropriate academic administrator;
- withdraw from a course, a program or the College;
- be permanently withdrawn from the College for any serious breach of acceptable behaviour or pattern of unacceptable behaviour.

In addition to and superseding these Standards of Conduct, all Members of the Humber College Community have a responsibility to obey the general law of the land. Persons whose behaviour is illegal will be referred to the Department of Public Safety, (Security), and/or law enforcement authorities. Legal action may be taken by outside law enforcement authorities, as well as disciplinary action by the college. (Victim's rights will be respected).



# STANDARDS OF CONDUCT IN THE LEARNING ENVIRONMENT

**Humber College Community** is comprised of students, faculty, staff, administration and the Board of Governors of the College. **Learning Environment** at Humber College includes any area of the College in which supervised learning is exercised. This would include, but not be limited to, classrooms, laboratories, libraries, the Open Learning Centre, counselling areas, Humber College On Line and field placements.

**Unacceptable Behaviour** refers to any disruptive, unreasonable or irresponsible action or inaction which interferes with learning, health and safety, the reasonable comfort of others, or which creates an atmosphere of fear. Such behaviours will not be tolerated in the learning environment.

Members of the Humber College Community are entitled to expect certain rights to be recognized. In turn, all Members are accountable for their behaviour. Responsible behaviour on the part of all Members is fundamental and essential to ensure an effective learning environment.

GOALS	BEHAVIOURS ESSENTIAL TO MEETING THESE GOALS	UNACCEPTABLE BEHAVIOURS Examples include:
A positive learning environment free from distraction:	<p>is promoted when participants:</p> <ul style="list-style-type: none"> <li>Engage actively in the learning process</li> <li>Attend classes regularly and punctually</li> <li>Attend to and participate in learning.</li> </ul>	<p>Noisy/distracting behaviour associated with:</p> <ul style="list-style-type: none"> <li>Persistent lateness</li> <li>Use of cell phone or beeper</li> <li>Persistent, unreasonable demands for attention</li> <li>Interruptions</li> </ul>
A clean, safe learning environment:	<p>is promoted when participants:</p> <ul style="list-style-type: none"> <li>Encourage and follow established rules for the proper use and maintenance of college equipment</li> <li>Place garbage/recyclable litter in proper containers.</li> </ul>	<p>Soiling, damage or loss of property or equipment associated with:</p> <ul style="list-style-type: none"> <li>Unsafe or aggressive handling of furniture</li> <li>Eating/drinking in the learning environment. (which may be totally prohibited by specific areas).</li> </ul>
A respectful, accepting learning environment:	<p>is fostered when participants:</p> <ul style="list-style-type: none"> <li>Promote fundamental rights and freedoms</li> <li>Demonstrate respect for personal worth and dignity despite individual differences</li> <li>Show due and reasonable consideration for others with differences in learning needs or styles.</li> </ul>	<p>Harassment or discrimination:</p> <ul style="list-style-type: none"> <li>As defined by Humber College's Human Rights Policy</li> <li>Based on differences in ability, culture, gender, race, religion or sexual orientation.</li> </ul>
A learning environment which is free from fear:	<p>is protected when participants:</p> <ul style="list-style-type: none"> <li>resolve conflicts and difficulties through constructive, peaceful means</li> <li>Are polite and courteous to others.</li> </ul>	<p>Intimidating behaviour such as:</p> <ul style="list-style-type: none"> <li>Quarrelling, abusive language</li> <li>aggressive or unwanted physical contact. Fighting, assault, and threats of assault are criminal offences.</li> </ul>

It is the personal responsibility and an expectation of all Members to be familiar and comply with these standards of conduct, and with other standards or regulations authorized within the College, and to encourage other Members to adhere to these standards.





# *Murder*

in the  
Humber Room

## Detective Wanted

### A Brush with Death

If you are up to the challenge to be  
Miss Marple or Sherlock Holmes  
here is a challenge for you.

Presented by Murders Tastefully Executed INC.

October 23, 1998

and

December 4, 1998

Reception 6:00pm in the President Boardroom

Followed by

Dinner at 7:30pm in the Humber Room

Semi-Formal

Seven-course meal prepared by third semester Culinary Management Students.

\$50.00/person

Tickets available from

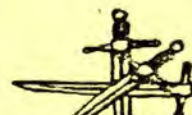
Tall Hats, Humber Room or

Paul Iskander at (416)675-5022

A fundraiser for Partners in Cuisine Linkages Program



Limited seating available





# *the* **Communiq  **

Published by the Office of the President  
October 15th, 1998 - Communique 98-99,  
#8



## *Off to the races with the United Way*

### *Humber College 1998 Campaign*

During the weeks of October 26<sup>th</sup> through November 6<sup>th</sup>, we will be conducting this year's United Way Campaign. As you probably know, United Way contributions assist many different agencies in our city, helping people through their lives in a multitude of ways. Therefore, we would like to encourage you to participate as much as possible for this very worthy cause.

We will be issuing information bulletins about the various events we are sponsoring during this Campaign, the first one being as follows:

**Friday, October 23<sup>rd</sup>**

**8.00 a.m. - 10.00 a.m.**

### **Pancake Breakfast**

The Student Centre, North Campus

The Cafeteria, Lakeshore Campus

For \$4.00 you can enjoy **two delicious pancakes and a coffee**, knowing that you are also making a contribution to the United Way Campaign. Beaver Foods has generously offered to assist us with this event, and we hope you will come and join us. There will be several "celebrity" chefs at the grill ready to join you in making this a time of good food, fun and giving.

Tickets for this event can be purchased through the following persons:

#### **North Campus:**

Val Hewson, President's Office  
Chris Little, Residence  
Janice Guzik, Customer Service  
Linda Azzopardi, BIS  
Beth MacNeill, Human Resources  
Cynthia Wilson, Liberal Arts & Sciences  
Ellie Salamon, Physical Resources  
Doug Willford, Library

Jan Calder, Computing Services  
Connie Eggins, Built Environment  
Wanda Buote, Business  
Edna Lister, Health Sciences  
Betty Butterfield, Information Technology  
Pauline McKinney, Manufacturing Tech.  
Doreen Emmerson, Media Studies  
Vicki Samson, HRT

#### **Lakeshore Campus:**

Peter Maybury



# Energy Efficiency in the Workplace

## Retrofit Update :

The lighting retrofit is now over 90% complete. In the next couple of weeks Building A (North), all of the stairs, some of the corridors, as well as a few other small areas will be completed.

## Computer Use and Energy Conservation:

Office equipment use has grown so that it is now one of the major energy consumers in the modern workplace. However, new energy management technologies which were initially developed for laptop computers can significantly reduce the energy cost. New computers now often come with a low power mode which significantly reduces a computer's energy use by putting the computer to sleep when it is not being used. The new Dell computers recently purchased by Humber College have a low power mode.

	Old AST Computers	New Dell Computers
Energy Consumption	120W	85W
Energy Consumption in sleep mode.	120W	29W
Annual Energy Costs	\$28.42	\$12.89

(Based on an average 4 hrs / day regular mode, 5.5 hours in sleep mode)

## JOIN OUR "WATT-LOSS" PROGRAM TODAY!

Here are a some things that you can do to minimize your office energy consumption.

- Please make sure that your **sleep mode** is activated. Set it to the minimum acceptable time.
- The monitor consumes 65% of the energy used by a computer, turn it off when not in use.
- Turn the computer and the printer off at night.
- Be fax, copier and printer smart. Make only the copies that you need.
- For 3 copies or less, use the printer, for more use the copier.
- Select more energy efficient equipment when purchasing new. Look for the **Energy Star** logo.
- Encourage your colleagues to help out.

If you have any questions regarding the lighting retrofit or energy conservation in general, please contact Spencer Wood, Energy Efficiency Co-ordinator, at extension 4162.



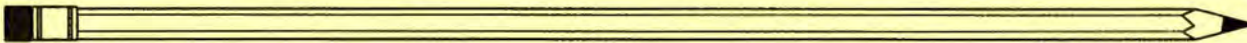


## **HUMBER COLLEGE AUTHORS**

The Humber Author Display cabinets located adjacent to the libraries at North & Lakeshore were established for the purpose of displaying works written by Administrators, Faculty, Support Staff, Students or Alumni of the College.

If you have any books, articles or recordings you would like displayed, please forward two copies to either Doug Willford at the North Campus or Evelyn Hansen at the Lakeshore Campus.

### **GUIDELINES**

- 1) Materials to be displayed will consist of monographs, periodical articles or on-print materials.
  - 2) The item displayed will be authored or co-authored by an Administrator, Faculty Member, Support Staff (both Faculty & Support Staff can either be full-time or part-time), student or an alumnus.
  - 3) The materials will be displayed for a period of one year from the date of receipt and returned to the author or, with permission, donated to the library.
- 



# The **Communique**

Published by the Office of the President  
October 20th, 1998 - Communique 98-99,  
#9

## **Professional Development Advisory Committee**

A Professional Development Advisory Committee has been struck to assist Professional Development in identifying the needs and areas of interest of all faculty. Representatives have been identified by the school heads and have had two meetings. The committee is looking for input from all faculty.

As the college moves through this changing, challenging time, we want to try to meet the needs of the faculty. Please make sure that your representative is apprized of your interests and needs. The committee members are:

Roger Flock	Performing Arts
Franca Giacomelli	School of Business
Pat Hedley	Professional Development
Barbara Hubbs	School of Info. Tech. & Acctng.
John Huot	Community & Social Services
Al Lobo	HRT Alliance
Sheila Money	Health Sciences
Gary Noseworthy	Liberal Arts & Sciences
Michael Planche	School of Business, Lakeshore
Joe Tomona	Built Environment
Steve Bodsworth	Academic Operations Committee
Gwen Villamere	Academic Operations Committee
Ruth McLean	(Chair)

For further information contact Ruth McLean at ext. 4563.





# OPEN HOUSE

## THE INSTRUCTIONAL SUPPORT STUDIO

### "THE STUDIO"

#### EX201

You are invited to an Open House in the new Instructional Support Studio. **The Studio** is a facility to support Humber staff who are working to support the learning of students. You may be working directly with students in the classroom or indirectly by developing systems in the college that impact on student life here in the college.

In **The Studio** we endeavor to support your work by offering you a range of learning activities, a place to network, meet with others, acquire resources and use high-end equipment (CD burner, scanner, colour printers, new Pentium computers). We support the traditional Pro Dev programs as well as learning related to on-line learning, distance education and information technology.

We will support you in your quest to modify or create learning material (individual lessons, modules or courses) or to try new instructional strategies (i.e. co-operative learning).

You are invited to join us the week of November 2 - 6, from 9:00 a.m. - noon. Come and see. Come and meet the staff. See the location. Investigate projects and have a coffee, juice and muffin.

We look forward to seeing you!



**APPLICATION**  
**for**  
**ACADEMIC EMPLOYEES**  
**PROFESSIONAL DEVELOPMENT LEAVE**  
**for the academic year**  
**1999 - 2000**  
**(deadline for submission - January 15<sup>th</sup>, 1999)**

The purpose of this Professional Development Leave is for academic employees to pursue College-approved academic, technical, industrial or other pursuits where such activities will enhance the ability of the teacher, counsellor or librarian upon return to the College.

Completed applications for the academic year 1999-2000 (September 1999 - August 2000) must be filed in the office of the Vice President Academic (Richard Hook, Room D161) by **January 15<sup>th</sup>, 1999.**

The College will notify academic employees by **February 15<sup>th</sup>, 1999** of the disposition of the applications.

In the event the number of employees eligible for Professional Development Leave under Article 18.02 has not been identified and granted approval by February 15<sup>th</sup>, 1999, the College will inform the employees that **additional applications** will be considered if submitted by **March 15<sup>th</sup>, 1999** for the period September 1999 to August 2000.

**Application Process**

1. Applications should consist of a covering letter and a document that incorporates the required information (as outlined below), organized by section. You are advised to consult with your Department/School Head during the development of your proposal.
2. Your Professional Development Leave Application must be submitted to your Department or School Head for signature indicating approval and then forwarded to the Vice President, Academic (Room D161, North campus) by January 15, 1999.
3. If you require additional information, please contact the office of the Vice President Academic, Ext. 4545.



## Outline for Proposal

- (k) State your name, Program, Division/School.
- (l) Identify start and end dates for the Leave.
- (m) Describe the overall purpose of the Leave.
- (n) List, in chronological order, a plan of the activities which you will undertake to achieve these objectives. For each activity, indicate the estimated time for completion, the location of the activity, and the measureable outcomes to be achieved.
- (o) Identify how the objectives will be of benefit to:
  - \* the college/division or school
  - \* you, and how they will enhance your abilities upon return to the college.
- (f) Provide a palpable expression of learning that has taken place and how it is of value to the college and its students. For example:
  - \* a Masters degree that enables you to revise curriculum and teach a new course(s);
  - \* an 8 month placement in industry, including specific training opportunities, in which a faculty member obtains an industry certification relevant to future teaching responsibilities;
  - \* a one semester secondment of a faculty member to an internationally respected college or university to study their instructional methodology, curriculum and links with industry and recommend enhancement of a current Humber program;
  - \* faculty expertise upgraded in SAP software to prepare upper-level courses;
  - \* contact lists and correspondence for 100+ new employer contacts willing to take students for field placement, and
  - \* a fully developed distance education course in a specified subject.
- (g) Identify the resources required from the college (if any).
- (h) Identify the resources committed by you (if any).
- (i) List the materials to be created during the Leave that will become the property of Humber College (if any).
- (j) List the materials to be created during this Leave that will not become the property of Humber College (if any).
- (k) List, and describe, any paid employment (if any) that will be undertaken during the leave period. Indicate the amount of time and remuneration associated with this employment.

## Please Note

**Your Professional Development Leave proposal application will be reviewed and accepted/declined by the College on its merit based upon your proposal's relationship to Humber College priorities. The acceptable submissions will then be rank-ordered based on seniority, as required by the Collective Agreement. Should your plan of activities or outcomes change, you must submit a description of the change, in writing, to your Department/School Head for approval. Substantial changes may require that your proposal be re-reviewed for its acceptability.**



# CALL FOR PRESENTERS

FOR THE  
**Metro Colleges**  
**Part-Time Teachers'**  
**MINI CONFERENCES**  
**1999**

**SATURDAY MARCH 13th**  
**@ CENTENNIAL COLLEGE**  
**9 A.M. TO 12 NOON**

**SATURDAY APRIL 10th**  
**@ HUMBER COLLEGE**  
**9 A.M. TO 12 NOON**

**SATURDAY MAY 8th**  
**@ SHERIDAN COLLEGE**  
**9 A.M. TO 12 NOON**

The MINI CONFERENCES sponsored by the Metro Colleges provide a unique opportunity for part-time teachers from the Central Region Colleges to share their experiences and learn from each other. Participants value the opportunity to network and exchange ideas.

We invite you to consider conducting a workshop on any of the dates listed above. Topics may include multimedia, instructional strategies, tricks and tips, or creative non-traditional strategies for facilitating learning.

**Volunteer your time and expertise to help part-time teachers**  
**"continue their education"**

If you wish to facilitate a workshop at one of the **Part-time Teachers' Mini Conferences** please complete the form and return it to your College representative by Friday, November 13, 1998.

**SPONSORED BY:**

**The College Committee on Human Resource Development (Central Region)**  
**and its member Colleges:**

Centennial College-Marilynn Daye  
Humber College-Pat Hedley  
Seneca College-Lisa Harrison

George Brown-Margaret Whittleton  
The Michener Institute-Rosemarie Peikes  
Sheridan College-Margo Martin



# CALL FOR PRESENTERS

## PART-TIME TEACHERS' MINI CONFERENCES

### 1999

Please return this form with your workshop description to your College representative.  
You will be contacted by your representative regarding final selection of workshops.

NAME: \_\_\_\_\_

COLLEGE : \_\_\_\_\_

DEPARTMENT/SUBJECT AREA: \_\_\_\_\_

COLLEGE ADDRESS: \_\_\_\_\_

STREET

CITY

POSTAL CODE

HOME ADDRESS: \_\_\_\_\_

STREET

CITY

POSTAL CODE

TELEPHONE: Home( ) \_\_\_\_\_ Work( ) \_\_\_\_\_

WORKSHOP TITLE: \_\_\_\_\_

NUMBER OF PARTICIPANTS: Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

CONFERENCE PREFERENCE: March 13th @ Centennial \_\_\_\_\_

April 10th @ Humber \_\_\_\_\_

May 8th @ Sheridan \_\_\_\_\_

#### DESCRIPTION:

In not more than 50 words, clearly and concisely describe on a separate paper, the purpose and content of your workshop, together with a brief "bio" of your relevant background. Also, please specify level of workshop (beginner, experienced, all teachers), as well as your room/AV/resource requirements.



**YOU ARE INVITED TO A RETIREMENT  
RECEPTION FOR:**

*DON CASSEL  
BARRY FRY  
JIM HARDY  
& KLAUS KIESSLING*

**DATE:**            **NOVEMBER 5, 1998**

**TIME:**            **1:00 – 4:00p.m.**

**PLACE:**            **SEVENTH SEMESTER:**  
Hot/Cold Appetizers  
Cash Bar

**R.S.V.P:**        **by October 30, 1998**

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CONTACTS:	Nadia Bifulchi,	Ext. 4473
	Marion Blace,	Ext. 4690
	Christine Colosimo	Ext. 4061

*Donations will be gratefully accepted from any of the contacts **no later than October 30, 1998.***

*Please drop by and extend your best wishes to the retirees!*



## **Administrative Nomination Requested**

There is an opening for one service administrator to represent Humber College on a central region Professional Development Committee. The committee examines and develops professional development opportunities for administrative staff in the central region. In the past these opportunities have included workshops, seminars and retreats.

As Humber's representative, you will be required to attend several meetings a year and to speak on behalf of the other service administrators in the college. You will be required to keep Professional Development updated on all activities and decisions.

If you are interested please ensure that you are available and free to attend these meetings. Indicate your interest in writing to: Ruth McLean, Centres for Learner Support, EX201, ext. 4563, [MCLEAN@ADMIN.HumberC.ON.CA](mailto:MCLEAN@ADMIN.HumberC.ON.CA)

## **HRT ALLIANCE**

### ***PARTNERS IN TRAINING AWARDS NIGHT***

**WEDNESDAY, OCTOBER 28, 1998  
NORTH CAMPUS - K217 (STAFF LOUNGE)**

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***Please join us at this event to recognize student achievement. This Awards Night provides an opportunity to meet donors, partners in training and students' families and to mingle with colleagues. It is one of the few times during the academic year that we can take time to celebrate student success.***



**Distinguished Speakers' Series**  
**presents**  
**an evening with Mordecai Richler**

Renowned Canadian author, **Mordecai Richler**, will round out the inaugural season of the Humber School for Writers Distinguished Speakers' Series on **Wednesday, November 4, at 8:00 pm** in the **George Weston Recital Hall, Ford Centre for the Performing Arts**.

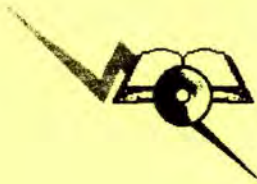
Mordecai Richler is the author of numerous books including *Solomon Gursky Was Here* and the critically acclaimed *Barney's Version*. His works of non-fiction include *This Year in Jerusalem* and the recent *Belling the Cat: Essays, Reports and Opinions*. He is also the author of the highly successful children's books, *Jacob Two-Two* and *The Hooded Fang* and *Jacob Two-Two's First Spy Case*.

Eleanor Wachtel, host of CBC radio's *Writers and Company*, will lead an on-stage discussion with Mr. Richler following his reading.

Tickets, available at all Ticketmaster outlets or in person at the box office, are \$12.

The Ford Centre for the Performing Arts is located at 5040 Yonge Street, at the North York Centre subway stop.





## Library and Media Services Announcements

New portable **multimedia carts** are available for booking from Media Services - the carts include Pentium II computers with powerpoint/presentation software, VCRs, sound systems and data projectors. Also available for booking is a **new digital camera** which allows saving of .jpg images directly floppy disc.

Several new **web based information databases** are now accessible from Library's homepage <http://www.humberc.on.ca/~library>. These resources provide full-text coverage to articles from over 2000 journals and newspapers as well as full-text coverage of Britannica Encyclopedia. Remote access from home is now possible for some of the databases; the authentication process requires a college email account and password. Please check the library's homepage for more detail.

More students have been hired by the Media Centre to do **maintenance on classroom overheads** during the weekend. Because of the high utilization of classrooms during the week (day and evening) at North campus the Media Centre staff relies on teachers to inform them immediately about problems with overheads. Please contact the Media Centre at ext. 4397. Be sure to identify the room location of the overhead.



## Highlights of the Meeting of the Board of Governors September 14, 1998

- ▶ ***Election of Chair & Vice Chair for 1998-99*** – the Board of Governors elected Ratna Ray, Board Chair and Brien Gray, Vice Chair for 1998-99, respectively.
- ▶ ***Chair's Remarks*** – Ratna Ray thanked her colleagues for their support and commitment in electing her Chair for 1998-99, and extended congratulations to Brien Gray in his election as Vice Chair. Dr. Ray indicated that both she and Mr. Gray will rely on the members of the board for their advice and counsel during the upcoming year. Dr. Ray further expressed gratitude to John Gribben for his service as Board Chair for the past year, and indicated that Mr. Gribben has agreed to continue as Humber's representative with ACAATO. Brien Gray expressed appreciation to his fellow board members for their expression of confidence in him. Mr. Gray, in his role as Vice Chair, made the commitment to provide guidance and leadership to the Board.
- ▶ ***Humber College Quality Improvement Plan*** – Humber's Quality Improvement Plan, which addresses increased tuition revenues, has been prepared with the participation of students. The educational quality and success of Humber College is maintained through a commitment to continuous improvement in the following areas: improved academic programs; improving admissions processes; continuous improvement of student success; articulating standards, and improving customer service. In the 1998-99 academic year a number of specific initiatives have been continued, enhanced and introduced to improve the learning experience of students enrolled at Humber. The plan outlines some of these activities included in Humber's allocation of \$1,927,400, from increased tuition revenues, to the improvement of educational quality. Targeted improvement initiatives in 1998-99 include: improved learning environment (\$200,000); improved academic computer labs (\$489,000); IT infrastructure (\$360,000); Humber College Web Site (\$46,050); academic equipment (\$504,350); enhance library (\$25,000); improved graduate placement support *{special funding currently under discussion}*; improved opportunities for open learning and for distance learning (\$213,000), and improved Help Desk services (\$90,000). Student representatives have been provided with additional supporting documentation related to the report, and they have expressed confidence with the final report submitted to the Ministry of Education and Training.

The majority of improvements addressed in the plan, such as upgrades or replacement of 754 academic computer workstations, the redesigned Customer Service and Registration Centre, and improvements to Humber's network infrastructure, have taken place over the past several months. The remainder of improvements, such as improved graduate placement support, upgrades to academic space, and student access to more information and registration services, are to be completed by the end of this fiscal year.



- ▶ **Collective Bargaining** – The ratification vote of the tentative academic agreement is scheduled to take place on September 24, 1998. Support Staff have expressed concern with this agreement, given the proposed monetary increases, and this may impact on future negotiations with the Support Staff bargaining unit. Rod Rork expressed confidence that the college can manage the financial implications, especially as the new agreement did not include retroactivity; however, the college may have to consider financial adjustments for support and administrative staff. Dr. Gordon assured the Board that it will be made aware of the outcome of discussions related to this matter.
- ▶ **Enrolment Status** – Richard Hook briefly reviewed the enrolment status report provided to the Board with the meeting materials, highlighting the following: planning for an increase in international students; apprenticeship; impact of key performance indicators on student enrolment; impact of a strong employment market in several sectors; marketing initiative targeting prospective students to under-subscribed programs; and three-year international plan. The final fall post-secondary enrolment report will be submitted after November 1<sup>st</sup> audit data is collected.
- ▶ **Property Update** – Rod Rork reported the following: (i) *Queen's Plate Residential Lands* -- Cantron withdrew its challenge prior to the OMB hearing and, as a result, the College was able to complete the deal. (ii) *Lakeshore Campus* – The Kipling extension is almost complete. Telecommunications and cable work will commence shortly with completion expected by the end of October. (iii) *Master Plan* – Discussions are underway with Taylor Hazell, who has been asked to do a second phase of its Master Plan. Following this, discussions will take place on September 24, 1998 with a community interest group. In addition, the College is moving ahead with Phase 1 of the Quad. It is expected that a presentation on the Master Plan will be made to the Board in October. (iv) *Joint Venture* – College administration has been meeting with its partners in the Joint Venture to resolve financial issues.
- ▶ **1999 ACAATO Conference** – Humber will host the 1999 ACAATO Conference, with a banquet to be held at the college on Sunday, February 14, 1999.
- ▶ **The Humber School for Writers' Distinguished Speakers' Series** – Dr. Gordon announced the establishment of The Humber School for Writers Distinguished Speakers series beginning this fall. Lewis Lapham, editor of Harper's Magazine, and George Plimpton, editor of The Paris Review, will open the series on September 16, followed by Pulitzer Prize winning author, Carol Shields, on October 7, and renowned Canadian novelist and writer, Mordecai Richler, on November 4. Each session will take place in the George Weston Recital Hall at the Ford Centre for the Performing Arts. Board members interested in attending this series should contact the President's Office.





# Workshops

The following workshops are running over the next few weeks. While some are full, it is worth putting your name on the waiting list in case we open a new section.

For a complete listing, consult the ISS Program Description and Schedule

To register, phone extension 5888 or email [ISS@admin.humberc.on.ca](mailto:ISS@admin.humberc.on.ca)

ID	Topic	Date	Start	End	Location	Leader	Status
I-SS1	Internet Research- Level 1	Oct 19, 1998	9:00 - 12:00		EX201	P. Mitchell	Open
S2	Introduction to Spreadsheets	Oct 20, 1998	9:55 - 11:40		EX201	P. Mitchell	Full
T3	WebCT Learner Interaction	Oct 20, 1998	13:35 - 15:20		EX201	S. Schulte	Open
WPD2	HTML - Introduction	Oct 21, 1998	9:55 - 11:40		EX201	P. Mitchell	Open
C3	Word Processing - Adding Visual Elements	Oct 21, 1998	13:35 - 15:20		EX201	P. Mitchell	Open
G3	Animated Gifs	Oct 22, 1998	09:55 - 11:40		EX201	P. Mitchell	Open
C-SS4	Word Processing - Level 4	Oct 22, 1998	13:00 - 16:00		EX201	P. Mitchell	Full
E3	Pegasus Mail - Advanced	Oct 23, 1998	9:55 - 11:40		EX201	V. Sprenger	Open
I-SS2	Internet Research - Level 2	Oct 26, 1998	9:00 - 12:00		EX201	P. Mitchell	Open
S3	Spreadsheets - Beyond the Basics	Oct 27, 1998	9:55 - 11:40		EX201	P. Mitchell	Full
T4	WebCT - Student Management	Oct 27, 1998	13:35 - 15:20		EX201	S. Schulte	Open
B-SS2	Windows & File Management - Level 2	Oct 28, 1998	9:00 - 12:00		EX201	P. Mitchell	Full
C4	Word Processing -Tables and Columns	Oct 28, 1998	13:35 - 15:20		EX201	B. McGregor	Open
G5	Digital Camera	Oct 29, 1998	9:55 - 11:40		EX201	W. Debly	Open
I1	Netscape Basics	Oct 30, 1998	9:55 - 11:40		EX201	B. McGregor	Open
M3	Electronic Presentations - MS Power Point	Nov 2, 1998	13:55 - 15:40		EX201	P. Mitchell	Open
S4	Graphs and Charts	Nov 3, 1998	9:55 - 11:40		EX201	P. Mitchell	Open
K2-SS	EIS - Beyond the Basics	Nov 3, 1998	13:00 - 16:00		EX201	J. Smith	Full
B-SS1	Windows 95 & File Management - Level 1	Nov 4, 1998	9:00 - 12:00		EX201	B. McGregor	Open
C5	Word Processing - Templates and Macros	Nov 4, 1998	13:35 - 15:20		EX201	P. Mitchell	Open
M1	Electronic Presentations - Corel	Nov 5, 1998	9:55 - 11:40		EX201	P. Mitchell	Full
I2	Searching on the Web	Nov 6, 1998	9:55 - 11:40		EX201	B. McGregor	Open
M4	MS Power Point - Beyond the Basics	Nov 9, 1998	13:55 - 15:40		EX201	B. McGregor	Open
T7	Mounting a Distance Learning Course	Nov 10, 1998	09:55 - 11:40		EX201	C. Coleman	Open
T5	WebCT - Learning Resources	Nov 10, 1998	13:35 - 15:20		EX201	S. Schulte	Open
WPD3	Dreamweaver - The Next Step	Nov 11, 1998	9:55 - 11:55		EX201	W. Debly	Open
C6	Word Processing - Documentation	Nov 11, 1998	13:35 - 15:20		EX201	P. Mitchell	Open
B-SS1	Windows 95 & File Management - Level 1	Nov 12, 1998	9:00 - 12:00		EX201	B. McGregor	Full
I3	Downloading Files from the Internet	Nov 13, 1998	9:55 - 11:40		EX201	B. McGregor	Open
T9	Educational Research on the Internet	Nov 16, 1998	13:35 - 15:20		EX201	L. Bentley	Open

Remember to bring a diskette with you to each session.

There is a waiting for many sessions so if you must miss one please phone ext. 5888 to let us know so we can contact others on the list.

## Instructional Support Studio

North Campus: Room EX201

Humber College

<http://www.humberc.on.ca/~iss>





The Murder Mystery that was planned for October 23, 1998 has been rescheduled for December 4, 1998. Anyone who purchased tickets for the October Dinner is welcome to join us on December 4, 1998 or if you require a full refund please contact Paul Iskander at (416) 675-5022.

Thanks to everyone for their support, and sorry for any inconvenience.

We look forward to seeing you on December 4th.

## Detective Wanted

Murder in

The Humber Room

A Brush with Death

If you are up to the challenge to be

Miss Marple or Sherlock Holmes

Here is a challenge for you.

Presented by Culinary and Hospitality Management  
Programs.

Performed by MurdersTastefully INC.

December 4, 1998

Reception 6:00pm in the President Board Room

Dinner 7:30pm in the Humber Room

Formal

Five Course Meal

\$50.00\ Person

Tickets available from

Tall Hats

Humber Room

Paul Iskander at (416)675-5022



# The **Communique**

Published by the Office of the President  
October 23rd, 1998 - Communique 98-99,  
#10

## **HALLOWEEN IS ON IT'S WAY!!**

*The children of  
Humber Child Development Centre &  
Humber Child Care Centre  
will be Trick or Treating on  
Friday October 30th  
9:30 - 11:30am*

*If you would like to have a special visit by one of our groups(20 children)  
please call Nancy Roscoe at x4484*

*Please leave your name, room # or specific location*

*You may be visited by more than one group as we love to show off our costumes!  
We collect treats in a few baskets and divide them up into goodie bags when we return to the  
centre so that everyone gets a few treats.*

**PLEASE NO TREATS WHICH MAY CONTAIN PEANUTS/NUTS.**

**HAPPY HALLOWEEN!**

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## **1998'99 INFLUENZA VACCINATION PROGRAM UPDATE.....**

**Don't forget to phone and book your flu shot through our Health  
Centres. The cost is \$10.00.**

**Bookings are being taken for the 1st week in November.**

<b>North Campus:</b>	<b>Ext. 4533</b>
<b>Lakeshore Campus:</b>	<b>Ext. 3234</b>



## **ACADEMIC STAFF - DENTAL PLAN MAXIMUMS**

Please note that with the beginning of the new Dental year (effective January 1, 1999) the maximum for expenses reimbursable under the Dental Plan will be increased.

The combined maximum limit per insured person has increased from \$1000.00 to \$2000.00 per year for eligible expenses under Schedules A, B, C and E.

An insured person is either you the employee, your spouse (if covered) and any other eligible dependent.

Covered expenses are as follows:

Schedule A - Diagnostic, Preventative and Restorative Services

Schedule B - Endodontic, Periodontal, Surgical and Adjunctive Services

Schedule C - Prosthodontic Procedures (dentures)

Schedule E - Crowns and Bridges

For Orthodontic Services (Schedule D) the lifetime maximum is \$2000.00. This maximum is a stand alone limit and is not impacted by any expenses the insured person claimed under other schedules.

Any dental expenses incurred in the current Dental Benefit Year from October 1, 1998 to December 31, 1998 are also subject to the new maximums. Dental expenses incurred prior to October 1, 1998 are subject to the previous limit.

If you have any questions pertaining to your specific circumstances, please contact Joanne Baker in Human Resources (extension 4023).



# Memo

To: Program Coordinators  
From: Tracy Boyer  
President of CSA  
SAC North President  
CC: CSA board, Heads of Schools/Chairs  
Date: 10/21/98  
Re: Student Educational Project Bursaries

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You are invited to attend a meeting on Thursday, October 29 at 3:00 in the SAC North Boardroom (KX105) to provide opinions and work on developing a Student Educational Project Bursary Program.

The attached information is a proposal written by the Council of Student Affairs for discussion. We would greatly appreciate your attendance and will be providing light snacks. If there are faculty interested in attending, they are more than welcome. Please get back to us ASAP so we know how many people to expect.

Feed-back can be sent to:

Tracy Boyer (416) 675-6622 ext.4081, Fax: (416) 675-7453  
[sacpres@admin.humberc.on.ca](mailto:sacpres@admin.humberc.on.ca)

205 HUMBER COLLEGE BLVD  
ETOBICOKE ON M9W 5L7

TEL: (416) 675-5051  
FAX: (416) 675-7453

WEB: [HUMBERC.ON.CA~SAC](http://HUMBERC.ON.CA~SAC)

EMAIL: [SACNORTH@HUMBERC.ON.CA](mailto:SACNORTH@HUMBERC.ON.CA)



# Educational Project Fund

## ***Introduction***

The Council of Student Affairs (CSA) and Humber College's Student Services recognize the value of class projects that provide an opportunity for students to receive practical experience. Both areas also recognize and value the contribution students can make in applying the skills they have learned in implementing projects to better the environment of the College. Therefore, CSA and Student Services have initiated an "Educational Project Fund" for students to gain work experience while enhancing the Humber environment.

## ***Funding***

Schools and Faculty can create projects that are part of the students' curriculum. The cost of the physical materials (only) will be shared between the school and the Council of Student Affairs to a combined maximum of \$10,000. Students will receive payment for their work on the project through the Educational Project Fund. Although the School will not be required to financially fund the students, they would monitor the hours spent by students on the project. Remuneration for students will be \$250, \$500, \$750 or \$1,000 depending on the length, complexity and quality of the work.

## ***Criteria For Student Funding Eligibility***

- ✓ Be a full-time Humber student and maintain at least a 60% average
- ✓ \*\*\*Demonstrate financial need
- ✓ \*\*\*Be a Canadian citizen or a permanent resident and must have lived in Ontario for the past 12 months

\*\*\* Exceptions can be made for criteria 2 & 3

## ***Criteria For Project Funding Eligibility***

- ✓ A Faculty member must work with the students to establish the minimum standard for quality, supervise the project in progress and evaluate the finished product
- ✓ Students will be paid upon completion and will be compensated relative to the grade achieved
- ✓ Students must draw up a proposal including a material and payroll budget
- ✓ Projects must be completed within 12 months of start date
- ✓ The project must be a learning experience for the students involved and relate to their field of study
- ✓ The project must be supervised by a Professor or Program Coordinator
- ✓ Students obtain academic credit for their projects



# 1998 AWARDS NIGHTS

- Tuesday, November 3** - **School of Health Sciences,  
Liberal Arts & Sciences**
- Wednesday, November 4** - **School for the Built Environment,  
School of Media Studies**
- Thursday, November 5** - **Schools of Information Technology,  
Accounting & Electronics,  
Manufacturing Technology & Design,  
Business, Social & Community Services,  
Performing Arts**

**PLEASE join us at this event to recognize student achievement. Awards Nights provide an opportunity to meet both donors and students' families and to mingle with colleagues. It is one of the few times during the academic year that we can take time to celebrate student success.**

## **FAREWELL TO JIM JENSEN!!!**

Jim Jensen has accepted a position at George Brown College as their Manager, Financial Services and, in fact, began his new career on Monday, October 19<sup>th</sup>. We have invited Jim back to join us for a special function in his honour so we may wish him the very best in his new endeavours. This function will take place as follows:

**Friday, November 6<sup>th</sup>  
President's Board Room  
3:00 p.m.**

*We look forward to seeing you there!*



# The **Communiqué**

Published by the Office of the President  
October 28th, 1998 - Communiqué 98-99,  
#11

## **“OPEN HOUSE” THE INSTRUCTIONAL SUPPORT STUDIO**

### **“THE STUDIO” EX201**

You are invited to an Open House in the new Instructional Support Studio. **The Studio** is a facility to support Humber staff who are working to support the learning of students. You may be working directly with students in the classroom or indirectly by developing systems in the college that impact on student life here in the college.

In **The Studio** we endeavor to support your work by offering you a range of learning activities, a place to network, meet with others, acquire resources and use high-end equipment (CD burner, scanner, colour printers, new Pentium computers). We support the traditional Pro Dev programs as well as learning related to on-line learning, distance education and information technology.

We will support you in your quest to modify or create learning material (individual lessons, modules or courses) or to try new instructional strategies (i.e. co-operative learning).

You are invited to join us the week of November 2 - 6, from 9:00 a.m. - noon. Come and see. Come and meet the staff. See the location. Investigate projects and have a coffee, juice and muffin.

We look forward to seeing you!



## **1997 SERIES BONDS**

BONDS THAT WERE ORDERED IN OCTOBER 1997  
ARE NOW AVAILABLE TO BE PICKED UP.

AT NORTH IN ROOM C121  
AT LAKESHORE IN ROOM A114

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OPSEU, Support Staff Local 563 had a General Membership meeting on Thursday, October 22, 1998 to elect the Executive for November 98 to November 2000.

Please be advised that the following members were elected/reelected to the executive positions listed below:

President	-	Helen Hrynkiw
1 <sup>st</sup> Vice-President	-	Ian Jones
2 <sup>nd</sup> Vice-President	-	Murray Tuck
Chief Steward	-	Judy Morson
Treasurer	-	Helen Tobin
Secretary	-	Barry Van Horne

The stewards are as follows: Irena Di Rito, Sharron Lacey, Ollie Leschuk, Cindy Panteleit, John Porter, Sabina Raba, Gary Shaw, and Vicky Reay.

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### **Athletic Towel Service**

Please be advised that as of November 1/98, the Humber College Athletic Department will discontinue the towel service.



## UPDATE ON SUPPORT STAFF CORPORATE TRAINING - *Fall 1998*

There have recently been some additions to the Support Staff training plan due to the high demand for certain types of training. **Seats are available** on the following list of sessions. Registration forms can be obtained from the Human Resources Department and should be forwarded to Jennifer Shand, HR Dept. (ext. 5088) as soon as possible.

***"Windows '95 & File Mgmt" (Level 1)***

Wed., Nov. 4, 9am-12pm

Wed., Nov. 18, 1-4pm

***"Windows '95 & File Mgmt" (Level 2)***

Wed., Nov. 25, 9am-12pm

***"Web Page Design"***

Mon., Nov. 23 to Thurs., Nov. 26, 1-4pm *inclusive*

***"Dealing with Difficult People"***

Fri., Nov. 20, 8:30-11:30am (Level 1)

Fri., Nov. 20, 1-4pm (Level 2)

***"Stress Management:***

***Don't Sweat the Small Stuff"***

Fri., Nov. 6, 1-4pm

We encourage you to join us for any or all of our Lunch 'n Learn sessions. These informal group sessions cover a variety of important and relevant topics and are a fun and informative way to spend the lunch hour! Bring your lunch and we'll provide a beverage and dessert!

*"How to Prepare for a Job Interview"* Fri., Oct. 30, 12-1pm

*"Fire Safety for Your Home"* Mon., Nov. 23, 12-1pm

*"Home Security"* Tues., Nov. 24, 12-1pm

*"Highway Safety - and Avoiding Road Rage Situations!"* Wed., Nov. 25, 12-1pm

*"Streetproofing Your Kids"* Thurs., Nov. 26, 12-1pm

*"Personal Safety Issues"* Fri., Nov. 27, 12-1pm



## **Counselling and Disability Services**

We are pleased to announce that **Camille Hannays-King** has joined the Counselling team as a full-time Counsellor. Prior to joining Humber, Camille had been running the "Women in New Roles" program in North York. She has extensive experience working with youth and will provide a full range of counselling services. She is located in D128, the North Campus Counselling Office, extension 4224, email - Hannays.

Many of you already know **Liz Sokol**, who has been with Counselling and Disability Services, on contract, for several years. Liz has now secured a full-time position as a Counsellor/Consultant. Liz is also in D128, extension 4743, email - Sokol.

Humber is fortunate to be able to replenish the diminishing Services staff ranks with professional Counsellors the calibre of Liz and Camille. The knowledge/skills and experience that they bring to the College will serve well the counselling and advising needs of Humber students and contribute to improved success and satisfaction outcomes.

Please drop by D128 to meet Liz and Camille and to become reacquainted with the rest of the Counselling staff.



## **International Teaching Opportunity**

### **Ningbo, People's Republic of China**

Humber College has established a partnership with Ningbo University in the People's Republic of China to jointly deliver a three-year Business Administration (International) Diploma. Ninety Chinese students are currently enrolled in year two of this program, and slightly more than one hundred have enrolled in the first year. Selected second year business courses are taught each semester by a Canadian teacher.

One teacher is required for the winter semester in 1999. This semester begins towards the end of February and runs into June. The slate of courses currently scheduled to be taught next winter by the Canadian teacher include Finance, Marketing Research and International Business. In addition to teaching, responsibilities include student mentoring, helping prepare students to live and study in Canada, and curriculum development. Housing, which is quite basic, and office space are provided by the University.

Interested applicants should submit an updated resume and covering letter to Frank Franklin in the International Projects Office, Room C151, within three weeks from the date on this Communique. Questions may be directed to Frank Franklin (ext. 4551) or Toby Fletcher (ext. 4464).

## **International Development**

Community Colleges for International Development (CCID) is a member organization which delivers development projects on behalf of a number of International Funding Institutions. As a member of CCID, Humber College has been requested to provide resumes from college faculty who may be interested in working overseas on international development projects. These resumes will be added to an international database. If you are interested in submitting a resume, please contact Frank Franklin, room C-115 or extension 4551 within two weeks from the date of this Communique.



HEALTHIER EATING



**THE  
MONGOLIAN  
GRILL**

Will be featured  
Wednesdays in  
The Lounge (K217) Starting  
November 4<sup>th</sup>

FOR YOUR  
\*  
*HEALTHIER EATING*  
Choice of the Day  
\*

LOOK FOR THE *APPLE*

*Known as the Queen's Plate*  
Monday November 2, 1998  
(In The Staff Lounge 10:00am – 1:30pm)

(Meats, Fresh Vegetables, Carbohydrates & Proteins)

Choose your best, we will  
Do the rest

Includes unlimited Green Tea

\$4.40  
(Plus applicable taxes)

\$1.00 from each Queen's Plate sold will be donated  
to the *United Way Campaign* and the *Support Staff  
Development Fund*

.....FOR TODAY'S LIFESTYLE



# The **Communique**

Published by the Office of the President  
November 3rd, 1998 - Communique 98-99,  
#12

Students and Staff are invited to attend

## REMEMBRANCE DAY SERVICES

on

**Wednesday**

**November 11<sup>th</sup>, 1998**

at

**10.45 a.m.**

North campus:      The Concourse

Lakeshore campus:      Room B 117

### ACADEMIC COUNCIL FALL ELECTION RESULTS

Congratulations to the following individuals who have been acclaimed to Academic Council representing North Campus Faculty:

- Nina Butska
- Michael Glassbourg
- Lionel Wolpert





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## Mounting a Distance Learning Course

Are you planning to offer a distance education course or would you like to first explore what is involved?

In this workshop, Chris Coleman will outline the various knowledge media available to you and show you the steps to get started.

**Tuesday, November 10, 1998**

**9:55 am to 11:40**

**Room: EX 201 "The Studio"**

**Register: Ext. 5088 or email [ISS@admin.humberc.on.ca](mailto:ISS@admin.humberc.on.ca)**

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## INVITATION TO LITERARY READINGS AT HUMBER COLLEGE

LAKESHORE CAMPUS  
3199 Lakeshore Boulevard West  
Etobicoke, Ontario  
M8V 1K8

Thanks to the generous assistance of the Canada Council, Humber College will again be hosting literary readings during the upcoming academic year. The writers will read selections from their work and will answer questions from the audience after each reading. The readings will begin at 2:00 p.m. With the exception of Nancy Baker's reading on Wednesday, October 7, the readings will occur in the library of Humber's Lakeshore Campus.

Humber's own **Michael Helm** will read in the library of Humber's Lakeshore campus on Remembrance Day, **Wednesday, November 11, 1998**. Published less than one year ago. **The Projectionist**, Michael's first novel, went on to make the short list of the distinguished Giller Prize. The book tells the story of the troubled but endearing Toss Raymond, a James Dean character trapped in the body of a small-town Saskatchewan high-school teacher.

**Joe Kertes**, another Humber author, will read from **Boardwalk**, his latest novel, on **Wednesday, February 17, 1999**. It's the wacky tale of two very different brothers who make a weekend journey to Atlantic City.

Joe's first novel, **Winter Tulips**, won the Stephen Leacock Award. He has published a children's book, **The Gift**, which was greeted with great critical acclaim, and has just released a second, **The Red Corduroy Shirt**. Joe is also Director of the **Humber School for Writers**.

For more details, call Ben Labovitch, (416) 675-6622, ext. 3283.





The Purple Sensation Allium are also available on their own in a package of 5.

There is still time to plant your bulbs for spring. Still available, a few "Spring Gardens" waiting to go into the ground.

Included in your "Spring Garden"

- 5 Purple Sensation Allium
- 10 Mariette Lily Tulips
- 15 Minnow Mini Daffodils
- 20 Blue Shade Anemones

\$ 5.00 - pkg of 5 Allium

\$15.00 - "Spring Garden"

To purchase your own call Juanita Baxter ext. 4100.

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**Humber College  
School of Media Studies  
Public Relations**

**NEWS RELEASE**

For immediate release

October 22, 1998

**MEDIA CONTACT**

Morna Cassidy  
Stephanie Wei  
Media Relations Committee  
(416) 969-0197

**JOURNEY TO THE NORTH POLE**

TORONTO: Humber College's annual Children's Christmas Party is quickly approaching. The President's office, host of the much-anticipated event, invites all employees and their children to embark on a 'Journey to the North Pole'. The party will be held on December 5, 1998 from 9am until 12 noon. As usual, the venue is Humber College's North campus, inside the soon-to-be-transformed Student Centre.

This year's party promises sensational activities and lively entertainment. The festivities include live music, a snack with Santa, and many children's games. Come and 'Experience the Magic' of Christmas. Ticket sales begin the week of November 2<sup>nd</sup> and run until November 25<sup>th</sup>. Further details will follow.





# Open House

## Instructional Support Studio

**Room:** EX201

**Dates** November 2 - 6

**Time:** 9:00 a.m. to noon

Join us for coffee and find out how you can use the studio.

Looking forward to seeing you!





## **Request for Workshop Proposals**

In the Spring, NISOD (National Institute for Staff and Organizational Development) and the League for Innovation of the Community College are both running conferences for community college staff. Humber College will be supporting a few presenters at each conference. You are invited to submit a proposal (to Professional Development) for either of these conferences. Selection of the final proposals sent in will be made by a college committee. This is an exciting opportunity for staff who have not attended these conferences before to let others in community colleges know what Humber College is doing.

Guidelines for preparing your proposal are available from Pro Dev in 'The Studio' ext. 5040, or your Chair/Director/Dean. All proposals need to be in Pro Dev (EX201) by 9:00 a.m., Friday, November 20.

### **The NISOD Conference**

**May 23 - 26, 1998**

**Austin, Texas**

This conference celebrates teaching and leadership excellence in community colleges. The program has strands in:

- |                           |                         |
|---------------------------|-------------------------|
| a. teaching and learning  | c. career development   |
| b. leadership development | d. teamship development |

Humber has participated in this conference for a number of years and those who have presented or attended have found it to be a very stimulating and renewing experience. Please consider developing a presentation.

### **League for Innovation "Innovations 1999 Conference"**

**June 20 - 23, 1999**

**New Orleans, Louisiana**

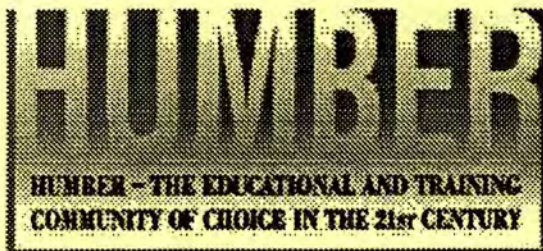
This conference is dedicated to improving student and organizational learning through innovation, experimentation and institutional transformation. The program streams are:

- |  |                                   |
|--|-----------------------------------|
| a. teaching and learning                 | d. leadership and organization    |
| b. student services and activities       | e. basic skills and developmental |
| c. workforce preparation and development | education                         |

The Innovations Conference began in 1998 and those who presented and attended from Humber highly recommend this conference. Please consider developing a proposal.

- If you wish assistance in developing your proposal please contact Pat Hedley, ext. 4774, or Ruth McLean, ext. 4563, in The Studio.
- All proposals need to be in Pro Dev (EX201) by 9:00 a.m., Friday, November 20.





## ***Progress Report: Learning Space Improvement Project***

### ***Where We've Been:***

*The first phase of the project concentrated on the establishment of a set of standards for the design and outfitting of classrooms. Standards were based on information obtained from the project leader, project sponsor, focus groups of schedulers, surveys distributed to faculty at all campuses and research on best practices from other institutions.*

*The project team developed an inventory of existing learning spaces and a checklist for desired improvements [see summary attached]. A budget of \$100,000. was established for April 1<sup>st</sup>, 1998 to March 31<sup>st</sup>, 1999 to address as many of these improvements as possible.*

### ***What We Did:***

*Over the summer months, the established checklist was applied wherever practical, when classrooms were renovated. As well, two rooms, H416 & H426 were constructed as "pilot classrooms" to incorporate as many design criteria improvements as possible. These criteria included the following:*

- ✓ orienting room seating the length of the room for improved viewing angles*
- ✓ substituting black chalkboards for green chalkboards to improve visibility*
- ✓ mounting projection screens as high as possible for clearer viewing c/w a pull chain*
- ✓ providing lighting systems with more control switching & adding parabolic louvres in place of plastic lenses to reduce glare on walls, screens and working surfaces*
- ✓ providing tables and chairs, rather than tablet arms*
- ✓ providing darker writing surfaces on furniture to reduce glare*
- ✓ providing storage cabinets in each room for extra supplies of chalk, erasers etc.*
- ✓ providing a front-of-room data jack for Internet connection*
- ✓ providing 1 entry-only door & 1 exit-only door to improve traffic flow in large group rooms*
- ✓ supplying new higher intensity overhead projectors on carts with built-in extension cords*
- ✓ re-introducing colour on walls in the room to reduce "blandness"*

*Rooms that have been "facelifted" this summer include E303, E345, H324, H327, H328 & K148*

### ***What We Intend to Do:***

*The project leader is setting up a series of feedback interviews for users of the pilot rooms identified above.*

*The project leader instituted a check of classrooms to identify improvement needs. As most work completed this summer was covered under other capital budgets, over 80% of the established project budget still remains. The intent is to have Physical Resources staff work over the balance of this fiscal year to complete as many of the items identified in the classroom check as possible. We are **currently** addressing the issue of the poor condition of the North Campus screening rooms, raised at the October Academic Council meeting.*

*Concern has been expressed regarding the necessity of a regular review of the criteria established for classrooms as well as the development of a continuous improvement program. It has been suggested that a permanent sub-committee of Academic Council be formed to track these issues.*

### ***Next Steps:***

*Phase 2 of the Project will likely entail the formation of a new group to specifically address scheduling issues.*



# HUMBER COLLEGE

## CAREER WEEK

**(FEBRUARY 8-12)**



**10:00am-2:00pm**

**(CONCOURSE - NORTH CAMPUS)**

### **CAREER FAIR SCHEDULE AND FOCUS**

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
SUMMER	ARTS & LEISURE	MANUFACTURING & ENGINEERING	INFO TECH & BUSINESS	HEALTH & COMMUNITY SERVICE

**FOR MORE INFO CONTACT CAREER CENTRE A100**



~~~Back by popular demand~~~

The MEDIA CENTRE presents the...

# HUMBER FOOD TOKEN

Faculty can have their equipment picked up and returned by a designated student. The student will receive a food token valued at \$4.00 (including taxes) redeemable at Beaver Food Services on campus.

details at the Media Centre



# **the Communiq  **

Published by the Office of the President  
November 10th, 1998 - Communique 98-99,  
#13



## **Library and Media Services**

### **Direct Borrowing Agreement**

Humber College is participating in an agreement that will allow currently registered Humber students and staff to borrow directly from other Ontario community college libraries.

The following colleges are participating in the Direct Borrowing Agreement:

Algonquin College (Ottawa)  
Boreal College (Sudbury)  
Cambrian College (Sudbury)  
Canadore College (North Bay)  
Conestoga College (Kitchener)  
Confederation College (Thunder Bay)  
Fanshawe College (London)  
Georgian College (Barrie)  
Humber College (Toronto)  
Lambton College (Sarnia)  
Loyalist College (Belleville)  
Mohawk College (Hamilton)  
St. Lawrence College (Kingston)  
Sault College (Sault Ste. Marie)  
Sheridan College (Oakville)  
Sir Sandford Fleming (Peterborough)

This agreement will benefit distance education students who do not live within commuting distance of their college as well as Humber students and staff who live in close proximity to other community college libraries. Humber's participation in the Direct Borrowing agreement is on a trial basis until August 31, 1999.

Restrictions will apply on the type and number of library materials that Direct Borrowers can borrow from Humber's libraries.



# VIRTUAL CAREER FAIR

## **S.I.T.A.E IS PROUD TO PRESENT A VIRTUAL CAREER FAIR**



## **NOV. 16-20**

It is targeted for work in computers, electronics, and accounting.  
The following companies are participating in the fair:

- |                                           |                            |
|-------------------------------------------|----------------------------|
| • ACCOUNTEMPS                             | • INTERACTIVE MEDIA GROUP  |
| • ARCHITEL                                | • PERMOND                  |
| • CELESTICA                               | • TECH DATA CANADA INC.    |
| • THE CLIENT SERVER FACTORY               | • TECHNEL ENGINEERING INC. |
| • TORONTO DOMINION INFORMATION TECHNOLOGY |                            |

VIA THE INTERNET STUDENTS CAN  
LEARN ABOUT THE COMPANY AND  
WORK OPPORTUNITIES.

CHECK OUT THIS NEW FORMAT @

[www.the-edge.humberc.on.ca/careers.html](http://www.the-edge.humberc.on.ca/careers.html)



## **NOTICE FROM PHYSICAL RESOURCES RE 1999 POWER SHUTDOWN:**

In order to do inspections and make necessary repairs to our "high voltage equipment", a power shutdown is required.

Please be advised that there will be a power shutdown at the North Campus on the following date:

2<sup>nd</sup> Sunday, June 13, 1999

2<sup>nd</sup> Sunday, July 11, 1999 (being the rain date only)

Also, please be advised that it WILL NOT be necessary to have a maintenance related power shutdown at the Lakeshore Campus in 1999. Intermittent power shutdowns at the Robert A. Gordon Learning Centre may be required during the construction of Phase I re-development tentatively scheduled to commence in the Spring of 1999.

For the safety of all staff, students and guests, the College will be closed and no one will be permitted inside for the approximate eight (8) hour shut down, 8 am to 4 pm.

Thank you for your cooperation in this matter and should you require any further information, please call Larry Rinaldo at extension 4454.

An Open Letter to the Humber College Community

Dear Friends and Colleagues

I am sure most of you have seen the images and read the articles about the devastation that Mitch has caused in Central America. My partner and I have been running a rural development project in Honduras since 1993. We are currently working in 56 rural communities collaborating with small farmer teams to increase the productivity of their agricultural endeavors. We have been in e-mail communication with our workers in Honduras and they are telling us that the countryside has been devastated. We have had two groups of farmers from different villages visit our office to tell us that everything in the village was washed away by the storm. Their crops, their houses and whatever livestock they had are gone. It will take years for these communities to rebuild their lives. I urge all of you who can to support the activity of the Canadian Red Cross and any other organizations involved in humanitarian aid.

Yours truly,

Leo Smits





# Workshops

The following workshops are running over the next few weeks. Please let us know what you would like us to offer in January 1999.

To register, phone extension 5888 or email [ISS@admin.humberc.on.ca](mailto:ISS@admin.humberc.on.ca) or from our web site: [www.humberc.on.ca/~ISS](http://www.humberc.on.ca/~ISS)

| ID      | Topic                                     | Date         | Start | End   | Location | Leader      | Status |
|---------|-------------------------------------------|--------------|-------|-------|----------|-------------|--------|
| T7      | Mounting a Distance Learning Course       | Nov 10, 1998 | 09:55 | 11:40 | EX201    | C. Coleman  | Open   |
| T5      | WebCT - Learning Resources                | Nov 10, 1998 | 13:35 | 15:20 | EX201    | S. Schulte  | Open   |
| WPD3    | Dreamweaver - The Next Step               | Nov 11, 1998 | 9:55  | 11:55 | EX201    | W. Debly    | Full   |
| C6      | Word Processing - Documentation           | Nov 11, 1998 | 13:35 | 15:20 | EX201    | P. Mitchell | Open   |
| B-SS1   | Windows 95 & File Management - Level 1    | Nov 12, 1998 | 9:00  | 12:00 | EX201    | B. McGregor | Full   |
| I3      | Downloading Files from the Internet       | Nov 13, 1998 | 9:55  | 11:40 | EX201    | B. McGregor | Open   |
| T9      | Educational Research on the Internet      | Nov 16, 1998 | 13:35 | 15:20 | EX201    | L. Bentley  | Open   |
| B5      | Protecting Your Computer Files            | Nov 17, 1998 | 9:55  | 11:40 | EX201    | B. McGregor | Open   |
| T6      | WebCT - Evaluation                        | Nov 17, 1998 | 13:35 | 15:20 | EX201    | S. Schulte  | Open   |
| D1      | Introduction to Databases - MS Access     | Nov 18, 1998 | 9:55  | 11:40 | EX201    | P. Mitchell | Full   |
| B-SS1   | Windows 95 & File Management - Level 1    | Nov 18, 1998 | 13:00 | 16:00 | EX201    | B. McGregor | Open   |
| M2      | Corel Presentations - Beyond the Basics   | Nov 19, 1998 | 9:55  | 11:40 | EX201    | P. Mitchell | Open   |
| B3      | Windows 95 - Beyond the Basics            | Nov 19, 1998 | 13:35 | 15:20 | EX201    | B. McGregor | Open   |
| C2      | Word Processing - Document Appearance     | Nov 20, 1998 | 9:55  | 11:40 | EX201    | B. McGregor | Open   |
| E2      | Pegasus Mail - Introduction               | Nov 23, 1998 | 9:55  | 11:40 | EX201    | V. Sprenger | Full   |
| WPD-SS1 | Web Page Design - 1 of 4                  | Nov 23, 1998 | 13:00 | 16:00 | EX201    | B. McGregor | Full   |
| WPD-SS2 | Web Page Design - 2 of 4                  | Nov 24, 1998 | 13:00 | 16:00 | EX201    | B. McGregor | Full   |
| B-SS2   | Windows & File Management - Level 2       | Nov 25, 1998 | 9:00  | 12:00 | EX201    | B. McGregor | Full   |
| WPD-SS3 | Web Page Design - 3 of 4                  | Nov 25, 1998 | 13:00 | 16:00 | EX201    | B. McGregor | Full   |
| E2      | Pegasus Mail - Introduction               | Nov 26, 1998 | 9:55  | 11:40 | EX201    | V. Sprenger | Open   |
| WPD-SS4 | Web Page Design - 4 of 4                  | Nov 26, 1998 | 13:00 | 16:00 | EX201    | B. McGregor | Full   |
| C3      | Word Processing - Adding Visual Elements  | Nov 27, 1998 | 9:55  | 11:40 | EX201    | B. McGregor | Full   |
| B-SS2   | Windows & File Management - Level 2       | Nov 30, 1998 | 13:00 | 16:00 | EX201    | B. McGregor | Full   |
| M5      | Visually Effective Presentations          | Dec 1, 1998  | 9:55  | 11:40 | EX201    | David Lui   | Open   |
| S2      | Introduction to Spreadsheets              | Dec 1, 1998  | 13:35 | 15:20 | EX201    | B. McGregor | Full   |
| D1      | Introduction to Databases - MS Access     | Dec 2, 1998  | 9:55  | 11:40 | EX201    | P. Mitchell | Open   |
| I-SS1   | Internet Research- Level 1                | Dec 2, 1998  | 13:00 | 16:00 | EX201    | B. McGregor | Full   |
| E3      | Pegasus Mail - Advanced                   | Dec 3, 1998  | 9:55  | 11:40 | EX201    | V. Sprenger | Open   |
| C4      | Word Processing - Tables and Columns      | Dec 4, 1998  | 9:55  | 11:40 | EX201    | B. McGregor | Full   |
| M3      | Electronic Presentations - MS Power Point | Dec 7, 1998  | 13:35 | 15:20 | EX201    | B. McGregor | Open   |
| B4      | File Management in Windows 95             | Dec 8, 1998  | 9:55  | 11:40 | EX201    | B. McGregor | Open   |
| S1      | Tracking Grades with a Spreadsheet        | Dec 8, 1998  | 13:35 | 15:20 | EX201    | B. McGregor | Open   |
| I-SS2   | Internet Research - Level 2               | Dec 9, 1998  | 13:00 | 16:00 | EX201    | B. McGregor | Full   |
| I2      | Searching on the Web                      | Dec 10, 1998 | 9:55  | 11:40 | EX201    | B. McGregor | Open   |
| C5      | Word Processing - Templates and Macros    | Dec 11, 1998 | 9:55  | 11:40 | EX201    | B. McGregor | Open   |
| M4      | MS Power Point - Beyond the Basics        | Dec 14, 1998 | 13:35 | 15:20 | EX201    | B. McGregor | Open   |
| S4      | Graphs and Charts                         | Dec 15, 1998 | 13:35 | 15:20 | EX201    | B. McGregor | Open   |
| WPD1    | 5-minute Web Pages                        | Dec 16, 1998 | 9:55  | 11:40 | EX201    | B. McGregor | Open   |
| I3      | Downloading Files from the Internet       | Dec 17, 1998 | 9:55  | 11:40 | EX201    | B. McGregor | Open   |



Come and check out **Health and Fitness Day** on **November 12, 1998** in the **Concourse** from 11 am to 2 pm. Free Healthy snacks from Mr. Sub, Kellogg's and Food Basics. See a performance by the Jam Team. Participate in fitness demos and mini fitness tests. Learn about proper nutrition from the Health Centre and the Etobicoke Health Department. Remember, **You're Never Too Busy To Bee Healthy!**



## **ACADEMIC COUNCIL** **BY- ELECTION**

An Academic Council By-Election will be held on **Friday, December 11<sup>th</sup>, 1998** to fill a vacancy in the **North Campus School of Business**. The date of the advance poll will be **Wednesday, December 9<sup>th</sup>, 1998**. The successful candidate will fill a term which runs until June 1999.

Representatives are required to attend meetings on the third Thursday of every month, between 4:00pm - 8:00pm and to participate in a two day session each June.

Academic Council invites all those interested to submit nominations on the attached form no later than **4:00pm on Friday, November 27<sup>th</sup>, 1998**. Please direct all nominations by the above deadline to:

Douglas Willford,  
Library Services.



# **ACADEMIC COUNCIL BY-ELECTION**

PLEASE FORWARD COMPLETED FORM TO

**DOUGLAS WILLFORD,  
LIBRARY SERVICES, NORTH CAMPUS**

NO LATER THAN

**4:00PM, FRIDAY, NOVEMBER 27, 1998**

## **NOMINATION FORM**

Constituency: \_\_\_\_\_

Nominee: \_\_\_\_\_

Nominator: \_\_\_\_\_

Nominator's Signature: \_\_\_\_\_

Seconder: \_\_\_\_\_

Seconder's Signature: \_\_\_\_\_



# *STUDENT SERVICES*

Lakeshore Campus

invites **you** to our

## OPEN HOUSE

November 19, 1998

2 - 4 p.m./ Room A120

INVITATION

This is an *opportunity* to welcome new staff, connect further with existing staff in Career Services, Counselling, Disability Services, and Financial Aid.





## *New Staff - Lakeshore Campus*

### *Counselling and Disability Services*

is pleased to announce the arrival of

- Martha Johnson, as a Counsellor/Consultant. Martha will provide both general counselling and working with students who have disabilities. Martha is available on Monday, Wednesday and Thursday. (Rm. A121B, ext. 3242, e-mail is [johnsonm@admin.humberc.on.ca](mailto:johnsonm@admin.humberc.on.ca))
- Pat Newby, well known to many, has joined the SSD group as a Learning Strategist focusing on assistance to students who have learning disabilities. Pat is on campus Monday and Wednesday. (Rm. A174, ext. 3201, e-mail is [newbyp@admin.humberc.on.ca](mailto:newbyp@admin.humberc.on.ca))
- Alan Tarant, another verteran known to many, is available one day per week, presently Thursday, as a Learning Strategist focusing on math and computers for students with learning disabilities. (Rm. A174, ext. 3201, e-mail is [tarant@admin.humberc.on.ca](mailto:tarant@admin.humberc.on.ca))
- Joanne Settle, our OISE Counselling Intern for this year, is known to you in our Career Services area. Joanne will be focusing on counselling one day per week. (Room. A121B, ext. 3321/3331, e-mail is [joanne.settle@hcol.humberc.on.ca](mailto:joanne.settle@hcol.humberc.on.ca))



Just a quick reminder  
that the League for  
Innovation Art Show  
and Student  
Appreciation Banquet  
are quickly approaching. .



Get your classes geared up for the Art Show in February.  
Students can be in any program and can submit any form of  
artwork. If you have questions or want more information, please  
call Maggie Hobbs at ext. 4321.

Do you know any students that you  
feel deserve recognition for their  
efforts academically and in the  
community? Do they set an  
example for other classmates?

Keep these people in mind and look  
for more information in the  
Communique in the New Year.

For more information, contact Maggie  
Hobbs at ext. 4321.



# The Communique

Published by the Office of the President  
November 13th, 1998 - Communique 98-99,  
#14



...Take Time Out To Save A Life...  
"Please Give Blood"

"Humber College — North Campus Blood Donor Clinic!"



Tuesday, November 17<sup>th</sup>  
Central Concourse  
9:30 a.m. to 4:00 p.m.



This clinic is being organized by the **Humber College Nursing Class of 1999**. In order to encourage participation, door prizes will be provided by the organizers and all successful donors will be eligible to join in the raffle. Door prizes will be announced during the day of the clinic.

Should you have any questions regarding the eligibility to donate due to medications or health conditions, please call (416) 974-9900, ext: 3512 between 12:00 noon to 8:00 p.m.

*Please come out and help us reach our target of 180 units!*

**ONLY A FEW TICKETS LEFT** FOR BETTY  
BUTTERFIELD'S RETIREMENT DINNER.  
IF YOU STILL WANT A TICKET, PLEASE SEE  
(OR LEAVE A MESSAGE FOR) LEAH BROWN  
IN E221 (EXT. 4089).

THURSDAY, NOVEMBER 26<sup>TH</sup>  
5:00 P.M.  
HUMBER ROOM



**COLLEGE STAFF  
CHRISTMAS HOLIDAY SCHEDULE  
1998/1999**

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Please note that the College will be closed for the Christmas Holiday period as follows:

Thursday, December 24, 1998

The College closes at noon.  
Staff are to work one half of a normal day/shift.

Monday, January 4, 1999

The College re-opens and all employees assume their regularly scheduled hours.

**WORKING DURING THE CHRISTMAS PERIOD:**

Support staff who are scheduled to work at the College by their managers during the Christmas Holiday period shall be eligible for time and one half pay for each hour worked in addition to their regular holiday pay.

**PART-TIME SUPPORT STAFF:**

To be eligible for statutory holiday pay for the three statutory holidays during the Christmas period, (Christmas Day, Boxing Day and New Year's Day), part-time support staff must meet all of the following criteria:

- a) have been employed by Humber College for at least three (3) consecutive months;
- b) have earned wages on at least twelve (12) days during the four (4) weeks immediately preceding the holiday period;
- c) have worked on their scheduled day of work **preceding** and **following** the recognized holiday period;
- d) have been employed in a regular part-time position as opposed to a casual position (i.e. on an on-call arrangement where an employee can elect to work or not, when requested).

Part-time staff who meet all of the above criteria and are required to work on any of the three statutory holidays are to be paid time and one half for each hour worked plus statutory holiday pay. Should they be required to work on any of the other days during the holiday period they are to be paid on a regular hourly rate basis.

**PAYMENT PROCEDURE FOR PART-TIME STAFF:**

To pay part-time support staff who qualify for statutory holiday pay and work regular hours, enter the number of hours for three regular days on a Part-time Payroll Time Sheet and submit the Time Sheet to Payroll for the January 4, 1999 deadline. Payment for statutory holidays (Christmas and Boxing Day) will be made on the January 15, 1999 pay day and payment for the statutory holiday (New Year's Day) will be made on the January 29, 1999 pay day. If the employee has a fluctuating work schedule, determine the average daily hours worked during the 13 weeks immediately preceding the holiday period. Enter the average daily hours worked on the Time Sheet for each of the three Statutory holidays. The average daily hours are calculated by adding all hours worked during the previous 13 weeks (less overtime) and dividing the result by the number of days worked during the period.

Part-time staff paid for the above statutory holidays but who fail to work on one or both qualifying days, will have their pay adjusted in the following pay cycle.

Please contact Gerd Rehding in Human Resources (ext 4334) for assistance with any situation which does not appear to be covered by these procedures.



## **KPI at Humber: an update**

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On February 1 – 5, 1999, all (excluding first-semester winter intake) students enrolled full-time in post-secondary and post-diploma college programs will be surveyed as part of the KPI (Key Performance Indicators) project announced in August by the Minister of Education & Training, David Johnson. The project, based on the recommendations of joint ministry and college work teams, introduces, for the first time, an approach to funding Ontario colleges on a basis other than enrolment.

Statistics being used to determine the colleges' KPI levels will be tabulated based on graduate employment, graduate satisfaction, employer satisfaction, as well as student satisfaction and graduation rates. Currently, the ministry is gathering data on graduate outcomes, graduate satisfaction, and employer satisfaction and a pilot of the student satisfaction survey has been initiated at four colleges.

The KPI outcomes dealing with graduate and employer satisfaction will be used to allocate a portion of the ministry's funding to colleges beginning in 2000/01, while the student indicators may be linked to funding in future years. This represents the largest portion of college funding linked to performance among all post-secondary systems in Canada.

Colleges are expected to benefit from performance-based funding as are students, staff and employers. Via the KPI initiative, prospective students will be able to make informed decisions about what and where to study, and students enrolled in college programs will have the opportunity to influence the learning environment by way of regular feedback. For the college and its staff, programs will become stronger and more viable as a result of input from various user groups, and for employers, input about current and future workplace needs should ensure an even more job-ready graduate.

All students at Humber (excluding those enrolled in the first semester of the January intake) will be surveyed in class and additional details will be provided as the February date draws near.

For information, contact David Griffin at ext. 4107.



## *New Digital Photocopiers*

As a result of an extensive tendering and evaluation process entered into on a co-operative basis by the Ontario Colleges of the Central Region, these colleges are pleased to announce the successful negotiation of a seven year contract for digital photocopiers on a cost-per-copy basis with Xerox Canada Limited. This type of contract is unique in that there is no capital investment in equipment. Basically, we buy copies, maintenance and toner, not copiers.

Humber, as well as the other colleges involved in the consortium, will benefit greatly from the agreement. Specific costs will be explained to each department when they make their equipment choices but, in essence, the contract will allow the College to maintain the current copy price of .0127¢ per copy adjusted upwards annually by 3%. Departments that choose to network their copiers and reduce the number of printers in their areas will be able to reap considerable savings and convenience depending on the specific situation.

This is a significant undertaking for Humber and one that will impact all of us, so I would be surprised if you did not have a few questions. In anticipation of that, I have provided a couple of questions and answers.

Q. The first question you may be asking is, "*why are we changing from analog to digital?*"

A. In a nutshell, our needs have changed and it is time to respond to those needs. The new digital equipment provides a significant productivity opportunity for us, most notably in the time we currently spend walking back and forth to the copier and the printer to handle jobs. The new devices can be, if you choose, connected to our Local Area Network so that printing and copying can be handled with the click of a mouse from your desktop.

Q. *Do I have to network right away?*

A. No, the Document Centre line of products is modular and can be upgraded, meaning that as our needs change in the future, we can add to the functionality of the equipment to ensure that we have the features we need when and where we need them the most.

Q. *Is digital equipment dependable?*

A. As for reliability, I think you will agree that having digital technology with only 200 moving parts versus light lens analog equipment with over 2000 moving parts is an obvious benefit. Less down time means more efficiency and effectiveness for all of us. All in all, the change positions us to step into the new millennium with products that not only meet our high standards for quality at Humber, but do so reliably and very cost effectively with this new contract.

Q. *When will the change to the new equipment take place and how will my work be affected?*

A. We are anticipating the change over to the Document Centre Products to take place during the latter part of November and into December. Training will take place as part of the implementation process. Our collective goal is to have no down time during the implementation period and, in fact, we anticipate a very smooth, seamless integration of the new technology into our daily lives. Humber and Xerox will ensure that you feel 'no pain' during this transition.

All in all, it is pretty exciting to be able to prepare for our future in this way, and I look forward to working with you to ensure that we reap all the benefits that digital has to offer in the world of networked copying and printing. I welcome any questions that you may have as we approach this exciting new digital printing world. Please feel free to call me if you have any questions in regards to this contract.

**W. Patrick Kelly, Director**  
**Purchasing Services, ext. 4205**



## Highlights of the Meeting of the Board of Governors October 19, 1998

- ▶ **Chair's Remarks** – Ratna Ray welcomed Dr. Stuart Smith to the Humber College Board of Governors.
- ▶ **Computer Programmer Analyst** – The Board of Governors approved the proposal to offer a three-year, full-time, diploma program that would provide specialized training in programming languages, databases, operating systems and analysis in the Information Technology field.

The goal of this program is to provide students with the ability to develop the concepts and acquire the knowledge and skills required to work in the Information Technology field in occupations such as Computer Programmer Analysts, Support Technicians, Network Analysts, Web Page Designers/Developers and Client Server Application Specialists. Upon completion of this program the students will be able to analyze, design, enhance and maintain application systems. In addition, students will be able to determine user requirements, define systems specifications, design and implement application software and databases, produce project documentation and present information. In semesters four, five and six, students will be given the opportunity to specialize in three of the most current fields (*Internet Technologies, Systems and Programming and Telecommunications*).

- ▶ **The Robert A. Gordon Learning Centre - Phase 1** – The Board of Governors authorized Administration to negotiate with Ontario Realty Corporation, to effect the termination of the previously entered into Lakeshore Joint Venture Development Agreements. Subject to an agreement to terminate the Lakeshore Joint Venture, the Board of Governors authorized Administration to proceed initially with the selection of the Quad re-development design team and subsequently proceed with implementation of construction works, as prescribed in Phase 1 of the Robert A. Gordon Learning Centre Master Planning and Implementation Plan.
- ▶ **Key Performance Indicators** – Peter Dietsche and Michael Harper provided an update on Key Performance Indicators (KPI), including Humber's strategic planning process, highlighting the following:
  - **Key Performance Indicators and Their Importance** -- The Ministry of Education and Training (MET) has implemented most of the College system's recommendations contained in its Accountability Framework. Five KPIs will, in several years, affect 10% of each Ontario college's MET operating grant valued, at Humber, at about \$5,000,000. These measures are: student satisfaction; graduate satisfaction; employer satisfaction; graduate success (*work placement and further education*); and retention.
  - **Strategic Planning to Maximize KPIs** -- Humber's strategic priorities for the next two years were formulated through a consultation process, framed by the college's values and mission and focused by the college goals developed through the Horizons project. They incorporate Board members' suggestions from the "Spring Retreat" and will end with the Board's approval of the 1999-2000 budget. Humber's objective is to be in the top quartile on all KPI measures. Specifically, the strategic plan anticipates the KPI in a number of key areas:
  - Humber has just approved the Generic Skills Task Force Report and will, within the strategic plan, focus on the enhancement of graduate generic employability skills during the next three years. Six skills will be stressed: Communications (Writing, Reading, Listening, Speaking and use of Media); Thinking (Problem Solving, Research, Critical Thinking and Creative



Thinking); Personal Skills (Resource Management, Responsibility, Career Development and Adaptability); Interpersonal (Teamwork, Assertiveness and Conflict Management); Math, and Computer Applications.

The first phase of this work will further clarify the expected skills competencies and identify (or develop) appropriate assessment tools to track progress.

- In order to enhance the job readiness of Humber graduates, those programs that do not now offer in-industry fieldwork will implement a work experience component.
- To better relate all college offerings with the marketplace, the college has established a Marketing Committee to oversee a systematic market research program and the subsequent development of a corporate marketing plan.
- New curriculum initiatives, market research, quality improvement requirements and diversified revenue targets will require new skills. These pressures will drive much of the staff training and development as it is planned for the next two years.
- The college strategic plan stresses improvement in customer service through a systematic process of refining processes and services based on continuous feedback mechanisms.

*Progress to Date* – While the KPI process is just getting under way, Humber has been studying major indicators for, in some cases, several years. Based on this research, additional information was presented outlining Humber's performance on a number of related indicators, which gave the Board a sense of what can be expected in the formal KPI results. These research reports have, also, pointed the college to areas where greater efforts can maximize the first KPI results expected in 1999. In Humber's most recent employer survey, 250 respondents outlined their perceptions of the generic skills of our graduates. These data suggest that employers are satisfied with graduate generic skills in areas where the college continues to be concerned: problem solving, critical thinking, oral communications, working independently and team work. Humber's greatest weakness is in the development of leadership skills.

- ▶ ***Telecommunications Learning Institute*** - The Board of Governors has been invited to attend the official launching of the Telecommunications Learning Institute on November 4, 1998.
- ▶ ***Students Establishing Credit Rating*** - The Board of Governors discussed the need for students to establish a good credit rating while in school and the ramifications of a poor credit rating once they have left college. The Royal Bank recently developed a comprehensive booklet on this matter, which is offered to all students at open houses. Administration will work with SAC to make available to students more information on this matter.
- ▶ ***General Assembly Meeting on October 21, 1998*** – College governors and presidents are scheduled to meet on October 21<sup>st</sup> at Humber College. Discussion will include the outcome of the recent round of negotiations with faculty.





# DREAMWEAVER

The Studio is adding an extra workshop to meet the demand for getting started with Macromedia's Dreamweaver, a web development tool that allows easy visual and HTML editing, website management and cross-browser Dynamic HTML.

Participants must be comfortable with web page design using another editor (e.g. Netscape Composer, HotDog, etc.) and have some basic knowledge of HTML.

Friday, November 20, 1998

1:00 pm to 3:00 pm

The Studio - room EX201

Workshop leader: Wayne Debly

Register by phoning extension 5888 or  
email: [ISS@admin.humberc.on.ca](mailto:ISS@admin.humberc.on.ca)



# The **Communique**

Published by the Office of the President  
November 19th, 1998 - Communique 98-99,  
#15

COME TO...

MURDER IN THE

HUMBER ROOM

**"A BRUSH WITH DEATH"**

**DECEMBER 4 TH, 1998**

**RECEPTION AT 6:00PM IN THE PRESIDENTS BOARDROOM**

**FOLLOWED BY**

**DINNER AT 7:30PM IN THE HUMBER ROOM**

**SEVEN COURSE MEAL PREPARED BY THIRD SEMESTER  
CULINARY STUDENTS**

**\$50.00 / PERSON**

**TICKETS AVAILABLE FROM THE:  
HUMBER ROOM**

**OR**

**PAUL ISKANDER AT (416) 675-6622 EXT. 5022**



**ACADEMIC COUNCIL**  
**Thursday, November 19<sup>th</sup>, 1998**  
**4:00 p.m. - 8:00 p.m.**  
**Community Room, North Campus**

|                    |
|--------------------|
| <b>A G E N D A</b> |
|--------------------|

*attachments*

- |    |                                                               |              |                |
|----|---------------------------------------------------------------|--------------|----------------|
| 1. | Welcome New Members                                           |              |                |
| 2. | Minutes of October Meeting                                    |              | ✓              |
| 3. | Business Arising                                              |              |                |
|    | a) 3-Hole Punching Course Outlines                            | ( 5 minutes) | Al Palin       |
| 4. | Announcements                                                 |              |                |
|    | a) Election Results                                           | ( 5 minutes) | Doug Willford  |
|    | b) By-election                                                | ( 5 minutes) | Doug Willford  |
|    | c) Bookstore Committee Position                               | ( 5 minutes) | Al Palin       |
| 5. | New Program Proposals                                         |              | Rick Embree    |
|    | a) Computer Program Analyst (revisited)                       | (10 minutes) |                |
|    | Discussion                                                    | (20 minutes) |                |
|    | b) International Project Management                           | (10 minutes) |                |
|    | Discussion                                                    | (20 minutes) |                |
|    | <i>Please refer to materials distributed at last meeting.</i> |              |                |
| 6. | Internet Service Provider (revisited)                         | (10 minutes) | Michael Harper |
|    | Discussion                                                    | (10 minutes) | Rod Rork       |
| 7. | Standards of Conduct in the Learning Environment              | (10 minutes) | Al Palin       |
|    | Feedback, Discussion                                          | (10 minutes) |                |
|    | <i>Please refer to materials distributed at last meeting.</i> |              |                |
| 8. | Process for New Program Proposals                             | (10 minutes) | Richard Hook ✓ |
|    | Presentations to Academic Council                             | (20 minutes) |                |
| 9. | Round Table                                                   |              |                |

|                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>REMINDER:</b> In June 1996, Academic Council adopted, as priorities for presentations or initiatives, the following three themes: |
|--------------------------------------------------------------------------------------------------------------------------------------|

- |  |                                                  |
|--|--------------------------------------------------|
|  | • <b>Student Learning / Quality of Education</b> |
|  | • <b>Communication</b>                           |
|  | • <b>Strategic Planning</b>                      |

|                                                                                  |
|----------------------------------------------------------------------------------|
| Each agenda item at Academic Council should include or address these priorities. |
|----------------------------------------------------------------------------------|



## **CHAPLAINCY SERVICE**

The interfaith Chaplaincy Service at Humber College is intended to serve the spiritual needs of staff and students. Humber Chaplains are committed to an interfaith and intercultural ministry that serves everyone on campus whether the person belongs to a particular faith or not. All appointments and discussions with a chaplain are confidential.

**Ms. Monique Roumy**, Master of Divinity from Regis College, University of Toronto, has been appointed Chaplain for the 1998-1999 academic year. She is at the North Campus on Tuesdays each week during this Fall Semester in the Counselling Office (D128). If there is sufficient need, she will be available two days per week beginning in January, 1999.

An appointment with Ms Roumy can be made in-person in the Counselling Office or by calling 675-5090.

### **Chaplaincy Committee**

The Committee's mandate is to support chaplaincy services on campus both to staff and students. The Committee is composed of the current volunteer chaplain, a SAC student representative, and college staff from various academic and student services areas. It meets two or three times over the academic year.

Currently, the Committee is seeking new college staff members. If you are interested in supporting chaplaincy services and contributing your ideas on how they may better serve staff and students, please submit your name to Judy Harvey, Dean, Student Services in C117. For additional information, please call: Martin Pieke, Counselling Department, ext. 4526.

### **Prayer Room**

An INTERFAITH PRAYER ROOM (A101) at the North Campus is available for use by Humber staff and students.

The Prayer Room is open Monday to Friday from 9:00 a.m. to 7:00 p.m. for both individual prayer and small group religious events.





A DIVISION OF THE TORONTO INTERNATIONAL FILM FESTIVAL GROUP

## THE INDEPENDENTS

Co-presented by the Art Gallery of Ontario and Cinematheque Ontario

Brian Nash is a  
part-time instructor  
in the Film/TV  
program.



# a celebration of bpNichol

**bp (pushing the boundaries)** treats the life, work and ideas of Canadian poet bpNichol (1944-1988) with the same freedom, playfulness and experimentation that characterize his writings. Interviews with contemporaries such as Paul Dutton, bill bissett and jw curry are intercut with visual puns, experimental sequences, computer animation and performances by Nichol and the Four Horsemen. bp (pushing the boundaries) concentrates on the visual and sonic elements in Nichol's poems, those that readily lend themselves to the medium, making the film a delightful collage of alphabetic motifs, sound poetry, landscape and ordinary speech. Throughout the film, nichol retains a benign presence, represented not only in interviews, performances and printed poems, but also as a life-size mounted photograph that appears in innumerable different contexts (calling to mind Michael Snow's *Walking Woman* series). A witty, fast-moving tribute to a great artist.

**bp (pushing the boundaries)**

Director: BNash Canada 1998 59 minutes 16mm

The film will be preceded by readings from writers **jwcurry** and **Victor Coleman**, and composer **R. Murray Schafer** will discuss his collaborations with bpNichol and play an excerpt from a recording of his *Apocalypse*, which includes a performance by Nichol.

Director **BNash** and producer **Elizabeth Yake** will be present to speak about the film.

---

**Wednesday, November 25 7:00 p.m. (admission free)**

**Venue: Henry White Kinnear Education Theatre, lower level,  
Art Gallery of Ontario, 317 Dundas St. W. (enter via main entrance)**

Admission restricted to individuals 18 years of age or older



## CRIME STOPPER NOTICE

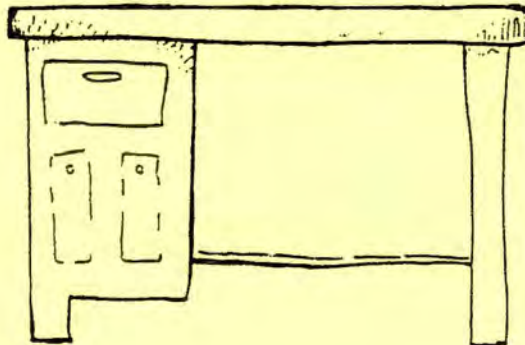
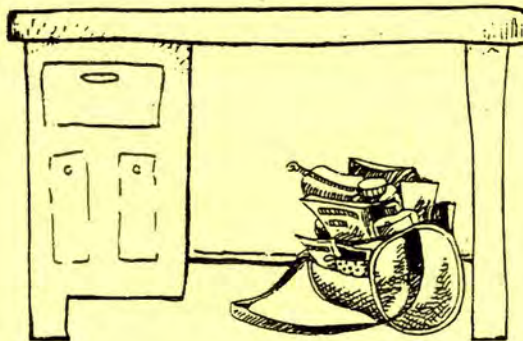
The Department of Public Safety would like to advise all staff members of various thefts which have occurred over the past three weeks. Purses, wallets and two laptop computers have been stolen from various office areas.

Security patrols have been increased in the affected areas. However, you are reminded to take appropriate measures to secure and lock up your personal belongings and valuable College property. In many cases an employee only left their office for a couple of minutes, this is all the time it takes for a thief to steal your belongings.

If you see anything suspicious please phone security at extension 4077 or phone Crime Stoppers at 222-TIPS.

If you require further information please phone Nancy Pinson at extension 4977.

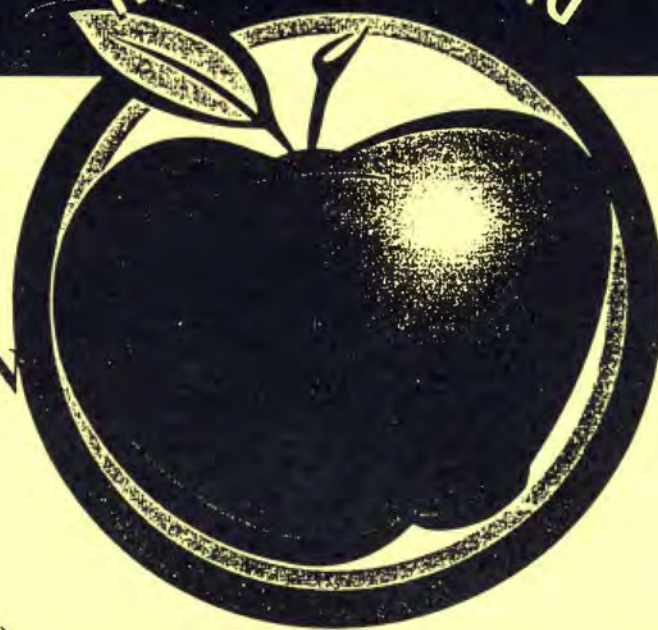
*Now you  
see it!*



*Now you  
don't!*



HEALTHIER EATING



**THE  
MONGOLIAN  
GRILL**

Featured  
Wednesdays in  
The Staff Lounge (K217)

FOR YOUR  
\*  
*HEALTHIER EATING*  
Choice of the Day  
\*  
LOOK FOR THE *APPLE*

***CHOOSE FROM OUR  
HEALTHIER EATING BAR***

(Meats, Fresh Vegetables, Carbohydrates & Proteins)

Choose your best, we will  
Do the rest

Includes a small Coffee or Tea  
(Or unlimited Green Tea)

\$4.40  
(Plus applicable taxes)

.....*FOR TODAY'S LIFESTYLE*



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**Humber College  
School of Media Studies  
Public Relations**

**NEWS RELEASE**

For immediate release

November 10, 1998

**MEDIA CONTACT**

Morna Cassidy  
Stephanie Wei  
Media Relations  
(416) 969-0197

**EMBARK ON A MAGICAL JOURNEY**

TORONTO: Humber College's annual Children's Christmas Party is quickly approaching. The President's office, host of the much-anticipated event, invites all faculty and staff and their children to embark on a 'Journey to the North Pole'. The party will be held on December 5, 1998 from 9am until 12 noon. As usual, the venue is Humber College's North campus, inside the soon-to-be-transformed Student Centre.

As in past years, tickets will cost \$5 for adults and \$3 for children. They are available for purchase in bookstore at both campuses, as well as in the North Campus staff lounge.

Ticket sales have started and will continue to November 25<sup>th</sup>.

This year's food drive will benefit the local organization, **Braeburn Neighbourhood Place**. Braeburn is a United-Way supported home that runs family and child-focused programs such as a breakfast program and a food bank.



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More...



The food drive theme, 'Keep Kids Kozy' encompasses a 'Soup for Santa' food drive and a 'Tree of Warmth' clothing drive. The aim of this project is to collect items that will keep kids nourished and warm throughout the winter. For every food or clothing item contributed, receive a raffle ticket for a chance to win exciting door prizes.

This year's party promises sensational activities and lively entertainment. The festivities include live music, a snack with Santa, and many exciting games such as Christmas twister, shoot-out on Grinch, and face painting. Come and 'Experience the Magic' of Christmas.

## New Executive Director of External Affairs

The SAC executive and staff are pleased to announce that Ryan Benson will be the new SAC Executive Director of External Affairs. Ryan's primary function will be communication for SAC North, with an emphasis on building the rapport between SAC North and SAC Lakeshore, as well as increasing SAC's awareness and image among the student body. Ryan will also work on SAC's larger projects.

Ryan will be the Executive Director of External Affairs until April 30, 1999 and can be reached at extension 4701.

Ryan is a full time student in the School of Media Studies and brings with him a wealth of experience in student government from Dalhousie University. Please join us in extending a warm welcome to Ryan.



### **Humber's Web Site for Copyright Information**

Do you have any questions on the CanCopy agreement or Humber's copyright policies and procedures? If you do check out the Copyright page available on the Library and Media Services' homepage - <http://www.humberc.on.ca/~library>. Two links are provided - the CanCopy homepage and a Humber developed Copyright FAQs.





## ***BIG, BEAUTIFUL POINSETTIAS for the HOLIDAYS!***

The Human Resources Dept. is fundraising for the Support Staff Development Fund with the holiday spirit in mind! We are taking orders for poinsettias that are guaranteed fresh from the greenhouse and will add an extra splash of colour to your holiday planning. These beautiful plants (in your choice of white or red blooms) make great hostess gifts during this party season, or lovely gifts for neighbours, teachers, daycare staff, friends, or seniors on your list. And don't forget how festive these large plants look in your own home, too!

If you wish to see how large and healthy these plants are, please stop by the Human Resources Dept. to take a peek before ordering. Just one look at these beautiful blooms and you'll have all your holiday shopping problems solved!

### **POINSETTIA 6" POTS**

- 5 – 7 blooms per plant, in red or white (please specify)
- approximately 22" tall
- \$12.00 each

### **POINSETTIA 10" POTS**

- 18 – 20 blooms per plant, in red or white (please specify)
- approximately 30" tall (and almost as wide!)
- \$20.00 each

### **HOW TO ORDER:**

1. Use the Order Form on the reverse side
2. Attach a cheque made payable to Humber College (please do not postdate cheque)
3. Send via interoffice mail to Human Resources **before Dec 11.** We are sorry orders cannot be filled if received after this date.

### **WHEN TO PICK UP:**

The plants will be ordered and delivered fresh on **Friday, Dec 18.** Please come to the Concourse on that day **between 11 a.m. and 2 p.m.** to pick up your poinsettia(s). If you are unable to pick them up, please arrange to have a friend or colleague do so, as **we cannot store plants over the weekend.** **THANK YOU FOR YOUR SUPPORT!**







## **POINSETTIAS ORDER FORM**

**(due in Human Resources by Friday, Dec 11)**

**Your Name:** \_\_\_\_\_

**Dept/School:** \_\_\_\_\_

**Tel Ext.** \_\_\_\_\_ **Fax No.** \_\_\_\_\_

| Description:         | 6" Pot<br>White      | 6" Pot<br>Red        | 10" Pot<br>White     | 10" Pot<br>Red       |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| Quantity &<br>Total: | _____ x \$12<br>= \$ | _____ x \$12<br>= \$ | _____ x \$20<br>= \$ | _____ x \$20<br>= \$ |

**TOTAL ORDER:**

\$

Cheque attached

### **Instructions:**

1. Fill out the information, the quantity, and total of your order.
2. Attach cheque payable to Humber College for the total amount—please no postdated cheques. (Tax or GST is not required)
3. Send the Order Form and cheque in the interoffice mail to the Human Resources Dept. before December 11.
4. Pick up your order on December 18, between 11 a.m – 2 p.m. in the Concourse, North Campus.

***Thank You for your Order!***

***The proceeds will go to the Support Staff Development Fund.***



***The HR Dept. wishes you a beautiful holiday  
filled with warmth and good cheer!***





## ***BIG, BEAUTIFUL POINSETTIAS for the HOLIDAYS!***

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# The Communique

Published by the Office of the President  
November 26th, 1998 - Communique 98-99,  
#16

Now

... is the time for faculty who have **software requirements for winter semester** to submit them for evaluation to run on Academic Computer lab networks. If the textbook you use includes support disks, please be aware the students are not allowed to use them on any Computer Application Learning Lab computers without prior arrangement and approval.

All requests need to be in by **December 4, 1998.**

Request process is as follows: **phone the Help Desk at ext. 4786**, or visit them at H233. They will log the request and Computing & Network Services will manage the process.

As always, please provide the original licensed copy of the software, as well as the license agreement and manual.

## Toronto's Secret Garden

*Unlock the Treasures of the Season at*



### **The Humber Arboretum's Winter Festival**

Saturday, Dec. 5, 1998

10 a.m. - 4 p.m.

Craft-making \* Christmas tree sales  
Hayrides \* Nature walks \* Great  
food \* Free prizes \* and more...





## CORRECTION NOTICE Re: POINSETTIA PRICE

**Ooops! We made a mistake in the Nov 19  
Communique regarding the price of the  
poinsettias. The 6" pot is \$10., not \$12. The 10" pot is  
correct at \$20.**

**Use the Poinsettia Order Form to purchase your lovely,  
healthy holiday blooms. Order Forms must be in to the HR Dept.  
by Friday, December 11. Poinsettias will be available for pickup  
in the Concourse on Friday, December 18 between 11 a.m. and 2 p.m.**

**Proceeds go to the Support Staff Development Fund.**

### NOTICE

For those of you who were unable to attend the retirement dinner for **Betty Butterfield**, please be assured there will be another opportunity for you to say "farewell". An afternoon reception will be arranged closer to her actual retirement date. Details will be available in a communique early in December.

I wish to take this opportunity to personally thank **Marion Blace, Merle Dilworth, Annette MacDougall, and Diane DuChemin** for their help in ticket sales.

*Leah Brown*  
SITAE – Ext. 4089

*P*

lease join  
Humber College Bookstore  
this holiday season for our

## Faculty/Staff Appreciation Day

You've worked hard all year. It's holiday time  
and we think you deserve a reward!

We are pleased to offer you a 20% discount on  
all purchases, including many items at sale prices.

Just bring this invitation to receive your special  
holiday discount. Choose holiday gifts for  
everyone on your list . . . maybe even for your  
special someone.

Enjoy complimentary refreshments  
while you shop.

### When:

Tuesday  
December 1, 1998  
1:00 pm to 4:00 pm

### Where:

Humber College Bookstore  
Lakeshore Campus  
North Campus

Enter our Faculty/Staff exclusive in-store drawing to  
win a

**clearNET** digital pcs

Write your name and department here and drop this  
card in the entry box in our store.



**APPLICATION**  
**for**  
**ACADEMIC EMPLOYEES**  
**PROFESSIONAL DEVELOPMENT LEAVE**  
**for the academic year**  
**1999 - 2000**  
**(deadline for submission - January 15<sup>th</sup>, 1999)**

The purpose of this Professional Development Leave is for academic employees to pursue College-approved academic, technical, industrial or other pursuits where such activities will enhance the ability of the teacher, counsellor or librarian upon return to the College.

Completed applications for the academic year 1999-2000 (September 1999 - August 2000) must be filed in the office of the Vice President Academic (Richard Hook, Room D161) by **January 15<sup>th</sup>, 1999**.

The College will notify academic employees by **February 15<sup>th</sup>, 1999** of the disposition of the applications.

In the event the number of employees eligible for Professional Development Leave under Article 18.02 has not been identified and granted approval by February 15<sup>th</sup>, 1999, the College will inform the employees that **additional applications** will be considered if submitted by **March 15<sup>th</sup>, 1999** for the period September 1999 to August 2000.

**Application Process**

1. Applications should consist of a covering letter and a document that incorporates the required information (as outlined below), organized by section. You are advised to consult with your Department/School Head during the development of your proposal.
2. Your Professional Development Leave Application must be submitted to your Department or School Head for signature indicating approval and then forwarded to the Vice President, Academic (Room D161, North campus) by January 15, 1999.
3. If you require additional information, please contact the office of the Vice President Academic, Ext. 4545.



## Outline for Proposal

- (a) State your name, Program, Division/School.
- (b) Identify start and end dates for the Leave.
- (c) Describe the overall purpose of the Leave.
- (d) List, in chronological order, a plan of the activities which you will undertake to achieve these objectives. For each activity, indicate the estimated time for completion, the location of the activity, and the measureable outcomes to be achieved.
- (e) Identify how the objectives will be of benefit to:
  - \* the college/division or school
  - \* you, and how they will enhance your abilities upon return to the college.
- (f) Provide a palpable expression of learning that has taken place and how it is of value to the college and its students. For example:
  - \* a Masters degree that enables you to revise curriculum and teach a new course(s);
  - \* an 8 month placement in industry, including specific training opportunities, in which a faculty member obtains an industry certification relevant to future teaching responsibilities;
  - \* a one semester secondment of a faculty member to an internationally respected college or university to study their instructional methodology, curriculum and links with industry and recommend enhancement of a current Humber program;
  - \* faculty expertise upgraded in SAP software to prepare upper-level courses;
  - \* contact lists and correspondence for 100+ new employer contacts willing to take students for field placement, and
  - \* a fully developed distance education course in a specified subject.
- (g) Identify the resources required from the college (if any).
- (h) Identify the resources committed by you (if any).
- (i) List the materials to be created during the Leave that will become the property of Humber College (if any).
- (j) List the materials to be created during this Leave that will not become the property of Humber College (if any).
- (k) List, and describe, any paid employment (if any) that will be undertaken during the leave period. Indicate the amount of time and remuneration associated with this employment.

## Please Note

**Your Professional Development Leave proposal application will be reviewed and accepted/declined by the College on its merit based upon your proposal's relationship to Humber College priorities. The acceptable submissions will then be rank-ordered based on seniority, as required by the Collective Agreement. Should your plan of activities or outcomes change, you must submit a description of the change, in writing, to your Department/School Head for approval. Substantial changes may require that your proposal be re-reviewed for its acceptability.**



## FLU SHOTS

Notice to all Employees

Want to avoid the flu this year!! The Humber College Health Centre has a supply of the flu vaccine.

The vaccine is free to:

- . persons who have chronic heart, lung or kidney disease, diabetes or cancer, certain blood disorders or an immune system problems.
- .persons 65 years of age and older.

Employees covered by the Humber College Extended Health Care Benefit can claim the cost of the vaccine against their benefit plan.

The cost of the vaccine is \$10.00 cash. (Compare this against the cost of all the remedial drugs you need when you get the flu...)

Call the Health Centre ext.4533 or drop in to Room K137 to arrange a time to get a shot. The sooner the better..but the vaccines will be available into early December.







# MURDER

## IN THE HUMBER ROOM DETECTIVES WANTED

### "A BRUSH WITH DEATH"

IF YOU ARE UP FOR THE CHALLENGE TO  
BE

MISS MARPLE OR SHERLOCK HOLMES  
HERE IS A CHALLENGE FOR YOU.

PRESENTED BY HOSPITALITY AND CULINARY STUDENTS

THE ONES WHO CAN PLAN A PERFECT MURDER

DECEMBER 4<sup>TH</sup>, 1998

RECEPTION 6:00PM IN THE PRESIDENTS BOARDROOM

DINNER 7:30PM IN THE HUMBER ROOM  
SEVEN COURSE MEAL

\$50.00/PERSON

TICKETS AVAILABLE FROM THE HUMBER ROOM  
OR

PAUL ISKANDER AT (416) 675-6622 EXT. 5022



**News Release**  
For immediate release

November 11, 1998

**Media Contacts**  
Stephanie Wei  
(416) 823-2954  
Morna Cassidy  
(416) 969-0197

**Humber Children's Christmas Party Food Drive**  
**to Support Braeburn Neighbourhood Place**

Toronto: Humber College's annual Children's Christmas Party takes place on December 5, but there's a difference in the food drive. It's all about **Keeping Kids Kozy**. First there's the **Soup for Santa** food drive and this year the organizers have added a **Tree of Warmth** clothing drive. Both will benefit Braeburn Neighbourhood Place, a local United Way-supported centre.

**Soup for Santa** reflects the feeling of warm, hearty fare that children need. Monica McDonald of the Food Drive Committee says: "Everyone has cans of soup in their cupboards, and we hope that people will bring soup and other non-perishables that will keep kids warm and healthy this winter."

**The Tree of Warmth** is new and it's another way of helping children. Along with food items, the organizers are collecting new and gently-used articles of winter clothing such as hats, scarves, gloves and mittens. Savi Kolenda, Braeburn's Child and Youth Services Director says that **Soup for Santa** and **The Tree of Warmth** are "going to go a long, long, long way."

Cont'd...



Braeburn Neighbourhood Place has conducted community programs for over 25 years. It is an organization which believes that communities should take responsibility for themselves.

Braeburn runs programs such as: children's breakfasts, an emergency food bank, nutrition information, parent education, employment training, a community garden, and subsidized day care. At Christmas, it also provides a Christmas Banquet and Christmas hampers. In addition to the United Way, Braeburn is also affiliated with the Daily Bread Food Bank and Second Harvest.

Please bring food and clothing items the day of the party.

Receive a raffle ticket for each item you donate. This year's raffle promises great prizes, including: a week in the Laurentians, Maple Leafs tickets, frozen turkeys, Calvin Klein cosmetics and passes to family attractions.





**Featured  
Wednesdays in  
The Staff Lounge (K217)**

**CHOOSE FROM OUR  
HEALTHIER EATING BAR**

Choose your best, we will  
Do the rest

\$4.40  
(Plus applicable taxes)

.....FOR TODAY'S LIFESTYLE





Humber College SAC

invites you to come out to the

SAC Christmas Tyme Vendor Fair

November 30 – December 3, 1998

In the

Lecture Theatre Concourse





# The Communique

Published by the Office of the President  
December 2nd, 1998 - Communique 98-99,  
#17

## League for Innovation Project

Humber, as a member of the League for Innovation, is participating in a software evaluation and application project. The project gives us the opportunity to be part of the evaluation and feedback process of new Microsoft products. Joe Tomona, as Humber's liaison person, was invited to the League for Innovation conference and training session with Microsoft. The training included software such as Netmeeting, Outlook, Netshow, Front Page and an opportunity to preview W2000 and Office 2000.

These software packages will complement the college standard of Corel Office.

Joe will be giving small group sessions and individual coaching to interested staff. You can reach him at x4126 or through 'The Studio' at x5040.

# Retirement Reception

Please take a moment to say  
"Farewell"

to Betty Butterfield as she closes her career with Humber College.

A reception will be held in her honor on Thursday, December 10th, 1998  
in the President's Boardroom

Time: 3:00 p.m.

See You There!!!



## **Lighting Retrofit Complete**

The lighting retrofit is finally finished at both the North and Lakeshore campuses. A total of 15,000 fluorescent lighting fixtures have been changed to energy efficient T8 technology. Almost 12,000 electronic ballasts and 30,000 T8 fluorescent lamps have been installed. Energy savings of \$140,000 a year, plus a one time incentive from Natural Resources Canada of \$76,000, will enable this project to pay for itself in only 3.3 years.

### **Better Lighting:**

Now that the retrofit is complete we are left with a facility that is not only more energy efficient, it is illuminated by a brighter, higher quality of light. Also gone are flickering and burnt out lamps; the new system has a 3 year warranty on the lamps and 6 years on the ballasts. If any of the new lights have failed in your area, please call Extension 4444 and they will be replaced.

### **Environmental Benefits:**

Lower energy use also means less of an impact on the environment. In fact, the 2.1 million KWH of electricity saved annually will decrease Humber College's carbon dioxide emissions by 11%, or 2,095 tonnes a year. This energy conservation also prevents 9,624 kilograms of sulphur dioxide and 5,145 kilograms of nitrogen dioxide from being released into the atmosphere. This means that Humber College has already surpassed Canada's Koyoto commitment to reduce CO<sub>2</sub> emissions 6% by the year 2008.

### **Lenses:**

Broken and missing light lenses are being replaced over the next couple of weeks. There have been a few instances of light lenses working loose and falling down. If any of the lenses in your area look like they are not installed properly, please call Extension 4444 and we will fix them immediately.

Thank you for your help in the successful implementation of this project. If you have any questions, comments or suggestions about this project, or about energy efficiency in general, please contact Spencer Wood, Energy Efficiency Coordinator, at Ext. 4162.



## **NOTICE FROM PHYSICAL RESOURCES RE 1999 POWER SHUTDOWN:**

In order to do inspections and make necessary repairs to our "high voltage equipment", a power shutdown is required.

Please be advised that there will be a power shutdown at the North Campus on the following date:

2<sup>nd</sup> Sunday, June 13, 1999

2<sup>nd</sup> Sunday, July 11, 1999 (being the rain date only)

Also, please be advised that it WILL NOT be necessary to have a maintenance related power shutdown at the Lakeshore Campus in 1999. Intermittent power shutdowns at the Robert A. Gordon Learning Centre may be required during the construction of Phase I re-development tentatively scheduled to commence in the Spring of 1999.

For the safety of all staff, students and guests, the College will be closed and no one will be permitted inside for the approximate eight (8) hour shut down, 8 am to 4 pm.

Thank you for your cooperation in this matter and should you require any further information, please call Larry Rinaldo at extension 4454.

### **YEAR-END PAYROLL DEADLINES 1998**

Due to the holiday shutdown and year-end the following deadlines must be met to ensure payroll can process pays for your employees.

TIME SHEETS for the December 31<sup>st</sup> pay (period worked December 6-19, 1998) are **DUE December 14<sup>th</sup>**. Note: it may be necessary to estimate hours for the week of December 13<sup>th</sup>, 1998.

HRIN, PAYROLL ADVICE, CONTINUOUS LEARNING & PART-TIME contracts for the December 31<sup>st</sup> pay (period worked December 6-19, 1998) are **DUE December 8<sup>th</sup>**. Any adjustments that result from estimating can be made in January 1999.

**It is important to note that NO manual cheques can be issued after December 17<sup>th</sup>, 1998.** This is to assist us in running a smooth and trouble-free year-end. For further information call Val LeMoine at extension 4231.

THANK YOU  
Val LeMoine  
Payroll



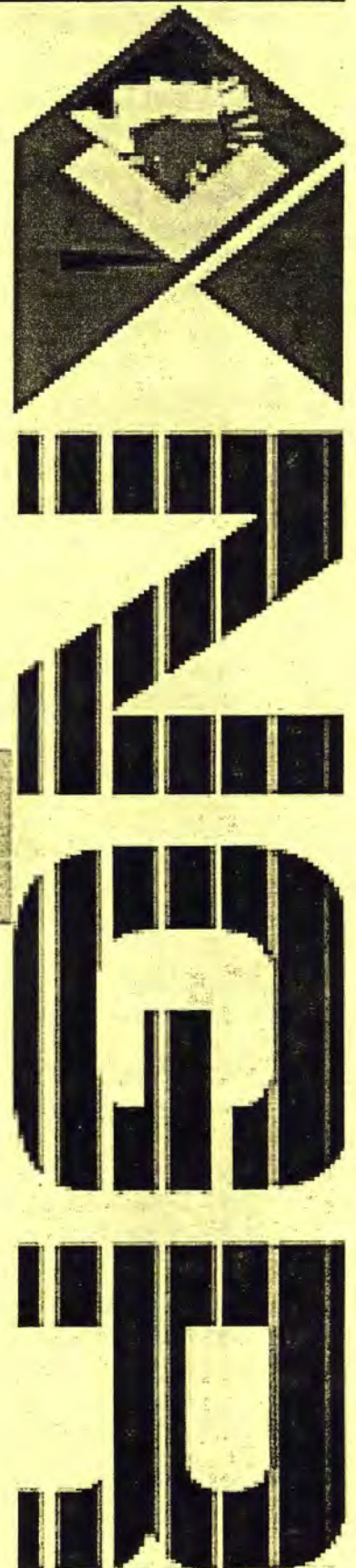
<http://ngr.schoolnet.ca>

**The National  
Graduate Register  
allows students to  
post resumes on  
the internet.**

**A FREE service**

**Tell your students about  
NGR today.**

**NGR, WorkLink, and  
resume assistance are  
available in the Career  
Centre - A100**





## **NOTICE RE: BUSINESS INTERRUPTION IN THE EVENT OF INCLEMENT WEATHER**

In the event of college business interruption due to inclement weather, we would like to inform the college community of the procedures that will be followed.

First and foremost in any decision to close the college, the safety and well-being of students, staff and the college community are always of paramount concern. Assisted by specific personnel, Richard Hook, Vice President, Academic (or designate), will make every effort to reach a decision regarding cancellation or closure by 6:15 a.m. for early morning interruption and by 1:15 p.m. for afternoon/evening interruption.

It is expected that all staff arrive for work as long as the college continues to provide classes and/or remain open for normal business operation. In the event of afternoon closure, students will be released at the end of their current session and staff (except those who provide essential services) will be released 30 minutes after students to ease exit congestion.

In extreme situations, it may be necessary to evacuate all or part of the college buildings or grounds to ensure the safety of persons and property. In this event, access to the college will be strictly restricted other than for essential staff and emergency personnel (fire, police, ambulance, etc.)

Communication of the decision to cancel, close or evacuate will be implemented in a variety of ways:

- The auto attendant telephone greeting will be programmed to reflect the business interruption announcement.
- Notices outlining the nature of the interruption, time of closure/cancellation, and the date and time that college operations will resume will be posted throughout the campus and a notice will be posted on the main page of Humber's website..
- Exterior signs will be placed on exterior doors.
- GTA Media release announcements will be issued to the following local and regional radio stations: CFRB, CHFI, CBC AM & FM, CFNY, CFTR, CHIN, CHUM AM & FM, CJCL, 680 NEWS, CKFM, Q107 (Toronto), CISS, CFMX, CHIN, CFJB, CIQB, CHAY, (Barrie), CIGL-FM (Belleville), CKPC, CIAM (Cambridge), CING-FM Burlington, CHUC (Cobourg), CIMJ-FN, CJOX (Guelph), CJXY-FM and CKLH (Hamilton) and CFBK-FM (Huntsville), CKGL AND CHYM-FM (Kitchener), CIDC-FM (Orangeville), CICX-FM (Orillia) and CKKW and CFCA-FM (Waterloo), as well as Humber Radio CKHC, c/o Jerry Chomyn, ext. 5046.

Please note: Students scheduled at external agencies must make every effort to attend their placements at all times, including days or periods of class cancellations. It is the student's responsibility to advise their external placement supervisor of any situations which prevents them from attending their placement.



***Reminder:***

**If you have not already done so, please complete and return the College Climate/Culture questionnaire and return it to C133. We NEED your input.**

**To those who have done so, THANKS!**



# The Communique

Published by the Office of the President  
December 8<sup>th</sup>, 1998 - Communique 98-99  
#18

*After 7 years at Humber College, Pauline McKinney has accepted a position in private industry. She will be leaving on December 24<sup>th</sup>.*

*We are going to miss her enthusiasm, expertise and most of all her friendship.*

*The School of Manufacturing Technology and Design wishes Pauline much success and happiness in her new role as Marketing/Customer Service Supervisor at Coverttech Fabricators.*

## NOTICE

At this festive time of year, the Joint Occupational Health & Safety Committee would like to remind all departments that if you decorate your area, **please** make sure you unplug your Christmas lights when closing the office each evening. The lights look pretty, but we don't want a fire hazard!

Thanks, and Happy Holidays!



### ACADEMIC COUNCIL BY-ELECTION RESULTS

Congratulations to Laurie Turner who was acclaimed to Academic Council in the recent by-election as the North Campus School of Business representative.

Also, congratulations to Sheron Bailey who will be replacing Helen Hrynkiw as the OPSEU Support Staff Union representative.

#### REQUEST TO ALL TEACHERS

On December 10<sup>th</sup>, 1998, students will be holding a **FOOD DRIVE** in Caps. Please could you announce to your students that this event is taking place. The reason that this event is being held is because Christmas is coming and there are a lot of less fortunate people in the Metro area who will have nothing at this time. By students attending this event and donating a non-perishable food, it will show the public that the students and staff at Humber College are aware of this situation, and that Humber College cares. Please also assure your students that if they attend this event, they will be guaranteed to go home smiling because there is going to be a line-up of some of Toronto's hottest D.J's. This will be a great way to start their Christmas Holidays!

Thank you,  
Shawn Ackie  
(student)

### ❄️❄️CHRISTMAS TREE SALE❄️❄️

THE ARBORETUM STILL HAS A FEW  
CHRISTMAS TREES AVAILABLE FOR YOU!



PLEASE CALL GAIL ALLEN  
AT EXTENSION 4392  
TO ARRANGE A SALE



**ACADEMIC COUNCIL**  
**Thursday, December 10<sup>th</sup>, 1998**  
**4:00 p.m. - 8:00 p.m.**  
**Community Room, North Campus**

|                    |
|--------------------|
| <b>A G E N D A</b> |
|--------------------|

*attachments*

- |    |                                                 |              |                 |
|----|-------------------------------------------------|--------------|-----------------|
| 1. | Welcome New Members                             |              |                 |
| 2. | Minutes of November Meeting                     |              | ✓               |
| 3. | Business Arising                                | ( 5 minutes) | Al Palin        |
|    | a) Tabled Motion                                |              |                 |
| 4. | Announcements                                   |              |                 |
|    | a) Results of By-election                       | ( 5 minutes) | Doug Willford   |
| 5. | Guidelines for Presenters                       | ( 5 minutes) | Al Palin        |
|    | Discussion                                      | (10 minutes) | ✓               |
| 6. | Millennium Celebrations                         | (10 minutes) | Paul Pieper     |
|    | Discussion                                      | (20 minutes) |                 |
| 7. | <i>Humber College University Transfer Guide</i> | (25 minutes) | Crystal Bradley |
|    | Produced and Published by:                      |              | ✓               |
|    | University Partnerships Steering Committee      |              |                 |
|    | and Horizons                                    |              |                 |
|    | Discussion                                      | (20 minutes) | Sheila Susini   |
|    |                                                 |              | Joe Kertes      |
|    |                                                 |              | Craig Barrett   |
|    |                                                 |              | George Byrnes   |
| 8. | Round Table                                     |              |                 |

January Meeting Materials Included:

- ☞ New Program Proposal: Emergency Telecommunications
- ☞ Generic Employability Skills

*You are invited to bring a non-perishable food item for a food-drive.*

|                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>REMINDER:</b> In June 1996, Academic Council adopted, as priorities for presentations or initiatives, the following three themes: |
|--------------------------------------------------------------------------------------------------------------------------------------|

- Student Learning / Quality of Education
- Communication
- Strategic Planning

|                                                                                  |
|----------------------------------------------------------------------------------|
| Each agenda item at Academic Council should include or address these priorities. |
|----------------------------------------------------------------------------------|



# Catering and Learning Centre

## Tall Hats

We are interested in your feedback regarding our products and services.

## Tall Hats Questionnaire

Your evaluation of our performance is a very valuable source of information. Please take a few minutes to complete this form, let us know of anything that did or did not measure up to your expectations and also tell us what pleased you.

|                   | Excellent | Good | Average | Poor |
|-------------------|-----------|------|---------|------|
| Service /courtesy | -         | -    | -       | -    |
| Value             | -         | -    | -       | -    |
| Quality           | -         | -    | -       | -    |
| Taste             | -         | -    | -       | -    |
| Presentation      | -         | -    | -       | -    |
| Portion Size      | -         | -    | -       | -    |
| Selection         | -         | -    | -       | -    |

☐ Faculty ☐ Student ☐ Other ☐ Administration ☐ Support Staff

Comments:

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Name

Department  Ext.

To show our appreciation for your time, your name will be entered into a draw for a Take-out dinner for four from Tall Hats.

We thank you for your co-operation.

Please return to Paul Iskander, M100



# The **Communique**

Published by the Office of the President  
December 18th, 1998 - Communique 98-99  
#19

## **International Students**

If you have questions related to international students wishing to attend Humber College programs, the International Recruiting staff located in C115 will be pleased to assist you. Please call either Leanne Stillman, at extension 4979, or Elizabeth Wilson-Ciconte at extension 4404.

## **NOTICE**

*In our on-going efforts to improve custodial services, we are instituting some changes with our contract cleaners.*

*Over the next two weeks, we would very much appreciate your feedback as to your impressions. Please e-mail ([flynn@admin.humberc.on.ca](mailto:flynn@admin.humberc.on.ca)), fax (416) 675-1523, or call me at extension 4340 before December 21<sup>st</sup> with your comments and/or specific concerns.*

*Thank you.*

*Janice Flynn  
Superintendent, Campus Services*



## Winter 1999 - Orientation Schedule

### Monday, January 4

| TIME  | PROGRAM                            | PLACE           | BREAK OUT |
|-------|------------------------------------|-----------------|-----------|
| 10:00 | Architectural Design Technology    | J209            |           |
|       | Chemical Engineering               | J138            |           |
| 11:00 | GAS- English for Academic Purposes | D221            |           |
| 1:00  | School of Business                 | Lecture Theatre |           |
|       | Business Administration            |                 |           |
|       | Business Management                |                 |           |
|       | Legal Assistant                    |                 |           |
|       | Marketing                          |                 |           |
|       | Internet Management                | L209            |           |
| 1:30  | GAS University Transfer            | H330            |           |

### Tuesday, January 5

|       |                                   |                 |            |
|-------|-----------------------------------|-----------------|------------|
| 10:00 | Hospitality Management            | Humber Room     |            |
| 10:00 | Early Childhood Education         | Community Room  |            |
|       | Nursing                           | Community Room  | H416       |
|       | Personal Support Worker/Attendant | Community Room  | H426       |
|       | Tourism and Travel                | E310            |            |
|       | Broadcasting- Radio (cert)        | L103            |            |
| 10:30 | P.R. Certificate                  | L110            |            |
| 10:00 | GAS- College Profile              | H330            |            |
| 12:00 | Accounting                        | Lecture Theatre | H416       |
|       | Computer Programming/Accelerated  | Lecture Theatre | L. Theatre |
|       | Computer Information Systems      | Lecture Theatre | L. Theatre |
|       | Electronics Engineering           | Lecture Theatre | E310       |
|       | Computer Engineering              | Lecture Theatre | H426       |

### Lakeshore Campus

#### Tuesday, January 5

|       |                                   |      |
|-------|-----------------------------------|------|
| 10:00 | Business Administration           | B303 |
|       | Business Management               | B303 |
|       | Business Mgt.- Financial Services | B303 |
|       | Microcomputer Management          | B303 |
| 11:00 | Child and Youth Worker            | B303 |



## ORIENTATION'S MOST-ASKED QUESTIONS NORTH CAMPUS

### REGISTRAR'S OFFICE

**Exemptions:** If students have courses from high school OACs or post-secondary institutions, and feel that they may qualify for exemptions, they have to apply for them. Use the application form in the Admissions Book, attach the necessary documentation and fee (if applicable), and submit to the Registrar's Office as soon as possible. Please note that this may be the last year that OAC high school exemptions will be granted.

**Academic Regulations/Calendar of Events:** Students should familiarize themselves with these important and useful documents (mailed to students with approval packages). For instance, the Calendar of Events lists the last day to add courses onto your schedule.

**Hours:** 7:30 a.m. to 7:30 p.m. from January 4 to January 19

**Busiest times are from 10 a.m. to 3 p.m., and 6 p.m. to 7:30 p.m. is usually light!**

### FINANCIAL AID

**Where do students pick up their OSAP?**

OSAP documents will be available for pick up as of January 4 in the lower level of the Student Centre, and then the documents must be taken to a bank for processing (CIBC, Royal or Scotia)

**Where can students go to find out about OSAP?**

The OSAP office (Room H107, just next to the Bookstore) and the OSAP pick-up location will be running extended hours from January 4 to January 15, 8:00 am to 6:00 pm

### PARKING

**Problems with parking permits?** See officer in the Parking Kiosk (by Registration Entrance) or at Campus Services (H105) between 8:30 - 4:00

**Multi-Vehicle/Car Pool Permits:** available through Campus Services (H105)

**Problems with your car?** The HEART (Humber Emergency Auto Response Team) Program is available to assist with most problems or can provide emergency phone numbers as necessary. Ask a parking control officer for information.

### LOCKERS

Assigned on a first-come, first-served basis, and effort is made to base location on program requirements and classroom location. Questions/concerns: visit Campus Services (H105) between 8:30 - 4:00

**Second lockers:** available third week of January

**Locker location changes:** available third January

### PHOTO ID

A colour Photo ID card, requirement for all full time students, is dated to be valid for the duration of the students' full time attendance at the college. No additional fee (part of non-tuition fee) Replacement value (\$10.00).

**Photo ID stations:** A photo ID station will be set up in H105 between 8:30 - 4:00



## **PUBLIC SAFETY**

Several programs on **personal safety** are offered. For further information contact the Information Desk at the main/library entrance

## **RESIDENCE**

Students interested in living in residence should phone ext. 5369. All Residence Fees, Meal Plan payments and Deferrals of fees by OSAP must be paid at the Registrar's Office.

## **OFF CAMPUS HOUSING**

Off Campus Housing Listings are posted in Residence at North Campus, and outside the Registrar's Office at the Lakeshore Campus. A colour-coded map is available so that students can locate the address and check the distance to our campuses.

## **STUDENT ASSOCIATION COUNCIL**

\*SAC handbooks will be available during orientation sessions and then will be distributed from SAC Office.

\*Medical and Dental Insurance- SAC provides medical insurance to all fee-paying students that cover 80% of prescription drugs as well as a variety of other medical expenses. The dental plan covers accidents only. Information pamphlets are available in the SAC Office.

## **BOOKSTORE**

\*Avoid lineups by visiting the Bookstore between 8:30 a.m.-10:30 a.m. and 4 p.m.- 6 p.m.

\*Sell used books at the buyback counter, open from January 6 - January 15

\*An "express" line is available for incidentals and staff/faculty purchases.



# HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## Innovation of the Year Awards

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### ELIGIBILITY:

- ▶ The purpose of the Innovation of the Year awards is to recognize College employees who have designed and implemented a significant innovation that positively impacts the education of students in the College.
- ▶ Employees from all employee groups (full and part-time faculty, administrators and support staff) are eligible for nomination.

### CRITERIA:

The major criterion for nomination is that the innovation has:

***Positive impact on the students' educational process.***

Additional criteria to be used for judging the merit of an innovation and its impact on students' education are:

- ▶ ***Creativity:*** The selected program will be as original as possible or be a unique adaptation of an existing program process or concept.
- ▶ ***Effectiveness:*** There is evidence that the innovation leads to a better process for accomplishing a task(s).
- ▶ ***Replication:*** The significant components of the innovation selected can be replicated in other institutions with a minimum of difficulty. The description of the program will include any conditions necessary for replication.
- ▶ ***Timeliness:*** Innovation will not be more than five years old in the institution, but it must have been in existence long enough to have been tested.
- ▶ ***Value Addition:*** There is evidence that innovation adds value to or improves the students' education.
- ▶ ***Currency:*** There is evidence that the innovation is current in content and adaptive to technological applications as appropriate.

### NOMINATIONS:

Individuals require nomination by two members of the College community and nomination forms are accompanied by:

- i. A two hundred word description of the innovations.
- ii. Rationale for nominating this program.
- iii. Objective/purpose of the innovation.
- iv. Impact of the innovation.
- v. The role/contribution of the innovation to Humber and other community colleges.
- vi. Endorsement by division dean/academic manager.



## **HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

### **NOMINATION FOR INNOVATION OF THE YEAR AWARD**

Name of Innovator(s) \_\_\_\_\_

Title: \_\_\_\_\_

Department/Division \_\_\_\_\_ Ext. \_\_\_\_\_

Nominated by: \_\_\_\_\_ Title: \_\_\_\_\_

Division: \_\_\_\_\_ Ext. \_\_\_\_\_

Seconded by: \_\_\_\_\_ Title: \_\_\_\_\_

Division: \_\_\_\_\_ Ext. \_\_\_\_\_

#### **TITLE OF INNOVATION:**

PLEASE ATTACH THE FOLLOWING TO THIS FORM:

1. A 200 word description of the innovation
2. Rationale for nominating this program
3. Objective/purpose of the innovation
4. Impact of the innovation
5. The role/contribution of the innovation to Humber and other community colleges

#### **COMMENTS BY THE DEAN/ACADEMIC CHAIR**

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Please return seven copies of this nomination package to the Professional Development Office by February 15, 1999.

The selection committee is composed of recent recipients of the awards.



# **URGENT!**

## **THE RESIDENCE IS FULL!!!!**

**HUMBER STAFF NEEDED TO PROVIDE  
HOMESTAYS BEGINNING JANUARY 1, 1999 FOR:**

### **INTERNATIONAL STUDENTS**

**PLEASE CONTACT ELIZABETH WILSON-CICONTE  
AT THE INTERNATIONAL OFFICE IMMEDIATELY  
AS THE STUDENTS ARE FINALIZING THEIR  
FLIGHT PLANS**

**ROOM C115 North Campus X 4404**

Note: The current Residence room and board costs are approximately \$600.00 per month. As students will be incurring transportation costs and purchasing some of their meals on campus, anything between \$450.00 -550.00 would be acceptable for a homestay type arrangement.





## *HUMBER ROOM*

&

## *TALL HATS*

**Happy  
Holidays  
to  
Everyone**

AS 1998 COMES TO A CLOSE, THE HUMBER -  
ROOM AND CATERING CENTRE STAFF WOULD  
LIKE TO THANK ALL OUR LOYAL CUSTOMERS  
FOR THEIR PATRONAGE.

THE LAST DAY TO ENJOY THE HUMBER ROOM  
THIS YEAR IS DECEMBER 17 TH. TALL HATS  
LAST DAY DECEMBER 21ST.

HUMBER ROOM WILL BE RE-OPENING ON  
FEBRUARY 03, 1999.

ALL THE BEST TO YOU THIS HOLIDAY SEASON,  
AND WE'LL SEE YOU IN THE NEW YEAR!

DON, PAUL, JURGEN, CLIVE, DAVE, MAUREEN  
AND ALL HRT STUDENTS.



# THANK YOU!!

*From all the staff in C.I.C.E.*

A special thank you to all the staff in the following departments for all the exceptional support given to a C.I.C.E. student.:

Athletics Center  
Humber College Child Care Center  
Humber Etc.  
Library

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## THE STUDENTS PARTICIPATED IN THE FALL CLASSES TAUGHT BY:

Dawn Aitken  
Gina Antonacci  
Terri Arnott  
Tony Bevan  
Fern Bretson  
Carolyn Campbell  
Susan Carson  
Judy Charles  
Deborah Dunbar  
Frank Formella  
Carey French  
Michael Glassbourg  
Trevor Graham  
Albert Graves  
Tom Green  
Nancy Grigg

Inger Harbom  
Gabrielle Harper  
Robert Holiday  
Paul Iskander  
Tina Ivany  
Jean Jablonski  
Mirko Kraynik  
Beth Larway  
Janet Latremouille  
Doug Leonard  
Kathryn Lockwood  
John Maronet  
Susan McBeth  
John McColl  
Terry McElligott  
Wendy O'Brien-Ewara

Joan Omar  
Laura Oyama  
Paul Pietsch  
Carol Reid  
Lorne Simon  
Heather Snell  
Heather Somers  
John Sousa  
Paul Suda  
Spike Sutherland  
Monique Theriault  
Sandra Thompson  
Sally Wylie  
Anne Zbitnew

*Through your guidance and support you have helped to enhance the C.I.C.E. student's college experience.*

**MERRY CHRISTMAS and HAPPY HOLIDAYS!**



December 14, 1998

# Home Energy Tips

Humber College is committed to reducing energy use as a way of saving money and reducing environmental pollution. However, many of the same energy saving tips used at Humber College can be used to help you save energy at home. Remember, you won't just save money, you'll also help reduce air pollution and help Canada meet CO<sub>2</sub> reduction targets designed to slow global warming.

- 25 - 40% of a home's heat loss is caused by air leakage. Stop heating the outdoors - proper air sealing with caulking and weatherstripping can significantly reduce heat loss and make your home more comfortable by eliminating drafts.
- Install energy efficient lighting products such as compact fluorescents.
- Consider adding insulation, particularly in the attic.
- When buying new windows select energy efficient features. Look for models that are filled with argon gas and that have a low "e"-coating.
- Use EnerGuide labels to help you buy energy efficient appliances.
- Consider upgrading your furnace, or even switching to a cheaper fuel source.
- Install a water saving showerhead.
- Unplug that second fridge that you never use.
- Install a set-back thermostat - it will pay for itself in one heating season.
- Change your furnace filter once a month.
- Fix leaky faucets - a dripping tap can waste up to 160 litres of water per day.
- For more information on saving energy at home contact NRCan at 1 800 387-2000 for free publications on a wide range of issues, or visit their website at <http://energy-publications.nrcan.gc.ca>
- Have a trained assessor examine your home for energy savings. Contact: Toronto Greensaver at (416) 461-9670 to book your Green Home Visit for only \$99.50.

If you have any questions regarding these or other energy efficiency measures please contact Spencer Wood at extension 4162.