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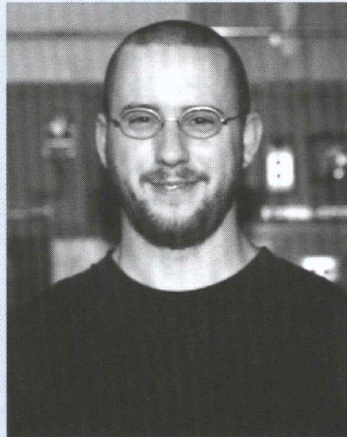
UPDATE

The mission of BCIT is to provide British Columbians with world-class, job-ready skills for career success.



Job-ready grad

Twenty-two year old Maple Ridge resident Alex Kellas was pleased to discover BCIT training where he lives. After graduating from Thomas Haney Secondary School in 1993, he enrolled at the BCIT Maple Ridge campus and completed the Electricity and Industrial Certificate program in July 1996 — and he's never looked back.



Alex Kellas.

Kellas found out about this program through a friend of his attending the Langley campus, who recommended it to him because he felt it was a good opportunity to train for a career with a real future. Kellas speaks enthusiastically about the experience.

10-month pre-apprentice program. These people come to us more skilled and are productive employees right from the beginning."

Kellas says the pre-apprentice program prepared him well for his second year of school. "So far I have a 95 per cent average on my test scores. A lot of the material was taught in the pre-apprentice program so it gave me a good head start and allowed me to stay ahead. I would definitely recommend this program to anyone interested in the field of electronics."

"Being able to go to school without having to commute to Vancouver or Burnaby probably saved me a couple of hours sitting in traffic every day," he adds.

Although work and school keep him very busy, Kellas still occasionally finds time for his hobby: working on his 1968 Austin Mini. He is currently rebuilding this car and hopes to have it on the road by next year.

Kellas' long-term goal is to become a journeyed electrician and he would eventually like to work in industrial mechanics.

— from Sandy Shaw

He felt it was a good opportunity to train for a career with a real future.

"Taking this program really allowed me to get my first job with confidence. I was able to start working in the electrical field right away and didn't spend nearly as much time working on unskilled jobs as the apprentices that didn't take this course," he says.

Employed within four weeks of graduation, Kellas has moved on to a new job with Harbourview Electric as an apprentice electrician. He is now a member of IBEW and is earning union scale wages. Kellas feels that taking the course has given him a distinct career advantage.

Bob Jones of Harbourview Electric agrees with him: "We notice a big difference in the people who have completed the

Welcome aboard



Wendy Waite-Kumagai (L) with new employees.

For new employees the Burnaby campus can be confusing and feel like a big maze.

Thanks to the President's Welcome Event, facilitated by Wendy Waite-Kumagai in the Human Resources department, new employees are getting some help getting their bearings.

On September 10 volunteer tour guides took groups of new employees on a campus tour

providing an overview of the service, classroom and shop areas.

Following the tour President Brian Gillespie talked with the group about BCIT's strengths and how staff contribute to the community.

The new staff then went to the All-Staff Appreciation Barbecue at the Rix.

At the welcome, faculty was invited to attend an orientation to Instructor Roles and Resources on September 30 from 1630 – 1830 in Town Square C.

New staff members who were unable to attend the President's Welcome Event are invited to another one on September 25.

Gateway to Opportunities

Well, it is a new school year and we are all in for more adventures. This year will be great as those of us graduating strive to make our mark, and those who will be graduating further in the future take their cues from the class of '98.

The class of '98 will leave behind something of itself with Open House '98, which will take place on April 3 and 4. Our theme is *Gateway to Opportunities*.

The Open House committee has 11 teams, including Finance, Event Services and Volunteers. The majority of directors have been appointed and there will be representatives from each School.

Every year Open House is different with a new committee

bringing in fresh ideas and unique life experiences. Yet, the result is always the same — a celebration worth attending.

We are all looking forward to an exciting year and everyone's support in this huge endeavour.

— from Judy Merrett

Open House '98 Committee:

Judy Merrett
Coordinator

Allison Dixon
Assistant Coordinator

Sonia Gallmann
Director of Advertising

Laureen Milburn
Director of Corporate Sponsorship and Awards

Coco Souter and Leah Weisgerber
Co-directors of Entertainment

Jennifer Hill
Director of Volunteers

Sara Getz
Director of Fundraising

Erika Mervyn
Director of Logistics

Anne-Marie Faron
Director of Promotional Materials

Natasha Karim
Director of School and Tours

Still available:

Director of Finance

Director of Media Relations

Director of Event Services

Events to come — Week of September 22 – 26



Bike to BCIT Week

- Register for \$8 at Recreation and Athletic Services. Ride your bike to BCIT and upon arrival, come to the

Recreation Office with your bike and receive a t-shirt for your participation.

BCIT Fun Run

- Anytime, anywhere during the week, run or walk any 2.5 km route and receive a t-shirt for your participation. Fee is \$8.

Wednesday, September 24

- BCIT Retirees Association Luncheon and Annual

General Meeting at 1130 Town Square B. \$10 annual membership fee includes lunch. Come mingle and discover what's new. Use parking lot #7 — Retirees without parking permit can obtain one from the kiosk at the Willingdon Entrance or at the meeting.

Lunch and Learn: Arthritis

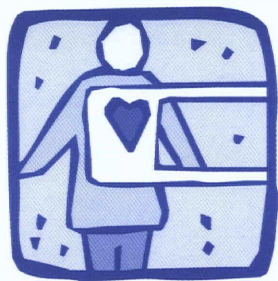
- What it is, when does it strike, what treatment is

available and how does one live with it. From 1200 to 1300 in SW1 1015. Presented by Tim Kinloch, president, Vancouver Branch of the Arthritis Society.

Friday, September 26

- The Bay At BCIT for the Greater Vancouver Food Bank Society present Real Food, Real Fashion for Real People — an evening of the latest fall fashions from the

Bay downtown and Jacqueline Conoir Designs and food from top Vancouver chefs. Tickets (\$25) available: BCIT Downtown campus, the Clinique counter at the Bay downtown and the Customer Service desk at the Vancouver Sun, 200 Granville Street. For more information call Anne Glover at (604) 412-7779 or Carol Dion at (604) 432-8865.



HEALTH &

Did you know?

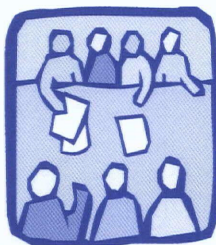
New WCB Regulations

The Workers' Compensation Board has just passed new Health and Safety Regulations (including ergonomics). The new regulations and information will be available soon.

We're on the Net

The Safety and Security Department has its own web page. Check it out at: <http://www.bcit.bc.ca/~security/>. Let us know what you think!

BCIT Safety Committees



WCB Occupational Health and Safety Regulations require a workplace such as BCIT to

establish one or more Joint Occupational Health and Safety committees. Due to its size and complexity, BCIT has no less than nine Occupational Health and Safety committees serving all of the buildings and common areas of PMTC, Burnaby and Sea Island campuses. The seven Burnaby campus committees are separated according to the areas they serve. Sea Island and PMTC each have their own Health and Safety committees. Check the Health and Safety bulletin board in your area for the names of your committee members.

Tele-claim service

BCIT is currently testing a new Phone-In Claims Service for the Workers' Compensation Board. If you are injured on the job you can call (604) 231-8888 or 1-800-Workers, and register to start the claims process. All the

information you need is located in the First Aid Room (NE 16) and at Medical Services. Tele-Claim is designed to speed up the adjudication and return to work process. If you are injured on the job make sure you report your injury to either First Aid or Medical Services.



Reporting hazards



If you see a health or safety hazard on campus that you can't fix make sure you:

- report it to your supervisor
- complete a hazard reporting form (available from First Aid in NE 16)

- submit the form to your supervisor and keep the pink copy.

Your supervisor should initiate appropriate action (Physical Plant work request and forward to Safety and Security).

If the hazard cannot be resolved, it should be referred to Safety and Security (Local 8318 or 8797) or the appropriate Health and Safety committee.

Training available

The Safety and Security department offers training sessions on a number of topics. Spice up your next staff meeting with a session on:

- Use of fire extinguishers
- Back Care (tailored to your work area)



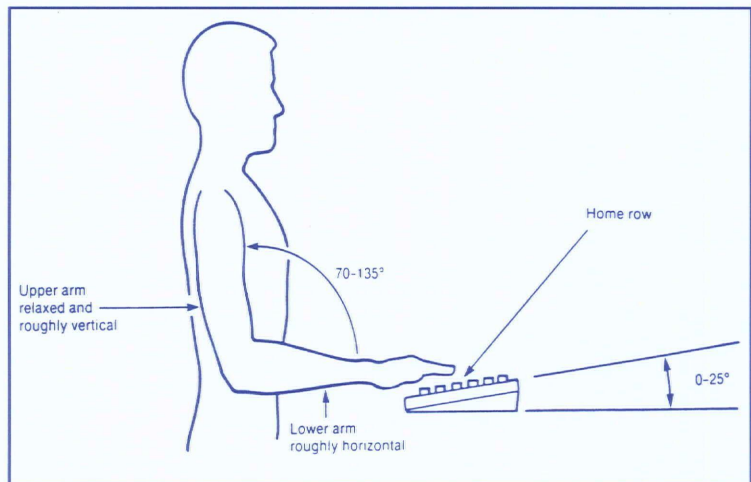
- Office Ergonomics
- Emergency Preparedness
- Computer-based WHMIS training
- Prevention of Violence in the Workplace

Publications, videos and more

The NE 16 First Aid room, will now house all the WCB Health and Safety publications and videos, samples of personal protective equipment and displays and information on the Health and Safety topic of the month. Stop by the centre to pick up any WCB publications you need for your September classes. An Open House will be announced soon.



Office ergonomics



The repetitive, static nature of office and computer work can lead to musculoskeletal problems if good ergonomic principles are not followed. Although there are many pieces of office equipment on the market today that are labeled "ergonomic," the right equipment set-up, good work habits and correct typing technique and posture are much more important for prevention than gadgets like split keyboards and wrist rests.

Adjusting your computer workstation

Chair

Adjust the height of your chair (usually done with a lever under the right side of your seat) so that your elbows are at the height of the 'home row' on your keyboard. When you bend your elbows at 90 degrees and place your hands on the keyboard, your wrists should be straight — not bent up or down.

When you have your chair at the correct height for your keyboard you may find that your feet are not touching the floor. If this is the case, get a footrest. Footrests are available from Grand and Toy or you can use a small box or telephone book to rest your feet on. Note: If you have a keyboard tray that is height adjustable, start by adjusting your chair so that your feet are comfortably flat on the ground, then adjust your keyboard height to the level of your elbows.

Monitor

The height and placement of the monitor is also important. The top of the monitor case should be at the level of your eyes. If you wear bifocals you may need to have the monitor even lower and tilted up. If you look at your monitor most of the time then it should be directly in front of your keyboard so that your neck is not twisted to the right or the left. If you look primarily at

your documents and only occasionally glance at your monitor consider placing the document holder directly in front of your keyboard.

Chair

Adjust the height of the back support (on most BCIT chairs this is done by squeezing the support just under the back rest and pushing the rest up or down) so that the fattest part of the support rests at the level of the hollow of your back.

Ensure that your arm rests, if your chair has them, allow you to get close enough to the keyboard so that your elbows are at your side.

Mouse

If you use your mouse a great deal, it should be placed at the same level as your keyboard. Hold the mouse lightly, don't grip it hard or squeeze it.

Keyboard

- Don't pound on the keys. Use a light touch.
- If you have a wrist rest, use it only when you pause from typing, not while you are typing.
- Take regular rest breaks and stretch your hands and arms. Vary your tasks whenever possible.

Still having problems? Contact Health and Safety for a workstation assessment and training session at Local 8797.

Ergonomics is the art and science of matching the workplace with the worker. One of the most common areas where ergonomic techniques are applied is the office.

10 ways to keep your back healthy

- Keep your weight down. Excess weight, especially around the middle, can increase your chances of back problems.
- Strengthen the muscles around your spine — front (abdominal muscles), back and sides. Yes this means sit-ups.
- Treat lifting like an athletic event. Prepare your muscles by strengthening and stretching your muscles before you lift.
- Use good posture. Imagine there is a string that runs through your spinal cord that pulls you up when you stand, walk or sit.
- Don't try to carry large loads alone. Use a cart or lifting device, or get help.
- Use good lifting techniques. Keep the

object close, bend your knees and keep your back straight, lift slowly, steadily and avoid twisting.

- Avoid carrying loads. Use a cart and ensure a clear path.
- Take breaks frequently and change position. This will help prevent back stiffness.
- Ensure that your workstation is properly set up and adjusted for you.
- Have Health and Safety come in and give your department a Back Care talk especially designed for your work area.



SAFETY

2248

Emergency preparedness

Are you prepared for an emergency? Do you have a personal emergency kit in your home? At your desk? In your car? Most experts agree that the Lower Mainland will have a major earthquake, the question is when. It may not occur in our lifetime or it may occur tomorrow. For details on how to prepare go to the First Aid Room (NE 16) and pick up an Employee Guide to Earthquakes and Preparedness in British Columbia.

BCIT's Burnaby and Sea Island campuses have Emergency Response Teams made up of dedicated employees who have had training in Light Search and Rescue and First Aid. All BCIT campuses have Emergency Cabinets containing equipment and supplies to rescue and assist employees in the event of an earthquake. In the event of an earthquake stay where you are, don't run outside. The best place to be is under and hanging on to, a heavy piece of furniture — your desk is ideal. Don't stand in a doorway, the door could slam shut on your fingers. For more preparation tips see the Earthquake Section of your Emergency Procedures booklet (the blue flip chart) or contact Tina Tett at Local 8318.

Before the Earthquake...

- Formulate an Earthquake plan.
- Identify and correct potential hazards.
- Prepare and store necessary emergency water, food and first aid equipment.
- Learn the location and how to shut off your electric, gas and water utilities.
- Purchase at least one multi-purpose dry chemical fire extinguisher.
- Purchase and install smoke detectors.
- Establish an Out-of-Province contact.
- Complete the Emergency Supply list.
- Sketch a floor plan of your home. Include escape routes.
- Know what to expect during an Earthquake.

During the Earthquake...

- Take cover and hold on to a protective object. DROP, COVER and HOLD.
- Move to an interior wall. Kneel, sit or stay low to the floor. Place your hands on the floor for balance.
- Face away from windows and other potential hazards.
- Remain under cover until the shaking stops.
- Remain calm. Think before you move.

After the Earthquake...

- Remain in a safe position until the shaking stops.
- Wear shoes to protect your feet from injury.
- Evacuate the building with caution.
- Fire, police and medical services may be unavailable.
- Account for all household members.
- Check for injuries.
- Be alert for aftershocks.
- Check electric, gas and water utilities.
- Do not touch downed power lines.
- Check for fire hazards.
- Check sewage lines before flushing toilets.
- Check emergency supplies.
- Notify your Out-of-Province contact about your situation.
- Stay put and listen for advisories on the radio.
- Cooperate with public safety efforts.

— from *Earthquakes and Preparedness in British Columbia Employee Guide*, available from *Safety and Security*

Campus Alert

The forget pill

The name of the drug is Rohypnol (pronounced row-hip-nol). The chemical name is Flunitrazeepam. In the two years since its documented introduction into the United States, its usage has grown at a staggering rate. Colleges across the country are beginning to take note of the drug and its possible association with acquaintance rape.

The pill is commercially produced in Mexico and Europe, is tasteless, odorless, dissolves quickly in a can of cola and

takes effect in a couple of minutes.

The drug is considered to be 10 times more powerful than Valium. Rohypnol is highly addictive and withdrawal from the drug must be done under the supervision of a physician.

Effects of the drug can last up to eight hours and produce a loss of memory in the victim. The drug produces a relaxed feeling and a loss of inhibitions. The victim does not pass out. Apart from the memory loss, there are no side effects the next morning. Reported cases are

only the tip of the iceberg because many of the victims may not realize they have been a rape victim, due to the amnesia associated with use of the drug.

This information is provided courtesy of Campus Crime Stoppers. If you like further information about this drug or would to know what precautions to take, contact the BCIT Safety and Security Office. Call 669-TIPS if you have information about a crime or if you have witnessed any suspicious activities. Be alert!

Violence in the workplace

Picture this scenario: Just before you are to give a lecture one of your students approaches you to discuss the grade received on the last mid-term. The student is angry, uses abusive, threatening language and ends the conversation by saying "This isn't the end of this." As the other students arrive you begin your lecture with the student's words echoing in your head. Even though there was no physical contact, you feel

threatened. You have been the victim of a violent incident.

BCIT has several policies governing incidents of violence, one being the "Student Conduct Policy". This policy is supported by a set of Workers' Compensation Board regulations introduced in 1993 called "Protection of Workers from Violence in the Workplace." These regulations cover acts of violence by any person other than a worker,

including threatening statements or behaviors (violent acts between workers is covered elsewhere in the regulations).

At BCIT students must behave appropriately and "disruptive behavior" will not be tolerated. Disruptive Behavior may be defined as any action, physical or verbal, which interferes with the educational process. This includes teaching, learning or the support of the process.

What can you do?

The following steps outlines the general process that must be followed in dealing with a disruptive student:

- Tell the student that they must stop and that this type of misbehavior will not be tolerated. Advise the student that this misbehavior will be reported to the associate dean. Continued misbehaviors will result in discipline at the associate dean level that may affect the student's academic future.
- Document all incidents by making detailed notes. This is an important but often overlooked step in the reporting process.
- Report all incidents to your associate dean.
- Report all actions to Security. The Security department acts

as a central coordinating point for security information. If the student has been disruptive in other areas of the campus, these reports come to security and any inappropriate behavior can be dealt with before it escalates into a more serious incident. Disruptive students generally have behavioral problems in more than one area. Many departments have the "Violent Incident Report" forms that are available from Security or you can call Ed Baye, Security Manager, at Local 6875.

- An investigation is initiated by Security and reports are sent to the associate dean. Any disciplinary actions come from the associate dean level so that disruptive students understand how

serious BCIT views these actions and the importance of good behavior while at BCIT.

- The associate dean has several options for dealing with any problem students including verbal warnings, behavioral contracts and possible expulsion from the program. Reports and records of any disciplinary actions are forwarded to the Registrar and go on the students permanent record.
- Don't let disruptive students continue to behave in an inappropriate manner. Take action, report and carefully document all actions. For further information on Security call Ed Baye at Local 6875.

BCIT Safety and Security

Dial last 4 digits from internal phone

Dial full 7 digits from outside phone.

Security Emergency (24 hrs) --INT# 2248

Security Non-Emergency ----- 451-6856

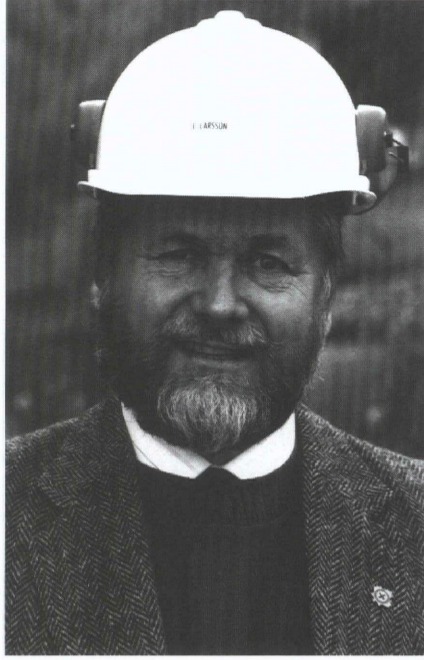
First Aid - Emergency ----- 451-8820

First Aid - Non-Emergency ----- 451-8872

Health and Safety ----- 432-8318

PROFILE

Keeping it all in perspective



Lars Larsson.

Swedish-born Lars Larsson must really love his job — after 15 years as program head of Occupational Health and Safety he is still the same “easy to get along with” guy.

“I arrived here in 1981 and helped to develop the program,” he remembers. “I’ve been program head since the first intake period in 1982.”

“We’re almost running a little employment agency here. The best part is when your student gets a really great job; you know you’ve done something right,” says Larsson.

Larsson makes a point to teach at least one class per term to first- and second-year students. “I think it is very important to have personal contact with my students.”

The best part is when your student gets a really great job;

Those students come from all across Canada — this year from Northern B.C., Alberta and as far away as Newfoundland. “BCIT’s program is attractive because in two years the students work very hard, but

they are really prepared when they graduate.”

He describes his position as 50 per cent administration, 50 per cent teaching and 50 per cent Part-time Studies. Do the math...that’s one big job!

The instructor came to Canada in 1967 after obtaining a degree in Civil Engineering from his home country. “I came to Prince George first, which at the time was a very small town. I really never looked back,” he says. “Now, I feel homesick when I leave B.C. — the grass really is greener on this side.”

On the weekends he makes sure to take advantage of that

“greener side” by spending time outdoors. “I love boating, hiking, biking, camping and fishing.”

Larsson and his wife Lynne, who operates the Venture program at the Downtown campus, spend their summers at Harrison Hot Springs. The two met at a BCIT Christmas party in 1982 and were married the following year.

Fifteen years later, Larsson says he’s learned not to take things too seriously. “Sometimes I could get excited about something going wrong, but I ask myself, in five years down the road, is this really going to matter? It puts things into perspective.”

— from Crystal Sawyer

Classy finds

For Sale: Hand-made, solid pine, children’s rocking horses — a great chance to start your Christmas shopping early. Asking \$125. Call Sandra at 8547.

Wanted: Vanpool riders for a daily Jack Bell Foundation Vanpool between Port Moody/Coquitlam Centre and BCIT. Call Terry at 431-3161 or 469-9991 (home).

For Sale: 27’ Ericson Sailboat, 1972 with 1988 Universal Diesel — 630 hrs.; roller furling 140 Genoa, fully battened main, Gennaker, tiller pilot, KM, DS, VHF, Loran,

stereo, new batteries ’96, recent survey, hauled and painted May ’97, clean, no blisters, holding tank. Asking \$22,750 obo. Call Val at 5417 or 939-4695 for spec. sheet.

Wanted: To rent two-three bedroom house or townhouse with a fenced yard within walking distance to transit system for one woman and her dog. Call 984-4912 (B) or 931-1106 (H).

For Sale: 1981 Black Mazda RX7, red leather interior. Five speed, lots of accessories (snow tires). Asking \$2300 obo. Call Gavin at 291-2771.

For Sale: Yamaha keyboard, Smith-Corona XD 500 typewriter. Make an offer. Call Jennifer at 8847.

For Sale: Thule roof rack, attachments included: two bike carriers and four pair locking ski rack. Mint condition. Asking \$350. Call 8798.

For Rent: Ski Silver Star. Deluxe accommodations right on the slope. No pets, no smoking, hot tub. Call Chris at 585-1944.



Checklist for establishing a good environment for learning

In the first few classes of your course, use the following checklist to ensure you are on the right track.

To establish a good learning environment, I need to:

- ✓ reinforce relationships
- ✓ greet students personally whenever possible; use their names
- ✓ interview as many as possible and find out more about them
- ✓ encourage informal study groups (or buddy system)
- ✓ be sure students set ground rules when working in groups.

To keep classes interesting and engaging, I need to:

- ✓ be energetic and enthusiastic and vary the pace
- ✓ post the agenda and learning outcomes for each class and refer to it as I teach

- ✓ start each day with a question or scenario requiring student input
- ✓ give students useful handouts to guide their note-taking
- ✓ vary presentation techniques by using exercises, audio-visual displays, group work, discussions and brief written tests.

To keep track of learning, I need to:

- ✓ give pretests and post-tests on the day’s topics
- ✓ allow for sufficient time to deal with student questions
- ✓ use various techniques to check understanding throughout the class; give instant feedback wherever possible
- ✓ give a test early in the term; grade it for the next class and use the results to guide instruction and student learning
- ✓ gather student feedback about course content and delivery before mid-term

(maybe using SGIF) and use the results to improve instruction and learning.

To avoid difficulties with students, I need to:

- ✓ be well prepared for all classes
- ✓ involve the students in their learning
- ✓ be respectful of the students and their ideas
- ✓ give up some control — it’s not necessary or possible to be perfect.

— Excerpt from the Job Aid “Starting Off on the Right Foot.” To receive your copy of this Job Aid, call Karen in the Learning Resources Unit at Local 8927 or profs “develop”.

Open House for CMC Project

You’re invited to an Open House to be held on Oct. 1 between 1200 and 1600 hours in the Centre for Distance Education, SE 12-101.

Open House will feature an update on the Institute’s CMC Project, the official opening of the CMC Courseware Development Lab, and presentations of work in progress on “Learning Space” software.

The Centre and the Courseware Development Lab will be open for drop-in visitors to view the facilities, meet the staff and pick up information on the CMC

project, work in progress and the next call for proposals. Throughout the afternoon several presentations are scheduled.

- | | |
|-------------|---|
| 1230 – 1245 | Opening of the CMC Courseware Development Lab |
| 1300 – 1330 | Demonstration on “Learning Space” |
| 1400 – 1430 | Presentation of “Call for CMC Proposals” |
| 1500 – 1530 | Demonstration on “Learning Space” |

For Details, contact Bryan Fair, Centre for Distance Education, Phone (604) 451-7109

Student voicemail

Having trouble getting in touch with your students?

Faculty, friends and family can now leave and receive messages with students who have setup a BCIT student voice mailbox. Students could win a prize by signing up today, draw will be

held October 31. Prizes include sweatshirts golf shirts and free voice mailboxes.

Have students contact Nancy Morello, Physical Plant, located in SE4. Call Local 8553 for more information.

— from Gloria Mattie

The BCIT UPDATE is published throughout the school year by the Community Relations department within External Affairs.

Ideas, tips, fax or written submissions should be forwarded to the editor by **1500 Tuesday, ten working days prior** to publication. The editor reserves the right to edit for brevity, libel and accuracy.

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