

Summer is here, long live summer



BOW VALLEY COLLEGE
FACULTY ASSOCIATION

I hope this newsletter finds you enjoying long days and high temperatures. It's an exciting time to be in Alberta. We have a new government and it makes me feel like anything is possible. Why not get inspired by the political change? You can join a committee here at the College. The time commitment can be as small as 1.5 hours a month. It's a nice way to share skills and teaching ideas. Getting involved can also introduce you to different perspectives, new insight and connect you with others across the College, and even the province. It can look good on your performance appraisal too.

A faculty association is vital to our positive work experience. I was asked why I participate in the Faculty Association. The question was followed up with a question about whether or not I was trying to get out of the classroom. That made me think. I knew that I wanted to participate in the FA but I hadn't really solidified my reasons for it. Here's why I participate in the FA. I do it because I love teaching. That sounds strange but it's true. I do it so that I can continue to teach without worrying about my job. A faculty association bargains for us, makes sure we work in a safe place, worries about our work assignments so that we can work on our classes. Having a faculty association to ensure our collective agreement is honoured means that I can focus on my profession. I also participate on the FA because I meet people who inspire me. Participating on the FA has given me opportunities to learn, formally and informally, and build helpful relationships. Our BVCFA's Office (N306) runs year round, please feel free to stop in and say hi.

Nicole Estabrooks
BVCFA President



There are still some memory sticks left.
Photo is not to scale.

Visit our website bvafa.com
You can find the Collective Agreement, by laws, blog and other exciting things.

THE FAN PHOTO CHALLENGE



Identify the places the 6 photos of the College are from. Send your answers to BVCFA@BVCFA.com. We have prizes for the first 5 correct responses.

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**Know your rights!
Read the frequently
asked questions
carefully.**

Work-Life Balance: Is It Achievable?

How many times have you sworn that you will find a way to achieve this goal? How many times have you heard others say they are working on the same? Why do we continue to pursue this elusive beast? Do we really want it? On some level, do we take perverse pleasure in being over-worked and stressed? Has it become some sort of sick badge of honour?

I lose track of how many times a week, I hear myself say, out loud or in my own head, "I can't continue to work this much. It isn't good for me or those around me." Yet I continue to do so even while knowing it is taking a toll on me in many different ways.

Sometimes, it doesn't seem to matter how hard I work, or how fast I run, I never seem to get caught up. I would feel alone in my dilemma except that I frequently hear the same refrain from others. Perhaps, it is simply a matter of misery loving company, but it does make me feel a little less crazed to know that others struggle with the same issue.

My daughter just completed an Education degree (I tried to warn her, but she didn't listen!) She came home from class a few months ago to tell me that they had had a very interesting discussion about teachers and their difficulties with knowing when to quit. Her professor had told them that teachers will work themselves to death in order to do the best they can for their students. The rest of the discussion revolved around the idea of knowing when something was "good enough." This hit very close to home for me. I started to think about all the hours I spend on small details such as tweaking handouts and assignments, or giving large amounts of feedback on every assignment. It is worth the investment? I also thought about the ever-increasing demands of administrivia in my work day. Was it all worth the sacrifice of having some time for a personal life?

This is a very current topic and there are many great articles containing many familiar suggestions about how to take more control of one's work life. For example, Chris Hunt in "The work-life balance basics: 10 stress-busting tips for teachers" suggests teachers need to learn to:

1. Set out your priorities
2. Tell people firmly and politely that you won't have time or be able to do something at work.
3. Put aside some time every week where you can just be yourself.
4. Remember, you may enjoy it but school is work.
5. Swap your self-defeating internal script for a more positive one. (This includes not surrounding yourself with moaners or being one!)
6. Live in the present moment, not the future.
7. Talk to people you trust about a particular situation or issue you are concerned about.
8. Step out of the victim mindset: it's your responsibility to live your life and decide how you work as a teacher.
9. Don't sweat the small stuff.
10. Steer clear of staffroom politics and gossip.

<http://www.theguardian.com/teacher-network/teacher-blog/2013/jun/25/teacher-work-life-balance-stress-tips>

There are some important things to think about in this list and certainly it gives me food for thought about my mindset regarding work. (By the way, can anyone tell me what I am when I'm just being myself? I can't remember!) It



doesn't truly help me take better control of my time, however. There are tasks that truly must be completed in my workday and I need help with making sure they get done!

Deborah Jian Lee in *Forbes* gives the following tips:

1. Let go of perfectionism
2. Unplug
3. Exercise and meditate
4. Limit time-wasting activities and people
5. Change the structure of your life (learn to delegate)
6. Start small

<http://www.forbes.com/sites/deborahlee/2014/10/20/6-tips-for-better-work-life-balance/2/>

I find this to be a very useful list. I have decided to post a copy of it at my desk where I can see it easily and make a point of stopping to read it at least once a week. I will even move it around occasionally so I don't forget to look at it. This may be "starting small" but it gives me the satisfaction of knowing that I have achieved at least one of the recommended six steps. Here's to conquering the other five!



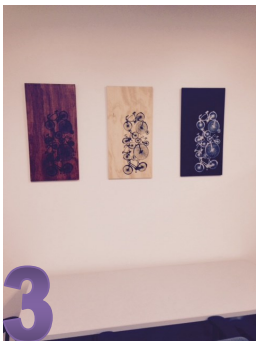
UO Conference 2015

Jeri Wylie-Smith
VP Welfare & Grievance

Each year NorQuest College and Bow Valley College co-host the UO Conference. This year it took place on June 24th, and was another very successful conference. This professional development opportunity is entirely online and completely free for participants. We were delighted to welcome participants from across Canada and the United States, as well as from Europe. The conference included an excellent keynote address by Laura Gibbs. Ms. Gibbs presented on *Connecting Online: You, Your Students, Your World*. The keynote address was very engaging and well received. Other presentations for the day included *Twitter is my Personal Learning Network*, *The Case for Mobile Learning*, and *Supporting the Foundational Online Learner*. We were very happy to have two presentations from the Centre for Excellence in Foundational Learning at Bow Valley College by Murray Ronaghan and Laura Slade. Murray shared his knowledge on *Feedback in English Language Arts Courses*, and Laura presented her expertise on *Increasing Student Motivation and Engagement by Fostering a Growth Mindset Community*. The UO Conference website has all the information you need to learn more about the conference and how you can be involved (upgradingonlineconference.ca). All the sessions from this year's conference are recorded and are available under the [Presenters](#) tab on the site. You can also follow the conference on Twitter @UOConference.

Thanks to all who participated in the conference either by attending or presenting. Special thanks to our friends at NorQuest for all their hard work in planning this great day. We hope to see you next year!

Maureen Stewart
Board of Governors Representative



BVCFA Office Hours
Mon 9-3
Wed 9-2
Thurs 9-2

**Write an
article for the
FAN—If your
article's used
you will
receive \$25 Gift
Certificate**

Frequently Asked Questions

- Q: Where can I find out about the confidential and the free Employee Assistance Program?**
A: <http://www.homewoodhealth.com/health> or call Homewood Health 403-216-6347
- Q: Do I need a doctor's note for casual illness of 1 to 3 days?**
A: No. If you are away for 1 to 3 days, you do not require a doctor's note. At 4 days please contact your supervisor or HR. They will direct you to Homewood Health <http://www.homewoodhealth.com/health>
- Q: Do I need to make up work that I miss when I am off sick? Or work from home?**
A: No. You are entitled to 12 casual illness/special leave days a year. Sick days are days that you are too sick to work. The purpose of casual illness days is for you to stay home and get better. You are not obligated to "make up" any of that time.
- Q: How many vacation days can I carry forward?**
A: Vacation leave must be taken within 12 months of the end of the calendar year in which it was earned. You can carry 36 vacation days. If you carry more than 36 on December 31 of the year you will be paid out the number of days that exceeds 36.
- Q: How are Paid Leave and Department Scheduled Vacation (DSVs) days determined?**
A: There are 11 DSVs that are scheduled by your department and 3 College scheduled Paid Leave days between Christmas and New Year's Day.
- Q: Can the College mandate my vacation leave?**
A: No. The College schedules DSVs. There are 11 DSVs a year. Those are the only days that the College can schedule.
- Q: Is a moving day considered a Special Leave Day?**
A: Yes, it could be part of the 12 casual illness/special leave days you are allotted per year.
- Q: Where can I find the Collective Agreement?**
A: The Collective Agreement can be found at BVCFA.com. You can read, print and download it from there. If you require a hard copy please drop by the BVCFA Office N306.
- Q: Are there limits on how many contact hours I have each week?**
A: No, but we do have historical norms. This means that your contact hours should not be increased from what they have been. The Collective Agreement states that we work 36.25 hours per week. During those hours we are expected to carry out our professional responsibilities which include other duties in addition to contact time. At the College there is a range of contact hours for more information please contact the Faculty Office.
- Q: What is a Casual Employee?**
A: Casual Employees are non -Continuous Employees who do not fall into the other categories (Temporary & Continuous). When a Casual Employee has worked full -time for a complete trimester and the assignment is continued for the following complete trimester or longer, that Employee will have the status of a Temporary Employee for

the period of that continued assignment. Employees hired in an assignment full -time for multiple ongoing trimesters will be hired as Temporary Employees. "Assignment" does not include continuing education instruction or cover off assignments for multiple faculty members on vacation or leave.

Q: What is a Continuous Employee?

A: Continuous full -time Employee means an Employee who is regularly assigned to work the full normal working hours without a definite term. Continuous part -time Employee means an Employee who is regularly assigned to work not less than one -half ($\frac{1}{2}$) of the full normal hours of work without a definite term.

Q: What is a Temporary Employee?

A: Temporary full -time Employee means an Employee who is employed for a defined term for a minimum of two (2) consecutive trimesters and up to a maximum of twenty -four (24) months in length and who is assigned to work full -time hours. Temporary part -time Employee means an Employee employed for a defined term for a minimum of two (2) consecutive trimesters and up to a maximum of twenty -four (24) months in length and assigned to work not less than one- half ($\frac{1}{2}$) of full -time hours.

Q: What is ACIFA?

A: Alberta Colleges and Institutes Faculty Association (ACIFA) is a professional association that acts as the provincial voice on behalf of its members, the academic staff associations of Alberta's colleges and technical institutes. As a member of ACIFA, BVCFA has access to a broad range of information and representation when dealing with faculty issues and bargaining. You can visit their website here [ACIFA](#) .

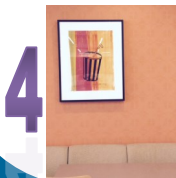
Classroom Energy Boosters for a Mid-Semester Pick-Me-Up

It's that time of the semester – maybe some learners are becoming stressed or bored – or both. If it's time to liven up your classroom, boost motivation, and deepen learning, consider trying one of the following active learning strategies. You already practice active learning? Great; maybe try one you have not used before for a little added impact.

The following strategies can promote reflection, aid retention of subject matter, encourage quieter learners to participate, and reinforce learning:

Continuum: ask a provocative question that causes learners to think about a topic/concept from the course and choose a point-of-view in relation to it. Have learners think individually for a minute or two, then have them stand up and form a line by placing themselves, on a scale of 10 to 10, where they stand on the topic. While still standing, learners can "defend" their stand with reasonable arguments and try to sway others to change their place on the continuum. For example, ask learners, on a scale of 1 to 10, how important it is, (or is not), to ensure a resume and cover letter is 100 % accurate. They take their place on the line and the debate begins...

Alphabet review: Distribute a worksheet with letters from some portion of the alphabet; as a review, have learners generate at least one idea, principle or concept significant to the subject matter for each alphabet letter. Learners can compare responses in small or large groups.



Knowledge search: Provide a list of questions pertaining to the subject matter and ask participants to answer the questions, then invite them to mingle with the others and fill in as many blanks as possible; then go over the answers filling in any blanks.

One-minute "papers": Pass out index cards near the end of the lesson and ask for anonymous responses. There are many variations of this strategy – you could ask for the solution to a problem, a definition of an important term, a fact about a subject, the "muddiest point" from the class, the most important part of the lesson. Then, learners can discuss answers and/or hand in the cards. Reading them will give you a quick "snapshot" of where learners are and can offer fuel for discussion. If you choose, you can bring the cards back to the next class and use them for review.

Mind map: Ask participants to develop a mind map (a web-like visual representation) of a concept or skill just taught, a project to be planned, or a problem or issue based on the subject matter. Have volunteers share their maps with other learners and compare similarities and differences.

For help implementing these strategies or for more ideas, please contact the tle@bowvalleycollege.ca

Marjorie Contenti,

Consultant, Teaching and Learning Enhancement.
Academic Council Representative



Visit the bvcfa.blogspot.ca
to keep up to date with
your faculty association

A New Way to Contact the Copyright Office

The Copyright Office has a new App to help you with your copyright requests.

It combines the BVC Fair Dealing Guidelines with a way to electronically contact the Copyright Office. The Copyright Evaluator App has been developed to raise our level of copyright compliance and enable faculty and staff to quickly check and see if the resources they wish to use are covered under the BVC Fair Dealing Guidelines. The App walks you through six steps and provides you with an answer. If your answer indicates that copyright permission may be needed, you can submit your request to the copyright office with one click.

This new App will:

- give you a quick Fair Dealing Evaluation – you may be surprised at what you **can** use.
- enable quick access for submitting requests to the Copyright Office when permission is required.
- provide a centralized record-keeping service with access to all faculty and staff.

- enable you to search to see if something you want to use has already been copyright-cleared.
- enable the College to increase our level of copyright compliance.

is accessible via tablets, phones and from offsite.

The Copyright Evaluator App can be found on the BVC Copyright Website at www.bowvalleycollege.ca/copyright or go straight to the Copyright Evaluator <https://copyright.bowvalleycollege.ca>

Sheila Swan

Copyright Officer. If you have questions, please email sswan@bowvalleycollege.ca

To All Those Who Have Left Us

I have come to believe that a great teacher is a great artist and that there are as few as there are any other great artists. Teaching might even be the greatest of the arts since the medium is the human mind and spirit.

John Steinbeck

I attended yet another farewell party for a co-worker last week. That has been an-all-too-frequent event lately, and it always makes me stop and mourn the loss of the daily presence of these wonderful people. It also makes me think about the many, many years of dedicated service to our college and to our students that these individuals have contributed. How do you measure the worth of these contributions? You can't. How do you adequately thank someone for such contributions? You don't. Having said that, I am going to make an attempt anyways.

Thank you for all you have contributed to the field of education. It isn't always an easy field to work in. Like any career, it has its highs and lows and its share of challenges and vocal critics. It is in my humble opinion, however, the most worthy field of work one can pursue. You all have made it even better and your contributions will still matter long after you have left the college.

Thank you from the students whose lives you have touched in more ways than you will ever know. I hear it in the halls and in the classrooms all the time. The students talk with deep appreciation about all those who have helped them along their journey, from the first person they met in the Registrar's office, to the counselors and career advisors, to the administrative assistants within the departments, to their classroom instructors and everyone in between. You didn't push papers here--you changed lives!

Lastly, thank you for all the times you have been there to listen to me. You have shared my fears, anxieties and sorrow, along with my joys and triumphs. You have been my shoulders to lean on, my sounding boards for new ideas, and my voices of reason and practicality. You have even been my reasons for getting out of bed and coming to work some days! We haven't always agreed or seen eye-to-eye, but our mutual respect and support has made my work days sparkle. Along with the lives of our students, you have touched my life in ways you may not even recognize.

For those of you who have left to pursue new opportunities elsewhere, I wish you the very best in your new endeavours. I hope our paths will cross again somewhere along the way. For those who have retired, I wish you play! I hope you take the time to enjoy your hard earned leisure time. Enjoy every moment of sun, family time, travel, new hobbies, interests, and whatever new adventures await you. There is life outside of BVC and I know yours will be wonderful!

It has been a great honour to have you as colleagues and friends.

Jeri Wylie-Smith

