

MALASPINA COLLEGE

COLLEGE BULLETIN NO. 18

1ST AUGUST, 1970

WELCOME:

to new instructors - on your first association with Malaspina, which, I am confident, will be personally rewarding as well as of benefit to your students;

to the old (?) hands - back from what I trust has been a relaxing, refreshing and recharging vacation; and that you all are prepared to tackle the responsibilities of lectures, labs, seminars, faculty load, leave policy, along with the deliberations of PAC, Curriculum Committee, Admissions and Standards, SPSC, Arts and Lectures, LRC Committee and SKC Committee.

HMB

Message from Dr. Opgaard: quote - I agree - unquote.

1. MEETINGS

Faculty. Dr. Opgaard would like to meet with all Faculty Tuesday, 9:30 a.m. in room 108. (4th August)

Newly-appointed Faculty. Meet with Dr. Opgaard Wednesday, 9:30 a.m. in room 108. (5th August)

PAC meeting is immediately after the Tuesday Faculty meeting, room 108.

2. OFFICES

A list is included in your box. In offices without shelving, this will be installed as requested. Discuss this with Mr. Neaves in the Business Office.

3. OFFICE KEYS

Office keys will be issued by Mrs. Bonar on request. In the one or two offices without locks, these will be installed in the near future.

4. CHANGES IN ADDRESS AND/OR TELEPHONE NUMBERS Please report to Mrs. Heppelle at the switchboard.

5. ROOM 117 has been set aside for the use of Lab. assistants and part-time instructors. There are two desks, shelving and coat hangers in the room.

HMB