

Dear Santa,

Merry Christmas, Santa. The SAIT instructors have been very, very good all year. Therefore, we would like to be included on your list.

If at all possible, could you deliver the following (or a reasonable facsimile) to each instructor for Christmas:

1. a whole class set of perfect student reports that could be read non-stop from cover to cover without having to make any corrections.
2. another SAIT survey to assess SAIT staff opinions about SAIT surveys.
3. a new computer with all the "bells and whistles" in each instructor's office so that we all can be on "the passing lane of the information highway."
4. another class with students who are motivated, fun, and a joy to work with.
5. the same lunch hour as some of the other instructors so we keep up to date with each other.
6. a vacation in a warm, sunny climate.
7. a band of Christmas elves to do my holiday baking, shopping, decorating, card writing, and entertaining while I mark, mark, mark....
8. additional patience in the last month of the course to deal with those students who have finally clicked to the fact that it is difficult to pass a course when one has missed half of the classes and handed in one third of the assignments.
9. more three-day weekends during the year so I can spend one day marking SAIT assignments, one day doing house chores, and ONE DAY RELAXING WITH MY FAMILY.
10. recognition from administrators for the dedication, loyalty, and hard work put forth by faculty at SAIT.
11. the wish that the new year brings as much leisure time as there was marking time this semester.
12. a wish for hope, happiness and peace for '98.

Thank you Santa, and have a great trip on Christmas Eve.
MERRY CHRISTMAS & HAPPY NEW YEAR!

Parking Process Quality Review Team

The Parking Process Quality Review Team was established in March 1997 to identify the problems associated with parking, examine the existing processes, and develop a set of recommendations to improve parking at SAIT.

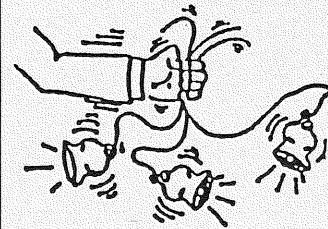
Sponsor - Ed Tickles, Campus Operations; Chi Fui Chong, Budget & Finance, Facilitators - Moe Sinotte, Educational Resources; Katie Butler, Campus Centre

Team Members - Roy Bishop, Hospitality Careers; Maurice Buffell, Automotive-Diesel; Lisa Deisinger,

SAITSA; Kevin Gray, Facilities Planning & Design; Cathy Hobday, Business; Donna McAllister, Budget & Finance; Dawn McInnes, SCAD; Magne Housken, Security; Shahpar Mohtadi, BDIT; Dave Reid, Applied Arts & Sciences; and Andy

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Name this Christmas Carol



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Poem to Santa

Mr. Santa, we've been thinking
What a fine place SAIT has been.
'97 saw great changes;
Our budget isn't quite so lean.



Career days, craft fairs, brown bag
lunches,
The fall was full - a busy slate -
Of activities for employees.
Aren't we glad we work at SAIT?

Meetings, marking, modules, surveys,
Will we never see the end?
Surely you can give us holidays,
Maybe to the tropics send.

Performance and strategic planning -
Let's leave them and SIRs behind.
An easy chair, warm fire, and egg nog,
Mr. Santa, please be kind.

- Hilde Clovechok

SAFAGRAM

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SAFAGRAM editorial policy, as approved by the SAFA Executive on June 14th, 1995, is as follows:

1. The Editorial Board has the final say as to what is included or deleted from the newsletter.
2. Editorial Board decisions about newsletter material must be agreed to by consensus.
3. The newsletter will include a disclaimer stating that the views expressed in its content do not necessarily represent the views of the Editorial Board or SAFA.
4. All material included in the newsletter must
 - be signed by the author when submitted to the editors but anonymity may be requested and granted for printing.
 - be based on "reasoned argument" if personal criticism is used.
 - not involve name-calling.
 - not include sexist, racist, or homophobic comments.
 - be related to SAIT, although this will be interpreted broadly.

The views expressed in SAFAGRAM do not necessarily represent the views of the Editorial Board or SAFA.

Library Updates



by Dave Weber
Educational Resources Library N204 (8408)

- ⇒ The library opened its new computer lab in August. Located in N204, the lab offers twenty-five IBM Pentium 166 PCs and six plug-in stations for laptop access to the SAIT computer network. A laser printer is available at a cost of 10 cents per page. Four Comtex PCs give users access to the library resources on CD-ROM. Lab software applications include
 - Banner Web for students (for course registration information)
 - Microsoft Office Suite 97 (Word, Excel, PowerPoint, Access)
 - Netscape Navigator and Microsoft Explorer (World Wide Web browsers)
- ⇒ The library has enhanced its access to journal research by subscribing to Proquest Direct. This database offers access to several thousand journal titles in a wide variety of subject fields. Unlike the CD-ROM products currently on the library network, Proquest offers cover-to-cover service for its collection. The service goes beyond the CD databases to include text and graphics for most of its titles. In many instances, the magazine page image is also offered. In addition to library computer lab access, instructors and staff can reach this database through the SAIT Intranet with the Web address: [HTTP://insait/](http://insait/)
- ⇒ In other library news, a reduction in library staff has led to a reduction in the audiovisual playback hours. Service is available Monday through Friday between 8:30 AM - 5:30 PM. It is highly recommended that requests for playback service be booked at least a day in advance of the viewing time.

- ⇒ Library staff have conducted an intensive collection review in preparation for the conversion to the new automated library system in 1998. The discard sale room in J208 is overflowing with recently weeded items. Prices are still only one dollar per book, fifty cents per pocketbook, and twenty-five center per magazine issue. ⇨

Spell Check Bloopers

(Comic relief while marking papers.)

On a business student's resume:

"...a buisness manger position"

On a covering letter:

"... hop to achieve recognition..."

FAQs

Frequently Asked Questions



by Heather Sagan,
SAFA Administrator

FAQ: What is the purpose of the SIR?

A: The Student Instructional Report (SIR) was developed to aid in evaluating and improving instruction. It gives faculty members an opportunity to have their students describe and assess their courses and instruction systematically, and it gives students a chance to express their views of the course and the way it was taught.

FAQ: How often are SIRs administered?

A: The goal is to have student feedback collected at least once per semester for each instructor.

FAQ: Who should administer the SIR?

A: In correspondence dated December 1991 from the Academic Vice President, it is stated that the program supervisor administers the SIR questionnaire to the class. In the case of Academic Coordinators who teach, the dean, as their immediate supervisor, administers the SIR.

FAQ: Is there a SAIT policy or guideline for administering SIRs?

A: There is no Board of Governors policy or H.R. guideline on **administering SIRs** at SAIT. However, a "Script for SIRs" is being developed by Human Resources so that the SIR is administered consistently in all departments.

In the H.R. Guidelines for Performance Planning Cycle H.5.2.1, one of the sources of information for assessment is the instructor's students, hence the reason for SIRs. Guideline H.5.2.1 is as follows:

SCOPE: These guidelines shall apply to all persons employed by the Institute, including casual and contract employees.

A. General

1. The Performance Planning Cycle **incorporates performance planning, monitoring and motivating, and summarizing** the outcomes throughout the review period. At least once annually the results are summarized, discussed, documented and filed.

B. Planning

1. **The supervisor and the employee shall work together to**
 - a. Identify relationships between Institute goals, department objectives, job responsibilities, and performance expectations. Valid inputs to this process include position descriptions and any applicable role definition document such as the "Instructor Profile."
 - b. Define result areas, objectives, strategies, and activities.

- c. Produce a planning document which clearly states expectations related to work performance and employee development.

C. Monitoring and Motivating

1. Throughout the performance period, **the supervisor or work group shall work with the employee to**
 - a. Use various techniques and information sources to assess progress relative to the individual's performance plan. For instructors, appropriate sources of information for this assessment may include but are not limited to
 - i. The instructor's performance observation.
 - ii. The instructor's students.
 - iii. The instructor's peers (as approved by the instructor and supervisor or work group).

The instructor shall be given prior knowledge of the methods used to gather information from each source.

Is the SIR being administered effectively in your program or department?

Do you feel that the SIR is being administered effectively and meeting your needs as an instructor? Is the SIR meeting the needs of your program area? Do you receive feedback in a timely manner when a SIR has been completed?

If you have any concerns regarding the administration, effectiveness, or use of SIRs, please let your concerns be known to your academic coordinator, dean, Human Resources, or the SAFA office. ♦♦

Teaching & Learning Centre

The Teaching & Learning Centre re-opened November 1. The door is always open and Ted Lobley and Laura Cuthbertson invite you to drop in and say hello!

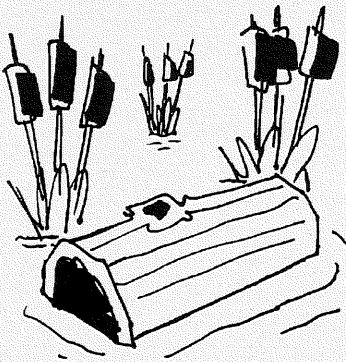
The TLC Coordinators are well underway with plans for professional development for the 1997/98 term. An Instructional Skills Workshop will be held on the following dates:

Session: Sat. Nov. 29 (8:30 - 4:30)
 Tues., Dec. 2, Thurs. Dec. 4 (6:00 - 10:00 p.m.)
 and
 Sat. Dec. 6 (8:30 - 4:30)

Session: Sat. Jan. 24 (8:30 - 4:30)
 Tues, Jan. 27, Thurs. Jan. 29 (6:00 - 10:00 p.m.)
 and
 Sat. Jan. 31 (8:30 - 4:30)

If you would like to attend please give us a call at 7283. ♦♦





BOG Log



by John Schmale, Automotive-Diesel

The Board of Governors Retreat was held August 22 - 24 in Banff. This was the first board retreat I attended, but from comments from public board members and staff representatives, discussions were much more open and frank than they have

been in the past. Of major concern on every topic was the effect on staff morale. Board members are concerned about the results of the SAFA Climate Survey and the ACIFA Climate Survey and will be reviewing the results in early 1998. Be sure to complete your climate surveys; they are important and will be received with great interest.

Discussion took place regarding the structure of the Board and its committees. Board members requested fewer committee meetings and would like to focus on key strategic issues and planning rather than on operations. The Board no longer has to approve the hiring of staff in salaried positions.

Another topic at the board retreat and the September meeting was the presidential search. The Search Committee will consist of one board representative, one

staff representative, the SAIT Board Chairman, and three public Board members. The three candidates who are short-listed will make a presentation to Academic Council. I will be the academic representative on the Presidential Search Committee. Coe and Company, the consultants working with the Board for the presidential search, place a strong emphasis on consultation with employee groups.

Resource people at Board meetings have been encouraged to provide input rather than merely attending as in the past.

Some of the Board meetings will be held "in-camera" this year to provide Board members the opportunity for frank discussion with senior management.

If you have any questions or concerns, please contact the SAFA representatives to the Board, Len Filmer, or me. ♦♦

Parking Process continued from page 1

Sharman, Energy & Natural Resources

What is our goal?

The Parking Review Committee will develop a process that will provide easily identifiable parking (or parking alternatives) for students, employees, and guests in an organized, cost-effective, and efficient manner.

What have we done?

The team has collected data from a variety of sources. We have compiled an inventory of existing parking spaces; developed a list of major parking concerns; conducted a site survey of signage; conducted interviews with Campus Housing, Health Services, Commissioners, and parking attendant cashiers; reviewed the existing SAIT parking policy and guidelines; collected information on parking policies and fees from other post-secondary institutions; and considered all correspondence received to date from faculty and staff.

What needs to be done?

Continue collecting data from the SAIT community, analyse and interpret this information to develop our set of recommendations. We will propose and prepare a draft procedures and guidelines parking manual which will consider the needs of all users of parking.

What do we need from you?

We need to collect as much input as possible from all our customer groups to develop an accurate understanding of major parking concerns. We value your assistance in providing this information. If you have specific ideas or recommendations on how to improve our parking situation at SAIT, we would appreciate hearing from you. Please outline your ideas or suggestions in an e-mail message or memo and send it to any team member by December 15. ♦♦

News Item: SAIT launches Entrance Scholarship campaign to raise \$1 million dollars