

LIST OF ATTACHMENTS FOR BOARD MINUTES
APRIL 7-12, 1981 DALLAS, TEXAS

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- Secretary
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WCRA BOARD MEETING MINUTES
APRIL 7-12, 1981
DALLAS, TEXAS

Corrections of minutes from the August board meeting held in Dallas, Texa, 1981.

- Pg. 6 The name should read "Ladessa" Yuthas
- Pg. 2 The total assets listed here are corrected on the auditor's report
- Pg. 13 \$45 fee breakdown should read
 \$25 registration; \$15 membership and
 \$15 Proceedings

Moved (Faulkner) and Seconded (Yamamoto) that the board accept the minutes.

PASSED

WCRA BOARD MEETING MINUTES
APRIL 7-12, 1981
DALLAS, TEXAS

The meeting was called to order at 5:30 April 7, 1981 by President Betty Levinson.

Attending: Betty Levinson, President; Ann Faulkner, President-elect; Ann Coil, Secretary; Don Yamamoto, Treasurer; Pat Heard, Site Selection Chairperson

Treasurer and
Finance Report

May 15 will be the deadline for submission of bills by all budget chairpersons, officers, and institute leaders. Officers not present should be notified by mail.

Audit Committee for 1980 submitted a report (Attachment #1) They noted only a few minor errors were found and corrected. The books were reported to be in good order.

The board reiterated its wish to have quarterly treasurer's reports.

Moved (Faulkner), Seconded (Coil) to accept treasurer's report

PASSED

Secretary's
Report

Indexing

Ann submitted a report explaining the format and function of the minutes indexed for the past five years. She suggested the board work with the indexing and at the next board meeting this summer to suggest any revisions in categories and sub-categories. Conference section needs to be further broken down. (Attachment #2)

Guidelines
for Record-
ing of
minutes

Ann also submitted a report (Attachment #2) suggesting guidelines for the recording of the minutes. This will provide guidance for each new secretary and will standardized the now lengthy minutes.

Minutes should be sent to the archivist, as well as Board members, state directors and past presidents

It was suggested that the suggestion in Ann's report for the secretary to retain a copy of each newsletter be deleted.

The guidelines are only an elaboration of how to keep the minutes; this report is not an exhaustive list of the secretary's duties.

Moved (Yamamoto) and Seconded (Faulkner) that the board accept the Secretary's report.

PASSED

The meeting was adjourned at 7:15.

The meeting was called to order April 8, 1981 by President Betty Levinson.

Voting Members Present: Betty Levinson, President; Ann Faulkner, President-elect; Ann Coil, Secretary; Don Yamamoto, Treasurer; Elaine Cohen, Coordinator of State Directors

Non-voting Members present: Pat Heard, conference site selection chairperson; Theria Beverly; Jeanette Ross

I. President-Elect's Report

- Conference Budget A. Conference Budget (Attachment #3 and 3a)

 The budget is less than was expected due to much support from the Dallas County Community College District

- Speaker's honorarium B. The honorarium for speakers remained at \$150.00. WCRA covers expenses for non-members. The cost was \$700.00

- C. Many conference proposals were late in being forwarded.

- Encourage more paper proposals D. There was a suggestion to encourage more variety in presenters; WCRA needs to consider
 - 1. Earlier individual mailing of call-for-papers
 - 2. Instructions on how to present and prepare a conference paper
 - 3. Publish calendar of events
 - 4. Flyer on call-for-papers should be sent no later than end of August

II. Format for General Session

- A. Membership resolution - any member wanting to make a resolution before the membership should attend a board meeting first to apprise the board of its intent

- B. Betty will call for new business to give members an opportunity to voice opinions and make resolutions

III. State Directors Report (Attachment #4) and State Directors' Duties (Attachment #5)

Three-person leadership declined

A. Three-person leadership of state suggested

Maxine Byers requested that three people be appointed to lead her state. This means WCRA would have to change procedures. It was suggested that sharing of duties be worked out informally

B. Regional Meetings

Each board member was assigned a regional and state meeting to attend.

State Director Issues

C. State issues are summarized in Attachment #4 and were discussed at the State Director's luncheon

Sample of State Activities

D. Elaine presented a packet (Attachment #6a to 6s) of sample activities and materials sponsored by the state councils.

Utah conference bid

E. Utah requested to have a conference bid. Their request was suggested to be confounded by the fact that they are not an ERA state. It was noted that the board did not act on the ERA boycott (see minutes 3/17/78 Long Beach). The board can still entertain bids from non ERA states.

Pay for State Directors' Luncheon

F. It was suggested that WCRA pay for the State Directors' luncheon

Moved (Cohen) seconded (Coil) that WCRA pay for State Directors' luncheons.

PASSED

New list of state directors

G. Elaine presented new list of State Directors (Attachment #7) It is still tentative as not all potential directors have responded to the request that they serve in that capacity.

IV. Conference Manager's Report

Conference Report

A. Contribution of Dallas County Community College District

Delryn noted their substantial contribution to the conference. Betty requested names and addresses of people who supported and assisted from DCCCD so she could send thank you notes.

B. Delryn cautioned that the procedure for determining complementary rooms needs to be carefully monitored and specified to avoid misunderstanding and confusion.

Free rooms for
board members

- C. The hospitality room was complementary in exchange for free rooms for the board. The \$500 savings will be allotted to board members in descending order: Betty, Ann Faulkner; Elaine Cohen will split her share with Ann Coil and Don Yamamoto.

V. Nominations Report

Nominations
Report

- A. Committee was composed of: W. Royce Adams, Irwin Joffe; Caroline Turner; Ladessa Yuthas; and Seymour Prog
- B. Elaine Cohen, next years nominations committee chairperson announced that the nominations committee will meet face to face at this conference and, thus, will incur no travel expenses

Face-to-face
meeting

Absentee Ballots

- C. Absentee Ballots

March 30 deadline is not consistent with the By-Laws which state that absentee ballots must be received 15 days prior to elections. The March 15 deadline listed in the Newsletter was the cause of some concern as to how the ballots should be counted.

Moved (Faulkner) seconded (Cohen) to accept ballots postmarked on or before March 30, 1981

PASSED

Elaine suggested that she would send ballot with a return envelope marked "ballot."

New nominations
committee

- D. New Committee approved by the President

Gwyn Enright
Ernest Ruby
Craig Mayfield
Jackie Bonner
Denise McGinty

Elaine would like to have the membership make suggestions for good nominees or indicate their own interest in serving as an officer of WCRA. Betty will announce this at the general session. Pat suggested that the nominee committee be asked to stand up so the membership can recognize them

- The meeting was adjourned at 12:15 p.m.

The meeting was reconvened at 1:30 p.m. Joining the meeting were non-voting members: Dick Lyman, Jeanette Ross, Suzanne McKeown, Jane Ballback.

VI. Newsletter (Attachment #8)

Newsletter

A. Columns - JoAnn asked board for ideas for new columns to cover WCRA major activities and goals

State Directors' Participation

B. State Directors - It was suggested that 3 state directors be given responsibility for making a newsletter contribution each issue (i.e. for each issue three state directors would be responsible for submitting information about activities in their state or region)

State Directors as STARS

Furthermore, it was suggested that a column be done STARRING state directors.

Also, state directors should be asked for suggestions on people in their states who could be introduced in the STAR column.

Deadlines

C. Deadlines - WCRA needs to back up deadline dates because of the 8 week delay in mailing and preparation.

May 15
August 31
October 15
December 15

Extra mailing concerning conference should go out immediately after the August board meeting so it is received in September.

It was suggested that the January 15 deadline be moved back to December 15.

D. Reminders - JoAnn suggested that she send reminders of deadline dates to people writing columns

Journal

E. Journal - The journal will remain a separate pull-out section of the newsletter

Photo bank

F. Photos - A photo bank would help to keep the newsletter a visual entity, one of JoAnn's goals

G. Ads - It is difficult to get ads because publishers feel direct mailing is more effective

Calendar in Newsletter

I. Calendar - The newsletter will have a calendar of the coming year, published in the summer (May 15 deadline) issue.

VII. Proceedings Report (Attachment #9)

Proceedings

A. Policies - 25 out of 36 papers were accepted. The quality has improved; the volume has decreased.

Acceptance procedures

B. Procedures - Letters were sent to all those who were and were not accepted. Gwyn asked people to call if they wanted to know comments and edits concerning their papers.

- Payment C. Payment - Gwyn requested prompt payment of printing bills because of good and expensive service.
- Sales Report D. Sales report - The report of sales now resides with Hal McCune. Gwyn recommended we not pay Hal to give us the information since it costs money and the board does not use it for setting policies. When a volume runs low, he is instructed to send it to ERIC and to notify WCRA that the volume is low and to send the last few to WCRA. Volumes I-III are out of print.
- Dissemination E. Dissemination of Proceedings - Proceedings will be exhibited periodically at this conference along with paper from the Evaluation Center at UCLA.
- Order form in brochure The brochure does not have an order form for ordering Proceedings. It needs to be included in the new brochure.
- Receipt cards to submitters F. It was suggested that Gwyn send a post card to people who submit papers indicating that the paper has been received. When presenters give a paper to the chairperson of their section they have no assurance that the paper is in fact delivered to the proper authority. The board decided this should be done and that it will be announced that submitters should expect such a notice.

Conference Site Selection

VIII. Conference Site Selection (Attachment #10)

- A. Issues - Should WCRA continue alternating conference sites in and out of California? Should the conference be continued through Sunday? Should meeting rooms be paid by increasing registration fees (which would spread the cost out among all members) or should the meeting rooms be allotted on basis of number of sleeping rooms used (cost is carried by those members who stay at the hotel and pay a little higher room rates)? Should the traditional meeting time of the WCRA conference (week before California's Easter vacation) be changed for the 1983-84 conference if it is held in San Jose?
 - B. Discussion
 - 1. Alternating in and out of California - Having the conferences in California insures having good attendance and larger revenues for WCRA. This is off-set however because it places heavy burden on California members to sponsor the conferences; dilutes the variety of the conference; excludes many people from conference participation which draws the people into leadership positions in the organization
- Meeting Room Fees
- Sunday extension
- Date of San Jose conference
- In/out of Calif.

The consensus seemed to be to alternate the conferences in and out of California when possible.

- 2. Length of conference - The longer conference is more expensive for those attending. It is enjoyable to have the extra Sunday of conference and there may be some intangible effect in keeping people around; WCRA should perhaps always plan on the Sunday brunch being a smaller, but usually highly involved group of members.

General consensus was to keep the Sunday extension until we have more data to make a decision.

- 3. Conference Date - It was decided that we will go early to San Jose conference. Still need to check with Portland about their wishes for conference dates.

Moved (Cohen) seconded (Yamamoto) to accept the conference site selection chairperson duties.

PASSED

Awards Committee IX. Scholarship and Awards Committee

Certificate of Apprec.

- A. Mitch presented the Certificate of Appreciation form (Attachment #12)

Retirement

- B. Retirement - No one was recommended for retirement award

Sallie Brown

- C. Award for Long and outstanding service - 3 members recommended Sallie Brown for the award. The committee recommended Sallie to the board. (Attachment #13a to 13c)

Moved (Faulkner) Seconded (Cohen) that Sallie Brown be given the award for Long and Outstanding Service to WCRA.

PASSED

Availability of nomination form

- D. Nomination Form - JoAnn suggested that a nomination form be put in the conference packet and/or at the registration desk. The award will be given to Gene Kerstein who can deliver it to Sallie. An article will go in the newsletter.

X. Photographer's Report (Attachment #14)

Photo Bank

- A. Photo Bank - Suzanne, WCRA official photographer, is willing to establish the photo bank. Ann F. suggested that Suzanne send letters to various people asking for photos. The board requested photographs of the chairpersons listed in the conference program.

- Placement XI. Placement Bureau Report (Attachment #15)
160 people are on the mailing list. Jane spent \$152.12.
She will resign as placement chair.
- Minority Affairs XII. Minority Affairs
The Minority Affairs committee had nothing to report. It
was suggested that the committee be retained and a budget
be decided upon when a proposal is submitted.
- XIII. President's Report
- Liaison A. Betty submitted list of WCRA liaisons (Attachment #16)
B. Selling of WCRA mailing list - Hal McCune charges
5¢ a name with a 2¢ profit for WCRA.
Moved (Faulkner) and seconded (Cohen) that the
president approve selling of mailing to groups
as appropriate.
PASSED
- Scholarship XIV. Scholarship Fund and Award
A. Generation of Funds - Money can be generated either
through return on investment or solicitation of
funds.
Moved (Cohen) and seconded (Faulkner) that WCRA
award a \$500 scholarship for next year to a
WCRA member.
PASSED
Board agreed that criteria should include service to
WCRA
- \$500 award
- The meeting was adjourned at 4:45 p.m.
- The meeting was reconvened at 8:00 p.m.
Non-voting members joining the meeting were Dennis Gabriel
and Beryl Brown, who is 1982 conference manager.
- San Diego Conference Report XV. San Diego Conference Report
Theme - Beryl suggested that the Theme for the conference
be on the professional development of WCRA members.
Sections might be available on stress reduction, physical
exercise; one afternoon might be devoted to sightseeing
with the paper sections scheduled for the evening.

XVI. Liaison Report

NARDSPE

A. NARDSPE - Beryl Brown, liaison, noted that NARDSPE has midwest orientation; attracts practitioners rather than researchers; and has a wider representation of people in developmental education than does WCRA. She suggested a back-to-back conference with NARDSPE

ACPA

B. ACPA - A request was made for WCRA to participate in "Innovations and Research in Learning Centers Guide." Carol Walvekar submitted papers explaining the project. Further information was needed; no consensus was reached.

The meeting was adjourned at 9:15 p.m.

The meeting was called to order Thursday, April 9, 1981
by Betty Levinson, President.

Voting members attending: Betty Levinson, President; Ann
Faulkner, President-elect; Don Yamamoto, Treasurer;
Elaine Cohen, Coordinator of State Directors

Non-voting members present: Pat Heard, Conference site selection
Chairperson; Michael O'Hear; Kate O'Dell, Lucy McDonald,
Gwyn Enright

- Journal
- I. Journal Report (Attachment #17)
- Issues
- Format
- Advisory Board
- Thrust of Journal
- Finances
- A. General information -
 - First issue will be in the fall; we have two articles thus far
 - There will be different size paper and logo and typesetting to distinguish it from the newsletter
 - Printing can be done either way - at the newsletter end or through Mike
 - It will be 12-16 pages with 6 leafs
 - Best suggestion seems to have typesetting done at Mike's end and send camera-ready copy to JoAnn
 - Color will vary from issue to issue
 - B. Advisory Board
 - Bruce Cronnell
 - Virginia Schrauger
 - David Lemire
 - Carolyn Simonson
 - C. Thrust of the journal - Mike noted that the thrust of the journal would be historical, philosophical, and research oriented, as well as geared to the practitioner
 - D. Finances - Don felt that given current WCRA finances we can afford the journal, particularly since we can anticipate a good attendance at the San Diego conference

Moved (Cohen) and seconded (Faulkner) that we create a
WCRA journal

PASSED

Betty thanked Mike for all his work. After discussion about
logo, it was decided that Mike would make those decisions.

Conference Bids

II. Conference Bids

A. Pat Heard introduced Lucy McDonald who presented the bid for the 1983 conference in Portland, Oregon. (Attachment # 18)

Oregon

B. Proposal from Oregon Consortium

Seven community college in Oregon and one in Washington and two universities have joined together to plan for the conference. Included in the packet in attachment 18 are letters of support from the colleges.

Pluses and minuses of the two hotels are included in the packet (Attachment #19)

1. The Red Lion is on an island close to Portland
2. The Marriot Hotel is downtown
single room \$45; double room \$55
There is a \$5 reduction per room if we pay for meeting rooms

Date

The conference date would be March 24-27 to coincide with Chemeketa's spring vacation

San Jose Bid

C. San Jose Bid

Carol Bogue presented the bid from San Jose for 1983 or 84.

Carol presented the Hyatt hotel bid (Attachment #20)

Carol presented a letter of support from San Jose City College (Attachment #21) for support of Carol's time and other necessary support for the conference. Carol noted that several other community colleges would also support the conference

Both Pat and Carol felt that the Hyatt bid was the best and most complete bid. The San Jose convention bureau will provide many services

The question about the 1984 conference date was raised. Carol said there would be no problem, even though the bid was for 1983. The Hyatt is not available the week ending on Palm Sunday. The dates would be April 5-8, 1984.

Dates

The meeting was adjourned.

Minutes from the General Session 4/9/81 Dallas

The meeting was called to order by President, Betty Levinson, at 2:50 p.m.

Betty introduced Ann Faulkner who welcomed members to the conference and addressed the conference theme.

Ann then introduced conference manager Delryn Fleming who also welcomed all conference attendees.

Delryn introduced Dr. Holt, President of Brookhaven College, who welcomed all those attending the Dallas conference and acknowledged the hard work of WCRA members.

Ann Coil read highlights of the August 1980 board minutes and the minutes of the 1981 conference.

Don Yamamoto reported on WCRA finances and investments.

Betty Levinson announced the re-establishment of the scholarship fund and the establishment of a WCRA journal

W. Royce Adams introduced the officer candidates who addressed the membership

Dave Hubin introduced the featured speaker, Gene Lyons, who addressed the issue of "Challenge" for WCRA.

Minutes from General Session 4/11/81 Dallas

Betty Levinson called the meeting to order at 10:50.

Betty introduced Royce Adams who conducted the balloting for officers of WCRA

Gwyn Enright introduced the speaker Al Canfield who spoke to the membership on the topic of "Reassessment."

The newly elected officers of WCRA are:

President-elect	Dick Lyman
Secretary	Mitch Kaman
Treasurer	Don Yamamoto

The meeting was adjourned.

The meeting was called to order by President, Betty Levinson, at 9:05 a.m.

Voting members attending: Betty Levinson, President; Ann Faulkner, President-elect; Ann Coil, Secretary; Don Yamamoto, Treasurer; Elaine Cohen, Coordinator of State Directors

Non-voting members attending: JoAnn Wells, Lucy McDonald, Kate O'Dell, Manual Olguin, Dick Lyman, Mitch Kaman, Delryn Fleming, Gwyn Enright, Carol Walvekar, Beryl Brown, Jackie Bonner

Report from State
and Regional
Meetings

I. Regional and State Meeting Reports

- A. Elaine Cohen attended the members-at-large meeting. She reported that they are an enthusiastic group and very supportive of WCRA activities.
- B. Ann Coil attended the Alaska, Hawaii, Nevada, Oregon, and Washington meeting. Ann reported that these members felt fees for meeting rooms should be spread throughout the membership; they were not opposed to the Sunday extension of the conference; They would like to have membership cards available locally so they could sign someone up and take the money right there. They inquired about available funds to send officers of WCRA to regional meetings as a drawing car.

The board responded that they can take the money and the card will be sent for membership. No funds are available to send WCRA officers to meetings. But if an officer is traveling to a state of region represented by WCRA they might contact the state director and consider visiting.
- C. Ann Faulkner attended the Northern California meeting. She reported a harmonious session with no problems
- D. Pat Heard attended the Colorado, Idaho, Montana, Utah, Wyoming meeting. They like being downtown at a conference. Utah would like to make a conference bid.
- E. Betty Levinson attended the Arizona, New Mexico, Oklahoma, Texas meeting. They felt the proposed conference sites were good. They have a problem with late mail. They were concerned about some people reading their papers; and would like more time to discuss academic issues.

Minority Affairs

II. Minority Affairs Committee

A. Meeting - Manuel Olguin reported that the committee met Friday and Saturday and had 14 people in attendance. He regretted the lack of activity by the committee and listed five ways in which the committee could become more involved in WCRA affairs.

Involvement in WCRA

1. Will try to be involved in conference planning
2. Will make more effort to make presentations
3. Would like minority column retained in newsletter. Manuel will assume responsibility for follow-up
4. Would like a minority mailing list for communication with other minorities
5. Will investigate new leadership. Two people could volunteer to be co-chairs and work underneath Manuel. Kathy Jackson and Theria Beverly have indicated an interest in co-chairing.

B. Manuel is concerned about lack of participation by Chicanos

Suggestions for Involvement

C. Suggestions - It was suggested that Manuel receive extra newsletters and brochures to distribute to interested minorities. Betty asked if Manuel could have an article in the newsletter for one the next two issues.

D. Budget - Manuel requested that the budget remain at \$200.00

Scholarship

III. Scholarship Committee (Attachment #22)

A. Changes -

Due dates

1. Due date for nominations upped to Dec. 1
2. Nominations must come to the awards chairperson, not the president-elect
3. Criteria for Scholarship award should hint at WCRA membership

Donations

B. Donations and Tax-exempt status - These need to be pursued to determine our exact status

Procedure for mailing check

C. The check should be mailed directly to the applicant and not go through the school channels; however, some proof of registration must be received by WCRA before the check is sent.

Rating sheet

D. Rating Sheet - The award rating sheet includes research, non-research literature, and media work

Resignation by Mitch
E. Mitch submitted his resignation now that he has been elected secretary of WCRA. Other members interested in serving on the committee include: Pat Mulcahy; Dave Hubin, and Vince Orlando. Suzanne McKeowan and Theria Beverly requested to remain on the committee.

Conference Report
IV. Conference Report
A. 324 people registered for the conference
B. The conference came in under budget
C. 175 registered only a week ago Friday. It is important to let membership know how important pre-registration is.
D. Delryn would recommend continuation of conference fee without requiring membership in WCRA
Conference fee w/o membership

Nominations Committee
V. Nominations Committee
Tentative list
A. Tentative recommendations have been made. They need only to verify by phone a few more people.
B. Elaine reported that meeting at the conference was and excellent suggestion.

Treasurer's Report
VI. Treasurer's Report (Attachment #23)
A. Income from the conference: \$4299.50 receipts
45.00 Proceedings
B. The board requested a breakdown of the budget
Budget
Moved (Cohen) seconded (Faulkner) to review the budget in detail in August after the accounting by the members (Attachment #24)
PASSED

Moved - Conference Bids
VII. Conference Bid
Moved (Faulkner) and seconded (Cohen) to accept the Portland Conference bid for May 24-27 1983 and to accept the San Jose bid April 5-8 for 1984.
PASSED
Moved (Cohen) and seconded (Faulkner) that we meet at the Marriot in Portland.
PASSED

Moved (Cohen) and seconded (Faulkner) that we reserve the Hyatt Hotel in San Jose.

PASSED

The board recommended that WCRA pay for meeting room fees through registration and that it be publicized.

August Board
Mtg. undecided

VIII. August Board Meeting

- A. Location - It has not been decided if the board meeting will be held in Denver closer to most officers or in San Diego at the conference site. The budget has been set to account for the more expensive means.
- B. There was some discussion that the meeting needs to be held earlier in August.

The meeting was adjourned at 10:40.

WESTERN COLLEGE READING ASSOCIATION MINUTES

TABLE OF CONTENTS

VOLUME I

September	1976	Los Angeles
April	1976	Tuſcon
September	1975	Tuſcon
March	1975	Anaheim
September	1974	Anaheim
April	1974	Oakland
April	1973	Albuquerque
August	1972	Las Vegas
March	1972	Sparks Nevada
August	1971	San Francisco
April	1971	Los Angeles
March	1971	?
August	1970	San Francisco
March	1970	Portland
August	1969	Los Angeles
March	1969	San Francisco
December	1968	NRA Conference
September	1968	Los Angeles
April	1968	Phoenix
November	1967	San Diego
March	1967	?
January_	1967	Costa Mesa, Ca.
November	1966	San Bernardino

WESTERN COLLEGE READING ASSOCIATION MINUTES

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VOLUME II.

August	1980	Dallas
March	1980	San Francisco
August	1979	San Francisco
April	1979	Hawaii
December	1978	Burlingame
September	1978	Los Angeles
March	1978	Long Beach
December	1977	Long Beach
September	1977	Long Beach
March	1977	Denver

1981 WCRA CONFERENCE
BUDGET

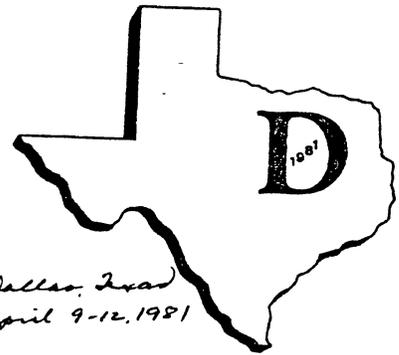
Category	Projected Expenses	Projected Income
Publishers' Exhibits, 17 @ \$150		\$2,500
DEC Printing Call to Conference and Ads, 8 pp.	\$250	
DEC Mailing Call to Conference	195	
DEC Printing Conference Programs, #=450	800	
Conference Phone Calls	100	
Dinner, 175 @ \$15 ea.	2,625	2,625
WCRA Contribution to Dinner Expenses, \$2 ea. x 175	350	
Brunch, 125 @ \$11	1,375	1,375
No Host Coctails, Dinner \$55 Brunch \$25 Newcomers \$25	105	
Continental Breakfast, 175 @ \$4.60	805	
Decorations	200	
Entertainment for Dinner	200	
Hospitality	225	
Hospitality Suite, 3 rooms @ \$40 for 4 nights +	500	
Keynoters' Honoraria	600	
Keynoters' Expenses, 1 far, 1 near	700	
Conference Manager's Room	160	
Misc. Printing, ballots, eval, local color, resource forms, tickets, badges	150	
Packets to hold registration materials	-0-	
Institutes, 4 @ 25 ea @ \$5	200	500
Student Workers, \$3.20/hr x 8 hrs x 2 ea. x 2 days + \$50	150	
Miscellaneous	400	
Oxford Mailing Service Pre-Registration	275	
Registration		15,750

\$11,365⁰⁰8153⁰⁰

\$14,985

53,212

\$1,832 + + + + +



EXPENDITURES

		DCCCD	WCRA
Printing Call to Conf. and ads	Ann's blue flyer Tan mailer w/ regis.	\$ 50.00 \$285.00	
Mailing Call to Conf.	Initial mailing Secondary mailing Letter re Surtran	\$146.23 50.00 15.48	
Printing Conference programs	Printer Blue pages White pages	 \$ 90.50 \$390.75	\$126.53
Conference phone calls	Ann	\$150.00	
Misc. Printing	Nametags Ribbons Kicker's Guide, outside inside Ballots, evaluations, member interest forms	\$ 2.00 \$ 15.60 \$ 25.20 \$ 55.00	\$52.00
Miscellaneous	Flower arrangement		\$49.88

STATE DIRECTORS LUNCHEON & MEETING
Thursday, April 9, 1981

Presiding: Elaine Cohen and Betty Levinson

AGENDA

- I. Introductions
- II. Sharing: Membership and activities in each state/province/region.
- III. Issues and Questions raised by state directors:
 - A. Strategies of attractine new members and retainine old members.
 1. State newsletters (Texas)
 2. Cooperations with other organizations & conferences (Idaho & Arizona)
 - B. Possibility of establishing a network for State Directors.
 - C. Problem of lateness of WCRA services: Newsletter, Proceedings, membership lists, new journal.
 - D. Conference sites 1983,1984, 1985.
 1. Portland, San Jose, and El Paso bids.
 2. Could a state conference be held in Utah in 1985?
 - E. Setting up a bank of experts in a state.
 - F. Can state groups be considered Councils, as in IRA (from an at-large director).
 - G. Is Sunday conference attendance high enough to continue havine the conference at that time?
 - H. Other questions & issues?
 - I. IRA meeting in New Orleans...would anyone like to participate?
 - J. Nominations for offices for 1982 election.
- IV. Issues to discuss at the State Meetings, Friday morning.
- V. Items from the Board Meetings, April 7,8, and 9.

WCRA COORDINATOR OF STATE DIRECTORS - Duties

AS OUT-GOING PRESIDENT:

Feb.

1. Two months prior to annual conference, begin contacting members whom you wish to appoint as State/Province Directors for the coming year. (Request recommendations from current Coordinator of SD's, consult Membership Resources Forms, etc. By-laws state that President should appoint new SD's "within 30 days prior to the annual conference", so that the transition from current to new SD's can be facilitated at the annual conference. SD appointments are for one year only, with the possibility of re-appointment for a second and possibly third year if circumstances warrant.)
2. Write letters to prospective SD's -
 - a. Ask if they are interested in serving.
 - b. Enclose a copy of SD duties.
 - c. Ask them to respond in writing within a given deadline - (self-addressed postcard facilitates this process).
 - d. Ask them to send you their home and office addresses and phone nos.
 - e. Ask them to send you the name and address of an administrator at their school if they wish you to send a letter of acknowledgement.
 - f. Invite them to attend the SD meetings at the upcoming conference to facilitate the transition between current and new SD's.

for the
conference

3. Prepare a list of names, addresses, and phone nos. of all appointed SD's, and distribute this list to WCRA Board members, the Newsletter editor, other SD's, and the WCRA Mailing Service.

at the
conference

4. Attend SD meetings at the annual conference.

AS COORDINATOR OF STATE DIRECTORS (PAST-PRESIDENT):

right after
the conference

5. Remind new President to update Mailing Service letters and have non-renewal letters sent immediately post-conference. Remind Secretary to send summaries of Board meetings to SD's.
6. Contact the WCRA Mailing Service to have an updated list of members mailed to each SD as soon as possible after the annual conference.

April/May

7. Write letters to non-continuing SD's, thanking them for their service and asking that they forward their WCRA materials and records to their successor.

8. Write letters of acknowledgement to institutional administrators designated by new SD's.

by Mid-May

9. Send an initial "group letter" to all SD's:
 - a. Include any follow-up info from recent conference.
 - b. Checklist of materials and supplies they should have on hand - acquired from predecessor or request extras from you.
 - c. Suggest they start making plans for fall mini-conferences now.
 - d. Tell them they should have received (or will) updated mailing lists and summaries of minutes.
 - e. Mention budget and reimbursement procedures.
 - f. Send them lists of any members who've indicated on Membership Resources Form a willingness to help with state/province activities (or do this in 2nd letter).
 - g. Remind them to send you (and the Newsletter) copies of agendas and news from state mini-conferences, etc.

late August

10. Request that WCRA Mailing Service send a second updated membership list to all SD's the first week in September.

early
September

11. Remind Secretary to send summaries from Fall board meeting to SD's. Remind President-elect to send extras of conference mailings to SD's to be used in recruiting new members.

12. Send a second "group letter" to all SD's:

- a. Highlight early conference info and any other important news/issues from Fall board meeting.
- b. Tell them to send new membership recruitment letters now.
- c. Tell them to contact non-renewals when they receive their updated mailing list.
- d. Remind them of current membership/dues policies - e.g., membership is conference-to-conference; those renewing earlier than 60 days before annual conference will be paying for current year only and will renew at conference, etc.
- e. Ask for news of their fall meetings.
- f. Remind them that they can request additional updated mailing lists (or labels) if needed during the year, but that cost will come from their budget.

late Dec./
early Jan.

13. Send a third "group letter":

- a. Ask them about availability/recommendations for next year's SD appointment - enclose self-addressed postcard for prompt response.
- b. Remind them of Feb. 1 deadline for annual report.
- c. Request items for SD meeting agenda at conference - and issues for Board agenda, too.

14. Request one complete updated membership list from WCRA Mailing Service - to represent membership as of December 31 and be mailed to you in early January. This will give you the info to report the year's base membership count in various states/provinces to the Board at the annual conference. It will also provide the figure for determining a quorum of the Association, should that be needed at the annual conference.

early Feb.

15. Send recommendations for next year's SD appointments to current President. Send items for Board agenda, too.

late Feb.

16. Send a fourth "group letter":
 - a. Ask for annual reports if not yet received.
 - b. Finalize meeting times for SD's at conference.
 - c. Enclose a self-addressed postcard to indicate if SD will be there - or who substitute will be.
 - d. Mention some agenda items for the meetings.
 - e. Final request for reimbursement of expenses on this year's budget must be in by _____ (date).
 - f. Save and transfer your materials to your successor.

17. Arrange for current and recent Board members to attend state meetings at annual conference - to represent the Board and act as resource persons re: Association issues.

at the
conference

18. Conduct State/Province Directors' meeting.
 - a. Summarize state/province annual reports.
 - b. Summarize items from pre-conference Board meetings.
 - c. Suggest agenda items for their state/province meetings.
 - d. Ask for their evaluations, recommendations.

19. Coordinate SD's meeting with WCRA Board.

after the
conference

20. Assemble files and transfer to next Coordinator of State Directors.
21. Breathe a sigh of relief and fade away before moving into role of Conference Site Chairperson!

as needed

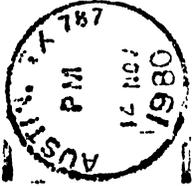
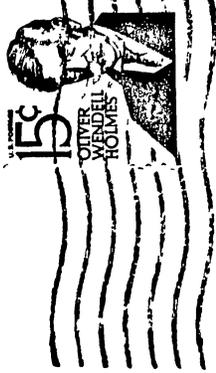
Periodically as needed:

- (1) Respond to assorted correspondence from SD's.
- (2) Serve as advisor to current President.

DUTIES OF WCRA STATE/PROVINCE DIRECTORS

The WCRA State/Province Director role is largely one of membership recruitment and communication, with an additional focus on identifying and developing appropriate forums for the discussion of ideas and issues of special interest to our members in a particular state or province. The appointment is for one year only, with the possibility of re-appointment for a second and possibly third year if circumstances deem it appropriate. Some of the specific duties listed below may vary according to the size and nature of particular states, provinces, and regions.

1. Conduct a membership drive in early fall by sending an informative letter about WCRA and a brochure to appropriate administrators and colleagues in institutions in your area (state, province, region, etc.).
2. Establish liaison with officers of other related professional organizations in your area.
3. Make follow-up contacts with prospective members.
4. Plan a mini-conference, workshop, meeting, or get-together for members in your area - and to attract new members, too.
5. Consider regional planning for hosting a future WCRA annual conference in your area. (The Guidelines for Submitting a Conference Proposal contain necessary information and can be obtained from the Conference Site Chairperson, who is also available for consultation with members considering a conference bid.)
6. Submit articles containing news about activities and members in your area to the Newsletter editor. Encourage members in your area to write educational articles for submission to the Newsletter.
7. Act as a resource person and communications link among members in your area to assist in keeping updated about professional and Association developments.
8. Report jobs available in your area to the Placement Bureau Chairperson.
9. Encourage members to attend the annual conference and to make conference presentations. Include a reminder about the call for papers deadline in your fall letter to them. Explore the possibility of group travel rates to the annual conference.
10. Submit a yearly report to the Coordinator of State Directors by February 1st of each year. Include:
 - a. total number of members
 - b. new members added during the conference year
 - c. summary of area meetings during the year
 - d. activities designed to interest and attract new members
 - e. recommendations to the Board of Directors
 - f. suggestions for your successor
11. At the annual conference:
 - a. attend the State/Province Directors' meeting
 - b. with other directors from your region, plan agenda for and conduct the state/province meeting
 - c. attend the State/Province Directors meeting with the WCRA Board
 - d. appoint a member to replace you at the annual conference if you are unable to attend



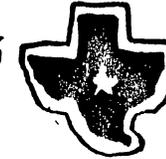
Elaine Cohen
 Reading Dept. Box 17
 Metropolitan State College
 1006 11th Street
 Denver, Colorado 80204

RASSL/Learning Services
 A332 Jester Center
 University of Texas at Austin
 Austin, Texas 78784



Western
 College
 Reading
 Association

Texas



Newsletter

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Dateline Dallas.....

YOU ARE CORDIALLY INVITED TO:

The 1981 WCRA Conference

When: April 9-12

Where: North Park Inn, Dallas, Texas

Cost: \$45 with membership & proceedings (before March 15th)
 \$50 (after March 15th)

P.S. Bring your colleagues, too, and let them sample a memorable experience!

For those who have let their WCRA membership fall to the wayside and for those who just want a sneak preview of the conference...Here are some

COMING ATTRACTIONS

speakers.....Get ready for "Challenge" in our first general session. Gene Lyons a journalist and former college English teacher, has accepted our invitation to examine the professional presuppositions of learning assistance.

Saturday's general session will highlight "Reassessment" and will feature Dr. Albert Canfield who is a consultant with the Kellogg Institute for Training and Certification of Developmental Educators. He will reassess an aspect of learning assistance instruction.

The third strand of "Affirmation" will pull together the challenge and reassessment themes in the closing presentation by our own Irwin Joffe, author, educator, and proudly reading teacher.

campus tours....Those attending this year's conference will have the opportunity to visit two of the area's finest colleges:

Mountain View College - Thurs., April 9
 and
 Richland College - Fri., April 10

Both schools are of the Dallas Community College District. Visitors will have time to view the Centers and talk with staff and students.

sure tours... You will have a choice of two tours at this year's conference. Both are billed as events not to be missed, and as Texans might say, "They'll be down right citin!"

The first is a tour of Big D which will include downtown Dallas and some of its history, the Dallas Theater Center designed by Frank L. Wright, the residential area of Turtle Creek, and a shopping stop at "Cutter Bill's" for western apparel. Box lunches from Neiman's and wine will be provided

The second tour is entitled Rodeo Night. The tour will include a trip to the Mesquite Rodeo. The bus will stop for dinner along the way.

The forthcoming national newsletter will have more detailed information on all tours. But, Texans, please don't hesitate to participate in any of these events. We are counting on your presence in these groups to add your Texas flair and hospitality!

ers..... If you are planning on submitting a proposal for a paper presentation, the deadline is Nov. 15. Proposals should include a 250 word summary of the specific content to be covered, a description of the format and length, and a resume for each of the presenters. Proposals should be submitted to Ann Faulkner, WCRA President-Elect, Mountain View College, 4849 West Illinois, Dallas, TX 75211.

ping hand.... If you are interested in giving a helping hand at the conference, contact Delryn Fleming, Conference Manager, Eastfield College, 3737 Motley Dr., Mesquite, TX 75150.

Got the Blues Without Your Membership Dues....

If you have already paid your WCRA membership for the year, then you are already aware of the many values of the membership: Regional and National Conferences, Conference Proceedings, the WCRA State and National Newsletters, the Placement Bureau, and other advantages. Conference dues are from conference to conference and are \$15. Memberships can be updated by sending your name, school, and address, and check to: WCRA, P.O. Box 4576, Whittier, California 90607.

Since the 1981 National Conference will be held in Dallas, we should try to strengthen our local membership by recruiting colleagues and friends who might be interested in the organization. We'd like to have a big turnout in Dallas. Information on WCRA can be obtained from the Texas State Directors whose addresses are on the last page.

PLEASE NOTE: If your WCRA membership has lapsed, this will be the last newsletter you will receive.

Happenings Around the State...

The Ninth Southwest Regional Conference of the International Reading Association will be held in San Antonio, Texas, January 29-31, 1981. The theme of "I Can Read" will feature such speakers as William Durr, Harold Herber, and Carl Smith and will offer programs on administration, research, 2- & 4-year colleges, and bilingual education. There will also be a tour of San Antonio College. For information on the conference, contact: Kay Scruggs, Registration, 10333 Broadway, San Antonio, TX 78286. Be sure and mention that you are a WCRA member.

...New Wrinkles....

Training Tutors to Become Study Skills Counselors by

Nancy V. Wood
Director, Study Skills
and Tutorial Services
University of Texas at El Paso

Directors of tutoring programs find themselves faced with a dilemma: should the tutors teach only subject matter or teach skills (reading, writing, study skills) in order to help independent learners as quickly as possible? We have solved the dilemma at the Study Skills and Tutorial Services at the University of Texas at El Paso this year by training tutors to be both subject matter teachers. To strengthen tutors' knowledge of their subject matter, we invite faculty members to meet with tutors even before they begin their sessions. Faculty are told that they do not need to prepare for these sessions, and that makes them willing to participate. Student tutors are required to prepare for these sessions by answering out four or five questions which are reviewed ahead of time by the Coordinator of the Program. Tutors are trained to be study skills counselors in a 12-hour training program held each September. They are first assigned material to read in reading, writing, and then trained to ask students questions to help them improve their academic skills. For example, to help students analyze their responsibilities, tutors ask: How is the class organized? How is the bus? by explanation of professor? What is the most important information in the course? What are your reading assignments? Are they due? How many exams? papers? attendance policies? Have you written up similar lists of questions to help tutors help students to organize study materials, take lecture notes, review, prepare and take exams, and write papers. We are also willing to discuss these questions with anyone who would like to request them.

If you have some interesting techniques or handouts you would like to share with other WCRA members, send them to: Denise McGinty, State Director.

Texas State Directors

Joe Cortina
Cedar Valley College
3030 North Dallas Ave.
Lancaster, Texas 75134

Denise McGinty
RASSL/Learning Services
Jester A332
University of Texas at El Paso
Austin, Texas 78784

Many thanks to Sandra Carnley, Joe Cortina, Ann Faulkner, Nancy Spivey, and Nancy Wood for their contributions. Ed McGinty.



December 19, 1980

Dear Colleague:

If time continues to go by as quickly as this semester has, it will soon be time to be meeting in Dallas for the WCRA Conference in March. If you need any additional information concerning the program, please contact:

Ann B. Faulkner
Learning Skills Center
Mountain View College
4849 West Illinois
Dallas, Texas 75211

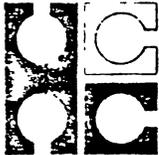
As you may know, I was appointed as one of the Co-Directors of the members at large for this year. Unfortunately when I received the list of current members, I did not find you on the list. In the event you have not yet joined, I am enclosing a membership blank for your convenience. If you have already joined since this list was compiled, will you please hand this information to another prospective member?

We are planning a mini-conference in Tampa on Friday, February 6. This conference will feature work on study skills, comprehension, vocabulary development, organizations of reading programs, and thinking skills. Saturday will be reserved for visitations and small-group sessions. If you would like additional information on the Hillsborough Community College Reading Mini-Conference, please contact: Dorinda McClellan, 704 Grand Court Temple Terrace, Florida 33617. Housing accommodations are not easy to obtain here at that time of the year so an early inquiry would be prudent.

Hope to see you in Dallas and if I can be of any assistance to you with WCRA, please let me know.

Sincerely,

Dorinda McClellan
Professor
HCC



January 14, 1981

Dear Colleague,

Just a reminder of the Mini-Conference on Reading and Study Skills to be held at Hillsborough Community College on February 6 and 7. The meeting will begin at 9:00 a.m. in Room 119, Humanities Building, Dale Mabry Campus.

The program promises a most exhilarating, enriching, and rewarding experience for the participants. Renowned speakers are addressing issues such as problems facing community college teachers, developing reasoning and thinking skills, motivating the unmotivated student, developing study skills, and the total reading program. Visitations to the reading centers and small group sessions will be held on Saturday.

There is no registration fee for the conference. But if you think you might be able to attend, would you please either return the blank below or else leave a message in order that we may plan sufficient materials, space, and refreshments for all. The college telephone number is 813: 879-7222 x 367. My address is 704 Grand Court, Temple Terrace, Florida 33617.

Also, if any of you might be interested in serving as a Chairperson at the Western College Reading Association Conference in Dallas, from April 9-12, please write: Dr. Karen Smith, Coordinator of Chairpersons, Box 5278, New Mexico State University, Las Cruces, New Mexico 88003. Although the deadline for nominations is past, there are always positions available at meetings like this.

I should appreciate hearing from you and would like to see you at the Mini-Conference in Tampa and/or the Fourteenth WCRA Conference in Dallas.

Sincerely,

Dorinda McClellan

Dorinda McClellan

Dorinda McClellan
704 Grand Court
Temple Terrace, Florida 33617

I would like to attend the WCRA-HCC Mini-Conference. Please send a program and additional information.

Name _____

Address _____



WCRA Report 1989
Northern California
Charles F. Hunter

1. Current membership stands at 136 for Northern California. During the first week of October WCRA brochures were mailed to all members who had not renewed their memberships during the year plus a copy to the Dean of Instruction at each college in this area. I don't know what, if any, change there has been in membership as a result of these efforts.
2. On Friday, October 24, a Northern California WCRA/Northern California College Reading Association meeting was held at Sierra College in Rocklin, California. A total of 55 people attended and the general interest of the meeting was quite high. In particular there was a great deal of discussion and exchange of information in the area cognitive mapping and learning styles. In addition there was a lot of sharing in the area of testing and maintaining folders on students which contained relevant information which could be shared with other faculty members in diverse content areas.
3. A Spring Conference is scheduled for 'sometime in March' at Skyline College in San Mateo. Although this will be put on by the NCCRA without WCRA affiliation all members of the Northern California WCRA will be notified of the meeting and encouraged to attend.
4. In order to encourage wide participation at the upcoming Texas meeting a travel agent has been contacted and I shall be sending out a flyer to all Northern California WCRA members to see if we can attract a large enough number to qualify for a group travel rate. More info to you on this as plans begin to jell.
5. We are still in the talking stage regarding the possibility of San Jose's hosting an annual convention. From my perspective the answer is 'yes,' but we have yet to obtain unqualified institutional support. Again, more will come your way as details get worked out.
6. Probably it would be a GOOD THING to notify our current President of the Board of Trustees of my continuing as a State Director. Please send to:

Ms. Esther Ono
District Office
San Jose Community College District
4750 San Felipe Road
San Jose, California 95121



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

To: WCRA Members and
Prospective Members (College Teachers of Reading)

This is the year of opportunity--the year to inject new life into your College Reading Program. Plan now to be with us for the Rocky Mountain Regional Conference, November 6-8th, 1980 when WCRA will join with IRA for the richest array of ideas, research, instructional techniques and strategies specifically directed to adult and college reading. Join us Thursday, November 6th, from 5:30 until 7:30 for the special WCRA session, a "WCRA Tasting Party" where we will get acquainted, re-acquainted, exchange ideas, and sample a taste of what's going on in WCRA in other states and colleges. If you have some interesting techniques or handouts you would like to share, bring them along.

On Friday, November 7th, we have a special treat when Dr. Elaine Cohen, WCRA past president, will be our luncheon speaker. She will be serving up a delectable dish, "Reading - A Mental High", in which she will discuss reading and thinking, "a la Paiget". All college reading sessions as well as the WCRA luncheon will be held on the Boise State University Campus.

If you have already paid your WCRA membership for the year, you are already aware of the valuable fruits of that membership: Regional and National Conferences, Conference Proceedings, the WCRA Newsletter, the Placement Bureau, and other advantages. If you have not updated your membership you will want to complete the enclosed membership form immediately.

For your information we are enclosing not only the WCRA Conference program and luncheon reservation form, but the total conference program and pre-registration form. You will notice that conference pre-registration must be returned by October 20th in order to take advantage of pre-registration rates, so don't be left out of the action. Make your WCRA luncheon reservations and send in your conference pre-registration today. We will see you in Boise for that exhilaration of a "Rocky Mountain High".

With Best Wishes,

Mary Hess

Dr. Mary Hess
Idaho State Director, WCRA



Western
College
Reading
Association

AND



MINI-CONFERENCE - SATURDAY, NOVEMBER 1

The WCRA Colorado Chapter and Regis College invite you to a mini-conference on Saturday, November 1, 1980. Whether you are a member of the WCRA or not, please come and invite your friends who may be interested in learning assistance programs.

Coffee and doughnuts at 9:30. Program starts at 10:00.

Morning Speakers

SALLY CONWAY, Community College of Denver-Auraria

"Reading Course as Adjunct to Academic Course."
How to set up adjunct programs with other divisions and how to decide what skills need to be taught in the adjunct programs.

ELAINE COHEN, Metropolitan State College

"A Piagetian Approach to Teaching Reading"
Demonstration of method of using the learning cycle approach to teaching reading, including hands-on activities and working on the students' problem-solving skills.

A buffet luncheon will be served in the Regis College President's Lounge at a cost of \$4.25.

Afternoon Speakers

BILL RICHARDS, Community College of Denver-Auraria

"College Students with Learning Disabilities"
Diagnostic techniques for working with the learning disabled college student, agencies to which such students can be referred, and the future Auraria learning disabilities clinic.

ROBERT LUNDQUIST, Regis College

"Problems in a Learning Center"
A discussion of problems which members of a learning center may encounter. If you have suggestions for topics, please bring them with you.

Small group discussions, announcements, and wrap-up from 3:15 to 4:00.

Please tear off the registration form below and mail prior to October 24.

WCRA Colorado Chapter/Regis College Mini-Conference

November 1, 1980

Luncheon Fee: \$4.25

Name

Street Address

City

State

Zip

Please make checks payable to
Regis College and return to:
Open Learning Center
Regis College
W. 50th Avenue and Lowell Blvd.
Denver, Colorado 80221



WESTERN COLLEGE READING ASSOCIATION
READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

October 16, 1980

The rains have arrived here in the Willamette Valley, signaling fall's arrival. Now it is time to look to the 1980-81 school year and do some planning. Plus, the 1981 conference in Texas is fast approaching.

State
Fall
Meeting

Mt. Hood Community College will be hosting our fall conference on November 15. Tentative plans call for a Saturday program. If you have some special interests or know of someone who is doing something that the group would be interested in, please contact me. Details will follow.

Membership

It's time to renew your membership--if you did not do so at the time of the San Francisco conference last spring. By doing so, you can receive all the newsletters. Current members can use the WCRA Placement Bureau and will receive information about the 1981 conference. Dues are \$15. Please mail the enclosed "application for membership" form to WCRA's permanent address of P.O. Box 4576, Whittier, CA 90607.

Annual
Conference

The Dallas conference will be April 9-12. Lodging and meetings will be held at a new and inexpensive motel which is located across the street from a shopping center which includes Neiman-Marcus. I suspect the conference will be refreshing because (1) a renewed emphasis in serving the community college audience and (2) a number of members from the East and Midwest will probably be in attendance.

Annual
Conference
Papers

The deadline for receipt of proposals is November 15, 1980. The conference theme is Challenge, Reassessment, and Affirmation. See the Fall WCRA newsletter for details. Why not give your presentation at the State Fall Meeting?

Charter
Flight

How many of you would be interested in a charter flight to Dallas? Jacque Bonner, University of Oregon, is interested in getting one organized.

State
Mailing
Address

Maxine Byers, State Director; Chemeketa Community College, Building 36, P.O. Box 14007, Salem, OR 97309
Telephone: 399-5101

Thank
You

Virginia Schrauger has "retired" as State Director, but not as an active member of WCRA. We heartily thank Virginia for the many hours she has spent on furthering the cause of WCRA. Virginia has been a strong voice nationally as well as within the state. We look forward to her trek over the mountains each fall and spring.

Sincerely,

Maxine Byers
Oregon State Director, WCRA

November 19, 1980

Dear Colleague:

I am glad you could come to the WCRA Fall Conference at Mt. Hood Community College last Saturday. I would like to thank Julia Shrout, Anna Marie Updegraff, Phyllis Nielsen, and the other staff members for their "warm" hospitality.

In addition, I would like to thank Colleen Owings, Paul Killpatrick, Julia Shrout, Anna Marie Updegraff, and Lucy MacDonald for their willingness to share ideas and information with us. And thanks to Kate O'dell for her willingness to postpone her presentation until February.

Now I am seeking your input to both evaluate the fall conference and prepare for the February conference. Would you please complete the questionnaire and return to me?

Thank you.

Sincerely,



Maxine Byers
State Director

MB:af
Enclosure

PROGRAM

- 8:30 Continental Breakfast
- 8:45 State of the State Message
MAXINE BYERS, Oregon State Director
- 9:00 SKILLS, FRILLS OR THRILLS:
Designing and implementing a class to
develop a positive self-image of students.
COLLEEN OWINGS, Chemeketa
- 9:45 - 10:15 CLOSE ENCOUNTERS OF THE INFORMATIVE KIND:
Media Systems program and computer
applications in college reading.
JULIA SHROUT, Mt. Hood
- 10:15 - 10:30 Break
- 10:30 - 11:00 REALISM AND RELEVANCE:
Making sense out of Piaget and the
teaching of reading
LUCY MACDONALD, Chemeketa
- 11:00 - 11:30 DREAMS CAN COME TRUE:
Practical suggestions for teaching
content-area reading
KATE ODELL, University of Oregon
- 11:30 - 12:00 THINK-A-RAMA:
Survey of reading and reading placement
tests.
Why we did it. '
How we went about it.
What we wanted.
What we got.
Why the difference.
- 12:00 - 12:15 Farewell

(\$1 donation requested for Continental Breakfast)

PART I. Evaluating the Fall 1980 Conference

1. In view of your hopes when you attended this fall conference, how would you rate the fulfillment of your expectations:

_____ Very High

_____ High

_____ Inadequate

_____ Very Low

2. If you marked very high or high, what factors contributed most to this fulfillment?

_____ Presentation on self-concept class

_____ Viewing the Media Systems Program

_____ Piaget Presentation

_____ Survey of Reading/Reading Placement Tests

_____ Meeting other professionals

_____ Breakfast

_____ Others (please specify)

Comments:

3. If you marked inadequate or very low, what factors contributed to the lack of satisfaction?

_____ Presentation on self-concept class

_____ Viewing the Media Systems Program

_____ Piaget Presentation

_____ Survey of Reading/Reading Placement Tests

_____ Nothing of interest to you on the program

_____ Skipping the presentation on content-area reading

_____ Others (please specify)

Comments:

4. What did you like best about this conference?

5. What did you like least about this conference?

PART II. Suggestions for February 1981 Conference

1. What would you like to see at the conference?

2. Do you have any ideas for the Friday evening dinner and program? (Have you heard any interesting and lively speakers?)

3. What would you like to contribute?

4. What people on your campus may be willing to give a presentation to the group?

Please return to: Maxine Byers
Chemeketa Community College
4000 Lancaster Drive N.E.
P.O. Box 14007
Salem, Oregon 97309

JOIN WCRA FOR DINNER AND A STIMULATING TALK BY

DR. LOUISE WATERS

READING FOR THE VOCATIONAL AND TECHNICAL STUDENT

Dr. Waters will discuss the rationale, content, and format of college reading for the vocational and technical students. After the introductory presentation, she will lead a general discussion of content-based reading at the community college level.

Dr. Waters is currently under contract to write three books--one of which is the subject matter of her talk.

FEBRUARY 20, 1981

6:30 - 8:00 p.m.

THE CHALET

(Near the Coachman Inn on Burnside)

order from the menu

WCRA REPORT 1980-81

STATE OF OREGON

MAXINE BYERS *mb*

SUMMARY OF
MEETINGS

Two state conferences were planned this year. At the fall conference, we had over 30 professionals in attendance. Those 30 people represent a significant increase over recent years. The president of the Oregon Developmental Studies Organization also attended this conference. He has been valuable to me in coordinating the efforts of both organizations in regard to the winter conference.

The winter conference will be held February 20-21, 1981. WCRA is sponsoring a dinner on Friday evening following the "Wine and Cheese Tasting." Dr. Louise Waters will speak on "Reading for the Vocational and Technical Student." The business meeting and presentations will be on Saturday morning.

SUMMARY OF
FALL CONFERENCE
EVALUATION

The evaluations of the fall conference show that WCRA members were highly pleased with the conference. Although all presentations were judged to be good, the discussion of the self-concept class proved to be the most stimulating and drew the most response. Informal talk over coffee was also found to be of considerable value.

MEMBERSHIP
DRIVE

The fall printout indicated that Oregon has 24 members. To attract new members or renew memberships, I have done the following:

1. Sent a news letter to prospective members (October 16, 1980) in which I enclosed a brochure and an "application for membership" form.
2. Had brochures and membership forms available at the fall conference and verbally encouraged membership at the business meeting.
3. Attended the WCRA-IRA Rocky Mountain Regional Conference November 6-8, 1980, in Boise, Idaho, to encourage members from Eastern Oregon to become more involved.
4. Our winter conference will be held the same weekend as the Oregon Developmental Studies Conference. This back-to-back scheduling of conferences seems particularly beneficial since we are all being faced with scarce travel money.

Several opportunities will exist to recruit new members at this conference. A number of WCRA members will be chairing Job-Alike Sessions. The dinner and speaker will no doubt be a positive reinforcement of WCRA's goal to provide a forum for the interchange of ideas. And we will again be on the lookout for new members at the Saturday morning meeting.

5. For about a year, our members had discussed having a "Piaget" conference. We attempted to coordinate with WCRA the presentation on Piaget by Eva Dyer of Metropolitan State University, but the funding source and scheduling prevented this. However, WCRA members were invited to attend Ms. Dyer's two sessions in Salem in late January.

SUCCESSOR

I will have the opportunity to discuss the Oregon State Director position with a couple of members at the conference in late February. I will be able to forward the names to you early in March.

STATE
DIRECTOR'S
MEETING

At our state director's meeting, I would like to discuss plans for the 1983 conference.

Enclosures: Fall Conference Program
Winter Conference Program
Evaluation of Fall Conference and Cover Letter
Winter Conference Program
Dinner and Speaker Flyer

P R O G R A M

- 9:00 *Registration*
*Coffee and Doughnuts**
- 9:30 *Responsibilities to the Handicapped*
Gary Storey, PCC Cascade Campus
- 10:15 - 10:30 *BREAK*
- 10:30 - 11:00 *Involving Your Faculty with Study Skills*
Virginia Schrauger, Central Oregon
- 11:00 - 11:45 *Practical Suggestions for Teaching*
Content-Area Reading
Kate O'Dell, University of Oregon
- 11:45 - 12:00 *Business Meeting*
Farewell

Maxine Byers, State Director

**Donation Requested*



WESTERN COLLEGE READING ASSOCIATION
READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

ARIZONA STATE MEETING

WESTERN COLLEGE READING CONFERENCE

SPRING 1981

MINUTES

The meeting was held March 7, 1981 at the Quiet Room at West Campus of Pima Community College in Tuscon, Arizona. Nine members attended, representing Pima Community College, Downtown, East Side and West Side Campuses, Maricopa Community College, Chochise Community College, Arizona Western College and University of Arizona.

9:00 - 9:30

Coffee & Donuts were served.

9:30 - 11:00

Presentation by Elizabeth Fisk

Elizabeth Fisk presented an overview of the NIE research project on Literacy in the Community College. In this context she defined functional literacy as the use of language, to accomplish a task related to the user's objectives in a specific context. This view which includes total language and context cues goes beyond the traditional view of literacy. Using this definition in their research has then also broadened the areas of community college life that are examined in this research.

This definition stimulated an extensive discussion among the group before Elizabeth proceeded with the rest of the presentation.

This definition also provided a backdrop to expand one facet of the literacy investigation: notetaking, which is the focus of Elizabeth's doctoral dissertation. She has examined various classroom arrangements, different instructors' styles, varying student purposes, and different students' learning styles in their relation to notetaking.

Notetaking is viewed as a dialogue between students and instructor. The students' part of the dialogue consists of the non-verbal feedback of notetaking and body movement as well as any verbal interchange. The instructor's communication includes such things as pitch, stress, and tone of voice, his/her location and movement in the classroom, as well as the actual lecture. The student's true literacy then is his ability to pick up and interpret all these cues as well as to respond to the cues in lecture itself.



WESTERN COLLEGE READING ASSOCIATION
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11:00 - 11:30

Business Meeting

At 11:00 we began our business meeting. There was no old business pending and there was no business from the National Board to be discussed.

New Business

It was moved, seconded and approved that the Arizona State WCRA sponsor their fall meeting in conjunction with the Southwest IRA Regional in Tucson, October 29, 30, & 31. Also that we will sponsor a wine and cheese time late Friday afternoon for all WCRA members attending the Southwest Regional as well as a Saturday morning breakfast meeting.

In conjunction with this, we will also try to sponsor a symposium preceding the wine and cheese. This symposium if possible, will include members from both the Texas and Arizona research on Community College Literacy.

These activities at the Southwest IRA Regional will substitute for our fall meeting. The Spring meeting will be held the second weekend of February, 1982 in Phoenix, Arizona.

11:45 - 12:45

Dr. Patti Anders

Dr. Anders examined five functional literacy tests; R.E.A.L., P.A.I.R, SHARP, Life Skills, and the M.E.T.

These are all criteria reference tests that use reading tasks found in various aspects of real life. One problem that emerges in all these tests according to Dr. Anders is no test explains the criteria specific for choosing items used. This lack of specific criteria of item selection then calls into question the validity of the real life relevancy across populations. One example is reading items chosen from the Los Angeles Schools which are specific only to Junior High Schools in that area.

Also, although some of these tests purported to be diagnostic, some had either too few items under each skill e.g. two, and some had items in which skills were not identified.

This discussion by Dr. Anders is the basis of an article to be published by her in an up-coming issue of the Journal of Reading.

The meeting adjourned at 12:45.



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Denise McGinty
RASSL/Learning Services
Jester A332
Austin, Texas 78784

Elaine Cohen
Reading Department Box 17
Metropolitan State College
1006 11th Street
Denver, Colorado 80204

March 30, 1981

Dear Elaine,

I must apologize for the delay of this annual report, but hopefully, the content will be helpful to you.

The total number of WCRA members in Texas for the 1980-81 year presently totals 63. If the membership has increased since September we are not aware of it, but both Joe and I have encouraged those interested in joining WCRA to send their dues to California. Since the national conference is in Dallas this year, we feel that this is an excellent opportunity to enroll new members. We hope to see the membership for Texas increase.

Due to the Dallas conference this year, we did not schedule any area meetings, but we have been making some plans for a 1981-82 area meeting. The vastness of this state almost demands that we consider "piggybacking" with another area conference, as we did in February, 1980. We co-sponsored a Texas WCRA meeting with the Texas Junior College Teachers' Association.

Our efforts as State Directors were focused this year on attracting new memberships, encouraging present members to attend the Dallas conference, and on making the Texas WCRA attractive to members. Many Texas members do not join WCRA because they cannot attend the national conference. The site of this year's conference has made it easy to encourage attendance. We also encouraged members to spread word of the conference to their colleagues. This was done by:

- 1) Sending newsletters to all current members and to those whose memberships had lapsed. We went back two years. The newsletters contained information on board decisions, the Dallas Conference, membership information, and articles from Texas members.

These articles, "New Wrinkles", focused on unique or new programs, techniques, or handouts from around the state. We hoped this column would encourage correspondence between state members.

- 2) We advertised the Dallas conference in the regional IRA newsletter and sent each Texas IRA member interested in the college level information about WCRA and the conference.

- 3) For next year, we are considering a State Expertise Bank, a listing of members and their skills. We would like to make this accessible to all Texas members.

Issues that concern Texas members seem to center on services from WCRA.

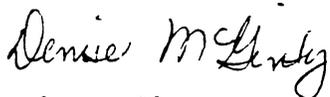
- 1) Receiving the national newsletter at timely dates throughout the year
As directors, we received correspondence asking where the newsletters were. We even received conference registration money.
- 2) Receiving the Proceedings sooner
- 3) Is there some way we could organize a list of people needing someone to room with at the conference and make it available to those who request it?

As State Directors, we experienced some frustrations over receiving the Texas membership list so late after the conference. We strongly recommend that this list be available soon after the conference. We wanted to send a newsletter after the San Francisco conference and before the end of May. We finally found a copy of an old membership list and used it.

We would also like to recommend that the State Directors' meeting be either a pre-conference meeting or held before the conference sessions begin. And lastly, it would be helpful to spend some time at the directors' meeting finding out what other states are doing or even if state directors could correspond with each other sharing information, suggestions, etc.

It has been a pleasure for both Joe and me to serve as State Directors. We both look forward to the conference and serving again next year.

Sincerely yours,



Denise McGinty
Texas State Director

DM:tes

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WCRA NEWSLETTER EDITOR REPORT

JoAnn Carter Wells
April 8, 1981

1. Columns - new columns introduced this year which were an outgrowth of recommendations from last year's conference were ERIC with Donna Dzierlenga from UCLA; Materials with June Dempsey; Evaluation with Carol Clymer Walvekar; and Minority Affairs with Tamyra Turner....what additional columns or emphases do you feel we need????
2. Deadlines - contributors have been more punctual this year and I have been able to respect my printing and dissemination deadlines fairly closely...
Deadlines for this year----
May 15, 1981
August 31, 1981 (after summer board meeting)
October 15, 1981
January 15, 1982
3. Journal Collaboration - I have spoken to Mike O'Hear and to the printer regarding a separate pull-out section with a different size, color and paper
-all work except printing to be completed at the Journal end
-Newsletter editor to work with the printing and mailing only
-separate costs ...not sure of mailing costs...
-begin with Fall issue
4. State Directors - see need for more involvement from state directors; have sent letter and clip-out coupons to them to facilitate retrieval of news, etc...
-will go to meetings here to generate more involvement....
5. Photos - have spoken to Suzanne McKeown - conference photographer- re: this conference and re: collecting photos on a regular basis from state directors, etc. to feed to the newsletter...
6. Archivist - Ruth Purdy receives multiple copies of the Newsletter regularly
7. Ads - have had 4 during this year; need commitment from someone to help with this thrust of the newsletter...
- have spoken to Don about the billing process but no arrangements finalized
-some publishers have mentioned that they prefer direct mailing(Jossey-Bass)
8. Mailings - since Alaska receives mail so late should we include the Newsletter under first class instead of bulk mail??
-have had requests for the mailing list???
9. Budget - have spent approximately \$2800this year - anticipate same for next...

WCRA NEWSLETTER EDITOR REPORT

JoAnn Carter Wells
April 8, 1981

EMPHASES AND ITEMS FOR EACH NEWSLETTER
DURING THE YEAR

2007 81
Fall-issue #1 - Board meeting highlights; pre-conference information; call for proposals; nomination information; state directors and other regular columns.... Outstanding member award...

600 10
Fall-issue #2 - Nomination statements and photos; heavy conference issue - theme; speakers; hospitality, etc...

600 10
Winter issue #3 - Nominees photos (only); additional conference information....

2007 81
7/10/81
Summer- issue #4 - post conference summary; publishers, etc... board meeting highlights; next conference preliminary information...

Western College Reading Association
Proceedings

April 8, 1981

Report to the WCRA Board

I. Proceedings XIII

- A. Summary of policies
- B. Summary of procedures
- C. Submission of bills

II. Proceedings sales

- A. Reports of sales
- B. Dissemination of Proceedings

III. Proceedings XIV

- A. Introduction of Proceedings editorial team
- B. Forecast for future Proceedings

Western College Reading Association

GUIDELINES FOR SUBMITTING A PROPOSAL TO HOST THE ANNUAL CONFERENCE

Revised August, 1980

I. Submitting a proposal (bid)

Any member(s) with the approval and support of his (their) college(s) or university(ies) may submit a written conference proposal for the purpose of acting as the on-site conference manager(s) and host(s) in the year identified. The bid should include the following:

- A. A letter of endorsement from the president(s) of the institution(s) or his (their) designate(s) extending the invitation to Western College Reading Association to hold its conference in cooperation with the institution(s) and indicating the degree of support the institution(s) can provide.
- B. Bids from hotels and/or motels in the area that could accommodate our group in terms of meeting rooms and lodging for members? These bids should detail the extent to which the hotel/motel accepts the provisions in WCRA's "Guidelines for Conference Hotel Selection."
- C. A letter from the local tourist or convention bureau or chamber of commerce indicating the degree of assistance and support available for the conference.
- D. A letter from the bidder(s) indicating the acceptance of the responsibilities of conference manager(s). Information about secretarial/clerical assistance available, postage/phone/printing resources available, audio-visual equipment available, and other information that would be helpful to the Board of Directors in making its decision should also be included. (Some examples: campus printing services "at cost"? postage costs for one first class mailing to 1,000 members? graphics services "at cost"? conference manager given portion of released time for conference planning? work-study student clerical help? overhead and slide projectors available for use during conference?)

There are no minimum requirements for "free" or "at cost" resources to be provided by the institutional host(s); some of the above items can be covered by the conference budget if necessary. However, the extent of institutional resources available is one of several factors comparatively evaluated by the Board in making a final decision.

II. General information

- A. All bids for conferences should be submitted at least 2 years before the intended conference, if possible. Conferences are generally scheduled for Thursday, Friday, Saturday, and Sunday of the week ending on Palm Sunday, but exact dates for a particular year should be checked with the WCRA Conference Site Selection Chairperson.

- B. The proposal should be addressed to the WCRA Board of Directors and mailed in care of the current Conference Site Selection Chairperson.
- C. The Board of Directors of WCRA shall have final authority in selecting host institution(s) and housing sites, and no agreements are final except and until approved in writing by this body.
- D. Following the decision of the WCRA Board of Directors, the bidder(s) will be notified of the Board's decision.
- E. The President-elect shall have the sole final responsibility for all aspects of the conference.

III. Duties of the On-Site Conference Manager(s)

The Conference Manager is generally responsible for all of the local on-site arrangements which support the conference program scheduled by the President-elect. Typical duties may include, but are not limited to, the following:

- A. Working with the current WCRA president to finalize the hotel contract soon after the conference bid has been awarded.
- B. Recruiting and appointing local WCRA members as chairpersons and committee members to accomplish the tasks listed below.
- C. Exhibits - contacting prospective publisher exhibitors, arranging for exhibition space, tables, and chairs
- D. Audio-Visual - assembling, scheduling, and distributing A-V equipment for use by program presenters during the conference
- E. Food Events - handling all details connected with whatever group meal functions are scheduled for the conference (menu, decorations, entertainmnet, tickets, door prizes, etc.) - might be evening banquet, continental breakfast, and/or Sunday brunch
- F. Tours - arranging tours to local colleges and/or tours to local tourist sites (buses, lunch, schedule); airport transportation for charter groups
- G. Registration - providing registration packets and name tags; staffing registration desk during the conference; providing display area near registration area for conference info, placement bureau, list of registrants
- H. Hospitality - arranging for supplying and staffing a hospitality suite; arranging for refreshments during breaks; arranging for other needs of newcomers and out-of-towners

- I. Graphics - designing and producing the signs, posters, and tickets needed for the conference, including large replicas of the conference program's daily schedule and a floor plan chart
- J. Conference Credit - arranging for a local college to offer options for credit for conference attendance if feasible and practical

IV. Duties of the President-elect (Program Chairperson)

The President-elect has over-all responsibility for all aspects of the conference but focuses primarily upon planning the conference schedule, developing the program and selecting presenters, and publicizing the conference. Typical duties may include but are not limited to:

- A. Scheduling - collaborates with on-site conference managers and WCRA Board of Directors to finalize a conference time-table of events
- B. Budgeting - proposes an estimated conference budget to the WCRA Board for approval - and controls the expenditures of that budget
- C. Publicity - collaborates with on-site conference managers to prepare WCRA Newsletter announcements to members; prepares conference publicity mailings; arranges for publicity through other professional associations and journals
- D. Program - solicits proposals for institutes and papers; selects and invites keynote speakers; appoints a program committee to help review and accept/reject program proposals; designs and arranges for printing of conference program booklet; appoints a Coordinator of Section Chairpersons to recruit, train, and oversee chairpersons for all of the section meetings
- E. Evaluation - appoints an Evaluation Chairperson and works with that person to develop evaluation instruments and procedures for the conference

Western College Reading Association

GUIDELINES FOR CONFERENCE HOTEL SELECTION

Revised August, 1980

BACKGROUND INFORMATION: WCRA

WCRA is a group of professional educators active in the fields of reading, learning assistance, developmental education, and tutorial services at the college-adult level. The annual conference is generally scheduled for 3 and 1/2 days, Thursday morning through Sunday noon of the week ending on Palm Sunday. The exact program schedule of events and activities is the responsibility of the President-elect, who is elected one year before the conference date.

Conference attendance usually ranges between 350 and 600, depending upon how far the conference site is located from the bulk of the membership in Southern California. Usually, hotel rooms are occupied at a rate 1/3 to 1/2 of the number attending the conference. Recently selected conference hotels have included: Ramada Inn (Tucson, 1976); Cosmopolitan (Denver, 1977); Queen Mary-Hyatt (Long Beach, 1978); Hyatt Regency (Honolulu, 1979); Union Square Hyatt (San Francisco, 1980); North Park Inn (Dallas, 1981); and Bahia-by-the-Bay (San Diego, 1982).

HOTEL REQUIREMENTS:

WCRA requests that the following facilities and services be provided at no charge by the hotel:

- (1) Six to eight meeting rooms large enough for theatre-style seating for 50-75 people available mornings and afternoons each day of the conference, and perhaps one evening. More - or larger - meeting rooms may be required due to increased conference attendance.
- (2) One small room for board meetings Tuesday evening and all day Wednesday prior to the conference, during the conference, and Sunday afternoon as the conference ends.
- (3) A room of approximately 3,000 square feet which can be locked. This room should accommodate 15-25 tables for exhibitors. A 2 and 1/2' x 8' table, tablecloth, chair, and electrical outlet should be provided for each exhibitor. Exhibits may be held 1-3 days of the conference.
- (4) A room large enough to accommodate 350-600 people for two or three general session meetings during the conference.
- (5) 1500 reservation cards to be mailed out by the Association. The cards should clearly state the hotel's cancellation policy. Confirmation notices must be sent by the hotel when reservations are received.
- (6) One complimentary room for every 50 rooms occupied by the Association or 1 suite for every 100 rooms occupied by the Association.

The complimentary rooms should be available each night beginning with the evening before the conference opening and including the evening before the conference ends. Assignment of complimentary rooms as available shall be made by the President according to the order of presidential succession: President, President-elect, Immediate Past-president, Secretary, Treasurer.

- (7) A hospitality suite which can be part of the complimentary room allotment on the basis of 1 to 100 room reservations shall be available to be used as a private room with no corkage fees for Association members. The Association will provide napkins, glasses, mixes, and ice; members will furnish their own alcoholic beverages if desired.
- (8) Up to 10 VIP courtesy baskets or trays, depending on the usual hotel courtesy. The V.I.P. list will be submitted by the President-elect in advance of the conference.
- (9) Transportation to nearby hotels for members who request rooms before the cut-off date for reservations and who must stay at another hotel due to lack of hotel space.
- (10) Free or reduced parking rates for Association members during the conference dates.
- (11) Registration tables in the lobby or another agreed upon location with convenient phone service. The tables will be staffed by Association conference registration personnel.
- (12) A small room which can be locked, near the registration area, from which to distribute audio-visual equipment.
- (13) Complimentary lodging and meeting space for 12 for the WCRA Board of Directors for the two-day week-end Board meeting in late August before the conference. The maximum number of rooms required would be 7.

Any hotel bid should indicate the extent to which the above requirements can be met as well as providing information re: the following:

- (1) Projected room rates for single, double, triple rooms and suites - with final rates to be available not less than 1 year prior to the conference dates. Conference rates should extend Tuesday night through Saturday night to accommodate officers and chairpersons arriving for pre-conference meetings on Wednesday.
- (2) The cut-off date for room reservations to be no more than two (2) weeks prior to the opening date of the conference.
- (3) The number of reservations required to secure the meeting rooms on a "no charge" basis - and the charges for meeting rooms in the event the room obligation cannot be met.
- (4) Provisions for "overflow" guests at nearby hotels/motels including charges for accommodations and transportation services.
- (5) Provisions and charges for transportation from the airport to the hotel.
- (6) A schemata of the floor plan describing the dimensions of the meeting rooms and exhibit space and illustrating the registration area.
- (7) Banquet prices and sample menus.

✓

- (8) Any charges or drayage fees relative to exhibits.
- (9) The name of the hotel liaison person who will be responsible for the smooth and orderly progress of conference activities.
- (10) No other conference to be scheduled during the Association's conference dates without notification to the Association's president one year in advance of the conference dates.

THE ASSOCIATION'S COMMITMENT:

Western College Reading Association agrees to the following:

- (1) One hundred (100) to two hundred fifty (250) rooms occupied during the main conference nights.
- (2) At least 2 meal functions open to the entire membership - typically a continental breakfast included in the conference fees and an evening banquet and/or Sunday brunch as options.
- (3) Three or four mailings and Newsletter announcements of the conference mailed to all Association members.
- (4) Prompt payment of all bills.

SUBMITTING HOTEL BIDS:

Hotel bids should be submitted in liaison with the over-all conference proposal being made by WCRA member(s) and institution(s) in a particular locale. The bid should be addressed to the WCRA Board of Directors and mailed in care of the current Conference Site Selection Chairperson. The Board of Directors of WCRA shall have final authority in selecting a conference hotel, and no agreements are final except and until approved in writing by this body.

Name and address of current WCRA Conference Site Selection Chairperson:

Name and address of the local WCRA member preparing the over-all conference bid:



WESTERN COLLEGE READING ASSOCIATION
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TO: Betty Levinson
Ann Faulkner
Elaine Cohen

FROM: Pat Heard *ph*

DATE: September 2, 1980

RE: Revisions in Conference/Hotel Site Selection Guidelines Discussed at August Board Meeting

Attached are drafts of the revised guidelines for site selection and hotel selection. Essentially, I (a) changed the "contract" form of the hotel guidelines, (b) added some transitional and explanatory paragraphs which should make the documents more useful to potential site and hotel bidders, (c) eliminated some duplication between the two, (d) consolidated the lists of duties into topical headings, (e) updated some of the details to conform with current practice, etc. - as you authorized me to do during the August board meeting.

I'd still feel more comfortable before dispatching these documents to potential conference bidders if the three of you would peruse them to be sure they meet with your approval. Any suggested changes could be noted in the margins and the copies returned to me; then I'll send you final copies after that. Thanks a lot - and if I haven't heard from you by (September 15?), I'll assume it's OK to go ahead "as is".

XC: Ann Coil

TO: WCRA Board of Directors

FROM: Pat Heard *Pat*

DATE: March 13, 1981

The Portland bid will be arriving in separate stages (not coaches!) in your mailboxes over the next week or two. A general bid packet will be mailed from the Portland Convention Association, and Lucy MacDonald will be mailing additional letters of support from other area colleges plus her evaluation of the possible hotel sites. The Portland bid has been somewhat delayed to wait for final ratification and support at the late February Oregon state WCRA meeting, but that seems to have been a good move because Lucy now has commitments of substantive support from several sources, and that could help off-set other potentially higher conference expenses.

For board deliberation re: the Portland bid: (a) Do we want to go to Portland in 1983? (b) Are we strongly committed to WCRA's relatively recent and informal policy of "spreading the professional word" to support colleagues outside of California every other year even if the travel costs are greater for the bulk of the membership? (c) If the costs are ultimately about the same, do we want a good, downtown, multi-story conference hotel or a good, more "sprawling", suburban conference motel? --- the Marriott and the Red Lion Jantzen Beach, respectively. (d) If the costs of both of those are too high, do we want an older, average downtown hotel if it has sufficient conference facilities? This would be the downtown Benson Hotel where WCRA's other Portland conference was held many years ago, and Lucy is checking its facilities.

For board deliberation re: conferences in general: (a) Do we want to stick with the Thursday-Sunday length of the conference? Does Sunday attendance warrant it? Meeting room charges and of course complimentary rooms are increasingly tied to number of guest rooms occupied per night. (b) Hotels are going to get their money either from guest room charges or meeting room charges, so meeting room charges are tied to number of guest rooms occupied. Should we negotiate lower guest room rates by just paying meeting room fees from conference registration fees and thereby spread the "cost" of meeting rooms among all conference-goers? Local commuters and our members who elect to stay at near-by cheaper hotels now, in effect, don't contribute to the cost of hotel meeting rooms. To give you an idea of the possible implications of this idea, I've recently asked both Carole and Lucy to have the hotels submit alternative guest room rates if we paid the meeting room rates from the conference budget. They'll have this info by Dallas, but we have it for the Portland Marriott now: the net effect would be that if 400 people attended the conference, the registration fees would increase about \$7 to cover the meeting rooms and the cost of a double guest room would decrease from \$60 to \$42.

★!
CHALLENGE...RE-ASSESSMENT...AFFIRMATION --- all three are reflected above as well. See you soon in Big D.

WCRA CONFERENCE SITE CHAIRPERSON - DUTIES

As out-going Coordinator of
State Directors

Use the annual conference as a good occasion to informally solicit and feel out interest in conference sponsorship among the state directors and other members.

Before the Mid-Year
Board Meeting

Review the current conference site and hotel selection guidelines and prepare to propose any necessary revisions at the Board Meeting.

Fall Newsletter Deadline

Write an article (if appropriate and/or needed) requesting that prospective conference site bidders contact you for more info. This rarely gets response, but it's worth a try if you don't have any other leads.

Mid-October

Write to possible bidders, enclose copies of the revised site and hotel selection guidelines, and ask that they let you know immediately if they're at least interested in contemplating a bid. Explain that the bid would have to be completed and mailed to you by late January to allow time for necessary follow-up work before being presented to the Board at the next annual conference. To those who are really interested, send sample copies of previous bids and hotel evaluation notes, etc., to facilitate their task.

November-January

Lend whatever encouragement and support is necessary via phone and mail.

February-March

Receive and examine the site and hotel bids in detail. Work with the bidders (via phone, mail, and in person if the WCRA budget permits) to polish the bids into final form. Send copies of the bids and summary evaluations to the WCRA Board members for their study as early as possible before the annual conference. Arrange for the bidders to meet with the Board at the annual conference to present and discuss their bids.

At the conference

Coordinate the presentation of bids to the Board. Remind the new President to respond officially to the bidding institutions after the conference; preliminary hotel contracts should also be finalized and signed by the new President after the conference.



Western College Reading Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

CERTIFICATE OF APPRECIATION

presented to

SAMPLE ONLY - NOT TO BE AWARDED!!

*In recognition of the time, effort and support you have given to the
Western College Reading Association.*

President

4/81 Dallas

#12

WCRA NOMINATION FORM

Long and Outstanding Service to WCRA Award

PURPOSE OF AWARD

The Long and Outstanding Service to WCRA Award is given periodically to recognize a member's past service, commitment and contribution to WCRA through the years.

ELIGIBILITY

The nominee must have been a WCRA member for five or more years.

APPLICATION PROCEDURE

1. All nominations must be made on the WCRA form. A separate piece of paper may be attached to the form if more room is needed.
2. All nominations must be sent to the Awards Committee chairperson by December 1.
3. The Awards Committee chairperson must receive three separate nominations for the committee to consider a member for the award
4. There must be a five-year interval between receiving the Outgoing President's Award and being considered for the Long and Outstanding Service to WCRA Award.

Name of Nominee. Sallie Brown

Name of Person Making Nomination Dave Fisher

Evidence of local (college/university) service to WCRA Enrolled new WCRA member. Arranged for her college El Camino to sponsor Southern California WCRA Annual Conference.

Evidence of state level service to WCRA Co-Director Southern California WCRA

Evidence of regional (conference) service to WCRA Arranged for speaker for Long Beach Conference.

Committees served in WCRA Hospitality Committee: Conference Planning Committee.

Positions held in WCRA. Southern California State Director

Presentations at WCRA conference (local, state, regional) Presentations at all three levels for the past eight years.

Professional contributions furthering WCRA philosophy Prepared Educational material for Educational Inc.

Leadership in home institution: Staff Development: Learning Resource Center: Kellogg Committee.

Work with or in other professional organizations The People's Center - IRA

Submit to: **Mitchell Kaman, WCRA Awards Chairperson**
Larimer County Voc-Tech Center
4616 S Shields
P O Box 2397
Ft Collins, CO 80522

WCRA NOMINATION FORM

Long and Outstanding Service to WCRA Award

#13b

PURPOSE OF AWARD

The Long and Outstanding Service to WCRA Award is given periodically to recognize a member's past service, commitment and contribution to WCRA through the years

ELIGIBILITY

The nominee must have been a WCRA member for five or more years

APPLICATION PROCEDURE

1. All nominations must be made on the WCRA form. A separate piece of paper may be attached to the form if more room is needed.
2. All nominations must be sent to the Awards Committee chairperson by December 1
3. The Awards Committee chairperson must receive three separate nominations for the committee to consider a member for the award.
4. There must be a five year interval between receiving the Outgoing President's Award and being considered for the Long and Outstanding Service to WCRA Award

Name of Nominee. SALLIE BROWN; MEMBER SINCE 1971.

Name of Person Making Nomination GENE KERSTIENS

Evidence of local (college/university) service to WCRA HAS ENROLLED MANY NEW WCRA MEMBERS. OBTAINED THE WELCOMING SPEAKER FOR LONG BEACH CONFERENCE; HAS PROVIDED INFORMAL AND FORMAL TRAINING FOR WCRA MEMBERS VISITING THE CAMPUS;

Evidence of state level service to WCRA SEVED AS SOUTHERN CALIFORNIA STATE DIRECTOR FOR WCRA FOR AT LEAST A YEAR BUT PROBABLY TWO YEARS. TEMPORARILY TOOK OVER PLACEMENT OFFICER'S POSITION DURING A CRISIS.

Evidence of regional (conference) service to WCRA IN 1974 SPONSORED THE WCRA SOUTHERN CALIFORNIA REGIONAL CONFERENCE; HAS SERVED ON THE COMMITTEE FOR SUCH CONFERENCE AT TWO ADDITIONAL CONFERENCES; HAS PRESENTED AT THREE REGIONAL CONFERENCES.

Committees served in WCRA WCRA HOSPITALITY COMMITTEE; PLANNING COMMITTEE FOR LONG BEACH ANNUAL CONFERENCE; ON VARIOUS OTHER COMMITTEES I CAN'T REMEMBER; HAS VOLUNTEERED AS STANDBY PERSONS ON MANY OCCASIONS.

Positions held in WCRA SOUTHERN CALIFORNIA STATE DIRECTOR

Presentations at WCRA conference (local, state, regional) THREE AT THE REGIONAL LEVEL; FOUR AT THE ANNUAL CONFERENCE.

Professional contributions furthering WCRA philosophy PUBLISHED IN THREE WCRA PROCEEDINGS; IN JUNIOR AND COMMUNITY COLLEGE JOURNAL; COMMERCIAL LEARNING SKILLS MATERIALS.

Leadership in home institution IS THE INITIATOR OF SIX MINICOURSES IN LEARNING SKILLS; SERVED ON THE KELLOGG COMMITTEE FOR STAFF DEVELOPMENT; INITIATED NUMEROUS LEARNING IMPROVEMENT WORKSHOPS; CURRICULUM COMMITTEE, CCPRE COMMITTEE

Work with or in other professional organizations THE PEOPLE'S CENTER; AWARE GROUP; IRA;

Submit to Mitchell Kaman, WCRA Awards Chairperson
Larimer County Voc-Tech Center
4616 S Shields
P O Box 2397
Ft Collins, CO 80522

WCRA NOMINATION FORM

#13c

Long and Outstanding Service to WCRA Award

PURPOSE OF AWARD

The Long and Outstanding Service to WCRA Award is given periodically to recognize a member's past service, commitment and contribution to WCRA through the years.

ELIGIBILITY

The nominee must have been a WCRA member for five or more years.

APPLICATION PROCEDURE

1. All nominations must be made on the WCRA form. A separate piece of paper may be attached to the form if more room is needed.
2. All nominations must be sent to the Awards Committee chairperson by December 1.
3. The Awards Committee chairperson must receive three separate nominations for the committee to consider a member for the award.
4. There must be a five-year interval between receiving the Outgoing President's Award and being considered for the Long and Outstanding Service to WCRA Award.

Name of Nominee SALLIE BROWN - HARBOR COLLEGE CALIF.

Name of Person Making Nomination ISADORE ROSENBERG

Evidence of local (college/university) service to WCRA SHE IS AND HAS BEEN AVAILABLE TO ASSIST AND TAKE RESPONSIBILITY AT ALL TIMES TO DO HER PART FOR WCRA. SHE HAS TAKEN AN ACTIVE PART IN EVERY WCRA ACTIVITY.

Evidence of state level service to WCRA: SHE ASSISTED ME WHEN I WAS STATE CHAIRMAN -

Evidence of regional (conference) service to WCRA: ALWAYS THERE HELPING

Committees served in WCRA: PLANNING COMMITTEE FOR WCRA ANNUAL CONF.

Positions held in WCRA: SO. CAL. STATE CHAIRMAN

Presentations at WCRA conference (local, state, regional): MANY PRESENTATIONS RECORDED BY WCRA

Professional contributions furthering WCRA philosophy: RECORDED IN ERIC (3 WCRA PROCEEDINGS) PUB: COM. COLLEGE JOURNAL

Leadership in home institution PRODUCED VIDEO TAPE ON READING USED BY OTHER LOCAL COLLEGES (SQ32)

Work with or in other professional organizations: _____

Submit to: **Mitchell Kaman, WCRA Awards Chairperson**
Larimer County Voc-Tech Center
4616 S Shields
P O Box 2397
Ft. Collins, CO 80522

Isadore Rosenberg

SUBMITTED BY - PROF. ISADORE ROSENBERG DIR. STUDY SKILLS CENTER - PIERCE COLLEGE WOODLAND HILLS CA 91398

Photographer's Budget

1980-81	San Francisco Conference		
	4 rolls of film (36 exposures) @ \$2.55	=	\$10.20
	Processing @ \$6.39	=	\$25.56
			<u>\$35.76</u>
			+2.15 tax (6%)
			<u><u>\$37.91</u></u>
1981-82	Dallas Conference		
	3 rolls of film (36 exposures) @ \$2.55	=	\$ 7.65
	Processing @ \$6.39	=	\$19.17
			<u>\$26.82</u>
			+1.61 tax (6%)
			<u>\$28.43</u>
	Postage with new duties compiling photos from state meetings	=	\$10.00
			<u><u>\$38.43</u></u>

WCRA PLACEMENT BUREAU REPORT

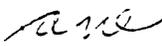
I have sent out three placement newsletters this year. I've brought the fourth newsletter to put on the placement news table at the conference, and I will send a fifth one out in May if there are positions to be advertised.

I'm now mailing the newsletter to 160 WCRA members. There is a sign-up list on the placement bureau table this week, so I expect several other members will be on the mailing list after the conference.

I have received this year, several job listings from schools and universities looking for qualified candidates for a variety of positions. The Cal State Fullerton Reading Department also receives several job listings a year, and I found many interesting listings in the Chronicle of Higher Education. I've tried to include positions from several other areas, besides reading and learning skills jobs. Many of our members with their varied skills and interests are qualified for positions that range from the Director of the Learning Center, to Director of Student Academic Support Services, to Student Development Specialist.

I've spent \$152.12 this year on xeroxing and mailing. With the rising cost of paper and mailing, I suggest that you budget at least this much, if not more for next year.

This will be the last semester that I will be in charge of the Placement Bureau. I've enjoyed doing it, and I hope that I have provided a useful service to the WCRA members. I will be happy to work with the next Bureau Director. I have several sheets of mailing labels and an up-to-date mailing list ready to go.


Jane Ballback

* LIAISON 1980-81 *

NRC - National Reading Conference

WCRA: Dr. Ladessa Yuthas
Reading Department - Box 17
Metropolitan State College
Denver, CO 80204

*President

CAPED - California Association of Post-secondary Education

WCRA: no one noted this association
on a resource form

President

Dr. Gary L. Graham
Fresno City College
1101 E. University Ave.
Fresno, CA 93741

CCCTA - California Community College Tutorial Association

WCRA: Mr. Robert Renteria
Cerritos College
11110 E. Alondra Blvd.
Norwalk, CA 90650

President

David K. Smith
4008 Third Street
Riverside, CA 92501

NCDE - National Conference on Developmental Education

WCRA: Dr. Suanne D. Roueche
College of Education
University of Texas at Austin
Austin, TX 78712

Contact

Dr. John Roueche
same address

NARDSPE - National Association for Remedial and Developmental
Studies in Post-secondary Education

WCRA: Beryl Brown
University of California
OASIS B-025
San Diego, CA 92093

President

Justice Baylan Dr. Gary Saretsky
c/o Chicago State University
Academic Skills Development
Program
95th Street at King Drive
Chicago, Illinois 60628

CRA - College Reading Association

WCRA: Dennis Gabriel
Cuyahoga Community College
Western Campus
11000 Pleasant Valley Road
Parma, OH 44130

President

Dr. William Blanton
Dept. of Reading Education
College of Learning and
Human Development
Appalachian State University
Boone, NC 28608

ACPA - American College Personnel Association
Commission XVI - Learning Centers

WCRA: Carol Clymer Walvekar
University Drop-In Lab
Box 5278
New Mexico State University
La Cruces, NM 88003

Chairperson, Commission XCI

Dr. Robbie Nayman
Counseling Center
Colorado State University
Fort Collins, CO 80523

IRA - International Reading Association

WCRA: Marilyn Fairbanks
909 Riverview Drive
Morgantown, WV 26505

President

Dr. Roger Farr
800 Barksdale Road
P.O. Box 8139
Neward, Delaware 19711

ABE - ABC Newsletter

WCRA: Diane Luu
Fraser Valley College
45600 Airport Road
Chilliwack, B.C. V2P6T4

Contact

Iris Rich McQuay
Cariboo College
P.O. Box 3010
Kamloops, B.C. V2C 6B7

First Year Proposal WCRA Journal

The WCRA Journal will appear three times during the coming year. The first issue is planned for fall of 1981 although it is possible that, if enough contributions are received by mid-April, the first issue could come in summer of 1981. After this year, the Journal will appear quarterly. This year the Journal is planned as an insert in the Newsletter. However, separate mailing, and even a different size is projected for 1982-83.

The Journal will initially be a twelve-page pull-out insert in the Newsletter. It will have its own logo, copies of which will be available for inspection at the conference. The format will be: cover, with table of contents and brief statement of editorial policy on the reverse side, with first article beginning on the same page; five to six articles, depending on length; no pictures or diagrams, except as required to support articles; color will vary by month, but will always vary from that used in the Newsletter; type, although the same size as the Newsletter's, will coordinate with page color (i.e., dark blue type on light blue page); three columns of print will be used to fit more material on pages; page size will be 8½" x 11"; no special cover stock will be used during the first year. After the first year, the Journal will be mailed separately, will probably go to 5" x 7" format, and will use a heavy cover stock with two saddle stitches in the binding.

Editorial policy statement is included. This statement is being distributed to all conference goers and will be repeated in the summer newsletter. Articles will only be accepted from WCRA members.

Printer has not yet been determined. However, budget includes provision for 950 copies of the Journal, typesetting to be done by us or by printer, and proofreading to be done by editorial staff. Since the initial year will see the Journal mailed as a Newsletter insert, mailing and collating will be done by Oxford Mailing Service. Budget also includes an estimate of cost of shipping the 950 copies to Oxford by UPS.

Although the first issue may be a potpourri of articles on different subjects, future issues should contain a central theme (i.e., evaluation, novel programs, use of media, etc.) for articles used. Whether the theme idea is possible or not will depend on number and variety of articles we receive. Conference papers not accepted for the Proceedings will be acceptable for the Journal.

Anonymity of writers will be assured, as far as possible, in the review process. Three reviewers will judge each article; reviews will be carried out according to the Proceedings guidelines; two positive votes will be needed to publish; preference will be given to articles receiving three "yes" votes.

Budget expenditures* 1980-1981

Phone	\$ 7.25
Copying	15.00
Postage	1.50
Logo	50.00
	<hr/>
Total	\$ 73.75

* Figures approximate

Budget request 1981-1982

Phone	\$ 50.00
Mailing (Oxford Mailing Service)	99.75
Postage (including UPS)	85.00
Printing	2250.00-\$2535.00
Duplicating	25.00
Typing (60 hours at \$5 per hour)	300.00
	<hr/>
Total	\$2809.75-\$3094.75

Special procedures

School billings will be done by the Indiana University-Purdue University at Fort Wayne Purchasing Office as expenditures occur.

Other billings will be forwarded for payment on their receipt by the editor.

The WCRA Journal is designed to reflect the broadest interests of WCRA's membership. Articles are needed which represent the concerns of all sections of our membership. While the topical and unique are always of interest, articles which explore the philosophical and theoretical aspects of the field are equally important. You must belong to WCRA to submit an article.

ON THE MATTER OF STYLE:

Articles should be well-written, lively, and pointed; a personal, informal writing style is appropriate. Avoid ponderous language and over-elaboration. Case studies which illustrate a movement in the field, and "here's our advice for you" articles are welcome. We screen out manuscripts that merely codify common sense or rehash existing programs and ideas. Manuscripts on new and controversial subjects are invited. While no hard and fast rules are followed, footnotes and references should be kept to a minimum. All footnote references should appear at the end of the manuscript, not at the bottom of the page and must follow WCRA Style Sheet guidelines.

LENGTH OF ARTICLES:

There is no required length, but we do not plan to publish manuscripts that are longer than twelve typewritten pages (double-spaced, regular margins). Some manuscripts may be as short as two pages. Remember that editorial space is at a premium. Check your manuscript over, and condense it as much as possible before you send it in. In other words, be your own preliminary editor!

OUR PUBLICATION PROCESS:

When we receive your manuscript, we log it in. Your manuscript is then sent to three members of our editorial board who edit each manuscript for style and content and classify the manuscript as follows: (1) accepted for publication with a high priority on it; (2) accepted for publication, if space allows; (3) returned to the author for revision; (4) rejected. Any alterations made by the editors will be minor, dictated by make-up consideration.

You will be informed as soon as the editorial board has made a decision on your manuscript. If your manuscript is accepted, we will use it as soon as possible, depending upon its subject matter, timeliness, other material being used that issue and other factors. Articles not accepted will be returned as soon as a decision is reached.

HOW TO SUBMIT AN ARTICLE:

Send three copies of the typed manuscript (keep a copy for yourself) with a cover letter to Dr. Michael F. O'Hear, Coordinator, Transitional Studies, Indiana University-Purdue University at Fort Wayne, 2101 Coliseum Blvd. East, Fort Wayne, Indiana 46805. On a title page, be sure to include your correct title, office address, institution, telephone number, and a short biographical statement. Please do not put your name or institution on any page of the article itself. This will help assure unbiased review of the manuscript.

WCRA Northwest Consortium

Chemeketa Community College	Salem, OR	Site Chairperson Coordinator
Mt. Hood Community College	Gresham, OR	Educational Tours
Portland Community College	Portland, OR	Local Coordinators Audio Visual Aid
Clackamas Community College	Oregon City, OR	Manpower
Linn-Benton Community College	Corvallis, OR	Food Chairman <i>manpower</i>
<i>Kate O'Dell</i> Lane Community College	Eugene, OR	<i>Food Chairman</i> PR, Graphics
Central Oregon Community College	Bend, OR	Publishers Exhibit
University of Oregon	Eugene, OR	Media Coordination
Eastern Oregon State College	La Grande, OR	Advanced Registration College Credit
Lower Columbia Basin Community College	Longview, WA	Manpower

Total: 7 Oregon Community Colleges, 1 Washington Community College, 2 Universities

MEMORANDUM

CHEMEKETA
COMMUNITY
COLLEGE

To: Board of Directors, WCRA

Fr: Donna Lane, Associate Dean
Developmental Education

Date: April 2, 1981

Re: Funds for staff participation in the 1983 Conference

As program director of the reading department at Chemeketa Community College, I'd like to assure the Board of Directors that if Lucy MacDonald becomes site chairman for the 1983 conference, the College, through the Developmental Education budget, will be willing to provide the following:

- a. conference chairman and reading staff release time.
- b. campus printing resources.
- c. graphics services at cost.
- d. work study and secretarial help as needed.
- e. some postage and telephone costs.
- f. available audio visual materials.

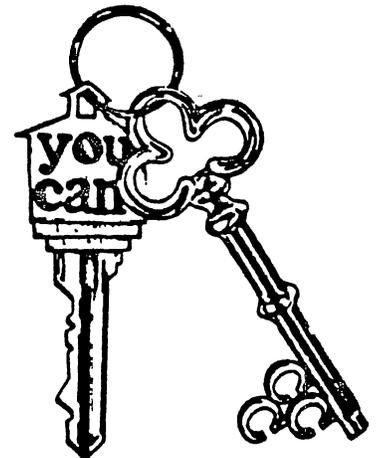
We have already identified funds for staff participation in this endeavor and the deans of Instruction and Community Services have expressed administrative support.

In addition, I feel it would be difficult to find a more resourceful, competent and hard working site chairman than Lucy MacDonald.

If you desire additional or more specific information, I will be glad to provide it.

DL:lh

Donna Lane,
Associate Dean
Developmental Education
Chemeketa Community College





4000 LANCASTER DRIVE N.E.
P.O. BOX 14007
SALEM, OREGON 97309
(503) 399 5000

December 18, 1980

Ms. Patricia Heard, Past President
Western College Reading Association
c/o RASSEL Learning Services
A332 Jester, University of Texas, Austin
Austin, Texas 78784

Dear Ms. Heard:

On behalf of the Community and Continuing Education Division of Chemeketa Community College, Salem, Oregon, I wish to extend an invitation to the Western College Reading Association to hold its 1983 Conference in the Beautiful Pacific Northwest. It is planned that the conference would be held in Portland, Oregon, and hosted by Clackamas, Chemeketa, Lane, Mt. Hood, and Portland Community Colleges.

Ms. Lucy MacDonald, Instructor of Developmental Reading at Chemeketa Community College, and currently site chairman, would assume many of the responsibilities of organizing and managing the conference. It is my opinion this would be of benefit both to her and to Chemeketa Community College. She is the type of person who is easy to work with and is completely dedicated to the goals of the Western College Reading Association. She will be granted some release time to do the necessary conference planning.

The Western Conference Reading Association can expect the following support services if the conference bid is accepted:

Audio Visual - University of Oregon Media Practicum students

Tours - Portland Community College

Registration - Eastern Oregon State College

Hospitality - Mt. Hood Community College

Graphics - Lane Community College

Conference Credit - Eastern Oregon State College

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It is with great anticipation that this bid to hold the 1983 Western College Reading Association Conference in Portland, Oregon, will be favorably received. It is a rich opportunity for the colleges and universities in this area of the Northwest to express their enthusiasm and support by hosting the 1983 conference.

Sincerely,

Alvin M. Leach

Alvin M. Leach, Dean
Community & Continuing Education

AML:jr



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

February 4, 1981

Ms. Patricia Heard
c/o RASSL Learning Services
A332 Jester, U.T. Austin
Austin, Texas 78784

Dear Pat:

I would like to take this opportunity to invite the Western College Reading Association to the Pacific Northwest for the 1983 convention.

Portland is an exciting convention city. The largest city in Oregon offers excellent accommodations and superb dining. Travel by air, train, or bus is easily arranged. A visit to Portland will give you the opportunity to experience the region's incredible natural beauty and wonders--including Mt. St. Helens!!!

Lucy MacDonald would be an excellent on-site conference manager. As a colleague of Lucy's, I would say that her reliability is outstanding. Besides dependability, she is thorough in her attention to details, has a high energy level, and is creative and innovative.

During this early planning stage, state support of the national convention appears to be high, and I would expect this support to gain momentum. I see this convention as an opportunity for learning assistant professionals in our area to attend a conference of national caliber. Since a number of college and universities are in the immediate Portland area, we can continue the tradition of offering educational tours.

Thank you for considering Oregon's bid for the 1983 convention.

Sincerely,

A handwritten signature in cursive script that reads 'Maxine Byers'.

Maxine Byers
Oregon State Director

MB:af

cc: Lucy MacDonald



4000 LANCASTER DRIVE N.E.
P.O. BOX 14007
SALEM, OREGON 97309
(503) 399-5000

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February 4, 1981

Betty Levinson
President
Western College Reading Association

Dear Betty:

As a new enthusiastic member of WCRA, I was honored to be asked to spearhead a movement to bring WCRA to Portland in 1983. However, since the membership has grown, one person or, indeed, one school alone can no longer host such a large group. Hence, it was necessary to form a broad base in the form of a consortium.

I spent this Fall investigating such a possibility. The WCRA Northwest Consortium now numbers two colleges and seven community colleges from Oregon and Washington and is growing. Each college has identified a committee and/or area that they would be willing to take charge of. My Dean, Al Leach, has given me permission to coordinate these efforts should the membership decide to come to Portland in 1983.

Given the wonderful support of the consortium members, I am willing to act as Conference Manager for the annual Spring meeting on March 24-27, 1983. Such a Northwest conference would be an excellent opportunity for local staff development as well as a chance to share national expertise.

WCRA is the first and only organization that I have found which integrates theory with the applied science of the practitioners. WCRA members are the "doers", the ones who make things happen. Thus, I welcome the opportunity to participate in an organization that has been more than a graduate school, more than home. I look forward to joining the ranks of the "doers" with a little joyous trepidation and lots of optimistic enthusiasm.

Sincerely,

A handwritten signature in cursive script that reads "Lucy MacDonald".

Lucy MacDonald

gh



GREATER PORTLAND

CONVENTION & VISITORS ASSOCIATION, INC.

26 S.W. Salmon • Portland, Oregon 97204 • Telephone (503) 222-2223

J

February 4, 1983

Ms. Patricia Heard
Conference Site Chairperson
WESTERN COLLEGE READING ASSOCIATION
RASSL-Learning Services
University of Texas at Austin
A332 Jester
Austin, TX 78784

Dear Ms. Heard:

It has been a pleasure working with Ms. Lucy MacDonald of Chemeketa Community College regarding the possibility of Portland hosting the WESTERN COLLEGE READING ASSOCIATION in March of 1983. You can rest assured you have the cooperation of our community and of the Greater Portland Convention and Visitors Association.

DATES AND FACILITIES

We have blocked rooms at the following properties on a tentative basis: the Portland Hilton, the Portland Marriott and the Red Lion Motor Inn at Jantzen Beach. Individual proposals from the respective hotels are enclosed.

TRANSPORTATION

Portland is easily accessible from all over the world with approximately 300 flights per day in and out of the Portland International Airport. United, Republic, Braniff, Western, Continental, Alaska, Eastern, Northwest Orient, Air California, and Delta Airlines serve the Portland area and can offer direct flights to 21 of the 25 largest cities in the United States.

Portland is also easily accessible for those attendees who will be driving. A modern highway system, Interstate 5, brings delegates together from the North or South. Portland is also easily accessible East and West on Interstate 84.

Modes of local transportation include airport limousine and bus service to all major lodging facilities; four major cab companies combining to offer a large fleet of taxis; three fine charter bus companies; four reputable rent-a-car firms plus a modern public bus system which includes free public transportation in the downtown area.

ATTRACTIONS

The Portland area is rich in historical and cultural attractions all within easy access of your hotel facilities. Listed within the enclosed convention packet are cultural, historical, sporting, and just plain fun activities. Our city provides a diverse range of attractions from our world-famous rose gardens and waterfront park to top-name entertainment in our Memorial Coliseum and hotels. Portland also provides a wide variety of outdoor sports, professional sports, fine dining, shopping and some of the greatest sightseeing in the world . . . an exciting city in which to live, work and meet.

RESTAURANTS

Over 1,200 restaurants in the greater Portland area make the city one of the west coast's finest dining experiences. Among these are gourmet restaurants providing the conventioner ample opportunity to explore the typical culinary arts that have made the Pacific Northwest a pleasure dining area. We are confident delegates will find our steak and seafood houses, as well as our international cuisine restaurants absolutely delightful.

SHOPPING

Portland is fashion conscious, and delegates and their spouses will enjoy a myriad of shopping opportunities that prevail both in the central business district and outlying modern shopping centers. One specifically that is pertinent to the conventioner and spouse is Lloyd Center. Not only does it combine shopping in over 100 stores in one place, but ice skating, eating and relaxing in an atmosphere typical of Portland. Leading name department stores, prestigious specialty shops, numerous boutiques, aesthetic malls, old-world shopping villages, and several flea markets, together with Lloyd Center, make Portland a shopping paradise.

BUREAU SERVICES

Our Greater Portland Convention and Visitors Association is here to assist you in whatever way we can to assure a successful convention. We have registration clerk assistance available, promotional literature, assistance with extra-curricular activities, spouse programs, tours, liaison with our civic leaders, attendance promotion, assistance in getting local publicity, and over-all convention planning. If we can not provide a service, we can at least direct you to the person who can. I have attached a convention service sheet for your review.

SUMMARY

I would like to emphasize that we do have the support of Clackamas, Chemeketa, Lane, Mt. Hood and Portland Community Colleges, as well as other institutions of higher learning in the state of Oregon in submitting this proposal. You most certainly would have the support of our entire civic and corporate community when your meeting is held in Portland. We have assembled a great deal of information in this proposal, but if there are specific questions that are still unanswered please feel free to give us a call collect. We certainly hope that you will give Portland strong consideration for your Convention in 1983.

Sincerely,



Elroy L. Miller
Sales Manager

ELM:kk

**Lane
Community
College**

4000 East 30th Avenue
Eugene, Oregon 97405
(503) 726-2200

Office of the President
December 11, 1980

MEMORANDUM

TO: Lucy McDonald
FROM: President Schafer 
SUBJECT: Western College Reading Association

It is my understanding that WCRA is considering the possibility of holding a national conference in Portland, Oregon during 1983.

I have discussed this subject with our Study Skills Department Head, Pat John, and I'm pleased to join other Pacific Northwest colleges in supporting your efforts to attract the conference to the Portland area.

While the financial constraints facing all of us cause some concern, I am strongly in support of your proposal and will commit our staff to assist in any way that they can.

I appreciate your leadership in this area.

cc: Pat John

CENTRAL OREGON COMMUNITY COLLEGE

COLLEGE WAY
BEND, OREGON 97701
503-382-6112

January 31, 1981

Ms. Lucy McDonald,
Chemeketa Community College,
Salem, Oregon

Dear Lucy,

This letter is intended as a commitment to you and to WCRPA of my willingness to assist with the task of hosting a WCRPA annual conference in this state. Specifically, I agree to carry out any and all duties associated with the publisher's exhibits at such a conference. Additionally, I'm ready to support you in any other way you would ask that I can.

Sincerely,
Virginia Strouger.



Educational Opportunities Program

College of Arts and Sciences
UNIVERSITY OF OREGON
Eugene, Oregon 97403

503/686-3232

February 26, 1981

L

Lucy MacDonald
Chemeketa Community College
4000 Lancaster Drive NE
Salem, Oregon 97303

Dear Lucy:

I was extremely pleased when you accepted the task of organizing the bid for a 1983 annual conference of WCRA in Portland, Oregon. I believe WCRA members will enjoy themselves immensely in the Pacific Northwest, and you will undoubtedly put together a fantastic conference.

I would like to offer my services in any capacity you feel is most appropriate. My special interest is making arrangements for the best food conference-goers have ever tasted, so I would like to volunteer for working on or chairing the food committee. I have easy access to Portland and would be able to make the arrangements with a minimum of expense and extra travel.

If I can be of any help in preparing the bid you will carry to Dallas, please don't hesitate to call on me. Good luck with your presentation.

Yours very truly,

Kathleen D. O'Dell
Assistant Director for Instruction



MT.
HOOD
COMMUNITY
COLLEGE

26000 S. E. STARK ST., GRESHAM, OREGON 97030 • PHONE (503)667-8422

Dr. R. Stephen Nicholson, *President*

March 9, 1981

Lucy MacDonald
Developmental Studies
Chemeketa Community College
4000 Lancaster Drive, N.E.
P.O. Box 14007
Salem, Oregon 97309

Dear Lucy,

Developmental Reading at Mt. Hood Community College would be glad to assist Chemeketa in preparations for the WCRA conference in 1983. In looking over your checklist, and after discussing it with you on several occasions, I believe the Developmental Reading staff at M.H.C.C. would be interested in assisting with the educational tours in the Portland area.

If you find you need other items on the checklist attended to or have any other questions, feel free to contact me, Anna Marie Updegraff, or Julia Shrout -- we'd be glad to help.

Sincerely,

Joyce Helens
Division Chairperson
Developmental Education

JH/ds



**Western
College
Reading
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

January 19, 1981

Lucy MacDonald
Chemeketa Community College
4000 Lancaster Drive Avenue
Salem Oregon 97309

Dear Lucy:

I would like to confirm, in writing, my interest and active support in helping host a Northwest WCRA conference in 1983. We have two developmental instructors on campus who would also contribute time and energy toward this cause. N

I will get the word to the Washington State contingent when we have our state workshop in March. I am sure our membership will be eager to have the conference in the Northwest.

Please feel free to contact me in the future.

Sincerely,

A handwritten signature in cursive script that reads "George Dennis". The signature is written in dark ink and is positioned below the word "Sincerely,".

George Dennis
Study Skills Director

Marriott

0

Plusses

Downtown on the Willamette River
New hotel
Indoor swimming pool & health spa
Lots of little conversation spots
Efficient, helpful staff
180 rooms on major night will guarantee meeting space

Minuses

Parking fee
Exhibit room would have to be one of breakout rooms

~~Thunderbird~~
Red Lion

Free transportation from airport
Free parking
Meeting rooms with view of Columbia
Meeting rooms with easy access for off loading
AV equipment
Excellent conference history
Island in middle of Columbia river
Adjacent health club & racket ball club

VIP's at discretion of hotel
50% charge of August Board of Directors' meeting
Excess space may be contracted to other groups without notification
Only public transportation downtown (cab fare prohibitive)
isolated?
200 meeting rooms on every conference night to guarantee meeting space

Hilton

Good downtown location close to shopping
Plenty of meeting rooms
Poolside banquet room for 250-300

17 year old rooms just now being renovated
Parking fee
Fee for transportation from airport
Congested lobby
Elevators a bottleneck
200 rooms to guarantee meeting space

1. Cost of meeting room

Rooms occupied on "a. major night"

- 180 - free
- 150 - \$210
- 120 - \$600
- 90 - \$1200
- 0-90² - \$2000

OK

Total charge approximated from Dallas usage:

- Mtg. rooms 7 x 50 x 2 = 350
- Mtg. rooms 6 x 50 x 2 = 600
- Exhibits 2 x 325 = 650
- Gen'l sessions 1 x 325 = 325
- free on day of dinner 1925?

4/81 Dallas #19

Free if:

- Wed = 100
- Th, Fri - 200 + ...
- Sat = 150
- Sun = no charge if ...

Has avoided giving charges for rooms if occupancy is reached.

2. Exhibits

Tables, outlets free

Tables, outlets free

3. House tables, Suite

1/100 - "pala portion" of suite - size 700 sq. ft.

1/100 - size

- Suites - \$49
- \$150
- \$210

4. Conference rooms

1/50

1/50

5. Reservations

3-week advertised cut-off but 1-week "grace period"

2-week cut off

Free August board meeting

yes

50% discount

Guest costs

- \$50-\$60 (14% off)
- airport - \$3.25 (\$6.50)
- Parking - \$3/day

- \$53-\$63 (no%)
- free airport
- free parking

408 298 0300 TELEX 357408

March 24, 1981

HYATT AIRPORT

Ms. Carol Bogue
Learning Assistance Center
San Jose City College
2100 Moorpark Avenue
San Jose, California 95128

Dear Carol:

Thank you for calling the other day to discuss the possibility of offering the Board of Directors of WCRA an alternate proposal regarding room rates for your 1983 Convention. We would like to submit the following alternate proposal for the consideration of your Board members in addition to that information which was submitted at an earlier date.

In our previous proposal we had guaranteed a 15% discount on our regular room rates for 1983 to your convention attendees. Additionally, we had said that there would be a charge of \$600 per day for meeting room rental with a credit of \$4.00 per guest room occupied per night. In an effort to lower the guest room rate, we would like to offer you the following alternative.

Instead of the 15% discount we had offered with the possibility of no meeting room charges we would now like to offer a 20% discount on our prevailing regular hotel rates in 1983 to your Convention membership. However, while this will represent an approximate \$5.00 savings on each room compared to the previous proposal, we must now levy a meeting room rental charge. This charge of \$1,800 total for all meeting space for all four days will not be subject to a credit per guest room occupied per night.

Carol, as we discussed, this will distribute the cost of the meeting facilities more evenly amongst your membership while saving money for those who will be staying overnight.

HYATT & CO. INC.

Please relay to your board members that whichever option they choose, we hope that they will select the Hyatt to host your 1983 Conference. Thank you for communicating to me the desire for an alternate possibility to the room rate situation and for being so good to work with. Talk to you soon...

Sincerely,

HYATT SAN JOSE



Bill Allison
Director of Sales & Marketing

BA/mm

R-03938

2100 Moorpark Avenue
San Jose, California 95128
(408) 298-2181

4/81 Dallas

#21

San Jose Community College District
Board of Trustees

John R. Brokenshire
Gael Douglass
Dr. John E. Marlow
Virginia Sandoval
Yancy L. Williams

Otto Roemmich
District Superintendent

21

San José City College

Dr. Theodore I. Murguía
President

March 23, 1981

Betty Levinson, President
Western College Reading Association

To further clarify Dr. Ted Murguía's support of the conference bid for 1983/1984 by San Jose City College, I've listed the following items which have received his approval:

1. a portion of Carole Bogue's time to serve as conference manager
2. some clerical support to be absorbed by the IAC staff
3. some work-study or student hourly assistance to be absorbed by the IAC student staff
4. the cost of a bulk mailing to about 2,000, estimated at \$130
5. telephone expenses including both county and long distance calls, estimate not provided
6. use of some audio-visual equipment to be loaned by the SJCC Audio Visual Department; it is expected that other community colleges in this area will contribute to the need for equipment as well

Dr. Murguía expressed total support of the Western College Reading Association and would be delighted to assist WCRA in this way. In a recent staff meeting, he strongly urged those of us in the Learning Assistance Center and the faculty members teaching classroom courses in basic skills to better coordinate our efforts in order "...to improve Developmental Education offered to our students, the key factor in increasing retention rates."


Carole Bogue, Director
Learning Assistance Center



Theodore Murguía, President
San Jose City College

Mitch will send

WCRA Accounts

~~March~~ 7, 1981
~~April~~

Budget Catagory	Amount Budgeted	Expenditures	Balance
1. President	\$ 100.00	14.29	\$ 85.71
2. Supplies & Expenses	600.00	346.67	253.33
3. Nominating Comm.	500.00	175.72	324.28
4. Coord. of State Dtrs.	175.00	75.68	99.32
5. Conf. Site selection	50.00	0	50.00
6. Treasurer	125.00	43.70	81.30
7. Secretary	200.00	0	200.00
8. State Directors	500.00	276.40	223.60
9. Newsletter	4,000.00	2,650.00	1,350.00
10. Proceedings	4,200.00	1,500.00	2,700.00
11. Placement	200.00	0	200.00
12. Journal	275.00	0	275.00
14. Minority Affairs	200.00	0	200.00
16. Board of Directors	1,340.00	884.00	456.00
17. Scholarships/awards	50.00	0	50.00
18. Archivist	455.00	0	455.00
20. Conference	1,000.00	126.53	873.47
21. Mailing Service	3,000.00	1,748.37	1,251.63
22. Finance Comm.	75.00	0	75.00
TOTALS	\$17,045.00	\$7,841.36	\$9,203.64

WCRA Balance Sheet
Dec. 31, 1980

CHECKING: Beginning balance from end of last report period. (Aug. 23, 1980)	\$18,240.12
Deposits	+ 2,774.00
Subtotal	<u>21,014.12</u>
Expenditures	-11,448.93
Balance as of Dec. 31, 1980	<u>+ 9,565.19</u>

SAVINGS: Beginning balance from end of last report period. (Aug. 23, 1980)	\$ 5,943.01
Deposits	0
Subtotal	<u>+5,943.01</u>
Withdrawals	0
Subtotal	<u>+5,943.01</u>
Inerest earned	+ 156.97
Balance as of Dec. 31, 1980	<u>+6,100.98</u>

RECEIPTS: Dues	\$1,755.00
Proceedings	469.00
Conference	550.00
Ads for newsletter	0
Total	<u>+2,774.00</u>

WCRA Balance Sheet
~~March~~ 7, 1981
 April,

CHECKING:	Beginning balance from end of last report. (Dec. 31, 1980)	\$ 9,565.19
	Deposits (includes 10,000 from money market certificate maturation)	+16, 475.00
	Subtotal	<u>+26,040.19</u>
	Expenditures	- 5,202.79
	Balance as of March 7, 1981 April	<u>+20, 837.40</u>
SAVINGS:	Beginning balance from end of last report. (Dec. 31, 1980)	\$ 6,100.98
	Deposits (interest earned on money market certificate)	522.58
	Withdrawals	0
	Interest earned (infomation not available from bank at time of report)	?
	Balance as of March 7, 1981 not including interest April	<u>\$ 6,623.56</u>
RECEIPTS:	Dues	\$ 1,455.00
	Proceedings	497.00
	Conference	4,523.00
	Ads for newsletter	0
	Total	<u>\$ 6,475.00</u>

AMOUNT EXPENDED TO

AMOUNT REQ. FOR

FINAL AMT. BDGT. FOR

BDGT.

Apr 7 81

Acc. # ACCT. NAME REV #1 2 3 4

Acc. #	ACCT. NAME	BDGT.	AMOUNT EXPENDED TO	AMOUNT REQ. FOR	REV #1	2	3	4
1	President		14.29	100				
2	Supplies & Expenses	600 ⁰⁰	346.47	500 ⁰⁰				
3	Nominating Comm	500 ⁰⁰	175 ⁰⁰	100 ⁰⁰				
4	Cost. of State Direct	175 ⁰⁰	75 ⁰⁰	175 ⁰⁰				
5	Conference Site Selection	50 ⁰⁰	0 ⁰⁰	50 ⁰⁰				
6	Treasurer	125 ⁰⁰	43.70	100				
7	Secretary	200 ⁰⁰	100 ³⁶	225 ⁰⁰				
8	State Directors	500 ⁰⁰	276 ⁴⁶	500 ⁰⁰				
9	Newsletter	4000 ⁰⁰	2650 ⁰⁰	3000 ⁰⁰				
10	Proceedings	4200 ⁰⁰	3550 ⁰⁰	4,200				
11	Placement	200 ⁰⁰	\$152.12	200 ⁰⁰				
12	Journal	275 ⁰⁰	0 ⁰⁰	3,000				

4/81 Dallas

#24a

#

AMOUNT EXPENDED TO
AMOUNT REQ. FOR TO
1981-82

FINAL AMT. BDGT. FOR

Acc. #	ACCT. NAME	BDGT.		REV #1	2	3	4
13	B.G. Laws	0 ⁰⁰	8 ⁰⁰	50 ⁰⁰			
14	minority	200 ⁰⁰	8 ⁰⁰	200 ⁰⁰			
15	Photographs			65 ⁰⁰			
16	Board of Dir.	1340 ⁰⁰	1234 ⁰⁰	2500			
17	Scholarship	50 ⁰⁰	86 ⁰¹	500 ⁰⁰ 100 ⁰⁰			
18	Archivist	455 ⁰⁰	0 ⁰⁰	50 ⁰⁰			
19							
20	conference	1,000	126-33 0 ⁰⁰	1,000 ⁰⁰			
21	mailing	3000	1748 ³⁷	4000 ⁰⁰			
22	Finance H.H. Smith Comm.	75 ⁰⁰	0 ⁰⁰	0			

#24b

LIST OF ATTACHMENTS FOR BOARD MINUTES
APRIL 7-12, 1981 DALLAS, TEXAS

#1a-d	Audit and Treasurer Report
2a-d	Secretary's Report
3a-b	Conference Budget
4	State Directors Luncheon Meeting
5a-c	Duties of State Directors
6a-q	State Director's Packet
7a-b	List of new State Directors
8a-b	Newsletter Report
9	Proceedings Report
10a-h	Conference Site Issues
11	Conference Chairperson Duties
12	Sample Certificate of Appreciation
13a-c	Long and Outstanding Award Nominee
14	Photographer's Budget
15	Placement Bureau Report
16a-c	Liaison List
17a-c	Journal Proposal
18a-o	Northwest Consortium Bid (Portland)
19	Pluses and Minuses of Hotels
20a-b	Hyatt Letter
21	San Jose City College Commitment
22	Scholarship Criteria
23a-c	Treasurer's Report
24a-b	Proposed Budget for 1981-81

LIST OF INDEX CATEGORIES

Advising and Evaluation Services
Affiliation
Archivist
Brochure for WCRA
Business
By Laws
Clearinghouse
Committees
Conferences
 Budget
 Credit for conference
 Date/length/location
 Evaluation
 Exhibitors
 Fees for conference
 Hotel arrangements (rooms, etc)
 Institutes (pre-conference)
 Mailings for conference
 Presentations and papers
 Reports on conferences
 Site proposals
 Speakers
Constitution
Elections
ERA
Exchange Service
Finances
Gifts
Goals and Objectives of WCRA / Policies and Procedures
Historian
Insights
Insurance
Journal
Liaison
Mailing
Membership
Minority Affairs
Minutes
Name Change of WCRA
Newsletter
Nominations Committee
Occasional Paper
Officers/Board meetings
Parliamentarian
Placement Bureau
Proceedings
Publishers Exhibits
Scholarship and Awards Committee
Secretary
State Directors
Treasurer

WCRA BOARD MEETING MINUTES
APRIL 7-12, 1981
DALLAS, TEXAS

Corrections of minutes from the August board meeting held in Dallas, Texa, 1981.

- Pg. 6 The name should read "Ladessa" Yuthas
- Pg. 2 The total assets listed here are corrected on the auditor's report
- Pg. 13 \$45 fee breakdown should read
 \$25 registration; \$15 membership and
 \$15 Proceedings

Moved (Faulkner) and Seconded (Yamamoto) that the board accept the minutes.

PASSED

WCRA BOARD MEETING MINUTES
APRIL 7-12, 1981
DALLAS, TEXAS

The meeting was called to order at 5:30 April 7, 1981 by President Betty Levinson.

Attending: Betty Levinson, President; Ann Faulkner, President-elect; Ann Coil, Secretary; Don Yamamoto, Treasurer; Pat Heard, Site Selection Chairperson

Treasurer and
Finance Report

May 15 will be the deadline for submission of bills by all budget chairpersons, officers, and institute leaders. Officers not present should be notified by mail.

Audit Committee for 1980 submitted a report (Attachment #1) They noted only a few minor errors were found and corrected. The books were reported to be in good order.

The board reiterated its wish to have quarterly treasurer's reports.

Moved (Faulkner), Seconded (Coil) to accept treasurer's report

PASSED

Secretary's
Report

Indexing

Ann submitted a report explaining the format and function of the minutes indexed for the past five years. She suggested the board work with the indexing and at the next board meeting this summer to suggest any revisions in categories and sub-categories. Conference section needs to be further broken down. (Attachment #2)

Guidelines
for Record-
ing of
minutes

Ann also submitted a report (Attachment #2) suggesting guidelines for the recording of the minutes. This will provide guidance for each new secretary and will standardized the now lengthy minutes.

Minutes should be sent to the archivist, as well as Board members, state directors and past presidents

It was suggested that the suggestion in Ann's report for the secretary to retain a copy of each newsletter be deleted.

The guidelines are only an elaboration of how to keep the minutes; this report is not an exhaustive list of the secretary's duties.

Moved (Yamamoto) and Seconded (Faulkner) that the board accept the Secretary's report.

PASSED

The meeting was adjourned at 7:15.

The meeting was called to order April 8, 1981 by President Betty Levinson.

Voting Members Present: Betty Levinson, President; Ann Faulkner, President-elect; Ann Coil, Secretary; Don Yamamoto, Treasurer; Elaine Cohen, Coordinator of State Directors

Non-voting Members present: Pat Heard, conference site selection chairperson; Theria Beverly; Jeanette Ross

I. President-Elect's Report

- Conference Budget A. Conference Budget (Attachment #3 and 3a)
- The budget is less than was expected due to much support from the Dallas County Community College District
- Speaker's honorarium B. The honorarium for speakers remained at \$150.00. WCRA covers expenses for non-members. The cost was \$700.00
- C. Many conference proposals were late in being forwarded.
- Encourage more paper proposals D. There was a suggestion to encourage more variety in presenters; WCRA needs to consider
1. Earlier individual mailing of call-for-papers
 2. Instructions on how to present and prepare a conference paper
 3. Publish calendar of events
 4. Flyer on call-for-papers should be sent no later than end of August

II. Format for General Session

- A. Membership resolution - any member wanting to make a resolution before the membership should attend a board meeting first to apprise the board of its intent
- B. Betty will call for new business to give members an opportunity to voice opinions and make resolutions

III. State Directors Report (Attachment #4) and State Directors' Duties (Attachment #5)

Three-person leadership declined

A. Three-person leadership of state suggested

Maxine Byers requested that three people be appointed to lead her state. This means WCRA would have to change procedures. It was suggested that sharing of duties be worked out informally

B. Regional Meetings

Each board member was assigned a regional and state meeting to attend.

State Director Issues

C. State issues are summarized in Attachment #4 and were discussed at the State Director's luncheon

Sample of State Activities

D. Elaine presented a packet (Attachment #6a to 6s) of sample activities and materials sponsored by the state councils.

Utah conference bid

E. Utah requested to have a conference bid. Their request was suggested to be confounded by the fact that they are not an ERA state. It was noted that the board did not act on the ERA boycott (see minutes 3/17/78 Long Beach). The board can still entertain bids from non ERA states.

Pay for State Directors' luncheon

F. It was suggested that WCRA pay for the State Directors' luncheon

Moved (Cohen) seconded (Coil) that WCRA pay for State Directors' luncheons.

PASSED

New list of state directors

G. Elaine presented new list of State Directors (Attachment #7) It is still tentative as not all potential directors have responded to the request that they serve in that capacity.

IV. Conference Manager's Report

Conference Report

A. Contribution of Dallas County Community College District

Delryn noted their substantial contribution to the conference. Betty requested names and addresses of people who supported and assisted from DCCCD so she could send thank you notes.

B. Delryn cautioned that the procedure for determining complementary rooms needs to be carefully monitored and specified to avoid misunderstanding and confusion.

Free rooms for
board members

- C. The hospitality room was complementary in exchange for free rooms for the board. The \$500 savings will be allotted to board members in descending order: Betty, Ann Faulkner; Elaine Cohen will split her share with Ann Coil and Don Yamamoto.

V. Nominations Report

Nominations
Report

- A. Committee was composed of: W. Royce Adams, Irwin Joffe; Caroline Turner; Ladessa Yuthas; and Seymour Prog
- B. Elaine Cohen, next years nominations committee chairperson announced that the nominations committee will meet face to face at this conference and, thus, will incur no travel expenses

Face-to-face
meeting

Absentee Ballots

- C. Absentee Ballots

March 30 deadline is not consistent with the By-Laws which state that absentee ballots must be received 15 days prior to elections. The March 15 deadline listed in the Newsletter was the cause of some concern as to how the ballots should be counted.

Moved (Faulkner) seconded (Cohen) to accept ballots postmarked on or before March 30, 1981

PASSED

Elaine suggested that she would send ballot with a return envelope marked "ballot."

New nominations
committee

- D. New Committee approved by the President

Gwyn Enright
Ernest Ruby
Craig Mayfield
Jackie Bonner
Denise McGinty

Elaine would like to have the membership make suggestions for good nominees or indicate their own interest in serving as an officer of WCRA. Betty will announce this at the general session. Pat suggested that the nominee committee be asked to stand up so the membership can recognize them

- The meeting was adjourned at 12:15 p.m.

The meeting was reconvened at 1:30 p.m. Joining the meeting were non-voting members: Dick Lyman, Jeanette Ross, Suzanne McKeown, Jane Ballback.

VI. Newsletter (Attachment #8)

Newsletter

A. Columns - JoAnn asked board for ideas for new columns to cover WCRA major activities and goals

State Directors' Participation

B. State Directors - It was suggested that 3 state directors be given responsibility for making a newsletter contribution each issue (i.e. for each issue three state directors would be responsible for submitting information about activities in their state or region)

State Directors as STARS

Furthermore, it was suggested that a column be done STARRING state directors.

Also, state directors should be asked for suggestions on people in their states who could be introduced in the STAR column.

Deadlines

C. Deadlines - WCRA needs to back up deadline dates because of the 8 week delay in mailing and preparation.

May 15
August 31
October 15
December 15

Extra mailing concerning conference should go out immediately after the August board meeting so it is received in September.

It was suggested that the January 15 deadline be moved back to December 15.

D. Reminders - JoAnn suggested that she send reminders of deadline dates to people writing columns

Journal

E. Journal - The journal will remain a separate pull-out section of the newsletter

Photo bank

F. Photos - A photo bank would help to keep the newsletter a visual entity, one of JoAnn's goals

G. Ads - It is difficult to get ads because publishers feel direct mailing is more effective

Calendar in Newsletter

I. Calendar - The newsletter will have a calendar of the coming year, published in the summer (May 15 deadline) issue.

VII. Proceedings Report (Attachment #9)

Proceedings

A. Policies - 25 out of 36 papers were accepted. The quality has improved; the volume has decreased.

Acceptance procedures

B. Procedures - Letters were sent to all those who were and were not accepted. Gwyn asked people to call if they wanted to know comments and edits concerning their papers.

- Payment C. Payment - Gwyn requested prompt payment of printing bills because of good and expensive service.
- Sales Report D. Sales report - The report of sales now resides with Hal McCune. Gwyn recommended we not pay Hal to give us the information since it costs money and the board does not use it for setting policies. When a volume runs low, he is instructed to send it to ERIC and to notify WCRA that the volume is low and to send the last few to WCRA. Volumes I-III are out of print.
- Dissemination E. Dissemination of Proceedings - Proceedings will be exhibited periodically at this conference along with paper from the Evaluation Center at UCLA.
- Order form in brochure The brochure does not have an order form for ordering Proceedings. It needs to be included in the new brochure.
- Receipt cards to submitters F. It was suggested that Gwyn send a post card to people who submit papers indicating that the paper has been received. When presenters give a paper to the chairperson of their section they have no assurance that the paper is in fact delivered to the proper authority. The board decided this should be done and that it will be announced that submitters should expect such a notice.

Conference Site Selection

VIII. Conference Site Selection (Attachment #10)

- A. Issues - Should WCRA continue alternating conference sites in and out of California? Should the conference be continued through Sunday? Should meeting rooms be paid by increasing registration fees (which would spread the cost out among all members) or should the meeting rooms be allotted on basis of number of sleeping rooms used (cost is carried by those members who stay at the hotel and pay a little higher room rates)? Should the traditional meeting time of the WCRA conference (week before California's Easter vacation) be changed for the 1983-84 conference if it is held in San Jose?
 - B. Discussion
 - 1. Alternating in and out of California - Having the conferences in California insures having good attendance and larger revenues for WCRA. This is off-set however because it places heavy burden on California members to sponsor the conferences; dilutes the variety of the conference; excludes many people from conference participation which draws the people into leadership positions in the organization
- Meeting Room Fees
- Sunday extension
- Date of San Jose conference
- In/out of Calif.

The consensus seemed to be to alternate the conferences in and out of California when possible.

2. Length of conference - The longer conference is more expensive for those attending. It is enjoyable to have the extra Sunday of conference and there may be some intangible effect in keeping people around; WCRA should perhaps always plan on the Sunday brunch being a smaller, but usually highly involved group of members.

General consensus was to keep the Sunday extension until we have more data to make a decision.

3. Conference Date - It was decided that we will go early to San Jose conference. Still need to check with Portland about their wishes for conference dates.

Moved (Cohen) seconded (Yamamoto) to accept the conference site selection chairperson duties.

PASSED

- | | |
|------------------------|---|
| Awards Committee | IX. Scholarship and Awards Committee |
| Certificate of Apprec. | A. Mitch presented the Certificate of Appreciation form (Attachment #12) |
| Retirement | B. Retirement - No one was recommended for retirement award |
| Sallie Brown | C. Award for Long and outstanding service - 3 members recommended Sallie Brown for the award. The committee recommended Sallie to the board. (Attachment #13a to 13c) |

Moved (Faulkner) Seconded (Cohen) that Sallie Brown be given the award for Long and Outstanding Service to WCRA.

PASSED

- | | |
|---------------------------------|---|
| Availability of nomination form | D. Nomination Form - JoAnn suggested that a nomination form be put in the conference packet and/or at the registration desk. The award will be given to Gene Kerstein who can deliver it to Sallie. An article will go in the newsletter. |
|---------------------------------|---|

X. Photographer's Report (Attachment #14)

- | | |
|------------|--|
| Photo Bank | A. Photo Bank - Suzanne, WCRA official photographer, is willing to establish the photo bank. Ann F. suggested that Suzanne send letters to various people asking for photos. The board requested photographs of the chairpersons listed in the conference program. |
|------------|--|

- Placement XI. Placement Bureau Report (Attachment #15)
160 people are on the mailing list. Jane spent \$152.12.
She will resign as placement chair.
- Minority Affairs XII. Minority Affairs
The Minority Affairs committee had nothing to report. It
was suggested that the committee be retained and a budget
be decided upon when a proposal is submitted.
- XIII. President's Report
- Liaison A. Betty submitted list of WCRA liaisons (Attachment #16)
B. Selling of WCRA mailing list - Hal McCune charges
5¢ a name with a 2¢ profit for WCRA.
Moved (Faulkner) and seconded (Cohen) that the
president approve selling of mailing to groups
as appropriate.
PASSED
- Scholarship XIV. Scholarship Fund and Award
A. Generation of Funds - Money can be generated either
through return on investment or solicitation of
funds.
Moved (Cohen) and seconded (Faulkner) that WCRA
award a \$500 scholarship for next year to a
WCRA member.
PASSED
Board agreed that criteria should include service to
WCRA
- \$500 award
- The meeting was adjourned at 4:45 p.m.
- The meeting was reconvened at 8:00 p.m.
Non-voting members joining the meeting were Dennis Gabriel
and Beryl Brown, who is 1982 conference manager.
- San Diego Conference Report XV. San Diego Conference Report
Theme - Beryl suggested that the Theme for the conference
be on the professional development of WCRA members.
Sections might be available on stress reduction, physical
exercise; one afternoon might be devoted to sightseeing
with the paper sections scheduled for the evening.

XVI. Liaison Report

NARDSPE

- A. NARDSPE - Beryl Brown, liaison, noted that NARDSPE has midwest orientation; attracts practitioners rather than researchers; and has a wider representation of people in developmental education than does WCRA. She suggested a back-to-back conference with NARDSPE

ACPA

- B. ACPA - A request was made for WCRA to participate in "Innovations and Research in Learning Centers Guide." Carol Walvekar submitted papers explaining the project. Further information was needed; no consensus was reached.

The meeting was adjourned at 9:15 p.m.

The meeting was called to order Thursday, April 9, 1981
by Betty Levinson, President.

Voting members attending: Betty Levinson, President; Ann
Faulkner, President-elect; Don Yamamoto, Treasurer;
Elaine Cohen, Coordinator of State Directors

Non-voting members present: Pat Heard, Conference site selection
Chairperson; Michael O'Hear; Kate O'Dell, Lucy McDonald,
Gwyn Enright

Journal

I. Journal Report (Attachment #17)

A. General information -

Issues

First issue will be in the fall; we have two articles thus far

Format

There will be different size paper and logo and typesetting
to distinguish it from the newsletter

Printing can be done either way - at the newsletter end or
through Mike

It will be 12-16 pages with 6 leafs

Best suggestion seems to have typesetting done at Mike's
end and send camera-ready copy to JoAnn

Color will vary from issue to issue

Advisory Board

B. Advisory Board

Bruce Cronnell
Virginia Schrauger
David Lemire
Carolyn Simonson

Thrust of Journal

C. Thrust of the journal - Mike noted that the thrust
of the journal would be historical, philosophical, and
research oriented, as well as geared to the practitioner

Finances

D. Finances - Don felt that given current WCRA finances
we can afford the journal, particularly since we can
anticipate a good attendance at the San Diego conference

Moved (Cohen) and seconded (Faulkner) that we create a
WCRA journal

PASSED

Betty thanked Mike for all his work. After discussion about
logo, it was decided that Mike would make those decisions.

Conference Bids

II. Conference Bids

A. Pat Heard introduced Lucy McDonald who presented the bid for the 1983 conference in Portland, Oregon. (Attachment # 18)

Oregon

B. Proposal from Oregon Consortium

Seven community college in Oregon and one in Washington and two universities have joined together to plan for the conference. Included in the packet in attachment 18 are letters of support from the colleges.

Pluses and minuses of the two hotels are included in the packet (Attachment #19)

1. The Red Lion is on an island close to Portland
2. The Marriot Hotel is downtown
single room \$45; double room \$55
There is a \$5 reduction per room if we pay for meeting rooms

Date

The conference date would be March 24-27 to coincide with Chemeketa's spring vacation

San Jose Bid

C. San Jose Bid

Carol Bogue presented the bid from San Jose for 1983 or 84.

Carol presented the Hyatt hotel bid (Attachment #20)

Carol presented a letter of support from San Jose City College (Attachment #21) for support of Carol's time and other necessary support for the conference. Carol noted that several other community colleges would also support the conference

Both Pat and Carol felt that the Hyatt bid was the best and most complete bid. The San Jose convention bureau will provide many services

Dates

The question about the 1984 conference date was raised. Carol said there would be no problem, even though the bid was for 1983. The Hyatt is not available the week ending on Palm Sunday. The dates would be April 5-8, 1984.

The meeting was adjourned.

Minutes from the General Session 4/9/81 Dallas

The meeting was called to order by President, Betty Levinson, at 2:50 p.m.

Betty introduced Ann Faulkner who welcomed members to the conference and addressed the conference theme.

Ann then introduced conference manager Delryn Fleming who also welcomed all conference attendees.

Delryn introduced Dr. Holt, President of Brookhaven College, who welcomed all those attending the Dallas conference and acknowledged the hard work of WCRA members.

Ann Coil read highlights of the August 1980 board minutes and the minutes of the 1981 conference.

Don Yamamoto reported on WCRA finances and investments.

Betty Levinson announced the re-establishment of the scholarship fund and the establishment of a WCRA journal

W. Royce Adams introduced the officer candidates who addressed the membership

Dave Hubin introduced the featured speaker, Gene Lyons, who addressed the issue of "Challenge" for WCRA.

Minutes from General Session 4/11/81 Dallas

Betty Levinson called the meeting to order at 10:50.

Betty introduced Royce Adams who conducted the balloting for officers of WCRA

Gwyn Enright introduced the speaker Al Canfield who spoke to the membership on the topic of "Reassessment."

The newly elected officers of WCRA are:

President-elect	Dick Lyman
Secretary	Mitch Kaman
Treasurer	Don Yamamoto

The meeting was adjourned.

The meeting was called to order by President, Betty Levinson, at 9:05 a.m.

Voting members attending: Betty Levinson, President; Ann Faulkner, President-elect; Ann Coil, Secretary; Don Yamamoto, Treasurer; Elaine Cohen, Coordinator of State Directors

Non-voting members attending: JoAnn Wells, Lucy McDonald, Kate O'Dell, Manual Olguin, Dick Lyman, Mitch Kaman, Delryn Fleming, Gwyn Enright, Carol Walvekar, Beryl Brown, Jackie Bonner

Report from State
and Regional
Meetings

I. Regional and State Meeting Reports

- A. Elaine Cohen attended the members-at-large meeting. She reported that they are an enthusiastic group and very supportive of WCRA activities.
- B. Ann Coil attended the Alaska, Hawaii, Nevada, Oregon, and Washington meeting. Ann reported that these members felt fees for meeting rooms should be spread throughout the membership; they were not opposed to the Sunday extension of the conference; They would like to have membership cards available locally so they could sign someone up and take the money right there. They inquired about available funds to send officers of WCRA to regional meetings as a drawing car.

The board responded that they can take the money and the card will be sent for membership. No funds are available to send WCRA officers to meetings. But if an officer is traveling to a state of region represented by WCRA they might contact the state director and consider visiting.
- C. Ann Faulkner attended the Northern California meeting. She reported a harmonious session with no problems
- D. Pat Heard attended the Colorado, Idaho, Montana, Utah, Wyoming meeting. They like being downtown at a conference. Utah would like to make a conference bid.
- E. Betty Levinson attended the Arizona, New Mexico, Oklahoma, Texas meeting. They felt the proposed conference sites were good. They have a problem with late mail. They were concerned about some people reading their papers; and would like more time to discuss academic issues.

Minority Affairs

II. Minority Affairs Committee

A. Meeting - Manuel Olguin reported that the committee met Friday and Saturday and had 14 people in attendance. He regretted the lack of activity by the committee and listed five ways in which the committee could become more involved in WCRA affairs.

Involvement in WCRA

1. Will try to be involved in conference planning
2. Will make more effort to make presentations
3. Would like minority column retained in newsletter. Manuel will assume responsibility for follow-up
4. Would like a minority mailing list for communication with other minorities
5. Will investigate new leadership. Two people could volunteer to be co-chairs and work underneath Manuel. Kathy Jackson and Theria Beverly have indicated an interest in co-chairing.

B. Manuel is concerned about lack of participation by Chicanos

Suggestions for Involvement

C. Suggestions - It was suggested that Manuel receive extra newsletters and brochures to distribute to interested minorities. Betty asked if Manuel could have an article in the newsletter for one the next two issues.

D. Budget - Manuel requested that the budget remain at \$200.00

Scholarship

III. Scholarship Committee (Attachment #22)

A. Changes -

Due dates

1. Due date for nominations upped to Dec. 1
2. Nominations must come to the awards chairperson, not the president-elect
3. Criteria for Scholarship award should hint at WCRA membership

Donations

B. Donations and Tax-exempt status - These need to be pursued to determine our exact status

Procedure for mailing check

C. The check should be mailed directly to the applicant and not go through the school channels; however, some proof of registration must be received by WCRA before the check is sent.

Rating sheet

D. Rating Sheet - The award rating sheet includes research, non-research literature, and media work

Resignation by Mitch
E. Mitch submitted his resignation now that he has been elected secretary of WCRA. Other members interested in serving on the committee include: Pat Mulcahy; Dave Hubin, and Vince Orlando. Suzanne McKeowan and Theria Beverly requested to remain on the committee.

Conference Report

IV. Conference Report

- A. 324 people registered for the conference
- B. The conference came in under budget
- C. 175 registered only a week ago Friday. It is important to let membership know how important pre-registration is.
- D. Delryn would recommend continuation of conference fee without requiring membership in WCRA

Conference fee w/o membership

Nominations Committee

V. Nominations Committee

Tentative list

- A. Tentative recommendations have been made. They need only to verify by phone a few more people.
- B. Elaine reported that meeting at the conference was and excellent suggestion.

Treasurer's Report

VI. Treasurer's Report (Attachment #23)

- A. Income from the conference: \$4299.50 receipts
45.00 Proceedings
- B. The board requested a breakdown of the budget

Budget

Moved (Cohen) seconded (Faulkner) to review the budget in detail in August after the accounting by the members (Attachment #24)
PASSED

Moved - Conference Bids

VII. Conference Bid

Moved (Faulkner) and seconded (Cohen) to accept the Portland Conference bid for May 24-27 1983 and to accept the San Jose bid April 5-8 for 1984.

PASSED

Moved (Cohen) and seconded (Faulkner) that we meet at the Marriot in Portland.

PASSED

Moved (Cohen) and seconded (Faulkner) that we reserve the Hyatt Hotel in San Jose.

PASSED

The board recommended that WCRA pay for meeting room fees through registration and that it be publicized.

August Board
Mtg. undecided

VIII. August Board Meeting

- A. Location - It has not been decided if the board meeting will be held in Denver closer to most officers or in San Diego at the conference site. The budget has been set to account for the more expensive means.
- B. There was some discussion that the meeting needs to be held earlier in August.

The meeting was adjourned at 10:40.



Metropolitan State College

November 5, 1980

Betty Levinson
77 Dodd Hall
UCLA
Los Angeles, CA 90024

Dear Betty,

The Auditing Committee met October 29, 1980, at Metropolitan State College. We examined the WCRA balance sheets and the books turned over to Don Yamamoto by Jim Baugh. We found these to be in order with the following corrections:

1. The Treasurer's report of 30 June 1980 lists Interest under Savings as \$212.52. The amount should be \$219.22 since interest for the quarter ending June 30, 1980, was not included. That makes the savings balance \$5459.43 as of 30 June 1980, and this is the amount turned over to Don Yamamoto by Jim Baugh. The Total Assets should be \$24889.09. These same changes were made on page 2.
2. The Western College Reading Association Accounts dated 30 June 1980 contains 4 entries which should be minus balances. These are budget categories 1, 9, 11, and 21.

I have prepared a new account sheet with these changes. The total balance was correct.

The books were in excellent order and reflect a very efficient record-keeping system.

Members of the Auditing Committee:

Elaine Cohen

Sally Conway

Ladessa Yuthas, Chairman

Elaine Cohen
Sally Conway
Ladessa Yuthas

cc: Don Yamamoto

cc: Jim Baugh

WESTERN COLLEGE READING ASSOCIATION

TREASURER'S REPORT

30 June, 1980

ASSETSCHECKING

Beginning balance from end of last report period (21 March, 1980)	\$ 15585.95	
Deposits for <u>this</u> period (total of receipts and transfers from savings -- 14603.50 + 5000)	<u>19603.50</u>	
Subtotal	35189.45	
Transfers to savings	<u>- 0 -</u>	
Subtotal	35189.45	
Expenditures for <u>this</u> report period (includes refunds related to conference)	<u>-15759.79</u>	
Balance as of 30 June, 1980	19429.66	19429.66

SAVINGS

Beginning balance from end of last report period (21 March, 1980)	10240.21	
Deposits	<u>+ 0 -</u>	
Subtotal	10240.21	
Withdrawals	<u>- 5000.00</u>	
Subtotal	5240.21	
Interest	<u>+ 219.22 -</u>	
Balance as of 30 June, 1980	5459.43	<u>5459.43 -</u>

TOTAL ASSETS

24889.09

RECEIPTS

Dues	4305.00
Proceedings	1699.50
Ads for Newsletter	3 -0-
Conference	8496.00
Miscellaneous	<u>103.00</u>
Total receipts (22 March, 1980 through 30 June, 1980)	14603.50

TRANSFERS

From savings to checking	\$ 5000.00
From checking to savings	-0-

RECONCILIATION

Total assets at end of last period (21 March, 1980)	25826.16
Receipts (22 March, 1980 through 30 June, 1980)	14603.50
Interest earned	+ <u>219.22</u>
Subtotal	40642.18
Expenditures (22 March, 1980 through 30 June, 1980)	<u>-15759.79</u>
Total assets as of 30 June, 1980 = checking + savings	\$ 24889.09

Submitted by,

James W. Baugh, Treasurer
Western College Reading Associatio.

30 June, 1980

WESTERN COLLEGE READING ASSOCIATION
ACCOUNTS

BUDGET CATEGORY	AMOUNT BUDGETED	EXPENDITURES	TRANSFERS		BALANCE
			DEBIT	CREDIT	
1. President	\$ 670.00	684.19	49.90*		- 64.09
3. Nominating Committee	250.00	299.90		49.90	-0-
4. Coordinator of State Directors	240.00	152.26			87.74
5. Conference Site Selection	50.00	47.34			2.66
6. Treasurer	250.00	95.45			154.55
7. Secretary	300.00	124.60			175.40
8. State Directors	400.00	248.65			151.35
9. Newsletter	3,000.00	3200.73			-200.73
10. Proceedings	3,960.00	3019.49	750.00*		190.51
11. Placement	50.00	105.00			- 55.00
13. Bylaws Committee	10.00	-0-			10.00
14. Minority Affairs	150.00	-0-			150.00
16. Board of Directors	1,320.00	1295.13			24.87
Scholarships and Awards	50.00	50.00			-0-
20. Conference	1,000.00	739.36			260.64
21. Mailing Service	<u>1,500.00</u>	<u>3323.51</u>		1250.00**	-573.51
TOTAL	\$13,200.00	13385.61			1207.72
					-893.33
				TOTAL	\$ 314.39

* Not included in "expenditures"

**Includes \$500.00 transferred from savings and \$750.00 transferred from proceedings

WCRA SECRETARY'S REPORT APRIL 1981 - DALLAS

MINUTES INDEXED

August 1980 to September 1976

ISSUES FOR FURTHER INDEXING OF MINUTES

1. Are the general categories appropriate?
2. Should Treasurer, finance, and budget issues be collapsed or handled separately?
3. Should the "conference" category be further broken down?
4. Should the sub-categories be chronological or alphabetical?
5. Are the policies and procedures evident enough? Or are they hidden amongst all the other information? Should they still be further refined from the indexing?
6. Is some of the information superfluous? Should the indexing be condensed

I suggest that the board use the indexing until the next meeting this summer. At that time they may be better able to give feedback on the minutes. The new secretary will still have sufficient time to do the indexing and make the required changes.

SPECIFICATION OF SECRETARY'S DUTIES

I think it would be helpful, as WCRA grows, to have standardized guidelines for keeping the minutes. This would insure more effective record keeping and would assist the new secretary in understanding the job parameters.

Records to be kept in addition to the minutes:

1. Copy of the by-laws and constitution
2. Current list of Officers, State Directors, and past presidents
3. Current membership list
4. One copy of each newsletter

These records should be kept in a procedural section separate from the minutes or, better yet, in a small, separate notebook.

Duties and Procedures for Keeping the Minutes

1. The minutes are to be typed with a recall column for easy reference.
2. All pages of the minutes are to be numbered, including each page of all attachments. Page number should appear on the bottom of the page.
3. The date and place of the conference should appear on each page of the minutes and on the first page of each attachment.
4. Attachments are to be numbered consecutively at the top right-hand corner in a bold manner for easy viewing. Attachments should be noted in the minutes in this manner (Attachment # __).
5. Each secretary should index the minutes he or she takes to keep the indexing current.
6. Summaries of the minutes are to be written and sent to the State Directors and past presidents
7. Highlights of the minutes should be written and sent to the newsletter editor for the next newsletter after the meeting.
8. Other:

Submitted by Ann Coil



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Submitted by Ann Coil



WESTERN COLLEGE READING ASSOCIATION MINUTES

TABLE OF CONTENTS

VOLUME I

September	1976	Los Angeles
April	1976	Tuscon
September	1975	Tuscon
March	1975	Anaheim
September	1974	Anaheim
April	1974	Oakland
April	1973	Albuquerque
August	1972	Las Vegas
March	1972	Sparks Nevada
August	1971	San Francisco
April	1971	Los Angeles
March	1971	?
August	1970	San Francisco
March	1970	Portland
August	1969	Los Angeles
March	1969	San Francisco
December	1968	NRA Conference
September	1968	Los Angeles
April	1968	Phoenix
November	1967	San Diego
March	1967	?
January-	1967	Costa Mesa, Ca.
November	1966	San Bernardino

WESTERN COLLEGE READING ASSOCIATION MINUTES

TABLE OF CONTENTS

VOLUME II.

August	1980	Dallas
March	1980	San Francisco
August	1979	San Francisco
April	1979	Hawaii
December	1978	Burlingame
September	1978	Los Angeles
March	1978	Long Beach
December	1977	Long Beach
September	1977	Long Beach
March	1977	Denver

1981 WCRA CONFERENCE
BUDGET

Category	Projected Expenses	Projected Income
Publishers' Exhibits, 17 @ \$150		\$2,500
D.C.C. Printing Call to Conference and Ads, 8 pp.	\$250	
D.C.C. Mailing Call to Conference	195	
D.C.C. Printing Conference Programs, #=450	800	
Conference Phone Calls	100	
Dinner, 175 @ \$15 ea.	2,625	2,625
WCRA Contribution to Dinner Expenses, \$2 ea. x 175	350	
Brunch, 125 @ \$11	1,375	1,375
No Host Coctails, Dinner \$55 Brunch \$25 Newcomers \$25	105	
Continental Breakfast, 175 @ \$4.60	805	
Decorations	200	
Entertainment for Dinner	200	
Hospitality	225	
Hospitality Suite, 3 rooms @ \$40 for 4 nights +	500	
Keynoters' Honoraria	600	
Keynoters' Expenses, 1 far, 1 near	700	
Conference Manager's Room	160	
Misc. Printing, ballots, eval, local color, resource forms, tickets, badges	150	
Packets to hold registration materials	-0-	
Institutes, 4 @ 25 ea @ \$5	200	500
Student Workers, \$3.20/hr x 8 hrs x 2 ea. x 2 days + \$50	150	
Miscellaneous	400	
Oxford Mailing Service Pre-Registration	275	
Registration		15,750

\$ 11,365⁰⁰8153⁰⁰

\$ 14,985

<3,212>

\$ 6832 + 2422



EXPENDITURES

		DCCCD	WCRA
Printing Call to Conf. and ads	Ann's blue flyer Tan mailer w/ regis.	\$ 50.00 \$285.00	
Mailing Call to Conf.	Initial mailing Secondary mailing Letter re Surtran	\$146.23 50.00 15.48	
Printing Conference programs	Printer Blue pages White pages	 \$ 90.50 \$390.75	\$126.53
Conference phone calls	Ann	\$150.00	
Misc. Printing	Nametags Ribbons Kicker's Guide, outside inside Ballots, evaluations, member interest forms	\$ 2.00 \$ 15.60 \$ 25.20 \$ 55.00	\$52.00
Miscellaneous	Flower arrangement		\$49.88

STATE DIRECTORS LUNCHEON & MEETING
Thursday, April 9, 1981

Presiding: Elaine Cohen and Betty Levinson

AGENDA

- I. Introductions
- II. Sharing: Membership and activities in each state/province/
region.
- III. Issues and Questions raised by state directors:
 - A. Strategies of attracting new members and retaining old
members.
 1. State newsletters (Texas)
 2. Cooperations with other organizations & conferences
(Idaho & Arizona)
 - B. Possibility of establishing a network for State Directors.
 - C. Problem of lateness of WCRA services: Newsletter, Proceedings,
membership lists, new journal.
 - D. Conference sites 1983, 1984, 1985.
 1. Portland, San Jose, and El Paso bids.
 2. Could a state conference be held in Utah in 1985?
 - E. Setting up a bank of experts in a state.
 - F. Can state groups be considered Councils, as in IRA (from
an at-large director).
 - G. Is Sunday conference attendance high enough to continue
having the conference at that time?
 - H. Other questions & issues?
 1. IRA meeting in New Orleans...would anyone like to participate?
 - J. Nominations for offices for 1982 election.
- IV. Issues to discuss at the State Meetings, Friday morning.
- V. Items from the Board Meetings, April 7, 8, and 9.

WCRA COORDINATOR OF STATE DIRECTORS - Duties

AS OUT-GOING PRESIDENT:

Feb.

1. Two months prior to annual conference, begin contacting members whom you wish to appoint as State/Province Directors for the coming year. (Request recommendations from current Coordinator of SD's, consult Membership Resources Forms, etc. By-laws state that President should appoint new SD's "within 30 days prior to the annual conference", so that the transition from current to new SD's can be facilitated at the annual conference. SD appointments are for one year only, with the possibility of re-appointment for a second and possibly third year if circumstances warrant.)
2. Write letters to prospective SD's -
 - a. Ask if they are interested in serving.
 - b. Enclose a copy of SD duties.
 - c. Ask them to respond in writing within a given deadline - (self-addressed postcard facilitates this process).
 - d. Ask them to send you their home and office addresses and phone nos.
 - e. Ask them to send you the name and address of an administrator at their school if they wish you to send a letter of acknowledgement.
 - f. Invite them to attend the SD meetings at the upcoming conference to facilitate the transition between current and new SD's.

for the
conference

3. Prepare a list of names, addresses, and phone nos. of all appointed SD's, and distribute this list to WCRA Board members, the Newsletter editor, other SD's, and the WCRA Mailing Service.

at the
conference

4. Attend SD meetings at the annual conference.

AS COORDINATOR OF STATE DIRECTORS (PAST-PRESIDENT):

right after
the conference

5. Remind new President to update Mailing Service letters and have non-renewal letters sent immediately post-conference. Remind Secretary to send summaries of Board meetings to SD's.
6. Contact the WCRA Mailing Service to have an updated list of members mailed to each SD as soon as possible after the annual conference.

April/May

7. Write letters to non-continuing SD's, thanking them for their service and asking that they forward their WCRA materials and records to their successor.

8. Write letters of acknowledgement to institutional administrators designated by new SD's.

by Mid-May

9. Send an initial "group letter" to all SD's:
 - a. Include any follow-up info from recent conference.
 - b. Checklist of materials and supplies they should have on hand - acquired from predecessor or request extras from you.
 - c. Suggest they start making plans for fall mini-conferences now.
 - d. Tell them they should have received (or will) updated mailing lists and summaries of minutes.
 - e. Mention budget and reimbursement procedures.
 - f. Send them lists of any members who've indicated on Membership Resources Form a willingness to help with state/province activities (or do this in 2nd letter).
 - g. Remind them to send you (and the Newsletter) copies of agendas and news from state mini-conferences, etc.

late August

10. Request that WCRA Mailing Service send a second updated membership list to all SD's the first week in September.

early
September

11. Remind Secretary to send summaries from Fall board meeting to SD's. Remind President-elect to send extras of conference mailings to SD's to be used in recruiting new members.

12. Send a second "group letter" to all SD's:

- a. Highlight early conference info and any other important news/issues from Fall board meeting.
- b. Tell them to send new membership recruitment letters now.
- c. Tell them to contact non-renewals when they receive their updated mailing list.
- d. Remind them of current membership/dues policies - e.g., membership is conference-to-conference; those renewing earlier than 60 days before annual conference will be paying for current year only and will renew at conference, etc.
- e. Ask for news of their fall meetings.
- f. Remind them that they can request additional updated mailing lists (or labels) if needed during the year, but that cost will come from their budget.

late Dec./
early Jan.

13. Send a third "group letter":

- a. Ask them about availability/recommendations for next year's SD appointment - enclose self-addressed postcard for prompt response.
- b. Remind them of Feb. 1 deadline for annual report.
- c. Request items for SD meeting agenda at conference - and issues for Board agenda, too.

14. Request one complete updated membership list from WCRA Mailing Service - to represent membership as of December 31 and be mailed to you in early January. This will give you the info to report the year's base membership count in various states/provinces to the Board at the annual conference. It will also provide the figure for determining a quorum of the Association, should that be needed at the annual conference.

early Feb.

15. Send recommendations for next year's SD appointments to current President. Send items for Board agenda, too.

late Feb.

16. Send a fourth "group letter":
- a. Ask for annual reports if not yet received.
 - b. Finalize meeting times for SD's at conference.
 - c. Enclose a self-addressed postcard to indicate if SD will be there - or who substitute will be.
 - d. Mention some agenda items for the meetings.
 - e. Final request for reimbursement of expenses on this year's budget must be in by _____ (date).
 - f. Save and transfer your materials to your successor.

17. Arrange for current and recent Board members to attend state meetings at annual conference - to represent the Board and act as resource persons re: Association issues.

at the
conference

18. Conduct State/Province Directors' meeting.
- a. Summarize state/province annual reports.
 - b. Summarize items from pre-conference Board meetings.
 - c. Suggest agenda items for their state/province meetings.
 - d. Ask for their evaluations, recommendations.

19. Coordinate SD's meeting with WCRA Board.

after the
conference

20. Assemble files and transfer to next Coordinator of State Directors.
21. Breathe a sigh of relief and fade away before moving into role of Conference Site Chairperson!

as needed

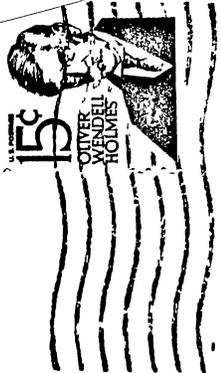
Periodically as needed:

- (1) Respond to assorted correspondence from SD's.
- (2) Serve as advisor to current President.

DUTIES OF WCRA STATE/PROVINCE DIRECTORS

The WCRA State/Province Director role is largely one of membership recruitment and communication, with an additional focus on identifying and developing appropriate forums for the discussion of ideas and issues of special interest to our members in a particular state or province. The appointment is for one year only, with the possibility of re-appointment for a second and possibly third year if circumstances deem it appropriate. Some of the specific duties listed below may vary according to the size and nature of particular states, provinces, and regions.

1. Conduct a membership drive in early fall by sending an informative letter about WCRA and a brochure to appropriate administrators and colleagues in institutions in your area (state, province, region, etc.).
2. Establish liaison with officers of other related professional organizations in your area.
3. Make follow-up contacts with prospective members.
4. Plan a mini-conference, workshop, meeting, or get-together for members in your area - and to attract new members, too.
5. Consider regional planning for hosting a future WCRA annual conference in your area. (The Guidelines for Submitting a Conference Proposal contain necessary information and can be obtained from the Conference Site Chairperson, who is also available for consultation with members considering a conference bid.)
6. Submit articles containing news about activities and members in your area to the Newsletter editor. Encourage members in your area to write educational articles for submission to the Newsletter.
7. Act as a resource person and communications link among members in your area to assist in keeping updated about professional and Association developments.
8. Report jobs available in your area to the Placement Bureau Chairperson.
9. Encourage members to attend the annual conference and to make conference presentations. Include a reminder about the call for papers deadline in your fall letter to them. Explore the possibility of group travel rates to the annual conference.
10. Submit a yearly report to the Coordinator of State Directors by February 1st of each year. Include:
 - a. total number of members
 - b. new members added during the conference year
 - c. summary of area meetings during the year
 - d. activities designed to interest and attract new members
 - e. recommendations to the Board of Directors
 - f. suggestions for your successor
11. At the annual conference:
 - a. attend the State/Province Directors' meeting
 - b. with other directors from your region, plan agenda for and conduct the state/province meeting
 - c. attend the State/Province Directors meeting with the WCRA Board
 - d. appoint a member to replace you at the annual conference if you are unable to attend



Elaine Cohen
 Reading Dept. Box 17
 Metropolitan State College
 1006 11th Street
 Denver, Colorado 80204

RASSL/Learning Services
 A332 Jester Center
 University of Texas at Austin
 Austin, Texas 78784

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Dateline Dallas.....

YOU ARE CORDIALLY INVITED TO:

The 1981 WCRA Conference
 When: April 9-12
 Where: North Park Inn, Dallas, Texas
 Cost: \$45 with membership & proceedings (before March 15th)
 \$50 (after March 15th)

P.S. Bring your colleagues, too, and let them sample a memorable experience!

For those who have let their WCRA membership fall to the wayside and for those who just want a sneak preview of the conference...Here are some

COMING ATTRACTIONS

speakers.....Get ready for "Challenge" in our first general session. Gene Lyons a journalist and former college English teacher, has accepted our invitation to examine the professional presuppositions of learning assistance.

Saturday's general session will highlight "Reassessment" and will feature Dr. Albert Canfield who is a consultant with the Kellogg Institute for Training and Certification of Developmental Educators. He will reassess an aspect of learning assistance instruction.

The third strand of "Affirmation" will pull together the challenge and reassessment themes in the closing presentation by our own Irwin Joffe, author, educator, and proudly reading teacher.

campus tours....Those attending this year's conference will have the opportunity to visit two of the area's finest colleges:

- Mountain View College - Thurs., April 9
- and
- Richland College - Fri., April 10

Both schools are of the Dallas Community College District. Visitors will have time to view the Centers and talk with staff and students.

6b

#6b

ture tours... You will have a choice of two tours at this year's conference. Both are billed as events not to be missed, and as Texans might say, "They'll be down right citin!"

The first is a tour of Big D which will include downtown Dallas and some of its history, the Dallas Theater Center designed by Frank L. Wright, the residential area of Turtle Creek, and a shopping stop at "Cutter Bill's" for western apparel. Box lunches from Neiman's and wine will be provided

The second tour is entitled Rodeo Night. The tour will include a trip to the Mesquite Rodeo. The bus will stop for dinner along the way.

The forthcoming national newsletter will have more detailed information on all tours. But, Texans, please don't hesitate to participate in any of these events. We are counting on your presence in these groups to add your Texas flair and hospitality!

rs..... If you are planning on submitting a proposal for a paper presentation, the deadline is Nov. 15. Proposals should include a 250 word summary of the specific content to be covered, a description of the format and length, and a resume for each of the presenters. Proposals should be submitted to Ann Faulkner, WCRA President-Elect, Mountain View College, 4849 West Illinois, Dallas, TX 75211.

ing hand... If you are interested in giving a helping hand at the conference, contact Delryn Fleming, Conference Manager, Eastfield College, 3737 Motley Dr., Mesquite, TX 75150.

ot the Blues Without Your Membership Dues....

you have already paid your WCRA membership for the year, then you are already aware of the many values of the membership: Regional and National Conferences, Conference Proceedings, the WCRA State and National Newsletters, the Placement Bureau, and other advantages. Conference dues are from conference to conference and are \$15. Memberships can be updated by sending your name, school, and address, and check to: WCRA, P.O. Box 4576, Whittier, California 90607.

ce the 1981 National Conference will be held in Dallas, we should try to strengthen our local membership by recruiting colleagues and friends who might be interested in the organization. We'd like to have a big meeting in Dallas. Information on WCRA can be obtained from the Texas State Directors whose addresses are on the last page.

PLEASE NOTE: If your WCRA membership has lapsed, this will be the last newsletter you will receive.

happenings Around the State....

Ninth Southwest Regional Conference of the International Reading Association will be held in San Antonio, Texas, January 29-31, 1981. The theme of "I Can Read" will feature such speakers as William Durr, Harold Herber, and Carl Smith and will offer programs on administration, research, 2- & 4-year colleges, and bilingual education. There will also be a tour of San Antonio College. For information on the conference, contact: Kay Scruggs, Registration, 10333 Broadway, San Antonio, TX 78286. Be sure and mention that you are a WCRA member.

...New Wrinkles...

Training Tutors to Become Study Skills Counselors by

Nancy V. Wood
Director, Study Skills
and Tutorial Services
University of Texas at El Paso

Directors of tutoring programs find themselves faced with a dilemma: should the tutors teach only subject matter or should they teach skills (reading, writing, study skills) in order to help independent learners as quickly as possible? We have solved the dilemma at the Study Skills and Tutorial Services at the University of Texas at El Paso this year by training tutors to be both subject matter and skills teachers. To strengthen tutors' knowledge of their subject matter, we invite faculty members to meet with tutors every two weeks for discussion sessions. Faculty are told that they do not need to prepare for these sessions, and that makes them willing to help. Student tutors are required to prepare for these sessions by asking out four or five questions which are reviewed ahead of time with the Coordinator of the Program. Tutors are trained to be study skills counselors in a 12-hour training program held each September. They are first assigned material to read in reading, writing, and then trained to ask students questions to help them improve their academic skills. For example, to help students analyze their responsibilities, tutors ask: How is the class organized? How is the bus? by explanation of professor? What is the most important information in the course? What are your reading assignments? When are they due? How many exams? papers? attendance policy? Have you ever written up similar lists of questions to help tutors help students to organize study materials, take lecture notes, read, prepare and take exams, and write papers. We are also willing to discuss these questions with anyone who would like to request them.

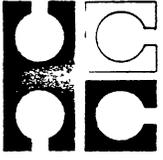
If you have some interesting techniques or handouts you would like to share with other WCRA members, send them to: Denise McGinty, State Director.

Texas State Directors

Joe Cortina
Cedar Valley College
3030 North Dallas Ave.
Lancaster, Texas 75134

Denise McGinty
RASSL/Learning Services
Jester A332
University of Texas at El Paso
Austin, Texas 78784

Many thanks to Sandra Carnley, Joe Cortina, Ann Faulkner, Nancy Spivey, and Nancy Wood for their contributions. Edited by Denise McGinty.



December 19, 1980

Dear Colleague:

If time continues to go by as quickly as this semester has, it will soon be time to be meeting in Dallas for the WCRA Conference in March. If you need any additional information concerning the program, please contact:

Ann B. Faulkner
Learning Skills Center
Mountain View College
4849 West Illinois
Dallas, Texas 75211

As you may know, I was appointed as one of the Co-Directors of the members at large for this year. Unfortunately when I received the list of current members, I did not find you on the list. In the event you have not yet joined, I am enclosing a membership blank for your convenience. If you have already joined since this list was compiled, will you please hand this information to another prospective member?

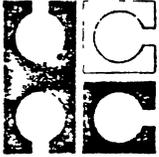
We are planning a mini-conference in Tampa on Friday, February 6. This conference will feature work on study skills, comprehension, vocabulary development, organizations of reading programs, and thinking skills. Saturday will be reserved for visitations and small-group sessions. If you would like additional information on the Hillsborough Community College Reading Mini-Conference, please contact: Dorinda McClellan, 704 Grand Court Temple Terrace, Florida 33617. Housing accommodations are not easy to obtain here at that time of the year so an early inquiry would be prudent.

Hope to see you in Dallas and if I can be of any assistance to you with WCRA, please let me know.

Sincerely,

Dorinda McClellan

Dorinda McClellan
Professor
HCC



January 14, 1981

Dear Colleague,

Just a reminder of the Mini-Conference on Reading and Study Skills to be held at Hillsborough Community College on February 6 and 7. The meeting will begin at 9:00 a.m. in Room 119, Humanities Building, Dale Mabry Campus.

The program promises a most exhilarating, enriching, and rewarding experience for the participants. Renowned speakers are addressing issues such as problems facing community college teachers, developing reasoning and thinking skills, motivating the unmotivated student, developing study skills, and the total reading program. Visitations to the reading centers and small group sessions will be held on Saturday.

There is no registration fee for the conference. But if you think you might be able to attend, would you please either return the blank below or else leave a message in order that we may plan sufficient materials, space, and refreshments for all. The college telephone number is 813: 879-7222 x 367. My address is 704 Grand Court, Temple Terrace, Florida 33617.

Also, if any of you might be interested in serving as a Chairperson at the Western College Reading Association Conference in Dallas, from April 9-12, please write: Dr. Karen Smith, Coordinator of Chairpersons, Box 5278, New Mexico State University, Las Cruces, New Mexico 88003. Although the deadline for nominations is past, there are always positions available at meetings like this.

I should appreciate hearing from you and would like to see you at the Mini-Conference in Tampa and/or the Fourteenth WCRA Conference in Dallas.

Sincerely,

Dorinda McClellan

Dorinda McClellan

.....
Dorinda McClellan
704 Grand Court
Temple Terrace, Florida 33617

I would like to attend the WCRA-HCC Mini-Conference. Please send a program and additional information.

Name

Address

WCRA Report 1989
Northern California
Charles F. Hunter

1. Current membership stands at 136 for Northern California. During the first week of October WCRA brochures were mailed to all members who had not renewed their memberships during the year plus a copy to the Dean of Instruction at each college in this area. I don't know what, if any, change there has been in membership as a result of these efforts.
2. On Friday, October 24, a Northern California WCRA/Northern California College Reading Association meeting was held at Sierra College in Rocklin, California. A total of 53 people attended and the general interest of the meeting was quite high. In particular there was a great deal of discussion and exchange of information in the area cognitive mapping and learning styles. In addition there was a lot of sharing in the area of testing and maintaining folders on students which contained relevant information which could be shared with other faculty members in diverse content areas.
3. A Spring Conference is scheduled for 'sometime in March' at Skyline College in San Mateo. Although this will be put on by the NCCRA without WCRA affiliation all members of the Northern California WCRA will be notified of the meeting and encouraged to attend.
4. In order to encourage wide participation at the upcoming Texas meeting a travel agent has been contacted and I shall be sending out a flyer to all Northern California WCRA members to see if we can attract a large enough number to qualify for a group travel rate. More info to you on this as plans begin to jell.
5. We are still in the talking stage regarding the possibility of San Jose's hosting an annual convention. From my perspective the answer is 'yes,' but we have yet to obtain unqualified institutional support. Again, more will come your way as details get worked out.
6. Probably it would be a GOOD THING to notify our current President of the Board of Trustees of my continuing as a State Director. Please send to:

Ms. Esther Ono
District Office
San Jose Community College District
4750 San Felipe Road
San Jose, California 95121



Western
College
Reading
Association

#6g

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

To: WCRA Members and
Prospective Members (College Teachers of Reading)

This is the year of opportunity--the year to inject new life into your College Reading Program. Plan now to be with us for the Rocky Mountain Regional Conference, November 6-8th, 1980 when WCRA will join with IRA for the richest array of ideas, research, instructional techniques and strategies specifically directed to adult and college reading. Join us Thursday, November 6th, from 5:30 until 7:30 for the special WCRA session, a "WCRA Tasting Party" where we will get acquainted, re-acquainted, exchange ideas, and sample a taste of what's going on in WCRA in other states and colleges. If you have some interesting techniques or handouts you would like to share, bring them along.

On Friday, November 7th, we have a special treat when Dr. Elaine Cohen, WCRA past president, will be our luncheon speaker. She will be serving up a delectable dish, "Reading - A Mental High", in which she will discuss reading and thinking, "a la Paiget". All college reading sessions as well as the WCRA luncheon will be held on the Boise State University Campus.

If you have already paid your WCRA membership for the year, you are already aware of the valuable fruits of that membership: Regional and National Conferences, Conference Proceedings, the WCRA Newsletter, the Placement Bureau, and other advantages. If you have not updated your membership you will want to complete the enclosed membership form immediately.

For your information we are enclosing not only the WCRA Conference program and luncheon reservation form, but the total conference program and pre-registration form. You will notice that conference pre-registration must be returned by October 20th in order to take advantage of pre-registration rates, so don't be left out of the action. Make your WCRA luncheon reservations and send in your conference pre-registration today. We will see you in Boise for that exhilaration of a "Rocky Mountain High".

With Best Wishes,

Mary Hess

Dr. Mary Hess
Idaho State Director, WCRA



Western
College
Reading
Association

AND



MINI-CONFERENCE - SATURDAY, NOVEMBER 1

The WCRA Colorado Chapter and Regis College invite you to a mini-conference on Saturday, November 1, 1980. Whether you are a member of the WCRA or not, please come and invite your friends who may be interested in learning assistance programs.

Coffee and doughnuts at 9:30. Program starts at 10:00.

Morning Speakers

SALLY CONWAY, Community College of Denver-Auraria

"Reading Course as Adjunct to Academic Course."

How to set up adjunct programs with other divisions and how to decide what skills need to be taught in the adjunct programs.

ELAINE COHEN, Metropolitan State College

"A Piagetian Approach to Teaching Reading"

Demonstration of method of using the learning cycle approach to teaching reading, including hands-on activities and working on the students' problem-solving skills.

A buffet luncheon will be served in the Regis College President's Lounge at a cost of \$4.25.

Afternoon Speakers

BILL RICHARDS, Community College of Denver-Auraria

"College Students with Learning Disabilities"

Diagnostic techniques for working with the learning disabled college student, agencies to which such students can be referred, and the future Auraria learning disabilities clinic.

ROBERT LUNDQUIST, Regis College

"Problems in a Learning Center"

A discussion of problems which members of a learning center may encounter. If you have suggestions for topics, please bring them with you.

Small group discussions, announcements, and wrap-up from 3:15 to 4:00.

Please tear off the registration form below and mail prior to October 24.

WCRA Colorado Chapter/Regis College Mini-Conference

November 1, 1980

Luncheon Fee: \$4.25

Name

Street Address

City

State

Zip

Please make checks payable to Regis College and return to:

Open Learning Center
Regis College

W. 50th Avenue and Lowell Blvd.
Denver, Colorado 80221



WESTERN COLLEGE READING ASSOCIATION
READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

October 16, 1980

The rains have arrived here in the Willamette Valley, signaling fall's arrival. Now it is time to look to the 1980-81 school year and do some planning. Plus, the 1981 conference in Texas is fast approaching.

State
Fall
Meeting

Mt. Hood Community College will be hosting our fall conference on November 15. Tentative plans call for a Saturday program. If you have some special interests or know of someone who is doing something that the group would be interested in, please contact me. Details will follow.

Membership

It's time to renew your membership--if you did not do so at the time of the San Francisco conference last spring. By doing so, you can receive all the newsletters. Current members can use the WCRA Placement Bureau and will receive information about the 1981 conference. Dues are \$15. Please mail the enclosed "application for membership" form to WCRA's permanent address of P.O. Box 4576, Whittier, CA 90607.

Annual
Conference

The Dallas conference will be April 9-12. Lodging and meetings will be held at a new and inexpensive motel which is located across the street from a shopping center which includes Neiman-Marcus. I suspect the conference will be refreshing because (1) a renewed emphasis in serving the community college audience and (2) a number of members from the East and Midwest will probably be in attendance.

Annual
Conference
Papers

The deadline for receipt of proposals is November 15, 1980. The conference theme is Challenge, Reassessment, and Affirmation. See the Fall WCRA newsletter for details. Why not give your presentation at the State Fall Meeting?

Charter
Flight

How many of you would be interested in a charter flight to Dallas? Jacque Bonner, University of Oregon, is interested in getting one organized.

State
Mailing
Address

Maxine Byers, State Director; Chemeketa Community College, Building 36, P.O. Box 14007, Salem, OR 97309
Telephone: 399-5101

Thank
You

Virginia Schrauger has "retired" as State Director, but not as an active member of WCRA. We heartily thank Virginia for the many hours she has spent on furthering the cause of WCRA. Virginia has been a strong voice nationally as well as within the state. We look forward to her trek over the mountains each fall and spring.

Sincerely,

Maxine Byers
Oregon State Director, WCRA

November 19, 1980

Dear Colleague:

I am glad you could come to the WCRA Fall Conference at Mt. Hood Community College last Saturday. I would like to thank Julia Shrout, Anna Marie Updegraff, Phyllis Nielsen, and the other staff members for their "warm" hospitality.

In addition, I would like to thank Colleen Owings, Paul Killpatrick, Julia Shrout, Anna Marie Updegraff, and Lucy MacDonald for their willingness to share ideas and information with us. And thanks to Kate O'dell for her willingness to postpone her presentation until February.

Now I am seeking your input to both evaluate the fall conference and prepare for the February conference. Would you please complete the questionnaire and return to me?

Thank you.

Sincerely,



Maxine Byers
State Director

MB:af
Enclosure

PROGRAM

- 8:30 Continental Breakfast
- 8:45 State of the State Message
MAXINE BYERS, Oregon State Director
- 9:00 SKILLS, FRILLS OR THRILLS:
Designing and implementing a class to
develop a positive self-image of students.
COLLEEN OWINGS, Chemeketa
- 9:45 - 10:15 CLOSE ENCOUNTERS OF THE INFORMATIVE KIND:
Media Systems program and computer
applications in college reading.
JULIA SHROUT, Mt. Hood
- 10:15 - 10:30 Break
- 10:30 - 11:00 REALISM AND RELEVANCE:
Making sense out of Piaget and the
teaching of reading
LUCY MACDONALD, Chemeketa
- 11:00 - 11:30 DREAMS CAN COME TRUE:
Practical suggestions for teaching
content-area reading
KATE ODELL, University of Oregon
- 11:30 - 12:00 THINK-A-RAMA:
Survey of reading and reading placement
tests.
Why we did it.
How we went about it.
What we wanted.
What we got.
Why the difference.
- 12:00 - 12:15 Farewell

(\$1 donation requested for Continental Breakfast)

PART I. Evaluating the Fall 1980 Conference

1. In view of your hopes when you attended this fall conference, how would you rate the fulfillment of your expectations:

_____ Very High

_____ High

_____ Inadequate

_____ Very Low

2. If you marked very high or high, what factors contributed most to this fulfillment?

_____ Presentation on self-concept class

_____ Viewing the Media Systems Program

_____ Piaget Presentation

_____ Survey of Reading/Reading Placement Tests

_____ Meeting other professionals

_____ Breakfast

_____ Others (please specify)

Comments:

3. If you marked inadequate or very low, what factors contributed to the lack of satisfaction?

_____ Presentation on self-concept class

_____ Viewing the Media Systems Program

_____ Piaget Presentation

_____ Survey of Reading/Reading Placement Tests

_____ Nothing of interest to you on the program

_____ Skipping the presentation on content-area reading

_____ Others (please specify)

Comments:

4. What did you like best about this conference?

5. What did you like least about this conference?

PART II. Suggestions for February 1981 Conference

1. What would you like to see at the conference?

2. Do you have any ideas for the Friday evening dinner and program? (Have you heard any interesting and lively speakers?)

3. What would you like to contribute?

4. What people on your campus may be willing to give a presentation to the group?

Please return to: Maxine Byers
Chemeketa Community College
4000 Lancaster Drive N.E.
P.O. Box 14007
Salem, Oregon 97309

JOIN WCRA FOR DINNER AND A STIMULATING TALK BY

DR. LOUISE WATERS

READING FOR THE VOCATIONAL AND TECHNICAL STUDENT

Dr. Waters will discuss the rationale, content, and format of college reading for the vocational and technical students. After the introductory presentation, she will lead a general discussion of content-based reading at the community college level.

Dr. Waters is currently under contract to write three books--one of which is the subject matter of her talk.

FEBRUARY 20, 1981

6:30 - 8:00 p.m.

THE CHALET

(Near the Coachman Inn on Burnside)

order from the menu

WCRA REPORT 1980-81

STATE OF OREGON

MAXINE BYERS *mb*

SUMMARY OF
MEETINGS

Two state conferences were planned this year. At the fall conference, we had over 30 professionals in attendance. Those 30 people represent a significant increase over recent years. The president of the Oregon Developmental Studies Organization also attended this conference. He has been valuable to me in coordinating the efforts of both organizations in regard to the winter conference.

The winter conference will be held February 20-21, 1981. WCRA is sponsoring a dinner on Friday evening following the "Wine and Cheese Tasting." Dr. Louise Waters will speak on "Reading for the Vocational and Technical Student." The business meeting and presentations will be on Saturday morning.

SUMMARY OF
FALL CONFERENCE
EVALUATION

The evaluations of the fall conference show that WCRA members were highly pleased with the conference. Although all presentations were judged to be good, the discussion of the self-concept class proved to be the most stimulating and drew the most response. Informal talk over coffee was also found to be of considerable value.

MEMBERSHIP
DRIVE

The fall printout indicated that Oregon has 24 members. To attract new members or renew memberships, I have done the following:

1. Sent a news letter to prospective members (October 16, 1980) in which I enclosed a brochure and an "application for membership" form.
2. Had brochures and membership forms available at the fall conference and verbally encouraged membership at the business meeting.
3. Attended the WCRA-IRA Rocky Mountain Regional Conference November 6-8, 1980, in Boise, Idaho, to encourage members from Eastern Oregon to become more involved.
4. Our winter conference will be held the same weekend as the Oregon Developmental Studies Conference. This back-to-back scheduling of conferences seems particularly beneficial since we are all being faced with scarce travel money.

Several opportunities will exist to recruit new members at this conference. A number of WCRA members will be chairing Job-Alike Sessions. The dinner and speaker will no doubt be a positive reinforcement of WCRA's goal to provide a forum for the interchange of ideas. And we will again be on the look-out for new members at the Saturday morning meeting.

5. For about a year, our members had discussed having a "Piaget" conference. We attempted to coordinate with WCRA the presentation on Piaget by Eva Dyer of Metropolitan State University, but the funding source and scheduling prevented this. However, WCRA members were invited to attend Ms. Dyer's two sessions in Salem in late January.

SUCCESSOR

I will have the opportunity to discuss the Oregon State Director position with a couple of members at the conference in late February. I will be able to forward the names to you early in March.

STATE
DIRECTOR'S
MEETING

At our state director's meeting, I would like to discuss plans for the 1983 conference.

Enclosures: Fall Conference Program
Winter Conference Program
Evaluation of Fall Conference and Cover Letter
Winter Conference Program
Dinner and Speaker Flyer

P R O G R A M

- 9:00 *Registration*
*Coffee and Doughnuts**
- 9:30 *Responsibilities to the Handicapped*
Gary Storey, PCC Cascade Campus
- 10:15 - 10:30 *BREAK*
- 10:30 - 11:00 *Involving Your Faculty with Study Skills*
Virginia Schrauger, Central Oregon
- 11:00 - 11:45 *Practical Suggestions for Teaching*
Content-Area Reading
Kate O'Dell, University of Oregon
- 11:45 - 12:00 *Business Meeting*
Farewell

Maxine Byers, State Director

**Donation Requested*



WESTERN COLLEGE READING ASSOCIATION
READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

ARIZONA STATE MEETING

WESTERN COLLEGE READING CONFERENCE

SPRING 1981

MINUTES

The meeting was held March 7, 1981 at the Quiet Room at West Campus of Pima Community College in Tuscon, Arizona. Nine members attended, representing Pima Community College, Downtown, East Side and West Side Campuses, Maricopa Community College, Chochise Community College, Arizona Western College and University of Arizona.

9:00 - 9:30

Coffee & Donuts were served.

9:30 - 11:00

Presentation by Elizabeth Fisk

Elizabeth Fisk presented an overview of the NIE research project on Literacy in the Community College. In this context she defined functional literacy as the use of language, to accomplish a task related to the user's objectives in a specific context. This view which includes total language and context cues goes beyond the traditional view of literacy. Using this definition in their research has then also broadened the areas of community college life that are examined in this research.

This definition stimulated an extensive discussion among the group before Elizabeth proceeded with the rest of the presentation.

This definition also provided a backdrop to expand one facet of the literacy investigation: notetaking, which is the focus of Elizabeth's doctoral dissertation. She has examined various classroom arrangements, different instructors' styles, varying student purposes, and different students' learning styles in their relation to notetaking.

Notetaking is viewed as a dialogue between students and instructor. The students' part of the dialogue consists of the non-verbal feedback of notetaking and body movement as well as any verbal interchange. The instructor's communication includes such things as pitch, stress, and tone of voice, his/her location and movement in the classroom, as well as the actual lecture. The student's true literacy then is his ability to pick up and interpret all these cues as well as to respond to the cues in lecture itself.



WESTERN COLLEGE READING ASSOCIATION
 READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

11:00 - 11:30

Business Meeting

At 11:00 we began our business meeting. There was no old business pending and there was no business from the National Board to be discussed.

New Business

It was moved, seconded and approved that the Arizona State WCRA sponsor their fall meeting in conjunction with the Southwest IRA Regional in Tucson, October 29, 30, & 31. Also that we will sponsor a wine and cheese time late Friday afternoon for all WCRA members attending the Southwest Regional as well as a Saturday morning breakfast meeting.

In conjunction with this, we will also try to sponsor a symposium preceding the wine and cheese. This symposium if possible, will include members from both the Texas and Arizona research on Community College Literacy.

These activities at the Southwest IRA Regional will substitute for our fall meeting. The Spring meeting will be held the second weekend of February, 1982 in Phoenix, Arizona.

11:45 - 12:45

Dr. Patti Anders

Dr. Anders examined five functional literacy tests; R.E.A.L., P.A.I.R., SHARP, Life Skills, and the M.E.T.

These are all criteria reference tests that use reading tasks found in various aspects of real life. One problem that emerges in all these tests according to Dr. Anders is no test explains the criteria specific for choosing items used. This lack of specific criteria of item selection then calls into question the validity of the real life relevancy across populations. One example is reading items chosen from the Los Angeles Schools which are specific only to Junior High Schools in that area.

Also, although some of these tests purported to be diagnostic, some had either too few items under each skill e.g. two, and some had items in which skills were not identified.

This discussion by Dr. Anders is the basis of an article to be published by her in an up-coming issue of the Journal of Reading.

The meeting adjourned at 12:45.



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Denise McGinty
RASL/Learning Services
Jester A332
Austin, Texas 78784

Elaine Cohen
Reading Department Box 17
Metropolitan State College
1006 11th Street
Denver, Colorado 80204

March 30, 1981

Dear Elaine,

I must apologize for the delay of this annual report, but hopefully, the content will be helpful to you.

The total number of WCRA members in Texas for the 1980-81 year presently totals 63. If the membership has increased since September we are not aware of it, but both Joe and I have encouraged those interested in joining WCRA to send their dues to California. Since the national conference is in Dallas this year, we feel that this is an excellent opportunity to enroll new members. We hope to see the membership for Texas increase.

Due to the Dallas conference this year, we did not schedule any area meetings, but we have been making some plans for a 1981-82 area meeting. The vastness of this state almost demands that we consider "piggybacking" with another area conference, as we did in February, 1980. We co-sponsored a Texas WCRA meeting with the Texas Junior College Teachers' Association.

Our efforts as State Directors were focused this year on attracting new memberships, encouraging present members to attend the Dallas conference, and on making the Texas WCRA attractive to members. Many Texas members do not join WCRA because they cannot attend the national conference. The site of this year's conference has made it easy to encourage attendance. We also encouraged members to spread word of the conference to their colleagues. This was done by:

- 1) Sending newsletters to all current members and to those whose memberships had lapsed. We went back two years. The newsletters contained information on board decisions, the Dallas Conference, membership information, and articles from Texas members.

These articles, "New Wrinkles", focused on unique or new programs, techniques, or handouts from around the state. We hoped this column would encourage correspondence between state members.

- 2) We advertised the Dallas conference in the regional IRA newsletter and sent each Texas IRA member interested in the college level information about WCRA and the conference.

- 3) For next year, we are considering a State Expertise Bank, a listing of members and their skills. We would like to make this accessible to all Texas members.

Issues that concern Texas members seem to center on services from WCRA.

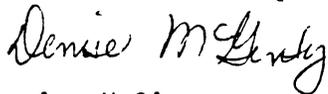
- 1) Receiving the national newsletter at timely dates throughout the year
As directors, we received correspondence asking where the newsletters were. We even received conference registration money.
- 2) Receiving the Proceedings sooner
- 3) Is there some way we could organize a list of people needing someone to room with at the conference and make it available to those who request it?

As State Directors, we experienced some frustrations over receiving the Texas membership list so late after the conference. We strongly recommend that this list be available soon after the conference. We wanted to send a newsletter after the San Francisco conference and before the end of May. We finally found a copy of an old membership list and used it.

We would also like to recommend that the State Directors' meeting be either a pre-conference meeting or held before the conference sessions begin. And lastly, it would be helpful to spend some time at the directors' meeting finding out what other states are doing or even if state directors could correspond with each other sharing information, suggestions, etc.

It has been a pleasure for both Joe and me to serve as State Directors. We both look forward to the conference and serving again next year.

Sincerely yours,



Denise McGinty
Texas State Director

DM:tes

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WCRA NEWSLETTER EDITOR REPORT

JoAnn Carter Wells
April 8, 1981

1. Columns - new columns introduced this year which were an outgrowth of recommendations from last year's conference were ERIC with Donna Dzierlenga from UCLA; Materials with June Dempsey; Evaluation with Carol Clymer Walvekar; and Minority Affairs with Tamyra Turner....what additional columns or emphases do you feel we need????
2. Deadlines - contributors have been more punctual this year and I have been able to respect my printing and dissemination deadlines fairly closely...
Deadlines for this year-----
May 15, 1981
August 31, 1981 (after summer board meeting)
October 15, 1981
January 15, 1982
3. Journal Collaboration - I have spoken to Mike O'Hear and to the printer regarding a separate pull-out section with a different size, color and paper
-all work except printing to be completed at the Journal end
-Newsletter editor to work with the printing and mailing only
-separate costs ...not sure of mailing costs...
-begin with Fall issue
4. State Directors - see need for more involvement from state directors; have sent letter and clip-out coupons to them to facilitate retrieval of news, etc...
-will go to meetings here to generate more involvement....
5. Photos - have spoken to Suzanne McKeown - conference photographer- re: this conference and re: collecting photos on a regular basis from state directors, etc. to feed to the newsletter...
6. Archivist - Ruth Purdy receives multiple copies of the Newsletter regularly
7. Ads - have had 4 during this year; need commitment from someone to help with this thrust of the newsletter...
- have spoken to Don about the billing process but no arrangements finalized
-some publishers have mentioned that they prefer direct mailing(Jossey-Bass)
8. Mailings - since Alaska receives mail so late should we include the Newsletter under first class instead of bulk mail??
-have had requests for the mailing list???
9. Budget - have spent approximately \$2800this year - anticipate same for next...

WCRA NEWSLETTER EDITOR REPORT

-2-

JoAnn Carter Wells
April 8, 1981

EMPHASES AND ITEMS FOR EACH NEWSLETTER
DURING THE YEAR

2000 31
Fall-issue #1 - Board meeting highlights; pre-conference information; call for proposals; nomination information; state directors and other regular columns.... Outstanding member award...

600 10
Fall-issue #2 - Nomination statements and photos; heavy conference issue - theme; speakers; hospitality, etc...

200 10
Winter issue #3 - Nominees photos (only); additional conference information....

700 10
Summer- issue #4 - post conference summary; publishers, etc... board meeting highlights; next conference preliminary information...

Western College Reading Association
Proceedings

April 8, 1981

Report to the WCRA Board

I. Proceedings XIII

- A. Summary of policies
- B. Summary of procedures
- C. Submission of bills

II. Proceedings sales

- A. Reports of sales
- B. Dissemination of Proceedings

III. Proceedings XIV

- A. Introduction of Proceedings editorial team
- B. Forecast for future Proceedings

4/81 Dallas

#10a

Western College Reading Association

GUIDELINES FOR SUBMITTING A PROPOSAL TO HOST THE ANNUAL CONFERENCE

Revised August, 1980

I. Submitting a proposal (bid)

Any member(s) with the approval and support of his (their) college(s) or university(ies) may submit a written conference proposal for the purpose of acting as the on-site conference manager(s) and host(s) in the year identified. The bid should include the following:

- A. A letter of endorsement from the president(s) of the institution(s) or his (their) designate(s) extending the invitation to Western College Reading Association to hold its conference in cooperation with the institution(s) and indicating the degree of support the institution(s) can provide.
- B. Bids from hotels and/or motels in the area that could accommodate our group in terms of meeting rooms and lodging for members? These bids should detail the extent to which the hotel/motel accepts the provisions in WCRA's "Guidelines for Conference Hotel Selection."
- C. A letter from the local tourist or convention bureau or chamber of commerce indicating the degree of assistance and support available for the conference.
- D. A letter from the bidder(s) indicating the acceptance of the responsibilities of conference manager(s). Information about secretarial/clerical assistance available, postage/phone/printing resources available, audio-visual equipment available, and other information that would be helpful to the Board of Directors in making its decision should also be included. (Some examples: campus printing services "at cost"? postage costs for one first class mailing to 1,000 members? graphics services "at cost"? conference manager given portion of released time for conference planning? work-study student clerical help? overhead and slide projectors available for use during conference?)

There are no minimum requirements for "free" or "at cost" resources to be provided by the institutional host(s); some of the above items can be covered by the conference budget if necessary. However, the extent of institutional resources available is one of several factors comparatively evaluated by the Board in making a final decision.

II. General information

- A. All bids for conferences should be submitted at least 2 years before the intended conference, if possible. Conferences are generally scheduled for Thursday, Friday, Saturday, and Sunday of the week ending on Palm Sunday, but exact dates for a particular year should be checked with the WCRA Conference Site Selection Chairperson.

- B. The proposal should be addressed to the WCRA Board of Directors and mailed in care of the current Conference Site Selection Chairperson.
- C. The Board of Directors of WCRA shall have final authority in selecting host institution(s) and housing sites, and no agreements are final except and until approved in writing by this body.
- D. Following the decision of the WCRA Board of Directors, the bidder(s) will be notified of the Board's decision.
- E. The President-elect shall have the sole final responsibility for all aspects of the conference.

III. Duties of the On-Site Conference Manager(s)

The Conference Manager is generally responsible for all of the local on-site arrangements which support the conference program scheduled by the President-elect. Typical duties may include, but are not limited to, the following:

- A. Working with the current WCRA president to finalize the hotel contract soon after the conference bid has been awarded.
- B. Recruiting and appointing local WCRA members as chairpersons and committee members to accomplish the tasks listed below.
- C. Exhibits - contacting prospective publisher exhibitors, arranging for exhibition space, tables, and chairs
- D. Audio-Visual - assembling, scheduling, and distributing A-V equipment for use by program presenters during the conference
- E. Food Events - handling all details connected with whatever group meal functions are scheduled for the conference (menu, decorations, entertainmnet, tickets, door prizes, etc.) - might be evening banquet, continental breakfast, and/or Sunday brunch
- F. Tours - arranging tours to local colleges and/or tours to local tourist sites (buses, lunch, schedule); airport transportation for charter groups
- G. Registration - providing registration packets and name tags; staffing registration desk during the conference; providing display area near registration area for conference info, placement bureau, list of registrants
- H. Hospitality - arranging for supplying and staffing a hospitality suite; arranging for refreshments during breaks; arranging for other needs of newcomers and out-of-towners

- I. Graphics - designing and producing the signs, posters, and tickets needed for the conference, including large replicas of the conference program's daily schedule and a floor plan chart
- J. Conference Credit - arranging for a local college to offer options for credit for conference attendance if feasible and practical

IV. Duties of the President-elect (Program Chairperson)

The President-elect has over-all responsibility for all aspects of the conference but focuses primarily upon planning the conference schedule, developing the program and selecting presenters, and publicizing the conference. Typical duties may include but are not limited to:

- A. Scheduling - collaborates with on-site conference managers and WCRA Board of Directors to finalize a conference time-table of events
- B. Budgeting - proposes an estimated conference budget to the WCRA Board for approval - and controls the expenditures of that budget
- C. Publicity - collaborates with on-site conference managers to prepare WCRA Newsletter announcements to members; prepares conference publicity mailings; arranges for publicity through other professional associations and journals
- D. Program - solicits proposals for institutes and papers; selects and invites keynote speakers; appoints a program committee to help review and accept/reject program proposals; designs and arranges for printing of conference program booklet; appoints a Coordinator of Section Chairpersons to recruit, train, and oversee chairpersons for all of the section meetings
- E. Evaluation - appoints an Evaluation Chairperson and works with that person to develop evaluation instruments and procedures for the conference

Western College Reading Association

GUIDELINES FOR CONFERENCE HOTEL SELECTION

Revised August, 1980

BACKGROUND INFORMATION: WCRA

WCRA is a group of professional educators active in the fields of reading, learning assistance, developmental education, and tutorial services at the college-adult level. The annual conference is generally scheduled for 3 and 1/2 days, Thursday morning through Sunday noon of the week ending on Palm Sunday. The exact program schedule of events and activities is the responsibility of the President-elect, who is elected one year before the conference date.

Conference attendance usually ranges between 350 and 600, depending upon how far the conference site is located from the bulk of the membership in Southern California. Usually, hotel rooms are occupied at a rate 1/3 to 1/2 of the number attending the conference. Recently selected conference hotels have included: Ramada Inn (Tucson, 1976); Cosmopolitan (Denver, 1977); Queen Mary-Hyatt (Long Beach, 1978); Hyatt Regency (Honolulu, 1979); Union Square Hyatt (San Francisco, 1980); North Park Inn (Dallas, 1981); and Bahia-by-the-Bay (San Diego, 1982).

HOTEL REQUIREMENTS:

WCRA requests that the following facilities and services be provided at no charge by the hotel:

- (1) Six to eight meeting rooms large enough for theatre-style seating for 50-75 people available mornings and afternoons each day of the conference, and perhaps one evening. More - or larger - meeting rooms may be required due to increased conference attendance.
- (2) One small room for board meetings Tuesday evening and all day Wednesday prior to the conference, during the conference, and Sunday afternoon as the conference ends.
- (3) A room of approximately 3,000 square feet which can be locked. This room should accommodate 15-25 tables for exhibitors. A 2 and 1/2' x 8' table, tablecloth, chair, and electrical outlet should be provided for each exhibitor. Exhibits may be held 1-3 days of the conference.
- (4) A room large enough to accommodate 350-600 people for two or three general session meetings during the conference.
- (5) 1500 reservation cards to be mailed out by the Association. The cards should clearly state the hotel's cancellation policy. Confirmation notices must be sent by the hotel when reservations are received.
- (6) One complimentary room for every 50 rooms occupied by the Association or 1 suite for every 100 rooms occupied by the Association.

The complimentary rooms should be available each night beginning with the evening before the conference opening and including the evening before the conference ends. Assignment of complimentary rooms as available shall be made by the President according to the order of presidential succession: President, President-elect, Immediate Past-president, Secretary, Treasurer.

- (7) A hospitality suite which can be part of the complimentary room allotment on the basis of 1 to 100 room reservations shall be available to be used as a private room with no corkage fees for Association members. The Association will provide napkins, glasses, mixes, and ice; members will furnish their own alcoholic beverages if desired.
- (8) Up to 10 VIP courtesy baskets or trays, depending on the usual hotel courtesy. The V.I.P. list will be submitted by the President-elect in advance of the conference.
- (9) Transportation to nearby hotels for members who request rooms before the cut-off date for reservations and who must stay at another hotel due to lack of hotel space.
- (10) Free or reduced parking rates for Association members during the conference dates.
- (11) Registration tables in the lobby or another agreed upon location with convenient phone service. The tables will be staffed by Association conference registration personnel.
- (12) A small room which can be locked, near the registration area, from which to distribute audio-visual equipment.
- (13) Complimentary lodging and meeting space for 12 for the WCRA Board of Directors for the two-day week-end Board meeting in late August before the conference. The maximum number of rooms required would be 7.

Any hotel bid should indicate the extent to which the above requirements can be met as well as providing information re: the following:

- (1) Projected room rates for single, double, triple rooms and suites - with final rates to be available not less than 1 year prior to the conference dates. Conference rates should extend Tuesday night through Saturday night to accommodate officers and chairpersons arriving for pre-conference meetings on Wednesday.
- (2) The cut-off date for room reservations to be no more than two (2) weeks prior to the opening date of the conference.
- (3) The number of reservations required to secure the meeting rooms on a "no charge" basis - and the charges for meeting rooms in the event the room obligation cannot be met.
- (4) Provisions for "overflow" guests at nearby hotels/motels including charges for accommodations and transportation services.
- (5) Provisions and charges for transportation from the airport to the hotel.
- (6) A schemata of the floor plan describing the dimensions of the meeting rooms and exhibit space and illustrating the registration area.
- (7) Banquet prices and sample menus.

✓

- (8) Any charges or drayage fees relative to exhibits.
- (9) The name of the hotel liaison person who will be responsible for the smooth and orderly progress of conference activities.
- (10) No other conference to be scheduled during the Association's conference dates without notification to the Association's president one year in advance of the conference dates.

THE ASSOCIATION'S COMMITMENT:

Western College Reading Association agrees to the following:

- (1) One hundred (100) to two hundred fifty (250) rooms occupied during the main conference nights.
- (2) At least 2 meal functions open to the entire membership - typically a continental breakfast included in the conference fees and an evening banquet and/or Sunday brunch as options.
- (3) Three or four mailings and Newsletter announcements of the conference mailed to all Association members.
- (4) Prompt payment of all bills.

SUBMITTING HOTEL BIDS:

Hotel bids should be submitted in liaison with the over-all conference proposal being made by WCRA member(s) and institution(s) in a particular locale. The bid should be addressed to the WCRA Board of Directors and mailed in care of the current Conference Site Selection Chairperson. The Board of Directors of WCRA shall have final authority in selecting a conference hotel, and no agreements are final except and until approved in writing by this body.

Name and address of current WCRA Conference Site Selection Chairperson:

Name and address of the local WCRA member preparing the over-all conference bid:



WESTERN COLLEGE READING ASSOCIATION
READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

TO: Betty Levinson
Ann Faulkner
Elaine Cohen

FROM: Pat Heard *ph*

DATE: September 2, 1980

RE: Revisions in Conference/Hotel Site Selection Guidelines Discussed at August Board Meeting

Attached are drafts of the revised guidelines for site selection and hotel selection. Essentially, I (a) changed the "contract" form of the hotel guidelines, (b) added some transitional and explanatory paragraphs which should make the documents more useful to potential site and hotel bidders, (c) eliminated some duplication between the two, (d) consolidated the lists of duties into topical headings, (e) updated some of the details to conform with current practice, etc. - as you authorized me to do during the August board meeting.

I'd still feel more comfortable before dispatching these documents to potential conference bidders if the three of you would peruse them to be sure they meet with your approval. Any suggested changes could be noted in the margins and the copies returned to me; then I'll send you final copies after that. Thanks a lot - and if I haven't heard from you by (September 15?), I'll assume it's OK to go ahead "as is".

XC: Ann Coil



Western
College
Reading
Association

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READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

TO: WCRA Board of Directors

FROM: Pat Heard *Pat*

DATE: March 13, 1981

The Portland bid will be arriving in separate stages (not coaches!) in your mailboxes over the next week or two. A general bid packet will be mailed from the Portland Convention Association, and Lucy MacDonald will be mailing additional letters of support from other area colleges plus her evaluation of the possible hotel sites. The Portland bid has been somewhat delayed to wait for final ratification and support at the late February Oregon state WCRA meeting, but that seems to have been a good move because Lucy now has commitments of substantive support from several sources, and that could help off-set other potentially higher conference expenses.

For board deliberation re: the Portland bid: (a) Do we want to go to Portland in 1983? (b) Are we strongly committed to WCRA's relatively recent and informal policy of "spreading the professional word" to support colleagues outside of California every other year even if the travel costs are greater for the bulk of the membership? (c) If the costs are ultimately about the same, do we want a good, downtown, multi-story conference hotel or a good, more "sprawling", suburban conference motel? --- the Marriott and the Red Lion Jantzen Beach, respectively. (d) If the costs of both of those are too high, do we want an older, average downtown hotel if it has sufficient conference facilities? This would be the downtown Benson Hotel where WCRA's other Portland conference was held many years ago, and Lucy is checking its facilities.

For board deliberation re: conferences in general: (a) Do we want to stick with the Thursday-Sunday length of the conference? Does Sunday attendance warrant it? Meeting room charges and of course complimentary rooms are increasingly tied to number of guest rooms occupied per night. (b) Hotels are going to get their money either from guest room charges or meeting room charges, so meeting room charges are tied to number of guest rooms occupied. Should we negotiate lower guest room rates by just paying meeting room fees from conference registration fees and thereby spread the "cost" of meeting rooms among all conference-goers? Local commuters and our members who elect to stay at near-by cheaper hotels now, in effect, don't contribute to the cost of hotel meeting rooms. To give you an idea of the possible implications of this idea, I've recently asked both Carole and Lucy to have the hotels submit alternative guest room rates if we paid the meeting room rates from the conference budget. They'll have this info by Dallas, but we have it for the Portland Marriott now: the net effect would be that if 400 people attended the conference, the registration fees would increase about \$7 to cover the meeting rooms and the cost of a double guest room would decrease from \$60 to \$42.

★!
CHALLENGE...RE-ASSESSMENT...AFFIRMATION --- all three are reflected above as well. See you soon in Big D.

WCRA CONFERENCE SITE CHAIRPERSON - DUTIES

As out-going Coordinator of
State Directors

Use the annual conference as a good occasion to informally solicit and feel out interest in conference sponsorship among the state directors and other members.

Before the Mid-Year
Board Meeting

Review the current conference site and hotel selection guidelines and prepare to propose any necessary revisions at the Board Meeting.

Fall Newsletter Deadline

Write an article (if appropriate and/or needed) requesting that prospective conference site bidders contact you for more info. This rarely gets response, but it's worth a try if you don't have any other leads.

Mid-October

Write to possible bidders, enclose copies of the revised site and hotel selection guidelines, and ask that they let you know immediately if they're at least interested in contemplating a bid. Explain that the bid would have to be completed and mailed to you by late January to allow time for necessary follow-up work before being presented to the Board at the next annual conference. To those who are really interested, send sample copies of previous bids and hotel evaluation notes, etc., to facilitate their task.

November-January

Lend whatever encouragement and support is necessary via phone and mail.

February-March

Receive and examine the site and hotel bids in detail. Work with the bidders (via phone, mail, and in person if the WCRA budget permits) to polish the bids into final form. Send copies of the bids and summary evaluations to the WCRA Board members for their study as early as possible before the annual conference. Arrange for the bidders to meet with the Board at the annual conference to present and discuss their bids.

At the conference

Coordinate the presentation of bids to the Board. Remind the new President to respond officially to the bidding institutions after the conference; preliminary hotel contracts should also be finalized and signed by the new President after the conference.



Western College Reading Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

CERTIFICATE OF APPRECIATION

presented to

SAMPLE ONLY - NOT TO BE AWARDED!!

*In recognition of the time, effort and support you have given to the
Western College Reading Association.*

President

4/81 Dallas

#12

WCRA NOMINATION FORM

Long and Outstanding Service to WCRA Award

PURPOSE OF AWARD

The Long and Outstanding Service to WCRA Award is given periodically to recognize a member's past service, commitment and contribution to WCRA through the years.

ELIGIBILITY

The nominee must have been a WCRA member for five or more years.

APPLICATION PROCEDURE

1. All nominations must be made on the WCRA form. A separate piece of paper may be attached to the form if more room is needed.
2. All nominations must be sent to the Awards Committee chairperson by December 1.
3. The Awards Committee chairperson must receive three separate nominations for the committee to consider a member for the award.
4. There must be a five-year interval between receiving the Outgoing President's Award and being considered for the Long and Outstanding Service to WCRA Award

Name of Nominee: Sallie Brown

Name of Person Making Nomination: Dave Fisher

Evidence of local (college/university) service to WCRA Enrolled new WCRA member. Arranged for her college El Camino to sponsor Southern California WCRA Annual Conference.

Evidence of state level service to WCRA. Co-Director Southern California WCRA

Evidence of regional (conference) service to WCRA Arranged for speaker for Long Beach Conference.

Committees served in WCRA Hospitality Committee: Conference Planning Committee.

Positions held in WCRA Southern California State Director

Presentations at WCRA conference (local, state, regional) Presentations at all three levels for the past eight years.

Professional contributions furthering WCRA philosophy Prepared Educational material for Educational Inc.

Leadership in home institution. Staff Development: Learning Resource Center: Kellogg Committee.

Work with or in other professional organizations The People's Center - IRA

Submit to: **Mitchell Kaman, WCRA Awards Chairperson**
Larimer County Voc-Tech Center
4616 S. Shields
P O Box 2397
Ft Collins, CO 80522

WCRA NOMINATION FORM

Long and Outstanding Service to WCRA Award

PURPOSE OF AWARD

The Long and Outstanding Service to WCRA Award is given periodically to recognize a member's past service, commitment and contribution to WCRA through the years.

ELIGIBILITY

The nominee must have been a WCRA member for five or more years

APPLICATION PROCEDURE

1. All nominations must be made on the WCRA form. A separate piece of paper may be attached to the form if more room is needed.
2. All nominations must be sent to the Awards Committee chairperson by December 1
3. The Awards Committee chairperson must receive three separate nominations for the committee to consider a member for the award.
4. There must be a five-year interval between receiving the Outgoing President's Award and being considered for the Long and Outstanding Service to WCRA Award

Name of Nominee SALLIE BROWN; member since 1971.

Name of Person Making Nomination GENE KERSTIENS

Evidence of local (college/university) service to WCRA HAS ENROLLED MANY NEW WCRA MEMBERS. OBTAINED THE WELCOMING SPEAKER FOR LONG BEACH CONFERENCE; HAS PROVIDED INFORMAL AND FORMAL TRAINING FOR WCRA MEMBERS VISITING THE CAMPUS;

Evidence of state level service to WCRA SEVED AS SOUTHERN CALIFORNIA STATE DIRECTOR FOR WCRA FOR AT LEAST A YEAR BUT PROBABLY TWO YEARS, TEMPORARILY TOOK OVER PLACEMENT OFFICER'S POSITION DURING A CRISIS.

Evidence of regional (conference) service to WCRA IN 1974 SPONSORED THE WCRA SOUTHERN CALIFORNIA REGIONAL CONFERENCE; HAS SERVED ON THE COMMITTEE FOR SUCH CONFERENCE AT TWO ADDITIONAL CONFERENCES; HAS PRESENTED AT THREE REGIONAL CONFERENCES.

Committees served in WCRA WCRA HOSPITALITY COMMITTEE; PLANNING COMMITTEE FOR LONG BEACH ANNUAL CONFERENCE; ON VARIOUS OTHER COMMITTEES I CAN'T REMEMBER; HAS VOLUNTEERED AS STANDBY PERSONS ON MANY OCCASIONS.

Positions held in WCRA SOUTHERN CALIFORNIA STATE DIRECTOR

Presentations at WCRA conference (local, state, regional) THREE AT THE REGIONAL LEVEL; FOUR AT THE ANNUAL CONFERENCE.

Professional contributions furthering WCRA philosophy PUBLISHED IN THREE WCRA PROCEEDINGS; IN JUNIOR AND COMMUNITY COLLEGE JOURNAL; COMMERCIAL LEARNING SKILLS MATERIALS.

Leadership in home institution IS THE INITIATOR OF SIX MINICOURSES IN LEARNING SKILLS; SERVED ON THE KELLOGG COMMITTEE FOR STAFF DEVELOPMENT; INITIATED NUMEROUS LEARNING IMPROVEMENT WORKSHOPS; CURRICULUM COMMITTEE, CCPRE COMMITTEE

Work with or in other professional organizations THE PEOPLE'S CENTER; AWARE GROUP; IRA;

Submit to Mitchell Kaman, WCRA Awards Chairperson
 Larimer County Voc-Tech Center
 4616 S Shields
 P O Box 2397
 Ft Collins, CO 80522

WCRA NOMINATION FORM

Long and Outstanding Service to WCRA Award

#13c

PURPOSE OF AWARD

The Long and Outstanding Service to WCRA Award is given periodically to recognize a member's past service, commitment and contribution to WCRA through the years

ELIGIBILITY

The nominee must have been a WCRA member for five or more years.

APPLICATION PROCEDURE

1. All nominations must be made on the WCRA form. A separate piece of paper may be attached to the form if more room is needed.
2. All nominations must be sent to the Awards Committee chairperson by December 1.
3. The Awards Committee chairperson must receive three separate nominations for the committee to consider a member for the award.
4. There must be a five-year interval between receiving the Outgoing President's Award and being considered for the Long and Outstanding Service to WCRA Award.

Name of Nominee SALLIE BROWN - HARBER COLLEGE, CALIF.

Name of Person Making Nomination ISADORE ROSENBERG

Evidence of local (college/university) service to WCRA SHE IS AND HAS BEEN AVAILABLE TO ASSIST AND TAKE RESPONSIBILITY AT ALL TIMES TO DO HER PART FOR WCRA. SHE HAS TAKEN AN ACTIVE PART IN EVERY WCRA ACTIVITY.

Evidence of state level service to WCRA: SHE ASSISTED ME WHEN I WAS STATE CHAIRMAN -

Evidence of regional (conference) service to WCRA: ALWAYS THERE HELPING

Committees served in WCRA: PLANNING COMMITTEE FOR WCRA ANNUAL CONF.

Positions held in WCRA: SO. CAL. STATE CHAIRMAN

Presentations at WCRA conference (local, state, regional): MANY PRESENTATIONS RECORDED BY WCRA

Professional contributions furthering WCRA philosophy: RECORDED IN ERIC (3 WCRA PROCEEDINGS) PUB: COM. COLLEGE JOURNAL

Leadership in home institution: PRODUCED VIDEO TAPE ON READING USED BY OTHER LOCAL COLLEGES (SQ32)

Work with or in other professional organizations.

Submit to: Mitchell Kaman, WCRA Awards Chairperson
Larimer County Voc-Tech Center
4616 S. Shields
P O Box 2397
Ft. Collins, CO 80522

Isadore Rosenberg

SUBMITTED BY -
PROF. ISADORE ROSENBERG
DIR. STUDY SKILLS CENTER -
PIERCE COLLEGE
WOODLAND HILLS CA 91392

Photographer's Budget

1980-81	San Francisco Conference		
	4 rolls of film (36 exposures) @ \$2.55	=	\$10.20
	Processing @ \$6.39	=	\$25.56
			<u>\$35.76</u>
			+2.15 tax (6%)
			<u><u>\$37.91</u></u>
1981-82	Dallas Conference		
	3 rolls of film (36 exposures) @ \$2.55	=	\$ 7.65
	Processing @ \$6.39	=	\$19.17
			<u>\$26.82</u>
			+1.61 tax (6%)
			<u>\$28.43</u>
	Postage with new duties compiling photos from state meetings	=	\$10.00
			<u><u>\$38.43</u></u>

WCRA PLACEMENT BUREAU REPORT

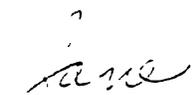
I have sent out three placement newsletters this year. I've brought the fourth newsletter to put on the placement news table at the conference, and I will send a fifth one out in May if there are positions to be advertised.

I'm now mailing the newsletter to 160 WCRA members. There is a sign-up list on the placement bureau table this week, so I expect several other members will be on the mailing list after the conference.

I have received this year, several job listings from schools and universities looking for qualified candidates for a variety of positions. The Cal State Fullerton Reading Department also receives several job listings a year, and I found many interesting listings in the Chronicle of Higher Education. I've tried to include positions from several other areas, besides reading and learning skills jobs. Many of our members with their varied skills and interests are qualified for positions that range from the Director of the Learning Center, to Director of Student Academic Support Services, to Student Development Specialist.

I've spent \$152.12 this year on xeroxing and mailing. With the rising cost of paper and mailing, I suggest that you budget at least this much, if not more for next year.

This will be the last semester that I will be in charge of the Placement Bureau. I've enjoyed doing it, and I hope that I have provided a useful service to the WCRA members. I will be happy to work with the next Bureau Director. I have several sheets of mailing labels and an up-to-date mailing list ready to go.


Jane Ballback

* LIAISON 1980-81 *

NRC - National Reading Conference

WCRA: Dr. Ladessa Yuthas
Reading Department - Box 17
Metropolitan State College
Denver, CO 80204

*President

CAPED - California Association of Post-secondary Education

WCRA: no one noted this association
on a resource form

President

Dr. Gary L. Graham
Fresno City College
1101 E. University Ave.
Fresno, CA 93741

CCCTA - California Community College Tutorial Association

WCRA: Mr. Robert Renteria
Cerritos College
11110 E. Alondra Blvd.
Norwalk, CA 90650

President

David K. Smith
4008 Third Street
Riverside, CA 92501

NCDE - National Conference on Developmental Education

WCRA: Dr. Suanne D. Roueche
College of Education
University of Texas at Austin
Austin, TX 78712

Contact

Dr. John Roueche
same address

NARDSPE - National Association for Remedial and Developmental
Studies in Post-secondary Education

WCRA: Beryl Brown
University of California
OASIS B-025
San Diego, CA 92093

President

Hunter Baylan Dr. Gary Saretsky
c/o Chicago State University
Academic Skills Development
Program
95th Street at King Drive
Chicago, Illinois 60628

CRA - College Reading Association

WCRA: Dennis Gabriel
Cuyahoga Community College
Western Campus
11000 Pleasant Valley Road
Parma, OH 44130

President

Dr. William Blanton
Dept. of Reading Education
College of Learning and
Human Development
Appalachian State University
Boone, NC 28608

ACPA - American College Personnel Association
Commission XVI - Learning Centers

WCRA: Carol Clymer Walvekar
University Drop-In Lab
Box 5278
New Mexico State University
La Cruces, NM 88003

Chairperson, Commission XCI

Dr. Robbie Nayman
Counseling Center
Colorado State University
Fort Collins, CO 80523

IRA - International Reading Association

WCRA: Marilyn Fairbanks
909 Riverview Drive
Morgantown, WV 26505

President

Dr. Roger Farr
800 Barksdale Road
P.O. Box 8139
Neward, Delaware 19711

ABE - ABC Newsletter

WCRA: Diane Luu
Fraser Valley College
45600 Airport Road
Chilliwack, B.C. V2P6T4

Contact

Iris Rich McQuay
Cariboo College
P.O. Box 3010
Kamloops, B.C. V2C 6B7

First Year Proposal WCRA Journal

The WCRA Journal will appear three times during the coming year. The first issue is planned for fall of 1981 although it is possible that, if enough contributions are received by mid-April, the first issue could come in summer of 1981. After this year, the Journal will appear quarterly. This year the Journal is planned as an insert in the Newsletter. However, separate mailing, and even a different size is projected for 1982-83.

The Journal will initially be a twelve-page pull-out insert in the Newsletter. It will have its own logo, copies of which will be available for inspection at the conference. The format will be: cover, with table of contents and brief statement of editorial policy on the reverse side, with first article beginning on the same page; five to six articles, depending on length; no pictures or diagrams, except as required to support articles; color will vary by month, but will always vary from that used in the Newsletter; type, although the same size as the Newsletter's, will coordinate with page color (i.e., dark blue type on light blue page); three columns of print will be used to fit more material on pages; page size will be 8½" x 11"; no special cover stock will be used during the first year. After the first year, the Journal will be mailed separately, will probably go to 5" x 7" format, and will use a heavy cover stock with two saddle stitches in the binding.

Editorial policy statement is included. This statement is being distributed to all conference goers and will be repeated in the summer newsletter. Articles will only be accepted from WCRA members.

Printer has not yet been determined. However, budget includes provision for 950 copies of the Journal, typesetting to be done by us or by printer, and proofreading to be done by editorial staff. Since the initial year will see the Journal mailed as a Newsletter insert, mailing and collating will be done by Oxford Mailing Service. Budget also includes an estimate of cost of shipping the 950 copies to Oxford by UPS.

Although the first issue may be a potpourri of articles on different subjects, future issues should contain a central theme (i.e., evaluation, novel programs, use of media, etc.) for articles used. Whether the theme idea is possible or not will depend on number and variety of articles we receive. Conference papers not accepted for the Proceedings will be acceptable for the Journal.

Anonymity of writers will be assured, as far as possible, in the review process. Three reviewers will judge each article; reviews will be carried out according to the Proceedings guidelines; two positive votes will be needed to publish; preference will be given to articles receiving three "yes" votes.

Budget expenditures* 1980-1981

Phone	\$ 7.25
Copying	15.00
Postage	1.50
Logo	50.00
	<hr/>
Total	\$ 73.75

* Figures approximate

Budget request 1981-1982

Phone	\$ 50.00
Mailing (Oxford Mailing Service)	99.75
Postage (including UPS)	85.00
Printing	2250.00-\$2535.00
Duplicating	25.00
Typing (60 hours at \$5 per hour)	300.00
	<hr/>
Total	\$2809.75-\$3094.75

Special procedures

School billings will be done by the Indiana University-Purdue University at Fort Wayne Purchasing Office as expenditures occur.

Other billings will be forwarded for payment on their receipt by the editor.

The WCRA Journal is designed to reflect the broadest interests of WCRA's membership. Articles are needed which represent the concerns of all sections of our membership. While the topical and unique are always of interest, articles which explore the philosophical and theoretical aspects of the field are equally important. You must belong to WCRA to submit an article.

ON THE MATTER OF STYLE:

Articles should be well-written, lively, and pointed; a personal, informal writing style is appropriate. Avoid ponderous language and over-elaboration. Case studies which illustrate a movement in the field, and "here's our advice for you" articles are welcome. We screen out manuscripts that merely codify common sense or rehash existing programs and ideas. Manuscripts on new and controversial subjects are invited. While no hard and fast rules are followed, footnotes and references should be kept to a minimum. All footnote references should appear at the end of the manuscript, not at the bottom of the page and must follow WCRA Style Sheet guidelines.

LENGTH OF ARTICLES:

There is no required length, but we do not plan to publish manuscripts that are longer than twelve typewritten pages (double-spaced, regular margins). Some manuscripts may be as short as two pages. Remember that editorial space is at a premium. Check your manuscript over, and condense it as much as possible before you send it in. In other words, be your own preliminary editor!

OUR PUBLICATION PROCESS:

When we receive your manuscript, we log it in. Your manuscript is then sent to three members of our editorial board who edit each manuscript for style and content and classify the manuscript as follows: (1) accepted for publication with a high priority on it; (2) accepted for publication, if space allows; (3) returned to the author for revision; (4) rejected. Any alterations made by the editors will be minor, dictated by make-up consideration.

You will be informed as soon as the editorial board has made a decision on your manuscript. If your manuscript is accepted, we will use it as soon as possible, depending upon its subject matter, timeliness, other material being used that issue and other factors. Articles not accepted will be returned as soon as a decision is reached.

HOW TO SUBMIT AN ARTICLE:

Send three copies of the typed manuscript (keep a copy for yourself) with a cover letter to Dr. Michael F. O'Hear, Coordinator, Transitional Studies, Indiana University-Purdue University at Fort Wayne, 2101 Coliseum Blvd. East, Fort Wayne, Indiana 46805. On a title page, be sure to include your correct title, office address, institution, telephone number, and a short biographical statement. Please do not put your name or institution on any page of the article itself. This will help assure unbiased review of the manuscript.

WCRA Northwest Consortium

Chemeketa Community College	Salem, OR	Site Chairperson Coordinator
Mt. Hood Community College	Gresham, OR	Educational Tours
Portland Community College	Portland, OR	Local Coordinators Audio Visual Aid
Clackamas Community College	Oregon City, OR	Manpower
Linn-Benton Community College	Corvallis, OR	Food Chairman <i>manpower</i>
<i>Kate O'Dell</i> Lane Community College	Eugene, OR	<i>Food Chair man</i> PR, Graphics
Central Oregon Community College	Bend, OR	Publishers Exhibit
University of Oregon	Eugene, OR	Media Coordination
Eastern Oregon State College	La Grande, OR	Advanced Registration College Credit
Lower Columbia Basin Community College	Longview, WA	Manpower

Total: 7 Oregon Community Colleges, 1 Washington Community College, 2 Universities

MEMORANDUM

CHEMEKETA
COMMUNITY
COLLEGE



To: Board of Directors, WCRA

Fr: Donna Lane, Associate Dean
Developmental Education

Date: April 2, 1981

Re: Funds for staff participation in the 1983 Conference

As program director of the reading department at Chemeketa Community College, I'd like to assure the Board of Directors that if Lucy MacDonald becomes site chairman for the 1983 conference, the College, through the Developmental Education budget, will be willing to provide the following:

- a. conference chairman and reading staff release time.
- b. campus printing resources.
- c. graphics services at cost.
- d. work study and secretarial help as needed.
- e. some postage and telephone costs.
- f. available audio visual materials.

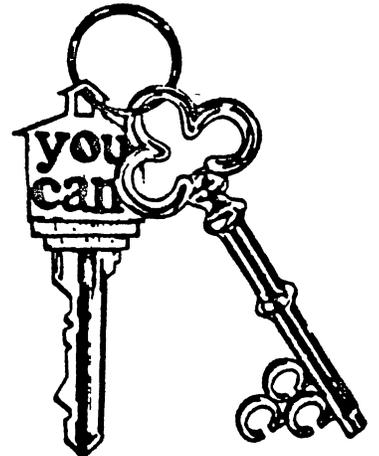
We have already identified funds for staff participation in this endeavor and the deans of Instruction and Community Services have expressed administrative support.

In addition, I feel it would be difficult to find a more resourceful, competent and hard working site chairman than Lucy MacDonald.

If you desire additional or more specific information, I will be glad to provide it.

DL:lh

Donna Lane,
Associate Dean
Developmental Education
Chemeketa Community College





4000 LANCASTER DRIVE N.E.
P.O. BOX 14007
SALEM, OREGON 97309
(503) 399 5000

December 18, 1980

Ms. Patricia Heard, Past President
Western College Reading Association
c/o RASSEL Learning Services
A332 Jester, University of Texas, Austin
Austin, Texas 78784

Dear Ms. Heard:

On behalf of the Community and Continuing Education Division of Chemeketa Community College, Salem, Oregon, I wish to extend an invitation to the Western College Reading Association to hold its 1983 Conference in the Beautiful Pacific Northwest. It is planned that the conference would be held in Portland, Oregon, and hosted by Clackamas, Chemeketa, Lane, Mt. Hood, and Portland Community Colleges.

Ms. Lucy MacDonald, Instructor of Developmental Reading at Chemeketa Community College, and currently site chairman, would assume many of the responsibilities of organizing and managing the conference. It is my opinion this would be of benefit both to her and to Chemeketa Community College. She is the type of person who is easy to work with and is completely dedicated to the goals of the Western College Reading Association. She will be granted some release time to do the necessary conference planning.

The Western Conference Reading Association can expect the following support services if the conference bid is accepted:

Audio Visual - University of Oregon Media Practicum students

Tours - Portland Community College

Registration - Eastern Oregon State College

Hospitality - Mt. Hood Community College

Graphics - Lane Community College

Conference Credit - Eastern Oregon State College

d

It is with great anticipation that this bid to hold the 1983 Western College Reading Association Conference in Portland, Oregon, will be favorably received. It is a rich opportunity for the colleges and universities in this area of the Northwest to express their enthusiasm and support by hosting the 1983 conference.

Sincerely,

Alvin M. Leach

Alvin M. Leach, Dean
Community & Continuing Education

AML:jr



4000 LANCASTER DRIVE N.E.
P.O. BOX 14007
SALEM, OREGON 97309
(503) 399-5000

e

February 4, 1981

Betty Levinson
President
Western College Reading Association

Dear Betty:

As a new enthusiastic member of WCRA, I was honored to be asked to spearhead a movement to bring WCRA to Portland in 1983. However, since the membership has grown, one person or, indeed, one school alone can no longer host such a large group. Hence, it was necessary to form a broad base in the form of a consortium,

I spent this Fall investigating such a possibility. The WCRA Northwest Consortium now numbers two colleges and seven community colleges from Oregon and Washington and is growing. Each college has identified a committee and/or area that they would be willing to take charge of. My Dean, Al Leach, has given me permission to coordinate these efforts should the membership decide to come to Portland in 1983.

Given the wonderful support of the consortium members, I am willing to act as Conference Manager for the annual Spring meeting on March 24-27, 1983. Such a Northwest conference would be an excellent opportunity for local staff development as well as a chance to share national expertise.

WCRA is the first and only organization that I have found which integrates theory with the applied science of the practitioners. WCRA members are the "doers", the ones who make things happen. Thus, I welcome the opportunity to participate in an organization that has been more than a graduate school, more than home. I look forward to joining the ranks of the "doers" with a little joyous trepidation and lots of optimistic enthusiasm.

Sincerely,

A handwritten signature in cursive script that reads "Lucy MacDonald".

Lucy MacDonald

gh



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

February 4, 1981

Ms. Patricia Heard
c/o RASSL Learning Services
A332 Jester, U.T. Austin
Austin, Texas 78784

Dear Pat:

I would like to take this opportunity to invite the Western College Reading Association to the Pacific Northwest for the 1983 convention.

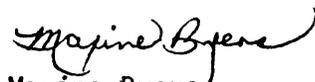
Portland is an exciting convention city. The largest city in Oregon offers excellent accommodations and superb dining. Travel by air, train, or bus is easily arranged. A visit to Portland will give you the opportunity to experience the region's incredible natural beauty and wonders--including Mt. St. Helens!!!

Lucy MacDonald would be an excellent on-site conference manager. As a colleague of Lucy's, I would say that her reliability is outstanding. Besides dependability, she is thorough in her attention to details, has a high energy level, and is creative and innovative.

During this early planning stage, state support of the national convention appears to be high, and I would expect this support to gain momentum. I see this convention as an opportunity for learning assistant professionals in our area to attend a conference of national caliber. Since a number of college and universities are in the immediate Portland area, we can continue the tradition of offering educational tours.

Thank you for considering Oregon's bid for the 1983 convention.

Sincerely,


Maxine Byers
Oregon State Director

MB:af

cc: Lucy MacDonald



GREATER PORTLAND

CONVENTION & VISITORS ASSOCIATION, INC.

26 S.W. Salmon • Portland, Oregon 97204 • Telephone (503) 222-2223

J

February 4, 1981

Ms. Patricia Heard
Conference Site Chairperson
WESTERN COLLEGE READING ASSOCIATION
RASSL-Learning Services
University of Texas at Austin
A332 Jester
Austin, TX 78784

Dear Ms. Heard:

It has been a pleasure working with Ms. Lucy MacDonald of Chemeketa Community College regarding the possibility of Portland hosting the WESTERN COLLEGE READING ASSOCIATION in March of 1983. You can rest assured you have the cooperation of our community and of the Greater Portland Convention and Visitors Association.

DATES AND FACILITIES

We have blocked rooms at the following properties on a tentative basis: the Portland Hilton, the Portland Marriott and the Red Lion Motor Inn at Jantzen Beach. Individual proposals from the respective hotels are enclosed.

TRANSPORTATION

Portland is easily accessible from all over the world with approximately 300 flights per day in and out of the Portland International Airport. United, Republic, Braniff, Western, Continental, Alaska, Eastern, Northwest Orient, Air California, and Delta Airlines serve the Portland area and can offer direct flights to 21 of the 25 largest cities in the United States.

Portland is also easily accessible for those attendees who will be driving. A modern highway system, Interstate 5, brings delegates together from the North or South. Portland is also easily accessible East and West on Interstate 84.

Modes of local transportation include airport limousine and bus service to all major lodging facilities; four major cab companies combining to offer a large fleet of taxis; three fine charter bus companies; four reputable rent-a-car firms plus a modern public bus system which includes free public transportation in the downtown area.

ATTRACTIONS

The Portland area is rich in historical and cultural attractions all within easy access of your hotel facilities. Listed within the enclosed convention packet are cultural, historical, sporting, and just plain fun activities. Our city provides a diverse range of attractions from our world-famous rose gardens and waterfront park to top-name entertainment in our Memorial Coliseum and hotels. Portland also provides a wide variety of outdoor sports, professional sports, fine dining, shopping and some of the greatest sightseeing in the world . . . an exciting city in which to live, work and meet.

RESTAURANTS

Over 1,200 restaurants in the greater Portland area make the city one of the west coast's finest dining experiences. Among these are gourmet restaurants providing the conventioneer ample opportunity to explore the typical culinary arts that have made the Pacific Northwest a pleasure dining area. We are confident delegates will find our steak and seafood houses, as well as our international cuisine restaurants absolutely delightful.

SHOPPING

Portland is fashion conscious, and delegates and their spouses will enjoy a myriad of shopping opportunities that prevail both in the central business district and outlying modern shopping centers. One specifically that is pertinent to the conventioneer and spouse is Lloyd Center. Not only does it combine shopping in over 100 stores in one place, but ice skating, eating and relaxing in an atmosphere typical of Portland. Leading name department stores, prestigious specialty shops, numerous boutiques, aesthetic malls, old-world shopping villages, and several flea markets, together with Lloyd Center, make Portland a shopping paradise.

BUREAU SERVICES

Our Greater Portland Convention and Visitors Association is here to assist you in whatever way we can to assure a successful convention. We have registration clerk assistance available, promotional literature, assistance with extra-curricular activities, spouse programs, tours, liaison with our civic leaders, attendance promotion, assistance in getting local publicity, and overall convention planning. If we can not provide a service, we can at least direct you to the person who can. I have attached a convention service sheet for your review.

SUMMARY

I would like to emphasize that we do have the support of Clackamas, Chemeketa, Lane, Mt. Hood and Portland Community Colleges, as well as other institutions of higher learning in the state of Oregon in submitting this proposal. You most certainly would have the support of our entire civic and corporate community when your meeting is held in Portland. We have assembled a great deal of information in this proposal, but if there are specific questions that are still unanswered please feel free to give us a call collect. We certainly hope that you will give Portland strong consideration for your Convention in 1983.

Sincerely,



Elroy L. Miller
Sales Manager

ELM:kk

Office of the President
December 11, 1980

**Lane
Community
College**

4000 East 30th Avenue
Eugene, Oregon 97405
(503) 726-2200

MEMORANDUM

TO: Lucy McDonald
FROM: President Schafer 
SUBJECT: Western College Reading Association

It is my understanding that WCRA is considering the possibility of holding a national conference in Portland, Oregon during 1983.

I have discussed this subject with our Study Skills Department Head, Pat John, and I'm pleased to join other Pacific Northwest colleges in supporting your efforts to attract the conference to the Portland area.

While the financial constraints facing all of us cause some concern, I am strongly in support of your proposal and will commit our staff to assist in any way that they can.

I appreciate your leadership in this area.

cc: Pat John

CENTRAL OREGON COMMUNITY COLLEGE

COLLEGE WAY
BEND, OREGON 97701
503-882-6112

January 31, 1981

Ms. Lucy McDonald,
Chemeketa Community College,
Salem, Oregon

Dear Lucy,

This letter is intended as a commitment to you and to WCRRA of my willingness to assist with the task of hosting a WCRRA annual conference in this state. Specifically, I agree to carry out any and all duties associated with the publisher's exhibits at such a conference. Additionally, I'm ready to support you in any other way you would ask that I can.

Sincerely,
Virginia Strouger.



Educational Opportunities Program

College of Arts and Sciences
UNIVERSITY OF OREGON
Eugene, Oregon 97403

503/686-3232

February 26, 1981

L

Lucy MacDonald
Chemeketa Community College
4000 Lancaster Drive NE
Salem, Oregon 97303

Dear Lucy:

I was extremely pleased when you accepted the task of organizing the bid for a 1983 annual conference of WCRA in Portland, Oregon. I believe WCRA members will enjoy themselves immensely in the Pacific Northwest, and you will undoubtedly put together a fantastic conference.

I would like to offer my services in any capacity you feel is most appropriate. My special interest is making arrangements for the best food conference-goers have ever tasted, so I would like to volunteer for working on or chairing the food committee. I have easy access to Portland and would be able to make the arrangements with a minimum of expense and extra travel.

If I can be of any help in preparing the bid you will carry to Dallas, please don't hesitate to call on me. Good luck with your presentation.

Yours very truly,

A handwritten signature in cursive script, appearing to read 'Kate', is written over the typed name.

Kathleen D. O'Dell
Assistant Director for Instruction



**MT.
HOOD
COMMUNITY
COLLEGE**

26000 S. E. STARK ST., GRESHAM, OREGON 97030 • PHONE (503)867-8422

Dr R Stephen Nicholson, *President*

March 9, 1981

Lucy MacDonald
Developmental Studies
Chemeketa Community College
4000 Lancaster Drive, N.E.
P.O. Box 14007
Salem, Oregon 97309

Dear Lucy,

Developmental Reading at Mt. Hood Community College would be glad to assist Chemeketa in preparations for the WCRA conference in 1983. In looking over your checklist, and after discussing it with you on several occasions, I believe the Developmental Reading staff at M.H.C.C. would be interested in assisting with the educational tours in the Portland area.

If you find you need other items on the checklist attended to or have any other questions, feel free to contact me, Anna Marie Updegraff, or Julia Shroul -- we'd be glad to help.

Sincerely,

Joyce Helens
Division Chairperson
Developmental Education

JH/ds



Western
College
Reading
Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

January 19, 1981

Lucy MacDonald
Chemeketa Community College
4000 Lancaster Drive Avenue
Salem Oregon 97309

Dear Lucy:

I would like to confirm, in writing, my interest and active support in helping host a Northwest WCRA conference in 1983. We have two developmental instructors on campus who would also contribute time and energy toward this cause. N

I will get the word to the Washington State contingent when we have our state workshop in March. I am sure our membership will be eager to have the conference in the Northwest.

Please feel free to contact me in the future.

Sincerely,

A handwritten signature in cursive script that reads "George Dennis". The signature is written in dark ink and is positioned below the word "Sincerely,".

George Dennis
Study Skills Director

Marriott

0

Plusses

Downtown on the Willamette River
New hotel
Indoor swimming pool & health spa
Lots of little conversation spots
Efficient, helpful staff
180 rooms on major night will guarantee meeting space

Minuses

Parking fee
Exhibit room would have to be one of breakout rooms

~~Thunderbird~~
Red Lion

Free transportation from airport
Free parking
Meeting rooms with view of Columbia
Meeting rooms with easy access for off loading
AV equipment
Excellent conference history
Island in middle of Columbia river
Adjacent health club & racket ball club

VIP's at discretion of hotel
50% charge of August Board of Directors' meeting
Excess space may be contracted to other groups without notification
Only public transportation downtown (cab fare prohibitive)
isolated?
200 meeting rooms on every conference night to guarantee meeting space

Hilton

Good downtown location close to shopping
Plenty of meeting rooms
Poolside banquet room for 250-300

17 year old rooms just now being renovated
Parking fee
Fee for transportation from airport
Congested lobby
Elevators a bottleneck

200 rooms to guarantee meeting space

1. Cost of meeting rooms

Rooms occupied on "a. major night"

- 180 - free
- 130 - \$210
- 120 - \$600
- 90 - \$1200
- 0-90? - \$2000

OK

Total charge approximated from Dallas usage:

- mtg. rooms 7 x 50 x 2 = 350
- mtg. rooms 6 x 50 x 2 = 600
- Cybernets 2 x 325 = 650
- Food sessions 1 x 325 = 325
- free on day of dinner 1925?

4/81 Dallas #19

Free if:

- Wed = 100
- Th, Fri - 200 + ...
- Sat = 150
- Sun = no charge if brunch

Has avoided giving charges for rooms if occupancy limit reached.

2. Exhibits

Tables, outlets free

Tables, outlets free

3. Hospitality Suite

1/100 - "preliminary" of suite - size 700 sq. ft.
 Suites - \$69
 \$150
 \$210

1/100 - size?

4. Computer rooms

1/50

1/50

5. Reservations

3-week advertised cut-off but 1-week "grace period"

2-week cut-off

Free August board meeting

yes

50% discount

Guest costs

\$50-\$60 (14% off)
 airport - \$3.25 (\$6.50)
 parking - \$3/day

\$53-\$63 (no %)
 free airport
 free parking

HYATT SAN JOSE
AT SAN JOSE AIRPORT
1740 NORTH FIRST STREET
SAN JOSE, CALIFORNIA 95112 USA

4/81 Dallas #20a

20

408 298 0300 TELEX 357408

March 24, 1981

HYATT

Ms. Carol Bogue
Learning Assistance Center
San Jose City College
2100 Moorpark Avenue
San Jose, California 95128

Dear Carol:

Thank you for calling the other day to discuss the possibility of offering the Board of Directors of WCRA an alternate proposal regarding room rates for your 1983 Convention. We would like to submit the following alternate proposal for the consideration of your Board members in addition to that information which was submitted at an earlier date.

In our previous proposal we had guaranteed a 15% discount on our regular room rates for 1983 to your convention attendees. Additionally, we had said that there would be a charge of \$600 per day for meeting room rental with a credit of \$4.00 per guest room occupied per night. In an effort to lower the guest room rate, we would like to offer you the following alternative.

Instead of the 15% discount we had offered with the possibility of no meeting room charges we would now like to offer a 20% discount on our prevailing regular hotel rates in 1983 to your Convention membership. However, while this will represent an approximate \$5.00 savings on each room compared to the previous proposal, we must now levy a meeting room rental charge. This charge of \$1,800 total for all meeting space for all four days will not be subject to a credit per guest room occupied per night.

Carol, as we discussed, this will distribute the cost of the meeting facilities more evenly amongst your membership while saving money for those who will be staying overnight.

HYATT & CO. INC.

Please relay to your board members that whichever option they choose, we hope that they will select the Hyatt to host your 1983 Conference. Thank you for communicating to me the desire for an alternate possibility to the room rate situation and for being so good to work with. Talk to you soon...

Sincerely,

HYATT SAN JOSE



Bill Allison
Director of Sales & Marketing

BA/mm

R-03938

2100 Moorpark Avenue
San Jose, California 95128 4/81 Dallas
(408) 298-2181 #21

San Jose Community College District
Board of Trustees

John R. Brokenshire
Gael Douglass
Dr. John E. Marlow
Virginia Sandoval
Yancy L. Williams

21

San José City College

Dr. Theodore I. Murguía
President

Otto Roemmich
District Superintendent

March 23, 1981

Betty Levinson, President
Western College Reading Association

To further clarify Dr. Ted Murguía's support of the conference bid for 1983/1984 by San Jose City College, I've listed the following items which have received his approval:

1. a portion of Carole Bogue's time to serve as conference manager
2. some clerical support to be absorbed by the IAC staff
3. some work-study or student hourly assistance to be absorbed by the IAC student staff
4. the cost of a bulk mailing to about 2,000, estimated at \$130
5. telephone expenses including both county and long distance calls, estimate not provided
6. use of some audio-visual equipment to be loaned by the SJCC Audio Visual Department; it is expected that other community colleges in this area will contribute to the need for equipment as well

Dr. Murguía expressed total support of the Western College Reading Association and would be delighted to assist WCRA in this way. In a recent staff meeting, he strongly urged those of us in the Learning Assistance Center and the faculty members teaching classroom courses in basic skills to better coordinate our efforts in order "...to improve Developmental Education offered to our students, the key factor in increasing retention rates."


Carole Bogue, Director
Learning Assistance Center



Theodore Murguía, President
San Jose City College

Mitch will send

WCRA Accounts

~~March~~ 7, 1981
April

Budget Catagory	Amount Budgeted	Expenditures	Balance
1. President	\$ 100.00	14.29	\$ 85.71
2. Supplies & Expenses	600.00	346.67	253.33
3. Nominating Comm.	500.00	175.72	324.28
4. Coord. of State Dtrs.	175.00	75.68	99.32
5. Conf. Site selection	50.00	0	50.00
6. Treasurer	125.00	43.70	81.30
7. Secretary	200.00	0	200.00
8. State Directors	500.00	276.40	223.60
9. Newsletter	4,000.00	2,650.00	1,350.00
10. Proceedings	4,200.00	1,500.00	2,700.00
11. Placement	200.00	0	200.00
12. Journal	275.00	0	275.00
14. Minority Affairs	200.00	0	200.00
16. Board of Directors	1,340.00	884.00	456.00
17. Scholarships/awards	50.00	0	50.00
18. Archivist	455.00	0	455.00
20. Conference	1,000.00	126.53	873.47
21. Mailing Service	3,000.00	1,748.37	1,251.63
22. Finance Comm.	75.00	0	75.00
TOTALS	\$17,045.00	\$7,841.36	\$9,203.64

WCRA Balance Sheet
Dec. 31, 1980

CHECKING: Beginning balance from end of last report period. (Aug. 23, 1980)	\$18,240.12
Deposits	+ 2,774.00
Subtotal	<u>21,014.12</u>
Expenditures	-11,448.93
Balance as of Dec. 31, 1980	<u>+ 9,565.19</u>

SAVINGS: Beginning balance from end of last report period. (Aug. 23, 1980)	\$ 5,943.01
Deposits	0
Subtotal	<u>+5,943.01</u>
Withdrawals	0
Subtotal	<u>+5,943.01</u>
Interest earned	+ 156.97
Balance as of Dec. 31, 1980	<u>+6,100.98</u>

RECEIPTS: Dues	\$1,755.00
Proceedings	469.00
Conference	550.00
Ads for newsletter	0
Total	<u>+2,774.00</u>

WCRA Balance Sheet

~~March~~ 7, 1981
 April,

CHECKING:	Beginning balance from end of last report. (Dec. 31, 1980)	\$ 9,565.19
	Deposits (includes 10,000 from money market certificate maturation)	+16, 475.00
	Subtotal	<u>+26,040.19</u>
	Expenditures	- 5,202.79
	Balance as of March 7, 1981 April	<u>+20, 837.40</u>
SAVINGS:	Beginning balance from end of last report. (Dec. 31, 1980)	\$ 6,100.98
	Deposits (interest earned on money market certificate)	522.58
	Withdrawals	0
	Interest earned (infomation not available from bank at time of report)	?
	Balance as of March 7, 1981 not including interest April	<u>\$ 6,623.56</u>
RECEIPTS:	Dues	\$ 1,455.00
	Proceedings	497.00
	Conference	4,523.00
	Ads for newsletter	0
	Total	<u>\$ 6,475.00</u>

1981-82

#24

AMOUNT
EXPENDED
TO

AMOUNT
REQ. FOR

FINAL AMT.
BDGT. FOR

BDGT.

Apr 7 81

Acc.# ACCT. NAME REV #1 2 3 4

Acc.#	ACCT. NAME	BDGT.	AMOUNT EXPENDED TO	AMOUNT REQ. FOR	REV #1	2	3	4
1	President		14.27	100				
2	Supplies & Expenses	600 ⁰⁰	346 47	500 ⁰⁰				
3	Adminstrating Comm	500 ⁰⁰	175 ⁰⁰	100 ⁰⁰				
4	Board of Directors	175 ⁰⁰	75 ⁰⁰	175 ⁰⁰				
5	Confidence All Selection	50 ⁰⁰	0 ⁰⁰	50 ⁰⁰				
6	Treasurer	125 ⁰⁰	43.70	100				
7	Secretary	200 ⁰⁰	100 ³⁶	225 ⁰⁰				
8	State Directors	500 ⁰⁰	276 ⁴⁶	500 ⁰⁰				
9	Newsletter	1000 ⁰⁰	2650 ⁰⁰	3000 ⁰⁰				
10	Proceedings	4200 ⁰⁰	3550 ⁰⁰	4,200				
11	Assessment	200 ⁰⁰	\$152.12	200 ⁰⁰				
12	Journal	275 ⁰⁰	0 ⁰⁰	3,000				

4/81 Dallas

#24a

FINAL AMT.
BDGT. FOR

AMOUNT
EXPENDED
TO
1981-82

Acc. #	ACCT. NAME	BDGT.	AMOUNT EXPENDED TO	AMOUNT REQ. FOR 1981-82	REV #1	2	3	4
13	By Laws	0 ⁰⁰	0 ⁰⁰	50 ⁰⁰				
14	minority	200 ⁰⁰	0 ⁰⁰	200 ⁰⁰				
15	Photographs			65 ⁰⁰				
16	Board of Dir.	1340 ⁰⁰	1234 ⁰⁰	2500				
17	Scholarship	50 ⁰⁰	86 ⁰¹	500 ⁰⁰ 100 ⁰⁰				
18	Archivist	455 ⁰⁰	0 ⁰⁰	50 ⁰⁰				
19								
20	conference	1,000	126-33 0 ⁰⁰	1,000 ⁰⁰				
21	mailing	3000	1748 ³⁷	4000 ⁰⁰				
22	General A. H. Street. Concern.	75 ⁰⁰	0 ⁰⁰	0				

#24b