

**CRLA BOARD MEETING
SUMMARY OF MINUTES**
Overland Park Marriott Hotel
Overland Park, Kansas
March 29-April 4, 1993

Board Members Present: Becky Johnen, *President*; Jo-Ann Mullen, *President-Elect*; Joyce Weinsheimer, *Coordinator of State and Regional Directors*; Karen Agee, *Secretary*; Rosa Hall, *Treasurer*.

Others Present: Tom Gier, *Incoming President-Elect*; Nancy Moreland, *Incoming Secretary*; Tom Pasternack, *Newsletter Editor*.

March 29, 1993

1. Minutes of the July 10-12, 1992, Board meeting were approved, and minutes of the March 9, 1993, telephone conference meeting were amended and approved.
2. The Board adopted a policy of pricing one-day conference registrations by the specific day, with fees contingent on the activities for each day.
3. The On-Site Chair and Program Chair were approved to waive conference registration fees for key administrators of sponsoring institutions who have provided generous resources and support.
4. By March 29, 1993, 365 persons had registered for the full conference and 22 for one day only, for a total of 387 registered conferees.
5. The Coordinator of States/Regions, Joyce Weinsheimer, reported CRLA membership by state, listed annual reports submitted by states and regions, noted state and regional conferences and newsletters, and shared highlights of the year.
6. Treasurer Rosa Hall had devised a new refund and donation system for the conference and reported that the auditor's report on CRLA's accounts was positive.
7. Attorneys advise CRLA not to pay an unitemized bill from Oxford Mailing Service.
8. The CRLA Gift Shop, featured in the *Newsletter*, has earned \$172 in the sale of small items.

CRLA Summary of Minutes
Overland Park Marriott Hotel
March 29-April 4, 1993
Page 2

9. The Agreement of Collaboration with NADE was signed by NADE officers at their conference.
10. Recipients of 1993 awards and scholarships were confirmed:
Robert Griffin Long and Outstanding Service Award to Lucy MacDonald;
Scholarship Awards to Craig Stern, Marian Wronsky, and David Lemire;
Distinguished Research Award to Jim Prager;
Research Assistance Award to Ross MacDonald;
Special Recognition Awards to Vince Orlando and Jane Hopper.
11. The outgoing President will give all relevant materials directly to the incoming President, with copies of all communications continuing to go to the Archivist.
12. The Editor will send five copies of each *Newsletter* to each Board member.
13. The Board approved a suggestion made by Martha Maxwell that CRLA should prepare a packet of materials to aid those starting new learning centers and created the Committee for Design and Development of College Learning Assistance Centers. This committee, with members chosen by chair Becky Johnen to reflect diversity of programs and organizations, will report to the Board.
14. Rather than determine a statement of ethical principles for CRLA, the Board affirmed and supported implementation of general ethical guidelines in place at members' institutions.
15. Payment of \$200 was authorized for membership in the Council for Advancement of Standards.
16. Four self-assessment guides developed by NADE (Teaching/Learning Process, Adjunct Instructional Programs, Developmental Courses Program, and Tutoring Services) were referred to appropriate SIGs (Teaching Excellence, Cognitive Psychology, Learning Assistance Center Management, and Peer Tutoring) for review, with reports on endorsement due by June 16, 1993, to the Board.
17. CRLA will provide interpretive services and other accommodations if requested by conference attendees with disabilities, in accordance with the Americans with Disabilities Act. Conference advertisements will contain the name of the individual to whom requests for accommodations may be directed. If requests for Braille conference programs are received, Chemeketa Community College can provide them.

CRLA Summary of Minutes
Overland Park Marriott Hotel
March 29-April 4, 1993
Page 3

18. The Board adopted a disability policy to provide barrier-free services and opportunities to all conference participants and guests.
19. The policy of lifetime CRLA membership for Board members was reaffirmed and clarified to indicate that such membership begins at completion in good standing of the elected term.
20. CRLA's role in the Exxon-funded research project was questioned. Becky Johnen will write to Hunter Boylan, project director, to express concerns and ask that CRLA's role be clarified for any future project.

March 30, 1993

21. Job descriptions for Coordinator and Assistant Coordinator of the CRLA International Peer Tutoring Program were revised. Karan Hancock was named Coordinator, and Gladys Shaw will serve as Assistant Coordinator.
22. Tom Gier will continue to store old tutor program records to which the Coordinator does not need immediate access.
23. The Peer Tutoring SIG will have a guaranteed session at each year's conference, without having to submit a proposal for the session to program review.
24. The printer who has produced the *Journal of College Reading and Learning* for the past six years should be quoted for future publications, if possible.
25. Successful candidates for Board offices will give up other major CRLA tasks when they take office.
26. A number of individuals paid "member" conference fees but failed to renew membership. The Call to Conference will be clarified in that respect.
27. In response to expressed concern about paying membership in SIGs that provided no benefits, the Board defined the duties of SIG Leaders and the SIG Coordinator and listed the Board's responsibilities to SIGs.
28. A supplemental traveling display board will be created to meet the need at state and regional conferences.

CRLA Summary of Minutes
Overland Park Marriott Hotel
March 29-April 4, 1993
Page 4

29. Job descriptions for the Professional Association Liaisons and the Coordinator of Professional Association Liaisons were approved.
30. The job descriptions and rationale for Political Action Coordinator and Liaisons for Political Action were approved.
31. The Guidelines for CRLA Research Grant were received from the Research/Evaluation SIG, revised, and approved. An application form will be devised.
32. The Awards and Scholarships Committee was charged with creating an application for a new scholarship to attend the summer Kellogg Institute.
33. The President-Elect will continue to serve as Conference Chair, and no change will be made in the order of duties for President-Elect, President, and Past-President.
34. Dee Tadlock will be Election Committee Chair for the 1993-94 elections, Joyce Weinsheimer in 1994-95, and Jo-Ann Mullen in 1995-96.
35. The Site Selection Chair will hold office for a three-year, renewable term and should work with the Board to identify and mentor a successor.
36. Because it is no longer feasible to produce a promotional CRLA video at Chemeketa Community College, a Hypercard presentation will be created.
37. The CRLA Membership Resource Form was revised, and routing of information from the Associate Membership Coordinator was defined.
38. In response to members' concerns about costs, the Board returned to the policy of funding only elected Board members to attend summer Board meetings.

March 31, 1993

39. According to Robin Bischof, Membership Coordinator, CRLA had 884 current members and 397 "expired members," as of December 31, 1992. As of March 31, 1993, however, there were only 549 current members and 953 "expired members." The Board restated its expectation that all chairs, coordinators, and SIG leaders maintain paid membership in CRLA and added that statement to each job description.

40. The Membership Coordinator will contribute a regular column to the *Newsletter*. Changes were made to the membership form.
41. It was agreed to charge external purchasers of CRLA mailing labels \$.15 per name and to charge external purchasers of the CRLA mailing list \$.10 per name. Mailing labels and lists will be sold only to educationally related firms.

April 3, 1993

42. At the Second General Session, the membership voted to amend the Bylaws, inserting more general language so the Bylaws will not have to be amended every time the Board seeks to alter the elections schedule. At VII.3.d., the Bylaws were amended to have elections information to be mailed to all members *by a date set by the Board*, and at VII.3.g., the amendment was that votes received on or before *a date set by the Board* are to be included in the final count of ballots.
43. At the Second General Session, \$500 was donated by the Texas chapter to CRLA, to be used for awards and scholarships.
43. At the Second General Session, the Board was asked to consider the scheduling of conferences to avoid holidays.

April 4, 1993

44. Special Interest Group membership lists will be sent by the Membership Coordinator to each SIG leader quarterly or on request of the SIG leader.
45. Pat Mulcahy-Ernt's request for \$100.00 and \$68.07 for newsletter expenses of the Cognitive Psychology SIG was approved.
46. The number of completed conference evaluations doubled in 1993. In the conference evaluation drawing, Martha Jones of Victoria, Texas, won a one-year membership in CRLA, and Susan Regan of Concordia, Kansas, won a \$75 fee waiver for the San Diego conference.
47. JoAnn Carter-Wells and Janice Lewis, Editors of the *Journal of College Reading and Learning*, offered their criteria for submitting articles to the journal and suggested use of the Author Checklist before submission of an article. *Journal* costs to Canadian and overseas members will not be raised to cover postage. It

was agreed that in the logo an ampersand would be used (College Reading & Learning Association), while in text material it would not (College Reading and Learning Association).

48. Definition of the Exemplary Practice award, about which diverse advice was received at the plenary session, was placed on hold until intricacies can be worked out.
49. The revised bylaws of the new California Chapter were accepted.
50. The list of potential candidates for 1993 elections was received from the Elections Committee and accepted.
51. Becky Johnen will purchase a MAC PowerBook 160, 4mb Hard Disk 120 and On Location Search Utility for CRLA through the Chemeketa Community College bookstore. Microsoft Word 5.1 will be donated by Karen Smith.
52. The Board will meet at the Red Lion Inn in San Diego, California, from July 16 to July 18, 1993.
53. The Board authorized President-Elect Tom Gier to investigate the cost per person (to a maximum of \$40) and the priority among the membership of a visit to the San Diego Zoo that includes both tour and dinner. If results of the investigation are positive, payment of a \$500 reservations deposit to the zoo is authorized.
54. Treasurer Rosa Hall was authorized by the Board to write to the institution of individuals who did not pay conference or room fees, and seek repayment. Special conditions were placed on those individuals, should they attempt to register for future conferences.
55. The free airline ticket from accumulated travel miles to the San Francisco conference will be used for Tom Gier's summer Board meeting travel.

Respectfully submitted,



Karen S. Agee, Secretary 1991-93

(These minutes have not been approved.)

CRLA Board Minutes
Overland Park Marriott Hotel
March 30, 1993
Page 10

Site Selection 3-year, renewable term; identify and mentor successor

Promotional video to be replaced by Hypercard presentation

CRLA Membership Resource Form revised and routing approved

At 5:50 p.m. the Board went into executive session.

Officers only funded for summer Board meetings

Becky adjourned the meeting at 6:42 p.m.

Becky will be leading the Committee for Design and Development of College Learning Assistance Centers. Site Selection Chair should hold office for a three-year, renewable term and should work with the Board to identify and mentor a successor.

R. Promotional Video.

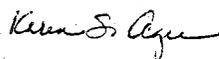
Becky discussed plans for a CRLA Hypercard presentation to replace the video, which is no longer feasible. Lucy MacDonald will have disks for the Board to review by the summer meeting. The \$500 gift from Texas can still be used to copy and disseminate disks for states and regions.

S. Associate Membership Coordinator.

Becky updated the Board on the status of the membership resource directory. The Board suggested revisions to the CRLA Membership Resource Form (see Attachment AA). It was agreed that completed forms should be sent to the Associate Membership Coordinator and this task should be added to the job description: "Disseminate copies of completed CRLA Membership Resource Forms to appropriate officers, chairs, and coordinators, quarterly."

T. In response to members' concerns about costs, the Board looked at its practice of who is funded to attend summer Board meetings and returned to the policy of funding only elected Board members and urging others to attend at their own expense.

Respectfully submitted,



Karen S. Agee, Secretary 1991-93

(These minutes have not been approved.)

Exemplary Practice to be discussed at plenary, defined by summer 1993

Jo-Ann re-entered at 4:37 p.m.

Application for Kellogg Scholarship to be created by Awards and Scholarships

President-Elect continues to serve as Conference Chair

*Election Chairs:
1994 Dee Tadlock,
1995 Joyce Weinsheimer,
1996 Jo-Ann Mullen*

has asked Becky for time during the plenary session to elicit ideas concerning the proposed exemplary practices award. Becky has asked her to prepare a short worksheet so discussion leaders can write down ideas they elicit and then to collate these and prepare award criteria by the summer Board meeting.

2. The Board charged Kate and her committee with creating an application for a new scholarship to attend the summer Kellogg Institute. Rather than continue promotional expenses of advertising fee waivers for leaders in developmental education, the Institute will waive fees for one CRLA and one NADE appointee. Kate will be asked to announce the fee waiver at Sunday's brunch and explain that the application form will soon be developed.

3. Information in Goal 2 of Kate's report was clarified: the standing number of scholarship awards remains two.

P. President-Elect as Conference Chair.

The Board revisited whether a change in the order of duties is necessary, perhaps by having the Past President serve as conference chair. Now that the President, rather than the President-Elect, attends the NADE conference, and because the President and Past-President can serve as advisors in the current job order, it was decided to make no change.

Q. Removal of Site Selection from Presidential Rotation.

Because Susan Deese is retaining site selection duties, it was agreed that Dee Tadlock would serve as Elections Chair for the 1994 elections, Joyce for the 1995 elections, and Jo-Ann for the 1996 elections.

*Job descriptions and rationale
for Political Action Coordinator
and Liaisons for Political
Action approved*

L. Political Action Coordinator.

1. Trish Dupart will serve as first Political Action Coordinator but cannot attend this conference. Becky was apprised of the importance of position papers, at the NADE conference in Washington. She drafted a job description for this position (Attachment V) that was discussed and revised by the Board.

2. Becky also submitted a draft job description for Liaisons for Political Action (Attachment W). She read to the Board from Arnold Mitchem's keynote speech at NADE that it is a waste of time to talk about political action unless a group has the commitment to take action. Becky would like Trish to connect with NADE's political action network, which is active at the state level. Politicians in Washington stressed the power of state groups expressing the position of the membership to their elected representatives.

M. Becky brought before the Board her draft of a letter to go to selected SIG leaders, suggesting the questions to ask in assessing whether endorsement of NADE's self-assessment guides is appropriate. (See Attachment X; refer to minutes of March 29, 1993, page 9.) The Board approved the letter.

*Guidelines for Research Grants
approved*

N. Guidelines for Research Awards.

The Board received Michael O'Hear's report (Attachment Y). It was agreed to keep requests for research funding separate from the awards and scholarships nomination process and, in response to members' comments at last year's conference, to provide more support for members' research. The Guidelines for CRLA Research Grant were revised and approved.

Jo-Ann left at 4:20 p.m.

O. Awards and Scholarships.

1. Kate Sandberg's Awards and Scholarships Committee report (Attachment Z) was received. Kate

5. Susan will be given an updated copy of the Site Selection Chair's job description and asked to consider revisions during her term.

I. Bylaws.

The Board discussed the need to adjust VII.3.g. of the bylaws to maintain consistency with changes made last year: only ballots received by November 1 should be counted.

J. Archives: Karen Smith.

1. No report was received from Karen since the summer Board meeting. Copies of publications and photos are apparently still in short supply or nonexistent for certain years.

2. With regard to creation of a supplemental display board, Joyce suggested a mini-display with felt tablecloth, and Becky reported that a sheltered workshop in Oregon makes them at low cost. The incoming Coordinator of State and Regional Directors (Becky) will work with the Archivist to create several supplementary displays.

*Supplementary display boards
to be created*

John Kudla, Marriott Sales staff, entered at 2:27 p.m. to introduce himself and left at 2:33 p.m.

3. Becky will ask Karen Smith to develop a timeline for scanning old materials into an electronic database, to save storage space.

K. Professional Association Liaison

Becky will chair the PAL meetings in Gladys Shaw's absence. She wrote to everyone who had expressed interest in liaison work and put fliers in all packets to announce meetings. Becky drafted a job description for the PAL Coordinator (Attachment T) and Professional Association Liaison (Attachment U) that were discussed and revised by the Board.

*Job descriptions for PAL
Coordinator and Liaisons
approved*

1. assist states/regions with state/region-level SIGs where a state/region network exists;
2. correspond with SIG leaders monthly (at least nine times in the academic year);
3. design an application and formalize the start-up process for new SIGs (in a manner similar to that used for selection of *JCRL* Editors and Membership Coordinator);
4. with the Membership Coordinator, determine the membership year for SIGs and minimum number of members;
5. update and disseminate the SIG leaders' handbook;
6. create a SIG resource overview directory;
7. write annually to the supervisor of each SIG leader at his/her institution; and
8. lead the working luncheon at the annual conference.

Pat Jonason departed, and the Board broke for lunch 11:53 a.m. to 1:41 p.m.

H. Site Selection: Susan Deese (via Becky Johnen).

1. Susan has requested a copy of the San Diego contract for the 1994 conference. Joyce will send copies to Susan and to Tom Gier.
2. Susan has not yet visited the Phoenix site for 1995 but is working with Rick Sheets.
3. Susan wonders about the feasibility of Canada for 1996. Financial concerns (regarding mail and travel) were mentioned, as well as the prohibition in some states against professional travel out of the country. Joyce will bring up the question at the state/region leader's meeting and will solicit bids for sites for conferences in 1996, 1998, and beyond. Oregon, Virginia, and Reno were mentioned as possibilities, and both Albuquerque and Portland may enter bids. Becky will report the Board's discussion to Susan.
4. Susan requested funding to report to the Board at the summer meeting. This will be discussed later.

2. communicate with SIG members concerning the design and agenda of the conference meeting;
3. provide information to the *Newsletter* editor regularly, including the goals and purposes of the SIG and names/addresses of leaders;
4. attend the annual conference (or send a designee); schedule, plan, and participate in a SIG symposium (meal and/or meeting); sponsor conference sessions on topics related to the SIG's interest; bring materials (e.g., newsletters and topical books) for a "share table" at the conference; and assist with program proposal review;
5. promote conference attendance among the SIG membership; and
6. plan to sustain leadership for two years.

Board's responsibilities to SIGs

In return, the Board sees a responsibility to its SIG leaders to do the following:

1. give SIG leaders recognition for sponsoring programs and advising the Board;
2. provide mechanisms for change in SIG leadership;
3. establish the SIG leader's term of office at two years; and
4. formalize the process for creating a new SIG. A prospective SIG leader should apply for the position in a manner similar to that used for selection of *JCRL* Editors and Membership Coordinator. The Board should make inquiries concerning funding support through the prospective leader's institution. The Board should approve the SIG leader for his/her position.

SIG Coordinator's duties

The Board further determined that the SIG Coordinator's duties have increased in the past few years, as well, and should include the following:

*Membership Coordinator to
send member labels to Elections
Chair by September 1*

announcement of election results. Becky J. will arrange that Robin send current member labels to Dee Tadlock, next year's Elections Chair, before September 1. Election results should be published in the December *Newsletter*, which will feature conference information on the front page.

3. Becky P. had recommended including a call for nominations in the conference program or *Newsletter*. Joyce (Elections Chair for the following year) will work with Tom Gier to include an article in next year's conference program. The Elections Chair's job description already includes writing articles for the *Newsletter*.

G. Board Expectations of Special Interest Groups. Becky J. traced the development of SIGs from casual groups 10 years ago, through the requirement of a membership fee, to the current requirement to pay that fee to the association; the Board has made itself responsible for the SIGs. She asked what the Board should expect of SIGs. The Board decided the SIG leaders' duties include conference duties and resources through the year. SIG leaders should do all of the following:

SIG Leaders' duties detailed

1. produce at least two mailings annually (pre- and post-conference), including a list of names and addresses of members, reviews of significant research/activity in the area of special interest, an annotated bibliography of resources, information on new technologies and methods, and profiles of individuals. In a SIG's first year of operation the leader should at least contribute an announcement for the *Newsletter* about the new SIG and publish a mailing that includes names/addresses of members and important questions and concerns in the area of special interest;

*Board officers should give up
other major CRLA tasks*

*Interest expressed in CRLA
research conference*

Pat Jonason entered at 10:10.

*Thorough Elections Committee
report received*

President to discuss with Board-office candidates the necessity of giving up other positions if elected. The question of how many duties an officer should undertake will be discussed at the summer Board.

E. First National Conference on Research in Developmental Education: Becky Johnen. The conference (last November) was well received. Hunter had not consulted Becky or Bertha Murray of NADE but did not seem interested in arranging an annual conference. Becky has been asked by members why CRLA does not sponsor a research conference. It was noted that the research strand of the annual CRLA conference is never filled, though. Becky will talk with Michael O'Hear about various possibilities, including a research symposium.

F. Elections: Becky Patterson.

1. The Board accepted Becky P.'s report (Attachment R) and discussed the problem of number of members. Joyce suggested that the 900+ figure Becky had been given included "expired" members. Robin Bischof's figures indicate 884 current and 397 expired members.

Rosa noted that a number of members paid "member" conference fees but failed to renew membership. Becky J. recommended that Tom Gier and Robin Bischof talk with Rosa during the week, to formulate wording in the Call to Conference that will clarify who should pay membership fees and how fees should be paid. This will keep the list of members current for election purposes.

2. The Board discussed Becky P.'s recommendation to move the ballot-return deadline up to October. It was decided to retain the current dates for balloting and

*No program review needed for
tutor program certification
conference session*

*Photocopy laws and CRLA
publications to be discussed
summer 1993*

*JCRL printer should be quoted
for future publications*

annual records over to the new Coordinator. Becky thanked Tom, on behalf of the Board, for his superlative work as Coordinator and welcomed Karan Hancock as the new Coordinator.

B. Peer Tutoring SIG: Karan Hancock.

Karan detailed from her report (Attachment O) that the SIG has more than 100 members and that more than 40 attended the breakfast last year, despite the cost. The SIG is sponsoring two sessions at this conference and continues to produce a newsletter. Jo-Ann suggested that the conference session on tutor program certification should not have to go through program review every year; the Board agreed that it should become a regular service session.

Karan agreed to Rosa's request to put a notice in the SIG newsletter giving permission to photocopy. The Board agreed to discuss photocopy laws and CRLA publications during the summer Board meeting.

C. Alaska State Director: Karan Hancock.

Karan referred the Board to her report (Attachment P) and described the May state meetings of the small but active group in Alaska.

D. JCRL Editors: Jo-Ann Mullen.

1. Jo-Ann distributed the report of the outgoing editors, Jo-Ann Mullen and Vince Orlando. (See Attachment Q). The Silver Anniversary issue will be out soon. Jo-Ann expressed hope that the printer, who has been fair and honest the past six years, may be quoted for future publications.

2. Jo-Ann reported on the difficulty of performing two major tasks for CRLA simultaneously and recommended that when individuals take on one job they give up others. The Board agreed that it would be appropriate for the Elections Committee or the

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Others Present: Tom Gier, *Incoming President-Elect and Tutor Certification Program Coordinator*; Nancy Moreland, *Incoming Secretary*; Tom Pasternack, *Newsletter Editor*; Karan Hancock, *Peer Tutoring SIG Chair and Alaska State Director*; Pat Jonason, *On-Site Chair*.

Becky called the meeting to order at 9:07 a.m.

I. Reports from Standing Committees.

A. International Tutor Certification Program: Tom Gier.

Peer Tutoring Program has been successful

1. Tom referred the Board to his written report (Attachment N) and advised that 128 programs (34 new) are now certified. Since January 1, 63 new requests have been received. \$796 has been received and \$900.59 spent since July 1, including \$500 for layout of the new registry. Tom's goal is that the program cease to be a drain on the association and asked that moneys received for certification and registries be tracked in the budget.

Job descriptions for Coordinator and Assistant Coordinator of Peer Tutoring Program revised; Gladys Shaw to be Assistant Coordinator

2. The Board made some changes to the job descriptions of Coordinator and Assistant Coordinator included in the report. Tom reported that Gladys Shaw has volunteered to serve as Assistant Coordinator.

Tom Gier to continue to store old tutor program records

3. Because Tom has storage space for the seven large file drawers filled with program records, to which the Coordinator does not need immediate access, he suggests that he store the old records, send an inclusive list of programs to the Archivist, and turn

F. Robin described a recent institutional request that its membership be transferred from one person to another. She complied, with reservations.

G. Robin suggested that the membership brochure, which promises that three newsletters will be sent, be rephrased so that they will not be expected to arrive immediately.

III. The Board signed certificates of appreciation for Becky's and Jo-Ann's husbands.

IV. The Board discussed the flow of announcements and activities for the upcoming general and plenary sessions.

V. Becky recognized Joyce for her much-appreciated contributions to the Board, gave gifts to Board members, and donated the 1992 conference planning chart to Tom Gier.

Becky adjourned the meeting at 12:08 p.m.

Respectfully submitted,

Karen S. Agee

Karen S. Agee, *Secretary 1991-1993*

(These minutes have not been approved.)

5. It was agreed not to send membership cards annually to retiring Board members but to produce for them and for Martha Maxwell lifetime membership cards.

6. CRLA used to charge only \$25 for the membership list; after researching similar organizations, Robin found \$75 to be a reasonable charge. There was discussion of the importance of selling only current members' names. It was agreed to **charge external purchasers of CRLA mailing labels \$.15 per name.**

(M) Karen Agee
(S) Joyce Weinsheimer
PASSED

Charge external purchasers \$.15 per name for mailing labels

It was further agreed to **sell mailing labels and lists only to educationally related firms.**

(M) Rosa Hall
(S) Joyce Weinsheimer
PASSED

Sell mailing labels/lists only to educational firms

There was discussion of alerting members to the sale of the membership list but general agreement that members view this as a service rather than a violation of confidentiality.

To encourage sale of the list, it was agreed to **charge external purchasers of CRLA mailing lists \$.10 per name.**

(M) Karen Agee
(S) Rosa Hall
PASSED

Charge external purchasers \$.10 per name for mailing list

E. Robin inquired about "*Journal* members," who currently pay \$25 per year and receive a letter of acknowledgement detailing the issues they will receive. The Board agreed that the new *Journal* editors should be asked if the \$25 fee is still appropriate.

*549 current members, 953
expired as of 3/31/93*

*All chairs, coordinators, and
SIG leaders must maintain paid
membership*

*Membership Coordinator to
contribute regularly to
Newsletter*

breakdown of memberships, she agreed to list Canadian provinces individually and break down the Other category.) As of March 31, 1993, there are only 549 current memberships and 953 expired memberships, for a total of 1502 total memberships on record. The Board discussed ways of wording the conference registration forms to remind members to renew. It was also agreed to add, "Must maintain current membership in CRLA," to each job description and to further add, "and SIG," for SIG leaders.

D. Challenges.

1. Robin discussed each of the challenges listed in her report, including difficulties with the database from Oxford Mailing Service and members' confusion about renewal of membership. It was agreed that Robin should contribute a regular column to the *Newsletter* and will specifically ask members who change their names to contact her. The membership form needs more lines for members' home addresses and should indicate that information be printed or typed; Becky will let Sue Brown know so changes can be made before the next-printing of the membership brochure.

2. Members are angry when they sign up for, and pay dues for, a SIG that provides no services. There has also been confusion this past year concerning which SIGs are defunct. The Board assured Robin that the new job description and two-year term for SIG leaders will ensure the continuing activity of SIGs.

3. Robin requested several hundred more *Newsletters* and will want 500 Calls to Conference next year.

4. The Board affirmed that new members will receive a welcome letter signed by both President and Membership Coordinator; it should indicate that questions be directed to the Membership Coordinator.

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Others Present: Tom Gier, *Incoming President-Elect*; Nancy Moreland, *Incoming Secretary*; Tom Pasternack, *Newsletter Editor*; Robin Bischof, *Membership Coordinator*.

Becky called the meeting to order at 8:04 a.m.

I. Old Business.

A. Becky clarified Board policy regarding purchase of alcoholic beverages at Board meals.

B. Karen will write the research grant application and include in the minutes (with Attachment Y).

II. Membership Coordinator: Robin Bischof.

Membership Coordinator's report received and discussed

A. Report. The Board received Robin's report (Attachment AB) The job description included in this report will be merged with that already approved by the Board (Attachment U of July 10-12, 1992).

B. Process. Robin discussed the continuing problems with *JCRL* members, the former mailing service, and mailing expenses. She uses Filemaker Pro for the membership reports and computer-generates invoices. It was agreed that her name and telephone number should appear on the call for papers and conference information so that the Treasurer does not receive membership questions.

C. Statistics. Robin reported that as of December 31, 1992, there were 884 current memberships and 397 expired memberships, for a total of 1281 total memberships on record. (On her state-by-state

**CRLA SPRING BOARD MEETING AGENDA
MARCH 29 - APRIL 4, 1993**

**OVERLAND PARK MARRIOTT
ROOM 822**

**MONDAY, MARCH 29, 1993
9:00 a.m. - 12:00 p.m.**

APPROVAL OF AGENDA

APPROVAL OF MINUTES

March 9 Conference Call

WHAT'S HAPPENING

Brief update on happenings in the life of each Board member

REPORTS FROM OFFICERS

President-Elect

- * Conference Report and Update
- * Conference Cost (for those attending day of institutes only)
- * Comp Registrations for CEOs of Sponsoring Institution

Past President

- * Status of States, Regions and Chapters
- * California Bylaws

Secretary

- * Electronic data system

Treasurer

- * The Last of Oxford??? (the infamous bill of 3-1-92)

President

- * Update on Meeting with NADE Board; Agreement of Collaboration
- * Scholarships and Awards Committee Decisions

12:00 p.m. -- Break for Lunch

CRLA SPRING BOARD MEETING AGENDA
MONDAY, MARCH 29, 1993
1:30 p.m. - 6:00 p.m.

OVERLAND PARK MARRIOTT
ROOM 822

UPDATE FROM NEWSLETTER EDITOR (see also written report)

BUSINESS ITEMS

Council on Advancement of Standards (CAS)

- * CRLA Packet for People Starting Learning Centers
- * Ethical Principles for Learning Assistance Programs

Impact of the American Disabilities Act (ADA) on CRLA

- * Consideration of a disability policy

Exxon Research Project

- * Advisory Committee
- * The National Conference and Next Steps

Lifetime Memberships for Board Members

CRLA SPRING BOARD MEETING AGENDA
TUESDAY, MARCH 30, 1993
9:00 a.m. - 12:00 p.m.

OVERLAND PARK MARRIOTT
ROOM 822

REPORTS FROM STANDING COMMITTEES

- 9:00 CRLA International Tutor Certification Program
Tom Gier, Coordinator
Karan Hancock, Assistant Coordinator
* see also written report
* coordination of tutor certification records
* new Tutor Registry
- 9:30 Alaska State Report and Peer Tutor SIG Report
Karan Hancock, State Director and SIG Leader
* see also written report

JCRL
Jo-Ann Mullen, Outgoing Editor

Elections
* Written report submitted by Becky Patterson

Site Selection
* San Diego Specifics
* Arizona Update

Bylaws
* Refer to updated bylaws

Archives

Professional Association Liaison

Political Action

BUSINESS ITEMS

- Guidelines for Research Awards
* Act on recommendations provided by Research/Evaluation
SIG

12:00 p.m. -- Break for Lunch

CRLA SPRING BOARD MEETING AGENDA
TUESDAY, MARCH 30, 1993
1:30 p.m. - 6:00 p.m.

OVERLAND PARK MARRIOTT
ROOM 822

BUSINESS ITEMS

Kellogg Scholarship

- * Action on Awards and Scholarship Committee Recommendation

Exemplary Practice Award

Special Interest Groups (SIGs)

- * Expectations of SIGs

President-Elect as the Conference Chair

- * Revisit Whether a Change in Order of Duties is Necessary

Presidential Rotation

- * Dealing with the Transition Created by a Permanent Site Selection Chair

CRLA SPRING BOARD MEETING AGENDA
WEDNESDAY, MARCH 31, 1993
9:00 a.m. - 12:00 p.m.

OVERLAND PARK MARRIOTT
ROOM 822

REPORTS FROM STANDING COMMITTEES

Membership

* Robin Bischof, Membership Coordinator

Associate Membership Coordinator Report

* Update on Status of Membership Resource Directory

BUSINESS ITEMS

CRLA Promotional Video

12:00 p.m. -- Break for Lunch

CRLA SPRING BOARD MEETING AGENDA
WEDNESDAY, MARCH 31, 1993
1:30 p.m. - 3:00 p.m.

OVERLAND PARK MARRIOTT
ROOM 822

CONFERENCE GENERAL SESSIONS

- * Flow at Each
- * Expectations at Each
- * Plenary
- * Assistance Needed for Presidential Address

PRESIDENTIAL THANK YOU

CRLA SPRING BOARD MEETING AGENDA
SUNDAY, APRIL 4, 1993
12:00 p.m. - 4:00 p.m.

OVERLAND PARK MARRIOTT
ROOM 822

REPORTS FROM STANDING COMMITTEES

- 12:00 Special Interest Groups
Patti Glenn, Coordinator
- 12:30 JRCL
JoAnn Carter-Wells, Editor
Janice Lewis, Executive Editor
- 1:00 Awards and Scholarships
Kate Sandberg, Chair

BUSINESS ITEMS

- 1:45 NADE
Carlette Hardin, President
- 3:00 Update on 1993-94 Elections
Dee Tadlock, Chair
- New Officers
* Addresses of Where to Send Congratulatory/Thank
You Letters (supervisors, administrators, etc.)
- Update of Officer's Quick Reference List
- Continuation of Monthly Conference Calls
- Setting of Summer Board Meeting

CRLA Board Minutes
Overland Park Marriott Hotel
Overland Park, Kansas
March 29, 1993

Board Members Present: Becky Johnen, *President*; Jo-Ann Mullen, *President-Elect*; Joyce Weinsheimer, *Coordinator of State and Regional Directors*; Karen Agee, *Secretary*; Rosa Hall, *Treasurer*.

Others Present: Pat Jonason, *On-Site Chair*; Tom Gier, *Incoming President-Elect*; Nancy Moreland, *Incoming Secretary*; Tom Pasternack, *Newsletter Editor*.

Becky called the meeting to order at 9:16 a.m.

I. Approval of Agenda.

Agenda approved

After welcome and preliminaries, it was agreed to **approve the agenda for March 29 to April 4 meetings.**

(See Attachment A.)

(M) Karen Agee

(S) Jo-Ann Mullen

PASSED

II. Approval of Minutes.

*Minutes of March 9, 1993
telephone conference meeting
amended and approved*

A. The minutes of the March 9, 1993, telephone conference call were amended: it was not to the Archivist but to the new/incoming ITCP Coordinator that Tom Gier hesitated to transfer the records because of their bulk, on page 4. **Minutes were approved as amended.**

(M) Joyce Weinsheimer

(S) Rosa Hall

PASSED

*Minutes of July 10-12, 1992,
meeting approved*

B. **The Minutes of the 1992 Summer Board meeting were approved.**

(M) Rosa Hall

(S) Joyce Weinsheimer

PASSED

III. What's Happening.

Becky asked for a brief update on events in the life of each Board member.

IV. Reports from officers.

A. President-Elect: Jo-Ann Mullen

1. Conference report and update

- a. Barbara Bush's secretary had called to decline the invitation to speak at the conference.
- b. Jo-Ann passed around conference programs for all to see.
- c. Tote bags were donated again by Townsend Press, this time printed in "CRLA blue" and (for \$100) with longer handles.
- d. Films were donated for an African-American film festival on Friday and Saturday nights.
- e. It is hoped that Karen Smith's brunch speech will start a new CRLA tradition of utilizing the association's own talents for the final event of each conference. Karen's remuneration is the payment of her hotel room for the conference.

2. Institutes

Members discussed whether institute registration should continue to be limited to a certain number or open to all interested. All institutes at this conference have sufficient attendance. The Board also discussed whether the full, \$60 one-day fee should be charged for the pre-conference institute day at future conferences. It was agreed that the membership fee should continue to be required of all conference participants but not pre-conference-only participants; members could attend institutes for a smaller fee than non-members. Badges could be marked to indicate what day was paid. It was agreed to **adopt a policy of pricing one-day conference registrations by the specific day, with fees contingent on the activities for each day.**

(M) Rosa Hall

(S) Karen Agee

PASSED

Fees for one-day conference attendance to be set in accordance with activities for each day

*Conference fees waived for
CEOs of sponsoring institutions*

*387 registered before 1993
conference*

*Spring 1993 status of states and
regions reported*

3. Comp registrations for CEOs of sponsoring institutions.

The On-Site Chair and Program Chair are approved to waive conference registration fees for key administrators of sponsoring institutions, because of their resources and support.

(M) Jo-Ann Mullen

(S) Joyce Weinsheimer

PASSED

4. Registration and cost figures.

On this date 365 persons have registered for the full conference and 22 for one day only, for a total of 387, comparable to last year's 395. Will Jones will be paid only \$1000 (including travel), and institute fees for his session will bring in only \$800. Pat Cross volunteered to use her Senior Citizen coupon to bring her airfare down; her fee is \$2000. The hotel has been working to keep costs low, including luncheons. Larry Pedroza will take photographs, for the cost of film and finishing.

B. Past President: Joyce Weinsheimer.

1. Status of states, regions, and chapters.

Joyce presented her report (Attachment B) and discussed it with the Board.

a. She used December membership figures on page 1 because February figures were misleadingly small.

b. Joyce proposed that the association purchase a second, smaller display board, because demand for the large board is so high (only half of those requesting, acquired it) and it is awkward to transport. The Board discussed the need for a banner, table cover, and video.

c. Joyce will reframe at the state/region workshop this week the predicament of overworked members: rather than demanding support

Conference overlap with CCCC

for CRLA, leaders should affirm the assistance CRLA provides for members' important work on campus.

- d. Our conference once again conflicts with CCCC. The Board suggested that a CCCC professional association liaison and an announcement concerning CRLA's conference-scheduling system in the *Newsletter* could allay concern.

2. California Bylaws.

Joyce reported that she is still working with Gretchen Cupp to approve changes, suggested by the Board, to California Chapter's proposed bylaws. The Chapter Charter authorization form was signed; Becky will prepare the charter for presentation at the Second General Session.

C. Secretary: Karen Agee.

1. Phyllis Mable sent hundreds of CAS brochures, which will be made available to members at the registration table.
2. Karen distributed updated copies of policies and procedures, the index of minutes, and some job descriptions.
3. The need for an electronic data system was discussed. Karen and Nancy will discuss with MAC experts at the conference which model of PowerBook would be most appropriate.

D. Treasurer: Rosa Hall.

1. Rosa reported her pleasure at working with Robin Bischof, Membership Coordinator, to ascertain membership status of those paying fees. Those who pay member-rate conference fees without renewing membership, however, remain problematic.
2. Rosa showed the Board her new computerized bookkeeping system and credited Richard Holdredge with its design. All moneys are also double entered in the green book.

New refund and donation system devised

3. To keep track of refunds and donations to be accounted after the conference, Rosa devised a new reimbursement and donation form (Attachment C).

4. Rosa showed the Board the envelopes to be used for payments, donation notices, and refund requests. (See Attachment D.)

5. Some members overpaid their membership/SIG and conference fees. All but two agreed to convert the extra monies to scholarship donations rather than demand refunds.

Auditor's report positive

6. Rosa reported that Gladys Shaw's audit of Kathy Carpenter's books was enthusiastically positive.

7. The budget balanced to the penny on March 24. Rosa explained the apparent payment to the operating budget from the conference budget. (See Attachment E.)

Attorney's opinion: do not pay nonitemized Oxford Mailing bill

8. Becky had consulted Chemeketa Community College's attorneys concerning the \$574.52 bill from Oxford for shipping journals. Because Oxford has failed to itemize and justify the bill, the attorneys advise CRLA not to pay.

9. Rosa clarified that although it is logically better to receive separate checks for membership and conference payments, it is more expedient for the Treasurer to receive one check and make periodic payments from conference to operating account. She suggests that this be discussed at the summer Board meeting to advise Tom Gier on appropriate wording for conference registration mailings.

Gift shop earns \$172

10. Becky reported that \$172 had been received by the "CRLA gift shop" since June, when it was mentioned in the *Newsletter*. Jo-Ann reported that extra conference tote bags would be sold for \$3 each, or two for \$5.

Pat Jonason left, and the Board broke for lunch from 12:04 to 1:35 p.m.

*Agreement of Collaboration
signed by NADE officers at
NADE conference*

11. Jo-Ann reported that room rentals were sufficient for 14 complimentary nights, at a ratio of 50 rentals:1 comp room.

E. President: Becky Johnen.

1. The Agreement of Collaboration with NADE (Attachment F) was signed at the NADE conference and was listed by the NADE board as one of the year's accomplishments. At the NADE conference she noted that many there still consider CRLA a "western" organization and met two women from the Virgin Islands that want to form a state group.

2. Becky focused on a joint conference during her time with the NADE board. The \$140 fee required by NADE remains a barrier. NADE had expected more than the 850 preregistered for the conference. Exhibitors at the NADE conference paid \$700, much more than CRLA charges. Becky will continue to work with Carlette Hardin, NADE president, to plan a joint conference for 1997. Carlette will meet with the Board on April 4.

3. Becky showed the Board the NADE conference and membership publications. CRLA and NADE conferences share only 6 presenters, including Becky. Becky noted that CRLA has even more cultural diversity than NADE.

*Robert Griffin Long and
Outstanding Service--Lucy Mac-
Donald; Scholarships--Craig
Stern, Marian Wronsky, and
David Lemire; Distinguished
Research--Jim Prager; Research
Assistance--Ross MacDonald;
Special Recognition--Vince
Orlando and Jane Hopper*

4. Becky asked the Board to approve the decision of the Awards and Scholarships Committee to award scholarships and awards as follows: Robert Griffin Long and Outstanding Service Award to Lucy MacDonald; Scholarship Awards to Craig Stern, Marian Wronsky, and David Lemire; Distinguished Research Award to Jim Prager; Research Assistance Award to Ross MacDonald. (See Attachment G.) In addition, the Board's Special Recognition Awards will

go to Vince Orlando and Jane Hopper. **The Board approved the list of 1993 awards and scholarships recipients.**

(M) Jo-Ann Mullen
(S) Joyce Weinsheimer
PASSED

Rosa suggested that research award recipients' work be displayed at each conference, so that members will know how their moneys were used.

5. Becky showed the Board the brochure for next year's 15th Annual Institute for Learning Assistance.

6. Becky suggested that the President's job description require at the end of the term that all relevant materials be passed to the President-Elect (incoming President), with copies of all relevant communications continuing to go to the Archivist.

Outgoing President should give all relevant materials to incoming President

F. Report from *Newsletter* Editor: Tom Pasternack.
1. Tom updated his written report (see Attachment I). He has heard from readers interested in replacing Jane Hopper, who is retiring as professional materials reviewer, and in purchasing raffle tickets ("Prizes by Proxy").
2. Tom's doing the layout work himself saved CRLA \$1200 this year.
3. His goal is to find a successor for next year; he knows already of one possibility.
4. Tom asked to have his travel paid to the summer Board meeting.
5. It was agreed that the Editor's job description should be revised to have five copies of each *Newsletter* sent to each Board member.

Five copies of each Newsletter to go to each Board member

*Committee for Design and
Development of College
Learning Assistance Centers
created to produce materials to
aid those starting new learning
centers*

*Ethical guidelines at each
institution supported*

G. CAS Report.

1. Becky brought to the Board's attention Martha Maxwell's CAS meeting report and recommendations (Attachment J). The Board approved Martha's concept to produce a packet of materials to aid those attempting to start new learning centers and **created a Committee for the Design and Development of College Learning Assistance Centers, to report to the Board. Becky Johnen will chair the Committee and choose members reflecting a diversity of programs and organizations.**

(M) Karen Agee

(S) Joyce Weinsheimer

PASSED

The Board acknowledged that the Committee would need several years to devise models for basic skills, university mainstream, reading/writing/math center, study skills, and reading programs, attending to programs in academic departments, continuing education, and student services. Active collaboration with NADE and other organizations will be sought.

2. The Board discussed Martha's suggestions for proposing a statement of ethical principles. Questions arose as to how to define and enforce ethical standards. It was agreed to support implementation of general ethical guidelines in place at members' institutions.

3. In response to Martha's request for a Board position on the Quality Assurance Model (see Attachment K), the Board discussed criteria for assessing quality. QAM as presented raises serious questions *vis-a-vis* CRLA's mission; the Association has a responsibility to promote but cannot assure quality. Becky will clarify with Martha the future meeting/conference on QAM and convey the Board's continuing interest.

\$200 authorized for CAS membership

4. The Board **authorized payment of \$200 to the Council for Advancement of Standards for the membership fee.**

(M) Joyce Weinsheimer

(S) Jo-Ann Mullen

PASSED

NADE self-assessment guides to be evaluated by appropriate SIG personnel for possible endorsement

5. At the NADE conference Martha had given Becky copies of NADE's four Self-Assessment Guides: Teaching/Learning Process, Adjunct Instructional Programs, Developmental Courses Program, and Tutoring Services. CRLA is asked to endorse these guides, if possible, before they are submitted to ERIC (deadline July 15). It was agreed to utilize the expertise of appropriate SIG leaders in the review process: Teaching Excellence, Cognitive Psychology, LAC Management, and Peer Tutoring. SIG leaders will be asked to seek advice from their members to answer questions Becky will devise, and report back to the Board by one month before the summer Board meeting. Becky asked the Board to consider at that time how CRLA can help NADE to disseminate these guides.

H. Americans with Disabilities Act.

Interpretive services to be made available at conferences

1. Becky brought to the Board's attention CRLA's responsibility to provide interpretive services and other accommodations at conferences. (Board policy already requires that the site [hotel] be accessible.) She suggested that Tom Gier include in next year's call to conference a statement, "In accordance with ADA, anyone needing an accommodation should contact Karen Lim by [conference registration deadline]." Tom should talk with Karen Lim to arrange interpreters; they must be paid by CRLA, at about \$20/hour. Tom should ask Karen to keep him updated on requests she receives. The statement should appear on the conference notice in *JDE*, as

well. Becky also suggested that if requests for Braille conference programs are received, Chemeketa Community College can produce such programs free of charge; Tom should send program diskette to her.

Disabilities policy adopted

2. The Board adopted a disability policy, adapted from the AAACE policy with permission:

In accordance with the Americans with Disabilities Act, CRLA will provide barrier-free services and opportunities to all program participants and guests. Auxiliary aids and services, or reasonable accommodations, will be provided to program participants and guests with vision or hearing impairments or other disabilities, unless an undue burden would result.

CRLA will provide the opportunity for program participants to notify the Association of special needs in advance so that cost may be determined and auxiliary aids obtained, unless the financial or other costs of obtaining an auxiliary aid would impose an undue burden in light of the resources available to CRLA. If no advance notice is given, CRLA will attempt to obtain reasonable accommodations.

When CRLA selects facilities, a primary consideration will be the extent of the facility's compliance with the provisions of the Act. CRLA will include in all facility contracts the requirement to comply in all respects with the provision of the Act, unless CRLA agrees that compliance with one or more specific requirements would constitute an undue burden and lists the specific requirement(s) as an exception(s) to the contract clause that requires full compliance. (See Attachment L for AAACE disability policy.)

(M) Jo-Ann Mullen

(S) Joyce Weinsheimer

PASSED

*Lifetime membership clarified:
for past Board members*

I. Lifetime memberships for Board members. Several past and present Board members had expressed concerns about the financial and public relations impact of the current policy. At an earlier (conference call) meeting, the possibility of waiving membership fees during term of office had been suggested. Based on the list of members of past Boards of Directors (see Attachment M), the cost impact of the current policy, whereby Board members have free membership, is currently \$1560 in lost dues per year and is expected to grow by \$80 per year. (Of the 56 qualified individuals, current addresses are available for 39.) Moreover, these lifetime members continue to receive journals and newsletters at no charge. After discussion it was agreed to continue the policy, in recognition of the great contribution these members have made to the association, and **to clarify the policy of lifetime free membership for Board members: such membership begins at completion in good standing of the elected term.**

(M) Jo-Ann Mullen

(S) Joyce Weinsheimer

PASSED

*CRLA's role in Exxon research
project questioned*

J. Exxon Research Project.

Becky had asked Carol Clymer-Spradling to report on the actions of the Advisory Committee of the research project: Carol reported that the committee had met only once during the project and had not been involved in the design of the research. In addition, others have spoken to Becky of their concerns regarding the reliability and validity of the study. CRLA, as co-sponsor of the research conference, is in the position of seeming to endorse research into which it had no input. Becky will draft a letter to Hunter Boylan, with a copy to Exxon, describing the Board's concerns about the failure to utilize the Advisory

CRLA Board Minutes
Overland Park Marriott Hotel
March 29, 1993
Page 12

Committee, input from the field and absence of research updates or other communication. She will also mention that the quality of the research design and, hence, results have been questioned. If in the future the project leaders desire to establish collaborative agreements with CRLA, its role must be made clear.

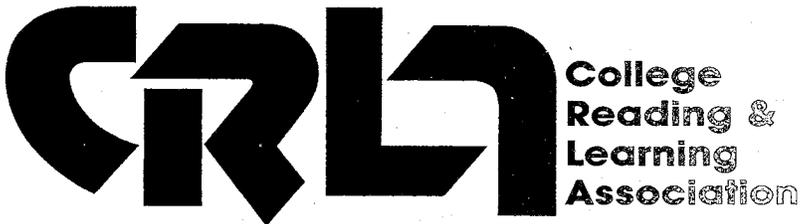
Becky adjourned the meeting at 5:50 p.m.

Respectfully submitted,



Karen S. Agee, *Secretary 1991-1993*

(These minutes have not been approved.)



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Developmental Education Department
Chemeketa Community College, P.O. Box 14007
Salem, OR 97309

March 2, 1993

TO: Joyce Weinsheimer
Jo-Ann Mullen
Karen Agee
Rosa Hall

CC: Tom Gier
Nancy Moreland
Karen Smith

FR: Becky Johnen *Becky*

RE: March 9 conference call

Agenda for the conference call

1. Approval of minutes from February 16 conference call.
2. Agreement of Collaboration with NADE (review information and have handy my January 25 memo to Bertha Murray)
3. California Chapter Bylaws (review and have handy information sent by Joyce in mid-February)
4. New committees: Political action chaired by Trish Dupart; Past board as an advisory committee chaired by ??; Professional liaison chaired by Gladys Shaw
5. Clarification of who has lifetime memberships
6. Update on association video
7. Tom Gier's request to be the "tutor certification archivist"
8. Conference-related items
9. Other...

CRLA
First General Session
Overland Park Marriott Hotel
April 2, 1993

President Becky Johnen brought the First General Session to order at 9:00 a.m.

I. Welcome: Becky Johnen.

Becky welcomed all to the conference, introduced the current and incoming Board members, and asked members to stand to be recognized for attending their first conference and numerous conferences. Becky introduced Robin Bischof, Membership Coordinator; Jo-Ann Mullen and Vince Orlando, retiring Editors, and Janice Lewis and JoAnn Carter-Wells, new Editors of the *Journal of College Reading and Learning*; Tom Pasternack, *CRLA Newsletter* Editor; and Tom Gier and Mary Rubin, editors of CRLA monographs.

Becky asked past Board members to stand, then SIG leaders, state and regional leaders, chairs and members of CRLA committees, and Carlette Hardin (NADE President).

II. Conference Chair Jo-Ann Mullen welcomed participants to Overland Park and Kansas City.

III. Pat Jonason, On-Site Chair, welcomed participants to Kansas, "land of changeable weather," recognized her colleagues and administrators at Johnson County Community College, and introduced Dr. Dan Radakovich of JCCC. Dr. Radakovich welcomed everyone to visit JCCC, discussed the new developments there, and recognized Pegi Denton for her innovations at the College.

IV. Elections: Joyce Weinsheimer, acting for Dee Tadlock.

Joyce described the open nominations process for President-Elect and Treasurer and introduced other members of the committee: Karen Smith, Martha Jones, Jan Swinton, and Craig Stern.

V. Jo-Ann Mullen introduced K. Patricia Cross, Elizabeth and Edward Conner Professor of Higher Education at the University of California at Berkeley, keynote speaker, who spoke on "Closing the Gaps Between Teaching and Learning."

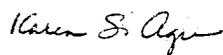
VI. Afterward, Jo-Ann recognized the value of Professor Cross' talk to the group and asked participants to do a "mental one-minute paper," in the spirit of the talk.

VII. Announcements: Jo-Ann Mullen.
Jo-Ann announced that Professor Cross would autograph books after the session; publishers' exhibits would close at 6:00 rather than 7:00 p.m.; extra copies of handouts could be left at a table in Exhibits; old copies of *JCRL* were available, free; articles should be submitted to *JCRL*; Session #39 is to be replaced by another on workplace literacy; conference evaluation forms should be completed and turned in before the drawing on Sunday afternoon; van service would be available 12-9 Saturday to four malls and 1:30 and 3:30 to the Plaza; Saturday night members could watch the basketball game on big-screen TV on the 10th floor, or an African-American film festival; all should move clocks forward one hour Saturday night.

VIII. Awards and Scholarships: Karan Hancock.
Karan thanked those who had contributed prizes for the scholarship raffle and urged members to purchase raffle tickets and nominate themselves or others for scholarships and awards.

Becky adjourned the session at 10:15 a.m.

Respectfully submitted,



Karen S. Agee, *Secretary 1991-1993*

(These minutes have not been approved.)

CRLA
Second General Session
Overland Park Marriott Hotel
April 3, 1993

President Becky Johnen called the Second General Session to order at 9:43 a.m.

I. Becky asked all the members named Dorothy to stand, in honor of the Kansas location and tornado weather.

A. Becky introduced Martha Jones, Parliamentarian, and introduced two proposed changes to the Bylaws: To preclude having to go through the amendment process every time the Board seeks to alter the elections schedule, the Board suggests more general language in the Bylaws. **Article VII, Section 3, Paragraph d should read, "Information about all candidates, one official ballot, and a properly addressed return envelope will be mailed to all members in good standing by a date set by the Board."**

(M) Anne Marie Schlender

(S) Kathy Carpenter

PASSED

*Bylaws VII.3.d. amended:
elections information to be
mailed to all members by a
date set by the Board*

Article VII, Section 3, Paragraph g should read, "Voting shall be by secret mail ballot. All votes received on or before a date set by the Board will be included in the final count. A majority of the votes cast shall be necessary for election."

(M) Mary Rubin

(S) Craig Stern

PASSED

*Bylaws VII.3.g. amended: votes
received on or before a date set
by the Board to be included in
final count*

B. Other Business.

1. Sandra Ross, President of the Texas Chapter, rose to announce that her state continued to make a profit on its annual fall conference; she presented another \$500 check to CRLA, to be used for awards and scholarships. Becky expressed gratitude and asked all members of the Texas Chapter to stand for recognition of their generous gift.

*\$500 donated by Texas chapter
to Awards and Scholarships*

2. Nancy Krause of the Nebraska/Kansas Chapter stood to ask the Board to consider scheduling the conference to avoid holidays. Becky acknowledged this request, and Jo-Ann Mullen agreed to schedule discussion at Sunday afternoon's Board meeting.

II. Accomplishments of the Board.

A. Becky reported that collaboration with NADE was continuing.

1. CRLA and NADE officers had recently signed an Agreement of Collaboration.

2. A joint or overlap conference is now being considered for 1997 in Texas. To forestall rumors, neither CRLA nor NADE is individually responsible for the failure to plan a joint conference in 1995 at Seattle; it was a mutual decision, due to site problems for so large a conference.

3. The Board has been developing a strategic plan for the next five years, an effort to which the plenary session contributed.

B. Karen Agee gave the Secretary's report.

C. Rosa Hall, Treasurer, reported the profit made from last year's conference, amounts budgeted at the summer Board meeting, and current balances. She announced the availability of printed reports.

D. Joyce Weinsheimer, Coordinator of State and Regional Directors, reported on the achievements of states and regions during the past year. She announced the new California Chapter and gave the charter to Gretchen Cupp, Kathy Engstrom, and Tom Dayton.

E. Joyce also announced with regard to Elections that sufficient nominations have been received for the President-Elect office and encouraged nominations for Treasurer. She asked the Elections Committee to

stand so that members would know to whom to direct nominations.

F. Tom Gier, outgoing Coordinator of the CRLA International Tutor Certification Program, announced that 128 programs are now certified and showed the new registry. He asked all tutor certification evaluators to stand for recognition by the assembly.

III. Announcements.

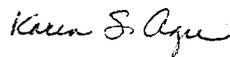
Jo-Ann Mullen, Conference Chair, announced that sessions scheduled for Nikko's would be held in Sunflower; the basketball game would begin at 4:45 in 1006; Hospitality would be in 1009; African-American video festival would be in 1022 8:00-10:30; the Dinner on the Plaza bus would leave the hotel at 5:00 and leave the Plaza at 9:15; Pat Cross' latest book could be ordered prepaid at the registration table; 200 copies of Dr. Cross' keynote address would be available at Sunday's brunch; an abridged version of the speech would appear in the *Journal*.

IV. Karan Hancock, raffle director, introduced Reader Rabbit, announced that over \$775 had been earned so far, and drew a few raffle tickets for prizes.

V. Presidential Address: Becky Johnen.
With the assistance of wizard Lucy MacDonald behind the scenes, Becky narrated, "Headed for the Future."

Becky adjourned the Second General Session at 10:44 a.m.

Respectfully submitted,



Karen S. Agee, Secretary 1991-1993

(These minutes have not been approved.)

CRLA
Third General Session
Overland Park Marriott Hotel
April 4, 1993

President Becky Johnen called the Third General Session to order at 9:20 a.m.

- I. Introductory Business.
 - A. Becky gave participants a preview of the session.
 - B. Jo-Ann Mullen introduced Karen Smith.

- II. Karen Smith spoke on the topic, "The 'Dilettante' is an Expert--Wake Up Academia!"

- III. Jo-Ann spoke in praise of Karen's talk.

- IV. While brunch was served, Karan Hancock conducted the final raffle and announced that more than \$800 had been raised for awards and scholarships. Jo-Ann awarded book prizes from the interactive video session.

- V. Becky Johnen gave the Board's Special Recognition Awards to Vince Orlando, Jo-Ann Mullen, and Jane Hopper, for their contributions to CRLA.

- VI. Kate Sandberg, Chair of Awards and Scholarships, gave the Research Assistance award to Ross MacDonald, scholarships to David Lemise, Craig Stern, and Marian Wronsky, the Distinguished Research award to Jim Prager, and the Robert Griffin Award for Long and Outstanding Service to Lucy MacDonald.

- VII. Certificates of Appreciation were given by Joyce Weinsheimer to state/regional leaders; by Patti Glenn to SIG leaders; by Tom Gier to certifiers of the International Tutor Certification Program; by Pat Jonason to on-site chairs; by Jo-Ann Mullen to program chairs and the *JCRL* Editorial Board; and by Becky Johnen to committee chairs.

VIII. Induction of New Officers.

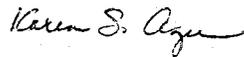
Becky recognized Rosa Hall as the only Board member remaining in office. Becky gave Joyce a lifetime membership card and gift, as Joyce left the Board. Joyce presented to Becky a plaque and several gifts to aid her as Coordinator of State and Regional Directors and chair of the new Committee for Design and Development of College Learning Assistance Centers. Becky inducted Jo-Ann into the presidency with gifts of the gavel, roving business-card plaque, and a book and presented her to the assembly as CRLA's new President. Jo-Ann inducted Tom Gier to the job of President-Elect. Becky gave Karen Agee a lifetime membership card as she left the Board, and Karen inducted Nancy Moreland to the office of Secretary, with gifts.

IX. Karen Lim, On-Site Chair for the 1994 conference, had participants prioritize the activities available at San Diego so that she can arrange the most popular activities for the conference.

X. Jo-Ann made several announcements and reminded all those doing business for CRLA that reimbursement requests are due to the treasurer by May 15.

President Jo-Ann Mullen adjourned the Third General Session at 11:03 a.m.

Respectfully submitted,



Karen S. Agee, *Secretary 1991-1993*

(These minutes have not been approved.)

CRLA Board Minutes
Overland Park Marriott Hotel
Overland Park, Kansas
April 4, 1993

Board Members Present: Jo-Ann Mullen, *President*; Tom Gier, *President-Elect*;
Becky Johnen, *Coordinator of State and Regional
Directors*; Karen Agee, *Secretary*; Rosa Hall, *Treasurer*.

Others Present: Nancy Moreland, *Incoming Secretary*; Patti Glenn,
Retiring SIG Coordinator; and later Tom Pasternack,
Newsletter Editor; JoAnn Carter-Wells, *Conference
Evaluation Chair and JCRL Editor*; Janice Lewis,
JCRL Executive Editor; Kate Sandberg, *Awards and
Scholarships Chair*; Joyce Weinsheimer, *Retiring
Coordinator of State and Regional Directors*; Carlette
Hardin, *NADE President*; Craig Stern, *Arizona*; Karen
Smith, *Archivist*.

Jo-Ann gaveled the meeting to order at 12:08 p.m.

I. Committee Reports.

A. Coordinator of SIGs: Patti Glenn.

Patti reported much turnover of SIG leaders in the last two years, and both TRIO and Whole Language groups are defunct. Patti will pass on to Pat Jonason samples of all SIG newsletters.

Tom Pasternack entered at 12:15 p.m.

*SIG membership lists to be sent
by Membership Coordinator
quarterly or on request*

Patti reported that some SIG leaders reported getting no membership list or an outdated list; Becky conveyed that Robin Bischof would send updated SIG membership lists to each leader quarterly or on request of a SIG leader.

Patti suggested that conference meal functions of SIGs be coordinated by the SIG Coordinator; some SIG leaders had made requests and did not receive what they needed.

*Pat Mulcahy-Ernt's request for
\$100 for newsletter expenses
approved*

**The Board approved Pat Mulcahy-Ernt's request for
\$100 for newsletter expenses of the Cognitive
Psychology SIG.**

(M) Becky Johnen

(S) Tom Gier

PASSED

Pat Mulcahy-Ernt's request for additional \$68.07 for newsletter expenses approved

The Board approved Pat Mulcahy-Ernt's request for an additional \$68.07 for newsletter expenses of the Cognitive Psychology SIG.

(M) Rosa Hall
(S) Becky Johnen
PASSED

Rosa will send a check to Pat.

JoAnn Carter-Wells and Janice Lewis entered at 12:30 p.m, and Patti Glenn left.

Completed conference evaluations doubled in 1993

B. Conference Evaluations: JoAnn Carter-Wells. JoAnn reported that the exhibits evaluation form had worked well and that conference attendees had completed twice as many conference evaluation forms as last year. She attributed the increase to the lottery prizes awarded for completed forms.

Kate Sandberg entered at 12:35 and Joyce Weinsheimer at 12:40 p.m.

Criteria for submitting articles to JCRL offered

C. *JCRL* Editors: JoAnn Carter-Wells and Janice Lewis.

1. JoAnn and Janice shared with the Board their report (Attachment AD), including criteria for *JCRL* submissions. The Board praised these criteria.
2. Pat Cross' keynote address will be published, with references, in *JCRL*.
3. Janice drew the Board's attention to the request that manuscripts be submitted on diskette as well as in hard copy, if possible.
4. The author checklist (Attachment AD, p. 3) will be sent to everyone being asked to submit a manuscript. Becky will send a copy to each state/regional director.
5. The purpose of the standards is to encourage the professional development of the members.
6. The Editorial Board will be expanded, with attention to broadening representation by geography and institutional type.

Author Checklist suggested before submission of article

JCRL rates to Canadian and overseas members not to rise

Ampersand to be used in CRLA logo, but and in text

Conference evaluation drawing prizes: Martha Jones, one-year membership; Susan Regan, \$75 fee waived at San Diego

7. The new editors are planning some guest columns. There was some discussion of whether Becky's presidential address would be printed in the *Newsletter* or *JCRL*; it was decided to print it in the *Newsletter*, with a revised form going to the *JCRL*. The President's job description should note that a presidential article should be prepared for the *JCRL*.
8. JoAnn and Janice recommended not raising rates to Canada and overseas, despite the higher postage costs to those locations, so as not to discourage membership and *JCRL* readership in those areas.
9. They will continue to explore the idea of paid advertisements in *JCRL*.
10. JoAnn and Janice intend to keep options open as they explore collaborative efforts with other professional organizations.
11. JoAnn noted the inconsistent use of the ampersand in CRLA literature. After discussion, it was agreed that in the logo the ampersand would be used (College Reading & Learning Association), while in text material it would not (College Reading and Learning Association).
12. Becky asked Janice and JoAnn to consider which journals belong with which memberships and consider a membership year for journal members.
13. At their request, Robin will send the editors the labels they need.
14. JoAnn Carter-Wells drew names of those submitting evaluations: Martha Jones received the one-year membership, and Susan Regan received the \$75 waived conference registration at San Diego. Karen will notify Martha and Susan, with copies to the Treasurer and Membership Coordinator.

JoAnn Carter-Wells and Janice Lewis left at 1:08.

*Awards and Scholarships
Committee to devise application
form for Kellogg Institute
scholarship*

*Exemplary Practice award on
hold*

- D. Awards and Scholarships: Kate Sandberg.
1. Kate thanked the Board for giving the extra scholarship this year.
 2. By reason of the \$500 donation from the Texas chapter, Kate lobbied for an extra scholarship next year, as well. At the summer Board meeting it will be determined how many scholarships may be awarded.
 3. Kate and her committee will devise a simple application form for the Kellogg Institute scholarship, after she has contacted Hunter Boylan to find out what fees are waived and whether criteria must be the same as in earlier brochures.
 4. Advice from the membership at the plenary session concerning exemplary practice awards was diverse, with consensus only on the idea of the **practice** award, to balance research awards. **The Exemplary Practice Award should be placed on hold until intricacies can be worked out.**
(M) Becky Johnen
(S) Tom Gier
PASSED
 5. Kate noted that one individual received awards both last year and this year. She will add a question to each nomination form concerning awards won recently.

Kate Sandberg left at 1:20 p.m.

*California Chapter bylaws
accepted as revised*

- E. States and Regions: Joyce Weinsheimer.
Joyce submitted for the Board's approval California's revised bylaws (Attachment AE). **California Chapter's bylaws were accepted as rewritten and revised.**

(M) Karen Agee
(S) Rosa Hall
PASSED

F. Elections Committee: Joyce Weinsheimer, for Dee Tadlock.

Joyce reported that the Elections Committee had screened the nominations and presented the list to the Board. **The Board accepted the list of potential candidates offered by the Elections Committee.**

(M) Becky Johnen
(S) Tom Gier
PASSED

*List of potential candidates for
1993 elections accepted*

The Board took a break from 1:38 to 1:50 p.m. Carlette Hardin entered during break.

II. Other Business.

A. Collaboration with NADE: Carlette Hardin.

1. It was reaffirmed that the presidents, rather than the presidents-elect, of CRLA and NADE will attend each other's conference. Carlette will write an article for the *Newsletter*.
2. Carlette signed the Agreement of Collaboration and noted that next year Ada Belton, now president-elect of NADE, will sign with Tom Gier.
3. Nancy commented that she had attended Carlette's conference session and noted the participants' positive response.
4. The Board discussed with Carlette the possible joint conference in 1997, including overlapping schedules, possible dates and locations, cost, and the need to prepare members of both organizations.

Craig Stern entered at 2:30.

5. NADE is planning to phase out its reliance on a professional for site selection; Carlette

obtained Susan Deese's address and numbers. She announced NADE's upcoming board meeting on May 21 in Chicago.

Carlette Hardin left at 2:37 p.m.

B. Update on Phoenix: Craig Stern.

1. Craig shared information about the hotel, special rates (\$89 per night), dates (April 6-9, 1995), and activities available in Tempe.

Karen Smith entered at 2:50.

2. Craig reported that Rick Sheets has had a family emergency to contend with. He does have letters in support of the conference at Tempe from his institution, Paradise Valley. Rosa noted that Paradise Valley is an Apple Alliance institution.

Craig Stern left at 2:55.

C. Archives: Karen Smith.

1. The Board praised the display board and Larry Pedroza's photography.
2. Karen mentioned the possibility of obtaining copies of old photos from 1982 proof sheets. Karen will send duplicates of all Larry's photos of the 1993 conference for the summer Board meeting and to Tom Pasternack for the *Newsletter*.
3. Rosa suggested that for a secondary display (for state conferences) Karen should send photographs and materials with a sketch of their appropriate placement. Karen noted the difficulty of preventing theft of loose photos. Becky will discuss this concern with state and regional leaders.
4. Karen noted that the archives are currently in disarray. She needs information from states and regions and from SIGs. She would like to devote panels of the display board to states and SIGs. Becky will add her to the state/region mailing list.

5. Karen reported that there is no history of the membership list in the archives since the 1970's. She has asked the Membership Coordinator to send twice a year the list of members and expired members.
6. Karen received a letter from Pat Heard, who is retiring and willing to donate CRLA materials. Karen wants to write to other past officers to ask for similar donations. The Board agreed that she should use \$50 in budget for shipping, if necessary. Karen suggested that she would be requesting an additional \$50 in the budget for miscellaneous expenses.
7. Jo-Ann suggested that Tom publish Karen Smith's address in the *Newsletter*.

Karen Smith left at 3:17.

- D. Electronic Data Processor: Karen Agee and Nancy Moreland.
Nancy and Karen reported on their meeting with knowledgeable PowerBook users. Karen Smith had volunteered to donate Microsoft Word 5.1. The Board agreed that **Becky Johnen should purchase a MAC PowerBook 160, 4mb Hard Disk 120 and On Location Search Utility through the Chemeketa Community College bookstore.**
(M) Karen Agee
(S) Tom Gier
PASSED

CRLA to purchase PowerBook 160 and search utility

- E. Conference Calls.
Becky reported that the telephone conference calls cost about \$100 per call. Both she and Tom Gier will explore their campus' obtaining a conference call phone bridge to reduce costs. The next telephone conference call will be on Tuesday, May 11, 1993, at 9:30 CST.

Summer Board meeting July 16-18, 1993 in San Diego

- F. The summer Board meeting was scheduled for July 16-18, 1993, at the Red Lion Inn in San Diego. Tom

Gier will notify Karen Lim of the dates. Becky reported that she may arrive late and leave early, on those dates.

G. Treasurer: Rosa Hall.

1. Rosa inquired whether a proposed directory of California learning assistance persons would conflict with the CRLA directory. Becky suggested that Robin Bischof's information could be used for the directory and a copy of California's directory provided to Rita Dunbar. Jo-Ann will write to Tom Dayton to confirm approval.
2. Rosa mentioned the need to book the San Diego Zoo one year in advance, for a non-refundable fee of \$500. The Board wanted to know the regular price per person and the results of Karen Lim's survey of the membership's interest in zoo activities. **The Board authorized Tom Gier to investigate cost per person (to a maximum of \$40) and the priority among the membership of a zoo visit; if results of the investigation are positive, the Board authorizes payment of a \$500 deposit.**
(M) Karen Agee
(S) Rosa Hall
PASSED
3. Rosa reported that last year an individual registered for the conference, paid a bad \$200 check, and did not respond to Kathy Carpenter's letters and telephone calls. From the same institution an individual this year failed to pay for her room and said her institution had paid registration. Rosa asked the Board's approval to write the head of the business office at the institution, requesting

Tom Gier authorized to investigate San Diego Zoo rates and pay \$500 deposit if justified

Treasurer authorized to write to institution of non-paying attendees to seek repayment; special conditions added to future registration of individuals involved

payment of the outstanding balance for last and this year. The Board approved. Becky suggested a follow-up letter to the member that she must pay outstanding bills and for future conferences must pay cash or have her check clear the bank before being admissible.

Free airline ticket to be used for Tom Gier's summer Board travel

H. It was agreed to use the free airline ticket from the San Francisco conference, if reissued, for Tom Gier's travel to the summer Board meeting.

I. The Board discussed possible topics for the summer meeting, including Frank Christ's proposal to the University of Arizona for a National Center for Learning Assistance; the system for setting conference dates (a topic that should be explored as well in Ample Sample); a one-page membership handout Becky will update; and student memberships.

J. Jo-Ann gave Tom Gier the conference resume from the hotel at San Francisco and the large conference planner he will need for next year.

Jo-Ann adjourned the Board meeting at 4:04 p.m.

Respectfully submitted,



Karen S. Agee, *Secretary 1991-1993*

(These minutes have not been approved.)

CRLA SPRING BOARD MEETING AGENDA
MARCH 29 - APRIL 4, 1993

OVERLAND PARK MARRIOTT

~~ROOM 822~~

Sunflower Room

MONDAY, MARCH 29, 1993
9:00 a.m. - 12:00 p.m.

APPROVAL OF AGENDA

APPROVAL OF MINUTES

March 9 Conference Call

Summer Bd meetings

WHAT'S HAPPENING

Brief update on happenings in the life of each Board member

REPORTS FROM OFFICERS

President-Elect

* Conference Report and Update

* Conference Cost (for those attending day of institutes only)

* Comp Registrations for CEOs of Sponsoring Institution

Past President

* Status of States, Regions and Chapters

* California Bylaws

Secretary

* Electronic data system

Treasurer

* The Last of Oxford??? (the infamous bill of 3-1-92)

President

* Update on Meeting with NADE Board; Agreement of Collaboration

* Scholarships and Awards Committee Decisions

12:00 p.m. -- Break for Lunch

CRLA SPRING BOARD MEETING AGENDA
MONDAY, MARCH 29, 1993
1:30 p.m. - 6:00 p.m.

OVERLAND PARK MARRIOTT
ROOM 822

UPDATE FROM NEWSLETTER EDITOR (see also written report)

BUSINESS ITEMS

Council on Advancement of Standards (CAS)

- * CRLA Packet for People Starting Learning Centers
- * Ethical Principles for Learning Assistance Programs

Impact of the American Disabilities Act (ADA) on CRLA

- * Consideration of a disability policy

Exxon Research Project

- * Advisory Committee
- * The National Conference and Next Steps

Lifetime Memberships for Board Members

CRLA SPRING BOARD MEETING AGENDA
TUESDAY, MARCH 30, 1993
9:00 a.m. - 12:00 p.m.

OVERLAND PARK MARRIOTT
ROOM 822

REPORTS FROM STANDING COMMITTEES

9:00 CRLA International Tutor Certification Program
Tom Gier, Coordinator
Karan Hancock, Assistant Coordinator
* see also written report
* coordination of tutor certification records
* new Tutor Registry

9:30 Alaska State Report and Peer Tutor SIG Report
Karan Hancock, State Director and SIG Leader
* see also written report

JCRL
Jo-Ann Mullen, Outgoing Editor

Elections
* Written report submitted by Becky Patterson

Site Selection
* San Diego Specifics
* Arizona Update

Bylaws
* Refer to updated bylaws

Archives

Professional Association Liaison

Political Action

10:00 *Special Interest Groups*

BUSINESS ITEMS

Guidelines for Research Awards
* Act on recommendations provided by Research/Evaluation
SIG

NADE Self-Assst. Guides - letter for SIG leader renew

12:00 p.m. -- Break for Lunch

CRLA SPRING BOARD MEETING AGENDA
TUESDAY, MARCH 30, 1993
1:30 p.m. - 6:00 p.m.

OVERLAND PARK MARRIOTT
ROOM 822

BUSINESS ITEMS

Kellogg Scholarship

- * Action on Awards and Scholarship Committee Recommendation

Exemplary Practice Award

Special Interest Groups (SIGs) *(moved to Friday morning)*

- * Expectations of SIGs

President-Elect as the Conference Chair

- * Revisit Whether a Change in Order of Duties is Necessary

Presidential Rotation

- * Dealing with the Transition Created by a Permanent Site Selection Chair

CRLA SPRING BOARD MEETING AGENDA
WEDNESDAY, MARCH 31, 1993
9:00 a.m. - 12:00 p.m.
8
OVERLAND PARK MARRIOTT
ROOM 822

REPORTS FROM STANDING COMMITTEES

Membership

- * Robin Bischof, Membership Coordinator

Associate Membership Coordinator Report

- * Update on Status of Membership Resource Directory

*Confirmation Clarification of Board policy on purchase of alcoholic beverages
at Board meals*

BUSINESS ITEMS

CRLA Promotional Video

12:00 p.m. -- Break for Lunch

CRLA SPRING BOARD MEETING AGENDA
WEDNESDAY, MARCH 31, 1993
1:30 p.m. - 3:00 p.m.

OVERLAND PARK MARRIOTT
ROOM 822

CONFERENCE GENERAL SESSIONS

- * Flow at Each
- * Expectations at Each
- * Plenary
- * Assistance Needed for Presidential Address

PRESIDENTIAL THANK YOU

CRLA SPRING BOARD MEETING AGENDA
SUNDAY, APRIL 4, 1993
12:00 p.m. - 4:00 p.m.

OVERLAND PARK MARRIOTT
ROOM 822

REPORTS FROM STANDING COMMITTEES

12:00 Special Interest Groups
Patti Glenn, Coordinator

get newsletters from TP

12:30 JRCL
JoAnn Carter-Wells, Editor
Janice Lewis, Executive Edit

1:00 Awards and Scholarships
Kate Sandberg, Chair

*talk re use
of SF ticket*

BUSINESS ITEMS

1:45 NADE
Carlette Hardin, President

3:00 Update on 1993-94 Election
Dee Tadlock, Chair

by Mary

- 1. Journal, Summer Dinner, Editors
to JCR in November Pk?*
- 2. Get of Gen membership?
Annual Gen volumes?*

New Officers

* Addresses of Where to Send Congratulatory/Thank
You Letters (supervisors, administrators, etc.)

Update of Officer's Quick Reference List

Continuation of Monthly Conference Calls

Setting of Summer Board Meeting

**COORDINATOR OF STATES/REGIONS
 REPORT TO THE CRLA BOARD OF DIRECTORS
 APRIL 1993**

CRLA MEMBERSHIP BY STATE
 (as of December 1992)

CA	California	213	MA	Massachusetts	9
TX	Texas	107	MO	Missouri	9
WA	Washington	61		Other	9
AZ	Arizona	49	VA	Virginia	9
NM	New Mexico	48	NV	Nevada	8
OR	Oregon	43	MT	Montana	7
	Canada	36	IN	Indiana	6
MN	Minnesota	21	OK	Oklahoma	6
IL	Illinois	18	WI	Wisconsin	6
NJ	New Jersey	17	TN	Tennessee	5
OH	Ohio	17	WY	Wyoming	5
ID	Idaho	15	FL	Florida	4
AK	Alaska	14	PA	Pennsylvania	4
CO	Colorado	13	SC	South Carolina	4
KS	Kansas	13	AR	Arkansas	3
NY	New York	13	CT	Connecticut	3
NE	Nebraska	12	MD	Maryland	3
IA	Iowa	11	WV	West Virginia	3
LA	Louisiana	11	KY	Kentucky	2
NC	North Carolina	11	DE	Delaware	1
UT	Utah	11	ND	North Dakota	1
GA	Georgia	10	NH	New Hampshire	1
HI	Hawaii	10	VT	Vermont	1
MI	Michigan	10			

ANNUAL REPORTS SUBMITTED BY:

Alaska	Mid South
Arizona	Minnesota
California	Nebraska/Kansas
Canada	Nevada
Hawaii	Oregon
Idaho	Texas
Iowa/Missouri	Washington
Mid Atlantic	

REGIONAL/STATE CONFERENCES

Alaska

*1992 Alaska State CRLA Conference (UAA Reading/Writing Center)

Arizona

*CHALLENGE '93: TECHNOLOGY FOR TEACHING AND LEARNING
(80 participants)

California

*meetings held in conjunction with Northern California College Reading Association
in Napa and southern California) and California Reading Association (in San Diego)

Mid Atlantic

*4th Annual Sharing Conference of the Virginia College Learning Association
(held at Sweet Briar College)

Nebraska/Kansas

*CALL TO ACTION: ACCEPT THE CHALLENGE (held at Johnson County
Community College for over 50 participants)

Oregon

*Fall conference attended by 64% of Oregon's community colleges and 25% of its
Universities

Texas

*Conference on Academic Support Programs co-sponsored with the Texas NADE
affiliate, TADE (343 participants)

Washington

*8th Annual State/Regional Conference (held at Spokane Falls Community College
for 65 CRLA members as well as members of ABE)

NEWSLETTERS/MASS MAILINGS

Alaska

Minnesota

Arizona

Nebraska/Kansas

California

Nevada

Canada

Oregon

Mid Atlantic

Texas

Mid South

Washington

HIGHLIGHTS OF THE YEAR

1. California achieved chapter status! Congratulations are in order for chapter organizers Gretchen Cupp, Kathy Engstrom, and Tom Dayton.
2. The CRLA Display Board made its rounds this year without getting lost! The display board was used for conferences in Iowa, Washington, Arizona, North Carolina, Oregon, Washington D.C. and Kansas.

ISSUES TO ADDRESS

1. CRLA members are experiencing ever-tightening budgets and increased workload responsibilities. How can we get people in each state/region more actively involved in CRLA?
2. Where can CRLA members find additional funds for conferences and speakers?
3. Can CRLA coordinate the dates of its annual conference with other conferences so that members are not forced to choose one over the other? For example, this year's conference conflicts with the 4 C's conference.
4. Members need a resource directory that ties them with CRLA members in other geographic areas who have similar interests. Directory should include annual roster of members, their specialty areas, and contact information (address, fax numbers, telephone numbers, and computer mail information).
5. There is more demand for the CRLA Display Board than we can currently meet since state/regional conference dates often overlap. Can a second display be set up?

CRLA Conference Refund/Donation Form

Name: _____ Amt. of refund due: _____
(please print)

Reason for refund: _____

Dear Conference Attendee:

Our records show that you are due a refund from your conference registration payment. Would you consider donating this refund to our CRLA Scholarship Fund which supports scholarly research on the part of our members?

If you would like to **donate the refund** amount indicated above, check the appropriate box below. Please complete the receipt below, have a registration desk worker sign the receipt, and tear it off so you can keep it for your tax records. **Place the top of this form and the attached reimbursement form in the envelope provided and leave it at the registration desk.** We appreciate your contribution very much.

If you **desire a refund** please check the refund box below, complete the "Make payment to" portion of the attached reimbursement form and address the attached self-addressed envelope. **Place both the Conference Refund/Donation Form and the attached signed reimbursement form inside the self-addressed envelope provided and leave it at the registration desk.** Your refund request will be verified by the treasurer, and your refund check will be mailed to you within three weeks.

* Please mail me my refund.

See directions above!

Please accept my refund as a donation.



------(tear here)-----

College Reading & Learning Association Donation Receipt	
NAME: _____	DATE: _____
ADDRESS: _____	
Thank you for your donation to the CRLA scholarship fund in the amount of \$ _____	
CRLA Conf. Registration: _____	(signature)

* Refund deadline date = 5/15/93

COLLEGE READING AND LEARNING ASSOCIATION
 REIMBURSEMENT FORM
 (IRS #95-3177-158)

CRLA Board Minutes
 Overland Park, KS
 March 29-April 4, 1993
 Attachment C
 Page 2 of 2

Please Print or Type Information

From: _____ Make payment to: _____
 Address: _____ Address: _____

Complete
 For
 Conference
 Refund!

Total Amount Requested _____

1. Please list below the items for which reimbursement/payment is requested or for which a check is to be issued. Attach receipts or bills always.
2. Specifically budgeted expenses can be paid directly to the vendor by the Treasurer without additional authorization so long as the original invoice is submitted. Your out-of-pocket expenses must receive prior authorization. If you are a Committee Head, send this completed form and receipt(s) to the CRLA President for authorization. If you are a State Director, send this completed form and your receipt(s) to the Coordinator of State Directors for authorization. Others should obtain prior authorization from the Board member to whom they are reporting. The Treasurer will not issue a check without proper authorization.
3. All requests for reimbursement/payment must be made within 90 days after the expense is incurred and no later than May 31 of a given year for reimbursement within that fiscal year.

 Description of Expenses or Services:

Travel and/or Mileage	\$ _____	Fees, Wages, Honoraria	\$ _____
Hotels and Food	\$ _____	Supplies	\$ _____
Telephone	\$ _____	Advertising & Promotion	\$ _____
Postage	\$ _____	Other (Specify)	_____
Printing, Duplicating	\$ _____		\$ _____
			\$ _____

 How did this expenditure benefit CRLA?

 Is this a SIO Expense? _____ If so, how many members are in the Group? _____ What Fees per member are charged? \$ _____ If fees are charged, please briefly justify this additional expense:

 Signature/Person Submitting _____ Signature/Officer _____

Office Held: _____ Office Held: _____

Date: _____ Date: _____

 Check Number: _____ Date Issued: _____ Budget Category: _____

(Revised July, 1987)

Sign
 or
 conference
 Refund!

CRLA Board Minutes
Overland Park, KS
March 29-April 4, 1993
Attachment D
Page 1 of 1

Payment Information Slip

Name: _____

Amount Paid: _____

Reason for Payment: _____

CRLA 1993 Conference

Income Statement

CRLA Operating Budget

Wednesday,

Accounts	1992		
	Balances	Budgets	Variance
4000 INCOME			
4900 Misc. Income	787.00	0.00	787.00
4901 CRLA Acct Transfer	51,263.17	0.00	51,263.17
5001 Dues	21,943.00	0.00	21,943.00
5002 JDE	14.28	0.00	14.28
5003 RRIDE	6.75	0.00	6.75
5004 Both JDE & RRIDE	0.00	0.00	0.00
5011 Interest Income/Cr Union	334.21	0.00	334.21
5012 JCRL	36.00	0.00	36.00
5014 SIGS			
5005 Unidentified SIGs	1,155.00	0.00	1,155.00
5015 SIG1 Cognitive Psych	15.00	0.00	15.00
5025 SIG2 College Reading	5.00	0.00	5.00
5035 SIG3 Computer Technol...	15.00	0.00	15.00
5045 SIG4 Couns/Guidance S...	0.00	0.00	0.00
5055 SIG5 Critical Thinking	5.00	0.00	5.00
5065 SIG6 Dev/Basic Writing	0.00	0.00	0.00
5075 SIG7 Emot/MotivAspects	5.00	0.00	5.00
5085 SIG8 EFL/ESL	0.00	0.00	0.00
5095 SIG9 Research & Eval	10.00	0.00	10.00
5096 SIG10 LC Management	10.00	0.00	10.00
5097 SIG11 LearningDisabil...	10.00	0.00	10.00
5098 SIG12 Libr'l Arts Col...	5.00	0.00	5.00
5099 SIG13 Math Tutorial P...	5.00	0.00	5.00
5142 SIG14 Multicultural	5.00	0.00	5.00
5143 SIG15 Peer Tutoring	20.00	0.00	20.00
5144 SIG16 Placement Burea...	0.00	0.00	0.00
5145 SIG17 TRIO	0.00	0.00	0.00
5146 SIG18 Whole Language	0.00	0.00	0.00
5147 SIG19 Workplace Liter...	5.00	0.00	5.00
5148 SIG20 Teaching Excell...	5.00	0.00	5.00
5149 SIG21 HyperCard	0.00	0.00	0.00
Total SIGS	1,275.00	0.00	1,275.00
5006 Tutor Certification	1,480.50	0.00	1,480.50
5007 Registry/Tutor	20.00	0.00	20.00
5008 CU Interest	435.34	0.00	435.34
5009 NFC Coverage	0.00	0.00	0.00
5010 Awards Donations	277.50	0.00	277.50
Total INCOME	77,872.75	0.00	77,872.75
5000 EXPENSES			
5100 Board			
5101 President			
5102 P Travel	697.74	1,500.00	802.26
5103 P Hotels & Food	259.15	1,200.00	940.85
5104 P Telephone Expe...	0.00	100.00	100.00
5105 P Postage	39.64	100.00	60.36
5106 P Printing & Pub...	11.40	50.00	38.60
5107 P Clerical Assis...	0.00	200.00	200.00
5108 P Supplies	1.90	100.00	98.10
5109 P Misc expenses	0.00	0.00	0.00
5110 P Other (Spec...			
5112 P Conferenc...	55.00	300.00	245.00
Total P Other (Specify)	55.00	300.00	245.00

Income Statement

CRLA Operating Budget

Wednesday

Accounts	1992		
	Balances	Budgets	Variance
Total President	1,064.83	3,550.00	2,485.17
5111 President-Elect			
5113 PE Travel	0.00	1,800.00	1,800.00
5114 PE Hotels & Food	0.00	700.00	700.00
5115 PE Telephone Exp...	56.44	100.00	43.56
5116 PE Postage	0.00	50.00	50.00
5117 PE Printing & Pu...	0.00	0.00	0.00
5118 PE Wages & Fees	0.00	0.00	0.00
5119 PE Supplies	0.00	0.00	0.00
5120 PE Misc expenses	0.00	0.00	0.00
5122 PE Other (Specif...	0.00	0.00	0.00
Total President-Elect	56.44	2,650.00	2,593.56
5121 Secretary			
5123 S Travel	0.00	200.00	200.00
5124 S Hotels & Food	0.00	100.00	100.00
5125 S Telephone Expe...	0.00	0.00	0.00
5126 S Postage	20.84	75.00	54.16
5127 S Printing & Pub...	0.00	50.00	50.00
5128 S Supplies	0.00	25.00	25.00
5129 S Other (Spec...			
5130 S Baggage &...	0.00	60.00	60.00
Total S Other (Specify)	0.00	60.00	60.00
Total Secretary	20.84	510.00	489.16
5131 Treasurer			
5132 T Travel	0.00	100.00	100.00
5133 T Hotel & Food	0.00	100.00	100.00
5134 T Telephone Expe...	111.36	150.00	38.64
5135 T Postage	140.92	200.00	59.08
5136 T Printing & Pub...	8.40	30.00	21.60
5137 T Clerical Assis...	1,150.00	2,000.00	850.00
5138 T Supplies	11.13	0.00	-11.13
5139 T Misc Expenses	0.00	0.00	0.00
5140 T Other (Specify)	0.00	0.00	0.00
Total Treasurer	1,421.81	2,580.00	1,158.19
5141 Gen. Board Expens...			
5151 GB Travel	1,559.00	3,500.00	1,941.00
5152 GB Hotel & Food	1,498.92	5,500.00	4,001.08
5153 GB Telephone Exp...	0.00	50.00	50.00
5154 GB Postage	42.68	0.00	-42.68
5155 GB Printing & Pu...	0.00	0.00	0.00
5156 GB Wages & Fees	0.00	0.00	0.00
5157 GB Supplies	0.00	0.00	0.00
5158 GB Misc expenses	10.00	50.00	40.00
5159 GB Other (Specif...	125.00	0.00	-125.00
Total Gen. Board Expenses	3,235.60	9,100.00	5,864.40
Total Board	5,799.52	18,390.00	12,590.48
5200 Publications			

Income Statement

CRLA Operating Budget

Wednesday

Accounts	1992		
	Balances	Budgets	Variance
5201 Newsletter			
5202 NL Travel	0.00	0.00	0.00
5203 NL Hotels & Food	0.00	0.00	0.00
5204 NL Telephone & F...	0.00	50.00	50.00
5205 NL Postage	54.70	60.00	5.30
5206 NL Printing & pu...	3,982.00	5,000.00	1,018.00
5207 NL Wages & Fees	0.00	0.00	0.00
5208 NL Supplies	0.00	30.00	30.00
5209 NL Other (Spe...			
5210 NL Mail Ser...	665.99	600.00	-65.99
5212 NL UPS	0.00	60.00	60.00
Total NL Other (Specify)	665.99	660.00	-5.99
Total Newsletter	4,702.69	5,800.00	1,097.31
5211 JCRL			
5213 J Travel	0.00	400.00	400.00
5214 J Hotels & Food	0.00	500.00	500.00
5215 J Telephone expe...	68.02	75.00	6.98
5216 J Postage	482.52	225.00	-257.52
5217 J Printing & Pub...	3,888.50	8,000.00	4,111.50
5218 J Clerical Assis...	70.00	150.00	80.00
5219 J Supplies	16.50	50.00	33.50
5220 J Misc expenses	0.00	0.00	0.00
5222 Other (Specif...			
5223 J Mailing S...	0.00	400.00	400.00
5224 J Conferenc...	0.00	125.00	125.00
Total Other (Specify)	0.00	525.00	525.00
Total JCRL	4,525.54	9,925.00	5,399.46
5221 Monographs			
5231 M Graphics	0.00	200.00	200.00
5232 M Printing & Pub...	8.85	700.00	691.15
5233 M Advertising/ P...	0.00	200.00	200.00
5234 M Postage	0.00	100.00	100.00
Total Monographs	8.85	1,200.00	1,191.15
Total Publications	9,237.08	16,925.00	7,687.92
5300 Gen'l Org. Expenses	0.00	0.00	0.00
5301 General Expenses			
5401 G Travel	0.00	0.00	0.00
5411 G Hotels & Food	0.00	0.00	0.00
5421 G Telephone expenses	0.00	0.00	0.00
5431 G Postage	0.00	100.00	100.00
5441 G Printing & Publishi...	0.00	0.00	0.00
5451 G Wages Fees	0.00	0.00	0.00
5461 G Supplies	0.00	50.00	50.00
5471 G Advert/Promo Video	0.00	500.00	500.00
5481 G Misc expenses	500.00	150.00	-350.00
5491 G Other (Specify)			
5501 Oxford Mailing S...	0.00	550.00	550.00
5511 Membership Servi...	516.00	575.00	59.00

Income Statement

CRLA Operating Budget

Wednesday

CRLA Board Minutes
Overland Park, KS
March 29-April 4, 1993
Attachment E
Page 4 of 12

Accounts	1992		
	Balances	Budgets	Variance
5521 Bond	0.00	150.00	150.00
5531 Stationery	491.00	300.00	-191.00
5541 Scholarship	0.00	1,000.00	1,000.00
5542 Research Awards	0.00	600.00	600.00
5543 Brochure	0.00	800.00	800.00
5544 JDE Subscription	0.00	100.00	100.00
Total G Other (Specify)	1,007.00	4,075.00	3,068.00
Total General Expenses	1,507.00	4,875.00	3,368.00
5400 Committees			
5402 Awards & Fund Rai...			
5403 AF Supplies	0.00	0.00	0.00
5404 AF Telephone Exp...	0.00	0.00	0.00
5405 AF Postage	0.00	50.00	50.00
5406 AF Printing & Pu...	0.00	50.00	50.00
5407 AF Sale Items	0.00	0.00	0.00
5408 AF Raffle	0.00	30.00	30.00
5409 AF Plaques	224.24	400.00	175.76
Total Awards & Fund Raising	224.24	530.00	305.76
5412 Archives			
5413 AR Telephone Exp...	0.00	0.00	0.00
5414 AR Postage/Shipp...	124.43	75.00	-49.43
5415 AR Supplies	0.00	50.00	50.00
5416 AR Other (Spe...			
5417 Conversion	0.00	500.00	500.00
Total AR Other (Specify)	0.00	500.00	500.00
Total Archives	124.43	625.00	500.57
5422 Site Selection			
5423 SS Travel	0.00	1,600.00	1,600.00
5424 SS Hotels & Food	0.00	300.00	300.00
5425 SS Telephone Exp...	0.00	50.00	50.00
5426 SS Postage	0.00	50.00	50.00
5427 SS Supplies	0.00	0.00	0.00
Total Site Selection	0.00	2,000.00	2,000.00
5432 Nominations & Ele...			
5433 NE Telephone Exp...	0.00	50.00	50.00
5434 NE Postage	0.00	300.00	300.00
5435 NE Printing & Pu...	297.17	500.00	202.83
5436 NE Supplies	0.00	0.00	0.00
5437 NE Wages & Fees	0.00	100.00	100.00
5438 NE Misc expenses	100.00	0.00	-100.00
5439 NE Other (Specif...	0.00	0.00	0.00
Total Nominations & Elections	397.17	950.00	552.83
5442 Tutor Certificati...			
5452 TC Postage	223.54	600.00	376.46
5453 TC Printing & Pu...	0.00	150.00	150.00
5454 TC Supplies	0.00	0.00	0.00

Income Statement

CRLA Operating Budget

Wednesday,

Accounts	1992		
	Balances	Budgets	Variance
5455 TC Misc expenses	0.00	0.00	0.00
5456 TC Other (Specif..	0.00	0.00	0.00
Total Tutor Certification	223.54	750.00	526.46
Total Committees	969.38	4,855.00	3,885.62
5500 States & Regions			
5600 Coordinators			
5601 CO Travel	243.00	850.00	607.00
5602 CO Hotels & Food	0.00	0.00	0.00
5603 CO Telephone Exp..	0.00	75.00	75.00
5604 CO Postage	0.00	50.00	50.00
5605 CO Printing & Pu..	0.00	100.00	100.00
5606 CO Supplies	0.00	30.00	30.00
5607 CO Misc expenses	0.00	0.00	0.00
5608 CO Other (Specif..	0.00	0.00	0.00
Total Coordinators	243.00	1,105.00	862.00
5610 Directors			
5611 DI Misc expenses	0.00	0.00	0.00
5612 DI Other (Spe..			
5613 DI Special ...	700.00	700.00	0.00
5614 DI Regular ...	29.10	1,350.00	1,320.90
5615 DI Mailing	0.00	0.00	0.00
Total DI Other (Specify)	729.10	2,050.00	1,320.90
Total Directors	729.10	2,050.00	1,320.90
5620 SIG Coordinator			
5621 SC Postage	0.00	25.00	25.00
5622 SC Printing	0.00	100.00	100.00
5623 SC Supplies	0.00	25.00	25.00
5624 SC Telephone exp..	0.00	25.00	25.00
Total SIG Coordinator	0.00	175.00	175.00
5630 SIG Leaders			
5640 SL Postage	260.61	935.00	674.39
5641 SL Printing & Pu..	208.29	680.00	471.71
5642 SL Supplies	12.19	85.00	72.81
5643 SL Misc expenses	0.00	0.00	0.00
5644 SL Other (Spe..			
5645 SL Special ...	224.22	0.00	-224.22
Total SL Other (Specify)	224.22	0.00	-224.22
Total SIG Leaders	705.31	1,700.00	994.69
Total States & Regions	1,677.41	5,030.00	3,352.59
5700 Banking/Check Expenses	58.23	0.00	-58.23
5800 Conf Accts Checking, to	50.00	0.00	-50.00
5801 Conf Accts Savings, to	25.00	0.00	-25.00

Income Statement

CRLA Operating Budget

Wednesday,

Accounts	1992		
	Balances	Budgets	Variance
5901 Conf exp, charged in error	276.21	0.00	-276.21
5900 Misc. Expenses	0.00	0.00	0.00
Total EXPENSES	19,599.83	50,075.00	30,475.17
NET INCOME	58,272.92	-50,075.00	108,347.92

Income Statement

CRLA Conference

Wednesday,

Accounts	1992		
	Balances	Budgets	Variance
4000 INCOME			
4100 Exhibitor Fees	5,150.00	40,000.00	-34,850.00
4101 Trans fr old accts	75.00	0.00	75.00
4102 Accounts Receivable	-185.25	0.00	-185.25
4202 Transfer to Op Fund	-7,482.21	0.00	-7,482.21
4220 SIG/Mem Dues with Conf			
4221 SIG 1/Cog-Psych	15.00	0.00	15.00
4222 SIG2/College Reading	70.00	0.00	70.00
4223 SIG3/Computer Tech	25.00	0.00	25.00
4224 SIG4/Couns/Guidance	0.00	0.00	0.00
4225 SIG5/Critical Thinking	10.00	0.00	10.00
4226 SIG6/Dev-Basic Writing	10.00	0.00	10.00
4227 SIG7/Emot/MotivAspects	15.00	0.00	15.00
4228 SIG8/EFL/ESL	20.00	0.00	20.00
4229 SIG9/Research & Eval	15.00	0.00	15.00
4231 SIG10/LC Management	50.00	0.00	50.00
4232 SIG11/Learning Disabi..	40.00	0.00	40.00
4233 SIG12/Lib'l Arts Coll..	10.00	0.00	10.00
4234 SIG13/Math Tutorial P..	20.00	0.00	20.00
4235 SIG14/Multicultural	30.00	0.00	30.00
4236 SIG15/Peer Tutoring	30.00	0.00	30.00
4237 SIG16/Placement Burea..	0.00	0.00	0.00
4238 SIG17/TRIO	0.00	0.00	0.00
4239 SIG18/Whole Languages	0.00	0.00	0.00
4241 SIG19/Workplace Liter..	35.00	0.00	35.00
4242 SIG20/Teaching Excel'..	15.00	0.00	15.00
4243 SIG21/HyperCard	25.00	0.00	25.00
4210 Membership with Conf	7,440.00	0.00	7,440.00
4211 Awards with conference	31.00	0.00	31.00
Total SIG/Mem Dues with Conf	7,906.00	0.00	7,906.00
4200 Conference Fees			
4230 Registration	27,405.00	0.00	27,405.00
4245 One day registration	1,380.00	0.00	1,380.00
4240 Country Western Banqu..	3,144.00	0.00	3,144.00
4250 Brunch/Karen S. Addre..	1,582.00	0.00	1,582.00
4251 Dinner on the Plaza b..	650.00	0.00	650.00
4244 Institutes			
4254 Inst1/Cooperativ..	750.00	0.00	750.00
4255 Inst2 Dev & Writ..	375.00	0.00	375.00
4256 Inst3 CA Tutor P..	425.00	0.00	425.00
4257 Inst4 Serving Di..	180.00	0.00	180.00
4258 Inst5 Comp in De..	480.00	0.00	480.00
4259 Inst6 Women's Li..	180.00	0.00	180.00
4275 Inst7 Empowering..	744.00	0.00	744.00
4276 Inst8 Workplace ...	120.00	0.00	120.00
4277 Inst9 Cooperativ..	850.00	0.00	850.00
4278 Inst10 Dev Writ'..	525.00	0.00	525.00
4279 Inst11 Strat Ins..	732.00	0.00	732.00
4281 Inst12 Multimedi..	360.00	0.00	360.00
4282 Inst13 Adult Stu..	360.00	0.00	360.00
4283 Inst14 Quality E..	192.00	0.00	192.00
4284 Unnamed Institut..	122.00	0.00	122.00
Total Institutes	6,395.00	0.00	6,395.00
4268 SIG Breakfasts			
4269 BSIG1/Computer T..	105.00	0.00	105.00
4271 BSIG2/Critical T..	210.00	0.00	210.00

Income Statement

CRLA Conference

Wednesday,

Accounts	1992		
	Balances	Budgets	Variance
4272 BSIG3/EFL/ESL	45.00	0.00	45.00
4273 BSIG4/Peer Tutor...	300.00	0.00	300.00
4274 BSIG5/Teaching E...	127.50	0.00	127.50
Total SIG Breakfasts	787.50	0.00	787.50
4260 SIG Luncheons			
4261 LSIG1/Cog Psych	227.50	0.00	227.50
4262 LSIG2/College Re...	297.50	0.00	297.50
4263 LSIG3/Emotional ...	288.75	0.00	288.75
4264 LSIG4/HyperCard	87.50	0.00	87.50
4265 LSIG5/Learning D...	183.75	0.00	183.75
4266 LSIG6/Libr'l Art...	78.75	0.00	78.75
4267 LSIG7/Workplace ...	122.50	0.00	122.50
Total SIG Luncheons	1,286.25	0.00	1,286.25
4300 Lunch With Mentors			
4310 M1 Arendale	108.00	0.00	108.00
4311 M2 Boylan	108.00	0.00	108.00
4312 M3 Carter-Wells	120.00	0.00	120.00
4313 M4 Deese	108.00	0.00	108.00
4314 M5 Mohr	108.00	0.00	108.00
4315 M6 Orlando	108.00	0.00	108.00
4316 M7 Pasternak	96.00	0.00	96.00
4317 M8 Patterson	96.00	0.00	96.00
4318 M9 Smith	108.00	0.00	108.00
4319 M10 Tadlock	108.00	0.00	108.00
4320 M11 Weinsheimer	108.00	0.00	108.00
4322 Waiting list for...	204.00	0.00	204.00
Total Lunch With Mentors	1,380.00	0.00	1,380.00
4321 Leisure Tours & E...			
4331 Historic Tour	225.00	0.00	225.00
4332 Art Tour	420.00	0.00	420.00
4333 Ent 1 option	690.00	0.00	690.00
4334 Ent 2 option	1,452.00	0.00	1,452.00
Total Leisure Tours & Entnmnt	2,787.00	0.00	2,787.00
Total Conference Fees	46,796.75	0.00	46,796.75
4900 Misc. Income	3,500.00	0.00	3,500.00
4201 Refunds Due	396.25	0.00	396.25
4901 CRLA Acct Transfer	276.21	0.00	276.21
5001 Interest Income	43.27	0.00	43.27
Total INCOME	56,476.02	40,000.00	16,476.02
5000 EXPENSES			
5100 Conf Management			
5110 Chair			
5111 CH Travel	197.00	500.00	303.00
5112 CH Hotels & Food	171.20	300.00	128.80
5113 CH Telephone	27.37	200.00	172.63
5134 CH Postage	49.00	1,200.00	1,151.00
5114 CH Photocopying	43.24	400.00	356.76
5115 CH Clerical Assi...	100.00	500.00	400.00

Income Statement

CRLA Conference

Wednesday,

Accounts	1992		
	Balances	Budgets	Variance
5116 CH Supplies	0.00	200.00	200.00
5117 CH Misc	0.00	0.00	0.00
5118 CH Other (Spe...			
5119 CH Committe...	0.00	0.00	0.00
5121 CH Call Ppr...	713.58	800.00	86.42
5122 CH Call Ppr...	375.13	400.00	24.87
Total CH Other (Specify)	1,088.71	1,200.00	111.29
Total Chair	1,676.52	4,500.00	2,823.48
5120 On-site Manager			
5123 ON Travel	0.00	0.00	0.00
5124 ON Hotels & Food...	0.00	500.00	500.00
5125 ON Telephone	0.00	25.00	25.00
5126 ON Postage	71.38	40.00	-31.38
5127 ON Photocopying	6.89	100.00	93.11
5128 ON Wages & Fees	200.00	300.00	100.00
5129 ON Adver & Promo...	0.00	300.00	300.00
5131 ON Supplies	309.84	150.00	-159.84
5132 ON Misc	2,749.50	0.00	-2,749.50
5133 ON Other (Specif...	0.00	0.00	0.00
Total On-site Manager	3,337.61	1,415.00	-1,922.61
5130 Exhibits Chair			
5140 EX Telephone	26.60	25.00	-1.60
5141 EX Postage	39.24	50.00	10.76
5142 EX Misc	0.00	0.00	0.00
5143 EX Other (Spe...			
5144 EX Printing	0.00	50.00	50.00
5145 EX Decorati...	0.00	1,500.00	1,500.00
5146 EX Exhibit ...	0.00	0.00	0.00
Total EX Other (Specify)	0.00	1,550.00	1,550.00
Total Exhibits Chair	65.84	1,625.00	1,559.16
Total Conf Management	5,079.97	7,540.00	2,460.03
5200 Gen Conf Expenses			
5201 Programs			
5202 PR Postage	0.00	100.00	100.00
5203 PR Printing & Pu...	0.00	3,400.00	3,400.00
5204 PR Misc	0.00	0.00	0.00
5205 PR Other (Specif...	0.00	0.00	0.00
Total Programs	0.00	3,500.00	3,500.00
5211 Reg Packets			
5212 RE Printing & Pu...	0.00	350.00	350.00
5213 RE Supplies	0.00	350.00	350.00
5214 RE Misc	0.00	0.00	0.00
5215 RE Other (Spe...			
5216 RE Ribbons	0.00	300.00	300.00
Total RE Other (Specify)	0.00	300.00	300.00

Income Statement

CRLA Conference

Wednesday,

Accounts	1992		
	Balances	Budgets	Variance
Total Reg Packets	0.00	1,000.00	1,000.00
5221 Calls to Conferen...			
5222 CA Telephone	0.00	0.00	0.00
5223 CA Postage	975.20	250.00	-725.20
5224 CA Printing & Pu...	2,615.49	2,340.00	-275.49
5225 CA Misc	7.65	0.00	-7.65
5226 CA Other (Spe...			
5227 CA JDE Adve...	661.20	910.00	248.80
Total CA Other (Specify)	661.20	910.00	248.80
Total Calls to Conference	4,259.54	3,500.00	-759.54
5231 Other Gen Expenses			
5241 OT Supplies	8.18	200.00	191.82
5242 OT Postage	0.00	25.00	25.00
5243 OT Printing	0.00	25.00	25.00
5244 OT Misc	0.00	0.00	0.00
5245 OT Other (Spe...			
5246 OT Xerox re...	0.00	0.00	0.00
5247 OT Decorati...	0.00	260.00	260.00
5248 OT Film & P...	0.00	200.00	200.00
5249 OT Entertai...	0.00	600.00	600.00
5250 OT Audiovis...	0.00	1,000.00	1,000.00
5251 OT Evaluati...	0.00	1,200.00	1,200.00
5252 OT Phone Eq...	0.00	0.00	0.00
Total OT Other (Specify)	0.00	3,260.00	3,260.00
Total Other Gen Expenses	8.18	3,510.00	3,501.82
Total Gen Conf Expenses	4,267.72	11,510.00	7,242.28
5300 Conference Program			
5301 Speakers			
5311 SP Travel	0.00	1,000.00	1,000.00
5312 SP Hotels & Food	0.00	300.00	300.00
5313 SP Wages & Fees	0.00	3,000.00	3,000.00
5314 SP Misc	0.00	0.00	0.00
5315 SP Other (Specif...	0.00	0.00	0.00
Total Speakers	0.00	4,300.00	4,300.00
5401 Invited Institutes			
5411 II Travel	0.00	1,000.00	1,000.00
5412 II Hotels & Food	0.00	300.00	300.00
5413 II Wages & Fees	0.00	2,000.00	2,000.00
5414 II Misc	0.00	0.00	0.00
5415 II Other (Speciy)	0.00	0.00	0.00
Total Invited Institutes	0.00	3,300.00	3,300.00
5501 Institutes			
5511 I Materials (14 ...	0.00	700.00	700.00

Income Statement

CRLA Conference

Wednesday, |

Accounts	1992		
	Balances	Budgets	Variance
5512 I Misc	0.00	0.00	0.00
5513 I Other (Specify)	0.00	0.00	0.00
Total Institutes	0.00	700.00	700.00
5601 Computer Fair			
5611 CF Wages & Fees	0.00	250.00	250.00
5612 CF Misc	0.00	0.00	0.00
5613 CF Other (Spe...			
5614 CF Electric...	0.00	750.00	750.00
Total CF Other (Specify)	0.00	750.00	750.00
Total Computer Fair	0.00	1,000.00	1,000.00
Total Conference Program	0.00	9,300.00	9,300.00
5400 Food Functions			
5500 Hospitality			
5502 HO Food & Drink	0.00	600.00	600.00
5503 HO Other (Spe...			
5504 HO Hotel Ro...	0.00	0.00	0.00
Total HO Other (Specify)	0.00	0.00	0.00
Total Hospitality	0.00	600.00	600.00
5510 Publisher's Brk.			
5516 PB Food	0.00	1,500.00	1,500.00
5514 PB Misc	0.00	0.00	0.00
5515 Other (Specify)	0.00	0.00	0.00
Total Publisher's Brk.	0.00	1,500.00	1,500.00
5520 Editor's Lunch			
5521 EL Food	0.00	200.00	200.00
5522 EL Misc	0.00	0.00	0.00
5523 EL Other (Specif...	0.00	0.00	0.00
Total Editor's Lunch	0.00	200.00	200.00
5530 State Dir's Dinner			
5531 SD Food	0.00	800.00	800.00
5532 SD Misc	0.00	0.00	0.00
5533 SD Other (Specif...	0.00	0.00	0.00
Total State Dir's Dinner	0.00	800.00	800.00
5540 Coffee Breaks			
5541 CB Food	0.00	2,200.00	2,200.00
5543 CB Misc	0.00	0.00	0.00
5544 CB Other (Specif...	0.00	0.00	0.00
Total Coffee Breaks	0.00	2,200.00	2,200.00
5550 Newcomer's Recept...			
5551 NR Food	0.00	500.00	500.00

Income Statement

CRLA Conference

Wednesday,

Accounts	1992		
	Balances	Budgets	Variance
5552 NR Misc	0.00	0.00	0.00
5553 NR Other (Specif..	0.00	0.00	0.00
Total Newcomer's Reception	0.00	500.00	500.00
5560 Past Board Lunch			
5561 PB Food	0.00	600.00	600.00
5562 PB Misc	0.00	0.00	0.00
5563 PB Other (Specif..	0.00	0.00	0.00
Total Past Board Lunch	0.00	600.00	600.00
5570 Tutor Cert. Lunch			
5571 TC Food	0.00	300.00	300.00
5572 TC Misc	0.00	0.00	0.00
5573 TC Other (Specif..	0.00	0.00	0.00
Total Tutor Cert. Lunch	0.00	300.00	300.00
5580 Planning Breakfast			
5581 PL Food	0.00	150.00	150.00
5582 PL Misc	0.00	0.00	0.00
5583 PL Other (Specif..	0.00	0.00	0.00
Total Planning Breakfast	0.00	150.00	150.00
5590 SIG Leader's Lunch			
5591 SL Food	0.00	400.00	400.00
5592 SL Misc	25.00	0.00	-25.00
5593 Other (Specify)	0.00	0.00	0.00
Total SIG Leader's Lunch	25.00	400.00	375.00
5600 Lunch With Mentor			
5602 LM Food	0.00	200.00	200.00
5603 LM Misc	0.00	0.00	0.00
5604 LM Other (Specif..	0.00	0.00	0.00
Total Lunch With Mentor	0.00	200.00	200.00
5610 SIG Social			
5620 SS Food	0.00	150.00	150.00
5621 SS Misc	0.00	0.00	0.00
5622 SS Other (Specif..	0.00	0.00	0.00
Total SIG Social	0.00	150.00	150.00
Total Food Functions	25.00	7,600.00	7,575.00
5700 Banking/Check Expenses	71.16	0.00	-71.16
5800 1992 Conference expense	87.00	0.00	-87.00
5900 Misc. Expenses	21.03	0.00	-21.03
Total EXPENSES	9,551.88	35,950.00	26,398.12
NET INCOME	46,924.14	4,050.00	42,874.14

CRLA Board Minutes
Overland Park Marriott Hotel
Overland Park, Kansas
March 29-April 4, 1993

LIST OF ATTACHMENTS

- A. CRLA Spring Board Meeting Agenda
- B. Coordinator of States/Regions, Report to the CRLA Board of Directors, April 1993
- C. CRLA Conference Refund/Donation Form
- D. Payment Information Slip (on Envelope)
- E. CRLA Income Statement
- F. CRLA/NADE Agreement of Collaboration
- G. Letter from Kate Sandberg to Becky Johnen, dated February 18, 1993
- H. Draft Job Description for President
- I. 1992-1992 Annual Report from Tom Pasternack, *Newsletter* Editor
- J. Letter from Martha Maxwell to Becky Johnen, dated February 22, 1993, and Enclosures
- K. Letter from Martha Maxwell to Becky Johnen, dated March 15, 1993
- L. AAACE Disability Policy
- M. CRLA Board of Directors: 1967 to Present
- N. CRLA International Tutor Certification Program Report: Spring 1993
- O. Peer Tutoring SIG Annual Report: 1992-1993
- P. Alaska Annual Report: 1992-1993
- Q. Annual Report from Editors of *Journal of College Reading and Learning*
- R. Elections Committee Annual Report and Attachments
- S. CRLA Bylaws 1993

CRLA Board Minutes
Overland Park Marriott Hotel
March 29-April 4, 1993
List of Attachments
Page 2

- T. Draft Job Description for Professional Association Liaison Coordinator
- U. Draft Job Description for Professional Association Liaison
- V. Draft Job Description for Political Action Coordinator
- W. Draft Job Description for Liaison for Political Action
- X. Letter from Board to Selected SIG Leaders Re NADE Self-Assessment Guides
- Y. Report from Research/Evaluation Committee Containing Guidelines for CRLA Research Grant
- Z. Annual Report of Awards and Scholarships Committee
- AA. CRLA Membership Resource Form (Revised)
- AB. Membership Report
- AC. 1993 Plenary Session--Charting the Next 25 Years for CRLA: Developing the Association's Strategic Plan
- AD. Report from New *Journal of College Reading and Learning* Editors
- AE. California Chapter CRLA Bylaws



National Association For Developmental Education

P.O. Box 5922, North Suburban, IL 60197-5922

AGREEMENT OF COLLABORATION

In the spirit of cooperation and collaboration, The College Reading and Learning Association (CRLA) and the National Association for Developmental Education (NADE) agree to the following:

That up to three sets of mailing labels will be shared each year, at no cost, for the purpose of conference-related mailings, such as call for papers and call to conference;

That space, at no charge, be provided in respective conference programs to place a call to conference;

That one officer (the position to be determined by each association) will: attend the other's annual conference with conference registration fees waived; have a guaranteed place on the conference program for a presentation; and, have an exhibit table with fees waived;

That the officer attending the annual conference will be invited to meet with the association's board for the purpose of discussing items such as areas of collaboration, joint conferences, and other items of mutual interest;

That the president of each association will write an article to appear in the other's newsletter, the issue to be determined by the newsletter editor;

That each association's conference chair will share information on their annual conference for publication in each other's newsletter, the issue(s) to be determined by the newsletter editor;

That conversations on a joint conference to be held in 1997 at a mutually agreed upon location in Texas continue on a regular basis; and,

That the following areas be explored for potential partnerships between the associations: political action, placement bureau/network, regional and state conference events, professional standards, and others as mutually determined.

As the current leaders of the associations, we are committed to developing a collaborative relationship between our organizations. We strongly urge those who follow us to review this agreement, adjust as needed, and show support for continued collaboration by signing in the appropriate areas.

E. Johnson

Becky Johnson, President, CRLA
1992-93

Bertha Murray

Bertha Murray, President, NADE
1992-93

Jo-Ann Mullen, President, CRLA
1993-94

Carlette Hardin, President, NADE
1993-94

Tom Gier, President, CRLA
1994-95

President, NADE
1994-95

President, CRLA
1995-96

President, NADE
1995-96

President, CRLA
1996-97

President, NADE
1996-97

President, CRLA
1997-98

President, NADE
1997-98

President, CRLA
1998-99

President, NADE
1998-99



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

February 18, 1993

Becky Johnen, CRLA President
Developmental Studies Department
Chemeketa Community College
PO Box 14007
Salem, OR 97309

Dear Becky:

As chair of the CRLA Scholarships and Awards Committee, it is my pleasure to tell you the committee's decisions for 1993. They are:

Robert Griffin Award for Long and Outstanding Service--
Lucy MacDonald

Scholarships--Craig Stern, Marian Wronsky, David Lemire

Distinguished Research--Jim Prager

Research Assistance--Ross MacDonald

sk-
I will purchase the plaques, get the checks etc. and contact the people. However, will you please be responsible for getting Lucy to the Brunch? It ought to be a surprise. Also do you want me to get Vince and Jane Hopper to the Brunch? Should I contact them (and Jo-Ann) or should it be a surprise?

I understand from Karen Agee that the Board discussed the third scholarship, and we can award three scholarships this year. I also understand that as the raffle and other scholarship proceeds exceed \$500 each year and we have deserving candidates, we may offer three. I also realize that we must use our current budget for plaques etc. I could not be more pleased with this action. Thank you.

Sincerely,

Kate Sandberg

Draft Job Description

President

Immediately
after conference

1. Write letters for outgoing and incoming Board members; thank you letters to conference planners and presenters as requested. (These letters should be done within one month of the conference.)
2. Sign membership cards and forward to the membership coordinator
3. Provide to the membership coordinator renewal letters for new and renewing members.
4. Handle any issues needing immediate attention raised at the Annual conference Board meeting.

5. Repair column for summer CRLA Newsletter.
6. Contact NADE Newsletter article; decide on issue for CRLA president's column. Write and submit the column.
7. Work with Susan Brown on the updating of the association brochure.

April 8th. Review JDE documentation
subscription memo; submit
draft to Barbara Calderwood.

May 9th. Distribute
draft of summer board
meeting agenda and request
additional items.

10987. Notify committee chairs and
standing positions of summer
conference report needs.

11098. Work with treasurer on
budget-related needs from
offices, chairs, positions, etc.

12th
11099. Submit written commitment
to JDE for CRLA NEWS column
(by June 1)

June 13th
11100. Distribute final summer board
agenda.

July 14¹³/₁₁ Prepare CRLA news column for JDE's Issue 2 and submit to Barb Calderwood by July 15. (Issue 2 is the one in which we traditionally run our column.)

15¹³/₁₂ Conduct summer Board; handle any issues needing immediate attention.

16¹³/₁₁ Prepare column for ^{the} CRLA Newsletter.

August 1¹⁶/₁₆ Send update to Past Board Advisory Committee

September 1¹⁶/₁₈ Confer with Elections Chair that ballots are ready for distribution by Sept. 15.

October 1¹⁹/₁₅ Prepare column for winter CRLA Newsletter.

November

- 18. Notify candidates, by November 10,
20 of outcome of election. Offer those who were not successful options of tasks they could become involved in.

December

- 19. Determine Board meeting dates at
21. annual conference; notify Board and incoming officers.
- 26. Send update to Past Board
- 27. Advisory Committee

January

2019
23

Attend or determine a
delegate to the Institute for
Learning Assistance

24
~~27~~

Professionals.
Invite NADE president-elect to annual
conference Board meeting.

25. discuss with the Board focus of
conference plenary. Follow
through on decisions for
implementation of ideas.

February

~~21~~
26
25

distribute draft of annual
conference Board meeting agenda
and request additional items.

~~22~~
27
23. Notify committee chairs and
standing positions of annual
conference report needs. invite to
meet with the Board at the conference.

~~28~~
28. Notify Post Board Advisory
Committee of conference luncheon
and send draft luncheon
meeting agenda

Immediately
before
conference

28²⁹
24. Distribute final annual
conference Board agenda.

30²⁹
25. Request names of people to
receive Certificates of
Appreciation at the
conference; arrange to
have certificates ~~made~~
printed.

31³⁰
26. Communicate with the
Coordinator of States/Regions/
Chapters regarding transition
items.

32³¹
27. Finalize Past Board Advisory
Committee luncheon meeting
agenda and ~~make~~
distribute.

33³²
28. Add incoming president's name to
the Presidential plaque.

~~29~~
34 Update president's "notes"
in preparation of transition
to incoming president.

35 30
28

President-Elect

In concert with ~~outgoing President~~, determine chairpersons who will be reappointed and those who need to be replaced. Correspond with new designees to get their approval prior to conference, if possible. Forward new chairs job descriptions, specific ~~directives~~ and/or goals, and time frames for the forthcoming year.

Standing Committee Chairs

Elections

~~Conference site chairperson (Past, Past President)~~
~~Nominations (Past, Past - Past President)~~
~~Awards and Scholarships~~
~~Editor, JCRL~~
~~Multicultural Affairs~~

Chairs

International Tutor
Certification Coordinator
and Assistant
SIG Coordinator

Standing Positions (work without committees)

~~State Directors (appointed by outgoing President;
Past President serves as Coordinator)~~

Membership and Associate Membership Coordinators
Archivist
~~Chair of SIG leaders~~
By-laws
Parliamentarian
~~Liaisons~~
Editor, Newsletter

Professional Association Liaison
Political Action

Site Selection
CAS Representative

at the
Conference

- 36. Conduct all board meetings
- 37.30. At the final board meeting:
 - a. Call for the transfer of Officers' notebooks to new officers.
 - b. Determine stationery and brochure needs of officers
 - c. Schedule summer board meeting.
 - d. Update the quick reference list.

3833. Preside at all general sessions.

3734. Deliver a presidential address at the second general session.

4035. Induct incoming president at third general session. Give presidential plaque and jewel.

4136. Recognize coordinator of state/regional and chapters at third general session.

Amigos

DISCUSS
4237

Return correspondence and office-related information for three years; items four years and older go to the archivist.

4338 Update & distribute quick reference list.

R-MWC 2500 Rivermont Avenue Lynchburg, Virginia 24503

February 22, 1993

To: Becky Johnen, President of CRLA
From: Tom Pasternack, *CRLA Newsletter* Editor
Subj: 1992-1993 Annual Report

Contributors

Committee is not quite the right appellation for the structure of the *CRLA Newsletter* operation. For the past two years, and probably longer, the *Newsletter* has been the responsibility of a single person. Although many people contribute to its success, there is no formal nor informal committee which sets goals and policies or makes decisions concerning the *Newsletter*. Virtually all decisions concerning the *Newsletter* are made by the editor.

During the past year, at least 21 people contributed to the *CRLA Newsletter*. Becky Johnen and Jo-Ann Mullen respectively contributed "From the President..." and "From the President-Elect..." columns to each issue of the *Newsletter*. Becky also provided updated information on all CRLA officers, while Jo-Ann supplied additional information about the Overland Park conference. Joyce Weinsheimer submitted the Presidential Address she gave in San Francisco and supplied the names, addresses, and phone numbers of all Chapter Presidents and State/Region Directors. Patti Glenn did the same for SIG Leaders.

Kate Sandberg submitted an article about the scholarships and awards presented in San Francisco and articles about applying for those awards and the scholarship raffle. Also related to this year's conference, Dorothy Gray requested the inclusion of requests for session chairpersons and Pat Jonason wrote an article telling people of the many activities available to them in the Kansas City area.

Articles for "Let's Talk Tutoring" were supplied by Tom Gier and Karan Hancock. "From ERIC..." was supplied by Diane Hirshberg and Karin Petersen Hsiao at the ERIC Clearinghouse for Junior Colleges. Craig Stern and Katherine Huppler each contributed an article for "Personal Perspectives." Jane Hopper did a book review for "Professional Materials Review" and Rosa Hall, Dorothy Williams, and Diane Ferreira contributed material for "CRLA Close-Up."

Gretchen Cupp submitted information about the California chapter election results and Karen Agee and Becky Patterson both sent small items which were placed in "The Editor Listens" column. Finally, I want to recognize the contributions of Margaret Ladd, my secretary, who spends many hours typing the received articles into the computer.

Goals for 1992-1993

Just as there was no formally established committee, there were no formally established goals for the *Newsletter* during the 1992-1993 year. My tacit goal was to produce three attractive, informative, and interesting issues of the *Newsletter* which would be available to the membership in a timely manner. With the possible exception of timeliness, I think I succeeded. A number of factors, including increased responsibilities with the *Newsletter* (e.g., getting the pages "camera-ready" for the printer), the existence of other projects which also required my time and attention, and delays in getting some of the needed materials from key contributors, all contributed to the Fall and Winter issues of the *Newsletter* being distributed slightly later than I had hoped. Nevertheless, I don't believe there were any serious problems caused by the delay of those two issues.

Extra copies of the *Newsletter* were sent to Robin Bischof, CRLA's Membership Coordinator, to send to new members of CRLA. Extra copies were also sent to those state and regional presidents/directors who requested them for distribution at state and regional meetings.

Accomplishments

In order to have more copies of the *Newsletter* available for recruiting purposes, the number of copies of each issue printed has increased. During the previous year, 1100 copies were printed. That number has now been raised to 1300. The cost of producing the *Newsletter*, however, has decreased. Production costs in 1991-1992 were \$5191; the costs in 1992-1993 were \$3982. Necessity was the source of the \$1209 savings. Being unable to find a suitable substitute for the person who had previously gotten the *Newsletter* ready to go to the printer, I learned how to do it myself. Although it takes much more of my time, doing the layout myself saves CRLA a considerable amount of money and permits me to edit articles to fit the available space. At the present time, I do not think that I would want someone else doing the layout for me.

In response to members' requests, all *Newsletters* sent to Hawaii and foreign countries are now shipped first-class rather than bulk-rate.

The Future

As I begin my third year of a three year term as editor, my main concern is to assist in finding my successor. I am also looking for a person or persons to replace Jane Hopper in writing the "Professional Materials Review." And since most people seem hesitant to submit articles about their programs, issues of concern, or themselves on their own, I will make a concentrated effort in the coming year to solicit such material from our members. Having a backlog of materials to use in future issues of the *Newsletter* will smooth the transition for the new editor. Another project, which I am currently pursuing, is compiling a listing of the technical aspects of the *Newsletter* (e.g., margins, type specifications, etc.). This information will also make the transition easier for the person who succeeds me. As I complete the second year of my tenure, I find myself in complete agreement with my predecessor, Wayne Herlin, who wrote in his last issue of the *Newsletter* that "serving in a professional organization like CRLA is a blessing, for the returns far exceed the efforts." I look forward to what the future has to bring.

At the present time, I have no recommendations to present to the Board.

NACE, from page 4

school to complete her GED and then enrolled at Indiana Vocational Technical College in Richmond. She pursued a four-year college education at Indiana University-East and completed her associate degree. She is currently enrolled at Indiana University-Purdue University earning an undergraduate degree in education and is on the honors list. She participates in the vice-chancellor's planning group, does peer counseling and conflict resolution with gangs in Indianapolis schools, and speaks before local groups on the importance of education.

New Look for Online

This issue of Online has a new look. Based on member input, we've redesigned the format of Online with the goal of making the newsletter easier to read. The departments and feature articles have been designed to be more readable with a new typeface and a ragged right column. Also, each page now has ruled columns and departments additionally have new graphics for easy identification. We've also started to print Online on white paper.

What do you think? We'd like to know. Send your comments to the AAACE office or make a note to the staff the next time you call.

AAACE adopts disability policy

At its April 25-26 meeting, the AAACE Board of Directors adopted an accessibility policy for the association that ensures that AAACE conferences comply with the Americans with Disabilities Act. The policy states—

"In accordance with the Americans with Disabilities Act, AAACE will provide barrier-free services and opportunities to all program participants, employees, and guests. Auxiliary aids and services, or reasonable accommodations, will be provided to program participants, employees, and guests with vision or hearing impairments or other individuals with disabilities unless an undue burden would result.

"AAACE will provide the opportunity for program participants to notify the organization of the special needs in advance so that the cost may be determined and auxiliary aids may be obtained, unless the financial or other costs of obtaining an auxiliary aid would impose an undue burden in light of the resources available to AAACE. If no advance notice is

given, AAACE will make every effort to obtain reasonable accommodations.

"When AAACE selects facilities, a primary consideration will be the extent of the facility's compliance with the provisions of the Act. AAACE will include in all facility contracts, the requirement to comply in all respects with the provision of the Act, unless AAACE agrees that compliance with one or more specific requirement(s) would constitute an undue burden and lists the specific requirement(s) as an exception(s) to the contract clause that requires full compliance."

All program registration materials will include the following clause:

"Please indicate if you have special needs due to a disability that require special attention. An AAACE staff member will contact you."

While not a provision of the Act, AAACE has also taken measures to ensure that the office is equipped to handle physically challenged visitors and employees.

DYNAMIC, from page 1

The committee's report includes recommendations for revising the AAACE leadership structure, councils, and committees and for new membership categories, services, and fees.

For more information, call J.C. Shaver, co-chair of the Dynamic Development Ad Hoc Committee, at 314/882-2695.



American Association for Adult and Continuing Education
2101 Wilson Blvd., Suite 925
Arlington, VA 22201
(703)522-2234; Fax (703)522-2250

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AAACE BOARD OF DIRECTORS

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John P. Furman	Robert E. Nolan
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Beverly Grissom	Lynda T. Smith
Peyton Hutchison	W. Franklin Spikes
Ellen Ironside	David Stewart
	Mary Ann Whittemore

Ms. Becky Johnen
7320 O'Neil Road, NE
Salem, OR 97303-1731

AAACE STAFF

Executive Director - Drew Allbritten
Deputy Director - Carolyn Silvan Berkowitz
Associate Director - Jeanette E. Smith
Director of Member and Affiliate Services - Cle Anderson
Director of Finance - Mark Kendal
Conference and Membership Coordinator - Beth Mahler
Online Writer - Norma Babington

College Reading and Learning Association
Board of Directors: 1967-Present

<u>Year</u>	<u>President</u>	<u>President-Elect</u>	<u>Secretary</u>	<u>Treasurer</u>
67-68	Robert Griffen	Frank Christ (V.P.)	Loretta Newman	Gil Williams
68-69	Frank Christ	Irwin Joffee (V.P.)	Loretta Newman	Elizabeth Johnson
69-70	Irwin Joffee	Ned Marksheffel	Loretta Newman	Mary Cunningham
70-71	Ned Marksheffel	Gene Kerstiens	H. O. Beldin	Mary Cunningham
71-72	Gene Kerstiens	Paul Hollingsworth	Liz Johnson	Avis Agin
72-73	Paul Hollingsworth	Jerry Rainwater	Midori Hiyama	Elizabeth Holmes
73-74	Jerry Rainwater	Elizabeth Johnson	Mary Hess	Elizabeth Holmes
74-75	Elizabeth Johnson	June Dempsey	Elizabeth Holmes	Ruth Purdy
75-76	June Dempsey	W. Royce Adams	Margaret Devirian	Seymour Prog
76-77	Royce Adams	Margaret Coda-Messerle	Barbara Oakman	Seymour Prog
77-78	Margaret Coda-Messerle	Patricia Heard	Mike McHargue	Seymour Prog
78-79	Patricia Heard	Elaine Cohen	Jacquelyn Bonner	John Woolley
79-80	Elaine Cohen	Betty Levinson	Jacquelyn Bonner	Jim Baugh
80-81	Betty Levinson	Ann Faulkner	Ann Coil	Don Yamamoto
81-82	Ann Faulkner	Dick Lyman	Mitch Kaman	Don Yamamoto
82-83	Dick Lyman	Karen Smith	Mitch Kaman	Carolyn Walker
83-84	Karen Smith	Carole Bogue	Suzanne McKewon	Carolyn Walker
84-85	Carole Bogue	Beryl Brown (resigned) Sue Brown	Suzanne McKewon	Harold Fillyaw
85-86	Sue Brown	Wes Brown	Jane Lehmann	Harold Fillyaw
86-87	Wes Brown	Gwyn Enright	Jane Lehmann	Gladys Shaw
87-88	Gwyn Enright	Susan Deese	Becky Johnen	Gladys Shaw
88-89	Susan Deese	Becky Patterson	Becky Johnen	Carol Clymer
89-90	Becky Patterson	Dee Tadlock	Denise McGinty	Carol Clymer
90-91	Dee Tadlock	Joyce Weinsheimer	Denise McGinty	Kathy Carpenter
91-92	Joyce Weinsheimer	Becky Johnen	Karen Agee	Kathy Carpenter
92-93	Becky Johnen	Jo-Ann Mullen	Karen Agee	Rosa Hall
93-94	Jo-Ann Mullen	Tom Gier	Nancy Moreland	Rosa Hall
94-95	Tom Gier		Nancy Moreland	

COLLEGE READING
AND
LEARNING ASSOCIATION

"CRLA INTERNATIONAL TUTOR
CERTIFICATION PROGRAM
REPORT:
SPRING 1993"

PRESENTED
BY

DR. TOM GIER and DR. KARAN HANCOCK
COORDINATORS, CRLA INTERNATIONAL TUTOR CERTIFICATION PROGRAM
ENGLISH DEPARTMENT - BLDG K
UNIVERSITY OF ALASKA ANCHORAGE
3211 PROVIDENCE DRIVE
ANCHORAGE, ALASKA 99508

AN UPDATE

Since March 1989 a total of 122 college and university tutorial programs have received national tutor certification through CRLA. Over 400 tutor programs throughout the US and Canada have received tutor certification packets and have begun the certification process. Just since January 1, 1993 forty-nine (49) requests for tutor certification packets have been received and answered. It should be mentioned that one of the tutor programs that has received certification is a high school program. The CRLA International Tutor Certification Program has set up a rigorous standard that will enable a limited number of such outstanding high school programs to be so certified.

The Coordinator and Assistant Coordinator are very proud to announce that a new and vastly improved second edition of the CRLA TUTOR CERTIFICATION REGISTRY & RESOURCE GUIDE will be published this spring or summer. Special thanks are extended to the Board for all their assistance in this project from initial design to editing and proofing and, finally, the production of this document. Without the Board's assistance this new edition would not have been possible.

NAME CHANGE

This past Fall the Board approved the name change from : *CRLA Tutor Certification Committee* to *CRLA International Tutor Certification Program*. This name change more accurately reflects the activities of this program. The change has been, and will continue to be, incorporated into all ITCP documents and forms.

CERTIFICATION FORMS & FEES

The CRLA International Tutor Certification Program now has in place a complete set of forms and guidelines that enables a program:

- 1) to obtain initial certification for one year, \$50.00 fee;
- 2) to obtain a three year renewal certification, \$25.00 fee; &
- 3) to obtain a five year recertification, \$25.00 fee.

The CRLA International Tutor Certification Program completed, in June 1992, a new, simplified tutor verification form to be used for both the initial one year certification and the five year recertification.

LIST OF CRLA CERTIFIED TUTOR PROGRAMS

Attached is a list of the tutor programs that have been certified by the CRLA International Tutor Certification Program as of 2/7/93. Since the 1992 CRLA Conference 29 new programs have received initial one year certification, 20 programs have received three year certification renewals, 10 programs are in the process of receiving five year recertifications and 10 programs were decertified because they failed to complete and submit the necessary paperwork for their three year certification renewal.

JOB DESCRIPTIONS OF THE TUTOR CERTIFICATION COMMITTEE COORDINATOR AND ASSISTANT COORDINATOR

Since the 1992 Conference the duties of the ITCP Coordinator has been divided into two. There is now a Coordinator and an Assistant Coordinator. The following are the duties of each.

I. COORDINATOR:

A) Upon approval of the CRLA Board, will serve a three year term, beginning after the completion of the appropriate annual CRLA Conference.

C B) Will handle all the new programs that are seeking certification. She/he will, therefore, be responsible for:

- 1) mailing out certification packets;
- 2) performing initial, informal evaluation of all new programs before the programs are sent to the ITCP evaluators;
- 3) seeing that each program is evaluated by three members of the ITCP;
- 4) seeing that the new certified programs receive a CRLA notification letter and the appropriate certificates;
- 4) maintaining an updated list of certified programs;
- 5) the editing/producing any future "Registry / Resource Guides;"
- 6) being listed as the contact person for the ITCP;
- 7) maintaining the membership of the ITCP;
- ~~8) etc.~~

D C. Will be responsible for the large number of already certified programs that are seeking certification renewal and recertification. She/he will:

- 1) maintain the files of the already certified programs;

- 2) notify the Assistant Coordinator of the program that are up for three year renewal and five year recertification in order that she/he may send the proper notification and forms to these programs;
- 3) act as overall evaluator of the these renewed/recertified programs;
- 4) refer any of these programs to the ITCP committee for further evaluation if she/he decides such additional evaluation is needed;
- 5) maintain an updated list of renewed and recertified programs;
- 6) *etc. send to ~~Assistant~~ the updated list of programs ^{annually} and send copies of all appropriate correspondence.*

- E* ~~B~~) Will, with the cooperation of the Assistant Coordinator, annually update the job descriptions of the ITCP Coordinator and Assistant Coordinator.
- F* ~~E~~) Will prepare, with the assistance of the Assistant Coordinator, reports for the CRLA Board.

II. ASSISTANT COORDINATOR

- A) Will serve a minimum of one year as Assistant Coordinator before succeeding the Coordinator at the end of her/his term.
- B) Will serve a three year term as Coordinator upon succeeding the Coordinator at the end of her/his term.
- C) Upon elevation to the Coordinator's position will select, with the approval of the CRLA Board, a new Assistant Coordinator.

*becomes
I.B.*

- B D) Will serve as a permanent member of each of the evaluator teams for new programs seeking certification.
- C E) Will send the proper notification and forms to programs that are up for three year renewal and five year recertification;
- D F) Will assist the Coordinator in the editing/producing of any future "Registry / Resource Guides."
- E G) Will, with the cooperation of the Coordinator, annually update the job description of the ITCP Assistant Coordinator.
- F H) Will assist the Coordinator with the preparation of reports for the CRLA Board.
- G I) Will assist the Coordinator in any other ITCP functions that they deem appropriate.

A FINAL NOTE TO THE BOARD

We again want to once voice our appreciation of the CRLA Board's fantastic support of the International Tutor Certification Program. The Board's support and input has proven invaluable time and time again. It is always a pleasure to be work with you. Thank you.

CRLA INTERNATIONAL TUTOR CERTIFICATION PROGRAM
LIST OF CERTIFIED PROGRAMS

by
Dr. Tom Gier, Coordinator
College Reading and Learning Association
International Tutor Certification Program

The following is an updated, 2/7/93, listing of the colleges and universities that have received CRLA tutor certification, their period of certification and whether they need to have a three year renewal (Renew) or a five year recertification (Recert) at the end of their certification period.

- 1) University of Nebraska at Kearney, Kearney, NE: Regular, Advanced, and Master. (6/30/98 Recert)
- 2) Univ of Texas at El Paso, El Paso, TX: Regular, Advanced, and Master. (6/30/98 Recert)
- 3) University of Montana, Missoula, MT: Regular, Advanced, and Master. (6/30/93 Recert)
- 4) University of Alaska, Anchorage's Eng Dep: Regular and Advanced. (6/30/93 Recert)
- 5) University of Alaska, Anchorage's Learning Center: Regular. (6/30/93 Recert)
- 6) University of New Mexico, Albuquerque, New Mexico: Regular, Advanced, and Master levels. (6/30/93 Recert)
- 7) Eastern New Mexico University, Portales, NM: Regular and Advanced. (6/30/93 Recert)
- 8) Fairmont State, Fairmont, West Virginia: Regular and Advanced levels. (6/30/98 Recert)
- 9) Leland High School, San Jose, California: Regular level and CRLA "MODEL HIGH SCHOOL TUTOR PROGRAM." (6/30/93 Recert)
- 10) Endicott College, Beverly, MA. was certified at the Regular and Advanced levels. (6/30/94 Recert)
- 11) Chaminade University of Honolulu, Honolulu, HI: Regular, Advanced and Master levels. (6/30/98 Recert)
- 12) West Hills College, Coalinga, CA.: Regular and Advanced levels. (6/30/94 Recert)
- 13) Pfeifer College, Misenheimer, North Carolina: Regular level. (6/30/94 Recert)
- 14) Yukon College, Whitehorse, Yukon, Canada: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 15) Maysville Community College, Maysville, Kentucky: Regular level. (6/30/94 Recert)

- 16) Tulane University, New Orleans, LA: Regular and Advanced levels.
(6/30/94 Recert)
- 17) Southern Alberta Institute of Technology, Calgary, Alberta, Canada:
Regular, Advanced, and Master levels. (6/30/94 Recert)
- 18) Chemeketa Community College, Salem, Oregon: Regular, Advanced, and
Master levels. (6/30/94 Recert)
- 19) Louisiana State University, Student Support Services Program,
Baton Rouge, LA: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 20) Windward Community College, Kaneohe, HI: Regular, Advanced, and
Master levels. (6/30/94 Recert)
- 21) Kenai Peninsula College, Kenai, AK: Regular, Advanced, and Master
levels. (6/30/94 Recert)
- 22) Kachemak Bay Branch, Kenai Peninsula College, Homer, AK: Regular,
Advanced, and Master levels. (6/30/94 Recert)
- 23) Casper College, Casper, WY: Regular, Advanced, and Master levels.
(6/30/94 Recert)
- 24) Pima Community College, East Campus, Tucson, AZ: Regular, Advanced, and
Master levels. (6/30/94 Recert)
- 25) Northern Essex Community College, Haverhill, MA: Regular level.
(6/30/94 Recert)
- 26) Wayne State College, Wayne, NE: Regular, Advanced, and Master levels.
(6/30/95 Recert)
- 27) Sonoma State University, Rohnert Park, CA: Regular level. (6/30/94
Recert)
- 28) New Mexico State University, Las Cruces, NM: Regular, Advanced, and
Master levels. (6/30/94 Recert)
- 29) Glendale Community College, Glendale, CA: Regular and Advanced.
(6/30/94 Recert)
- 30) Schreiner College, Kerrville, Texas: Regular level. (6/30/94 Recert)
- 31) Austin College, Sherman, Texas: Regular and Advanced. (6/30/94 Recert)
- 32) University of Vermont, Burlington, VT: Regular, Advanced, and
Master levels. (6/30/94 Recert)
- 33) Oakton Community College, Des Plaines, IL: Regular, Advanced, and Master
levels. (6/30/94 Recert)
- 34) Ricks College Tutoring Center, Rexburg, ID: Regular and Advanced level.
(6/30/94 Recert)

- 35) Ricks College Reading Lab, Rexburg, ID: Regular, Advanced and Master (6/30/94 Recert)
- 36) Idaho State University - Developmental Mathematics, Pocatello, ID: Regular and Advanced levels. (6/30/94 Recert)
- 37) Idaho State University - Writing Lab, Pocatello, ID: Regular and Advanced levels. (6/30/94 Recert)
- 38) Fresno City College, Fresno, CA: Regular and Advanced. (6/30/94 Recert)
- 39) Lakeland College, Vermilion, AB, Canada: Regular level. (6/30/94 Recert)
- 40) Miami University, Oxford Ohio: Regular Level. (DECERTIFIED 9/17/91)
- 41) University of Hawaii at Manoa, Honolulu, Hawaii: Regular level. (6/30/94 Recert)
- 42) Paradise Valley Community College, Phoenix, AZ: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 43) Mankato State University, Mankato, MN: Regular level. (6/30/94 Recert)
- 44) Mendocino College, Ukiah, CA: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 45) Northeast Texas Community College, Mt. Pleasant, TX: Regular, Advanced, and Master levels. (6/30/95 Recert)
- 46) University of Texas at Austin, Austin, TX: Regular and Advanced. (6/30/95 Recert)
- 47) Ashland Community College, Ashland, KY: Regular level. (6/30/95 Recert)
- 48) Campbellsville College, Campbellsville, KY: Regular level. (DECERTIFIED 8/3/92)
- 49) Eastern Kentucky University, Richmond, KY: Regular level. (DECERTIFIED 8/3/92)
- 50) Hazard Community College, Hazard, KY: Regular level. (6/30/95 Recert)
- 51) Morehead State University, Operation Graduation, Morehead, KY: Regular level. (DECERTIFIED 8/3/92)
- 52) Pikeville College, Pikeville, KY: Regular level. (DECERTIFIED 8/3/92)
- 53) Prestonsburg Community College, Prestonsburg, KY: Regular level. (DECERTIFIED 8/3/92)
- 54) Somerset Community College, Somerset, KY: Regular level. (DECERTIFIED 8/3/92)
- 55) Southeast Community College, Cumberland, KY: Regular level. (DECERTIFIED 8/3/92)

- 56) Sue Bennett College, London, KY: Regular level. (DECERTIFIED 8/3/92,
- 57) Western Kentucky University, Bowling Green, KY: Regular level.
(DECERTIFIED 8/3/92)
- 58) Pacific Lutheran University, Tacoma, WA: Regular and Advanced levels.
(6/30/95 Recert)
- 59) Massachusetts Bay community College, Wellesley Hills, MA: Regular,
Advanced, and Master levels. (6/30/95 Recert)
- 60) Des Moines Area Community College, Ankeny, Iowa: Regular and
Advanced levels. (6/30/95 Recert)
- 61) Adirondack Community College, Queensbury, NY: Regular level.
(DECERTIFIED 8/3/92)
- 62) California State University, Los Angeles, CA: Regular level.(6/30/95
Recert)
- 63) GateWay Community College, Phoenix, AZ: Regular, Advanced, and Master
levels. (6/30/95 Recert)
- 64) Modesto Junior College, Modesto, CA: Regular and Advanced levels.
(6/30/95 Recert)
- 65) Black Hawk College, Moline, IL: Regular level.(6/30/95 Recert)
- 66) Rock Valley College, Rockford, IL: Regular, Advanced, and Master levels.
(6/30/95 Recert)
- 67) Central Washington University, Ellensburg, WA: Regular level.(6/30/95
Recert)
- 68) Wilmington College, Wilmington, OH: Regular level. (6/30/95 Recert)
- 69) St. Ambrose University, Davenport, Iowa: Regular and Advanced levels.
(6/30/96 Recert)
- 70) Central Arizona College, Coolidge, AZ: Regular and Advanced levels.
(6/30/95 Recert)
- 71) University of Northern Colorado, Greeley, CO: Regular, Advanced, and
Master levels.(6/30/95 Recert)
- 72) University of Houston, Houston, TX: Regular, Advanced, & Master levels.
(6/30/95 Recert)
- 73) Sheridan College, Sheridan, WY: Regular and Advanced levels.(6/30/95
Recert)
- 74) Kingwood College, Kingwood, TX: Regular Level.(6/30/95 Recert)
- 75) University of Southern California, University Park Campus, Los Angeles,
CA: Regular, Advanced, & Master levels.(6/30/93 Renew)

- 76) Morehead State University, Special Services/Academic Services, Morehead, KY: Regular level. (6/30/93 Renew)
- 77) State University of New York at Plattsburgh, Plattsburgh, NY: Regular and Advanced levels. (6/30/93 Renew)
- 78) York Technical College, Rock Hill, SC: Regular level. (6/30/93 Renew)
- 79) Colorado State University, Fort Collins, CO: Regular and Advanced levels. (6/30/93 Renew)
- 80) Navajo Community College, Tsaile, AZ: Regular, Advanced, & Master levels. (6/30/93 Renew)
- 81) Slippery Rock University, Slippery Rock, PA: Regular level. (6/30/93 Renew)
- 82) The University of Akron/Wayne College, Orrville, OH: Regular, Advanced, & Master levels. (6/30/93 Renew)
- 83) College of Charleston, Writing Lab, Charleston, SC: Regular level. (6/30/93 Renew)
- 84) University of Houston, The Challenger Program, Houston, TX: Regular, Advanced, & Master levels. (6/30/93 Renew)
- 85) Louisiana State University, Learning Assistance Center Tutor Program, Baton Rouge, LA: Regular level. (6/30/93 Renew)
- 86) Brigham Young University, Provo, Utah: Regular, Advanced, & Master levels. (6/30/93 Renew)
- 87) College of Charleston, Languages Tutoring Lab, Charleston, SC: Regular level. (6/30/93 Renew)
- 88) College of Charleston, Math Lab, Charleston, SC: Regular level. (6/30/93 Renew)
- 89) Austin Community College, Northridge, Austin, TX: Regular level. (6/30/93 Renew)
- 90) University of Southern Indiana, Academic Skills, Writing Workshop, Evansville, IN: Regular level. (6/30/93 Renew)
- 91) University of Southern Indiana, Academic Skills, Math Clinic, Evansville, IN: Regular level. (6/30/93 Renew)
- 92) University of Southern Indiana, Academic Skills, Learning Center, Evansville, IN: Regular level. (6/30/93 Renew)
- 93) Boise State University, Boise, ID: Regular level. (6/30/93 Renew)
- 94) Jamestown Community College, Olean, NY: Regular and Advanced levels. (6/30/93 Renew)

- 95) Austin Community College, Southwest Campus, Austin, TX: Regular, Advanced, & Master levels. (6/30/93 Renew)
- 96) Southern Seminary College, Buena Vista, Virginia: Regular level. (6/30/93 Renew)
- 97) Hesser College, Manchester, NH: Regular level. (6/30/93 Renew)
- 98) Tyler Junior College, Tyler, TX: Regular level. (6/30/93 Renew)
- 99) Wayne State University, Detroit, MI: Regular level. (6/30/93 Renew)
- 100) University of Arkansas, Fayetteville, AR: Regular level. (6/30/93 Renew)
- 101) Missouri Western State College, St. Joseph, MO: Regular, Advanced, & Master levels. (6/30/93 Renew)
- 102) Columbia College, Disabled Student Services & Programs, Columbia, CA: Regular level. (6/30/93 Renew)
- 103) Columbia College, Learning Skills Center, Columbia, CA: Regular level. (6/30/93 Renew)
- 104) Briar Cliff College, Sioux City, IA: Regular level. (6/30/93 Renew)
- 105) St. Edward's University, Austin, Texas: Regular level. (6/30/93 Renew)
- 106) Ventura College, Ventura, CA: Regular level. (6/30/93 Renew)
- 107) Minneapolis Community College, Minneapolis, MN: Regular, Advanced, & Master levels. (6/30/94 Renew)
- 108) Wake Forest University, Winston-Salem, NC: Regular level. (6/30/94 Renew)
- 109) Boston College, Chestnut Hill, MA: Regular level. (6/30/94 Renew)
- 110) University of Wisconsin-River Falls, River Falls, WI: Regular level. (6/30/94 Renew)
- 111) Saint Xavier University, Chicago, IL: Regular level. (6/30/94 Renew)
- 112) Albuquerque Technical-Vocational Institute, Albuquerque, NM: Regular level. (6/30/94 Renew)
- 113) Harding University, Searcy, Arkansas: Regular level. (6/30/94 Renew)
- 114) University of Houston-Downtown, Houston, TX: Regular level. (6/30/94 Renew)
- 115) University of Pittsburgh, Pittsburgh, PA: Regular and Advanced levels. (6/30/94 Renew)
- 116) Weber State University, Ogden, UT: Regular and Advanced

- levels.(6/30/94 Renew)
- 117) Dona Ana Branch Community College, Las Cruces, NM: Regular level.
(6/30/94 Renew)
- 118) Mt. Hood Community College, Gresham, OR: Regular, Advanced, &
Master levels.(6/30/94 Renew)
- 119) Rutgers University, New Brunswick, NJ: Regular level. (6/30/94
Renew)
- 120) Suffolk University, Boston, MA: Regular, Advanced, & Master
levels.(6/30/94 Renew)
- 121) Cedar Valley College of the Dallas County Community College District,
Dallas, TX: Regular level. (6/30/94 Renew)
- 122) King's College, Wilkes-Barre, PA: Regular level. (6/30/94 Renew)

COLLEGE READING
and
LEARNING ASSOCIATION

PEER TUTORING S.I.G.
ANNUAL REPORT: 1992-1993

by

DR. KARAN HANCOCK
PEER TUTORING S.I.G. GROUP LEADER
University of Alaska Anchorage
8102 Harvest Circle
Anchorage, Alaska 99502

1. GENERAL COMMENTS

As group leader of the PEER TUTORING SPECIAL INTEREST GROUP I have two main goals: 1) to improve all aspects of tutoring through the exchange of tutoring ideas, techniques, theories, etc. between professionals; and 2) to allow as many professional educators as possible, in all parts of the United States and Canada, to become aware of CRLA through the The Tutoring Exchange, the SIG's newsletter.

This SIG has grown in just seven years from the original dozen members at the Denver conference to approximately 100 professional educators in 30 states, and 3 Canadian provinces.

The following is a summary of various S.I.G. activities for 1992-93.

2. MEMBERSHIP

Currently, there are approximately 100 members.

3. GROWTH

Membership has grown from 12 (March '85) to approximately 100 (February '93.)

4. ACTIVITIES

Breakfast Meetings at the San Francisco Overland Park conferences.

Institute and sectional presentations:

During the San Francisco conference the SIG sponsored a sectional, "CRLA Tutor Certification: How To Get Your Program Certified," was also be presented.

During the Overland Park conference the SIG will sponsor sectionals: "CRLA Tutor Certification: How To Get Your Program Certified" and "Tutor Training: Communication, Awareness, & You."

5. COMMUNICATION

The PEER TUTORING S.I.G. Newsletter, "The Tutoring Exchange," as of January 1993, is being mailed to 100 professional educators in 30 states, and 3 Canadian provinces.

6. MISC.

"The Tutoring Exchange" acts as a clearinghouse for tutor ideas, techniques, research, etc. between CRLA members. Through the "The Tutoring Exchange" members have received free a new tutor book, information concerning training, recruiting, evaluation, etc. of tutors, and what other CRLA members are doing in regards to tutoring at their own colleges and universities.

7. FUTURE GOALS

- 1) continued exchange of ideas through the "The Tutoring Exchange" and
- 2) presentation at the 1994 conference of a sectional and/or institute.

COLLEGE READING
and
LEARNING ASSOCIATION

ALASKA ANNUAL REPORT:
1992-1993

by

DR. KARAN HANCOCK
CRLA ALASKA STATE DIRECTOR
University of Alaska Anchorage
8102 Harvest Circle
Anchorage, Alaska 99502

1. GENERAL COMMENTS

As CRLA Alaska State Director my main goal is to allow as many professional educators as possible in Alaska to become aware of, and join, CRLA through my newsletters and through the annual state conference. The following is a summary of various state activities for 1992-93.

2. MEMBERSHIP

Currently, there are approximately 17 members.

3. ACTIVITIES

State meetings were held at the San Francisco conference and are planned for the Overland Park conference.

State Conferences:

The 1992 Alaska State CRLA Conference was held in May at the UAA Reading/Writing Center. It was a well attended meeting with an open exchange of information from those present. Those unable to attend received packets of information.

The 1993 Alaska State CRLA Conference is tentatively planned for sometime during the first week of May. The exact date and times will be set during the Alaska State meeting at the SF Conference.

4. FUTURE GOALS

- 1) continued exchange of ideas through the state director's newsletters and
- 2) to facilitate the attendance and presentation at the 1994 conference by as many Alaskans as possible

April, 1993

TO: CRLA Board of Directors

FROM: Jo-Ann Mullen, Editor
Vincent P. Orlando, Executive Editor

RE: JOURNAL OF COLLEGE READING AND LEARNING
Annual Report

As our second 3-year term as Journal editors concludes with the Spring, 1993 issue of the JCRL, we would like to thank the CRLA Board for the support and encouragement extended to us over the last six years.

We are pleased with the transition currently taking place and will continue to be a resource to the new editors as they work through the JCRL cycle.

Spring, 1993 will mark the 25th Anniversary of the JCRL with a special silver-covered issue. Articles from previous editors were solicited. Due to a variety of personal and professional reasons, we were not able to come up with as many of these invited papers as we had planned for; however, the issue will include articles by Gene Kersteins, Delryn Fleming, Michael O'Hear and one by Mullen and Orlando. It is now in at the blue-line stage and will be mailed out shortly.

Vince has sent many back issues of the Journal to various CRLA office holders with the bulk of these going to Robin Bischof. We are assuming that this new system of sending extras to Robin will work well.

Some nuts and bolts to consider:

- *Should foreign/Canadian subscribers pay more because their postage is higher?
- *Editorial Board members who were not paid up members were contacted gently--one paid up and one was ultimately retired from the Board. We recommend continuing this policy.
- *Planning the Conference as President-Elect while Editor was an unusual circumstance. We recommend that the Board discuss the pros and cons of individuals holding concurrent positions within CRLA.

Again, we appreciate the opportunities and growth we experienced as the JCRL editorial team. We will, of course, continue to support the Journal--Vince as a Board member and Jo-Ann more indirectly, and look forward to "receiving our copies by bulk mail twice a year like everyone else."

To: CRLA Board *Becky*
From: Becky Patterson, CRLA Elections Committee Chair, 1992-93
Date: February 4, 1993
Re: Report on Elections Committee, 1992-93

First of all, I thank you on the Board for all your help and support. This was my last official duty for CRLA, and I should take this opportunity to say how much I have enjoyed working with our wonderful group of CRLA people.

The election results have already been sent to you. Tom Gier was elected president-elect and Nancy Moreland was elected secretary. We sent out 772 ballots and 277 were returned for a 36% return rate. This is about par with previous years and seems a fair representation of our membership.

One concern is the 772 ballots sent out. In 1990-91, 860 ballots were mailed out; in 92-92, 924 ballots. I know the Board is concerned about membership counts and I share that concern. Do we now have more than 772 members on our rolls? I thought our membership was well over 1000 members and hope we can aim for that number in future mailing lists.

This election went smoothly right from the start. The elections committee was set up by the end of February and were notified of three meetings at the conference: (1) Friday morning organizational meeting, (2) First General Session for introductions and announcement of open meeting, and (3) Saturday afternoon for an open meeting with potential candidates or other interested parties and a closed session in which we ranked the candidates we had.

Members of the committee were asked to come to the first meeting with at least two possible candidates for each position. With specific guidelines (see my letter of February 25 to Elections committee), committee members were asked to talk to people about being candidates or nominating candidates. We widely distributed Candidate Nomination Forms and had good suggestions turned in. We could have had even wider

CRLA input if we had put an announcement in the newsletter.

By the end of the conference, I had contacted our top priority candidates to make sure they agreed to run and submitted their names to the Board for approval at the conference. This saved a lot of time and is a model which will help future elections committees.

After the conference, I wrote each candidate and asked for (1) a written commitment and letter of institutional support by the end of May and (2) a completed candidate information form by the end of June and a photo.

I sent out the ballots in early September and asked for their return by October 10th (about a 6-week turnaround, which seemed ideal). I recommend this deadline, as the return rate was equal to past years and this means the election results can be put in the Newsletter.

The brochures and envelopes were typeset and printed by the UAA printing shop for a cost of about \$290 and I hired a student to stuff the envelopes, prepare them for bulk mailing, and mail them (for a cost of \$100).

I sent announcements about the candidates and, later, the election results to the Newsletter and Tom Pasternack, who did a great job of highlighting these items.

I have updated Gwyn Enright's CRLA Elections Chair notebook and sent it to Becky Johnen because I wasn't sure if it would be Joyce or Dee in charge of this year's elections. I asked her to forward it to the correct person as soon as possible so they have time to do the necessary advance work before the conference.

Unlike the problems experienced last year, we have no problems finding qualified CRLA members who were willing to run for office. Personal contact and advance work seem essential to finding the right people. I had barely heard of Sandra Ross, for example, but was highly impressed with her skills and abilities and realize she is visible and well-known in many CRLA circles. I do not think major changes are necessary in the elections process at this time.

In conclusion, my recommendations are as follows:

--continue to work on membership so we have more than 772 names on our mailing list (we probably already do, knowing the energy of your Board)

--consider including a call for nominations in the conference program or newsletter so we could get more suggestions from all members

--consider mid-October election results so the election winners can be featured in the CRLA newsletter.

I am enclosing the packets of most-important materials which show the paper trail for Elections committee. I'm now looking forward to "retirement" from official CRLA duties for a while but look forward to seeing each of you at the conference!

Date: February 25, 1992

To: Sue Brown, New Mexico
Chuck Hunter, California
Vince Orlando, Colorado
Sue Shattuck, California
Dee Tadlock, Washington

From: Becky Patterson, Alaska
Elections Chair, 1992-93

Thank you for agreeing to serve on the 1992 CRLA Elections Committee. I'm especially pleased with the variety and expertise each of you bring to this important matter.

Our mission in San Francisco will be to develop and rank order a list of potential candidates for two positions: president-elect and treasurer. After the conference, I'll follow up to contact the top candidates and finalize a slate of two candidates for each office.

I'm enclosing a list of screening criterion with special emphasis on president-elect. The treasurer should have some experience with budgets and monitoring financial matters. The job descriptions will be updated but these will give you general guidelines.

We have now changed the elections to early Fall so that candidates will be notified by December 10th.

To accomplish this very important task at the conference, please plan to be available the following times:

Friday morning 8:30-9 in Monterey
An initial meeting to get acquainted & brainstorm names

First General Session (consult program for time, room)
Committee members will be introduced so members with suggestions can identify and contact you during the conference

Saturday afternoon 1:15-2:00 in Salon J
The first half hour of this meeting will be open so anyone can meet with us, suggest candidates, or indicate an interest in running for office. At 1:45, we will be in a closed session so we can rank the candidates we have.

I will be arriving in San Francisco early afternoon Wednesday or you can call me in Anchorage (work: 907-786-1161 or home: 907-345-4375) if you have any questions about our meeting schedule or procedures that need answering before we meet in San Francisco.

Follow-up is very difficult after the conference so I ask each of you to come with at least two possible candidates for each position in mind. Think of people in your area who are great workers, wonderful presenters, or individuals you know. I'd like to begin with a long list and narrow it down from there. Don't hesitate to ask individual members if they are interested in running for president-elect or treasurer. Please talk to people during the conference about themselves or others as possible candidates. However, make it very clear to them that you are just asking if they would be willing to be considered by the committee as a potential candidate and that you are not officially asking them to become one of the actual candidates at that point. Tell them if they are selected by the committee as one of the actual candidates, they will be contacted about their candidacy by the chair (me) sometime after the conference ends. (There have been a few problems in the past when someone misunderstood a general initial inquiry by a committee member as a definite and final offer of candidacy.). Don't just mention it to people in passing; wait until you have time to actually talk to them.

Again, thanks for your time and thoughts. I look forward to seeing each of you.

Elections Committee 1992

Becky Patterson, Chair
710 Bounty Drive
Anchorage, AK 99515
wk: 907-786-1161
home: 907-345-4375

Sue Brown
2282 La Paloma
Las Cruces, NM 88001

Chuck Hunter
San Jose City College
2100 Moorpark
San Jose, CA 95128

Vince Orlando
Metro State College, Box 17
P.O. Box 173362
Denver CO 80217-3362

Sue Shattuck
2162 LaSalle Drive
Walnut Creek CA 94596

Dee Tadlock
SE 32 Bay East Drive
Shelton, WA 98584

Nominations Forms 1992

I suggest that the elections committee consider the following person for the position of:

President-elect: _____

Why would this person be a good candidate?

Secretary: _____

Why would this person be a good candidate?

CRLA Member Signature _____

Nominations Forms 1992

I suggest that the elections committee consider the following person for the position of:

President-elect: _____

Why would this person be a good candidate?

Secretary: _____

Why would this person be a good candidate?

CRLA Member Signature _____

May 8, 1991

Dear Kathy,

You're WONDERFUL. This budget is so organized and clear that it will really make a difference in your decisions this summer Board meeting. I put my explanatory comments on the bottom of each one; if they don't make sense, let me know & I'll be glad to amplify. My college is very generous with postage and phone, but I can't count on that (especially after 3 years of abusing it!), so I budgeted amounts that I hopefully won't have to spend. I WILL watch my pennies, I promise.

I've been working like crazy trying to get 3 bids for the 1994 conference; I'd like to see us get back into a competitive mode where the on-site manager feels like a winner for being chosen. It will also help us plan further ahead because other proposals could be considered for future years. We'll see if they actually come through with proposals.

Thanks for all your good work.

Cheers!

To: CRLA Board
From: Becky Patterson, Chair of Elections
Date: June 24, 1992
Re: Annual Report

Nomination results:

I am pleased to announce the acceptance by the Board and the candidates of the following slate:

President-elect: Tom Gier
Sandra Ross

Secretary: Nancy Moreland
Jim Prager

I have received confirmation and institutional support letters from each of these and have asked for candidate information and pictures by the end of June.

Election process:

The election process went smoothly this year, primarily because of advance organization and a terrific committee (Sue Brown, Sue Shattuck, Chuck Hunter, and Dee Tadlock). I asked each committee member to come to the conference with the names of one or two candidates for each office, and they did. They also fanned out during the conference and contacted people who were nominated by members at the conference. In other words, we had a good slate to start with, the people were aware they were being considered and had all expressed willingness to run, and I was impressed with the caliber of people being considered. This preparation ahead of time and contact with possible candidates are essentials if the election process is to continue on a timely basis and avoid the problems Susan Deese had the year before.

I plan to type the candidate information in July, get them published in August, and have them mailed by early September. Will someone on the board please send me a list of mailing labels, arranged by zip

code, by late August so I can have time to get through the intricacies of bulk mailing. These should be printed with the new post office requirements for mailing (no spaces, zip arranged just so, all sorts of specifics).

As I understand it, I will then notify the candidates by mid-November and get the results to the Newsletter editor by mid-November. Please let me know if these are not the correct dates for this timetable.

Site selection p.s.:

In hindsight, two factors especially helped the site selection process. One--and most important--was a dynamite local site person such as Karen Lim. Put lots of emphasis on this. Karen had all the sites surveyed and had narrowed it to the top three. When she had strong feelings about one area, I listened to her. After all, I won't have a lot to do with that conference and she'll be working with the hotel on a daily basis.

Two, read past contracts and the entire notebook and checklists thoroughly before you go to the site. I was able to negotiate while I was there and asked lots of questions that would have caused problems later. We got a lot more than if I had tried to negotiate later (extra benefits, lower costs, etc.). I'm pleased with the Red Lion San Diego and the cost will be terrific by the time we have the conference there because we negotiated so far ahead. All the sales managers told us our timetable was about right. That means Dee should negotiate the Seattle 1994 site (if we still have it there) and Joyce should negotiate the 1995 site which is possibly Phoenix or Tucson.

Other:

I'll let you know as soon as I compile the election results; it looks to me as if we as an organization can't lose no matter what. One suggestion Sandra made was that a position of importance be found for the losing candidates BEFORE the election. These people have announced to their institutions they are running and have often revised schedules accordingly. Offering something afterwards is another downer and, as you know, we've lost a lot of fine people who have disappeared from the organization after losing president-elect. What about if the election became less of a win-lose by making the winner president-elect and the loser another position. One position

that comes to mind is one of the duties of the past-past-presidents-
-such as elections or site selection or chairperson of states????

Please drop me a note about my three specific requests:

1. Will someone on the Board be responsible for sending me the mailing list arranged according the post office requirements? I'm not even sure where the mailing list is now.

2. Are mid-September for ballots and mid-November for notification to candidates and Newsletter the correct dates?

3. Does the Board have suggestions for a position for president-elect loser (there should be a better word)?

Thanks. Hope your meeting is wonderful; wish I was there to enjoy each of YOU.

1993 ELECTIONS
Nominees for President-Elect

TOM GIER

Tom Gier is a Professor of Reading/Learning Skills & Director of the Reading/Writing Center at the University of Alaska Anchorage. He holds a master's degree, an Ed.S., a developmental education specialist, and a doctorate in Education/Adult Learning. His CRLA activities include State Director, SIG leader for Peer Tutoring & for College Reading, the Steering/Planning committee for the 1989 national conference, Coordinator of all SIG's, Coordinator of the Tutor Certification Committee, and Board of Editors for JCRL. He has presented over a dozen times at national conferences, has written a regular column on tutoring for the CRLA Newsletter, & was presented CRLA's "Long and Outstanding Achievement Award" in 1989.

Statement of goals for CRLA: Over the years I have been fortunate to serve CRLA in a variety of capacities. Based upon my experiences, CRLA is the organization that cares not just about issues but about people. CRLA accomplishes this by fostering a national and international educational perspective while maintaining a personal concern for its members. My primary goals would be to expand the membership base of CRLA throughout all areas of the U.S. and Canada while continuing to maintain this famous CRLA personal and caring touch. I would do this by continuing the excellent work of the past CRLA presidents and expanding upon their support to CRLA's state/regional organizations and SIG's, the backbone of CRLA. I would also expand support for the various CRLA publications because they are the primary means to reach new members. I am extremely enthused about the opportunity of bringing CRLA to new members and expanding upon CRLA's excellent service to its present members. CRLA and its members are an important part of my professional and personal life. I can think of no higher honor than to serve this outstanding organization as President-Elect.

SANDRA ROSS

Sandra Ross is Coordinator Tech/Vocational Reading & Technical Writing at Tarrant County Junior College in Fort Worth, TX and has worked as a reading consultant/trainer for the U.S. Dep't of Agriculture, General Motors and Motorola. She holds a master's degree in reading from University of Arizona and has done advanced work in sociology and educational administration. Her CRLA activities include President-Elect and President of Texas State Chapter, service on the Steering & Planning committee for the 1991 national conference, presenter at two national conferences & numerous state conferences, & a member since 1968. Her latest presentation was on professional development of new or part-time reading teachers.

Statement of goals for CRLA: In recent, serious thinking sessions about what my goals might be for this organization, I spent hours pursuing old CRLA materials. My bulging file is a treasure that reminded me why my all-time-favorite title is "teacher" and my favorite membership is CRLA. Without a doubt we need to exert influence upon legislators who read of our desperate needs but who cut our funds. Such influence gains strength with larger membership and participation in CRLA, so that is an ongoing goal, too. We must actively support, urgently solicit, wisely assess, directly relate, continually contribute, and teach. We must keep doing all the wonderful things our history has recorded us trying, correcting, and succeeding in. We must keep the teachers, tutors and counselors foremost in our plans. CRLA and its national conference is still the best bargain in higher education, and we must be vigilant in maintaining the commitment to share excellence at a reasonable price. We must honor those who work tirelessly in developing and remediating, believing that our classrooms and learning centers are the most important and interesting places in the world to work.

NOMINEES FOR SECRETARY

NANCY MORELAND

Nancy Moreland is an Associate Professor, reading coordinator, and teacher in the ACcess Program at Amarillo College in Texas. She holds a master's degree in education from West Texas State University and has done advanced work in leadership in higher education. Her CRLA activities include State Director for 5 years, editor of the Texas newsletter, presentations at the national conferences, and service on the nominations committee. She helped form the Texas State Chapter, managed the CRLA/TADE Conference in 1991, and presented at the State CRLA/TADE Conference. She has written articles for state and national newsletters and her teaching area interests are reading, study skills, analytical reading & critical thinking, workplace literacy, and aerospace education.

Statement of goals for CRLA: I am excited that CRLA and NADE are planning to jointly present a conference in the near future. In Texas, we have been presenting joint meetings with TADE for a number of years. I feel these meetings have been beneficial and successful. With the budget cuts most colleges and universities are now having to make, I believe joint conferences may become a necessity. One of my goals for CRLA would be to encourage more joint conferences.

Secondly, I would like to see CRLA become the leader in the efforts for Workplace Literacy. As our technology continues to progress, we must focus on preparing those underprepared in the workplace. We are the natural consultants for this area, and we need to compile a list of our "experts" who would be willing to lead in this area.

My third goal for CRLA is personal and is to serve my professional organization. I have benefitted tremendously from my membership in CRLA and believe it is time for me to serve in whatever capacity I can to help others.

JIM PRAGER

Jim Prager is Academic Skills Coordinator at Yuba College in California and also serves on the Executive Committee for the State Academic Senate. He holds a master's degree from California State University, San Francisco. His CRLA activities include State Director, a session and institute presenter and a member of the nominating committee. For Association of California Colleges Tutorial Learning Assistance, he has served as regional director and program chair for two state conferences. He has published several articles and authored 3 F.I.I. Grants on supplemental instruction and teacher recruitment.

Statement of goals for CRLA: CRLA needs to encourage research projects that involve the collaborative work of college reading instructors and university researchers. The conclusions of these projects and their classroom application should be shared at our annual conferences.

In addition, we need to use our collective creative vision to help recruit and develop future college reading instructors who reflect our diversified student population. As a member of the CRLA Board, I would want to pursue the possibility of regional CRLA projects and federal grants that could assist in the recruitment and development of future college reading instructors.

April 23, 1992

Sandra Ross
Tarrant County Junior College
5301 Campus Drive
Fort Worth, TX 76119

Dear Sandra:

On behalf of CRLA, the Board of Directors, and the Elections Committee, I appreciate your willingness to run for the office of president-elect of CRLA. The Elections Committee worked hard to select people who we felt could provide a positive direction to CRLA and the Board was particularly pleased and impressed with the quality of people who agreed to run for office. Thank you for being one of those outstanding people.

The following slate was approved:

President-elect: Tom Gier and Sandra Ross

Secretary: Nancy Moreland and Jim Prager

I am enclosing a description of the position, the CRLA by-laws, and a sample candidate information form from last year.

By the end of May, I need (1) a written commitment from you that you will run and (2) a letter of institutional support. I personally found the letter of institutional support helped me when our administration changed. How could they back out of a commitment they had made in writing!

By the end of June, I need the candidate information form. In completing the form, you do not need to respond in complete sentences to items one through six. I'll take the information and write a third person paragraph of 7-9 lines. On the last item, a statement of your goals for CRLA, you will need to write in complete sentences. If you strictly limit yourself to 12-13 lines, I'll reproduce it exactly. If you write a longer statement, I'll edit it for you.

I'll also need a black and white wallet-sized photo of you.

By mid-September, I will send the ballots to all CRLA members and you will be notified of the results by mid-November so

you'll have plenty of advance time to plan your schedules accordingly and I'll have plenty of time to get the announcement into our newsletter. The candidates who are elected will start sitting in on the Board meetings at the next conference (in Kansas City) and will be official Board members at the end of that conference.

If you have any questions at all or need more information, please feel free to call me at home 907-345-4375 (after May, that's where I'll be) or at work 907-786-1161. I'll be gone May 3rd-26th.

Again, I am pleased that someone of your outstanding caliber has agreed to run for office and we all thank you for making this commitment to CRLA!

Sincerely,

Becky Patterson
1992 Elections chair

cc: Becky Johnen, CRLA president

April 23, 1992

Dee Tadlock
SE 32 Bay East Drive
Shelton, WA 98584

Dear Dee:

Thank you for serving so willingly on the CRLA elections committee and bringing your expertise and suggested names to our attention. The committee functioned so smoothly this year because of committee members who came well prepared and were willing to take time out of a busy conference schedule in order to participate in elections committee meetings.

The Executive Board overwhelmingly approved our slate of Tom Gier and Sandra Ross for president-elect and Nancy Moreland and Jim Prager for secretary.

Sincerely,

Becky Patterson
Elections chair of CRLA
710 Bounty Drive
Anchorage, AK 99515

CRLA BYLAWS 1993

ARTICLE I—NAME

The name of the Association shall be College Reading and Learning Association.

ARTICLE II—MEMBERSHIP

1. Members of the Association shall be of one class, and each member shall have the same rights, duties, and privileges and responsibilities as every other member. Each member of the Association shall be qualified to originate and take part in any subject that may properly come before any meeting of the corporation, to vote on each such subject, and to hold office in the Association to which he/she may be elected or appointed.
2. Subject to all the provisions of these Bylaws, any individual who has interest in college reading and learning skills programs is eligible for membership. Applications for membership shall be in writing, in a form prescribed by the Board of Directors. The amount of dues to be paid by the members of the Association, and the time of payment thereof, shall be determined from time to time by the Board of Directors. No person shall become a member of the Association until the full amount of dues shall have been paid.
3. Membership may be renewed from year to year without submitting any application thereafter, by payment of the annual dues. Any member who has not paid his /her annual dues within sixty days after the date they have become payable shall be deemed to have abandoned membership in the Association.

ARTICLE III—MEETINGS

1. The annual meeting of the membership of the Association shall be held in March or April of each year at a time and location specified by the Board of Directors. Other regular meetings of the membership may be held at such regular intervals as may be prescribed from time to time by the Board of Directors or by the membership at any annual meeting. Notice of the annual meeting, and of all the other meetings established by the Board of Directors, shall be sent to all members of the Association at least one month prior to the meeting.
2. Special meetings of the Association may be called by the president and shall be called by the president at the written request of any fifty members of the Association.

3. State/regional directors and chapter presidents will be encouraged to call an annual, state, or regional meeting.
4. All members of the Association may have the right to attend all membership meetings--annual, regular, or special. They may attend other than general meetings as non-voting observers only.
5. No reimbursements will be made to any committee member without prior approval by the Board of Directors.

ARTICLE IV--BOARD OF DIRECTORS

1. The affairs of the Association shall be conducted by the Board of Directors, consisting of five directors. The five directors shall be the president, the immediate past president, the president-elect, the secretary, and the treasurer. The term of each director shall correspond with his/her term in the office which qualifies him/her as a director. Whenever any director ceases to be a member of the Association or ceases to hold the office that qualifies him/her as a director, there shall be created a vacancy as a director.

A vacancy in the office of president shall immediately be filled by the president-elect, who may appoint a program chair if desired.

If a vacancy occurs in the office of president-elect, a special election will be held by mail ballot at the earliest possible date. If the special election will occur before the end of the fiscal year, the new president-elect shall assume the office and all its duties. If the special election will occur after the end of the fiscal year, the president shall appoint a program chair to initiate or continue the conference plans. The new president-elect and the appointed program chair shall become co-chairs of the program committee. The new president-elect shall assume all other duties of that office.

Vacancies in the offices of secretary and treasurer shall be filled by appointment by the president with the approval of the Board.

2. The administrative powers of the Association shall be vested in the Board of Directors, who shall have charge, control, and management of the property, affairs and funds of the Association, and which shall have the power and authority on behalf of the Association to do and perform all acts and functions not inconsistent with the Articles of Incorporation, these Bylaws, or any provision of law.

3. The title of all property of the Association shall be vested in the Association and the signatures of the president and the secretary, when authorized at any meeting of the Board of Directors, shall constitute proper authority for the purchase or sale of property or for the investment or other disposal of funds which are subject to the control of the corporation.
4. Meetings of the Board of Directors shall be regular and special. A regular meeting shall be held not less often than twice each year, at a time and place designated by the Board. Special meetings may be called by the president and shall be called at the request of any three directors. Sufficient notice of any special meeting shall be given to each director at least five days before the date of any such special meeting. Notification of meeting shall be confirmed by the president in writing to all directors. The notice shall state the business for the transaction of which the special meetings has been called, and at such meeting no business other than that in the notice shall be transacted.
5. Three members shall constitute a quorum of the Board of Directors.

ARTICLE V—OFFICERS

1. The officers of the Association shall be a president, a president-elect, a past president, a secretary, and a treasurer. The president-elect shall be elected for a one year term in compliance with the mail-ballot procedure established in Article VII, Section III of the Bylaws. The president-elect shall become the president of the Association at the next annual meeting of the membership of the Association following his/her term of office as president-elect and shall serve a term of one year as president. The president shall, at the expiration of his/her term as president, serve an additional term of one year as immediate past president. The secretary's and the treasurer's term of office shall be for two years with each office to be elected in alternating years by mail ballot.
2. The five officers of the Association shall constitute its Board of Directors and shall act in an advisory capacity to the president.
3. The president shall act as chairperson and presiding officer of the Board of Directors and shall act as presiding officer at every meeting of the membership of the Association. In addition, the president shall:
 - a. Appoint chairpersons of standing and special committees.
 - b. Appoint a parliamentarian.
 - c. Approve personnel of committees.
 - d. Call special meetings of the Board of Directors.

- e. Appoint state/regional directors and director(s)-at-large within thirty (30) days prior to the annual CRLA meeting unless the state or region is a chapter. If the state or region is a chapter, request the chapter president to assume the duties of the state/regional director for the geographical area encompassed by the chapter.
 - f. Appoint an acting secretary, treasurer, program chair, and/or coordinator of state/regional directors to serve in that role/office in the event of incapacity or consistent non-performance of duty on the part of the officer(s) elected to serve in the capacity(ies). Appointments shall be made only with the approval of the Board of Directors.
4. The president-elect shall act as presiding officer in the absence of the president and shall act as chairperson of the program committee.
 5. The immediate past president shall act as presiding officer in the absence of the president and the president-elect, shall serve as coordinator of state/regional directors, and shall act in a general capacity as advisor to the president upon the affairs of the Association.
 6. The secretary shall be the official custodian of all documents belonging to the corporation, shall record the proceedings of all general and special meetings of the membership and of the Board of Directors, and shall carry out the general secretarial duties of the Association. He/she shall act as presiding officer in the absences of the president, president-elect, and immediate past president.
 7. The treasurer shall receive and record the receipts of all dues and other income of the Association. He/she shall make a financial report at each general and special meeting of the membership and of the Board of Directors and shall write and sign all checks for all authorized expenditures. At the end of each fiscal year there shall be a review of the financial records by a professional auditor to be appointed by the president.
 8. Each state/regional director shall serve a term of one conference year. The past president shall fill any vacancies for the remainder of that conference year. The state/regional director or chapter president shall serve as the membership chairperson for his/her state or region and shall submit an annual report to the Board of Directors not later than February 1 of each year.

ARTICLE VI—FISCAL YEAR

The fiscal year shall be determined by the Board of Directors.

ARTICLE VII—PARLIAMENTARY PROCEDURE

1. The rules contained in Roberts Rules of Order, Revised shall govern all meetings of the Association in all cases where they are applicable, unless any such rule shall be inconsistent with the Article of Incorporation or these Bylaws.
2. In all meetings, any member may demand a roll call vote except for those procedures which provide for a mail ballot, including the election of officers.
3. Not later than twelve months prior to the beginning of election balloting, the president shall appoint a past president, who served a one year term as committee member, as chairperson of the election committee for the next nomination and election cycle. The chairperson shall recommend for approval by the president such appointments as needed to complete the committee membership. The committee shall proceed as follows:
 - a. The election committee shall confer in a face-to-face meeting and select from the membership at least two members for each of the offices of president-elect and secretary or treasurer.
 - b. The committee shall make available to each nominee and his /her institution, the duties and responsibilities of the office. The candidate for office must give his/her written consent to run for that office so nominated.
 - c. The election committee shall submit to the Board of Directors the names of at least two members for each of the offices of president-elect and secretary or treasurer in time for action at the summer Board meeting.
 - d. Information about all candidates, one official ballot, and a properly addressed return envelope will be mailed by a date set by the Board to all members in good standing.
 - e. All officers except the president and immediate past president shall be elected by mail ballot.
 - f. The election committee will hold at least one open meeting during the annual conference to give the membership the opportunity to propose potential nominees for each elective office.
 - g. Voting shall be by secret mail ballot. All votes received on or before the date set by the Board will be included in the final count. A majority of the votes cast shall be necessary for election.

- h. Ballots shall be sealed immediately following the count for verification as requested in writing for thirty (30) days from the day of the election.
4. Should a quorum as defined by Article VIII of the Bylaws not be represented in the mail ballot for election of officers, the election will be conducted during the business meeting at the next annual conference. If a quorum is not present at the scheduled general business meetings, business other than election of officers requiring voting shall be conducted by mail ballot sent to the general membership.

ARTICLE VIII—QUORUM

A quorum for any regular or special membership meeting or for a mail ballot shall be at least ten percent (10%) of the membership of the Association as of December 31 prior to the annual conference.

ARTICLE IX—AFFILIATIONS

The Association may affiliate with other teacher and allied organizations by a majority vote of the membership. Affiliations may be revoked in the same manner.

ARTICLE X—INITIATIVE, REFERENDUM, AND RECALL

Any officer of the Association may be recalled, any proposed action on behalf of the Association may be initiated, or any previous action taken by the Board of Directors on behalf of the Association may be referred by means of a properly worded petition setting forth the action requested. The petition must be signed by one-sixth of the members of the Association. Any action or initiative, referendum or recall shall require a noticed motion and a majority vote of the membership or two-thirds vote of those members present at any annual meeting of the Association.

ARTICLE XI—DISSOLUTION

Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purpose of the Association in such manner or to such organization or organizations organized and operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 as the Board of Directors shall determine.

ARTICLE XII—AMENDMENTS

1. These Bylaws may be amended at any regular or special meeting of the membership of the Association, or they may be amended by mail ballot at the discretion of the Board of Directors.
2. No amendment may be adopted unless it is approved by a two-thirds majority of the votes cast.

ARTICLE XIII—CHAPTERS

The membership in any state, region, province, or territory may petition the Board of Directors to form a chapter of the Association, and upon approval of the Board, chapters may be established. Chapters must comply with the provisions set forth in the Board policy on the formation of state/regional chapters.

BOARD POLICY ON THE FORMATION OF STATE/REGIONAL CHAPTERS

1. Upon approval of the Board of Directors, a chapter or chapters of the Association may be established in any area within a state, region, province, or territory on the petition of 25 members of the Association within the area. To maintain chapter status, membership in the Association must be equal to or greater than the number at the time of chapter initiation.
2. A chapter must adopt its own bylaws which will be compatible with the Constitution and Bylaws of the Association.
3. All members of the chapter must be members of the Association.
4. Elected officers shall consist of at least the president (chair), vice-president (vice-chair/chair-elect), and a recorder (secretary and treasurer duties).
5. The president of the chapter will assume the duties and function of the state/regional director position.
6. Each chapter shall hold at least one chapter meeting a year. A report of its meeting(s) shall be sent to the Coordinator of State/Regions of the Association within one month following the meeting(s).
7. State chapters shall not be affiliated with any other organizations.

8. A chapter may be dissolved at its request or by the Board of Directors of CRLA and shall be so dissolved by the Board if it becomes inactive or fails to comply with the provisions of this article for one conference year. Any treasury funds must be disbursed in accordance with state law. If there is no state law for this situation, then funds will be disbursed by the Board of Directors of the Association.
9. If a state, region, or area chooses not to have a chapter, the position of state/regional director will continue. In the event of the dissolution of a state, regional, or area chapter, the Coordinator of State/Regions of the Association will appoint a person to the position of state/regional director.

for a 3-year term
D R A F T *COORDINATOR*
PROFESSIONAL ASSOCIATION LIAISON ~~COMMITTEE CHAIR~~

This position is appointed by CRLA president with Board consent; reports to the Board.

1. *Recommend to the Board the*
~~Determine~~ what associations with whom CRLA should liaison.
2. Recruit CRLA members to serve as liaisons to associations identified in task 1.
3. Monitor activities of liaisons; gathers from liaisons, on a regular basis, information on conferences, special events, common issues and prepares an article for each edition of the Newsletter.
4. Submit a conference meeting calendar *of associations* to the Newsletter editor.
5. Coordinate conference meeting time, association share tables, and conference advertising in the conference program with the president-elect.
6. Correspond on a regular basis with liaisons.
7. Work with the associate membership coordinator to develop a liaison tracking system.
8. Establish agreements of collaboration (based on the CRLA ^{TS} ~~NADE~~ model with NADE) with associations *determined* developed in Task 1.
9. Regularly *sent* ~~submit~~ copies of all appropriate correspondence to Archivist.
10. Coordinate CRLA display to take to liaison conferences.
11. Submit a proposed budget by May 31 annually to the Treasurer.
12. Update job description before leaving office.

Job Description

Job Title LIAISON Professional Association Liaison

College Reading & Learning Association

Timeframe	Work Performed
	<p>The over-all objective of the liaison function is to keep CRLA members better informed of the potential resources within other organizations and vice versa. Many of the specifics, however, must be left to the individual judgment of the person serving in this capacity regarding the other organization's dynamics, etc. The following list of activities summarizes, in general, how one serving in the role of official liaison to another professional organization might proceed:</p> <p><i>may</i></p> <p>a. Let the CRLA president-elect/program chairperson know about particularly good people/presentations encountered at the other association's conference; it might be suggested that some of them present at CRLA's conference as well.</p> <p>b. Work with CRLA's president-elect to arrange a CRLA co-sponsored meetings during annual or regional meetings of the association to which one is liaison.</p> <p><i>Chair Cook</i></p> <p>a d. Keep the CRLA Newsletter informed about the following items learned from the other association: new publications available; upcoming conference dates and locations; and names and specialities of good resource people in the other association (and vice versa).</p> <p>b e. Attend the board meetings of other association^s and describe CRLA and its commitment to the liaison function with regard to other organizations.</p> <p>c f. Be available as a general resource person about the other association for CRLA officers ^{members} who may need to know more about it and names of its current officers and editors. Report the other association's decisions and policies related to professional issues of common concern to CRLA's president ^{went}.</p> <p><i>The Chair Cook</i></p> <p>d g. Remain alert to professional issues in both associations which might be facilitated by joint effort/approaches. <i>that</i></p> <p><i>may</i></p>

move to list of Chair Cook

D R A F T ^{COORDINATOR}
POLITICAL ACTION ~~COMMITTEE CHAIR~~

for a 3-year term
This position is appointed by CRLA president with Board consent; reports to the Board.

1. Identify political liaisons in each state/region.
2. Monitor relevant federal legislation.
3. Establish a system of regular communication among the political liaisons and the Board on matters of political interest.
4. Develop a legislative liaison newsletter *to liaisons*.
5. Prepare a column for ^{each} the Newsletter which summarizes legislation relevant to interests of CRLA and its membership.
6. Draft position papers on legislative issues as charged by the Board. Distribute to state/regional political liaisons.
8. Report to the membership at the annual conference.
9. If appropriate, coordinate time at the annual conference for political action information-sharing sessions.
10. Assist president-elect with program proposal selection related to issues of political action.
11. *Send copies of all appropriate correspondence to the Archivist.*
12. *Submit proposed budget to Treasurer by May 31 annually.*
13. *Update job description at end of term.*
14. *Develop and maintain a handbook # for liaisons for political action*

D R A F T
LIAISONS FOR POLITICAL ACTION

1. Serve as a political liaison for assigned state/region.
2. Establish political networks in assigned state/region.
3. Monitor relevant state legislation. Keep the political action ~~committee~~^{Coordinator} chair informed of all state legislation ~~that~~ which is relevant to the interests of CRLA.
4. Submit ~~articles~~^{information to Coordinator for} to the association's legislative liaison newsletter.
5. Assist the political action ~~committee~~^{Coordinator} chair with drafting position papers on legislative [↑] issues.

March 31, 1993

TO:

FR: CRLA Board

RE: Self-Assessment Guides

The NADE Professional Standards Committee has developed self-assessment guides: tutor program, adjunct program, teaching/learning process, and developmental courses.

CRLA has been asked by NADE to endorse these guides. Although most of the guides have undergone a field review, before CRLA makes a decision to endorse or not, we would like the perspective of members who have some expertise in the area of specific guides.

We would like you, ^{or} designees from your SIG, to review the attached guides. Your review should address the following:

1. The self assessment reflects minimum standards for the program, services or process. Are there standards you question, disagree with, or find unrealistic? Please list and briefly explain your concern.
2. Is this document something you would use (in total or parts) or you see colleagues using? Briefly explain your response.

3. Do you recommend that CK endorse this guide? Please justify your response.

We request that you submit your review responses to Jo Ann Muller, Division of EMECR,
McKee 213, University of Northern Colorado, Greeley, Colorado 80639. ~~303/351-2189~~
No later than May 28. In advance, we thank you for your assistance with this task.
Please do not hesitate to contact her at 303/351-2189
if you have any questions.

INDIANA UNIVERSITY
PURDUE UNIVERSITY
AT FORT WAYNE

Transitional Studies
School of Arts and Sciences
(219) 481-6817

January 11, 1993

Becky Johnen
Developmental Education Department
Chemeketa Community College
P.O. Box 14007
Salem, OR 97309

Dear Becky:

Attached is a copy of proposed guidelines for research awards as gleaned from Research/Evaluation SIG comments. Some cautions are important. While joint-funding was approved by a majority, there is a strong negative reaction to this procedure by others because joint-funding might result in less research being funded, because meshing funding priorities with other organizations might not be possible, and because funding dates might not be feasible. It is also recommended that size and number of awards be established so that people will submit only grants that can be funded. Finally, after the first two or three years, it might be good to set research priorities if the number of applications warrant such an action.

I hope you find this helpful. I am planning to be in Kansas City, so I will be willing to talk with the Board. I plan to arrive on the afternoon of April 1.

Sincerely,


Michael F. O'Hear
Assistant Dean
Arts and Sciences

RESEARCH GUIDELINES FOR
CRLA RESEARCH GRANT

Guidelines

To be considered for funding by CRLA, a proposal must meet the following guidelines:

1. Must be useful and timely in relating directly to important post-secondary developmental education issues (including individual differences, reading, writing, or learning pedagogy, effectiveness of strategies, cultural issues, program make up, program evaluation, etc.).
2. Must have high ^{post secondary} interest and application potential for members in seeking to improve teaching and learning (Results must generalize beyond the researchers' campus).
3. Must use recognized research methodology, though researchers should not be limited to the quantitative model. Data collection methods should be reliable, and studies should include an evaluation component.
4. ^{may request funding up to \$1000.} ~~Must require relatively small fund outlays,~~ ^{Internal to CRLA} ~~or be co-sponsored~~ ^{CRLA encourages that larger projects} with other organizations, agencies, colleges, or foundations. For co-sponsored research, CRLA funding will ~~depend~~ ^{be contingent} on receipt of grant from other source.
5. Must give credit to CRLA in any publications, presentations, or other dissemination of results. A spot will be reserved in each year's conference program for reports on CRLA-sponsored research.
6. Must normally be capable of completion within a calendar year. Projects potentially requiring fund commitment beyond a year's time frame will need to clarify this need before initial funding.

Funding Process

1. A request for funding must be received by the CRLA Board by January 15 of the year for which funding is desired. Requests need to be submitted on an RFP form that specifies selection criteria.
2. Application will include a cover sheet, a description of the research project of between 500 and 750 words, and a budget statement detailing amounts to be spent and amount requested.
3. The President will forward the proposal to a panel for a blind review. The panel's recommendation will be returned to the CRLA Board at least 30 days before the annual conference. *The Board will make a decision by the end of the annual conference.*
4. *Not more than one award will be granted per year and is contingent on sound financial standing of the Association.*
7. *May not receive funding more often than once every five years.*
8. *May not apply for both this grant and a CRLA Research Assistance Award simultaneously.*

**CRLA Scholarships and Awards Committee
Annual Report**

submitted by

Kate Sandberg, Chair
February 25, 1993

I. Committee Members

Karan Hancock, Raffle
Becky Patterson
Tom Gier
Kate Sandberg

II. Committee Goals for 1992-93

Goal 1--To publicize and distribute widely the applications for scholarships and awards.

Goal 2--To raise enough funds for at least one extra scholarship for 1993-4.

Goal 3--To select well qualified people for awards and scholarships.

Goal 4--To develop an "Exemplary Practices" award for the organization.

Goal 5--To accomplish these activities in a professional, ethical manner.

III. Committee Accomplishments

Goal 1--This goal was accomplished by: instituting a "bulletin board" at the conference which contained next year's applications; having the President distribute applications at the state conferences; writing articles for each issue of the Newsletter; and sending applications to all chapter presidents, state/regional directors, and SIG Leaders.

Goal 2--This goal was accomplished by holding a conference raffle which raised over \$600.00, enough for one more scholarship. An extra scholarship will be awarded in 1993.

The Board ^{will enlarge the number of Scholarship} ~~changed the standing practice of two scholarship~~ 2 awards to three, based on available funds. This decision will be on a year-to-year basis. Also the membership form now includes a donation box. The amount from these donations is unknown.

All Scholarship and Award money in the general fund is now designated as such.

Goal 3--This goal was accomplished by luck. Only one person applied for Research Assistance and for Distinguished Research. Only one nomination came for the Robert Griffin Long and Outstanding Service Award, and three for scholarships. This is a discouraging rate of return, to say the least.

All applicants were well qualified and the awards are given with great pride. However, I do not know what more to do with this type of disinterest. Goal 1, "To publicize and distribute widely...", was accomplished well.

Goal 4--This goal was not accomplished because definitions and criteria need to be discussed further. The award must reflect a consensus definition of "exemplary" and of "practice."

Goal 5--This goal was accomplished by the committee and chair. All applicants were kept informed and are aware of their awards. Long/Outstanding Service and Special Recognition awardees will be at the conference.

IV. Future Committee Action

The Committee intends to keep the same five goals for 1993-94. Changes in accomplishing these goals are:

Goal 1--Contacting key people by telephone who may be interested and qualified for these awards and scholarships. Asking all SIG Leaders, state/regional directors, and chapter presidents to nominate one person from their group.

Continue all other activities.

Goal 2--Change the raffle somewhat to earn more money at the conference. Primary goal is \$500.00; secondary goal is \$1000.00.

Continue all other activities.

Goal 3--No change.

Goal 4--Meet with state/regional directors, chapter presidents, and hold a group session in the plenary session about the Exemplary Practices Award. Discuss with Board. Write article for Newsletter after the conference. Solicit ideas from other organizations.

Have application ready for 1994-5.

Goal 5--No change.

V. Board Discussion/Action in April

1. *Discussion*--Finalize agreement on how the scholarship raffle money will be categorized in the general fund. Action already completed.

2. *Discussion/Action before Sunday Brunch*--Kellogg scholarship from Hunter Boylan. Committee recommends publicize and accept applications similar to our CRLA scholarships. Announce new award at 1993 Brunch or at the second general session; announce first scholarship winner at 1994 conference.

I will not be at the conference before Wednesday evening. This action can be taken before I get there.

3. *Discussion*--Results of member input concerning Exemplary Practice Award.

CRLA MEMBERSHIP RESOURCE FORM

CRLA Board Minutes
Overland Park, KS
March 29-April 4, 1993
Attachment AA
Page 1 of 1

Date _____

CRLA can only be effective with the support of its members. We need members to be actively ~~any facets of CRLA as their time and talent permit.~~ If you are interested in serving in one or more ways, please indicate the area(s) below and mail the form to: ~~Robin Bischof~~, Membership Coordinator, P.O. Box 14007, Salem, OR 97309.
Rita Dunbar Assoc.

Name _____

Title/Position _____

Mailing Address _____

FAX# _____ e-mail address _____

Institution _____

____ 2-Year ____ 4-Year

____ Public ____ Private

Other: _____

Work Phone (____) _____

Home Phone (____) _____

Please check the space next to your interest area(s). If you feel you ~~might~~ ^{may} be interested, but you need more information, make ~~two~~ ^{a question mark} checks in the appropriate space.

I. ASSOCIATION OFFICES/COMMITTEES/POSITIONS

A. Candidate for National ~~CRLA~~ Office

____ President-Elect

____ Treasurer

____ Secretary

B. ~~CRLA~~ Committees/Positions

____ Archives

____ Awards/Scholarships

____ By-Laws

____ Council for Advancement of Standards

____ International Tutor Certification

____ Membership *Coordinator*

____ Parliamentarian

____ Political Action

____ Host Future Annual Conference

____ Host State/Province Meeting

____ State/Province/Regional Director

Special Interest Group:

____ Group leader

____ SIG Coordinator

II. CONFERENCE COMMITTEES/ACTIVITIES

____ *Coordinate lunch of Mentor*

____ Coordinate *Chairpersons* Session

____ Coordinate Newcomers' Functions

____ Evaluations Chair

____ On-Site Volunteer

____ Program Committee Member

____ Publisher's Exhibits

____ Session Chair

____ Other (please specify)

III. MEMBERSHIP IN OTHER ORGANIZATIONS

1) _____ Position _____

2) _____ Position _____

3) _____ Position _____

Would you be willing to be a CRLA liaison to any of these organizations? Yes/No

If yes, 1 2 3 (please circle)

Are you interested in ~~working~~ ^{servicing} as Coordinator of Liaisons

IV. AREAS OF EXPERTISE/AREAS OF INTERESTS

(check all that apply)

____ Cognitive Psychology

____ College Reading

____ Computer Technology

____ Counseling/Guidance Support

____ Critical Thinking/Problem Solving

____ Developmental/Basic Writing

____ Emotional/Motivational Aspects of Learning

____ English as a Foreign/Second Language

____ Evaluation/Research

____ *Hyperlink* Learning Assistance Center Management

____ Learning Disabilities

____ Liberal Arts Universities/Colleges

____ Mathematics Tutorial Programs

____ Multicultural Issues

____ Peer Tutoring

____ ~~Placement Bureau~~

____ ~~TRIO~~ *Teaching Excellence*

____ Whole Language

____ Workplace Literacy

____ Other _____

V. PUBLICATIONS

Journal of College Reading and Learning:

____ Editorial Board

____ Contribute Article

CRLA Newsletter:

____ Contribute Article

____ *Editor, Asst.*

VI. SPECIAL TALENTS ~~RESOURCES~~

Do you have any special talents ^{resources} that might benefit CRLA (marketing, graphics, computer expertise, etc.)?
or other abilities

____ *Telephone allowance*

____ *Printing*



Membership Report

by

Robin Bischof
Membership Coordinator

26th Annual Conference
Overland Park, KS
March 31, 1993



Membership Coordinator

Job Description

DESCRIPTION OF JOB DUTIES
for
MEMBERSHIP COORDINATOR

The membership coordinator is responsible for the following:

Design and maintain the membership database. Update membership data. Design and produce various membership reports and mailing labels. Compile member packets for mailing. Be a good-will ambassador to all CRLA members.



**Membership
Coordination
Procedures**

Membership Procedures

I. New and Renewing Memberships

New and renewal membership information is received from the CRLA treasurer. This information is then separated into 3 separate categories.

1. Renewal Members
2. New Members
3. Journal members

1. Renewal memberships are entered first. A search of the database is performed, retrieving the members file from previous records. It is then checked for current information i.e. name, address changes, etc. This new information if any, is then entered. Expiration information is updated.

Packets are then assembled for the renewing member to include: Renewal member welcome letter, information sheet, membership card and depending how long the membership had expired, the most recent newsletter if available.

2. New members are then entered. The same procedure as above is followed, checking to see if the new member may have been a previous member of CRLA. Membership information is entered, including new expiration date, SIG information, etc.

Packets are then assembled for the new member to include: New member welcome letter, information sheet, newsletters, journal/s and membership card.

3. Journal members have usually come in so far, as requests for missed journals and missed memberships. A few new memberships have been received. For the first two, I try and fill their requests as best as possible, and include a brief letter. New members receive the most current copy of the journal and membership card. Some form of welcome letter should also be included here.

Labels are printed and member packets mailed.

II. INFORMATION UPDATE

Information updates come in from the newsletter editor quarterly and by members themselves.

III. REPORTS

1. Membership Reports

Membership reports are printed on a regular basis for 3 groups. The Past-president and President, State and Region Directors, and SIG Leaders. Membership reports of current and expired memberships are printed on a monthly basis for the Past-president and President. Reports of current members only are printed for the State Directors and SIG Leaders on a quarterly basis. Requests for membership reports are also printed as needed.

IV. MAILING LABELS

Mailing labels are printed by request. Depending on need and order of sort. Alphabetical by State, Zip code sorted, etc.

Mailing labels are also printed by request to purchase from other organizations. A charge of \$75.00 is made by CRLA invoice for these membership mailing labels. A copy of the invoice is sent to the treasurer for remittance.

V. SPECIAL REQUESTS

There are several requests made each month by members, state directors, etc. for special materials. This could include CRLA brochures, call to conference brochures, missed journals or newsletters. Also some requests are just for membership information such as expiration date, or SIG information. Each request is handled in a timely manner with response either by mail or telephone.

**SAMPLE MEMBERSHIP
PACKETS**

NEW

&

RENEWAL

SAMPLE LETTER



COF

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Developmental Education Department, Chemeketa Community College
P. O. Box 14007, Salem, Oregon 97309-7070

Dear Colleague:

Welcome to the College Reading & Learning Association!

I am delighted that you have chosen to participate in this organization. As a new member of CRLA, you are joining hundreds of professionals throughout the international higher education community who are interested in making a positive difference for learners on their campuses. You are now part of a network of highly talented people who enjoy exchanging ideas, implementing innovative programs, and conducting research in order to improve student learning. Your support and contribution is sure to have an impact on this organization.

You will soon begin receiving the latest editions of CRLA's NEWSLETTER and JOURNAL OF COLLEGE READING AND LEARNING. Information on the 26th CRLA conference, which will be held March 31-April 4, 1993 in Overland Park, Kansas, will be coming your way too; watch for both the Call for Proposals and the Call to Conference.

A Membership Resources Form, which suggests ways for you to be actively involved in the organizational work of CRLA if you so choose, is enclosed. Completing this form does not necessarily obligate you in any way, but it is a way to express your interest for increased involvement in a particular area.

Again, welcome to the College Reading & Learning Association.

Sincerely,

Becky Johnen
CRLA President

Enclosure

CRLA MEMBERSHIP RESOURCE FORM

Date COF

CRLA can only be effective with the support of its members. We need members to be actively involved in as many facets of CRLA as their time and talent permit. If you are interested in serving in one or more ways, please indicate the area(s) below and mail the form to : Robin Bischof, Membership Coordinator, P.O. Box 14007, Salem, OR 97309.

Name _____ Check if full-time student _____
Title/Position _____ Institution _____
Mailing Address _____

Work Phone (____) _____
Home Phone (____) _____

Please check the space next to your interest area(s). If you feel you might be interested, but you need more information, make two checks in the appropriate space.

I. ASSOCIATION OFFICES/COMMITTEES

Archives _____
Awards/Scholarships _____
By-Laws _____
Candidate for CRLA Office:
 President-Elect _____
 Treasurer _____
 Secretary _____
Host State/Province Meeting _____
Host Future Conference _____
Liaison to Other Organization _____
Parliamentarian _____
State/Province Director _____
Multi-Cultural Affairs
 Committee Chair _____

II. CONFERENCE COMMITTEES/ACTIVITIES

On-Site Volunteer _____
Coordinate Newcomers' Functions _____
Coordinate Chairs _____
Evaluations Chair _____
Program Committee Member _____
Publisher's Exhibits _____
Session Chair _____
Other (please specify) _____

III. PUBLICATIONS

Journal of College Reading and Learning:
 Editorial Board _____
 Contribute Article _____
CRLA Newsletter:
 Contribute Article _____

IV. SPECIAL INTEREST GROUPS

Cognitive Psychology _____
College Reading _____
Computer Technology _____
Counseling/Guidance Support _____
Critical Thinking/Problem Solving _____
Developmental/Basic Writing _____
Emotional/Motivational
 Aspects of Learning _____
English as a Foreign/Second Language _____
Evaluation/Research _____
Learning Assistance Center Mgmt _____
Learning Disabilities _____
Liberal Arts Universities/Colleges _____
Mathematics Tutorial Programs _____
~~Multicultural Issues~~ _____
Peer Tutoring _____
~~Placement Bureau~~ _____
~~Tric~~ _____
Whole Language _____
Workplace Literacy _____

Do you have any special talents that might benefit CRLA (marketing, graphics, computer expertise, etc.)?

(Use back if necessary.)



College
Reading &
Learning
Association

NEWSLETTER

COPIES
TUTORIAL SERVICES

READING ■ LEARNING ASSISTANCE ■ DEVELOPMENTAL EDUCATION ■ TUTORIAL SERVICES

Tom Gier and Nancy Moreland Elected

It's official. The first big election of 1992 is over. On October 13th, after the ballots were counted under the supervision of Elections Chair Becky Patterson, CRLA President Becky Johnen phoned Nancy Moreland and Tom Gier to tell them that the membership had accepted their offers to serve CRLA for the next several years. Both of them will officially assume their new positions in July of 1993. Nancy's term as Secretary of CRLA ends in 1995. And although Tom's term as President-Elect only lasts a year, it will be followed by a year as President, a year as Immediate Past-President and Coordinator of the States and Regions, a year as Conference Site Selection Chair, and a year as Elections Chair. In other words, Tom will be actively involved with CRLA until at least 1998.

Service to CRLA is nothing new to Tom Gier who is a Professor of Reading/Learning Skills and Director of the Reading/Writing Center at the University of Alaska Anchorage. In the years that he has been a member of CRLA, Tom has served as the Alaska State Director, leader of both the Peer Tutoring and College Reading Special Interest Groups, Coordinator of Special Interest Groups and Coordinator of the Tutor Certification Committee, and member of the Scholarships

and Awards Committee and the *Journal of College Reading & Learning* Board of Editors. It is not surprising that he is a recipient of CRLA's "Long and Outstanding Achievement Award."

Tom readily admits that those who know him well will find it hard to believe that Becky Johnen's call left him speechless. While describing the outcome of the election as being "more of a slightly humbling," Tom also said that he "could not be more pleased or thrilled to serve CRLA as its President-Elect." To him, and to many, "CRLA is like a large extended family."

That family extends to Amarillo, Texas where Nancy Moreland, who was elected to succeed Karen Agee as CRLA Secretary, is an Associate Professor in the Access Program at Amarillo College. In addition to presenting at several national CRLA conferences and serving on the Elections Committee, Nancy has been very active in the Texas Chapter, which she helped to form. She has been a State Director for five years, editor of the State Newsletter, and manager of the 1991 CRLA/TADE Conference.



Like many others, Nancy believes that she has benefited tremendously from her membership in CRLA. Serving as its secretary is one way that she hopes to give something back to CRLA while helping others to benefit from their memberships as well. Two areas of particular interest to Nancy are the encouragement of joint conferences with other organizations and an expansion of CRLA's role in Workplace Literacy.

For the CRLA membership, this year's election was a no-lose situation. All of the candidates were experienced, capable and committed to the organization. They all even knew how to spell *potato*. We thank all who ran and wish Tom and Nancy well as they begin their new duties in and for CRLA.

Dee Tadlock, who will become Elections Chair, and her committee have the task of finding qualified candidates for next year's elections. If you are willing to serve as President-Elect or Treasurer of CRLA or know of someone who would be a good candidate, let Dee know at the 1993 Conference in Overland Park. One of Tom Gier's hopes is that he will be able to "carry on in the tradition of our recent presidents." Soon we will need someone to carry on in the tradition of Tom Gier. Will it be you?

*Journal of
College Reading and Learning*

Volume XXIV, Number 2

1992

College Reading and Learning Association

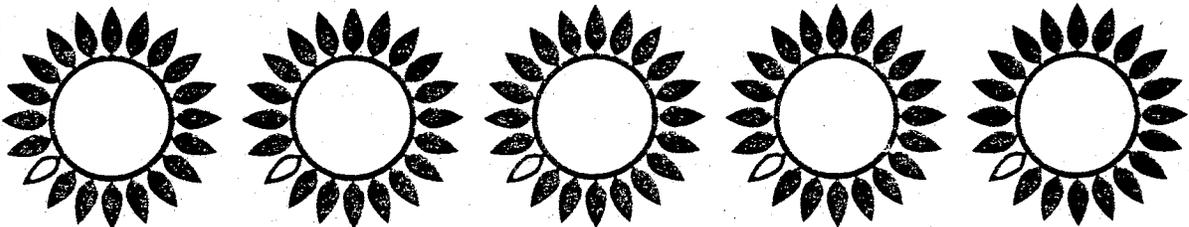
CALL TO CONFERENCE

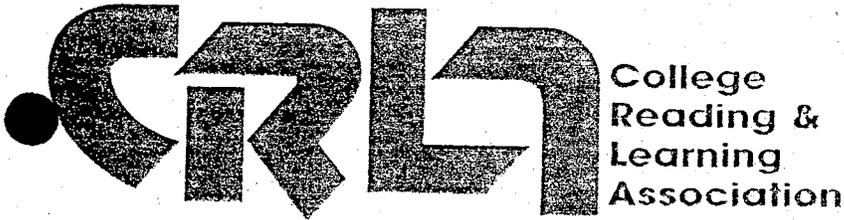


CRLA College
Reading &
Learning
Association

26th Annual Conference

April 1-4, 1993
Overland Park Marriott
Overland Park, Kansas





College
Reading &
Learning
Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

CRLA Board Minutes
Overland Park, KS
March 29-April 4, 1993
Attachment AB
Page 13 of 25

CONFIDENTIAL

Developmental Education Department, Chemeketa Community College
P. O. Box 14007, Salem, Oregon 97309-7070

Dear Colleague:

I appreciate your decision to renew your membership in the College Reading & Learning Association. Through your renewal, you've chosen to participate in a network of highly talented people throughout the international higher education community who enjoy exchanging ideas, implementing innovative programs, and conducting research in order to improve student learning. Your continuing support and contribution is valued and will make a positive difference in the field.

A Membership Resources Form, which suggests ways for you to be actively involved in the organizational work of CRLA if you so choose, is enclosed so that we have an up-to-date record of your willingness to assist in a particular area.

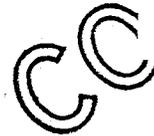
Thanks again for your membership and for your dedication and commitment to CRLA. I hope to see you in Overland Park, Kansas for the Association's 26th annual conference.

Sincerely,

Becky Johnen
CRLA President

Enclosure

CRLA MEMBERSHIP RESOURCE FORM



Date _____

CRLA can only be effective with the support of its members. We need members to be actively involved in as many facets of CRLA as their time and talent permit. If you are interested in serving in one or more ways, please indicate the area(s) below and mail the form to : Robin Bischof, Membership Coordinator, P.O. Box 14007, Salem, OR 97309.

Name _____ Check if full-time student _____
Title/Position _____ Institution _____
Mailing Address _____

Work Phone (____) _____
Home Phone (____) _____

Please check the space next to your interest area(s). If you feel you might be interested, but you need more information, make two checks in the appropriate space.

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By-Laws _____
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 Treasurer _____
 Secretary _____
Host State/Province Meeting _____
Host Future Conference _____
Liaison to Other Organization _____
Parliamentarian _____
State/Province Director _____
Multi-Cultural Affairs
 Committee Chair _____

II. CONFERENCE COMMITTEES/ACTIVITIES

On-Site Volunteer _____
Coordinate Newcomers' Functions _____
Coordinate Chairs _____
Evaluations Chair _____
Program Committee Member _____
Publisher's Exhibits _____
Session Chair _____
Other (please specify) _____

III. PUBLICATIONS

Journal of College Reading and Learning:
 Editorial Board _____
 Contribute Article _____
CRLA Newsletter:
 Contribute Article _____

IV. SPECIAL INTEREST GROUPS

Cognitive Psychology _____
College Reading _____
Computer Technology _____
~~Counseling/Guidance Support~~ _____
Critical Thinking/Problem Solving _____
Developmental/Basic Writing _____
Emotional/Motivational
 Aspects of Learning _____
English as a Foreign/Second Language _____
Evaluation/Research _____
Learning Assistance Center Mgmt _____
Learning Disabilities _____
Liberal Arts Universities/Colleges _____
Mathematics Tutorial Programs _____
~~Multicultural Issues~~ _____
Peer Tutoring _____
~~Placement Bureau~~ _____
~~Trio~~ _____
~~Whole Language~~ _____
Workplace Literacy _____

Do you have any special talents that might benefit CRLA (marketing, graphics, computer expertise, etc.)?

(Use back if necessary.)



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

January 26, 1993

EAST KOOTENAY COMM COLLEGE
Learning Resource Centre
PO Box 8500
Cranbrook BC
Canada GST#
VIC517

Dear CRLA Member:

Thank you for your patience with our organization in respect to receiving the CRLA Journals. Due to numerous problems, we are no longer using a Mailing Service to handle our valuable members. I have recently taken over the position of membership coordinator. My task will be to try and straighten out some of our membership records and make sure all concerns and questions are satisfied.

Your statement indicates that you purchased membership for the year 1990 and 1991. Enclosed you will find Journals # 22 for spring 1990, # 23 and 24 for 1991, and Journals # 25 and 26 for 1992. Also we will include your name on our membership list as a complimentary member for 1993. This will entitle you to the 1993 Journals when published. We are very sorry for any inconvenience this situation has caused and we will do our best in meeting your future needs.

If you have any other questions or concerns, please contact me.

Thank you.

Robin Bischof, Membership Coordinator
Chemeketa Community College
PO Box 14007
Salem OR 97309

(503) 399-3911 office
(503) 399-5214 fax



Membership Report

of

Statistics

**MEMBERSHIP STATISTICS
FOR
1991 & 1992**

The following data was compiled by end of year data.

AS OF 12/31/92

884 Current Memberships

397 Expired Memberships

198 expired memberships - 1991

199 expired memberships - 1992

1281 Total Membership on record.

State report follows.

**CURRENT
 CRLA MEMBERS BY STATE
 AS OF 12/31/92**

CA	California	213	MA	Massachusetts	9
TX	Texas	107	MO	Missouri	9
WA	Washington	61		Other	9
AZ	Arizona	49	VA	Virginia	9
NM	New Mexico	48	NV	Nevada	8
OR	Oregon	43	MT	Montana	7
	Canada	36	IN	Indiana	6
MN	Minnesota	21	OK	Oklahoma	6
IL	Illinois	18	WI	Wisconsin	6
NJ	New Jersey	17	TN	Tennessee	5
OH	Ohio	17	WY	Wyoming	5
ID	Idaho	15	FL	Florida	4
AK	Alaska	14	PA	Pennsylvania	4
CO	Colorado	13	SC	South Carolina	4
KS	Kansas	13	AR	Arkansas	3
NY	New York	13	CT	Connecticut	3
NE	Nebraska	12	MD	Maryland	3
IA	Iowa	11	WV	West Virginia	3
LA	Louisiana	11	KY	Kentucky	2
NC	North Carolina	11	DE	Delaware	1
UT	Utah	11	ND	North Dakota	1
GA	Georgia	10	NH	New Hampshire	1
HI	Hawaii	10	VT	Vermont	1
MI	Michigan	10			

TOTAL MEMBERS : 893

**MEMBERSHIP STATISTICS
FOR**

1993

The following data was compiled by end of year data.

AS OF 03/31/93

549 Current Memberships

953 Expired Memberships

198 expired memberships - 1991

199 expired memberships - 1992

566 expired memberships - end of year.

1502 Total Membership on record.

State report follows.

**YEAR TO DATE
 CRLA MEMBERS BY STATE
 AS OF 3/25/93**

CA	California	80	MA	Massachusetts	5
TX	Texas	41	MO	Missouri	24
WA	Washington	25		Other	5
AZ	Arizona	12	VA	Virginia	6
NM	New Mexico	32	NV	Nevada	4
OR	Oregon	65	MT	Montana	4
	Canada	19	IN	Indiana	3
MN	Minnesota	6	OK	Oklahoma	3
IL	Illinois	11	WI	Wisconsin	5
NJ	New Jersey	13	TN	Tennessee	7
OH	Ohio	5	WY	Wyoming	2
ID	Idaho	3	FL	Florida	3
AK	Alaska	11	PA	Pennsylvania	4
CO	Colorado	16	SC	South Carolina	5
KS	Kansas	35	AR	Arkansas	3
NY	New York	7	CT	Connecticut	2
NE	Nebraska	22	MD	Maryland	3
IA	Iowa	14	WV	West Virginia	0
LA	Louisiana	7	KY	Kentucky	2
NC	North Carolina	4	DE	Delaware	0
UT	Utah	13	ND	North Dakota	0
GA	Georgia	5	NH	New Hampshire	1
HI	Hawaii	5	VT	Vermont	1
MI	Michigan	6			

TOTAL CURRENT MEMBERS : 549



Membership Coordination

Challenges

DESCRIPTION OF CRLA CHALLENGES

I. DATABASE TRANSITION

- A. Set up of new tracking database and reports
- B. Mailing Service problems
- C. Data of past Board members was lost in transition

II. GENERAL MEMBERSHIP

- A. Membership year
 - 1. change from anniversary date to calendar year
 - a. should this date selection be reviewed
 - b. problems encountered
 - 2. end of year reports
 - a. period between end of year and
 - b. renewal/registration for conference
 - 3. process of renewing
 - a. confusion with conference renewals
 - b. confusion with SIG memberships
 - c. membership renewal notices
- B. Communication between all CRLA participants
 - 1. updating of information on State Directors/SIG Leaders
 - 2. updates on which SIGs are active, etc.
 - 3. requesting/receiving necessary items for member packets
 - 4. should letter sent to new/renewal members be composed by President or Membership Coordinator
- C. Forms--brochures, call to conference, etc.
 - 1. information provided
 - 2. change in names
 - 3. legibility of written information

IV. MISCELLANEOUS ITEMS

- A. Lifetime Memberships
- B. Charges for mailing labels and member lists
- C. Journal memberships
 - 1. who gets what



READING * LEARNING ASSISTANCE * DEVELOPMENTAL EDUCATION * TUTORIAL SERVICES

SOLD TO:

DATE:

Your order no:

TERMS: Net 30 days

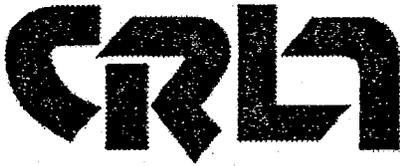
INVOICE

ITEM:

AMOUNT:

SEND TO:

PAY BY INVOICE No statement will be sent unless requested



College
Reading &
Learning
Association

Please make the following changes to my Membership information:

Send CRLA info to my: _____ Home address _____ Work Address

NAME: _____

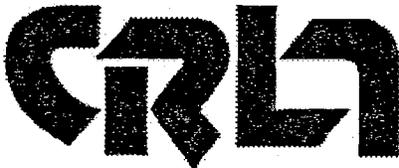
COLLEGE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Home PH#: () _____ Work PH#: () _____

Signature: _____ Date: _____



College
Reading &
Learning
Association

Please make the following changes to my Membership information:

Send CRLA info to my: _____ Home address _____ Work Address

NAME: _____

COLLEGE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Home PH#: () _____ Work PH#: () _____

Signature: _____ Date: _____

**COLLEGE READING AND LEARNING ASSOCIATION
1993 PLENARY SESSION**

**CHARTING THE NEXT 25 YEARS FOR CRLA:
DEVELOPING THE ASSOCIATION'S STRATEGIC PLAN**

Facilitator: _____

Group Members: _____

DRAFT	COMMENTS/PROPOSED CHANGES
<p>VISION: CRLA is a dynamic community of leaders in the fields of reading, learning assistance, developmental education, and tutorial services. We seek to give practical application to research and to promote the implementation of innovative strategies to enhance student learning and make a positive difference in the lives of students.</p> <p>MISSION: to provide a forum for the interchange of ideas, methods, and information to improve student learning and to facilitate the professional growth of its members.</p>	

DRAFT	COMMENTS/PROPOSED CHANGES
<p>VALUES: Inclusive: We recognize the uniqueness of individuals. We celebrate our differences as well as our similarities. We seek a membership diverse in nature. We seek to develop a sense of community.</p> <p>Collaborative: We seek resourceful and cooperative arrangements with each other and others in the field.</p> <p>Creative: We are innovative in our approaches to teaching and learning.</p> <p>Supportive: We create and sustain a climate of caring and respect for all members of our profession. We are facilitative, responsive and friendly in approach.</p> <p>GOALS:</p> <ol style="list-style-type: none">1. to provide opportunities for dialogue among professionals;2. to cooperate and coordinate with other professional organizations in the fields of and related to reading;3. to increase the quantity and enhance the quality of strategies and techniques used to improve student learning;4. to provide information and consultants to groups enacting legislation directly related to college reading, learning assistance, developmental education, and tutorial services; and,5. to act to ensure an environment where effective learning can take place.	

<p>STRENGTHS</p>	<p>AREAS TO IMPROVE</p>
<p>OPPORTUNITIES</p>	<p>BARRIERS</p>

CRLA BOARD MEETING - SUNDAY, APRIL 4, 1993

JOURNAL OF COLLEGE READING AND LEARNING

JoAnn Carter-Wells and Janice Lewis, Editors

REAFFIRMED

1. REVISED PHILOSOPHY
2. REVISED GUIDELINES
3. STANDARDS - Research
4. EDITORIAL BOARD MEMBERSHIP - Expansion
5. ISSUES -
 - a. Rates - international and institutional
 - b. Advertising
 - c. Collaborative efforts
6. BOARD'S CONCERNS

The Journal of College Reading and Learning

Information for Contributors

Author's Guidelines:

The Journal of College Reading and Learning is a refereed journal published by the College Reading and Learning Association. It is a forum for current theory, research, practice, and policy related to post-secondary reading improvement and learning assistance.

Limit the manuscript to 12 to 15 typewritten pages, double-spaced throughout. Consult the Publication Manual of the American Psychological Association (3rd edition) on matters of organization, documentation, and style. Use tables only when absolutely necessary. Both tables and figures must be camera-ready.

Submit three clearly typed copies and a computer disk copy using Word Perfect or Word for Windows (if possible). The original should be retained as copies are not returned. In addition, submit one cover sheet with the title of the article and the full name, affiliation, address, telephone numbers, and FAX number of the author(s). In the case of multiple authors, list names in the order they are to appear if the manuscript is published. Take care to eliminate any information identifying the author from the manuscript itself. Include two stamped, legal-size envelopes addressed to the author whose name appears first on the cover sheet.

It is assumed that manuscripts submitted are previously unpublished and are not under simultaneous consideration by any other publication. Accepted manuscripts may be edited for clarity, organization, sexist language, and length. Publishing decisions are usually made within 2 to 3 months after manuscripts are received.

Mailing:

Mail all three (3) copies, the cover sheet, and envelopes to:

Dr. JoAnn Carter-Wells and Dr. Janice Lewis
Reading Department, EC 577
California State University, Fullerton
Fullerton, CA 92634-9480
(714)773-3356/773-3357
FAX Number is: (714)773-3314

JOURNAL OF COLLEGE READING AND LEARNING: AUTHOR CHEC

- Reviewed previous editions of the JCRL to become acquainted with the journal and its readers.
- Article being submitted addresses current theory, research, practice, or policy related to post secondary reading improvement and learning assistance.
- Can articulate a need for the article being submitted.
- Analyzed characteristics of potential audience and kept them in mind as planned and wrote.
- Considered alternative ways of logically grouping and presenting ideas before settling on one.
- Used the Publication Manual of the American Psychological Association (3rd edition) to answer questions of organization, documentation, and style.
- Used physical structures like headings and subheadings to help readers break ideas into digestible chunks.
- Used transitional words and directional guidelines (sentences or short paragraphs previewing what's to come, tying loose ends together, reviewing what has been covered, e.g.) to make the relationship of ideas explicit.
- Defined technical or discipline specific terms.
- Used language for clarity, not to impress.
- Gave concrete, relevant examples to clarify abstract or unfamiliar concepts.
- Reviewed to make sure that the text conveys precisely what was meant.
- Checked that references cited in text are in reference list and that they match in spelling and date.
- Doubled spaced manuscript through out, including reference page.
- Limited manuscript to 12-15 typed pages.
- Used tables and figures only when absolutely necessary.
- Submitted camera-ready tables and figures.
- Submitted 3 clear copies of manuscript and, if possible, a computer disk copy; retained the original knowing copies will not be returned.
- If submitting a computer disk copy, used Word Perfect or Windows.
- Submitted 1 cover sheet with name, affiliation, address, telephone number of authors listed in the order of publication.
- Submitted two stamped legal-size envelopes self-addressed to the primary author (one listed first on the cover letter).
- Made sure all pages of the manuscript are free of information that might identify the author(s).
- Sure the manuscript is previously unpublished and is not under simultaneous consideration by any other publication.
- Mailed all three copies, the cover sheet, and the envelopes to
Dr. JoAnn Carter-Wells or Dr. Janice Lewis
Reading Department - EC 577
California State University, Fullerton
Fullerton, CA 92634
Phone: (714) 773-3356\3357 FAX 773-3314
- Will relax for 2 to 3 months until hear from editorial board.

CALIFORNIA CHAPTER
CRLA BYLAWS

ARTICLE I - NAME

The name of the Association shall be the California State Chapter of the College Reading and Learning Association.

ARTICLE II - MEMBERSHIP

1. Members of the Association shall be of one class, and each member shall have the same rights, duties, and privileges and responsibilities as every other member. Each member of the Association shall be qualified to originate and take part in any subject that may properly come before any meeting of the Association, to vote on each such subject, and to hold office in the Association to which he/she may be elected or appointed.
2. Subject to all the provisions of these Bylaws, any individual who has interest in college reading, writing, thinking, and learning skills programs is eligible for membership. Membership in the State Chapter shall automatically accrue to any member of the National Association who resides in the State of California who displays an interest in and intent to participation in the business of the State Chapter ~~by virtue of consistent attendance at the annual State meeting,~~ and who pays dues.
Annual dues are \$5.00, as established.
~~The sum of \$5.00 was approved at the organizational meeting of April 11, 1992. This amount will be due January 1 of each year, payable to the recorder. Any increase in dues must have the approval of 2/3 of the current membership,~~ which consists of the membership of the Association as of December 31 prior to the annual conf.
3. *The dues will be payable to the recorder on January 1 of each year.*
Any member who has not paid his/her annual dues within sixty days after the date they have become payable, shall be deemed to have abandoned membership in the Association.
4. *New members may join at any time and hold membership for the remainder of the year.*

ARTICLE III - MEETINGS

1. The annual meeting of the membership of the Association shall be held in Fall of each year at a time and location specified by the Board of Directors. Other regular meetings of the membership may be held at such regular intervals as may be prescribed from time to time by the Board of Directors, or by the membership at any annual meeting. Notice of the annual meeting, and of all the other meetings established by the Board of Directors, shall be sent to all members of the Association at least one month prior to the meeting.

2. Special meetings of the Association may be called by the president and shall be called by the president at the written request of any twenty-five members of the Association.
3. All members of the Association may have the right to attend all membership meetings, annual, regular, or special. They may attend other than general meetings as non-voting observers only.

ARTICLE IV - BOARD OF DIRECTORS

1. The affairs of the Association shall be conducted by the Board of Directors, consisting of three directors. The three directors shall be the president, the president-elect, and the recorder. Whenever any director ceases to be a member of the Association or ceases to hold the office that qualifies him/her as a director, there shall be created a vacancy as a director.

A vacancy in the office of president shall immediately be filled by the president-elect.

If a vacancy occurs in the office of president-elect, a special election will be held by mail ballot at the earliest possible date. The new president-elect shall assume all other duties of that office.

A vacancy in the office of recorder shall be filled by appointment by the president with the approval of the Board.

2. The administrative powers of the Association shall be vested in the Board of Directors, who shall have charge, control, and management of the property, affairs and funds of the Association and which shall have the power and authority on behalf of the Association to do and perform all acts and functions not inconsistent with these Bylaws or any provision of law.
3. The title of all property of the Association shall be vested in the Association, and the signatures of the president and recorder, when authorized at any meeting of the Board of Directors, shall constitute proper authority for the purchase or sale of property or for the investment or other disposal of funds which are subject to the control of the Association.
4. Meetings of the Board of Directors shall be regular and special. The regular meeting shall be held not less often than once each year, at a time and place designated by the Board. Special meetings may be called by the president and

shall be called at the request of any director. Suf. notice of any special meeting shall be given to each director at least five days before the date of any such special meeting. Notification of meeting shall be confirmed by the president in writing to all directors. The notice shall state the business for the transaction of which the special meeting has been called.

5. Two members shall constitute a quorum of the Board of Directors.

ARTICLE V - OFFICERS

1. The officers of the Association shall be a president, a president-elect, and a recorder. After the initial directors are elected, the president-elect shall be elected for a one year term by the membership via written ballots. The president-elect shall become the president of the Association at the next annual meeting of the membership of the Association following his/her term of office as president-elect. The president-elect shall serve a term of one year as president. The recorder's term of office shall be for two years. The recorder shall be elected by the membership via written ballots at the annual general meeting.

2. ~~The two other officers of the Association shall constitute its Board of Directors, and~~ ^{The Board of Directors shall consist of the President, President-Elect, and the Recorder} ~~shall act in an advisory capacity to the president~~ ^{and shall act in an advisory capacity to the president to reach consensus on issues.}

3. The president shall act as chairperson and presiding officer of the Board of Directors and shall act as presiding officer at every meeting of the membership of the Association. In addition, the president shall:
 - a. Appoint chairpersons of standing and special committees.
 - b. Call special meetings of the Board of Directors
 - c. Appoint an acting recorder in the event of incapacity or consistent non-performance of duty on the part of the officer elected to serve in that capacity. Appointments shall be made only with the approval of the Board of Directors.
4. The president-elect shall act as presiding officer in the absence of the president.

5. The recorder shall be the official custodian of all documents belonging to the corporation, shall record the proceedings of all general and special meetings of the membership and of the Board of Directors, and shall carry out the general secretarial duties of the Association. He/she shall act as presiding officer in the absences of the president or president-elect.
6. The recorder shall receive and record the receipts of all dues and other income of the Association. He/she shall make a financial report at each general and special meeting of the membership and of the Board of Directors and shall write and sign all checks for all authorized expenditures.

ARTICLE VII - PARLIAMENTARY PROCEDURE

1. The rules contained in Roberts Rules of Order, Revised, shall govern all meetings of the Association in all cases where they are applicable, unless any such rule shall be inconsistent with the Article of Incorporation or these Bylaws.
2. In all meetings any member may demand a roll call vote except for those procedures which provide for a written ballot including the election of officers.
3. The Board of Directors shall name at least one candidate for each office for which there exists a vacancy. Names will be solicited from the floor at the general membership meeting for consideration for officer candidates for the following year's election.

ARTICLE VIII - QUORUM

A quorum for any regular or special membership meeting or for a written ballot shall be at least ten percent (10%) of the membership of the Association as of December 31st prior to the annual conference. The recorder shall keep the record.

ARTICLE IX - INITIATIVE, REFERENDUM, AND RECALL

Any officer of the Association may be recalled, any proposed action on behalf of the Association may be initiated or any previous action taken by the Board of Directors on behalf of the Association may be referred by means of a properly worded petition setting forth the action requested. The petition must be signed by one-sixth (1/6) of the members of the Association. Any action or initiative, referendum, or recall shall require a noticed motion and a majority vote of the membership or two-thirds (2/3) vote of those members present at any annual meeting of the Association.

ARTICLE X - DISSOLUTION

Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the assets of the Association exclusively for the purpose of the Association in such manner, or to such organization or educational purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 as the Board of Directors shall determine.

ARTICLE XI - AMENDMENTS

1. These Bylaws may be amended at any regular or special meeting of the membership of the Association, or they may be amended by mail ballot at the discretion of the Board of Directors.
2. No amendment may be adopted unless it is approved by a two-thirds (2/3) majority of the votes cast.