

**College Reading and Learning Association
Telephone Conference
December 15, 1993**

Members Present: Jo-Ann Mullen, *President*; Tom Gier, *President Elect*; Becky Johnen, *Past-President*; Rosa Hall, *Treasurer*, Nancy Moreland, *Secretary*.

The meeting was called to order by Jo-Ann at 7:15 AM Pacific Coast Time.

Approval of Agenda

1. Rosa, Tom, and Jo-Ann made additions to the Agenda. (Attachment A)

Rosa made a motion to approve the Agenda as amended. Second was by Becky, and the Board passed.

Approval of Minutes

2. Jo-Ann requested clarification on page 4 to indicate Carlette "Hardin from NADE."

Tom made the motion to approve the Minutes as corrected. Second was from Becky, and Board passed.

Election Concerns

3. The Board discussed matters concerning eligibility to run for offices, consecutive leadership roles, and how to handle tie votes. The following motions were passed by the Board: (Attachment B)

Election Policies

In the event of a tie, each Board member casts one vote by fax or phone to the President. If still tied, the President votes to break the tie.

**Motion: Tom Second: Becky
Passed by Board**

CRLA members who are elected to Board positions or who assume Editorships of CRLA publications are expected to give up other CRLA leadership positions effective by the time they assume their new positions.

*** Positions that would be relinquished include State or Chapter leadership, SIG leadership, Committee chairs, Editorships, or major conference planning roles.**

***The role may be given up completely or, if agreed upon by the group directly affected, a leave of absence may be arranged.**

**Motion: Becky Second: Tom
Passed by Board**

Ineligibility for CRLA Office:

***Because of the possible appearance of impropriety due to the major role that the CRLA Newsletter Editor holds in writing up and publicizing candidates, the CRLA Newsletter Editor may not seek office during the time that he/she holds this position.**

***The chair and members of the Election Committee may not run for office while they are members of this committee.**

**Motion: Tom Second: Nancy
Passed by Board.**

Jo-Ann instructed Nancy to send these policies to the Elections Chair.

Newsletter Editor Search

4. Jo-Ann reported to the Board that she had received no applications for Newsletter Editor. The Board suggested Jo-Ann follow-up on several possibilities.

Tom Pasternack will do the Spring/Summer Newsletter and has agreed to transition with the new person at the San Diego Board Meeting.

Election Calendar Change

5. Jo-Ann informed the Board that the election calendar change would mean that Sandra Evans would have a longer term. Jo-Ann provided the Board with a chart indicating changes and their impacts on the future conferences. Tom offered to chair the Fall '96 conference with Becky and Jo-Ann offering to help. After Board discussion, the following motion was passed: (Attachment C)

Tom Gier will be Conference Manager for the 1996 Fall Conference. An on-site person will be Program Chair and another on-site person will be Arrangements Chair.

Motion: Becky Second: Nancy Passed by Board.

Chapter Issues

6. Tom Pasternack had a travel request for Becky Johnen to attend the Virginia VCLA Conference on February 18-19, in Sweetbriar,

Funding for Virginia

Virginia. Becky indicated she would be able to drive to the conference. The Board approved the following:

Funding Request for Becky Johnen to attend the Virginia VCLA Conference.

Motion: Tom Second: Rosa Passed by Board.

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Rosa reported that she had visited with Ross McDonald and that Hawaii had withdrawn his invitation due to State funding problems. Becky will call Gwen Kimura to check on whether they still need assistance and will get back to Rosa and the Board with a report.

State Chapters

Becky brought up the issue that there is some concern from some of the states concerning State Chapters. She reported that NADE does not require that state members belong to the national organization. Becky and Nancy mentioned the concern in Texas that they may lose CRLA memberships because many educators can opt to pay \$10.00 for their state TADE memberships. Rosa indicated there was some concern in Washington, also. After considerable Board discussion, the matter was tabled and will be discussed further in San Diego. Meanwhile, Becky will contact State Directors and Regional Coordinators and ask them to discuss this with their members.

Professional Liasion Forms 7.

Gladys requested Board approval for the CRLA Liasion Contracts and the LAC Design and Development Task Force. The Board complimented Gladys for her excellent work and unanimously approved the forms.

Jo-Ann will notify Gladys.
(Attachment D)

Recognition Plaques

8. Jo-Ann led the Board in a discussion about plaques to recognize key officials. The following motion was passed:

Recognition plaques will be awarded to out-going key CRLA officials. (Board, Newsletter Editor, Journal Editors, On-Site Managers.)

**Motion: Tom Second: Becky
Passed by Board**

Rosa will set up a category in the General Board Fund for these plaques.

Permission for Reprinting 9.

The Board discussed Martha Maxwell's request for permission to reprint several articles from the Journal. The following motion was passed.

(Attachment E)

CRLA will charge a nonimal fee for reprinting CRLA materials in for-profit articles. This money will be used for membership publishing and other scholarly activities.

**Motion: Becky Second: Tom
Passed by Board.**

Jo-Ann will notify Martha Maxwell
of the discussion.

- Scheduling of Fall '96 Conf.* 10. Tom discussed reactions he has received from states concerning the annual conference change. Tom requested that Becky contact State leaders for more feedback. Jo-Ann suggested that Gladys as Liasion Coordinator contact other organizations concerning dates for their conferences. The Board is aware there may be some conflicts and is striving to find the most appropriate dates for the CRLA annual conference. Becky will contact state leaders and will have a report for the Board in San Diego.
- Conference Concerns* 11. Tom visited with Becky and Jo-Ann concerning the number of programs to print for the conference. Becky and Jo-Ann agreed that 1000 was an appropriate number since the programs are used for promotional activities after the conference. (700 copies will be sent to Tom and 300 copies will be sent to Gwen Enright.)

Tom and Becky also discussed the importance of more conference advertising in the Fall Newsletter.

CRLA Board
Telephone Conference Call
December 15, 1993
Page 7

Next Conference Call 12. January 20, 1994 at 7:30 Pacific Coast
Time.

The Board Conference call terminated at 8:30 AM.

Respectfully submitted,

Nancy Moreland

(These minutes were approved Jan. 20, 1994
by the Board.)

CRLA CONFERENCE CALL

Wednesday, December 15, 1993
7:15 AM Pacific Coast Time*

FINAL Agenda

1. Approval of Agenda
2. Approval of Minutes
3. Election Concerns (see attached)
 eligibility to run
 consecutive leadership roles
 tie votes
4. Newsletter Editor Search
5. Election Calendar-Change to Spring (see attached)
6. Travel request -- Virginia CRLA
 Issues with Chapters- Becky
7. Professional Liasion Forms for Approval (see attached)
8. Recognition Plaques
9. Permissions for reprinting--for profit venture (Maxwell memo)
10. Scheduling of Fall, 1996 conference and subsequent fall conferences

- ¹² ~~E.~~ Schedule next call
- ~~H.~~ Hawaii Funding Request

***PLEASE NOTE THAT THIS IS A CHANGED DATE. AND THAT WE ARE NOW BEGINNING 15 MINUTES EARLIER --THANK YOU!**

11. Conference - Tom

John C. Wells

CRLA CONFERENCE CALL

Wednesday, December 15, 1993
7:15 AM Pacific Coast Time*

Agenda

1. Approval of Agenda
2. Approval of Minute
3. Election Concerns (see attached)
eligibility to run
consecutive leadership roles
tie votes
4. Election Calendar-Change to Spring (see attached)
5. Issues with Chapters- Becky
6. Newsletter Editor Search
7. Professional Liasion Forms for Approval (see attached)
8. Recognition Plaques

***PLEASE NOTE THAT THIS IS A CHANGED DATE. AND THAT WE ARE NOW BEGINNING 15 MINUTES EARLIER --THANK YOU!**

*Please change
Becky's address
to 33 Old Elmer
on your new
bulletin.*

Election related policy motions:

(1A) In the event of a tie, each Board member casts one vote by fax or phone to the President. If still tied, the President votes to break the tie.

-or-

1B. The President does not vote in the annual election. If there is a tie for any office, the Elections Chair notifies the President who then votes to break the tie.

2. CRLA members who are elected to Board positions or who assume Editorships of CRLA publications, are expected to give up other CRLA leadership positions, effective by the time they assume their new positions.

*Positions that would be relinquished include State or Chapter leadership, SIG leadership, Committee chairs, Editorships, or major conference planning roles.

*The role may be given up completely or, if agreed upon by the group directly affected, a leave of absence may be arranged.

3. Ineligibility for CRLA Office:

*Because of the possible appearance of impropriety due to the major role that the CLRA Newsletter Editor holds in writing up and publicizing candidates, the CRLA Newsletter Editor may not seek office during the time that he/she holds this position.

*The Chair and members of the Election Committee may not run for office while they are members of this committee.

ORLI

IMPACT OF CONFERENCE CHANGES ON ELECTION

<u>ELECTION</u>	<u>BEGINS TERM</u>	<u>PLANS CONFERENCE</u>	<u>Sec/Treas</u>
(Pat Mulcahy-Elect) Fall 1993	Spring 1994 (at San Diego)	Spring 95 (Phnx)	AS. Evans
Fall 1994 * (Longer Term)	Spr. 95 (at Phnx)	Spring 96 (Canada)	new Secy
special chair	—	Fall 1996 (New/Oregon ²)	new Treas
Spring 1996	Fall 96 (in Oregon or New)	Fall 97 (El Paso ²)	
Spr 1997	Fall 97 (in El Paso)	Fall 98	new Secy
Spr 1998	Fall 98	Fall 99	new Treas
Spring 1999	Fall 99	Fall 2000	

CRLA

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Spring 1999	Fall 99	Fall 2000	

(Sample Letter for initial contact)

TO:

FROM:

SUBJECT: Liaison with the College Reading and Learning Association

As a Professional Association Liaison for the College Reading and Learning Association (CRLA) I am interested in (establishing contact with the Professional Liaison for your organization) or (having the opportunity to speak to your Board) about liaisoning with CRLA for the purposes of professional networking, dissemination of information and collaboration on common areas of professional concern.

Both organizations are striving for many similar goals, and we believe that more can be gained if we cooperate.

I will look forward to hearing from you at your earliest convenience. You may write me or phone me at _____.

(Sample letter to use when the relationship is ready for the formal agreement)

TO:

FROM:

SUBJECT: Liaison Agreement

As a Professional Association Liaison for the College Reading and Learning Association, (CRLA) I invite you to join forces with us to strengthen professional networking, disseminate information, address common goals and concerns, and consider areas of collaboration that are mutually beneficial. Please review the enclosed Liaison Agreement which, if signed by the President of each organization, will serve to formalize this cooperation and, hopefully, perpetuate it with subsequent boards.

Please note the extent of this liaison can be determined by the wishes of your organization. If there are areas not listed where collaboration would be desirable, please feel free to add them. If you have questions, please call me at _____.

On behalf of CRLA, we look forward to a closer liaison with _____ in the future.

DRAFT
LIAISON AGREEMENT
COLLEGE READING AND LEARNING ASSOCIATION

Because associations which share mutual concerns and strive toward similar goals can achieve greater gains through cooperation, the College Reading and Learning Association (CRLA) and _____

agree to coordinate their efforts in the following ways.

CHECK ALL ITEMS THAT APPLY.

- _____ Designating a liaison.
- _____ Exchanging one fee waiver (less any additional costs for meals, workshops, etc.) for the annual national conference.
- _____ Providing a display table free of charge at the annual national conference.
- _____ Reserving one session at the annual national conference for a professional development presentation.
- _____ Providing space in the newsletter for an annual message.
- _____ Arranging contact, via the liaison, between appropriate committee chairs and/or association members when political concerns arise.
- _____ Arranging contact, via the liaison, between appropriate committee chairs and/or association members to work on joint projects.
- _____ Provide to each other up to three sets of mailing labels annually at no cost for conference-related mailing.
- _____ Provide space in the respective conference programs to place at call to conference at no charge.

Other: _____

THIS AGREEMENT WILL REMAIN IN FORCE UNTIL EITHER ASSOCIATION CHOOSES TO ALTER IT.

(CRLA Liaison) (Date) (_____) Liaison (Date)

(CRLA President) (Date) (_____) President (Date)

Address Address

Phone () Phone ()

After signing this agreement, each association president should retain 2 copies, one for the association president's file and one for the liaison's file and forward the original to the president of the other association.

STATEMENT OF 1993-94 OBJECTIVES
OF THE
PROFESSIONAL ASSOCIATION LIAISON COMMITTEE
OF
THE COLLEGE READING AND LEARNING ASSOCIATION

1. Identify committee members.
2. Identify specific professional organizations having similar or related goals.
3. Finalize job descriptions for the professional association liaisons and the coordinator.
4. Implement a data base of identified professional organizations.
5. Develop a standard agreement form.
6. Sign agreements with at least two other organizations.
7. Implement a reporting process for Professional Association Liaisons (PALS).
8. Compile a committee notebook for the training of future coordinators.

(DRAFT)

STATEMENT OF MISSION, PURPOSE, AND GENERAL GOALS
OF THE
PROFESSIONAL ASSOCIATION LIAISON COMMITTEE (PAL)
OF
THE COLLEGE READING AND LEARNING ASSOCIATION

Mission. The mission of the Professional Association Liaison Committee of the College Reading and Learning Association (CRLA) is to form strong professional bonds with other professional organizations that have similar or related goals and concerns regarding the education of various college student populations, especially those having developmental and special needs.

Purpose. The purpose of professional bonds (liaisons) with other organizations is to establish a board professional network for the dissemination of information, dialogue, and cooperation on issues of mutual concern or interest.

General Goals. The continuing goals of the Professional Association Liaison Committee are to

1. identify professional organizations having similar or related goals.
2. Assign a committee member as liaison to each identified organization.
3. develop agreements of mutual cooperation with identified organizations.
4. cooperate with identified organizations on issues of mutual interest or concerns.
5. maintain a database of identified organizations.
6. provide a Professional Association Liaison Forum at each national conference of CRLA to make new professional contacts and identify current issues of mutual interest or concerns.

11/15/93

LAC Design and Development Task Force

Charge to Committee:

Develop a packet of materials that would be available upon request to individuals charged with developing a Learning Assistance Center at their institutions.

This guide should be appropriate for designing a center from scratch and also for redesigning an existing center.

The Committee focus should be on content. Layout and format will follow, after the Committee has completed its charge.

Timeline:

Before San Diego:

- Form committee to be comprised of 6 members plus Chair
- Send members copy of charge and timeline
- Arrange a time to meet at the conference

By end of San Diego (March, 1994) conference:

- Produce outline of topics/sections to be included in packet
- Assign tasks to individual members
- Develop timeline and due dates for these tasks

By summer board meeting (1994):

- Have first draft of packet to Board

By Phoenix (1995) conference:

- Bring final packet to Board for approval

Board -

Let's Discuss this during our conf call on Dec 15th -

Jo Ann

MARTHA MAXWELL
MM Associates
BOX 2857
Kensington, MD 20891
(301) 530-5078

November 16, 1993

Jo Ann Mullen, President
CRLA

Dear Jo Ann:

I am editing a book tentatively titled From Access to Success: What Works Best in College Learning Assistance to be published by H&H Publishing Company.

I am requesting permission to reproduce the following articles from the *Journal of Reading & Learning*:

Karan Hancock & Tom Gier. Counseling Skills: An Important Part of Tutor Training. Journal of College Reading and Learning, xxiii(2), 55-59.

Karen E. Winnard (1991). Codependency: Teaching Tutors not to rescue. Journal of College Reading and Learning, xxiv, (1), 32-40.

Brinda Van. (1992). College learning assistance programs: Ingredients for success. Journal of College Reading and Learning, xxiv(2), 37-39.

Mary Dimon. (1981). Why Adjunct Courses Work. Journal of College Reading and Learning, xxi, 33-40.

Gwyn Enright. (August 1975). College Learning Skills: Frontierland Origins of the Learning Assistance Center, *College Learning Skills: Today and Tomorrowland*, Proceedings of the Eighth Annual Conference of the Western College Reading association, Volume VIII, pp 81-92.

I am requesting permission to include this material in the H&H Publishing Company publication mentioned above and in future editions and revisions thereof.

Below is a release form for your convenience. Please sign all three copies of this letter, return two copies to me, and keep the third for your files. Your prompt consideration of this request will be very much appreciated.

Sincerely,

Martha Maxwell
Martha Maxwell

.....
I (we) grant permission as requested on the terms stated in this letter. Please indicate whether a difference credit line (other than that cited above) should be used.

Agreed to and accepted _____
(Signature)

Date _____

(Note: Each of the authors has consented to this request.)

Corrected

College Reading and Learning Association
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Next Conference Call 12. January 20, 1994 at 7:30 Pacific Coast
Time.

The Board Conference call terminated at 8:30 AM.

Respectfully submitted,

Nancy Moreland

~~(These minutes have not been approved by
the Board.)~~

Approved Jan. 20, 1994