

## CRLA BOARD MEETING AGENDA

January 21, 2005

2:00-4:00PM Central Time

### CALL T ORDER

1. Approval of Agenda
2. Approval of Minutes
3. Treasurer's Report – Ann  
Approval of Treasurer's Report
4. SIGs & State/Region/Chapter Report – Kate  
Approval of funding request from Brain Compatible Teaching & Learning SIG  
Approval of funding request from Northwest Region  
Approval of funding request from Alaska Chapter  
Approval of funding request from California Chapter  
Approval of funding request from Mid-South Region
5. Executive Assistant's Report – Karen
6. Membership Report – Vicki
7. Newsletter Report – Anne-Marie

### OLD BUSINESS

1. 2004 Conference Report – Russ
2. 2005 Conference Report – Valerie
3. Data Management Contract
4. States & Regions Travel Requests – Kate  
Approval of Russ' travel to Mid-Atlantic Region
5. Elections Update  
Approval of the election slate
6. 2005 ACDEA Fellows – Russ
7. Guiding Principles – Kate
8. ITCP/IMCP Certification
9. Website Re-Design

### NEW BUSINESS

1. EBSCO Publishing

Approval to renew contract with EBSCO

2. ITCP Fees
3. Travel to CRLA Conference
4. National Tutoring Association
5. Appointment to Media Advisory Board  
Approval of Russ' appointment of Lucy Tribble MacDonald

**ADJOURNMENT**

**COLLEGE READING AND LEARNING ASSOCIATION**

**BOARD MEETING**

**DATE: January 21, 2005**

**LOCATION: Conference Call  
MINUTES**

**MEMBERS PRESENT: Russ Hodges, President; Valerie Smith Stephens President-Elect; Kate Sandberg, Past President; Frieda Campbell-Peltier, Secretary; Ann Wolf, Treasurer; Karen Agee, Executive Assistant; Vicki Papineau, Membership Coordinator; Anne-Marie Schlender, Newsletter Editor**

The meeting was called to order by President Russ Hodges at 2:01PM (Central Time)

1. **APPROVAL OF AGENDA:** Discussion on the NTA was added to New Business. No other changes were made to the agenda.

**MOTION: That the agenda be approved as changed. Frieda/Kate. MOTION PASSED.**

2. **APPROVAL OF MINUTES:** Minor corrections were made to the December 10, 2004 minutes.

**MOTION: That the minutes for December 10, 2004, be approved as corrected. Kate/Ann. MOTION PASSED.**

3. **TREASURER'S REPORT:** Ann forwarded the November and December end-of-month reports to the Board via email. She noted that the assets at the end of November were \$216,691.34, and expenses were \$16,859.46. In December, the assets at the end of the month were \$253,577.93, and expenses totaled \$3,759.54. The End-of-Month reports for November and December are attached to the minutes.

**MOTION: That the Treasurer's report be accepted as presented. Frieda/Kate. MOTION PASSED.**

4. **SIGs and STATE/REGION/CHAPTER REPORT:** Kate reported that she had received requests for funding from SRCs and SIGs by the December 15 deadline. She asked the Board to approve the following funding requests:

Brain Compatible Teaching & Learning SIG	\$50.00
Alaska Region	\$750.00
California Chapter	\$1000.00
Northeast Region	\$1000.00
Mid-South Region	\$300.00

**MOTION: That the Brain Compatible Teaching & Learning SIG's funding request for \$50 be approved to help launch this new SIG. Frieda/Kate. MOTION PASSED.**

**MOTION: That the Northeast Region's funding request for \$1000 be approved to help support their Annual Spring Meeting. Frieda/Ann. MOTION PASSED.**

**MOTION: That the Alaska Chapter's funding request for \$750 be approved to help defray travel cost for its members to the state meeting. Frieda/Ann. MOTION PASSED.**

**MOTION: That the California Chapter's funding request for \$1000 be approved to help support their chapter conference. Kate/Ann. MOTION PASSED.**

**MOTION: That the Mid-South Region's funding request for \$300 be approved to help support their regional meeting. Ann/Fried. MOTION PASSED.**

Kate will notify the SIGs and SRCs of the Board's approval for funding.

Kate noted that she is having some difficulty locating a Director for the Colorado Region. The Board concurred that she should communicate with Sharon Taylor regarding this issue and get her input on whether it is feasible to ask Colorado to join the Wyoming Region.

**POINT OF ORDER:** Ann asked for clarification as to when she should initiate payment of the approved funds to the SIGs and SRCs. The SIGs and SRCs will send their requests for reimbursement to Kate, and she will forward them to Ann for payment.

5. **EXECUTIVE ASSISTANT'S REPORT:** Karen reported that she is continuing to work on the job description for Conference Registrar. She noted that Pat Jonason and Vicki have been very helpful with suggestions for the job description. A draft was sent and is ready for the Board to review for approval at the February meeting.
6. **MEMBERSHIP REPORT:** Vicki submitted the following report:
  - Our new Member Services representative is Amy Dugan (Dugandata). Our new CRLA address is: PO Box 382, El Dorado, KS 67042 (316) 322-7369 (fax) [dugandata@cox.net](mailto:dugandata@cox.net) Amy, TJ, and Pat have been very instrumental in making this a success! With both the computer expertise and knowledge of CRLA, this was a good move that happened quickly. We will use my local printing establishment and JCCC for printing needs for Member Services forms, stationery, etc.
  - Mail was converted to this new address on 12/23/04. However the Auburn, CA post office was forwarding mail to El Dorado, CA for about a week before a correction was made.
  - Seventeen cases of JCRLs, forms, supplies, paper files, electronic files, etc. were boxed and shipped to Vicki and Amy during the last three weeks. Mishelle at ESG has been very cooperative and helpful in this transition.
  - New mailing labels and a new version of 2005 application have been printed to reflect all the SIG and address changes during the last month. Changes were made immediately to the website.
  - The membership and JCRL databases have been converted from FileMaker Pro to ACCESS by TJ Info Systems & Dugandata. Fine tuning to report templates are still being worked out. New data lists have been developed for recording and sending monies to the treasurer.
  - The second renewal notice is being sent out this week. Both 2003 & 2004 members are being sent notices. Inserts were made to reflect the change of address to this form letter.
  - A third renewal (e-mail blast to 2003, 2004 and non-member attendees from last year's conference) is planned for February. It should include an invitation to join, news about the conference and a reminder about the new deadline to join for 2005 – June 1.
  - All correspondence to members – *NewsNotes* and LB Conference blasts should emphasize the new mailing address and new deadline to join for 2005 – June 1 – in order to receive member benefits to the conference.
  - Conference name badge ribbons were inventoried and cross-referenced with the list of board, committee and conference positions. Pat will have further suggestions to lower costs and print more generic ribbons in the future.
  - SRC & SIG leaders were sent emails regarding requests for membership/ mailing lists and spring conference needs.
  - Bonding of our Member Services representative is still being pursued.

7. **NEWSLETTER REPORT:** Anne-Marie reported that she received 53 bounced back emails on the last *NewsNotes* that went out December 15. Seven came back as "out of office." Vickie will check email addresses and make corrections to errors that she finds.

Anne-Marie noted that assignments for the next *NewsNotes* will be going out on Monday, and she is working on a chart to outline what will be included in *NewsNotes*. The suggestion was made that the list of CRLA leaders be included in the *NewsNotes* once a year. Vicki will forward the word document of the leaders to Anne-Marie.

#### **OLD BUSINESS**

1. **2004 CONFERENCE REPORT:** Russ submitted the Conference Registrar's Report (from Pat Jonason), the Exhibit Chair's report (from Bill Horstman), and Overall Evaluation Report (from Anna Crockett). Russ noted that, overall, conference attendees were pleased with the conference. The Board will consider many of the suggestions made from these reports for the next year's conference during the February meeting Long Beach. Russ also indicated that final conference profits exceeded \$31,000. Russ will be sending out the letters of thanks to all of the presenters this week.
2. **2005 CONFERENCE REPORT:** Valerie reported that the Call for Proposals is on the website, and an email blast will be going out at the end of January. She noted that there have been a couple of concerns with the hotel contract, but they have worked themselves out. She plans to discuss specific hotel contract-related issues at the February meeting.

She reminded Board members that she needs their travel plans for the February meeting.

3. **DATA MANGEMENT CONTRACT:** An attempt to get Amy Dugan on the telephone failed. Vicki will try to determine why she was not able to join the meeting.
4. **STATES AND REGIONS TRAVEL REQUESTS:** Kate reported that the Mid-Atlantic Region has requested that Russ be their keynote speaker for their spring conference in Virginia. Discussion on funding Russ' food cost while in attendance at the Winter Institute in Austin was tabled for February.

**MOTION: That funding for Russ to travel to the Mid-Atlantic Region spring conference in April be approved. Kate/Ann. MOTION PASSED.**

Kate will notify the Mid-Atlantic Region of the Board's decision.

Discussion on Russ' possible travel to the Learning Assistance Meeting was tabled for February.

5. **ELECTIONS UPDATE:** Laura Symons, Elections Chair, submitted the following election slate for the upcoming office: Anna Crockett and Sharon Taylor for President-Elect; and Dorothy Bonser and Donna Clark for Secretary. The Board will approve ballots materials, establish mailing dates, and review other election protocols at the February meeting.

**MOTION: That the election slates for President-Elect and Secretary, as submitted by Laura Symons, be approved. Kate/Frieda. MOTION PASSED.**

6. **2005 ACDEA FELLOWS:** Russ reported that he is working on nomination letters for the nominees, and the letters should be sent to Hunter Boylan, ACDEA Chair, this week.
7. **GUIDING PRINCIPLES:** Kate presented the suggestions for improving the statement of Guiding Principles she had received from some SRC/SIG Leaders. The Board agreed with some and had

concerns with others. Kate will revise the document and bring to the February meeting for discussion and final decision from the Board.

8. **ITCP/IMCP CERTIFICATION:** Nancy Kosmicke has proposed the name of Darcy Barrick to take over as Program Coordinator for IMCP. However, Vicki indicated that Ms. Barrick is not a current member. Karen will communicate with Nancy regarding Darcy's membership status.

The ad for a new ITCP Coordinator and new Exhibits Chair has garnered no responses. Anne-Marie will run the both ads again in *NewsNotes*. Tina Barnes was mentioned as possible ITCP Coordinator, and Russ will talk with Joe Milsap regarding the Exhibits Chair position.

9. **WEBSITE RE-DESIGN:** There have been no new updates regarding the website re-design since the last Board meeting. Kate will contact Corrine and get an update on the re-design progress. She will bring the information to the February meeting.

#### NEW BUSINESS

1. **EBSCO PUBLISHING:** Russ reported that he received a request from Cindy Peterson, CRLA Journal Editor, to renew CRLA's contract with EBSCO. He explained that EBSCO is a clearing house data management company for research libraries. They take articles and code them for entry into research databases, such as ERIC. The *Journal of College Reading and Learning* has been using this company for some time without any problems, and royalty checks seem to arrive regularly.

**MOTION: That we renew the EBSCO contract for services related to the *Journal of College Reading and Learning*. Kate/Frieda. MOTION PASSED.**

2. **ITCP FEES DISCUSSION:** Russ asked the Board to give some thought to how we can make the ITCP process easier while we continue to search for a new ITCP Coordinator. He suggested that we may be able to link ITCP contacts to the CRLA data management system. Anna Crockett also will work on refining the ITCP process and share her idea with Russ. The Board asked that Anna provide a handout for the Board to review at the February meeting when the Board will vote on fees and funds to support travel of the ITCP Coordinator.
3. **TRAVEL TO CRLA CONFERENCE:** Russ asked the Board to be prepared to engage in a serious discussion about travel funding issues at the February meeting, especially as travel relates to the ITCP and IMCP Coordinators and the *JCRL* Editor.
4. **NATIONAL TUTORING ASSOCIATION:** Laura, Russ and Kate participated in a conference all regarding NTA certification issues to clarify issues regarding the certification agreement between NTA and CRLA. Russ will speak with Kathy Carpenter and Gladys Shaw about the initial agreement between NTA and CRLA. Kate suggested that Russ attend the NTA conference in Chicago in the spring to discuss the issues and concerns regarding tutor and tutor program certifications. He plans to work with NTA to arrive at a written agreement.

CRLA's bylaws specify that tutoring/mentoring programs in postsecondary settings may request certification; CRLA should not certify high school tutoring programs, but a Board decision two years ago may have misled the ITCP. Russ will discuss this policy with the ITCP Coordinator.

5. **APPOINTMENT TO THE MEDIA ADVISORY BOARD:** Russ asked the Board to approve his appointment of Lucy Tribble MacDonald to the Media Advisory Board.

**MOTION: That the Board approve Russ' appointment of Lucy Tribble MacDonald to the Media Advisory Board. Kate/Valerie. MOTION PASSED.**

**MOTION: That the Board meeting be adjourned. Frieda.**

The Board meeting adjourned at 1:50PM.

**ATTACHMENT: Treasurer's Reports**

**College Reading and Learning Association  
Income Statement (and Balance)  
November-04**

**Assets At Beginning Of Month**

Money Market Account	\$ 29,963.82
Certificates of Deposit:	
6-month (matures 12/09/04)	\$ 25,432.67
6-month (matures 09/09/04)	\$ 25,258.71
24-month (matures 03/04/05)	\$ 25,343.97
24-month (matures 09/09/05)	\$ 25,724.62
24-month (matures 03/29/06)	\$ 25,365.94
25-month (matures 10/07/06)	\$ 25,286.46
Checking Accounts:	
Operations	\$ 27,849.30
Conference	\$ 19,464.23

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**Total Assets** **\$ 229,689.72**

**Asset Transfer**

Transfer from Conf to Opr \$ 72.43

**Monthly Income:**

Scholarships	\$ 1.00
Membership Dues	\$ 2,100.00
Interest Income	\$ 163.33
Tutor Certification	\$ 1,125.00
Misc Income	\$ 195.75
SIG Income	\$ 290.00
Mentor Certification	\$ -
JCRL	\$ 360.00
Tutor Handbook	\$ 1,307.00
Learning Assistance Monograph	\$ 344.19
<b>TOTAL OPERATING INCOME</b>	<b>\$ 5,886.27</b>

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Conference Income/Assets \$ 51,039.38

**Total Income** **\$ 56,925.65**

**Monthly Expenses:**

General Board	\$ 7,044.94
General Organization	\$ 1,128.53

Publications	\$ 5,429.42
Committees	\$ 1,470.70
Membership/States and Regions	\$ 1,786.04
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 16,859.63</b>
Conference Expenses	\$ 53,136.83
<b>Total Expenses</b>	<b>\$ 69,996.46</b>
<b>Net Monthly Income (Loss)</b>	<b>\$ (13,070.81)</b>
<b>Assets At End Of Month</b>	<b>\$ 216,691.34</b>

**College Reading and Learning Association  
Income Statement (and Balance)  
December-04**

**Assets At Beginning Of Month**

Money Market Account	\$ 29,974.87
Certificates of Deposit:	
6-month (matures 06/09/05)	\$ 25,471.34
6-month (matures 03/09/05)	\$ 25,258.71
24-month (matures 03/04/05)	\$ 25,343.97
24-month (matures 09/09/05)	\$ 25,779.54
24-month (matures 03/29/06)	\$ 25,422.29
25-month (matures 10/07/06)	\$ 25,286.46
Checking Accounts:	
Operations	\$ 16,787.38
Conference	\$ 17,366.78
<b>Total Assets</b>	<b>\$ 216,691.34</b>

**Asset Transfer**

Transfer to Incoming Treasurer	\$ (20,000.00)
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**Monthly Income:**

Scholarships	\$ 41.00
Membership Dues	\$ 16,060.00
Interest Income	\$ 648.77
Tutor Certification	\$ -
Misc Income	\$ 488.50
SIG Income	\$ 1,858.00
Mentor Certification	\$ -
JCRL	\$ 240.00
Tutor Handbook	\$ 840.00
Learning Assistance Monograph	\$ -
<b>TOTAL OPERATING INCOME</b>	<b>\$ 20,176.27</b>

Conference Income/Assets	\$ 40,469.86
<b>Total Income</b>	<b>\$ 60,646.13</b>
<b>Monthly Expenses:</b>	
General Board	\$ 58.63
General Organization	\$ 72.00
Publications	\$ 56.64
Committees	\$ 446.06
Membership/States and Regions	\$ 1,863.61
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,496.94</b>
Conference Expenses	\$ 1,262.60
<b>Total Expenses</b>	<b>\$ 3,759.54</b>
<b>Net Monthly Income (Loss)</b>	<b>\$ 56,886.59</b>
<b>Assets At End Of Month</b>	<b>\$ 253,577.93</b>

Date: Thu, 10 Mar 2005 15:21:10 -0800  
From: Elaine Joy <ejoy@pcc.edu>  
Subject: grade changes/repeated courses  
Sender: owner-fffaculty@pcc.edu  
X-Sender: ejoy@mail.pcc.edu  
To: ptfaculty@pcc.edu, ffaculty@pcc.edu, advise@pcc.edu  
Reply-to: ejoy@pcc.edu  
X-Mailer: QUALCOMM Windows Eudora Version 5.1  
Original-recipient: rfc822;fcampbel@mail.pcc.edu

Have you encountered the following scenarios? ...

1. A student receives a "C" grade for a course - the student asks if he can repeat the class (the grade is adversely affecting his GPA). **Should the student be advised to repeat the course to improve his grade and his GPA at PCC?**
2. The same student also contacts his instructor after the grade is posted, and requests a grade change (from a "C" to a "Pass"). **Should the instructor submit a grade change?**

**Answer: In most cases, the answer to both questions is NO...**

1. PCC's repeat policy only allows courses with grades of "D", "F", "NP", "I", "CIP", and "CIPR" to be repeated for a higher grade; repeating the course in the above scenario for a better grade **will not** be counted towards his GPA on his PCC transcript. (A student's Financial Aid may also be adversely impacted if they repeat a course in which they have already received a passing grade).
2. In addition, to take a class on a "Pass/No Pass" basis, students **must** make arrangements with the instructor **during the first 8 weeks of a standard length, full term class**. This is a Board-approved college policy (\*which prevents students from trying to manipulate their GPA after a grade has been posted); therefore, grade changes of this nature are usually returned to the instructor as unprocessed.

The college's "Grading Guidelines" policy is available  
@<http://www.pcc.edu/edserv/acadpol/acad20.htm> (see "Pass/No Pass" and "Repeated Courses"). We hope this email will help clarify any questions you might have, and we appreciate your help in providing this information to our students. Please let us know if you have any questions at all. Thank you - Elaine Joy, Student Records

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