

WCRLA BOARD MEETINGS
SUMMARY OF MINUTES
Albuquerque, New Mexico
Marriott Hotel
April 7-12, 1987

Board Members Present: Wes Brown, president; Gwyn Enright, president-elect;
Sue Brown, past-president; Jane Lehmann, secretary;
Gladys Shaw, treasurer.

April 7, 1987

1. Minutes of the July, 1986, Board meetings were approved as corrected.
(Moved, Seconded, Passed) (MSP)
2. Jane Lehmann, secretary, reported that Elgin Community College has supported her role in the organization by providing the following services: typing, copying, mailing and use of the phone. The Index to the minutes and the Policies and Procedures Handbook have been updated and will be distributed to Board members after the April, 1987, minutes are added. All minutes will be microfiched and updated copies sent to Board members.
3. Gladys Shaw reported that we had \$35,816.14 on hand as of March 31, 1987.
4. The bonding policy now includes the Conference site manager and the registrar.
5. The income tax return for fiscal year 1985-1986 was filed.
6. The Board approved a modification in funding for state/province directors: Money not spent or encumbered by the state/province directors by the time of the Annual Conference can be re-allocated by the coordinator of state/province directors to a state/province director who requests additional funds. A maximum of \$100 in additional funds can be allocated per state or region. (MSP)

It is the intention of the Board that this take effect with the 1987-1988 fiscal year and that the additional allocation be per state or region not per director in the case of states or regions with more than one director.

7. The costs of contracting with Oxford Mailing Service were investigated by Gladys Shaw; she concluded that we were getting excellent service at a competitive cost.
8. The Board decided to change the title of the state/province directors to state/regional directors to more accurately reflect the geographic areas of the directors' constituencies. (MSP) The province directors are regional directors in the sense that they represent more than one province; the at-large directors represent a particular region of the at-large area. It was the consensus of the Board that such a change did not require a change in bylaws.

April 8, 1987

9. The Awards and Scholarship Committee was charged with establishing criteria for the Long and Outstanding Member Award. Sue Brown will work with the committee to set guidelines for the composition of the committee; it was recommended that a former Board member serve on the committee to provide continuity and historical perspective.
10. The Board voted to present two Long and Outstanding Member awards in recognition of the 20th Anniversary of WCRLA. The recipients will be Mike McHargue and Spencer Olesen. (MSP)
11. The Board decided that fund-raising should be coordinated by the Awards and Scholarship Committee, since the funds are raised for the scholarships. The Committee should decide what to sell and be responsible for the actual selling of the items. (MSP)
12. The Board decided that the president should appoint a publicity chairperson to chair a special committee to promote WCRLA; the position should begin with the 1987-1988 presidential appointees. (MSP)
13. The Board recommended that the president-elect appoint a conference publicity chairperson who could assist the president-elect in getting conference information to the members in a timely manner.
14. The Board was asked to consider a name change since WCRLA is unpronounceable and perhaps does not reflect the nature of the organization. No action was taken.
15. The Board decided that the at-large area be divided into smaller regional or state groupings; that each area have its own appointed director; that the coordinator of state/regional directors determine the boundaries in consultation with the state/regional directors; that the recommendation for the boundaries be approved by the Board. (MSP)

It was the intention of the Board that these boundaries not be seen as permanent changes but seen as boundaries that can change as membership needs change.
16. The Board received updates on the 1987 Conference activities.
17. The "Publishers' Breakfast" is sponsored by the organization to attract members to the exhibits area and to express appreciation to the publishers for exhibiting. It was the consensus of the Board that the function should be represented accurately in the program so as not to mislead the membership into thinking that the publishers are paying for the breakfast.

18. The Center for Developmental Education (CDE) has requested that WCRLA include the Journal of Developmental Education (JDE) as a benefit of membership. The request has been made before and denied. The issue was explored at the state/regional meetings; no action was taken.
19. WCRLA and The National Association for Developmental Education (NADE) have, in the past, had informal agreements concerning conference locations, waiving registration fees at each other's conferences for the respective presidents and exchanging mailing labels. Gwyn Enright was charged with the task of continuing communications with NADE in order to foster continued cooperation which would be mutually beneficial.
20. Karen Smith, archivist, has examined the archives and will attempt to locate missing items so the archives will be complete.
21. Joyce Weinsheimer, Awards and Scholarship Committee chairperson, reported that the financial disclosure aspect of the scholarship application prevented some people from applying. She distributed descriptions for the Distinguished Research and Research Assistance Awards. (These awards were established by the Board at the summer board meetings, 1986.)
22. Jane Hopper reported that she was retiring as Newsletter editor at the 1987 Conference. The Board commended her on an outstanding job as editor and expressed its regret that she would be leaving that post.
23. Becky Johnen, Special Interest Group (SIG) coordinator, reported on the activities of the various SIGs. Tom Gier will be SIG coordinator for 1987-1988.
24. Carol Clymer Walvekar presented the Board with the Official WCRLA Songbook which she had compiled on her own initiative in response to the needs expressed at the Friday Night Literary Society meeting at the 1986 Conference in Los Angeles. Carol asked the Board to consider naming "Feelings" the official WCRLA song. No action was taken.
25. The Board expressed concern regarding the inherent problems in many people seemingly speaking as official representatives of the organization. The use of the WCRLA logo on various products was discussed as a related issue. Possible solutions were presented: 1) establishing an educational program for all people in leadership positions; 2) using natural reporting lines to oversee communications and publicity; 3) using the publicity chairperson to create guidelines; 4) centralizing fund-raising with the Awards and Scholarship Committee.

April 9, 1987

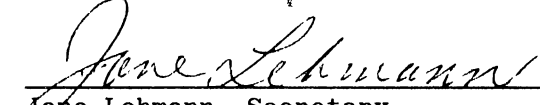
26. Anna-Marie Schlender has continued to provide a placement service for WCRLA focusing on gathering information and posting it at the Annual Conference.

27. Carole Bogue, Nominations and Elections Committee chairperson, 1987, recommended that the deadlines for mailing ballots for the annual elections be changed. Such a change would require a change in the bylaws. Pat Heard is chairperson of the Nominations and Elections Committee, 1988.
28. The Board accepted the bid from Seattle for the site of the Annual Conference, 1989.
29. Kaylene Gebert, representative from NADE, recommended a three year plan for NADE/WCRLA cooperation. No specific features of the plan were discussed.
30. Mike O'Hear resigned as editor of the Journal of College Reading and Learning (JCRL); Jo-Ann Lynn Mullen will serve as editor and Vince Orlando will serve as executive editor. The executive editor position was created this year; the duties focus on the business side of publishing the journal.
31. The scheduling of the state/regional directors' meeting will be reconsidered in response to concerns raised at the state/regional directors' meeting and luncheon.

April 12, 1987

32. The officers for 1987-1988 were installed: Jane Lehmann installed Becky Johnen, secretary 1987-1989; Gwyn Enright installed Susan Deese, president-elect, 1987-1988.
33. Bunk Spann, Doree Pitken, and Gene Kersteins, representing the National Center for Developmental Education, presented their proposal to the Board that the JDE be included as a benefit of membership for WCRLA members.
34. Mary Rubin requested Board action on defining and publicizing terms such as "developmental," "remedial," and "compensatory."
35. The Board acted on the request for states to be able to establish their own state organizations. "By the summer board meeting, WCRLA will have put into place an enabling mechanism for states and regions to have officers." (MSP) Becky Johnen will draft the mechanism.
36. The Board responded to political concerns expressed by Jerry Fishman. He asked that we not hold conferences at hotels which invest in South Africa and that the organization support nuclear disarmament. The Board thought that political statements should come from the entire membership and that a political action SIG may be the appropriate vehicle for gauging member interest and concern.

Respectfully submitted


Jane Lehmann, Secretary
(These minutes have not been approved.)

WCRLA BOARD MINUTES
Albuquerque, New Mexico
Marriott Hotel
April 7, 1987

Board Members Present: Wes Brown, president; Gwyn Enright, president-elect;
Sue Brown, past-president; Jane Lehmann, secretary;
Gladys Shaw, treasurer.

Others Present: Susan Deese, 1987 Conference site manager.

Wes Brown called the meeting to order at 3:15 p.m.

I. Welcome

Agenda approved

Wes Brown welcomed everyone and distributed the agenda which was approved with the changes as noted (Attachment A).

New officers welcomed

Wes welcomed Susan Deese and congratulated her on being elected president-elect, 1987. Gwyn Enright, president-elect, 1986, gave the notebook she had compiled as she had planned this year's conference program to Susan Deese.

II. Approval of Minutes of July, 1986, Board Meeting

July, 1986, minutes approved

The minutes of the board meetings held July 25-27, 1986, were approved with the following corrections:

- A. Summary, p. 1: change 1884 to 1984
- B. Summary, p. 2, no. 13: change
\$40,725.69 to \$40,725.68
- C. July 26, 1986, p. 2, III., A., 1:
change Mary to Merrie and
Esther to Ester
- D. July 26, 1986, p. 4, III., B., 7:
change Basil to Basile
- E. July 26, 1986, p. 9, IX.: change
grou to group
- F. July 27, 1986, p. 2, II., B: change
Shaw to Enright

(M) Sue Brown: to approve the minutes as corrected.

(S) Gladys Shaw

PASSED

Index and Policies and
Procedures to be updated

III. Secretary's Report

Jane Lehmann reported that Elgin Community College had provided extensive support for her as secretary of the organization. Services provided included typing, copying, mailings and use of the phone. The Index to the minutes and the Policies and Procedures Handbook have been updated to include the minutes from 1985-present. They will both be further updated after the April, 1987, meetings are over and new copies will be sent to all Board members. All minutes from March, 1985, through April, 1987, will be microfiched and copies sent to the Board.

Jane Lehmann distributed the revised treasurer's job description (Attachment B) approved by the Board at the summer board meeting and a new title page for the Job Description Handbook. Additional copies of the Job Description Handbook will be made so that every Board member has a copy.

The secretary's job description, distributed at the summer board meeting, was reviewed by the Board (Attachment C). The importance of getting the minutes out in a timely manner was emphasized. Since the constitution stipulates that the minutes will be distributed within a month of the meeting, a statement to that effect was added to the job description, then approved.

Secretary's job description
approved

(M) Sue Brown: to approve the secretary's job description with the following addition:
Minutes are to be distributed within a month of the meeting.

(S) Gwyn Enright

PASSED

IV. Treasurer's Report

A. Financial Statement

Cash on hand. March 31, 1987:
\$35,816.14

Gladys Shaw distributed the treasurer's report (Attachment D). She reported that

she had reconciled a beginning balance for her term from the bank records. Cash on hand as of March 31, 1987, was \$35,816.14.

She reported that she has begun to keep a manual cash payments and receipts journal to keep track of all checks.

Treasurer urges simplicity

Gladys suggested that the detailed nature of the accounting system makes it difficult to use in some cases; e.g., it is difficult to know which category should be used to account for expenditures. Too much detail makes it unnecessarily cumbersome and results in arbitrary decisions by the treasurer as to where an expense should be noted. Gladys urged simplicity and flexibility and reported that she had begun working on a reporting format that should make it easier to see how much had been spent in various categories.

Gladys asked the Board to approve the payments of bills for the Journal of College Reading and Learning (JCRL) which were in excess of the budgeted amount.

(M) Gwyn Enright: that the Board approve payment of \$385.35 for the JCRL which was in excess of the budgeted amount.

(S) Sue Brown

PASSED

Gladys noted that \$825.50 in the special expenses category was over the budgeted amount and was due to refunds for the ~~1987~~¹⁹⁸⁶ Conference. She suggested that a separate budget category be established for refunds.

Explanations requested when
over budget

Gwyn Enright asked that explanatory notes be attached when bills are submitted in excess of the budgeted amounts. Gladys said she would request explanations when warranted.

Additional funds available
to state/province directors

B. Funding for State/Province Directors

The Board discussed requests from state/province directors for funds in addition to the \$50 allotment per director. It was the consensus of the Board that: 1) \$50 should continue to be budgeted for each state/province director; 2) the state/province directors should continue to submit funding requests to the Board for money in addition to the \$50; and 3) that the coordinator of state/province directors should have the authority to respond to requests for additional funds that come in during the year, particularly if all money allocated to the state/province directors is not going to be spent.

(M) Sue Brown: that money not spent or encumbered by a state/province director by the time of the Annual Conference can be re-allocated by the coordinator of state/province directors to a state/province director who has requested additional funds. A maximum of \$100 could be allocated per state or region.

(S) Gladys Shaw

PASSED

It is the intention of the Board that this take effect with the 1987-1988 fiscal year and that the additional allocation be per state or region not per director in the case of states or regions with more than one director.

The coordinator of state/province directors will explain this change in funding policy when he sends information about funding requests for FY 1987-1988.

C. Oxford Mailing Service

Gladys had investigated alternatives in response to questions from the Board regarding Oxford Mailing Service costs.

Oxford mailing service
costs are competitive

She looked at three other services and concluded that we were getting excellent service from Oxford at a competitive cost: Specifically, she mentioned that other services do not do collections and the \$20.00 fee is standard. Gladys recommended that we not change services. She did recommend, however, that we add a general membership service category to the chart of accounts as all expenditures now are allocated to board expenses even though some are for the membership in general.

Bonding policy includes
site manager and registrar

D. Bonding Policy

The Bonding policy now includes the conference registrar and the site manager.

Income tax filed

E. Income Tax Return, 1986

The income tax return for fiscal year 1985-1986 was filed.

Gladys Shaw was commended for an outstanding job.

(M) Gwyn Enright: to accept the treasurer's report and extend thanks to Gladys Shaw for an outstanding job.

(S) Sue Brown

PASSED

**** Becky Johnen joined the meeting at this time.

Becky Johnen, secretary,
1987-1989

V. Secretary, 1987-1989

Wes Brown welcomed Becky Johnen and congratulated her on having been elected secretary, 1987-1989.

VI. Coordinator of State/Province Directors' Report

Membership has increased

Sue Brown distributed her report (Attachment E). She reported that membership has increased and asked the Board to consider

sending a board member to each of the state/province conferences to increase visibility of the organization, offer support to the state organizations, and promote membership. Discussion followed regarding the benefits of visibility versus the costs. Sue Brown will discuss this further at the state directors' meeting and will submit a report for the summer board meeting.

State/province directors'
title changed to
state/regional directors

Sue Brown asked that the state/province directors' title be changed to state/regional directors to more accurately reflect the geographic areas of their constituencies. The province directors are regional directors in the sense that they represent more than one province; the at-large directors represent a particular region of the at-large area.

(M) Gladys Shaw: the title of state/province directors be changed to state/regional directors.

(S) Sue Brown

PASSED

It was the consensus of the Board that such a change did not require a change in the bylaws.

(M) Gladys Shaw: to accept Sue Brown's excellent report.

(S) Jane Lehmann

PASSED

The meeting was adjourned at 5:50 p.m.

Respectfully submitted


Jane Lehmann, Secretary

WCRLA BOARD MINUTES
Albuquerque, New Mexico
Marriott Hotel
April 8, 1987

Board Members Present: Wes Brown, president; Gwyn Enright, president-elect; Sue Brown, past-president; Jane Lehmann, secretary; Gladys Shaw, treasurer.

Others Present: Jane Hopper, Newsletter editor; Becky Johnen, secretary, 1987-1989; Susan Deese, 1987 Conference site manager and president-elect, 1987-1988.

Wes Brown called the meeting to order at 9:10 a.m.

I. Awards and Scholarship Committee

A. Composition of the Committee

Guidelines to be established
for composition of committee

Sue Brown will work with the chairperson to establish guidelines for the composition of the committee. It was specifically recommended that a past Board member serve on the committee to provide continuity and historical perspective.

B. Fund-Raising

Awards and Scholarship Committee
to coordinate fund-raising

It was recommended that the fund-raising functions be coordinated by the Awards and Scholarship Committee, since the funds are raised for the scholarships. The Awards and Scholarship Committee would need to work closely with the site manager if items were to be offered for sale at the Annual Conference.

C. Long and Outstanding Service Award

Criteria to be established
for Long and Outstanding
Service Award

Wes reported that Joyce Weinsheimer, Awards and Scholarship Committee chairperson, had difficulty obtaining nominations from the membership for the Long and Outstanding Service Award. There are no stated criteria for receiving the award and members do not always know of all the contributions made by another member.

The Board discussed the need to establish criteria for the Long and Outstanding Service Award; the Awards and Scholarship

Committee will be charged with that task for next year.

In recognition of the 20th Anniversary of the organization, the Board decided to honor two members with the Long and Outstanding Service Award.

Mike McHargue and
Spencer Olesen to receive
Long and Outstanding
Service Awards

(M) Gwyn Enright: to present two Long and Outstanding Service Awards in recognition of the celebration of the 20th Anniversary of WCRLA--one to Mike McHargue and one to Spencer Olesen.

(S) Gladys Shaw

PASSED

**** Suzanne McKeon joined the meeting at this time.

II. Coordinator of State/Regional Directors' Report

A. Publicity

Discussion focused on the need to enhance the visibility of the organization. It was suggested that the president appoint a publicity chairperson whose responsibility it would be to deal with the publicity of the organization in general. For example, this person could be responsible for all general organizational publicity: updating the brochure, placing advertisements about the organization in journals and other organizations' newsletters, etc. It was also suggested that this person could develop a file of camera ready copy with the WCRLA logo that could be used for notices and advertisements from year to year.

President authorized to
appoint publicity
chairperson

(M) Gladys Shaw: that the president appoint a publicity chairperson to chair a special committee to promote WCRLA; the position should begin with the 1987-1988 presidential appointee.

(S) Gwyn Enright

PASSED

President-elect may appoint
publicity chairperson for
the Conference

In addition to the presidential appointee, it was recommended that the president-elect appoint a conference publicity chairperson who could assist the president-elect in getting conference information to the members in a timely manner. This new appointee should be added to the list of appointees named in the president-elect's job description.

**** Susan Deese left the meeting at this time.

B. Name Change

Name change suggested

Sue Brown asked the Board to consider the possibility of changing the name of the organization. It was noted that WCRLA is unpronounceable and that it no longer accurately reflects the nature of the organization. Board members were asked to solicit feedback from the membership at the Conference.

C. Regional Cooperation

Sue Brown reported that she had surveyed the at-large directors regarding representation of that area. Their suggestions were that the area be broken down into smaller areas (Attachment F). It was the consensus of the at-large directors that smaller areas were more manageable, would allow for more personal contact by the director and would enhance membership growth in those areas.

(M) Sue Brown: that the at-large area be divided into smaller regional or state groupings; that each area have its own appointed director; that the coordinator of the state/regional directors decide on the boundaries in consultation with the state/regional directors; that the recommendation for the boundaries be approved by the Board.

(S) Jane Lehmann

PASSED

It was the intention of the Board that these boundaries not be seen as permanent changes but seen as boundaries that can change as membership needs change.

The meeting was adjourned for lunch at 12:00 and reconvened at 2:00 p.m.

**** JoAnn Carter-Wells joined the group at this time.

V. President's Report

President urges political action

Wes Brown reported on his activities for the year and his sense of the organization's needs (Attachment G). He suggested that political action, membership, and visibility for WCRLA were important issues for the organization. He encouraged the state/regional directors to work with various state organizations in their area to build membership. He reported that he had met with the leadership of the Association of California College Tutorial and Learning Assistance and would continue to do so.

Membership functions of state/regional directors

Discussion focused on the role of the state/regional directors and the Special Interest Group (SIG) leaders in terms of membership and liaison with other organizations. The state/regional directors' job description specifies their responsibilities in those areas and the importance of that role was reaffirmed by the Board. Becky Johnen reported that SIG leaders were also functioning in that respect, and it was suggested that they notify the state/regional directors of any SIG members from their areas. Other suggestions included asking state/regional directors to compile lists of all the colleges and universities in their areas, as well as lists of the related organizations and political leaders.

Susan Deese suggested that state/regional directors may appreciate some specific suggestions on how to network and work more effectively as liaisons to other organizations.

VI. President-elect's Report

A. Conference Update

1. Program Update

Art Cohen to be keynoter

Gwyn Enright distributed copies of her Pre Conference Board Report (Attachment H). She distributed copies of the Conference program and reported that all was going well. Art Cohen is to be the keynote speaker and there will be "Conversations with..." Martha Maxwell and "Bunk" Spann.

2. Coordinator of Chairpersons

Recommendations for chairpersons

JoAnn Carter-Wells reported that she had solicited chairpersons with a flyer in the Newsletter. She recommended that 1) forms need to include an entry where members can indicate the best times for them to serve as chairpersons; 2) people submitting proposals be asked to suggest possible chairpersons for their own sections.

She will include her procedures and her recommendations in the chairperson's handbook, which she will pass along to the next chairperson.

3. Evaluation

Evaluation to be done on NCR forms

JoAnn Carter-Wells reported on the evaluation procedure for the Conference. Evaluations will be done using NCR forms so that the presenter can have immediate feedback and the organization can have information which can be analyzed more precisely.

4. Site Manager's Report

a. Site Manager's Handbook

Susan Deese introduced Tom Parker, University of New Mexico, who was providing invaluable assistance to her in her role as site manager.

Site Manager's Handbook
needed

Standardized reporting forms
needed

The importance of there being a Site Manager's Handbook was emphasized. Tom Parker is interested in compiling the Site Manager's Handbook. Susan Deese also recommended that standardized reporting forms be created so that each site manager has the benefit of the specific details from past conferences to use in planning and spotting trends. Her committee will debrief in two weeks and will send a detailed report to Nancy Tooker, who will be site manager, 1988.

b. Registration

\$20,387.00 collected
so far

Susan Deese reported that she has collected \$20,387.00. We owe \$906 in refunds and members will receive refund sheets in their registration packets that indicate a refund check will be sent after the conference. \$813.00 is owed by members so far.

Policy needed regarding
deferred payments

Susan Deese asked for a policy regarding members who register by mail but do not include money with the registration. This is a particular problem regarding Institutes and other functions which sell out. She recommended a statement on the registration form: "Payment must accompany registration to assure space."

Institutes sold out

It was the consensus of the Board that Institutes not be opened up at this point due to the logistical problems of refunds, the fact that there are no waiting lists, and the possibility of presenters not having enough hand-outs.

Membership table at
registration area

Memberships received with registration will be separated and sent to Oxford Mailing Service. There will be a membership table at the registration area.

"Publishers' Breakfast" is
paid for by WCRLA

c. Photographer

Susan Deese has hired a graduate student in photography to work as the photographer. He will be given an advance and a Brunch ticket.

d. Scholarship Fund

WCRLA t-shirts will be on sale for \$10.00 for a limited time on Friday. Also mugs will be sold for \$4.00. Proceeds go to the Scholarship fund.

e. Meal Functions

It was noted that the "Publishers' Breakfast" is sponsored by the organization to attract members to the exhibits areas and as a way to respond to the publishers for exhibiting. It was the consensus of the Board that the function should be labeled more accurately in the program so as not to mislead the membership into thinking that the publishers are paying for the function.

Banquet, brunch and Multicultural Affairs Committee (MAC) luncheon tickets will be available at the registration desk. Dinner on the Town will focus on restaurants within walking distance of the hotel since there are a limited number of local members available to assist with that function. Dinner on the Town restaurants, however, are donating food for the Hospitality Suite.

f. Computer Fair

Susan recommended that arrangements be made early for the Computer Fair since she had difficulty finding vendors who were interested in supplying equipment.

**** Susan Deese left the meeting at this time.

B. Center for Developmental Education (CDE)

Center for Developmental
Education (CDE) proposes
JDE as benefit of membership

Gwyn Enright reported that the CDE has requested that WCRLA consider including the Journal of Development Education (JDE) as a benefit of membership. This request has been made before and has been denied (Attachment I). Gwyn Enright suggested that denial had been based on four factors: 1) JDE offered no price break; 2) the journal was too closely tied to The National Association for Developmental Education (NADE) and was seen as their official journal; 3) we have our own journal; 4) we would have to raise dues to cover the cost. Gwyn Enright suggested that we may want to reconsider based on the following changes: 1) CDE is anxious to develop relationships with organizations other than NADE; 2) our journal is an annual journal; 3) Gene Kerstiens, a WCRLA past-president, is associate director of the Center for Developmental Education and will be in that position for at least two years.

Gwyn Enright distributed the subscription agreement between CDE and NADE (Attachment J).

Gwyn Enright recommended that we investigate the idea further so we can come to closure on the issue.

**** Joyce Weinsheimer, Awards and Scholarship chairperson, joined the meeting at this time.

C. WCRLA/NADE Territorial Agreement

Mutually beneficial cooperation
the goal of relationship with
NADE

Gwyn Enright read from correspondence between Hunter Boylan and Karen Smith which refers to 1) waiving the registration fee at our respective conferences for the visiting president; 2) NADE's not holding conferences in California when WCRLA is out of California; 3) exchanging mailing labels (Attachment K).

**** Karen Smith joined the meeting at this time.

Karen Smith reported that the original agreement with NADE was made between the WCRLA Board and the NADE president, Hunter Boylan. It was not agreed to by the NADE Board. The correspondence between Hunter Boylan and Dick Lyman, WCRLA president at the time, does not appear to be in the archives. Karen suggested that the NADE president acts much more independently of the Board than the WCRLA president and the complexion of the organization changes with a change in the presidency.

Gwyn Enright was charged with the task of communicating with NADE; it is the consensus of the Board that lines of communication should be kept open and that cooperation is mutually beneficial.

VII. Archivist Report

Archives to be updated

Karen Smith submitted her report (Attachment L). She has examined the archives to determine what items are missing. She will actively seek additions to the archives to fill in important gaps in our history and she will write an article for the Newsletter asking members to submit items from their personal files of WCRLA material.

She reported on the calendar that she had created as a fund-raiser and showed copies to the Board.

The meeting was adjourned for dinner at 6:10 p.m. and reconvened at 7:40 p.m.

**** Joyce Weinsheimer and Susan Deese joined the meeting at this time.

VIII. Awards and Scholarship Committee Report

A. Scholarship

Joyce Weinsheimer, Awards and Scholarship chairperson, distributed her report

Financial disclosure for
scholarship questioned

(Attachment M). She had updated the application for the scholarship (Attachment N). She reported that she had received feedback from members that the financial disclosure aspect of the form prevented people from applying. She questioned whether we should keep financial need as a criterion.

B. Research Awards

Distinguished Research and
Research Assistance Award
descriptions

Joyce distributed the Distinguished Research and Research Assistance Award descriptions (Attachment O). She suggested that the awards be announced via a separate mailing to the membership or through a Newsletter article. The Board agreed that a separate mailing was a good idea for the first announcement.

It was suggested that the Scholarship Committee needs to be broadened and that it be charged with two major tasks: selection of the recipients of the various awards and fund-raising to provide money for the monetary portion of the awards.

Wes Brown distributed a letter of thanks from Pat Mulcahy, 1986 scholarship recipient (Attachment P).

**** Patti Glenn joined the meeting at this time.

IX. Bylaws Committee Report

Patti Glenn, Bylaws Committee chairperson, reported that there had been no bylaw changes this year and after reviewing the bylaws she was not recommending any changes. She agreed to serve as chairperson for the coming year.

X. Newsletter Editor's Report

Jane Hopper, Newsletter editor, presented her report (Attachment Q). She reported that timely response to the call for copy was the most serious problem facing the Newsletter editor. She suggested that she had constantly been

Jane Hopper, retiring
Newsletter editor,
commended for an out-
standing job

searching for ways to keep costs low. The Board appreciated Jane's concern for the budget, but assured her that the Newsletter under her leadership had been "first rate" and was worth every penny.

Jane, who will retire as Newsletter editor at this conference, said that she had liked the contact with the members of the organization and the chance to have gotten to know the various Boards she had worked with.

The Board expressed its deep appreciation for an excellent job.

XI. Special Interest Group (SIG) Coordinator Report

Update on SIGs

Becky Johnen, SIG coordinator, distributed her report (Attachment R) and reported on the status of the various SIGs: Multicultural Affairs Committee (MAC) SIG will formally disband at this conference; English as a Second Language (ESL), Learning Assistance Center (LAC) Management, Learning Disabilities (LD) SIGs will be looking for new leaders; Cognitive Psych, Critical Thinking, LD and Peer Tutoring were all very active this year.

**** Carol Walvekar joined the meeting at this time.

Becky had developed an information packet for SIG leaders (Attachment S). She had also developed a form to be used to solicit information from the SIG members (Attachment T). In addition, she distributed examples of information sent to SIG members by various SIG leaders (Attachment U).

Tom Gier to be SIG
coordinator

Becky organized a SIG Coordinator's Handbook with duties and time lines and will pass it on to new SIG leader, Tom Gier.

The Board commended Becky for an outstanding job.

**** Susan Deese joined the meeting at this time.

XII. Official WCRLA Songbook

Official WCRLA Songbook
created

Carol Walvekar presented the Board with the Official WCRLA Songbook that she had compiled on her own initiative in response to the enthusiasm of the Friday Night Literary Society meeting at the 1986 Conference in Los Angeles. The Board expressed its appreciation for her invaluable contribution to an important function of the Annual Conference!

Carol asked the Board to consider naming "Feelings" as the official WCRLA song. No action was taken.

XIII. Official Representation of WCRLA

The Board expressed concern regarding the inherent problems in many people seemingly speaking as official representatives of the organization. The use of the WCRLA logo on various products was discussed as a related issue. Several solutions were suggested:

- 1) establishing an education program for all members who are assuming leadership positions in the organization to clarify procedures and policies and to offer general guidelines for conducting official business;
- 2) reaffirming the importance of using the natural reporting lines to oversee communication and publicity;
- 3) asking the new publicity chairperson to conduct orientation sessions (see No. 1 above) and to create guidelines for printed matter;
- 4) centralizing the function of fund-raising with the Awards and Scholarship Committee; they would be the only committee to use the

logo on products and their choices would be Board approved.

Awards and Scholarship
Committee responsible for
selling items as fund-
raisers

Related to the issue of fund-raising, it was recommended that the Awards and Scholarship Committee be responsible for the actual selling of the various items with the site committee cooperating with messages in packets, etc.

(M) Gladys Shaw: that the Awards and Scholarship Committee be in charge of fund-raising, including deciding what to sell and the actual selling of the items.

(S) Gwyn Enright

PASSED

XIV. State/Regional Directors' Meeting

The Board asked that Sue Brown take the following issues to the state/regional directors for discussion and asked for feedback to the Board:

- 1) ways to encourage nominations for various awards;
- 2) the relationship, if any, we want to establish with organizations in the respective states with similar interests and aims;
- 3) membership;
- 4) the CDE proposal.

Sue was also asked to inform the state/regional directors of the following:


- 1) Discretionary funds can be reallocated by the coordinator of state/regional directors (see motion of April 7 p. 4).
- 2) The first call for papers for the 1988 Conference will be available by Saturday, April 10, 1987.
- 3) State/regional directors are asked to submit Newsletter articles.

XV. 1988 Conference Theme

Susan Deese announced that the theme of the 1988 Conference is Evaluation--Essential for Excellence.

The meeting was adjourned at 10:05 p.m.

Respectfully submitted



Jane Lehmann, Secretary

WCRLA
First General Session
Albuquerque, New Mexico
Marriott Hotel
April 9, 1987

I. Welcome

President Wes Brown presided and called the meeting to order at 1:30 p.m. He welcomed the members to the 20th Anniversary of WCRLA and introduced the newly elected officers: Susan Deese, president-elect, 1987, and Becky Johnen, secretary, 1987-1989. The members were also welcomed by Gwyn Enright, president-elect and 1987 Conference manager and Program Committee chairperson; Susan Deese, 1987 Conference site manager; Louis Saavedra, president, Albuquerque Technical-Vocational Institute; and Robert Migneault, dean, General Libraries, University of New Mexico.

II. Keynote Speaker

Donna Davidson, of the College of the Canyons, introduced the keynote speaker, Dr. Arthur M. Cohen. Dr. Cohen's speech was entitled, "Twenty Years of Progress Toward Creating a Discipline."

III. 1988 Conference

Susan Deese, president-elect, 1987, and 1988 Conference manager and Program Committee chairperson, announced the theme for the 1988 Conference: Evaluation--Essential for Excellence. The conference will be held in Sacramento, California, March 24-27.

WCRLA BOARD MINUTES
Albuquerque, New Mexico
Marriott Hotel
April 9, 1987

Board Members Present: Wes Brown, president; Gwyn Enright, president-elect; Jane Lehmann, secretary; Gladys Shaw, treasurer.

Others Present: Becky Johnen, secretary, 1987-1989; Jane Hopper, Newsletter editor; Susan Deese, 1987 Conference site manager and president-elect, 1987-1988; Anna-Marie Schlender; Carole Bogue; Delores Tadlock; Kaylene Gebert; Jerry Fishman.

Wes Brown called the meeting to order at 6:40 p.m.

I. Placement Committee

Placement service to
continue

Anna-Marie Schlender, Placement Committee chairperson, reported that she sent four mailings this year and that she had 45 people on her mailing list. She will contact organizations such as International Reading Association and Conference on College Composition and Communications (CCCC) to ask about their placement procedures--particularly their on-site interviews at their annual conferences. She will continue to contact state/regional directors for job announcements and to ask to be put on any mailing lists they have.

It was suggested that she contact the learning center directors in the CSU system because of anticipated changes in the system.

The Board thanked Anna-Marie Schlender for providing the placement function for WCRLA.

**** Anna-Marie Schlender left the meeting at this time.

II. Elections Committee

Carole Bogue, Nominations and Election Committee chairperson, submitted her report (Attachment V). She reported that the Nominations Committee had been able to complete its work at the Annual Conference.

The 1987 Elections Committee was Gene Kersteins, Helen Gordon, Joe Cortina, Vince Orlando.

Recommended change in
deadlines for mailing
ballots

She recommended that the deadlines for mailing
the ballots be changed since the existing
deadline falls during the Christmas holidays.

Pat Heard is the chairperson of the Elections
Committee, 1988.

III. Site Selection

Sacramento to be
site for 1988 conference

A. 1988 Conference

Carole Bogue, Site Selection Committee
chairperson, distributed her report
(Attachment W). She reported that she
had traveled to Sacramento as Site
Selection Committee chairperson. The final
contract has been signed with the hotel.

B. 1989 Conference

Carole announced that Seattle was a possible
site for 1989, and Southern California was
interested in submitting a bid for 1990.

**** Mike O'Hear joined the meeting at this
time.

Carole Bogue introduced Delores Tadlock who
presented the bid for Seattle to be the
1988 Conference site (Attachment X).
Dr. Tadlock has the support of her
institution (Attachment Y) and will
develop a consortium with other colleges
and universities to deal with the local
arrangements. She has no firm hotel
commitment yet, but if the site is
approved, she will work to get a downtown
bid.

Seattle accepted as site
for 1989 Conference

(M) Gwyn Enright: to accept Seattle as the
Conference site for 1989.

(S) Jane Lehmann

PASSED

**** Carole Bogue and Delores Tadlock left
the meeting at this time.

IV. NADE Liaison

WCRLA/NADE
relations discussed

Gwyn Enright introduced Kaylene Gebert, The National Association for Developmental Education (NADE) liaison. Kaylene Gebert recommended a three year plan for WCRLA/NADE relations, but suggested that we make formal agreements for only one year at a time, to allow each Board some flexibility. She indicated we may want to share some activities, but that they may change from year to year as situations change.

The Board thanked Kaylene Gebert for meeting with us.

**** Kaylene Gebert left the meeting at this time.

IV. Journal of College Reading and Learning
(JCRL)

A. Editor's Report

Editor disappointed in
number of manuscripts
received

Mike O'Hear presented his report (Attachment 2). He had been disappointed in the number of manuscripts received and in the failure of authors to return manuscripts with revisions after they had been granted provisional acceptance.

**** Pat Mulcahy joined the meeting at this time.

Costs of printing JCRL
are high

Discussion focused on the costs of the Journal. Mike indicated that we could have saved money if his computer had been compatible with the printer's.

Mike announced that Virginia Schrauger will retire from the Editorial Board this year and that while he will retire as editor he is willing to continue on the Editorial Board.

Mike O'Hear thanked
for years of fine
service

Gwyn Enright spoke of Mike O'Hear's many years of fine service. He served for several years on the Editorial Board of the Proceedings. She thanked him for his many years of fine service to the organization.

B. New Editors

New editors named:
Jo-Ann Lynn Mullen, editor
Vince Orlando, executive editor

Mike introduced Vince Orlando, the new executive editor of the Journal of College Reading and Learning (JCRL), a newly created position, and Jo-Ann Lynn Mullen, the new editor. Jo-Ann promptly invited Mike to continue on the Editorial Board and he accepted.

Gwyn Enright announced that the Journal of Developmental Education (JDE) receives more manuscripts than they can use in the area of composition and they refer these manuscripts to other journals. She will ask the editor of JDE to refer them to the JCRL.

**** Sue Brown and David Caverly joined the meeting at this time.

Job descriptions clarified
for editor and executive
editor

Gwyn Enright clarified the differences in the job descriptions for the executive editor and the editor. The executive editor will be in charge of the business side of the Journal, e.g., finding ways to make it more visible, advertising the Journal in other journals. It will be the executive editor's responsibility to report to the Board and to deal with the mailing service. The editor will solicit manuscripts, work with authors, edit, and deal with the printer.

C. Concerns

Interest in expanding the
Journal

Some members have expressed interest in expanding the Journal to a biannual or quarterly journal. Such expansion would increase the benefits to the membership and would provide more visibility for the organization. Also, members have indicated that the physical appearance is that of a proceedings since "WCRLA" is so prominently displayed on the cover. Another concern is the time lag between submission and publication since it is an annual journal.

Journal should not give the
appearance of being a
proceedings

Jo-Ann Lynn Mullen indicated that manuscripts can be submitted at any time, but they would work to dispel the notion that authors have to wait until the announced deadline to submit articles. Also, Mike O'Hear indicated that authors received immediate notification of acceptance or rejection. Publishing a deadline for receiving manuscripts may be misleading and will be discontinued, but will be kept for this year.

Suggestions for increasing
visibility

Suggestions for increasing visibility and increasing the number of manuscripts received included: suggesting that members ask their libraries to carry the Journal, contacting presenters at other conferences and state conferences to submit papers, and asking keynote speakers at the Annual Conference to submit their papers.

D. Clarifications

Policies clarified

The Board clarified the following issues in response to questions from Vince Orlando, executive editor:

1. We want to actively solicit papers from non-members.
2. We have sent out copies for publicity purposes in the past to keynote speakers, reviewers of research, etc.
3. We do not want to look outside the organization for editors.
4. We would like to advertise the Journal in other journals.
5. We will look at the number and quality of manuscripts received and investigate the costs of publishing more than once a year.

It was agreed that the desire for more issues per year was motivated by the desire for more frequent issues rather than for more articles per year.

6. We will solicit advertising for the Journal.

The Board welcomed Vince Orlando and Jo-Ann Lynn Mullen as the new editors and thanked them for their willingness to serve.

**** Vince Orlando, Jo-Ann Lynn Mullen and Mike O'Hear left the meeting at this time.

VI. Special Interest Group (SIG) Reports

Cognitive Psych
newsletter successful

- A. Pat Mulcahy reported that the Cognitive Psych SIG was alive and well. She had initiated an interactive newsletter that had been very successful. She had sent SIG members mailing labels and a form letter posing questions which each SIG member could answer individually. Each member then sent his or her individual "newsletter" to all other SIG members.

The Board thanked Pat Mulcahy for her participation and congratulated her on her very successful newsletter and SIG.

Critical Thinking and
Problem Solving SIG
newsletter gets
favorable feedback

- B. Jerry Fishman reported on the Critical Thinking and Problem Solving SIG. He had created a newsletter and financed it himself after support from his university had been cut back. He has sent out eight issues and has gotten favorable feedback from members.

The Board thanked Jerry Fishman for his participation and congratulated him on his very successful newsletter and SIG.

Tutoring certificate
proposed

- C. Tom Gier reported for the tutoring SIG. He proposed a tutor training certificate (Attachment AA) that WCRLA could offer through the membership. The Board liked the concept and asked Tom to work on the criteria for training and to develop a monitoring system. Tom will continue to work on refining the proposal.

- D. Becky Johnen, Learning Disabilities (LD) SIG leader, distributed her report (Attachment AB). She reported on the LD SIG and for those SIG leaders unable to attend the Board meeting.

Becky distributed copies of correspondence she had sent to LD SIG members (Attachment AC). The LD SIG had completed the handbook created by surveying the SIG members (Attachment AD). There was no response to the Newsletter article in which the LD SIG had proposed a summer institute. The institute will be offered as a possible Conference institute for 1988.

Changes in SIG
leadership

Carol Dodd will continue as leader of Advanced Reading.

David Caverly has resigned as leader of computer tech and will be replaced by Bill Broderick.

Roberta Delaney will resign as leader of ESL SIG.

Manuel Olgin will continue as leader of the Hispanic Assistance SIG. That SIG will combine with the Multicultural Affairs Committee (MAC) and develop a new name.

Becky distributed correspondence and the resource list for the Learning Assistance Center (LAC) SIG (Attachment AE). The LAC SIG has disbanded and the money left in their treasury will be presented to the organization (Attachment AF).

Becky Johnen recommended that SIG membership be from conference to conference.

VI. Report From the State/Regional Directors' Workshop and Meetings

A. Proposed Schedule Changes

Sue Brown reported on the questions and concerns raised at the state/regional

State/regional directors
ask for changes in the
schedule

directors' workshop. State/regional directors asked that a specific time be set aside on the Board agenda for state/regional directors to report concerns to the Board; in addition, they asked that the workshop on Thursday morning be moved to a different time as it conflicts with institutes they may want to attend.

Jane Lehmann reported that she had been asked by state/regional directors to report similar concerns to the Board. The directors made the following suggestions: 1) a Wednesday evening meeting be scheduled for the state/regional directors; 2) a follow-up group meeting be scheduled later in the Conference to deal with issues that had come up during the Conference; 3) the state/regional directors workshop be reconstructed into an orientation meeting for new directors only and a general meeting for issues and concerns relevant to all; 4) a plenary session be scheduled for 8:00 a.m. Thursday, to serve as a communication and feedback session for members to state/regional directors and the Board and from the Board to members.

B. Miscellaneous

State/regional directors responded favorably to the idea of Board members attending state conferences.

Some directors suggested that the colors be changed to something brighter and cheerier.

C. At-Large

The at-large delegation responded to the proposed move toward smaller groupings by creating new groupings and naming them. Details will be provided at the summer board meeting.

D. Center for Developmental Education (CDE)
Proposal

It was the consensus from most state meetings that the JDE should not be

State meetings not favorable
toward JDE as benefit of
membership

included in membership dues, but that it would be all right if it were 1) optional, 2) cheaper, 3) a clear benefit to WCRLA and members, and 4) clear that the JDE was not the WCRLA journal.

E. State Organizations

State organizations
discussed


The question of approving state WCRLA organizations was discussed. Becky Johnen reported that the Oregon group favored a state organization and suggested looking at other benefits to membership instead of the JDE. Jane Lehmann urged the Board to encourage those states who wanted to do so, to create state organizations.

VII. Conference Dates

Susan Deese suggested that we look at the conference dates and begin to consider beginning on Wednesday and ending on Saturday.

The meeting was adjourned at 10:10 p.m.

Respectfully submitted



Jane Lehmann, Secretary

WCRLA
Second General Session
Albuquerque, New Mexico
Marriott Hotel
April 10, 1987

- I. President Wes Brown presided and called the meeting to order at 1:30 p.m.
- II. Pat Heard, Nominations and Elections Committee chairperson, announced the members of her committee and invited WCRLA members to an open meeting of the Nominations and Elections Committee on Saturday, April 11, at 1:00 p.m. in Salon I. Committee members are Sue Brown, David Caverly, Billie Jackson, and Ina Katz.
- III. President Brown introduced Gwyn Enright, 1987 Conference manager and Program Committee chairperson, who introduced Dr. Gene Kerstiens, president of WCRLA, 1971-1972. Dr. Kerstiens introduced the following past-presidents who, in recognition of the 20th Anniversary celebration, spoke briefly about their respective tenures in office:

Frank Christ (1968-1969)

Irwin Joffee (1969-1970)**

Gene Kerstiens (1971-1972)

Paul Hollingsworth (1972-1973)**

Jerry A. Rainwater (1973-1974)**

June Dempsey (1975-1976)

W. Royce Adams (1976-1977)

Margaret Coda-Messerle (1977-1978)

Patricia Heard (1978-1979)

Elaine Cohen (1979-1980)***

Betty Levinson (1980-1981)*

Ann Faulkner (1981-1982)

Karen Smith (1983-1984)

Carole Bogue (1984-1985)

Susan Brown (1985-1986)

Wes Brown (1986-1987)

- * Betty Levinson's presentation was delivered by Suzanne Ashe, Cerritos College.
- ** Irwin Joffe's, Paul Hollingsworth's, and Jerry Rainwater's presentations were delivered by Dennis Gabriel, Cuyahoga Community College.
- *** W. Royce Adams brought greetings from Elaine Cohen, president, 1979-1980.

The meeting was adjourned at 3:00 p.m.

Respectfully submitted


Jane Lehmann, Secretary

WCRLA
Third General Session
Albuquerque, New Mexico
Marriott Hotel
April 12, 1987

Seated at Head Table: Wes Brown, president; Gwyn Enright, president-elect; Sue Brown, past-president; Jane Lehmann, secretary; Gladys Shaw, treasurer; Joyce Weinsheimer, chairperson, Scholarship and Awards Committee; Bill Moore, Keynote Speaker; Phoebe Helm, Assistant Vice President, Triton College; Susan Deese, president-elect, 1987-1988; Becky Johnen, secretary, 1987-1989.

Wes Brown called the third general session to order at 11:15 a.m.

I. Keynote Speaker

Wes introduced Dr. Phoebe Helm who introduced the speaker, Dr. Bill Moore.

II. Awards Chair Report

Joyce Weinsheimer announced that Distinguished Research Award and Research Award guidelines are to be mailed to members in the fall. January 15 is the deadline for applications. Recipients will be announced at the conference.

III. Presentation of Certificates of Appreciation

Wes Brown presented certificates of appreciation to the following:

State/Regional Directors

Karen Agee - At Large State Director
Rhea Ashmore - Montana
Kathy Carpenter - Nebraska/Kansas
Kathryn L. Chang - Canada
Susan Cribelli - Colorado
Patti Dozen - Southern California
Tom Gier - Alaska
Jacqueline S. Grose - Nevada
Dale Haynes - Oregon
Nancy Higa - Hawaii
Bess Jenkins - Oklahoma
Janice Klein - Utah
Walt Lazdowski - Texas

Rae McCormick - Southern California
Marci Matlock - Arizona
Nancy Moreland - Texas
Pat Mulcahy - At Large State Director
Marianne North - Wyoming
Bob Petty - Northern California
Bernie Rihn - Washington
Barbara D. Swanson - Idaho
Ann Watanabe - Southern California
Jane Weidman - Northern California
Donna Wood - At Large State Director

Special Interest Groups (SIG)

Larry Bridges - Organizational Development
David Caverly - Computer Technology
Roberta Delaney - English as a Second Language
Carol Dodd - Advanced Reading
Jerry Fishman - Critical Thinking and Problem Solving
Becky Johnen - Learning Disabled Student (Coordinator of SIG)
Dorothy Lee - Learning Assistance Center Management
Manuel Olgin - Hispanic Assistance
V. Con Osborne - Multicultural Affairs

He also made the following special presentations:

Jane Hopper - Newsletter editor
Jane Lehmann - secretary, 1985-1987
Mike McHargue and Spencer Olesen - received Long and Outstanding
Service Awards
Mike O'Hear - Journal editor

Sue Brown presented a plaque to Wes Brown, outgoing president.

IV. Installation of New Officers

Jane Lehmann reviewed her two years as secretary and introduced incoming secretary, Becky Johnen. The legal pad, pen, Mike McHargue Memorial Traveling Trumpet Case were passed on as were the computer disks.

Wes Brown presented the gavel and plaque to Gwyn Enright, president 1987-1988. Gwyn presented Wes with a thank you and a Happy Graduation present.

Gwyn Enright thanked Susan Deese for her work as On-Site Conference manager and presented her with a gift for her energy and enthusiasm. Gwyn also welcomed Susan as president-elect and presented her with a "president-elect calendar."

Gwyn outlined her three main goals as president:

1. to work with the board to protect that special, intimate, cordial quality
2. to explore opportunities to become more in tune with political realities of education
3. to investigate and add benefits and services to members, especially to strengthen states and regions so WCRLA can remain competitive.

IV. 1988 Conference

Gwyn Enright introduced Nancy Tooker who will serve as Sacramento On-Site Conference manager.

Nancy stated that six colleges and universities in the Sacramento area will help put on the conference. The conference will be held at the downtown Holiday Inn which is within walking distance of old Sacramento. Nancy presented the Board with a "taste of Sacramento"--gourmet almond butter and almonds.

The third general session was adjourned at 12:40.

WCRLA BOARD MINUTES
Albuquerque, New Mexico
Marriott Hotel
April 12, 1987

Board Members Present: Gwyn Enright, president; Wes Brown, past-president; Susan Deese, president-elect, 1987-1988; Gladys Shaw, treasurer; Becky Johnen, secretary.

Others Present: Doree Pitkin, Bunk Spann, Gene Kerstiens, Carlos Skeete, Jane Lehmann.

Gwyn Enright called the meeting to order at 1:05 p.m.

The agenda was approved with the following modifications: Dr. Milton "Bunk" Spann; conference wrap-up report; old business; new business; announcements.

I. Journal of Developmental Education (JDE)

Journal of Developmental Education considered as a benefit to membership

Gwyn introduced Bunk Spann, Doree Pitkin, and Gene Kerstiens. Bunk thanked the Board for its willingness to explore working with the National Center for Developmental Education.

Gene commented that one of the motivating forces behind establishing WCRLA was to foster communication among members. He stated that the conference is always well done, but that members need to be more in touch with each other throughout the year. The Newsletter takes care of day-to-day housekeeping items, but it doesn't report on research.

Gene described the difficulties he encountered trying to establish a journal when he was a WCRLA officer. He stated that he endorsed the Journal of Developmental Education as a way for WCRLA to increase communication links between members.

Bunk asked for questions from the Board.

JDE cost factors

Gladys Shaw stated that concerns about costs and benefits were raised at the state meetings. Doree explained how the contract with the National Association for Developmental Education (NADE) works (Attachment J). That contract has a pricing restriction in that only direct costs are included.

JDE would cost \$3.79 per copy per member; WCRLA would only be charged for issues which are sent to members.

Gladys Shaw asked whether this pricing eliminated the need for a minimum number of issues. Bunk stated that the price is a base plus 5%. The cost would have to be adjusted if it didn't go to the entire membership. Bulk rate would be different--somewhere between wholesale and retail. JDE would be willing to explore other pricing options.

JDE benefits to WCRLA

Wes Brown asked how WCRLA benefits if a large number of our members already receive the JDE. Bunk listed five benefits:

- * the opportunity to influence JDE through a member on the editorial board;
- * an advisory board to JDE which would provide input regarding concerns, issues;
- * a free half page in each issue to use to communicate organizational concerns;
- * a 10% discount on advertising (wholesale rate) provided the decision is made by April 15 for three issues. (JDE does not give free advertising space to anyone.)
- * response cards inserted in each issue to be used as a feedback device for the membership.

Concern: JDE serving
two organizations

Susan Deese expressed concern over JDE being provided to two organizations. Bunk and Doree did not have an immediate solution, but were willing to explore options to solve this problem.

Becky Johnen raised the concern that JDE is commonly thought to be NADE's journal. Would this perception create a negative impact on JCRL?

Gene replied that JCRL is really a yearbook. JDE is more timely in that it is published three times a year. In addition, JDE would offer WCRLA a means to promote the organization east of the Mississippi. Gene stated that both WCRLA and the Center for Developmental Education (CDE) need to work on the perception that JDE is a NADE publication.

Gladys Shaw asked whether WCRLA could publish a separate journal. Bunk responded that it would be too costly, but that perhaps stickers could be placed on the JDE to identify it as a benefit of WCRLA.

Gwyn Enright thanked the guests for their comments. Gene repeated his support for JDE as the best vehicle for networking right now.

**** Jane Lehmann entered.

Gene stated that the input of western writers for JDE will influence and strengthen WCRLA.

NADE and WCRLA membership
to be compared

Wes Brown commented that we need to know how many WCRLA members are also members of NADE so we can have pricing information to consider. Membership lists will be shared so the comparison can be done.

II. Conference Wrap-Up Report

1987 Conference
program complimented

Gwyn Enright reported that the program went well. There were two speakers who did not show. Terry Salinger and Herber Heger did not show and did not provide notice; Kimberly Tyson sent notification that she could not attend and sent handouts. Georgina Brock was the only session chair who did not show.

Gwyn Enright provided an update on SDSU program charges (Attachment H).

**** Todd Sherstad, on staff with the Marriott, arrived.

Susan Deese said that \$3500 had been deposited since the beginning of the conference; \$1000 of which was fund-raising money (not all profit). The fund-raisers earned enough money to support ~~the new awards for 1988~~ *pay for the t-shirts and coffee mugs*

Susan Deese shared a few complaints that she had received: rooms were too small; some were too warm; chairpersons should not let people enter a session 20 minutes late; institutes need chairpersons.

On the whole, most conference attendees were impressed with the Marriott.

Final conference report
form to be developed

Susan Deese said that the final conference report will be out by May. She is developing a standardized final report form.

Gwyn Enright complimented Todd on the Marriott's service. Todd expressed his appreciation to Susan Deese and to WCRLA.

III. Old Business

Revisions to organization's brochure pending

Discussion on the organization's brochure was tabled. Gwyn Enright will take comments from the Board's review and will arrange for a conference call if needed. Comments from the state directors will be considered.

IV. New Business

A. Summer Board Meeting

Summer board meeting set

The month, week and day are not specified in the contract with the hotel.

The dates of July 17-19 were the group's first choice; July 24-26 are the alternate dates. The summer board meeting will be held in Sacramento at the Capitol Plaza Holiday Inn.

B. Board Retreat

Board retreat proposed

Gwyn Enright proposed a two day retreat in September or October. The purpose of the retreat would be twofold: team building

and clarification of the organization mission and goals. The retreat would be held in a mutually convenient location. Places such as Yosemite, Lake Tahoe, somewhere in Colorado, Asilomar in Pacific Grove, California, were suggested. The Board supports the idea of a retreat and it was the group's consensus that costs should be split between Board members and WCRLA. October 17 and 18 were chosen as retreat dates, with October 24 and 25 as alternates.

C. Conference Revisited

Susan Deese to follow-up
on conference charges

Susan Deese reported that Sue Brown's room charges are on the master account (\$165). Arthur Cohen paid his own room charges and will need to be reimbursed.

\$8137.82 represents the total hotel bill. Money from food functions accounts for one half the bill. \$24,000 was collected in registration fees. The advance of \$1000 will be spent. The savings account has \$23,500.

D. Sacramento Conference

Modifications to 1988
hotel contract

Nancy Tooker will renegotiate the contract to accommodate a request for meeting space and a food function Wednesday night and to increase the number of guaranteed rooms from the present 150. If an addendum to the contract is needed, Nancy will talk with Gwyn.

V. Announcements

A. Definition of Terms

Clarification of terms
reported

Mary Rubin requested Board action on defining and publicizing terms such as "developmental," remedial," "compensatory." Her request is a result of her session, "What's In a Name." Gwyn Enright will forward Mary's report to the Board.

B. State/Regional Officers

(M) Gladys Shaw: that by the summer board meeting, WCRLA will have put in place an enabling mechanism for states/regions to have officers.

(S) Susan Deese

PASSED

Becky Johnen to develop
a procedure for states
to have officers

Becky Johnen will draft the mechanism.

C. Liaison with NADE

Negotiations with NADE
and WCRLA to begin

Gwyn Enright stated that Kaylene Gebert, NADE's liaison to WCRLA, is interested in opening negotiations with WCRLA. Gwyn is optimistic about cooperation with NADE.

D. Use of Publishers' Area at the Conference

Jerry Fishman approached Wes Brown about including a table on nuclear disarmament in the publisher's area. He also suggested that hotel policies regarding investments in South Africa be considered when we are choosing conference hotels. Discussion was deferred until the summer board meeting.

Gladys Shaw said that the Board should not make that decision; but rather, it should be a decision for the membership.

**** Gladys Shaw left at this time.

Criteria needed on use of
space in exhibits area

Gwyn Enright said that the exhibits area sells space and that at the present time we do not have criteria for selecting or accepting exhibitors. It was suggested that the Publishers' chair may want to consider developing such criteria. Gwyn Enright reminded the group that the organization has already set a precedent in making political statements. After discussion, it was decided that this is an issue that needs to go to the membership. It was suggested that Jerry Fishman do

the investigation of hotels that invest in South Africa.

Wes Brown asked whether we wanted to limit the kind of exhibits we allow in our publisher's exhibit area? After discussion, it was suggested that we should reserve the right to restrict access to that space. Guidelines need to be developed. Gwyn Enright discussed appropriate and inappropriate political representation.

Jane Lehmann suggested that there be a political action Special Interest Group (SIG) that would focus on educational issues and their relationship to the organization.

The meeting was adjourned at 2:50 p.m.

Respectfully submitted


Becky Johnen, Secretary

**WCRLA Board Meeting Agenda
Tuesday, April 7, 1987**

3:00 pm

Convene & discuss general plan - Brown
Approval of Agenda - additions, deletions, corrections, etc.

Approval of minutes, July, 1986

Secretary's Report - Lehmann

Approve Sec. revised job description

Treasurer's Report - Shaw

1. New budget system
2. Research on mailing services
3. Bonding procedures

6:00 pm

adjourn for Dinner

**WCRLA Board Meeting Agenda
Wednesday, April 8, 1987**

9:00 am

Coordinator of State Directors - Brown, *Jue*

1. Publicity person for conferences
2. WCRLA Marketing
3. Dropping the "R" from WCRLA

President's Report - Brown, *Wes*

1. Regional Cooperation
2. Political Committee
3. Long Outstanding Service Award -

SIG Coordinator - Johnen

Newsletter - Hopper

(MAC - Brown)

12:00

adjourn for Lunch

1:30

President-Elect's Report - Enright

1. Center for Developmental Education

2. WCRLA/NADE territorial agreement

3. - *WCRLA Spokesperson*

Conference update

1 Program - Enright/Wells

2. Site - Deese

Archives - Smith

By-laws - Glenn

New Business

message fr state / region directors

6:00

Adjourn for Dinner

7:30

Reconvene

Conference Site 1989 - Tadlock
Seattle

New Business

Brochure

Joyce

**WCRLA Board Meeting Agenda
Thursday April 9, 1987**

8:30

Reconvene

Elections - Bogue

Site Selection - Bogue

Placement - Schlender

Journal - O'Hear

State Directors

SIG Reports

1. Advanced Reading

2. Cognitive Psychology

3. Computer Technology

4. Critical Thinking and Problem Solving

5. English as a Second Language

6. Hispanic Assistance

7. Learning Assistance Center Management

8. Learning Disabled Student

9. Multicultural Affairs

10. Peer Tutoring

11. Organizational Development

9:30 pm

Adjourn

**WCRLA Board Meeting Agenda
Sunday April 12, 1987**

12:00

Conference wrap-up - Enright/Deese

Dr. Milton "Bunk" Spann

New Business

1. Summer Board Meeting

Duties of the Treasurer:
(Revised July, 1986)

A concise overview

Treasurer. The treasurer is elected for a two year term of office beginning with the Summer Board meeting where the transition will be made, and is a voting member of the Board of Directors. The treasurer receives and records all income of the association, and issues checks for and records all authorized expenditures. The treasurer makes a financial report at each general and special meeting of the membership and the Board of Directors, and prepares end-of-the-year fiscal reports. The treasurer advises the Board on all financial matters and monitors all accounts. At the end of the year, the treasurer presents all Association financial records for review by a three member audit committee appointed by the president.

Detailed comments on specific duties

The new Treasurer should meet with the outgoing Treasurer for at least two hours at the Annual Conference of WCRLA in the spring so that he/she can explain the Treasurer's job in some detail. The outgoing Treasurer should show the new Treasurer the checkbook and how it works, the various entries in the Annual Report and what they mean, the records on deposits, savings accounts/investments, the tax records, and various aspects of the Treasurer's yearly correspondence. The outgoing Treasurer should also explain how the WCRLA Treasurer interacts with (1) the other members of the Board and (2) Hal McCune of Oxford Mailing Service.

Routine bills from contracted services such as mailing service, printing and publications may be paid by the treasurer without further authorization up to the budgeted total. Billings in excess of the budgeted totals should be approved by the board prior to payment.

All other bills must be accompanied by a signed Reimbursement Form (attachment) and the related invoices or receipts plus presidential authorization. All such requests must be made within 90 days after the expense is incurred and no later than two weeks prior to the summer board meeting.

All checks over \$1000 must have two signatures, that of the Treasurer and that of the President (a Barney & Barney requirement for bonding).

The Treasurer should send a xeroxed copy of the bank statement and reconciliation to the WCRLA President every month (a Barney & Barney requirement).

The Treasurer should keep records according to the bookkeeping system outlined by WCRLA accountant, Carol Thurm of Cooper, Jensen & Morrow of Las Cruces, N.M. This accounting procedure will make it easier for Carol to prepare our tax returns. (And this will, of course, save money for WCRLA.)

The Treasurer should maintain a low balance in the checkbook at all times, thus assuring that WCRLA's money is in savings/investment accounts where it can earn interest. However, safety of principal should at all times be the Treasurer's primary concern, not gaining the highest possible rate of return.

The Treasurer should make note of the due date on any three or six month deposits and roll the money over--or put it into another investment if the situation seems to warrant a change--immediately so that the Association does not lose any potential interest.

The Treasurer should balance the checkbook after every entry (deposit or withdrawal) and should check the bank statement every month to make sure his/her balance in the checkbook agrees with the bank statement.

The Treasurer should keep a careful record of all deposits made by the Mailing Service as well as a record of any made by the Treasurer.

If applicable, a new Treasurer should advise the mailing service of the new Bank and Account number and send a supply of deposit slips as soon as possible.

The Treasurer is responsible for seeing that the Association files a Federal Income Tax Return every year as required by IRS. Our organization has a tax exempt on Status under Section 501 (c) (6) of the IRS Code. Our IRS employer identification number is 95-3177-158. A copy of the tax return should be sent to the President and the secretary.

When the Treasurer pays a bill he/she should make a note on the bill itself saying when the bill was paid and what the check number was. (Noting this information in the checkbook alone is not sufficient.) This information should also be noted in the Chart of Accounts. All paid bills should then be filed either according to date or according to budget category.

The Treasurer should attend to all the necessary correspondence of his/her office including, but not limited to, letters to members of the Association, members of the Board of Directors, the tax accountant, businesses to whom the Association pays bills, and Oxford Mailing Service. The Treasurer should keep on file xeroxed copies of all these letters.

The Treasurer should work closely with event chairpersons each year to make sure accurate records of all Conference income and expenditures are kept. Advances to event chairpersons should be made in increments of no more than \$1,000 in order not to deplete interest bearing balances more than necessary.

An accounting of advanced funds should be submitted within 60 days after the termination of the event for which the funds were advanced and should be accompanied by a check for unused funds. Any refunds made with regard to the event should be made by the chairman prior to submission of the final accounting.

Event account balances in excess of \$1,500 should be remitted to the treasurer monthly with documentation.

The Operating Budget for WCRLA is set each year at the summer/fall Board meeting. The Treasurer should make a copy of this budget within two weeks of this meeting and send it to all members of the Board to make sure all are in agreement about how the money has been allocated.

The Treasurer should attend all sessions of the two Board meetings (summer/fall and spring) and the incoming Treasurer should attend all meetings of the Board on Sunday at the spring Board meeting at which he/she is elected.

The Treasurer should at all times be both fiscally responsible and fiscally conservative with the Association's funds. He/she should encourage all other members of the Board in this direction. Proposals to the Board which include significant financial implications for WCRLA must be reviewed by the Treasurer prior to voting.

The Treasurer should prepare a complete and accurate report for the Board twice a year, once for the spring Board meeting (the Mid-Year Report) and once for the summer/fall Board meeting (the Annual Report).

The WCRLA fiscal year runs from July 1 to June 30.

The Treasurer's signature and the current President's signature should both appear on the WCRLA bank account and on both savings accounts. This means a signature change every year for a new President and every two years for a new Treasurer.

The Treasurer should maintain two savings/investment accounts. a regular account and a separate account for the Scholarship Fund.

The outgoing Treasurer will be considered an ex-officio member of the Board for a period of one year. He/she will serve as an advisor to the Audit Committee.

The Audit Committee will be appointed by the President from WCRLA members who live near the site of the summer/fall Board meeting and who can be available during that Board meeting to conduct the audit.

The Treasurer should make sure that all WCRLA officers (especially the Treasurer him/herself) are bonded.

The Treasurer should compare the revenue generated by annual dues against Association expenditures and make recommendations to the Board concerning possible changes in dues.

The Treasurer should suggest that the Board reevaluate services of Oxford Mailing every two years.

A Job Description--Secretary
Revised July, 1986

I. Duties

- A. Write, distribute, and microfiche official minutes of all Board meetings including telephone conference calls. (See Procedures of details.) Minutes are to be distributed within a month of the meeting.
- B. Write, distribute, and microfiche summaries of the minutes of all official meetings.
- C. Keep official records updated and bring them to Board meetings. (See Records for details.)
- D. Maintain A "To Do" list for Board members of pertinent items that are discussed in Board meetings.
- E. Display at the Annual Conference, copies of the minutes from the summer Board meeting and any other meetings that have occurred since the previous Annual Conference.
- F. Present an oral report at the Annual Conference General Session, summarizing the highlights of Board activity since the last conference.
- G. Make a narrative report to present to interim Board meeting, including a financial statement of receipts and expenditures, itemized on a standard form. Send the financial report to the treasurer before May 31.
- H. Maintain banking records and return all unused funds by end of fiscal year. Allocations and advances are to be used only for authorized purchases such as supplies, stamps, copying, telephone calls to conduct WCRLA business, typing, and bank services.
- I. File renewal forms with the New Mexico State Corporation Commission before September 15 each year.
- J. Stamp date received and keep in orderly fashion all correspondence for at least two years after end of term of office.
- K. Send copy of any newly approved by-laws, signed by the secretary and the president with \$1.00 to Eric P. Serra (1986) Chrm., New Mexico Corporation Committee, P. O. Drawer 1269, Santa Fe, New Mexico, 87501. (There is no special form for sending the by-laws)
- L. Add phone meeting information (other than conference calls) to minutes or write up as unofficial minutes.

II. Procedures for Keeping the Minutes

- A. The minutes are to be typed with a recall column for easy reference.
- B. Each secretary indexes the minutes and attachments he or she writes and keeps the index current.
- C. All pages of the minutes are to be numbered, including each page of all attachments. The page number should appear on the top or bottom of the page. Be consistent.
- D. The date and place of the conference should appear on each page of minutes and on the first page of each attachment.
- E. Attachments are to be numbered consecutively at the top, right-hand corner in a bold manner for viewing. Attachments should be noted in the minutes in this manner: (Attachment #___).
- F. Minutes are to be corrected by the Board, signed by the secretary, and dated at the time of approval.

Job Description--Secretary
Page 2

III. Records to be Kept and Brought to Board Meetings

- A. Hard copies of all minutes from the previous year and the microfiche copies of all minutes
- B. Copy of the by-laws and constitution
- C. Current list of officers, state directors, and past presidents
- D. Current membership list
- E. One copy of each Newsletter
- F. Copy of the index
- G. Policies and Procedures Manual
- H. Secretary's Handbook
- I. Copies of IRS forms
- J. Board Blanket Fidelity Bond

IV. Records to be Updated

- A. By-laws when necessary
- B. List of committee members
- C. Index
- D. List of members receiving awards
- E. Lists of members serving WCRLA
- F. Policies and Procedures Manual
- G. Lists of Board members
- H. Microfiche copies

V. Distribution of Minutes

- A. Copies of the minutes are to be sent out as soon as possible to:
 - 1. all Board members
 - 2. Newsletter editor
 - 3. archivist
 - 4. current and future conference managers
- B. Summaries of the minutes are to be written, signed, "These minutes have not yet been approved," and sent out as soon as possible to:
 - 1. all Board members
 - 2. state and province directors
 - 3. past presidents
 - 4. committee chairpersons
 - 5. archivist
 - 6. Newsletter editor (for publication in the next Newsletter)
 - 7. SIG leaders
 - 8. next conference manager
 - 9. Journal editor
- C. Send an updated copy of the index to Board members and the archivist each year.

Job Description--Secretary
Page 3

- D. Make copies of pertinent information from the minutes and send it to respective committee chairs and state directors for inclusion in their handbooks.

VI. Helpful Hints for Board Meetings

- A. Bring: tape recorder, extension cord and 12-15 hours of tape
- B. Bring: pencils, paper clips, extra paper, transparent tape, stapler
- C. Bring: calculator, spelling dictionary

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

FINANCIAL REPORTS

March 31, 1987

Respectfully Submitted
By

Gladys R. Shaw, Treasurer

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF FINANCIAL CONDITION

March 31, 1986

ASSETS

Cash Accounts:

El Paso Teachers Federal Credit Union Checking	\$32,996.14
El Paso Teachers Federal Credit Union Savings (Required)	25.00
Scholarship Fund, Sears Savings	<u>795.00</u>

Total Cash	\$33,816.14
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Conference Advances:

Conference Chair	\$1,000.00
On Site Manager	<u>1,000.00</u>

Total Advances	<u>2,000.00</u>
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TOTAL ASSETS	<u><u>\$35,816.14</u></u>
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LIABILITIES AND FUND BALANCE

FUND BALANCE:

Beginning Balance, June 30, 1986	\$38,838.85
Net Receipts (Expenditures)	<u>(3,022.71)</u>

FUND BALANCE, March 31, 1987	<u><u>\$35,816.14</u></u>
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WESTERN COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF RECEIPTS AND EXPENSES

For The Period July 1, 1986 through March 31, 1986

RECEIPTS

Balances of 1986 Conference Advances	\$ 1,233.48	
Member Dues	11,150.00	
Journal Sales	529.00	
Interest on Savings and Checking Accounts	1,115.14	
Interest on Scholarship Savings Account	45.55	
Journal Advertising	105.55	
Royalties	30.00	
1987 Conference Exhibitors	1,200.00	
Miscellaneous	<u>16.91</u>	
Total Receipts		\$15,425.63

EXPENDITURES

Travel	\$ 1,913.65	
Hotels and Food	733.81	
Telephone	174.54	
Postage and Shipping Charges	1,247.38	
Printing and Publishing	9,274.91	
Supplies	69.04	
Advertising and Promotion	350.00	
Mailing Service Fees	2,260.56	
1986 Conference Refunds	856.50	
Accounting -1985 Tax Return	300.01	
Fidelity Bond	158.00	
New Mexico State Corporation Commission	1.00	
Clerical	210.00	
1987 Conference Expenditures	<u>898.94</u>	
Total Expenditures		<u>18,448.34</u>
NET RECEIPTS (EXPENDITURES)		<u>(\$ 3,022.71)</u>

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF FINANCIAL CONDITION

June 30, 1986

Based on Analysis of Bank Records

ASSETS

Cash - Security Pacific Account (Schedule 1)	\$ (368.29)
Cash - San Francisco Savings Account (Schedule 2)	38,456.69
Cash - Scholarship Savings Account - Sears Savings (Schedule 3)	<u>750.45</u>
Total Assets	<u><u>\$38,838.85</u></u>

LIABILITIES AND FUND BALANCE

Fund Balance	<u><u>\$38,838.85</u></u>
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Note: Beginning balances and transactions subsequent to June 30, 1986, have been recorded in the 1986-87 Journals and Ledgers .

SCHEDULE 1

Analysis of Security Pacific Account

Transferred to El Paso, Jan. 1987		\$1,038.84
Add checks written subsequent to June 30, 1986, per bank statements and returned checks (Cash Payments Journal P. 1&2)		4,690.90
Deduct deposits subsequent to June 30, 1986, per bank records:		
Transfers from San Francisco Savings	\$4500.00	
Deposits from regular operations	<u>1598.03</u>	<u>6,098.03</u>
June 30 Balance derived		<u><u>\$ (368.29)</u></u>

SCHEDULE 2

Analysis of San Francisco Savings Account

Balance transferred to El Paso, October, 1986		\$32,532.27
Deduct Interest July 1 - October 22, 1986, subsequent to June 30.		575.58 ^(a)
Add Transfers subsequent to June 30, 1986:		
July 21, 1986 - Transfer to Security Pacific Account	\$3,000.00	
July 26, 1986 - Transfer to open El Paso Account	2,000.00	
July 27, 1986 - Transfer to Security Pacific Account	<u>1,500.00</u>	<u>6,500.00</u>
Account Balance on June 30, 1986		<u><u>\$38,456.69</u></u>
(a) 1986 Interest per bank statement and 1099 Form	\$1399.37	
Jan. 1-July 7 Interest per bank statement	<u>823.79</u>	
Derived interest amount subsequent to June 30	<u><u>\$ 575.58</u></u>	⁽¹⁾
(1) Posted to books March, 1987 - See Cash Receipts Journal P. 3		

SCHEDULE 3

Analysis of Scholarship Fund - Sears

Balance March 27, 1987 per call to bank	\$795.00
Balance June 30, 1986 per bank record and book records	<u>750.45</u>
Interest Earned June 30, 1986 through March 31, 1987	<u>\$ 44.55</u> ^(a)
(a) Posted to books March, 1987 (Cash Receipts Journal Page 3)	

WCRLA BUDGET FOR 1986-87
 YEAR

TOTAL BUDGETED \$ 44,075

BUDGET CATEGORIES	AMOUNT APPROVED FOR: 86-87	SPENT AS OF: 3/31/87	BALANCE AT: 3/31/87	REQUESTED FOR:	APPROVED FOR:
1.0 BOARD TOTAL	\$ 9,950	4718.19	5231.81		
1.1 Meetings Subtotal	3,500	1642.97	1857.03		
1.2 President "	700	605.42	94.58		
1.3 Secretary "	200	0	200.00		
1.4 Treasurer "	300	54.24	245.76		
Pres. Elect	0	16.10	<16.10>		
1.5 Officer Travel "	3,800	1004.49	2795.51		
1.51 President	1,000	463.82	536.18		
1.52 President Elect	1,000	---	1000.00		
1.53 Past President	1,000	435.01	564.99		
1.54 Other	800	105.66	694.34		
1.6 Conference Calls "	250	---	250.00		
1.7 Supplies "	650	19.46	630.54		
1.71 Stationary	300		300.00		
1.72 Brochures	200		200.00		
1.73 President Awards	150		150.00		
Other		19.46	<19.46>		
1.8 Special Expenses "	250	1075.50	<825.50>		
1.9 Accountant "	300	300.01	<.01>		
2.0 GENERAL MAIL SERVICES TOTAL	\$ 4,500	2668.22	1831.78		
Print & Pub.		119.54			
2.0.23 Gen.Mail Svc.		2260.56			
Postage - Gen. Mail		288.12			
3.0 PUBLICATIONS TOTAL	\$11,100	9341.39	1758.61		
3.1 Newsletter "	5,400	3256.04	2143.96		
3.1.5 Postage & Shipping	700	269.83	430.17		
3.1.6 Printing & Publications	4,700	2986.21	1713.79		
3.1.8 Travel					
3.1.22 Hotel Accom. & Food					
3.2 JCRL Subtotal	5,700	6085.35	<385.35>		
3.2.3 Supplies	25	---	25.00		
3.2.4 Telephone	125	---	125.00		
3.2.6 Printing & Publication	4,800	5739.00	<939.00>		
3.2.10 Clerical	250	---	250.00		
3.2.22 Hotel Accom. & Food					
3.2.23 Mail Service & Postage	500	346.35	153.65		

BUDGET CATEGORIES			AMOUNT APPROVED FOR: 86-87	SPENT AS OF:	BALANCE AT:	REQUESTED FOR:	APPROVED FOR:
4.	COMMITTEES	TOTAL	\$ 2,375	237.84	2137.96		
4.1	Awards	Subtotal	800	--	800.00		
	4.1.18 Awards						
	4.1.3 Supplies						
4.2	Archives	"	200	--	200.00		
	4.2.3 Supplies						
	4.2.10 Secretarial						
4.4	Conference Site Select.	"	450	--	450.00		
	4.4.7 Travel						
	4.4.3 Supplies						
4.5	MAC	"	200	3.82	196.18		
	4.5.3 Supplies						
	4.5.4 Telephone						
	4.5.7 Travel						
	4.5.22 Hotel Accom. & Food						
	Postage			3.82			
4.6	Nominations/Elect.	Subtotal	525	180.48	344.52		
	4.6.3 Supplies						
4.7	Placement	"	150	52.74	97.26		
	4.7.3 Supplies			19.15			
	4.7.5 Postage			33.59			
	4.7.6 Printing						
4.8	By Laws	"	50	---	50.00		
5.0	SCHOLARSHIP FUND	TOTAL	\$ 500	---	500.00		
6.0	SPECIAL INTEREST GROUPS	TOTAL	\$ 50	---	50.00		
	6.1 Organization						
	6.2 Adv Rdg Comp						
	6.3 Computer Technology						
	6.4 Critical Thinking						
	6.5 LAC Management	"	50	---	50.00		
	6.6 MAAC						
	6.7 ESL						
	6.8 Learning Disabled						
	6.9 Hispanic Assistance						
	6.10 Peer Tutoring						
	6.11 Study Skills & Listening						
7.0	STATE/PROVINCE ORGANIZATION	TOTAL	\$ 2,100	109.54	1990.46		
7.1	Coordinator	Subtotal	400	10.17	389.83		
7.2	Directors Luncheon						
7.3	Ind Director Allot.	"	1,350	99.37	1250.63		
7.4	Special Funding	"	350	---	350.00		
	7.41 Oregon						
	7.42 Colorado						
	7.43 At Large						
	7.46 Washington		350	350.00	0		

BUDGET CATEGORIES	AMOUNT APPROVED FOR:	SPENT AS OF:	BALANCE AT:	REQUESTED FOR:	APPROVED FOR:
CONFERENCE TOTAL	\$13,500	899.34 898.95	12,600.66 12601.06		

8.10 CONFERENCE CHAIRPERSON

8.10.3	Supplies	
8.10.4	Telephone	100.00
8.10.7	Travel	457.84
8.10.10	Clerical/Secretarial	
8.10.17	Miscellaneous	
8.10.22	Hotel & Food	

8.11 CONFERENCE PROMOTIONS & PROGRAM

8.11.3	Supplies	103.76
8.11.4	Telephone	
8.11.5	Postage & Shipping	237.74
8.11.6	Printing & Publications	
8.11.19	Student Assistance	

8.12 SPEAKERS

8.12.9	Honoraria
8.12.7	Travel

8.13 INSTITUTES

8.13.3	Supplies
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8.14 COMPUTER FAIR

8.20 CONFERENCE ON-SITE MANAGER

8.20.3	Supplies
8.20.4	Phone
8.20.7	Miscellaneous Services
8.20.19	Student Assistance
8.20.20	Photography
8.20.22	Decorations
8.20.23	Hotel Accom. & Food

8.21 PUBLISHERS CONTINENTAL BREAKFAST

8.21.15	Hospitality
8.21.21	Decorations

AMOUNT	SPENT	BALANCE	REQUESTED	APPROVED
APPROVED	AS OF:	AT:	FOR:	FOR:
FOR:				

BUDGET CATEGORIES

8.22 CONFERENCE FOOD FUNCTIONS

- 8.221 Conference Banquet
 - 8.221.21 Decorations
- 8.222 Conference Brunch
 - 8.221.21 Decorations
- 8.223 Other Food Functions

8.23 CONFERENCE HOSPITALITY

- 8.23.3 Supplies
- 8.23.15 Hospitality

8.24 CONFERENCE REGISTRATION PACKETS

- 8.23.3 Supplies
- 8.23.4 Telephone
- 8.23.19 Student Assistance

8.25 CONFERENCE ENTERTAINMENT

- 8.25.16 Entertainment

8.26 CONFERENCE DECORATIONS 1987

8.27 CONFERENCE PHOTOGRAPHY

8.28 CONFERENCE AUDIO VISUAL

BUDGET RECAP

Budget Item	Approved	Spent	Balance
1.0 Board Total	\$ 9,950	\$4718.19	\$5231.81
2.0 Gen. Mail Service	4,500	2668.22	1831.78
3.0 Publications	11,100	9341.39	1758.61
4.0 Committees	2,375	237.24	2137.76
5.0 Scholarship	500	0	500.00
6.0 Special Interest Groups	50	0	50.00
7.0 State/Province Organization	2,100	109.54	1990.46
8.0 Conference	13,500	878.94	12601.06
		899.34	
TOTAL	\$44,075	17,974.72	26,101.28
		17,973.62	26,101.38

J. Brown

COORDINATOR OF STATE/PROVINCE DIRECTORS

ANNUAL REPORT

1986 - 1987

Annual Reports Submitted

Alaska
At-Large (2)
N. California
Idaho
Montana
Nebraska/Kansas
New Mexico
Oregon
Texas
Washington

Annual Reports not Submitted

Arizona
S. California
Canada
Colorado
Hawaii
Nevada
Oklahoma
Utah
Wyoming

Membership Growth 1986 - 1987

Percentage of Growth

March 1986 - March 1987

1%

551

558

State/Regional Conferences and/or meetings

WCRLA

Nebraska/Kansas, McCook, Kansas ()
October 2, 3
Washington State, Spokane (35) profit \$500
October 30, 31
S. California, San Bernadino ()
October 30
Colorado, Fort Collins (26)
November 7, 8
Oregon, Portland (49)
November 7

State/Regional Conferences and/or Meetings (Cont'd)

WCRLA Co-Sponsored

Texas, w/TADE, San Antonio ()
October
Seminar on Statewide Issues in
Developmental Education
Summer

Alaska, w/ NEA-Alaska 33 Annual Teacher's ()
Conference, Anchorage
October 23-25

Meetings Planned

Canada
Medicine Hat, Alberta
April 26-28
Co-sponsored with Alberta Association
for Adult Literacy
Nebraska/Kansas
Overland Park, Kansas
October 8-9
Washington
Spokane, Washington
October 29-30

Recommendations

Coordinator:

1. Continue to send current mailing labels on the first of the following months: April, August, September, November, January, February.
2. Write 3 or 4 letters to S/R directors to remind them of time lines.
3. Correspond on an individual basis.
4. Attend as many state meetings as possible
5. Send out other names from mailing lists to S/R directors to help them recruit members
6. Begin collecting annual reports in February and allow time to send a reminder

Director:

1. Send out as much information as possible on WCRLA
2. Take brochures and newsletter to professional meetings
3. Send information on all planned activities to coordinator.
Include copies of all correspondence.

Overall Recommendations

1. Divide up At-large organization into Regional groups.
Select a director for the regional groups.
2. Ask directors to decide who should get the mailing labels.
3. Send a board member to all state meetings.
4. Change name from State/Province Director to either
Regional Director or State/Regional Director

WCRLA MEMBERSHIP GROWTH

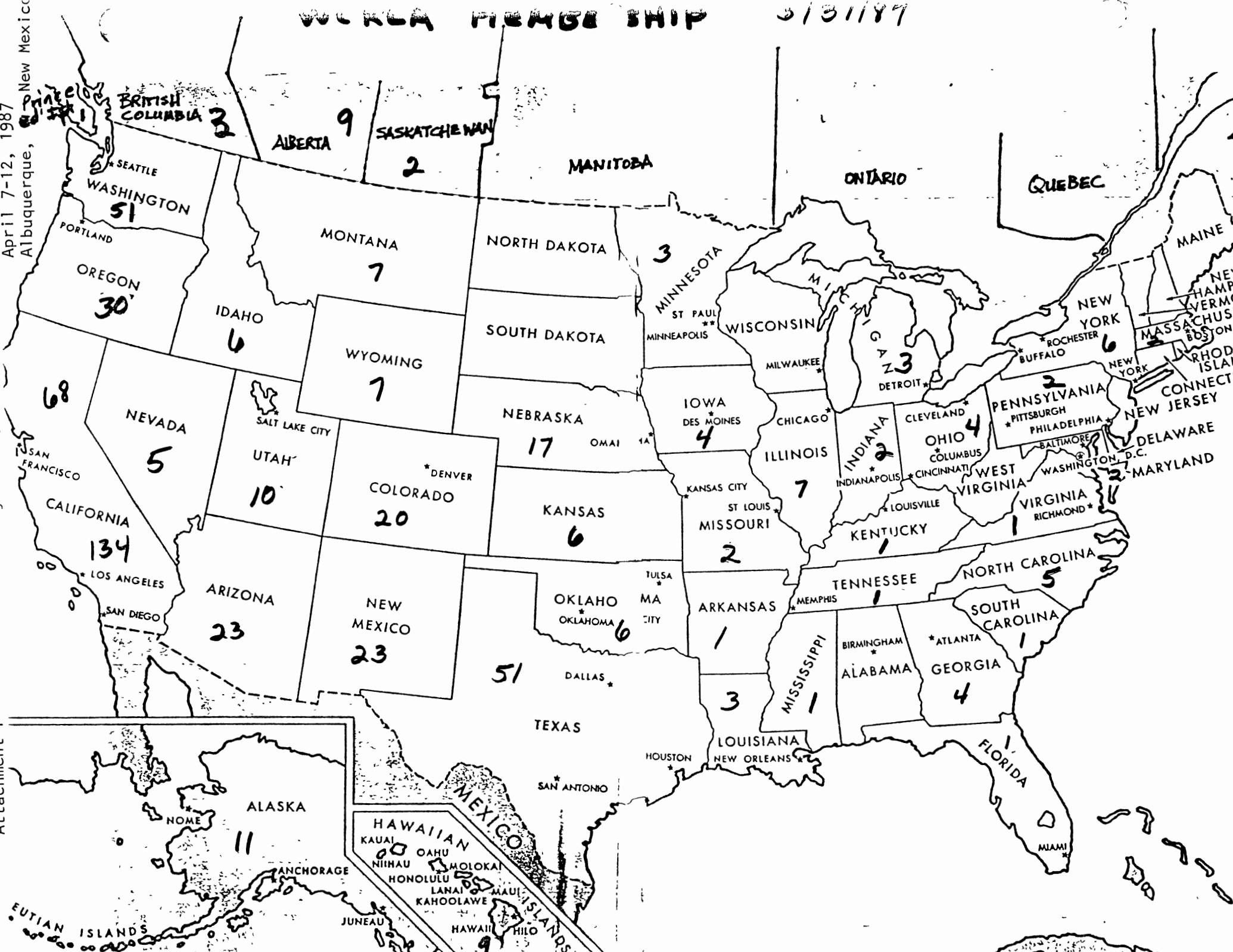
March '86 - March '87

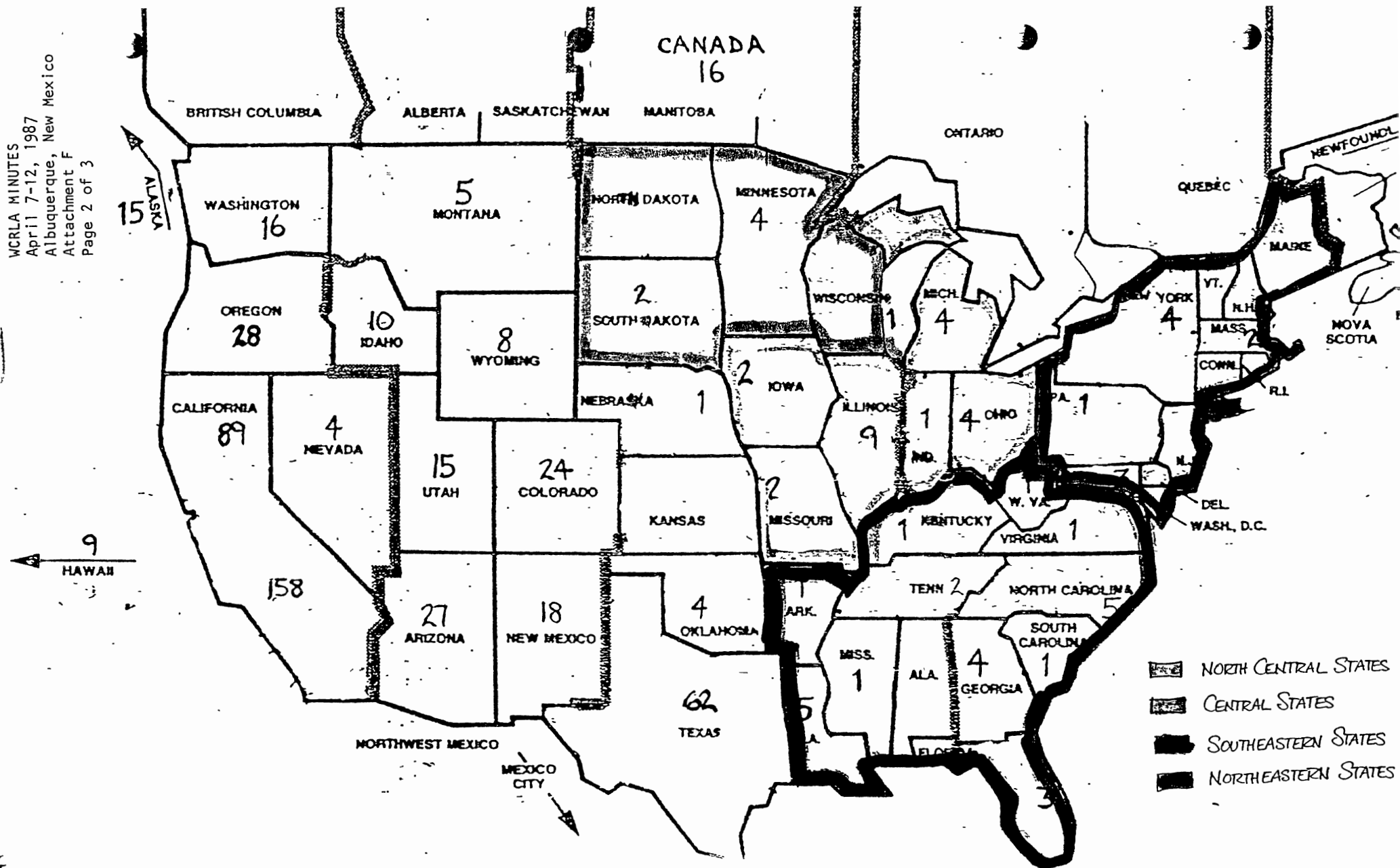
<u>STATE/PROVINCE</u>	<u>MARCH '86</u>	<u>MARCH '87</u>	<u>% GROWTH</u>	<u>% TOTAL MEMBERSHIP</u>
So. California	133	134	0.75%	24.01%
No. California	63	68	7.94%	12.19%
At-Large	63	57	-9.52%	10.22%
Texas	75	51	-32.0%	9.14%
Washington	18	51	183.3%	9.14%
Oregon	27	30	11.11%	5.38%
Arizona	31	23	-25.81%	4.12%
Nebraska-Kansas	10	23	130.0%	4.12%
New Mexico	25	23	-8.0%	4.12%
Colorado	26	20	-23.08%	3.58%
Canada	15	17	13.33%	3.05%
Alaska	12	11	-8.33%	1.97%
Utah	18	10	-44.44%	1.79%
Hawaii	8	9	12.5%	1.61%
Montana	2	7	250.0%	1.25%
Wyoming	8	7	-12.5%	1.25%
Idaho	7	6	-14.29%	1.08%
Oklahoma	6	6	-	1.08%
Nevada	4	5	25.0%	0.90%
Total	551	558		

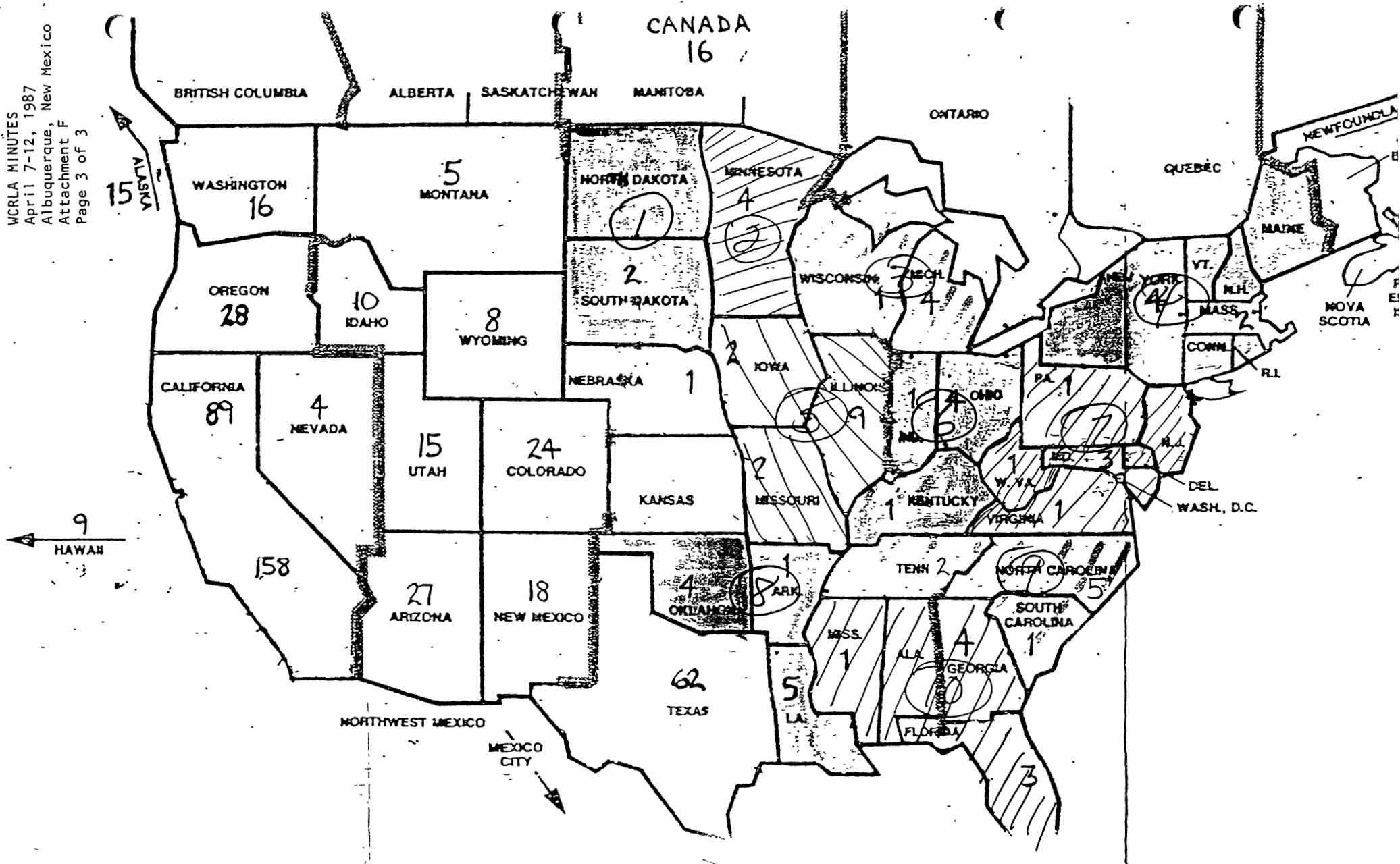
State/Province	Membership March '86 - March '87		Growth	Communication	Annual Report	Conference	Funding	Recommendation
Alaska	12	11	-8.33%	wrote a State WCRLA Newsletter	yes	w/NEA Alaska 33rd Annual Teacher's Conference		continue to co sponsor conference & work on membership growth
Arizona	31	23	-25.81%	-	no	-		sponsor state conference
Canada	15	17	13.33%	Canadian Conference announcements & brochures sent to 500 people published membership brochure in AAAL Newsletter	no	planned in April w/ Alberta Assoc. for Adult Literacy		Continue to work on membership growth & sponsor conference
N. California	63	68	7.94%	one mailing about WCRLA Conference	yes	-		sponsor a state conference
S. California	133	134	.75%	S. California Conference mailings	no	yes		continue to sponsor conference
Colorado	26	20	-23.08%	Colorado Conference mailings - Post conference mailings	no	yes		continue to sponsor conference
Hawaii	8	9	12.5%	-	no	-		sponsor a meeting
Idaho	7	6	-14.29%	sent information out in informal newsletter, sent out mailing list	yes	-		continue to work on membership growth
Nebraska/Kansas	10	23	130%	four mailings about state conference & about WCRLA in general	yes	yes		continue to sponsor conferences
Nevada	4	5	25%	phone conversations w/ members & perspective members	no	-		continue to work on membership growth
New Mexico	25	23	-8.0%	sent mailings and renewal notices	yes	-		sponsor state conference

State/Province	March '86 - March '87		Growth	Communication	Annual Report	Conference	Funding	Recommendation
Montana	2	7	250%	four mailings	yes	-		continue to work on membership growth
Oklahoma	6	6	-	-	no	-		work on membership growth
Oregon	27	30	11.11%	mailings for state conference	yes	yes		continue to have state conferences
Texas	75	51	-32.0%	conference mailings seminar mailings	yes	Fall Meeting w/ Tade & co-sponsored Seminar on State-		continue to co sponsor conference
Utah	18	10	-44.44%	-	no	wide Issues in Developmental Ed. -		sponsor a state meeting
Washington	18	51	183.3%	mailings for state conference	yes	yes		continue to sponsor conference
Wyoming	8	7	-12.5%	-	no	-		work on individual membership
At-Large	63	57	-9.52%	informal correspondence	yes	-		divide into regional groups

WCLAM MEMBERSHIP 3/31/87







PRESIDENT'S REPORT - Wes Brown WCRLA 1987

For the most part the year was fairly uneventful. There are two items I'd like to raise with the Board, however.

1. State-wide Cooperation

I called a meeting with representatives of two California learning assistance type organizations to discuss possible ways of working together. Attending the meeting were:

John Hansell, President
Northern California College Reading and Learning
Association
Susan McCall, President
Association of California College Tutorial and Learning
Assistance
John Matsui, President-Elect
Association of California College Tutorial and Learning
Assistance
Gwyn Enright, President-Elect
Western College Reading and Learning Association

We discussed four items:

1. We might consider ways to officially recognize or acknowledge the other two groups at our annual conferences, e.g., sponsored sessions, information inserts in the program, etc.
2. We might develop a committee of learning assistance type organizations for the purpose of initiating political action at the state and local levels and developing standards for learning assistance type programs.
3. We might begin building a data base of political leaders, colleges and universities, and issues that impact learning assistance type programs in California.
4. We agreed to a subsequent meeting in the summer, assuming our respective organizations approve.

2. Political Action Committee (PAC)

Composition - 3 - 4 individuals with time and interest in data gathering.

Purpose- Accumulate information at the state and local levels about learning assistance related issues, legislation, programs, services, etc. Ultimately, the PAC will supply the President (Board of Directors) of WCRLA with information to write knowledgeable letters opposing or in support of such issues, this may open possibilities for WCRLA to influence, and as a consequence, attract additional members.



**Western
College
Reading &
Learning
Association**

WCRLA MINUTES
April 7-12, 1987
Albuquerque, New Mexico
Attachment G
Page 2 of 3

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

March 13, 1987

Dear Colleague,

I just want to send a short note reminding you of the upcoming WCRLA Conference in Albuquerque, April 9-12. And, of course, I want to encourage you to attend because it looks to me as if it is going to be an excellent conference. For me one of the highlights will be Friday's general session when Gene Kersteins, past WCRLA President and Outstanding Service Award winner, will trace the 20 year history of our association. As he will be joined by many other past-presidents, it should be interesting.

In addition to the usual, high-quality speakers, groups, and institutes, "dinner-on-the-town" has been revived along with several side trips for fun. I have been assured that, unlike in Denver and L.A., the site in Albuquerque is close to eating and shopping places. And aren't we all looking forward to the "oldies sock hop" on Friday?

Membership in WCRLA is important. I hope you've been telling others about WCRLA and encouraging them to join. Currently our region accounts for 16% of the total membership, second only to Southern California. I hope we can make a strong showing in Albuquerque, especially since next year we'll host the conference in Sacramento.

Our regional meeting is set for Thursday at 5:15 pm, just before dinner. Please think about what you'd like to discuss. I'm wondering if there would be enough support for a Northern California mini-conference (one day) focusing on study skills, tutoring, and/or critical thinking. I'm thinking in terms of a date in January or February because, for me, Fall is already quite hectic and the big conference is in the Spring. Also, the Northern California College Reading Association has meetings in the Fall and Spring. If you're interested, the NCCRA Spring Conference will be April 24 in Sacramento. Contact Shirley Sloan, Evergreen Valley College, San Jose CA 95135, 408/274-7900 x6607.

That's it for now. See you soon,

Bob

Bob Petty (co-regional representative)
Academic Resources
Santa Clara University
Santa Clara, CA 95053

Northern California College Reading Association

SPRING CONFERENCE RESERVATIONS
April 24, 1987
Cosumnes River College, Sacramento

PLEASE MAIL THIS RESERVATION SHEET BEFORE APRIL 17 TO:

Shirley Sloan
Evergreen Valley College
3095 Yerba Buena Road
San Jose, CA 95135
(408) 274-7900 X6607

NAME _____ SCHOOL _____

MAILING ADDRESS _____

PHONE NUMBER _____ NCCRA MEMBER: *YES _____ NO _____

*NOTE: NCCRA dues are \$5 if you did not join at the Fall Conference at UC Berkeley, October 17, 1986.

Please check one:	<u>MAKE CHECK PAYABLE TO: NCCRA</u>	Total
(1).....I will attend the conference only. (Please enclose a check for \$5 NCCRA dues if you are not already a member--see enclosed list).	_____	_____
(2).....As a paid-up NCCRA member, I will attend the conference and enclose \$_____ (payable to NCCRA) for the luncheon.	_____	_____
(3).....I will attend the conference and luncheon. I enclose \$5 dues plus \$_____ for the luncheon.	_____	_____
(4).....I cannot attend this conference, but wish to remain on the mailing list and am enclosing my \$5 dues (if not already a member).	_____	_____

Luncheon will be at Kallie's Restaurant. Please indicate your choice of:

_____ Dover Sole, Almondine - \$5.95
(Served with salad, potatoes, roll, beverage & dessert)
_____ Roast Sirloin of Beef, au jus - \$5.95
(Served with salad, potatoes, roll, beverage & dessert)
_____ Bay Shrimp Louie - \$5.85
(Served with rolls or crackers, beverage & dessert)

1987 SPRING BOARD MEETING
Pre Conference Board Report
Gwyn Enright

Pre conference publicity

Call for proposals	2000 printed/mailed
Announcements in the <u>Writing Lab Newsletter</u> , the <u>NADE Newsletter</u> , and the <u>English Council of California Two Year Colleges Newsletter</u>	
Advance registration	50 printed/distributed
Conference overview	50 printed/distributed
Conference brochures	1000 printed/mailed
Conference flyers	50 printed for State Directors
Letters to State Directors	50 printed/mailed
<u>WCRLA Newsletter</u>	11 articles about the conference, the conference theme, and the conference site

Conference summary

100 proposals received, read and rated by the five member program committee:

Delores Austin (UCSB - EOPS)
Mary Denman (SDSU-reading)
Herb Garrett (Long Beach City College - math)
Barb Tomlinson (UCSD - writing)
Gwyn Enright (SDCC - learning assistance)

80 proposals were accepted

6 proposals were added as alternates for cancellations

Attached is the 1987 conference program overview showing by room location the conference activities: 10 institutes, 70 section meetings, SIG meetings, State/Regional workshops and meetings, computer fair, exhibits, chairs orientations, newcomers orientation, nominations committee meetings, editorial board meetings, general sessions, site visits, leisure tours, and banquets.

The Program Chairperson's Preliminary Budget Report is also attached.

Conference Program

The program this year includes a Table of Major Program Strands, a list of presenters and their addresses, and a 20th anniversary photo collage.

MEMORANDUM

TO: Gladys Shaw, WCRLA Treasurer
FROM: Gwyn Enright, WCRLA President-Elect
DATE: 4/4/87
SUBJECT: Preliminary Conference Report

Attached please find the 1987 preliminary Program Chairperson's report. I used our old format because I felt I'd better stay consistent with my previous reports.

There are a few items that merit explanations. First, when I proposed this budget last summer, I did not know I would be awarded a sabbatical this semester. Consequently, I am over my allocated phone and postal/shipping budget. (I sent you all my phone receipts, but I don't plan to claim more than what we allocated.)

Second, there are four categories I did not budget for that I should have:

Evaluation	We decided to use NCR forms this year for the session evaluations which resulted in a greater cost than usual.
Program Committee	We invited Delores Austin to fly in from Santa Barbara to insure a MAC representative's and an administrator's viewpoint on the program committee.
Spkr's Hotel/Food	As the keynote speakers learned more about WCRLA, they both decided to spend more time at the conference!
Scholarship Fund	Karen Smith offered to have calendars printed to sell as a fund raiser. I included an estimate of expenses she will incur.

Third, after Gene Kerstiens agreed to put together a reunion extravaganza for the Second General Session, he retired from El Camino College and consequently had no institutional support. Therefore, he will be submitting a reimbursement request for approximately \$200 in phone, postal, and supply expenses incurred in organizing the panel of past presidents.

Fourth, Dr. Arthur Cohen is traveling to the East Coast and has asked us to reimburse him only for the added expense of stopping in Albuquerque. I expect this to be a small amount, and therefore I have included travel reimbursement for Martha Maxwell, since she is coming from outside the Western region to give an informal session and to participate in the 20th anniversary.

Finally, my travel expenses look high because, as a convenience, I have included non conference related travel that could be reported in the regular budget under "President-Elect Travel."

WCRLA Program Chairperson's Preliminary Budget Report
 April 6, 1987

<u>Category</u>	<u>Budget</u>	<u>Actual</u>	<u>Description</u>
<u>Conference Promotion</u>			
8.11.6 Printing 1st Call	\$ 500	\$142.82	Check # 1001 PIP 10/30/86
8.11.6 Printing 2nd Call	500	39.75	Check # 1007 GE (PIP) 1/28/87
		8.27	Check # 1013 PIP 2/16/87
		5.72	Check # 1014 PIP 2/20/87
8.11.6 Conference Brochure	500	60.00	Graphics SDSU
		182.00	Printing SDSU #2-294
8.11.4 Telephone	100	100.00	
8.20.4* Telephone	100		
8.11.5 Postage	400	29.05	Check # 1002 U S Post Office 11/1/86
		90.00	Check # 1010 Fed Express 2/13/87
		22.00	Check # 1012 U S Post Office 2/14/87
		6.66	Check # 1016 U S Post Office 3/18/87
8.11.14 Advertizing	500	0	free listings
<u>PreConference Supplies and Services</u>			
8.10.3 Supplies	100	25.28	Check # 1003 GE (Az Shps) 1/11/86
		12.82	Check # 1011 GE (Az Shps) 2/13/87
8.20.3* Supplies	200		
8.23.19* Student Assist	500		
8.23.3* Registration Pkts	400		

<u>Conference</u>			
8.12.9	Honoraria	2000	1000 Dr. Cohen
			500 Dr. Moore
8.12.7	Spkr Travel	500	100 Dr. Cohen
			400 Dr. Moore
			400 Dr. Maxwell
	Spkr Room/Meals		250 Dr. Cohen
			350 Dr. Moore
8.11.6	Programs	1800	300 Graphics
			SDSU
			1419.50 Printing
			SDSU #3-846
8.13.3	Institutes	400	
8.14	Computer Fair	100	
8.21.15*	Publishers Bfast	1200	
8.20.20*	Photographer	200	
8.25.16*	Entertainment	300	
8.20.22*	Decorations	250	
8.26*	Decorations	50	
8.23.15*	Hospitality	700	
8.23.3*	Hospitality	50	
8.28*	Audio Visual	200	
8.10.10	Student Assist	500	10.00 Check # 1009
			M Rubinfield
			2/13/87
			1250.00 Donated by SDSU
8.223.17*	Editorial lunch	100	
8.223.17*	State Directors	400	
	Program Committee Meeting		44.54 Check #1005
			12/8/86
			GE (Pirets)
			Lunch and Austin cabfare
Program Shipping to Albuquerque			384.00 Federal Express
Second General Session			200.00 Telephone, PO, &
			Supplies
Evaluation			200.00 Printing
Scholarship Fundraiser			200.00 Calendars
<u>Conference Related Travel</u>			
8.10.7	Travel	500	158.00 Check # 1006
			Mission Hills
			1/28/87
			158.00 NADE
			40.00 Taxi (NADE)
			176.00 Mid Year Board
8.10.22	Hotel/Food	200	100.00 NADE
			25.00 Berkeley
			79.92 Check # 1015
			Sheraton
			3/4/87
			159.84 Sheraton
			77.29 Mid Year Board

8.20.7* Mileage	150		
Program Committee		157.00	Check # 1004
		11/12/86	
		Mission Hills Travel	
NADE Conference Registration**		90.00	Check # 1008
		NADE	
		3/4/87	
<u>Post Conference</u>			
8.11.5 Postage	100		

Total \$13,500

*Please see the on-site conference chairperson's report for these categories.

**NADE, President Harold Hild has said NADE will reimburse WCRLA for this expense.

WCRLA EXPENDITURES - *ch*
July 1986 - March 1987

Student Assistance:

July	0.00
August	0.00
September	180.00
October	200.05
November	113.52
December	0.00
January	57.63
February	225.09
March	

Subtotal

Duplicating:

July	0.00
August	0.00
September	0.00
October	0.00
November	0.00
December	0.00
January	0.00
February	0.00
March	132.00

Subtotal

Audio Visual:

July	0.00
August	2.50
September	0.00
October	0.00
November	0.00
December	0.00
January	0.00
February	42.00
March	0.00

Subtotal

TOTAL

WCRA Board Minutes, March 31, 1982

- Printing of
Program Summary
in Newsletter
6. The Board suggested new columns on Strands
and rotation column among state directors.
State directors can sign up for particular issues.
Jane will send them reminders.
7. Treasurer needs to send a bill to Jamestown
Publishers for a previous ad.
8. The Board would like program summary printed
in newsletter.
9. The Newsletter is \$800.00 over budget primarily
because of the size of issues and sending out
multiple copies to more people.
- Proposed 1982/83
budget for
Newsletter
10. Should budget \$4,500-5,000 for next year.
Moved (Lyman), seconded (Levinson). To accept the
report of Newsletter.

(PASSED)

JRDE
Proposal

- IV. Report from Hunter Boylan, President of NARDSPE:
- A. Hunter brought a proposal from Journal of Remedial/
Developmental Education (Attachment #12). Highlights
include:
1. Have JRDE be part of WCRA membership. WCRA be
charged cost of publication.
 2. There would be a special sticker on WCRA member's
issues to note that JRDE is a part of WCRA
membership.

Do Not Film
CONF

WCRA Board Minutes, March 31, 1982

Printing of
Program Summary
in Newsletter

Proposed 1982/83
budget for
Newsletter

JRDE
Proposal

6. The Board suggested new columns on Strands and rotation column among state directors. State directors can sign up for particular issues. Jane will send them reminders.
7. Treasurer needs to send a bill to Jamestown Publishers for a previous ad.
8. The Board would like program summary printed in newsletter.
9. The Newsletter is \$800.00 over budget primarily because of the size of issues and sending out multiple copies to more people.
10. Should budget \$4,500-5,000 for next year. Moved (Lyman), seconded (Levinson). To accept the report of Newsletter.

(PASSED)

IV. Report from Hunter Boylan, President of NARDSPE:

- A. Hunter brought a proposal from Journal of Remedial/ Developmental Education (Attachment #12). Highlights include:
 1. Have JRDE be part of WCRA membership. WCRA be charged cost of publication.
 2. There would be a special sticker on WCRA member's issues to note that JRDE is a part of WCRA membership.

WCRA Board Minutes, March 31, 1982

Government
Affairs

C. NARDSPE Government Activities

1. Provides selected information to government officials.
2. Encourage individual members to write to government officials.
3. Providing information to legislative aids.
4. NARDSPE spends 500-1,000 on government relations.

D. WCRA can help in government areas by:

1. Getting California legislators information.
2. WCRA Newsletter could receive information from NARDSPE Newsletter on government relations.

The meeting adjourned at 5:00 pm.

WCRA Board Minutes, April 1, 1982

2. Looking through programs of other conferences and inviting presentors to submit.
3. Editor contact liaisons with other organizations.
4. Proceedings editor should let Journal editor know:
 - a. members who did not submit to WCRA Proceedings
 - b. names of outstanding authors to request them to write a new article for the Journal.
5. The President will announce to the membership at the general sessions the need to submit to the Journal.
6. Michael will hand out a questionnaire to members at the conference soliciting ideas about the Journal.

C. Other issues discussed:

1. The Board strongly supports the Journal and feels Michael is doing an outstanding job.
2. The Board felt more papers will come in later as the Journal is just getting off the ground.

Journal
Editorial Board

D. The Journal editorial board consists of:

Carolyn Sym

Dave Lemia

Virginia Cremial

TRANSITIONAL STUDIES

M E M O R A N D U M

TO: Richard Lyman, President-elect WCRA

FROM: Michael F. O'Hear

DATE: March 1, 1982

SUBJECT: WCRA Journal future

I have talked with both Hunter Boylan and Doree Pitkin at the Journal of Developmental and Remedial Education about Dr. Boylan's proposal. The details I received were similar to those given you. Our logo would appear only on copies sent to our members. Apparently, there is a similar arrangement already in effect with NARDSPE. My question on whether WCRA members who belong to NARDSPE would have any benefit from the proposed arrangement was answered in the negative.

On the positive side, WCRA members would receive a quality journal. This is no small matter considering that the Journal has received less than 20 manuscripts, only six of which could be published; no new articles have been received in four months despite announcements in the Newsletter and letters to all who expressed interest in contributing. We would have active input into the editorial process so that the needs of our members could be met. However, the sporadic nature of editorial meetings could lessen our impact.

On the negative side, the probable price of \$2 per issue (for which WCRA would be billed) is, I think, double what is now paid for an issue of WCRA Journal. This is a saving of our only \$.50 per issue from regular subscription rates. I am also concerned about the loss of what could develop into a fine journal. Will we suffer an identity problem by substituting JDRE for our Journal?

I have sent my editorial board the information I have received to get their views. I hope to have this information before the conference. Needless to say, I would be willing to serve on the JDRE board if the proposal is accepted.

MFO/jeb

More information
about what a con-
ference involves
needs to go out
to the membership

Clarification is needed for the job description
of the conference manager and the 15 or so
committee chairmen to encourage more people
to develop bids.

IX. Summer Institute

Membership to be
surveyed about
a Summer Insti-
tute

Karen handed out the guidelines (Att. K) for a
proposal for a summer institute. She expressed
reservations about developing a summer institute
because Frank Christ is doing one at Long Beach.
She felt that if we could develop one very dif-
ferent from his, in a kind of retreat of recrea-
tional atmosphere, it would work. Someone needs
to investigate the parameters of an institute at
Lake Tahoe, Reno, or on a cruise ship. Marci
Matlock, Arizona State Director, has had job
changes and is not interested in pursuing a proposal
for Navajo Community College. Suzanne suggested
surveying the membership for interest in the
institute. Karen said she would do an article for
the Newsletter with a request for feedback to her.

X. Liaisons

NADE cooperation
less than perfect

Carole reported contacting liaisons and that their
responses were good. Discussion followed relating
to cooperation with NADE on shared mailing lists,
presentation on programs, shared Journals, etc.
Questions were raised about the need to offer the
NADE Journal to WCRLA members, thus setting up
competition. Jane Hopper quoted a member encourag-
ing us to use NADE's Journal exclusively and get a
member on their editorial board in return. The
consensus was that we should keep our Journal and
make it available at a subscription price. Sue
brought up a letter from NADE again asking that we
accept their Journal. The feeling was again, that
we should not.

Karen said she was offended that NADE has been on
our Board agenda for 4 years and we have to talk
our way into their board meetings.

The meeting again recessed at 5:15 p.m. and recon-
vened at 7:15 p.m.

Carrie Walker joined the meeting at this point.

X. Oregon Request for Funding

Oregon special
request approved

Carole reported that a request for special funding came after the July board meeting from JoAnn Cooper, Oregon State Director, asking for \$365 to cover her expenses to attend the meeting of the Oregon Developmental Studies Organization (ODSO). Karen reported that there are presently 27 members in Oregon and membership is growing. The board felt this alliance with ODSO would further strengthen our membership.

(M) Smith: To amend the budget to allow for the allocation of \$365 to Oregon.

(S) Fillyaw:

PASSED

XI. Journal of Developmental Education

Journal of
Developmental
Education not
be a benefit of
WCRLA membership

Carole reported on a request from Hunter Boylan, NADE past president, to have the NADE journal, the Journal of Developmental Education be a benefit of WCRLA membership. He also requested WCRLA contribute to this publication. The board was reminded that NADE also made these requests at our conference in San Diego and it was denied at that time.

(M) Smith: At the present time, WCRLA not consider the Journal of Developmental Education

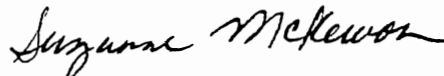
(S) Fillyaw: a benefit of membership.

PASSED

Hunter was encouraged to submit articles to the Journal of College Reading and Learning.

The meeting was adjourned at 3:10 p.m. PDT.

Respectfully submitted,



Suzanne McKewon,
Secretary

SMK/bi

Attachments

These minutes have not been approved.

Approved November 13, 1985
Jane Edman

SUBSCRIPTION
AGREEMENT
1986-1995


COPY OF TEN ORIGINAL COPIES

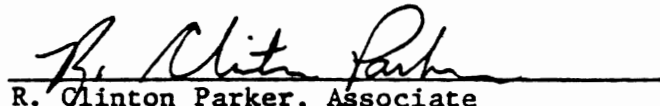
James A. Anderson
President

AGREEMENT

The Center for Developmental Education (CDE) of Appalachian State University, Boone, NC, and the National Association for Developmental Education (NADE) hereby make a subscription agreement. For consideration, the CDE will provide copies of the JOURNAL OF DEVELOPMENTAL EDUCATION (JDE) to members of the NADE and provide certain other services to NADE as specified in the agreement. Specific procedures are listed below. This agreement shall be in effect for nine years after signature and implementation begins with the publication of Volume 10 (1986) and continues through the publication of Volume 18.


 Milton G. Spann, Jr., Director
 Center for Developmental Education
 Appalachian State University


 Phoebe K. Helm, President
 National Association for
 Developmental Education


 R. Clinton Parker, Associate
 Vice Chancellor for Academic Affairs
 Appalachian State University

1. CDE agrees to enter into a term agreement to provide the JDE to the NADE for a "rolling" time period beginning with Volume 10 and concluding with Volume 18. The financial structure for this agreement is based on three cycles of three years each. Cycle One contains volumes 10-12, Cycle Two contains volumes 13-15, and Cycle Three contains volumes 16-18. Three-issue price negotiations for each succeeding cycle, with the exception of Cycle One, shall commence in the second year of the preceeding cycle, on or before April 1 of that year, and conclude on or before October 1 of the same year. The price structure is as follows:

Cycle One Price Agreement as of February, 1986:

Volume 10	\$3.27 per issue
Volume 11	3.61 per issue
Volume 12	3.97 per issue

Cycle Two Pricing Agreement:

To be negotiated between April 1 and October 1, 1988, or at other mutually agreeable dates.

Cycle Three Pricing Agreement:

To be negotiated between April 1 and October 1, 1991, or at other mutually agreeable dates.

Additional cycles beyond the three outlined above may be negotiated at the mutual consent of both parties.

2. The CDE agrees that any group sales will be made at no less than 5% over the price to NADE in any contract year. Group sales prices shall be calculated in the following way:

NADE price = Base price
 Group sales price = Base x 1.05

3. The CDE will guarantee that regular personal subscription prices to individuals for single-year subscriptions will not be less than 25% above the price to NADE in any given year. Regular personal subscription prices to individuals for multi-year subscriptions will not be less than 15% above the price to NADE in any given year. Consequently, regular personal subscription prices shall be calculated in the following way:

NADE price = Base price
 Multi-year published regular personal subscription price = Base x 1.15
 One-year published regular personal subscription price = Base x 1.25

4. Sales of individual issues or subscriptions for promotional purposes to noncontinuing subscribers or nonsubscribers shall not exceed a one-year subscription. Sale prices for promotional subscriptions shall not be less than 5 % over the price to NADE in any contract year. Sale prices shall be calculated in the following way:

NADE price = Base price
 Promotional sale price = Base x 1.05

5. CDE will grant the following discounts to NADE based upon increased membership as calculated on July 1 of each year. The discount shall not exceed 5%. The following discount schedule shall apply:

Membership	Discount
1300-1399	1%
1400-1499	2%
1500-1599	3%
1600-1699	4%
1700 or above	5%

Discounts shall be calculated by multiplying the base price to NADE by .99, .98, .97, and so on as applies.

6. If a decrease in NADE's membership should occur, a penalty will be assessed at the following rate. Penalties shall not increase above 6%.

Membership	Penalty
1000-1099	2%
900- 999	4%
Less than 900	6%

Penalties shall be calculated by multiplying the base price to NADE by 1.02,

1.04, and so on as applies.

7. With each issue, CDE will send NADE's treasurer, without charge, copies numbering up to 5% of the total NADE membership, as determined by the number of members on July 1 of each year. This number shall be decreased if experience proves that fewer are needed; NADE guarantees that copies of the publication will not be allowed to accumulate unused.

8. NADE shall receive a preferred discount of no less than 10% and preferred placement of advertising according to JDE's published advertising rates if the organization commits in writing to a particular size and placement of advertising for a given volume (three-time insertion) and does so on or before April 15. Specific content of the ad need not be determined at that time; however, NADE must meet camera-ready deadlines for each issue of the publication.

If the publication of the JDE is untimely, NADE shall pay for the ad(s) in the late issue but receive equal space and placement in a following issue without charge, and regardless of price changes in the later issue. Should NADE wish to upgrade space or placement of the advertising in that following issue, the organization must pay the difference of cost between the space in the untimely issue and the improved space in the later issue.

9. The CDE shall cooperate with the promotional efforts of NADE in the following way:

a. The publication shall, upon request, supervise the production of insert cards aimed at prospective members of NADE and insert them into as many as two issues per year of the publication. NADE shall bear the cost of producing the cards but will not be charged for the labor of inserting them.

b. CDE shall provide upon request the publication's mailing list and/or the more extensive CDE mailing list in label form for use in promoting the organization. NADE shall pay only CDE's cost of printing the labels.

c. The publication will provide up to $\frac{1}{2}$ page of space for copy under the heading "NADE Update" or a similar title. This space shall be used to report news from the organization and will not overlap with or have any bearing on the NADE advertising. NADE shall provide copy for the space but will incur no costs for production. Written commitment to use this space on a volume basis shall be made on or before April 15.

d. NADE shall be included on the publication's Readers' Service Cards without charge so long as NADE advertising appears in the volume in which the card is produced.

10. The CDE shall bill NADE on an annual basis immediately after Issue 3 of the volume is mailed to NADE members. NADE will pay the annual bill within 30 days of its receipt. The annual bill will reflect the number of copies sent to NADE members, issue by issue, as follows:

Page 4 of 4

Free
* copies (mcs)

Vol. #	Issue #	# NADE members	#sent to NADE Treasurer	Discount/ Price Penalty	TOTAL
	1				
	2				
	3				

GRAND TOTALS:

11. The NADE membership list is to be used by CDE for the purpose of mailing copies of the publication to NADE members, verifying membership, and replacing lost or damaged copies of JDE. CDE may not use the list for any other purpose without Executive Board approval.

12. The following conditions shall allow for the cancellation of this agreement:

a. Either party may dissolve the contract without penalty given written notification of intent to cancel two years prior to cancellation.

b. In the event of the dissolution of NADE, NADE will pay through the volume year in which the dissolution occurs based on the number of members in good standing at the time the dissolution decision is announced. NADE will supply JDE with one copy of mailing labels for each issue remaining in the volume year in which the dissolution decision is announced. Payment will be made to JDE for the volume year within 120 days of the announcement of dissolution in accordance with Article VII of NADE's constitution.

c. In the event of the dissolution of JDE, JDE will supply the remaining issues within the volume year in which the dissolution occurs. If this cannot be fulfilled, JDE will bill NADE only for those copies mailed to NADE members during the volume year in which the dissolution is announced.

13. Breach of any provision of the contract: Shall result in revocation of the contract (immediately). (mcs)

14. This is the complete and entire agreement of the parties. There are no other promises, understandings, or agreements of any kind than those herein set forth. (mcs)



Center for Developmental Education

Appalachian State University
Boone, North Carolina 28608

704/262-3057

January 29, 1986

LETTER OF AGREEMENT

The Center for Developmental Education (CDE), in consultation with the Executive Board of the National Association for Developmental Education (NADE), agrees to form an Advisory Council composed of three members appointed by the NADE Executive Board and three appointed by the Center for Developmental Education.

This Advisory Council will meet once per year at the annual conference of NADE to provide advice to the CDE regarding the JOURNAL OF DEVELOPMENTAL EDUCATION. Discussions may address the following areas:

Content

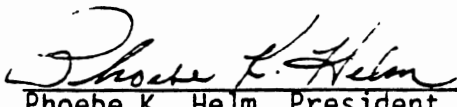
Physical appearance

Circulation to NADE membership

Identification and recruitment of authors

It is the clear understanding of both NADE and CDE that the role of the Advisory Council is purely advisory. It does not now have, nor shall it ever have, the authority or responsibility for setting or determining the editorial or fiscal policies of the JDE. The existence of this council shall run concurrently with the NADE/CDE subscription agreement.


Milton G. Spann, Jr., Director
Center for Developmental Education
Appalachian State University


Phoebe K. Helm, President
National Association for
Developmental Education



National Association for Remedial/Developmental Studies in Postsecondary Education

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(President Elect)

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(203) 934-6321 Extension 585

Dr. Audrey Reynolds
(Newsletter Editor)

Northeastern Illinois University
5500 N St Louis Avenue
Chicago, IL 60625
(312) 583-4050

8 February 1983

Dr. Karen Smith
Center for Learning Assistance
Box 5278
New Mexico State University
Las Cruces, N.M. 88003

Dear Karen:

Thanks for your letter. I've sent the required materials to Susan and Ray. I look forward to being at WCRA, and to meeting you in Little Rock. You should be hearing soon, if you haven't already, from Bob Moore concerning the time of your presentation. We're not as efficient as WCRA, it seems!

I hope we can find some time in Little Rock and Oregon to explore how our two associations can work most actively together. I received a copy of Hunter's letter to you, but suspect that such arrangements, and other ones, are only as fruitful as the relationship between the two principals. I look forward to sharing some ideas and possibilities with you.

Incidentally, are we waiving each other's conference registration fees? Your's are waived for Little Rock, but I'm not sure if it's reciprocal. I'm not clear on what, if any, discussions have been held about this. No problem either way; I just need to know what to send in for registration.

See you in Little Rock.

Sincerely,

Curtis Miles,
President-Elect

CM:1ws

NARDSPE
c/o Piedmont Technical College
P.O. Drawer 1467
Greenwood, SC 29646

Center for Learning Assistance, Box 5278, New Mexico State University, Las Cruces, N.M. 8800

February 17, 1983

Curtis Miles
President-Elect
NARDSPE
Piedmont Technical College
P. O. Drawer 1467
Greenwood, SC 29646

Dear Curtis:

Thanks for your prompt response. I, too, am anxious to meet you and to explore reciprocal and/or cooperative arrangements between NARDSPE and WCRA. Dick Lyman will be attending the Little Rock conference also and we would both appreciate the opportunity to spend some time with you. We would appreciate an opportunity to meet briefly with the Executive Board also if at all possible.

I believe that the two associations did agree to waiving conference registration fees for presidents. Therefore, the full registration fee of \$50 will be waived for you at the Portland WCRA conference. Since I am still president-elect of WCRA and have already requested NARDSPE registration fees to be sent from New Mexico State University, the fees should be waived for Dick.

Looking forward to working with you.

Sincerely,

Karen G. Smith, Ed.D.
President-Elect

KGS:mp-33
cc: Dick Lyman



National Association for Remedial/Developmental Studies in Postsecondary Education

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Dr. Audrey Reynolds
(Newsletter Editor)
Northeastern Illinois University
5500 N St Louis Avenue
Chicago, IL 60625
(312) 583-4050

February 10, 1983

Dr. Karen Smith
Box 5278
New Mexico State University
Las Cruces, NM 88003

Dear Karen:

I am enclosing a completed copy of the "WCRA Expertise Network Survey." After filling it out, I realized that I don't have a state director for WCRA here in North Carolina. I am sending it to you therefore in hopes that you will direct it to the appropriate persons.

I hope to be able to see you in Little Rock, Karen, and discuss further cooperation between NARDSPE and WCRA. Curtis Miles, the NARDSPE President-Elect, will be attending the WCRA convention in Portland. You may wish for him to meet with your Executive Board when he is there. My term of office as NARDSPE President expires on March 7, so, in the future, you will be working with Curtis so far as cooperation between NARDSPE and WCRA is concerned.

My best wishes to you as President of WCRA. If I can be of any assistance to you as you take over your new duties, please let me know.

Sincerely,

Hunter R. Boylan
Hunter R. Boylan, Ph.D.
President

HRB/mtm

Enclosure

NARDSPE
c/o Piedmont Technical College
P.O. Drawer 1467
Greenwood, SC 29646

Center for Learning Assistance, Box 5278, New Mexico State University, Las Cruces, N.M. 88003

February 15, 1983

Dr. Hunter Boylan
NARDSPE
c/o Piedmont Technical College
P. O. Drawer 1467
Greenwood, SC 29646

Dear Hunter:

I must apologize for not yet responding to your earlier letter about cooperative venture between WCRA and NARDSPE. After the conference and the spring board meetings, I will be in a better position to be definitive.

Dick Lyman is presently planning on attending the NARDSPE conference in Little Rock, also. We would like the opportunity to meet with the Executive Board of NARDSPE, if at all possible, while in Little Rock. Although I don't know Dick's schedule, I will arrive at 4:00 pm on March 6 and be there through March 9, 4:00 pm. Does the Board meet during the conference? I am really looking forward to the Little Rock conference.

Of course, we do plan on inviting Curtis to meet with the WCRA Board, but that invitation still falls under Dick's responsibilities and pleasures.

How exciting this is to me! See you in Arkansas, Hunter.

Sincerely,

Karen G. Smith, Ed.D.
President-Elect

KGS:mp-31
cc: Dick Lyman



**Western
College
Reading &
Learning
Association**

WCRLA MINUTES
April 7-12, 1987
Albuquerque, New Mexico
Attachment K
Page 5 of 6

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Learning Assistance Center, San Jose City College, 2100 Moorpark Ave., San Jose, CA 95128

July 3, 1983

Dr. Audrey Reynolds, Editor
NARDSPE Newsletter
Linguistics Department
Northeastern Illinois University
5500 North St. Louis Avenue
Chicago, Illinois 60625

Dear Audrey:

In speaking with both Curtis Miles and Karen Smith, President of the Western College Reading and Learning Association, it was confirmed that WCRLA and NARDSPE have made two reciprocal agreements:

1. To exchange one set of member address labels to be used for fliers/brochures providing information about our annual conferences.
2. To exchange our Call for Proposals and Proposal Form (back-to-back) and a brief column, "Conference Call," focusing on the call for proposals to be printed in our newsletters.

Concerning the first agreement, Curtis will forward me a set of NARDSPE labels, October 1, 1983, which I'll use for a later mailing. With regard to the second agreement, he indicated that I should communicate with you directly. In the most recent issue of the WCRLA Newsletter, the NARDSPE Call for Proposals and Proposal Form as well as a brief column addressing the call for proposals have been printed. Hopefully, you have received a copy of this issue mailed during the last week of June. Enclosed you will find the WCRLA Call for Proposals and Proposal Form (to be run back-to-back) and a short column addressing this call. Could you include this material in the forthcoming NARDSPE newsletter which Curtis indicated would be out October 15, 1983?

Thank you so much for handling this matter, Audrey. It certainly pleased me that Curtis and Karen made this agreement. If you have any questions regarding the enclosed material, please don't hesitate to contact me.

Sincerely yours,

A handwritten signature in cursive script that reads 'Carole Bogue'.

Carole Bogue, Ph.D.
President-Elect

Enc.

cc: Curtis Miles
Karen Smith

CB:ld



*send proposal
form to whom?
anyway...*

WCRLA MINUTES
April 7-12, 1987
Albuquerque, New Mexico
Attachment K
Page 6 of 6

National Association for Remedial/Developmental Studies in Postsecondary Education

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(President)

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Dr. Audrey Reynolds
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Chicago, IL 60625
(312) 583-4060

25 July 1983

Dr. Carole Bogue
Learning Assistance Center
San Jose City College
2100 Moorpark Avenue
San Jose, CA 95128

Dear Carole:

It was good to talk to you the other week. I hope we're all set on this end to get you your set of labels on/about November 1; I'll doublecheck closer to that time. We're not yet sure when we want your list, since our program chair is still making final mailing decisions. I'll let you know, probably within a month.

*- need
Bev!
write her*

One reminder to you. The WCRLA/NARDSPE Protocol Number One (as it will be known in the annals of world history) reserves a program slot to each President at the other's conference. I've reminded Anita to submit a proposal to you. Now I'll remind you to submit one to us, via Nancy Boozer. You should have gotten one or more copies of the form, either separately or in our newsletter. If not, drop me a note and I'll scout one up.

Hope the rest of your summer goes well, and isn't too constrained by associational activities. I look forward to seeing you again.

Sincerely,

Curtis Miles
President

NARDSPE


cc: Karen Smith

CM: lws

NARDSPE
c/o Piedmont Technical College
P.O. Drawer 1467
Greenwood, SC 29648

M E M O R A N D U M

April 8, 1987

TO: WCRLA Board of Directors
FROM: Karen Smith, Archivist 
RE: Annual Report, 1986-1987

The Archivist has an enviable position for one who enjoys history and learning about the development and growth of WCRLA. However, I found the materials contained in the files not well organized for researching and have spent a significant amount of time developing a more logical filing system.

The correspondence of the Board is very important to the archives and provides important documentation which often is not reflected in actual Board minutes. Just recently Carole Bogue and Frank Christ both sent boxes of correspondence which I've yet to organize. But the Board correspondence is skimpy from some years, and I will make an effort during this coming year to correspond with past presidents who may have yet to forward their old WCRLA files to the archives.

My big project this year was to develop a display of materials from the archives that would be appropriate to the twentieth anniversary of the organization. Five display boards are set up in the registration area; WCRLA is people, WCRLA is learning, WCRLA is tradition, WCRLA is recognition, WCRLA is friendship. A large poster was developed at the request of the chairperson for hospitality to be displayed in the Hospitality Suite; WCRLA is fun!

I went over budget for two reasons in developing the display boards:

1. my ideas got bigger as I dug more into the archives, and
2. materials cost more than I had anticipated.

I will need to request another file cabinet, because the current one is full and I have folders piled on an adjacent table (not secure and not wise!).

I am concerned about the fact that the Journals and Newsletters are not being sent to the archivist automatically (see attached page).

Journal Policy: 3 of each issue of journal to Archives

Currently in Archives

Volume No.	No. of copies
I II & III	1
IV	0
V	2
VI	0
VII	0
VIII	0
IX	0
X	0
XI	0
XII	0
XIII	1
XIV	1
XV	4
XVI	2
XVII	4
XVIII	0
XIX	0

Newsletter Policy: 4 of each issues of Newsletter to Archives

No newsletters received after
Vol VII, Issue I, Spring 1983

Microfiche Minutes: None in archives since 7/84 minutes

ypf

March 27, 1987

MAY 1 4 RECD

Wes Brown, President
Western College Reading & Learning Association
1035 East 20th Street
Oakland, California 94606

Dear Wes:

Enclosed you will find my proposed copy for the new WCRLA Awards. Since there were not any specific guidelines to follow, I am not sure if you will find the descriptions appropriate. But at least the proposed copy will give you and the Board something to react to, and I will be glad to make the modifications you suggest.

In reporting the activities of the Awards and Scholarship Committee for the 1986-1987 year, I have the following information for your records:

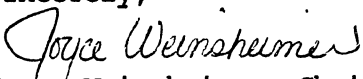
1. As the new committee chair this year, I have reviewed and further organized the awards notebook of previous committee activities.
2. Gail Youngquist agreed to serve on this year's committee with me.
3. I prepared a new WCRLA Scholarship Application Form. This form is now on the computer and can easily be up-dated.
4. I advertised the WCRLA Scholarship and the WCRLA Long and Outstanding Service Award in the Newsletter. I also sent out announcements about these awards to each of the State and Province Directors. However, the Awards Committee did not receive any applications or nominations.
5. The Board selected Spencer Olesen and Mike McHargue to receive the WCRLA Long and Outstanding Service Award. I have ordered a plaque for presentation at the Annual Conference.

Suggestions for Consideration

1. In checking with several individuals concerning the lack of application for the scholarship award, it was suggested to me that the required reporting of personal financial information may deter people from applying. Would WCRLA want to consider this scholarship as an incentive for study, or as a reward for past service to WCRLA that could be applied to study, rather than a scholarship to help with "need?"
2. Research Assistance Award (see attached copy)
3. Distinguished Research Award (see attached copy)

I will be arriving in at the conference on the afternoon of April 8th. I would be glad to meet with you and the Board for discussion of any of these items. Thanks for your support this year.

Sincerely,


Joyce Weinsheimer, Chair
Awards and Scholarship Committee

Western College Reading & Learning Association
Scholarship Application
Due Date: March 4, 1987

WCRLA MINUTES
April 7-12, 1987
Albuquerque, New Mexico
Attachment N
Page 1 of 2

Name: _____
Last First M.I.

Address: _____
Street City State Zip

1. I verify that I am a graduate student:
- Name and location of institution: _____
 - School and/or department: _____
 - Major area of study: _____

2. What is the goal toward which you are working? _____

3. Your graduate "Course of Study" Plan: _____
Please indicate after each course listed whether it is completed (C), needs to be taken (N), or is in progress (P).

4. Sources of monthly income:

*Job earnings	\$ _____
*Personal Savings	\$ _____
*Veteran's Benefits	\$ _____
*Child Support	\$ _____
*Welfare	\$ _____
*Spouse's Income	\$ _____
*Other (SSI, family, etc.)	\$ _____
TOTAL MONTHLY INCOME	\$ _____
Other Awards, Scholarships, Grants, Loans, Gifts, etc.	\$ _____

5. How many are dependent upon you for support? _____

6. Please describe succinctly any volunteer community and/or campus service(s) you have performed which are pertinent to the field of learning facilitation:

7. Work history data pertinent to the field of learning facilitation (most recent first):

Position	Employer	Inclusive Dates

8. Professional and/or student organizations to which you belong:

9. Please list the years that you were a WCRLA member and note contributions you have made to WCRLA.

10. Professional meetings you have attended in the last three years (please list approximate dates):

11. Please indicate briefly what you feel WCRLA can do for you.

12. Please indicate briefly what you will contribute to the field of learning assistance/reading/developmental education, and/or tutoring services.

13. Attached are all documents, transcripts, etc. which verify my grade point average for both undergraduate and graduate work.

Initial here

14. I hereby acknowledge that I am a current WCRLA member.

Initial here

15. I have not previously received a WCRLA scholarship and understand that if I have, I am not eligible to receive another such award.

Initial here

16. Attached are ~~three~~ recommendations from faculty and/or supervisory personnel who have knowledge of my experience in the areas related to learning facilitation.

Initial here

17. I understand that this application must be fully completed; that all pertinent documents, transcripts, and recommendations must be attached; and that the entire application package must be sent directly to and received by the WCRLA chairperson no later than March 4, 1987.

Initial here

Should I be selected as a recipient of a WCRLA scholarship, I understand that the announcement will be made at the next spring conference of the organization and the scholarship award will be sent to me upon evidence of enrollment in the graduate program. Furthermore, I agree to submit a written summary of progress in my graduate program to the Board of Directors by March 1 of the following year. I certify that all information herein and attached is correct and complete to the best of my knowledge and belief. I understand that any false or misleading statement or omission of material may be sufficient cause to disqualify this application.

Signature _____ Date _____

If you are a scholarship recipient, would you like to give a presentation (workshop, paper, etc.) at the next WCRLA conference? _____ Your response to this question in no way affects your eligibility for a scholarship.

Mail to: Joyce Weinsheimer, Awards & Scholarship Chair
Learning and Academic Skills Center
University of Minnesota, 104 Eddy Hall
Minneapolis, Minnesota 55422 (612)624-1666

DISTINGUISHED RESEARCH AWARD

WCRLA announces the creation of an annual Distinguished Research Award in the amount of \$100. The purpose of the Award is to recognize outstanding research achievements each year in the fields of reading, learning assistance, developmental education, and tutorial services. Contributions to the above fields that were published during the preceding calendar year may be nominated either by their authors or by others.

Nominations will be judged on the basis of their thoroughness, significance, and likely impact. The recipient of the award will be announced at the annual meeting of WCRLA.

Letters of nomination and copies of the publication should be submitted in triplicate before **January 15, 1988**, to:

Dr. Joyce Weinsheimer
Chair, Awards and Scholarships Committee
Learning and Academic Skills Center
University of Minnesota, 104 Eddy Hall
Minneapolis, MN 55422 (612-624-1666)

RESEARCH ASSISTANCE AWARD

WCRLA announces the creation of an annual Research Assistance Grant in the amount of \$500. The purpose of the Grant is to foster significant investigation by members of the Association in the areas of reading, learning assistance, developmental education, and tutorial services. Studies using standard research approaches (e.g., historical, survey, experimental) are acceptable. Research Assistance Grants will not be awarded for the purpose of dissertation support.

Proposals should include:

- 1) brief survey of previous research on the topic, statement of the research problem, indication of procedures and methods, and description of the implications of the investigation,
- 2) itemized budget;
- 3) schedule for completion, and
- 4) resumé of the applicant.

Proposals will be judged on the basis of their thoroughness, significance, and likely impact. The recipient of the award will be announced at the annual meeting of WCRLA.

Proposals should be submitted in triplicate before January 15, 1988, to:

Dr. Joyce Weinsheimer
Chair, Awards and Scholarships Committee
Learning and Academic Skills Center
University of Minnesota, 104 Eddy Hall
Minneapolis, MN 55422 (612-624-1666)



UNIVERSITY OF MINNESOTA
TWIN CITIES

Center for Research in Learning, Perception and Cognition
205 Elliott Hall
75 East River Road
Minneapolis, Minnesota 55455

WCRLA MINUTES
April 7-12, 1987
Albuquerque, New Mexico
Attachment P
Page 1 of 1

April 8, 1987

Dr. Joyce Weinsheimer
Academic Skills Center
University of Minnesota
Minneapolis, MN 55455

Dear Dr. Weinsheimer,

I would like to thank the members of the Western College Reading Association for the scholarship that was awarded to me last year. The honor in being selected for this award is one that I cherish as I complete my doctoral studies and continue in my work as an educator and researcher.

Sincerely,

A handwritten signature in cursive script that reads "Patricia Mulcahy".

Patricia Mulcahy

REPORT TO THE BOARD

WCRLA Newsletter

Annual Meeting
Spring 1987
Albuquerque, MN

1. Cost of production:	Volume X, Issue 1	\$ 798.90	8 pp.
	Issue 2	858.00	8 pp.
	Issue 3	808.96	8 pp.
	Issue 4	808.96	8 pp.

Volume X, total	\$3274.82
-----------------	-----------

Volume XI, Issue 1	\$1210.04	16 pp.
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2. Problems and Suggestions:

2.1 The most serious problem is the lack of timely response to the call for copy.

2.1.1 Continue to remind contributors about three weeks before deadlines.

2.1.2 Keep a supply of filler, some of it typeset (but not too much because it becomes outdated), and some ready to be typeset.

2.2 There are no problems with the mailing service so far as the Newsletter is concerned. When the new editor takes over production, we can send the copies to Oxford Mailing Service - several professional groups do this, from San Diego and from San Francisco - or we can apply to the Post Office for permission to have a second point of origin for our second class permit. There is a one-time charge of about \$50. The incoming editor's institution might agree to support our mailings.

2.3 Number of pages per issue is the major cost factor. The type of paper used also increases cost. I have suggested the following possibilities previously:

2.3.1 Reduce the number of pages. Do we need to include the names and addresses of officers and State/Province Directors? Application for membership form? Send all response forms by regular mail. Fold 4-6 pages to 4"x8½" and staple.

2.3.2 Reduce quality and color of paper used.

I am prepared to turn the Newsletter files to whomever you designate as incoming editor, and have brought them with me to Albuquerque. I will be glad to assist the new editor in whatever ways he or she requests in order to insure a smooth transition.

Respectfully submitted,

A handwritten signature in cursive script that reads "Jane Hopper".

Jane Hopper, Editor

DATE: March 23, 1987
TO: WCRLA Board
FROM: Becky Johnen
S.I.G. Coordinator
RE: 1986-87 Annual Report

Special interest groups were developed to provide WCRLA with a means of networking throughout the year. Each group reflects the current issues and interests of the WCRLA membership and maintains the flexibility, openness and commitment to the professionalism of the organization.

During 1986-87 there were 11 special interest groups (see attached for the complete listing). Four were active throughout the year. These were Cognitive Psychology, Critical Thinking, Learning Disabled Student and Peer Tutoring.

One group, Multicultural Affairs, will formally disband at the conference. Its leader, V. Con Osborne, has recommended that this group be combined with the organization's Multicultural Affairs Committee.

The following special interest groups will be looking for new leadership for the coming year: English as a Second Language, Learning Assistance Center Management and Learning Disabled Students.

A new SIG leader packet was developed this year. Its purpose is to provide new leaders with information which will be helpful to them in getting their SIG underway. I will distribute samples at my oral board presentation.

Also developed this year was a one page overview of all SIGs and their purpose, activities and contacts. This will be used in the organization's resource listing.

Several SIG leaders will be at the conference and will present oral reports to the Board.

It has been a rewarding year for me as SIG Coordinator. I thank the Board for its support of the SIGs and for the support I have received in my role.

WCRLA SPECIAL INTEREST GROUPS--CONTACTS

1986-87

Coordinator of Special Interest Groups

Becky Johnen
Chemeketa Community College
PO Box 14007
Salem, OR 97309

SPECIAL INTEREST GROUP LEADERS:

Advanced Reading

Carol Dodd
Richmond Technical College
PO Box 1189
Hamlet, NC 28345

Cognitive Psychology

Pat Mulcahy
Center for Research in Human Learning
Elliott 318
University of Minnesota
Minneapolis, MN 55455

Computer Technology

David Caverly
Box 17 - Reading Education
Metropolitan State College
1006 - 11th Street
Denver, CO 80204

Critical Thinking and Problem Solving

Jerry Fishman
English Department
Sacramento City College
3835 Freeport Boulevard
Sacramento, CA 95822

English as a Second Language

Roberta Delaney
The Reading Workshop
525 West Sildon
Phoenix, AZ 85021

Hispanic Assistance

Manuel Olgin
Learning Assistance Center
California State University, Fresno
Fresno, CA 93740

Learning Assistance Center Management

Dorothy Lee
University of Puget Sound
1500 North Warner
Tacoma, WA 98416

Learning Disabled Student

Becky Johnen
Chemeketa Community College
PO Box 14007
Salem, OR 97309

Multicultural Affairs

V. Con Osborne
Brigham Young University
366 Southwest K. T.
Provo, UT 84602

Peer Tutoring

Tom Gier
Anchorage Community College
2533 Providence Avenue
Anchorage, AK 99508-4670

Organizational Development

Larry Bridges
University of Oregon
267 Emerald Hall
Eugene, OR 97403

WCRLA
SPECIAL INTEREST GROUPS

Special interest groups were developed to provide WCRLA with a means of networking throughout the year. Each group reflects the current issues and interests of the WCRLA membership and maintains the flexibility, openness and commitment to the professionalism of the organization. Membership in each S.I.G. is \$3.00 (to help defray mailing expenses) payable to the appropriate contact person. General information on each SIG is listed below. If one meets your needs, join now.

	Purpose	Activities	Contact
Advanced Reading			Carol Dodd Richmond Technical College P.O. Box 1189 Hamlet, NC 28345
Cognitive Psychology	To share information about research related to learning, memory, and theories of instructional system.	Interactive newsletter published May, October, and February	Pat Mulcahy Center for Research in Human Learning Elliott 318 University of Minnesota Minneapolis, MN 55455
Computer Technology			David Caverly Box 17 - Reading Education Metropolitan State College 1006 - 11th Street Denver, CO 80204
Critical Thinking and Problem Solving	To explore the world of critical and creative thinking to determine what techniques are most effective in teaching critical thinking and problem solving and creative thinking-playing skills.	Newsletter - Another spoke in the Wheel published Feb-May and Sept-Dec.	Jerry Fishman English Department Sacramento City College 3835 Freeport Boulevard Sacramento, CA 95822
English As A Second Language (ESL)	To provide a resource network for professionals in reading and learning assistance programs interested in ESL.	Sharing of information about materials, techniques and resources through member mailings.	Roberta Delaney The Reading Workshop 525 West Sildon Phoenix, AZ 85021

	Purpose	Activities	Contact
Hispanic Assistance			Manuel Olgin Learning Assistance Center CAL State University, Fresno Fresno, CA 93740
Learning Assistance Center Management	To communicate with members information regarding integrated services, professional growth and good computer software.	Quarterly newsletter; plan for institutes and/or sessions at the annual conference.	Dorothy Lee University of Puget Sound 1500 North Warner Tacoma, WA 98416
Learning Disabled (LD) Student	To share information and expertise on the LD college student	Monthly mailing and information article; coordinate institutes and/or sessions at the annual conference; plan summer institute	Becky Johnen Chemeketa Community College P.O. Box 14007 Salem, OR 97309
Multicultural Affairs			V. Con Osborne Brigham Young University 366 Southwest K. T. Provo, UT 84602
Peer Tutoring	To improve peer tutoring programs by providing information which will increase tutor recruitment; improve tutor training; improve tutor education; increase faculty involvement; improve tutor delivery systems; explore different types of tutoring programs; assist in setting-up new tutoring programs; and, keep informed about the latest research concerning tutoring.	Newsletter - The Tutoring Exchange published four times a year. Coordinate institutes and/or sessions at the annual conference	Tom Gier Anchorage Community College 2533 Providence Avenue Anchorage, AK 99508-4670
Organizational Development			Larry Bridges University of Oregon 267 Emerald Hall Eugene, OR 97403

Dear first year SIG Leaders,

On behalf of WCRLA, I would like to welcome you as a new special interest group leader. I know that you will have an exciting and rewarding year in this role.

To help you get started in your new role, an informational packet, containing the following, has been attached:

- * listing of general SIG leader duties
- * listing and description of all SIGs
- * sample group guidelines form
- * sample funding request form
- * sample SIG newsletters
 - cognitive psychology interactive newsletter
 - peer tutoring newsletter, The Tutoring Exchange
 - learning disabilities monthly letter
- * sample SIG membership survey
- * sample conference meeting agenda
- * sample SIG annual report

Each of these items will be discussed at the SIG leaders meeting at the conference. If you are unable to attend that meeting, please contact me so that I can review this information and answer any questions that you may have.

It is the intent of WCRLA that each SIG be as self-supporting as possible for routine activities like newsletters. To this end, the Board approved the concept of SIGs charging membership fees. Most SIGs charge a \$3.00 fee to cover printing and mailing expenses for the newsletter. (Some institutions have been willing to set up special accounts just for the SIG with its business office.) Other SIG leaders have found that their institutions are willing to cover all costs related to SIG newsletter activities. I would suggest that you discuss this issue with your immediate supervisor to determine the best alternative for you and your school.

I look forward to working with you in the coming year. The best to you in your endeavors with the SIG.

In appreciation,

SIG Coordinator

Duties of the SIG Leader

- May - June 1. Write to new President-Elect to relate your SIG's specific plans for next year's conference. Include desired meeting places and times, special equipment needs, sectional or institute plans, extra activities.
- Autumn 1. Write to all members in your SIG. Include a membership list and some item of interest to your members. Encourage exchange of expertise.
2. Write to President-Elect to confirm conference plans.
3. Write a short article for the WCRLA Newsletter.
- February/
Early March 1. Make final arrangements for conference.
2. Write to all SIG members to tell them the finalized conference arrangements, appropriate materials you would like them to bring, sectionals and institutes which are of mutual interest.
3. If you cannot continue as Leader, contact another SIG member who will attend the conference. Have this person help you at the conference and then take over the Leader's responsibilities.
- Conference 1. Attend your SIG's meetings to facilitate the discussion. Have an appropriate agenda including an activity which will benefit all members and revised goals.

These tasks are the minimum responsibilities which a SIG Leader performs when he or she accepts the position. Leaders are encouraged to arrange for speakers or hold information booths, contribute to the WCRLA Newsletter, encourage quarterly SIG newsletters, publish articles, hold mini-conferences, exchange expertise with other professional organizations, and/or perform any other appropriate functions to serve the SIG's.

	Purpose	Activities	Contact
Hispanic Assistance			Manuel Olgin Learning Assistance Center CAL State University, Fresno Fresno, CA 93740
Learning Assistance Center Management	To communicate with members information regarding integrated services, professional growth and good computer software.	Quarterly newsletter; plan for institutes and/or sessions at the annual conference.	Dorothy Lee University of Puget Sound 1500 North Warner Tacoma, WA 98416
Learning Disabled (LD) Student	To share information and expertise on the LD college student	Monthly mailing and information article; coordinate institutes and/or sessions at the annual conference; plan summer institute	Becky Johnen Chemeketa Community College P.O. Box 14007 Salem, OR 97309
Multicultural Affairs			V. Con Osborne Brigham Young University 366 Southwest K. T. Provo, UT 84602
Peer Tutoring	To improve peer tutoring programs by providing information which will increase tutor recruitment; improve tutor training; improve tutor education; increase faculty involvement; improve tutor delivery systems; explore different types of tutoring programs; assist in setting-up new tutoring programs; and, keep informed about the latest research concerning tutoring.	Newsletter - The Tutoring Exchange published four times a year. Coordinate institutes and/or sessions at the annual conference	Tom Gier Anchorage Community College 2533 Providence Avenue Anchorage, AK 99508-4670
Organizational Development			Larry Bridges University of Oregon 267 Emerald Hall Eugene, OR 97403

Proposed Activities for 1986-87:

1. Continue to disseminate information through 10 mailings (Sept. - June).
2. A. Design an institute for the Albuquerque conference which would be run by members of the S.I.G.; poll membership on workshop topics and presenters; submit proposals.
B. Submit to Gwyn Enright a list of topics which need to be covered at the conference. This will help in design of the program.
3. Design a needs assessment; distribute and tabulate results. Work with appropriate WCRLA officers on the institute.

Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ 186.

Please attach a membership list.

Buddy Johnson
Leader

5-19-86
Date

E. Johnson
Coordinator

6-11-86
Date

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc. _____

Total amount of request _____

Date needed _____

Funds to cover from _____ to _____

Statement of purpose for funding request _____

Attach additional explanation if necessary.

Itemize projected expenses and timeline:

Item

Amount

Date

Name _____

Mailing Address _____

Day Phone () _____ Home Phone () _____

The budget for WCRLA is approved by the Board of Directors each year at the Summer Board meeting. Funding requests should be submitted to the President by June 30th to be considered for inclusion in the 1986-1987 budget.

Special Interest Group Needs
 Albuquerque, NM
 April 9-12, 1987

SIG _____
 SIG Leader _____

Check items you'd like scheduled	List first and second preferences for day and time
_____ general meeting	
_____ breakfast meeting (tentatively scheduled for Sat. morning; if you'd like another day, list on the right.)	
_____ luncheon meeting	
_____ other; describe	

Describe institute preferences/needs (include potential speakers): _____

Describe general session desires (include Potential speakers): _____

Other conference needs:

When is your preference for a SIG Leaders meeting?

Last year, we had discussed a Wednesday evening meeting. Is this still a possibility?

WESTERN COLLEGE READING AND LEARNING ASSOCIATION
COGNITIVE PSYCHOLOGY SPECIAL INTEREST GROUP
INTERACTIVE NEWSLETTER

Number 3
February 15, 1987
From:

Patricia Mulcahy
Center for Research in Learning,
Perception, and Cognition
Elliott 318
University of Minnesota
Minneapolis, MN 55455

PART I RECOMMENDATIONS FOR MEMBERS

For your professional reading list these sources are recommended:

If you are interested in reading about text comprehension, schema theory, scripts, and story grammars, the following books from Lawrence Erlbaum Associates (365 Broadway, Hillsdale, NJ 07642) are excellent sources:

Anderson, R. C., et. al. (1977). Schooling and the acquisition of knowledge.
Britton, B. & Black, J. (1985). Understanding expository text.
Mandl, H., et. al. (1984). Learning and comprehension of text.
Spiro, R. J., et. al. (1980). Theoretical issues in reading comprehension.

Also, if you want to take a peek at Just and Carpenter's latest book on reading, here is the citation:

Just, M. & Carpenter, P. (1987). The psychology of reading and language comprehension. Boston: Allyn and Bacon.

PART II TOPICS OF INTEREST

These tips for the classroom might be useful for you:

In Hayes, J. R. (1981) The complete problem solver (Philadelphia, PA: The Franklin Institute) there are some great brain teasers to solve. The exercises are good challenges for students who like to stretch their problem-solving abilities and powers of perception. For instance, are you familiar with "Missionaries and Cannibals"?

PART III BULLETIN BOARD

Up-coming Conferences:

Don't forget to get your registration in by March 6, 1987 for the WCRLA Conference in Albuquerque (April 9-12). If you don't have a pre-registration form, call (612-636-3581) or write me. Hope to see you there!!

If you plan to stay at the Albuquerque Marriott Hotel, the conference site, you may call them at 505-881-6800 for reservations. A single is \$75 and a double is \$85.

Messages for SIG members:

Important Notice: You are invited to the Cognitive Psychology Luncheon at the WCRLA Conference. It will be held on FRIDAY, APRIL 10 from 11:30 am to 1:00 pm. The cost is \$11.00. Please be sure to include payment for the luncheon in your pre-registration fee.

Also, you are invited to the Cognitive Psychology Special Interest Group Meeting on FRIDAY, APRIL 10 from 3:00 pm to 4:00 pm. Our theme for the Friday luncheon and SIG meeting will be Thoughts for the Future. We will have a sharing of materials and ideas that, hopefully, you will find useful.

Reminders:

The MEMBERSHIP listing will be updated. If you wish to CONTINUE receiving this newsletter, please complete and send the form at the bottom of the page back to me by MARCH 30, 1987. Thank-you! This will help determine the "active" members.

PART IV

WCRLA CONFERENCE NOTES

These conference sessions might be of interest to SIG members:

My proposal to present a session at the WCRLA Conference was accepted. The title is Schema for Expository Text. It will be held on Saturday, April 11 at 10:00 am to 11:00 am

If you are presenting a session, please let us know. We would like to attend!

MEMBERSHIP UPDATE

Please mail this form to Pat Mulcahy, CRLPC, 318 Elliott Hall, University of Minnesota, Minneapolis, MN 55455 by March 30, 1987 to be included in the 1987-88 Cognitive Psychology Special Interest Group.

NAME: _____

COMPLETE MAILING ADDRESS: _____

(Please include department, university, city, state, and zip code.)

PHONE: _____ (Include area code with number)

☐ Yes, I wish to be included in the 1987-88 Membership of the Cognitive Psychology SIG
☐ No, I do not wish to be included in the Cognitive Psychology SIG.

(OPTIONAL) I would like to make these recommendations for our SIG:



The following ideas and information were submitted by S.I.G. members. All those who receive this newsletter are invited to submit whatever items concerning tutoring they would like to share with their fellow professionals. Thank you.

TUTOR TIDBITS

by

JANET EPSTEIN
GAVILAN COLLEGE
5055 SANTA TERESA BLVD.
GILROY, CA 95020

Last semester I organized Gavilan's first semi-annual tutor appreciation day. Tutors, tutees, faculty, and administrators were invited to a brown bag lunch. I supplied the cookies, punch and certificates of appreciation. Each certificate was presented with an anecdote about the tutor and then an explanation of his/her new nickname that was included on the certificate. For example, one of my tutors who is forever late for appointments was renamed ---- "I've got an excuse" ----. Because we had so much fun, I was toying with the idea of a tutor club to make these students feel special.

Besides the tutoring club, I have presented my director with some proposals to expand the tutor services. One idea was presented at the Institute for Learning Assistance Professionals was a test analysis checklist. Yaneta Condon, R.N., M.S. from Loma Linda University, School of Nursing described a program she developed to help nursing students who have done poorly on a test. The analysis was designed to diagnose weak study skills by analyzing a student's test and recommending an individualized study routine. Students who came to Ms. Condon after failing a test received A's or B's on subsequent tests. If my director gives me the okay I will be adapting Ms. Condon's techniques for all those students who come to me looking for a tutor after they have just failed a test.

Another pet project, is to start noon-time seminars on learning skills. Many of my students have told me that they have forgotten or never learned how to study. According to tutors, the tutoring techniques class has helped them with study skills. I have proposed the noon-time seminars as the answer for the student who would like the information that tutors have been given in their class. Each of the one hour seminars would be on different topics including teaching students skills in: time management, study/reading, memory, listening/notemaking, term paper writing, and final exams.

FORMAL TUTOR EVALUATION FORM

by
Tom Gier

WCRLA MINUTES
April 7-12, 1987
Albuquerque, New Mexico
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TUTOR: _____ SUBJECT(S): _____
DATE: _____ TIME START: _____ TIME STOP: _____
EVALUATOR: _____ LOCATION: _____

OBSERVATIONS

1. SHAPING THE ENVIRONMENT/SETTING-UP THE SESSION: _____

2. GETTING TO KNOW THE STUDENT/INFORMAL ASSESSMENT: _____

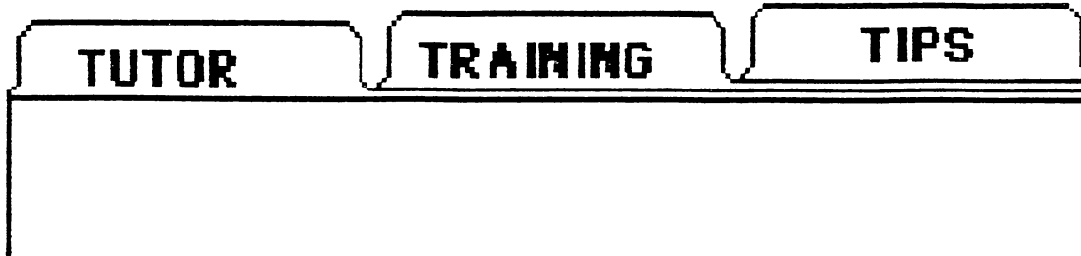
3. TUTORING TECHNIQUES USED: _____

4. ENDING THE SESSION: _____

5. MISC. OBSERVATIONS: _____

6. FINAL EVALUATOR COMMENTS/RECOMMENDATIONS: _____

7. THE TUTOR'S REACTIONS TO #1-6: _____



THE TUTORING EXCHANGE is most anxious to hear how you train your tutors. You may submit as brief or detailed a description of your tutor training as you desire. The most important thing, though, is the sharing of ideas concerning the training of tutors; we all, as professionals, learn so much from this sharing.

TUTOR TRAINING GOALS OF THE 80's

by

ALENE SHOWERS

TUTOR COORDINATOR

CHEMEKETA COMMUNITY COLLEGE

P.O. BOX 14007

SALEM, OR 97309

Learning Assistance (Tutorial) Programs and Adult Basic Education Programs of the 80's are committed to providing students with individualized, self-paced programs of instruction. Individualization is expensive and time consuming and requires low student-instructor ratio. The obvious solution seems to be the use of paraprofessionals -- well-trained aides, tutors, and volunteers. To date, a ready pool of such well-trained staff has not been available. It behooves us, then, as managers of individualization programs, to train our own.

Additional challenges to trainers are frequent turnover of staff and continual entry of new hires. Once a year, or even once a term, training is not possible. Yet training on an individualized basis is inefficient and costly. Efficient, cost effective training requires an innovative approach.

The answer to the training dilemma, for me at least, has been the development of some alternative delivery systems -- a slide tape orientation program, a policy and procedures handbook, and two video tapes on tutoring techniques. The most cost-effective idea of all is to provide awareness of the clientele by utilizing college-owned media materials and college-funded workshops and staff development activities. In my program, these tools are used only to inform those individuals who can not take advantage of scheduled training sessions; however, they can be used to provide all the training, if necessary.

Meeting Training Needs

Training needs will vary with the type of program. I run a drop in tutorial center which utilizes work study and other peer tutors, volunteers and Part-time Continuing (25 hours per week) advanced level, non-student professionals. And my director asked me to address training needs for department-wide classroom aides as well as tutors.

3. Open Communication. Effective communication involves more than words, it involves "... common meanings ... the overlapping of the perceptual fields of the the communicator (tutor) and the person who receives the communication (the client). It is a matter of establishing common 'maps' so the meaning existing for one person (the tutor) may exist for the other (the client) as well." (Combs, et al., 1978).

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April 7-12,
1987
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In a helping relationship, the helper, or in a tutoring relationship, the tutor, is the person who must assume responsibility for communication. It is the tutor's responsibility to "get the point or information across" in the manner most easily understood by the client. If the tutor can not, the tutor is only adding to the client's barriers.

As important as verbal communication is non-verbal communication. How and where a tutor sits can have positive or negative effects on the tutoring session. Posture, facial gestures, shrugging, etc. can tell a tutor a lot about a client and conversely can tell a client a lot about a tutor.

4. Contracting. An effective counseling tool that readily transfers to the tutoring situation is contracting. Actually writing down client goals and steps to be taken by client and tutor to attain those goals is especially effective because it involves commitment that has been discussed and agreed upon by both parties. Verbal or "gentlemen's" contracts are good BUT a contract that is actually written down in "black and white" that includes specific goals and a time line is psychologically better! A contract means business to all parties involved.

5. Closure. When client goals have been met or are "in sight" the tutor/client relationship is technically at an end. Just as care must be taken in establishing and building a helping relationship, care must be taken in terminating or closing the relationship. "See you around" is not a suitable means of closure. A client many time initiates termination of the relationship when he/she has reached his/her goals, but more often than not, a tutor must wean the client. A goal of tutoring is to establish client independence not dependence. Maintaining a relationship past the point of need becomes another barrier that the client and tutor may find themselves in need of addressing.

Combs, Arthur; Avila, Donald L.; and Purkey, William W. Helping Relationships -- Basic Concepts for the Helping Professions. Boston: Allyn and Bacon, Inc., 1978.

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TUTOR TRAINING REFERENCES

by

Tom Gier

ANCHORAGE COMMUNITY COLLEGE

Arkin, Marian and Barbara Shollar. The Tutor Book. New York, N.Y.: Longman, Inc., 1982.

Curran, Faye. "Accountability in Tutorial Programs." ERIC. 140 214 (1977).

Ehly, Stewart W. and Stephen C. Larsen. **Peer Tutoring for Individualized Instruction.** Boston, Ma.: Allyn and Bacon, Inc., 1980.

Gier, Tom and Karan Hancock. **Starting A Tutor Program: An Inexpensive Approach To Quality.** Anchorage, Alaska: The Learning Center, 1984.

_____. **Helping Others Learn: A Guide to Peer Tutoring.** Anchorage, Alaska: Developmental Studies Program, 1985.

Glassman, Susan. "Training Peer Tutors Using Video." ERIC. ED 252 875 (March 1984).

Guthrie, Chuck. "A Guide for Organizing a Volunteer Adult Reading Program (YARP). Second Edition." ERIC. ED 252 708 (MAY 1983).

Kessler, Caren. "Blue Ridge Technical College Adult Reading Project." ERIC. ED 214 145 (June 1981).

Meier, Robert S. and others. "Mutiple Criteria for Evaluating Tutorial Effectiveness in a Two-Year Nursing Program." ERIC. ED 106 338 (APRIL 1975).

"Recruiting Volunteers for Our Cause. The TALC Program (Tutoring Adults through Literacy Councils)." ERIC. ED 241 808 (JUNE 1983).

Reigstad, Thomas J. and Donald A. McAndrew. "Training Tutors for Writing Conferences." ERIC. ED 240 589 (1984).

Sakiey, Elizabeth. "Training and Supervising Student Tutors for College Reading Programs." ERIC. ED 177 501 (April 1979).

Sexauer, Celeste Burns and Janet A. Fuller. "Faculty Involvement: The Key to a Successful Tutoring Program." ERIC. ED 226 340 (OCTOBER 1982).

Schulman, Sandra. "Selling Your Program: Marketing Strategies for a Tutorial or Learning Assistance Program." ERIC. ED 197 791 (NOVEMBER 1980).

Starks, Gretchen. "Tutor Training at the Secondary and Post Secondary Level." ERIC. ED 195 993 (SEPTEMBER 1980).

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A NOTE FROM THE EDITORS



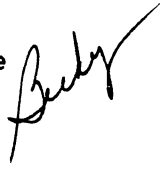
QUESTIONS? SUGGESTIONS? IDEAS? COMMENTS?

The deadline for the next issue is December 1st. If you have any ideas to share, articles to publish, general tutoring news, reactions to previous issues or anything concerning tutoring send them to: Tom Gier, The Learning Center, Anchorage Community College, 2533 Providence Avenue, Anchorage, AK 99508-4670 or Karan Hancock, Omni Counseling Services, 8102 Harvest Circle, Anchorage, AK 99502.

March 17, 1987

TO: Members of the Learning Disabilities SIG

FR: Becky Johnen, SIG Leader
Chemeketa Community College
PO Box 14007
Salem, OR 97309
503-399-5136



RE: Our Group

WANTED: NEW SIG LEADER

The close of the Albuquerque conference will also see the close of my time as leader of this SIG. Anyone willing to continue as the leader, please contact me before the conference so that I can make arrangements for the transition.

CONFERENCE UPDATE

Scheduled meetings: Breakfast, Friday, April 10

7:30 - 8:50

Salon F

: General meeting, Friday April 10

3:00 - 3:50

Salon I

: Lunch with a mentor, Friday, April 10

11:30 - 1:00

interested persons should sign up at the registration area; limited to 5 persons

Looking forward to meeting with you and renewing ideas and interests in the group.

RESOURCE BOOK AVAILABLE

Need to know about assessment, awareness and counseling services for disabled students? Need hints on forms and faculty guides? Willing to invest \$10 in a resource that fills all of these needs? Send \$10 to Nancy Barnes, Chemeketa Community College, PO Box 14007, Salem, Oregon, 97309 for a copy of the Resource Book.

CALIFORNIA COMMUNITY COLLEGE SYSTEM STANDARDIZES HOW LEARNING
DISABLED STUDENTS ARE IDENTIFIED

Member June Benson has shared with me the guide which was recently developed by the California Community Colleges Chancellor's Office for identifying community college students with learning disabilities.

The guidelines attempt to define a learning disability by what it is, rather than what it is not. Prescriptive programming is followed, including what specific tests are to be used.

Anyone wanting further information should contact:
Office of the Chancellor
California Community Colleges
1608 I Street
Sacramento, CA 95814

NEW RESOURCES

MAXTHINK, by Neil Larson, is an idea processor - a software package that helps manipulate concepts rather than words. With MAXTHINK, ideas can be jotted on screen, turned into organized outlines, reorganized, rearranged and finally word processed into a coherent document. This program has direct applicability for any writing or learning center or LD writing program. MAXTHINK is an exciting application of mainstream software to special needs learning. This software package is available for IBM and compatibles, Apple, MacIntosh and Commodore Amiga and can be purchased for \$90.00 from MAXTHINK Inc., 230 Crocker Ave., Piedmont, CA 94610. (415-428-0104.)

LD CONFERENCE CALENDAR

Orton Dyslexia Society, November 4 -7, 1987,
San Francisco, CA

Association for Children and Adults with Learning
Disabilities, February 24 - 27, 1988, Las Vegas, Nevada

Orton Dyslexia Society, November 9 -12, 1988, Tampa, Florida

INFORMATION ITEM

This month's informational item is a description of a conference presentation on enhancing the success rate of post-secondary learning disabled students.

Take care everyone. It has been a pleasure working with you the past few years. I will miss the direct contact with you, but I will continue to be active in the group in other ways.

**ENHANCING THE SUCCESS RATE OF
POST-SECONDARY LEARNING DISABLED
STUDENTS: DIAGNOSTIC ASSESSMENT,
COUNSELING, TUTORING AND COMPUTERS**

This presentation described two grant-funded programs which have been linked to help learning disabled students become successful at LaGuardia Community College, City University of New York. The first program teaches writing to students using microcomputers and word processing software. The second program, The Learning Project, focuses on diagnosis, counseling and tutoring of learning disabled students who are having difficulty in their coursework.

The order of presentation was one which showed the path which a student would follow from identification through receiving support services and special instructional opportunities. First, the presenters led an exercise which simulated the reading and writing experiences of learning disabled students to show what college feels like to this population.

Next, learning disabled students were described through the eyes of an instructor, a key person in the diagnostic and referral processes. The instructor might find the student distractable and easily overloaded by auditory commands. In the classroom, the student might have difficulty reading, writing, spelling, copying from the board, and retaining lecture material. An instructor might refer this student for assessment.

After the referral is made, the student is given a psychoeducational evaluation by a Learning Specialist. The test battery reveals whether the student has a learning disability and where that student's learning strengths and weaknesses lie. The psychological impact of the learning disability on the student is also revealed, and the typical emotional reactions and interpersonal difficulties were discussed.

At the conclusion of testing, the student is given a Learning Profile which describes his/her learning strengths and weaknesses and includes recommendations for the use of a wide variety of support services. The available support services include counseling, support group, study group, individualized and tutoring. In addition, recommendations are included for the use of classroom modifications such as untimed tests, tape recorders, readers and oral examinations.

One classroom modification, using microcomputers to teach writing to learning disabled students who are multiple repeaters of basic writing and college-level English courses, was presented. The advantages of using this mode of instruction with learning disabled students include reduces distractability, ease of editing, clean copy which helps proofreading, and incentive to write multiple drafts.

Finally, the outcome data, including grade point averages and pass rates were shared as a way of underscoring the impact of these programs on retention and progress of learning disabled students in a college setting.

**Karen Pearl
Counselor and Learning
Specialist**

**Irene Hawks
Counselor and Learning
Specialist**

**Estelle Schneider
Assistant Professor
Dept. of Communication Skills
and Learning Specialist**

**Gail Green
Instructor,
Dept. of English**

**LaGuardia Community College
CUNY**

WCRLA
LEARNING DISABILITIES SPECIAL INTEREST GROUP

Membership Survey

Please take a few minutes to respond to the following. Returning this

to: Becky Johnen
Chemeketa Community College
Developmental Education.
P.O. Box 14007
Salem, Oregon 97309

will insure your membership in this S.I.G. and place your name on the mailing list.

Date: _____

Name: _____

Mailing Address: _____

Phone: _____

Institutional Affiliation: _____

Main job responsibility: _____

Briefly state what types of activities you feel this group should pursue which will be helpful to you in your current position. _____

What type of information would you like to see included in the monthly mailing? _____

State one goal for this group. _____

Optional:

Please check any items you would like to get involved with:

_____ write articles

_____ act as a state liaison

_____ help establish a working network

_____ send chairperson information and articles on learning disabilities

_____ act as a "link" to other professional organizations



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Albuquerque, New Mexico
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Learning Disabilities S.I.G. Meeting
WCRLA Los Angeles Conference
March 1986


AGENDA

1. Evaluation of 1985-86:
 - it was a good year; the monthly mailings were informative and useful
2. 1985-86 Goals:
 - A. To develop state or regional networking systems
 - B. Continue to provide information to the professional working with the LD adult
 - C. To develop a listing of service offerings (for the LD student) provided by institutions represented by the group's membership
3. Goals for 1986-87:
 - to continue as an information resource system
4. Activities to pursue in 1986-87:
 - coordinate institutes and workshops at Albuquerque
 - interface with other SIG'S (peer tutoring)
 - investigate possibilities of an institute summer 1987
5. Evaluation of \$3.00 membership fee:
 - reasonable
 - continue

WCRLA MINUTES
April 7-12, 1987
Albuquerque, New Mexico
Attachment U
Page 19 of 19

DATE: March 19, 1987

TO: WCRLA Board

FROM: Becky Johnen
LD S.I.G. Leader 

RE: 1986-87 Annual Report

MEMO

The group's purpose is to share information and expertise on the learning disabled college student. The 1986-87 goal was to continue as an information resource system. To this end, the group accomplished the following:

1. Developed regional networking systems. We have been successful in developing shared networks with four other professional organizations - association for Children and Adults with Learning Disabilities, Orton Dyslexia Society, Oregon Developmental Studies Organization and the National Association for Developmental Education.
2. We distributed a monthly mailing. (See attached sample) and submitted an article to the Newsletter for each edition.
3. Developed a handbook which lists "service offerings" (for the LD student) provided by institutions represented by the group's membership. (See sample.)

The group will meet twice during this conference to evaluate 1986-87 and to plan for 1987-88. An agenda for the meeting is attached.

To date, the group has 32 members with the following state representation:

Alaska - 1	Michigan - 2	Pennsylvania - 1
Arizona - 1	Nevada - 1	Texas - 4
Canada - 4	New Mexico - 1	Utah - 1
California - 5	Ohio - 1	Washington - 2
Colorado - 1	Oregon - 6	Wyoming - 1

Membership Growth:

July - 3	December - 4
August - 2	January - 1
September - 2	February - 3
October - 3	May - 2
November - 12	

Current membership reflects 14 members from last year and 18 new members. A survey (see attached) is used to recruit members. This is distributed by current members to colleagues and is available at state and local conferences.

I thank WCRLA for supporting the concept of special interest groups and for the opportunity to be involved as I have.



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

ELECTIONS COMMITTEE REPORT

CONFERENCE BOARD MEETING

APRIL, 1987

Serving as Elections Committee Chairperson this year was relatively free of obstacles. Names of candidates were submitted to the Board two weeks prior to the Summer Board meeting since those contacted during and subsequent to the 87 Conference agreed to run and were able to attain institutional support. Both Ann and Karen had indicated that this deadline was impossible to reach, but for our committee, such a time frame presented no significant problem.

I must agree with both Ann and Karen, however, regarding the January 3 mail-out date for election fliers and ballots; the Bylaws should be amended in this regard. They both suggested that the Bylaws be changed to read "on or before January 15" which still allows a month for ballot return. That date sounds appropriate. Another suggestion might be to change them to read "between January 3 and the 15th". I might note, for your information, that half a dozen or so ballots were not recieved until the first week in March, far later than the deadline date, February 15. We counted ballots on February 17 giving some time for mail delay. Chuck Hunter and Charlotte Simpson from San Jose City College assisted me in counting the ballots.

Serving in this capacity was most rewarding, and it allowed me the opportunity to work closely with some wonderful WCRLA members, those on the committee. Much appreciation should be expressed to those who served on the Elections Committee: Gene Kerstiens, Helen Gordon, Joe Cortina, and Vince Orlando.

Remember, for the 88 Elections, Patricia Heard has agreed to serve as Elections Chair so Sue Brown can avoid serving in two capacities as I did this year: Elections Chair and Site Selection Chair.

Carol Bogue 4/7/87



**Western
College
Reading &
Learning
Association**

WCRLA MINUTES
April 7-12, 1987
Albuquerque, New Mexico
Attachment W
Page 1 of 1

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

**SITE SELECTION COMMITTEE REPORT
CONFERENCE BOARD MEETING
APRIL, 1987**

Serving as Site Selection Chair was both stimulating and I think productive. The following tasks were accomplished:

1. Determination of the Sacramento hotel for the 1988 Conference was made, the Capital Plaza Holiday Inn. Final details were discussed at a meeting in Sacramento involving Joe Aiello, Sacramento State, Carol Morgan, Holiday Inn and me. Much correspondence was required after that meeting, however, between Carol and Wes Brown to firm up the contract. Hopefully, all will go well next year. This hotel's location was far superior to that of the others in the general area, and the price was right; amenities offered and space allocation should meet WCRLA's needs as well.
2. Having reached a decision for the Sacramento site, 1988, I pursued Seattle for 89 with Dee Tadlock, Yakima Community College. We stayed in three Seattle hotels: the Four Seasons, the Hyatt at the Airport and the Westin. A final decision regarding hotel selection would need to be made based on final proposals from the hotels. In terms of location, the downtown hotels were far superior, but in terms of price, the Hyatt made a much better offer. As a result, Dee and I attempted to renegotiate with the Westin and the Four Seasons to get better prices. Since I haven't seen the formal proposals which were prepared subsequent to my stay, I am not sure of what they consist.

Dee will make a formal bid at the 87 Conference. Given the support she has attained in the area, WCRLA would be wise to select Seattle for its 89 site.

3. Finally, having visited Seattle and having met Dee who is in a good position to handle arrangements for 89 there, I pursued a site for 1990. With tradition in mind, the 90 site should be in Southern California. Since WCRLA hasn't conducted a conference in the Fullerton/Orange County area, to my knowledge, I contacted JoAnn Carter-Wells to see if she or someone in the area could serve as Site Manager. In speaking with JoAnn last week, I learned that, indeed, those in the area are willing to host a conference. Frank Christ is willing to serve as Site Manager. He should be pursued and encouraged to make a formal bid at the 88 Sacramento conference since he is in a great position to carry out such an undertaking in the Orange County area with so many WCRLA members willing to assist him there.

Bogw 4/16/87



Sixteenth Avenue and Nob Hill Boulevard • Post Office Box 1647 • Yakima, Washington 98907

April 7, 1987

WCRLA Board of Directors
c/o Dr. Carol Bogue
Site-Selection Coordinator
San Jose City College
2100 Moorpark Avenue
San Jose, CA. 95128

Dear Dr. Bogue:

With the support of Yakima Valley Community College and the Seattle Visitor's & Convention Bureau, I formally bid to manage the 1989 WCRLA Conference in Seattle.

Because I do not live in Seattle, I plan to form a consortium of interested professionals/WCRLA members to assist in planning the conference. The state director of staff development for Adult Basic Education has promised to lend his office's assistance, and several professional colleagues have committed their assistance in bringing the conference to Seattle. I will be formalizing those commitments by requesting committee chair persons to submit a letter of support from their respective deans. Thus each individual's commitment will be institutional as well as personal.

Seattle is a beautiful city, and its appropriateness as a conference site is underscored by the fact that Rand McNally has recently named Seattle the best city to visit.

I am looking forward to welcoming WCRLA to Seattle.

Sincerely,

Dolores R. Tadlock, Ph.D.
Coordinator/Instructor Developmental Education



Sixteenth Avenue and Nob Hill Boulevard • Post Office Box 1647 • Yakima, Washington 98907

April 6, 1987

WCRLA Board of Directors
c/o Dr. Carol Bogue
Site-Selection Coordinator
San Jose City College
2100 Moorpark Avenue
San Jose, CA. 95128

Dear Dr. Bogue:

I am writing to assure the Board of Directors of Western College Reading & Learning Association that Dr. Dee Tadlock has my full support in acting as conference manager for a 1989 conference to be held in Seattle.

Limited long-distance phone service, secretarial support, and xeroxing costs can be borne by Yakima Valley Community College. Additionally, Dr. Tadlock will be granted occasional release time to fulfill the duties of the Conference Manager. Services from our graphics department and print shop will be provided at cost.

I wish you, in advance, the best of luck in having a successful and rewarding 1989 conference in Seattle.

Sincerely,

James Brooks, Ph.D.
Acting President

JCRL REPORT
1986-1987

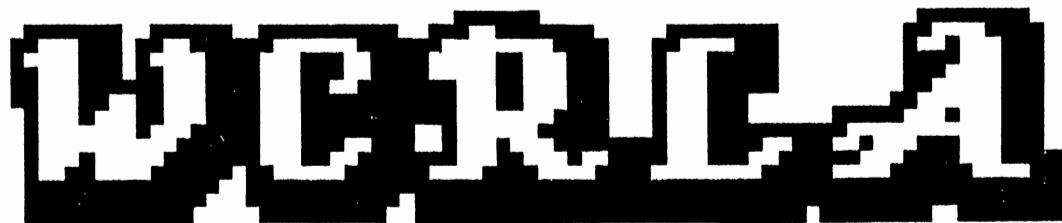
1. A smaller number of manuscripts was received this year than last. It seems that with the large number of presentations given at the conference each year there should be more manuscripts submitted. I have shared this concern with the editorial board. Some suggestions for improving this situation have been forwarded to Gwyn Enright for consideration.

2. The editing process was speeded up this year as editors did thorough editing of manuscripts they thought worthy of inclusion in JCRL when they initially received them. Thus, the Journal was able to be sent out a month earlier than last year.

3. Extensive grammatical editing of accepted manuscripts was frequently necessary. Many journals refer such matters to the authors. However, in the interest of time and because last year's experience indicated that frequently people whose manuscripts were returned for editing did not resubmit them, I found myself performing this service. At the same time, I am uneasy over the possibility of authors' being upset on seeing changes. If this need for extensive grammatical revision and excision of material continues to be a need, as I expect it will, we may want to adopt an explicit policy on this matter and inform authors of it.

4. Virginia Shrauger and I will be retiring from the editorial board this year. Berta Parrish will be added to the board.

5. Had our computer been compatible with the printer's, the addition of some part-time clerical help could have saved money on the printing bill and could have cut significantly into proofreading time. I think that the new editor(s) would profit from investigating this situation in lining up a printer for next year's issue.



WESTERN COLLEGE READING & LEARNING ASSOCIATION'S

**PEER TUTORING
SPECIAL INTEREST GROUP**

presents this

TUTORING CERTIFICATE
to

for having successfully completed the association's training
and tutoring requirements.

10 training hours

25 tutoring hours

TUTOR COORDINATOR/SUPERVISOR

WCRLA'S PEER TUTORING S.I.G. LEADER

INSTITUTION

DATE



WESTERN COLLEGE READING & LEARNING ASSOCIATION'S

PEER TUTORING
SPECIAL INTEREST GROUP

presents this

ADVANCED TUTORING
CERTIFICATE

to

for having successfully completed the association's training and
tutoring requirements.

20 training hours

50 tutoring hours

TUTOR COORDINATOR/SUPERVISOR

WCRLA'S PEER TUTORING S.I.G. LEADER

INSTITUTION

DATE

WCRLA MINUTES
April 7-12, 1987
Albuquerque, New Mexico
Attachment AB
Page 1 of 1

DATE: March 19, 1987

TO: WCRLA Board

FROM: Becky Johnen
LD S.I.G. Leader *Becky*

RE: 1986-87 Annual Report

MEMO

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I thank WCRLA for supporting the concept of special interest groups and for the opportunity to be involved as I have.

DID YOU KNOW?...

that IBM has a toll free number for information on learning disabled students. It is 1-800-IBM-2468.

RESOURCES

Shaw, S. & Norlander, L. (1985). Delivering services to the post-secondary student with learning disabilities: The University of Connecticut Program. Tomorrow is Another Day. Columbus, OH: Proceedings of the 1985 AHSSPFE Conference Association on Handicapped Student Service Programs in Post-Secondary Programs in Post-Secondary Education, 96-102.

Shaw, S. & Norlander, L. (1986). The special educator's role in training personnel to provide assistance to college students with learning disabilities. Teacher Education and Special Education, 9(2), 77-81.

Ceci, S.J. (Ed.). (1986). Handbook of Cognitive, Social and Neuropsychological Aspects of Learning Disabilities (Vol. I). Hillsdale, NJ: Lawrence Erlbaum Associates, Inc.

Same citation as above except (1987) and (Vol. II).

Johnson, D.J. & Blalock, J.W. (Eds.). (1987) Adults with Learning Disabilities, Clinical Studies. Grune & Stratton, Inc., Orlando, FL.

NETWORKING

Attached to this newsletter is a listing of the NADE (National Association for Developmental Education) LD Committee Members. If you are interested in gaining different perspectives on what's happening in the field of post-secondary LD, contact one of the members. If you are interested in joining the NADE committee, contact Dr. Beverly E. Bozsik.

INFORMATION ITEMS

Three items are included for your use this month. First, an article by Beverly Bozsik which appeared in the NADE December 1986 Newsletter (Vol. X, No. 3); second, an International Reading Association statement on learning disabilities; and, third, a listing of past issues of Spectrum which contain articles which might be of interest.

Until the March mailing, take care everyone. My best to you in all you do.

- ☐ 10. Science Enriched Summer Programs\$12.00 \$ _____
 Stefan Bosworth
 Saturday 1:30 p.m. - 4:30 p.m.
* List alternates in case Institutes are filled:
 Institute #____ or Institute #____

SPECIAL INTEREST GROUPS:

- ☐ Peer Tutoring SIG Breakfast.....\$9.00 \$ _____
 Friday, 7:30 a.m. - 9:00 a.m.
☐ Learning Disabilities SIG Breakfast.....\$9.00 \$ _____
 Friday, 7:30 a.m. - 9:00 a.m.
☐ Critical Thinking SIG Breakfast\$9.00 \$ _____
 Friday, 7:30 a.m. - 9:00 a.m.
☐ LAC Management SIG Breakfast.....\$9.00 \$ _____
 Friday, 7:30 a.m. - 9:00 a.m.
☐ Cognitive Psychology SIG Luncheon.....\$11.00 \$ _____
 Friday, 11:30 a.m. - 1:00 p.m.

CONFERENCE BANQUET AND BRUNCH:

- ☐ Friday Night Banquet\$20.00 \$ _____
 Western Style Buffet and Cash Bar
☐ Sunday Brunch\$10.00 \$ _____
 Welcome to Sacramento

CAMPUS VISITS:

- ☐ Albuquerque Technical-Vocational Institute
 Thursday 9:00 a.m.....\$4.00 \$ _____
☐ University of New Mexico Skills Center
 Friday 3:00 p.m.....\$4.00 \$ _____
☐ The Tailored Writing Text, UNM General College
 Friday 3:00 p.m.....\$4.00 \$ _____

LEISURE TOURS:

- ☐ Dinner atop Sandia Peak.....\$28.00 \$ _____
 Includes transportation, tramway, and dinner
 Saturday 4:45 p.m.
☐ Dinner in Santa Fe.....\$7.00 \$ _____
 Includes transportation to Santa Fe
 Saturday 4:45 p.m.

TOTAL \$ _____

Mail this form with your check, made out to Western College Reading and Learning Association, to Eileen Mattison. Written requests for refunds will be honored up to April 9. A \$10.00 handling fee will be deducted from refunds. All conference participants must register for the conference.

Eileen Mattison
Skills Center
Zimmerman Library
University of New Mexico
Albuquerque, NM 87131

1987 CONFERENCE OVERVIEW

Thursday April 9

Registration	8:00 a.m. - 5:00 p.m.
State/Regional Directors	8:00 a.m. - 12:00 a.m.
Institutes 1-5	9:00 a.m. - 12:00 a.m.
Campus Visit	9:00 a.m. - 12:00 a.m.
Newcomers Orientation	12:15 p.m. - 1:00 p.m.
Chairs Meeting	12:15 p.m. - 1:00 p.m.
OPENING SESSION	
WCRLA Celebrates 20 Years	1:30 p.m. - 3:30 p.m.
Section Meetings	4:00 p.m. - 5:00 p.m.
SIG Leaders Meeting	4:00 p.m. - 5:00 p.m.
State/Regional Meetings	5:15 p.m. - 6:15 p.m.
Dinner on the Town	7:00 p.m.
Hospitality	8:00 p.m.

Friday April 10

SIG Breakfasts	7:30 a.m. - 9:00 a.m.
Publishers Open	8:00 a.m.
Chairs Meeting	8:00 a.m. - 8:45 a.m.
Institutes 6-7	9:00 a.m. - 12:00 a.m.
Section Meetings	9:00 a.m. - 12:00 a.m.
Lunch with a Mentor	11:30 a.m. - 1:00 p.m.
GENERAL SESSION	
Past Presidents Reveal	
The First 20 Years	1:30 p.m. - 2:45 p.m.
Campus Visits	3:00 p.m.
Section Meetings	3:00 p.m. - 6:00 p.m.
SIG Meetings	3:00 p.m. - 4:00 p.m.
WESTERN BUFFET	6:30 p.m.
Friday Night Literary Society	9:00 p.m.

Saturday April 11

Publishers' Breakfast	7:30 a.m. - 9:00 a.m.
Institute 8	9:00 a.m. - 12:00 a.m.
Section Meetings	9:00 a.m. - 12:00 a.m.
Editorial Lunch	11:45 a.m. - 1:00 p.m.
MAC Lunch	11:45 a.m. - 1:00 p.m.
Institute 9 - 10	1:30 p.m. - 4:30 p.m.
Section Meetings	1:30 p.m. - 4:30 p.m.
Dinner atop Sandia Peak	4:45 p.m.
Dinner in Santa Fe	4:45 p.m.
Hospitality	8:00 p.m.

Sunday April 12

Section Meetings	9:00 a.m. - 10:00 a.m.
BRUNCH	
Back to the Future	10:30 a.m. - 12:00 a.m.

Names and Addresses of NADE LD Committee Members

Dr. Beverly D. Bozsk, Chair
Learning Skills Center Director
203 Harmon Hall
Norwich University
Northfield, VT 05663

Carol Pader
1016 N. 6th
Louisiana State University
Baton Rouge, LA 70803

Lorraine M. Dreilbarr, M.Ed.
Education Specialist
3430 76th Ave. S.E.
Mercer Island, WA 98040

Elaine B. Eilenberg
University of South Carolina
Freshman Center
Spartanburg, SC 29303

Dr. Maxine Elmont
Massachusetts Bay Community College
50 Oakland St.
Wellesley, MA 02181

Glenn Gabbard
Learning Lab Facilitator
Massachusetts Bay Community College
50 Oakland St.
Wellesley, MA 02181

Elizabeth Johnson, Director
Developmental Education
Chemeketa Community College
4000 Lancaster Dr. N.
P. O. Box 14007
Salem, OR 97309

Roxine Mac Donald
Goldey Beacon College
4701 Limestone Rd.
Wilmington, DE 19810

Dr. Joan McGuire
Special Education Center
School of Education
U-64
University of Connecticut
Storrs, CT 06268

Jean Swaino Oplinger
Membership Chair, NADE
The Ohio State University - ATI
Wooster, Ohio 44691

Dr. Bonnie Orr, Director
Adult Basic Education
Central Oregon Community College
2600 N.W. College Way
Bend, OR 97701-5998

Steven Oscharoff
Chicago City-Wide College
30 E. Lake St.
Chicago, IL 60601-9966

Dr. Nancy Rabianski-Carrioulo
University of New Haven
300 Orange St.
West Haven, CT 06516

Stan Shaw, Ed.D.
LD College Unit Director
Special Education Center
Box U-64, Room 227
249 Glenbrook Rd.
University of Connecticut
Storrs, CT 06268

Dr. Sharon Silverman
Loyola University of Chicago
6525 N. Sheridan Road
Chicago, IL 60626

How To Order Past Issues

Past articles from **Spectrum** are available upon request. If you wish additional copies, please send \$1.50 for the first article requested and \$1.00 for each additional article plus your name and address to:

Spectrum
Hill Top Preparatory School
S. Ithan Avenue & Clyde Road
Rosemont, PA 19010

September, 1983

Therapeutic Interventions and Educational Strategies
Research Compares Cognitive Development in LD, Non-LD Adolescents
Family Role Behaviors Differ With Disabled Siblings

December, 1983

Computers Strengthen Metacognitive Abilities
Report Defines Group Therapy in an Academic Setting
Dyslexic Student Improves Writing Skills With Word Processor

March, 1984

Constructing a Diagnostic Picture from Psychometric Data
Ecological Assessment Model Considers Behavior Environment
Educational/Practical Assessments: A Guide for Classroom Techniques

June, 1984

Psychotherapeutic Interventions for LD Adolescents, Families
Social Competency Groups Improve IQ Scores in Pilot Study

September, 1984

Helping Learning Disabled Seniors Plan for Higher Education
Transitional College Program
Changing Role of Neurologist in Field of Learning Disabilities

December, 1984

Understanding the Place of Math in LD's Education
Pedagogical Defects Contribute to Lack of Success in Math
Transactional Analysis Model Improves Classroom Communication

March, 1985

Strategies Training Provides Tool for Language Learning Disabled
Tri-Dimensional Model Examines Content, Process in Communication
Techniques to Increase Comprehension of Figurative Language

June, 1985

Audiologist Describes Deficits in Central Auditory Processing
M.D. Sees Language Development as Bilateral Hemisphere Task
Tutor Watches for Indicators Suggesting Full Time Placement
Equestrian Activities Provide Successful Experience for Language Learning Disabled

September, 1985

Educator Examines Myths, Realities of LD Students at the College Level
Development of Support Program at a Large State University

December, 1985

Developmental Math Program for LD Students
Competitive Sports Program for LD Athletes
Positive Personality Qualities in Successful Dyslexic Adults

March, 1986

Learning Disabilities Generate Socialization Disorders
Organic Dysfunction Linked to LD Disrupts Normal Social Development
What If My Child Inherits My Learning Disability

June, 1986

Adopted Child In School: High Risk for Learning Disabilities
Auditory Processing/Learning Problems: Classroom Management

September, 1986

Questions About Reliability of CAP Tests in Diagnosing LD
A Learning Disability Specialist Looks at Foreign Language Instruction

WCRLA
LEARNING DISABILITIES SPECIAL INTEREST GROUP

Membership Survey

Please take a few minutes to respond to the following. Returning this
to:

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

will insure your membership in this S.I.G. and place your name on the mailing list.

Date: _____

Name: _____

Mailing Address: _____

Phone: _____

Institutional Affiliation: _____

Main job responsibility: _____

Briefly state what types of activities you feel this group should pursue
which will be helpful to you in your current position. _____

What type of information would you like to see included in the monthly mailing?

State one goal for this group. _____

Optional:

Please check any items you would like to get involved with:

_____ write articles

_____ act as a state liaison

_____ help establish a working network

_____ send chairperson information and articles on learning disabilities

_____ act as a "link" to other professional organizations

(OVER)

Learning Disabilities S.I.G. Meeting
WCRLA Albuquerque Conference
April 1987

AGENDA

1. Discussion regarding a new SIG leader for 1987-88
2. Evaluation of 1986-87:
3. 1986-87 Goal:
To continue as a information resource system
4. Goals for 1987-88:
5. Activities to pursue in 1987-88:
6. Idea Exchange

Western College Reading and Learning Association

Learning Disabilities Special Interest Group

LD Services Handbook

Fall, 1986

Compiled by:
Becky Johnen
Chemeketa Community College

RESPONSIBILITY

Person/Office
responsible for
LD students

POLICY

Institution has
a written college
policy

Policy can be found

Students are made
aware of policy
by:

Amarillo College, P.O. Box 447, Amarillo, TX
79178

No

-

-

Access Division Chair
Dr. Kay Henard
806-371-5426

Blue Mountain Community College, Box 100,
Pendleton, OR 97801

No

-

-

Cynthia A. Hilden
503-276-1260, x219

Cedar Valley College, 3030 N. Dallas Ave.,
Lancaster, TX 75134

No

-

-

Tutor Coordinator
Pam Gist

Cnemeketa Community College, P.O. Box 14007,
Salem, OR 97309

No

-

-

Director, Develop-
mental Education
Becky Johnen
503-399-5136

Evergreen State College, Olympia, WA 98505

No

-

-

No central office.
The Affirmative
Action Officer and
the Coordinator of
the Learning Resource
Center share this
responsibility.

Evergreen Valley College, 3095 Yerba Buena
Rd., San Jose, CA 95135

Yes

College catalog and
schedule.

By reading the infor-
mation in the catalog
and schedule.

Bonnie Clark
408-270-6447

	POLICY			RESPONSIBILITY
	Institution has a written college policy	Policy can be found	Students are made aware of policy by:	Person/Office responsible for LD students
Johnson County Community College, 12345 College Blvd., Overland Park, KS 66210	No	-	-	Director of Special Services Ed Franklin
Lewis and Clark College, Box 70, Portland, OR 97219	Yes	Printed in a report distributed to parents and others and in a faculty report on dyslexia distributed to faculty.	Through receipt of the report or through contact with the coordinator of special services.	Coordinator, Student Support Services Dale Holloway 503-244-6161
Linn-Benton Community College, 6500 SW Pacific Blvd., Albany, OR 97321	No	-	-	Disabled Student Services Paula Grigsby
Menlo College, 1000 El Camino Real, Atherton, CA 94025	No	-	-	James Armstrong
Pima Community College, Tucson, AZ 85716	No	-	-	Disabled Student Resources Director Jeff Hipskind
Portland Community College, 12000 SW 49th Ave., Portland, OR 97219	No	-	-	Handicapped Student Services, Learning Disabilities Specialist Carolee Schmeer

	POLICY			RESPONSIBILITY
	Institution has a written college policy	Policy can be found	Students are made aware of policy by:	Person/Office responsible for LD students
Portland State University, P.O. Box 751, Portland, OR 97207	No	-	-	Coordinator of Handicapped Student Services
University of Nevada Reno, Reno, Nevada 89557	No	-	-	Special Programs, Academic Skills Center Hazel Ralston 702-784-6801
University of Southern California, 3375 South Hoover St., Los Angeles, CA 90007	yes	The Learning Center Brochure, Student Handbook, any publication containing information on The Learning Center, listed in ACLD and other LD reference listings.	Students must inquire: The Learning Center is not encouraged to advertise.	The Learning Center Janet Eddy, Learning Specialist 213-743-6544
Wenatchee Valley College, 1300 Fifth St., Wenatchee, WA 98801	No	-	-	Adult Learning Center Dick Petersen, Director and Sharon Martin, 504 Coordinator 509-662-1651

	TESTING		ACCOMODATIONS
	Means to determine LD	Tests Used	Accomodations Provided
Amarillo College	Admissions, counseling and instructor referral	Intelligence, achievement, receptive and expressive language, learning style inventories	Oral and untimed tests, taped texts, note taking assistance, basic study skills courses, developmental courses in math, writing, study skills and tape recorders
Blue Mountain Community College	Various ways	Specific Language Disabilities Test	Any alternative which the institution can afford.
Cedar Valley College	Referrals from faculty or counseling; students who score low on a reading test are referred to the special services office		Taped textbooks, tutors and notetakers
Cnemeketa Community College	Staff and student referrals; special testing done by the college's diagnostician	A battery of tests is administered. Contact Nancy Barnes, Diagnostician, for specific information.	Oral and untimed tests, taped texts, large print books, taping of lectures, multi-media presentations
Evergreen State College	Self-recognition, learning resource center faculty and admissions	Academic tests/reading essay	Alternate ways of doing things.
Evergreen Valley College	Counseling and instructor referral; low scores on placement tests	Woodcock Johnson Psychoeducational Battery Parts I and II, writing sample, Wechsler memory scale, perceptual tests as necessary	use of tapes, untimed tests, and 1-1 or small group instruction

	TESTING		ACCOMODATIONS
	Means to determine LD	Tests Used	Accommodations Provided
Jonson County Community College	Self-report, counseling, instructor identified	Two parts of the Woodcock Johnson and informal diagnostic measures.	Notetakers, alternative testing(including extended time), computer-assisted word processing, tutors, LD trained counseling
Lewis and Clark	Discovered in student counseling or in the writing center.	WRAT-R, Ayers Spelling, Gray Oral Reading, Monroe, IOTA, Bender-Gestalt, PPVT receptive vocabulary, G-F-W Auditory Memory, Wepman Auditory, Dolch Sight Words, Phonics, Alphabet	Untimed tests, alternative testing locations, taped tests, extended deadlines for papers, notetakers
Linn-Benton Community College	Counselors, faculty	Woodcock Johnson Psychoeducational Battery, Woodcock Reading, Goldman-Friscoe Tests-Auditory, Burns and Row-IRI, WAIS-R	Learning strategies classes, tutors, taped texts, notetakers, untimed tests
Menlo College	English composition classes, summer study skills program, admissions	Specific Language Disability Test (N. Malcomesius)	extended time on tests
Pima Community College	faculty or self-referral	WAIS, WRAT, Wepman, Bender and Woodcock Johnson	untimed tests, alternative testing, may provide a writer

	TESTING		ACCOMODATIONS
	Means to determine LD	Tests Used	Accommodations Provided
Portland Community College	Admissions, counseling, instructor referral, self-referral, documentation through the Handicapped Student Services Office.	A battery is administered. Some include: WAISC-R, PPVT, Silvaroli Reading Mastery, Woodcock Reading, Spadafore Reading Battery, Brigance Essential Skills, WRAT, Ayers Spelling, Bender Gestalt Benton Visual Retention Wepman Auditory Discrimination, Wepman Sequential Memory, Spencers Memory For Sentences, Goldman Friscoe, Woodcock Auditory Selective Attention, Motor Free Visual Perception, Key Math, Durrell Reading, PIAT.	Untimed tests, alternative testing, extended time period for a program, tutoring (peer, volunteer and sometimes paid), writers, notetakers, taped books.

	TESTING		ACCOMODATIONS
	Means to determine LD	Tests Used	Accommodations Provided
Portland State University	Admissions screening		Class recording, notetaking, untimed tests, test readers, tutorial, counseling/special advisement.
University of Nevada Reno	Admissions and counseling.		
University of Southern California	Faculty referrals, academic review, tested at The Learning Center, self-referral	WRAT, WAIS, Woodcock Johnson, Writing sample, Wepman Auditory, DARE, Gray Oral, SDRT, Gilmore, Keystone Telebinocular, Watson Glaser, Critical Thinking appraisal ..	Oral, reader, writer, extended time, untimed tests
Wenatchee Valley College	The Counseling Office, self-disclosure, testing by the Adult Learning Center, previous records Department of Vocational Rehabilitation.	Jones - IRI	extra time for testing, oral testing, tutoring

	SERVICES			AWARENESS
	Specialized Services	Trained tutors assist LD Students	Peer support group	How is college community made aware of LD
Amarillo College	Support services	No	Yes, PALS	Workshops, questionnaires, individual faculty phone calls and meetings
Blue Mountain Community College	Special tutoring, enlargement of print for some students	Yes	No	Information given during pre-service training, regular contact with instructors and LD students
Cedar Valley College	An alphabetic phonics course	Yes Professional tutors	No	Information given at orientation and to faculty.
Cnemeketa Community College	Tutoring, special LD class, note takers, proofreaders, variety of developmental education classes	Yes	Yes, Unique Student Club	Workshops, special information brochure, individualized faculty contact
Evergreen State College	None specifically, but student-teacher ratio is low (20-1), evaluations in lieu of grades and coordinated instead of separate courses.	Yes		Handouts, speeches, memos to faculty

	SERVICES			AWARENESS
	Specialized Services	Trained tutors assist LD Students	Peer support group	How is college community made aware of LD
Evergreen Valley College	Course entitled Diagnostic Learning which encompasses basic skills, learning strategies, etc. for LD students, other services same as for other disabled students.	No	No	LD specialist sends reminders of some sort each semester.

	SERVICES			AWARENESS
	Specialized Services	Trained tutors assist LD Students	Peer support group	How is college community made aware of LD
Johnson County Community College	Developmental courses in English (writing strategies), Morphograph spelling course, learning strategies affixed to content courses.	No	Currently initiating	
Lewis and Clark College	Taped books from Recordings for the Blind, special class for LD students (once a year), student support group, and paid notetakers and test readers	No	Yes	Policy paper distributed to the entire college community and by LD students talking and writing about their disability.
Linn-Benton Community College	Learning strategies	No	No	
Menlo College	Counseling, two courses in multisensory language training, extended exam time	No	No	
Pima Community College	LD specialist provides study skills, accurate diagnosis of learning modality, tutoring, notetaking and liaison to classroom faculty	Yes	No	Newsletter, bulletin, school newspaper, services are "advertised" on each campus

	SERVICES			AWARENESS
	Specialized Services	Trained tutors assist LD Students	Peer support group	How is college community made aware of LD
Portland Community College	Evaluation and counseling for LD students, taped books, notetakers, tutors.	No	No	College wide workshops, group workshops, articles in the school newspaper, video-tapes and movies available in the AV Department.

	SERVICES			AWARENESS
	Specialized Services	Trained tutors assist LD Students	Peer support group	How is college community made aware of LD
Portland State University		Yes	No	Awareness week activities and individual contacts
University of Nevada Reno	Readers, notetakers, interpreters, mobility assistance.	No	Handicapped Club, 504 Committee.	Orientation and resource referral for the campus community, liaison with community agencies, 504 committee.
University of Southern California	Acceptance of untimed entrance exams, pre-admission counseling, personal interviews for admissions, advocacy of learning specialist, special advisement, individualized services. (Student must request support.)	Yes	Not yet.	Speaking engagements by the learning specialist paper circulated which explains types, reasons, symptoms and recommended accommodations.
Wenatchee Valley College	Extra time for testing, oral testing, tutoring, individualized, monitored tutoring.	No	No	Workshops, information in newsletters, community/agency presentations.

Sharing of Information
September 19, 1986

Computerized network

The September issue of the Journal of Developmental Education offers a new computerized network system from the Center for Developmental Education of Appalachian State University. A copy of the form is enclosed.

Newsletter?

If any of you have special needs or concerns, please contact me. I had not planned a regular newsletter, but if you wish to pool information, I could assemble it and try for a regularly scheduled letter.

If you have not paid your \$3.00 dues, but still wish to be in the directory and receive mailings, please send your check made out to the University of Puget Sound. Thanks and best wishes for a great fall term,

Sincerely

DL:ja

Enclosures 2

cc: Sue Brown, WCRLA President
Gwyn Enright, President-elect
Becky Johnen, S.I.G. Coordinator

- 2 -

SALARY: Based upon faculty salary schedule--\$19,000 - \$26,000 for 170-day (nine-month) contract. Additional compensation may be possible for summer session instruction.

STARTING DATE: January 5, 1987, preferred.

APPLICATION PROCEDURE: Letter of application, resume, three current letters of recommendation, and a Whatcom Community College application form, and all transcripts must be postmarked by OCTOBER 27, 1986. Send to:

WHATCOM COMMUNITY COLLEGE
Attention: Esther Abitia
5217 Northwest Road
Bellingham, WA 98226

A maximum of five (5) final candidates will be interviewed and will be expected to verify qualifications with official transcripts before interviews. Interviews are tentatively scheduled to be held the week of November 17, 1986. All applicants will be informed of their status as finalists in the selection process.

For further information, please call Esther Abitia at (206) 676-2109 or 384-1541, extension 212.

Whatcom Community College supports equal opportunity employment and educational opportunities regardless of race, religion, color, national origin, age, sex, or handicap.

ea

NEW**NEW****NEW****COMPUTERIZED PEOPLE-TO-PEOPLE NETWORK**

From the Center for Developmental Education
Appalachian State University



Brokering information has long been an important service of the CDE. Now, after nearly three years of development, the CDE is able to offer developmental educators immediate access to hundreds of key resource persons in 25 important areas.

Each entry contains a brief abstract of the consultant's area(s) of expertise plus the particulars needed to reach that person.

SAMPLE ENTRY

NAME: Jane Doe
TITLE: Director, Learning Center
INSTITUTION: XYZ Community College
ADDRESS: 20 Fifth Avenue
 Washington, DC
HOME ADDRESS: 123 Sixth Street
 Washington, DC

EXPERTISE:
 Designed Micro CAI software for reading, ESL, health ed; conducted computer literacy workshop series for community college faculty. Developed videotape and support booklet "Micro CAI Design." Created resource packet with accompanying slide show "Basic Skills Lab" for community college educators.

The CDE offers computerized information searches of the following types:

Mini-search (1-10 hits) @ \$8.50 per area
 Maxi-search (11 or more hits) @ \$15.00 per area.
 For maxi-searches write or call Elaine Bingham at (704) 262-3057.

Please conduct a mini-search in the area(s) checked below. Enclosed is my check or Purchase Order number, made out to Computer Search, Center for Developmental Education, Appalachian State University, Boone, NC 28608. This order form is for mini-searches only.

- | | | |
|--|--|--|
| <input type="checkbox"/> ENGLISH as a Second Language | <input type="checkbox"/> TUTORING (English) | <input type="checkbox"/> HUMAN DEVELOPMENT |
| <input type="checkbox"/> ENGLISH - Composition & Grammar | <input type="checkbox"/> TUTORING (Reading) | <input type="checkbox"/> THINKING / REASONING SKILLS |
| <input type="checkbox"/> MATH - Arithmetic | <input type="checkbox"/> TUTORING (Math) | <input type="checkbox"/> PROGRAM DESIGN |
| <input type="checkbox"/> MATH - Algebra | <input type="checkbox"/> TUTORING (General) | <input type="checkbox"/> PROGRAM MANAGEMENT AND EVALUATION |
| <input type="checkbox"/> MATH - General | <input type="checkbox"/> ADVISING - Academic | <input type="checkbox"/> COURSE EVALUATION |
| <input type="checkbox"/> READING - in Content Area | <input type="checkbox"/> COUNSELING - Personal | <input type="checkbox"/> RESEARCH |
| <input type="checkbox"/> READING - Remedial | <input type="checkbox"/> COUNSELING - Career | |
| <input type="checkbox"/> STUDY SKILLS (English) | <input type="checkbox"/> TESTING - Placement | |
| <input type="checkbox"/> STUDY SKILLS (Math) | <input type="checkbox"/> TESTING - Diagnostic | |
| <input type="checkbox"/> STUDY SKILLS (Reading) | <input type="checkbox"/> TESTING - Learning Styles | |
| <input type="checkbox"/> STUDY SKILLS (General) | | |

Name _____ Title _____
 Institution _____ Address _____
 City, State, Zip _____ Telephone () _____

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NAME/INSTITUTION/ADDRESSPHONE_NUMBER

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Edwards, Lynece - Cal State University, Bakersfield
Flores, Dr. Juan - Cal State University, Fresno
Gier, Tom - Anchorage C.C.
(Kusunoki) Sakamoto, Karen K. - University of Hawaii - Manoa
Langer, Margaret A. - University of the Pacific
Lee, Dorothy - University of Puget Sound
Lund, Lois - Evergreen Valley College
Menegas, Irene - Diablo Valley College
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schulman, Sandra - L.A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson - Cal State University, Dominguez Hills
Weinsheimer, Joyce - Texas Tech.
Wood, Nancy V. - U.T.E.P.

TUTOR TRAINING

Cunningham, Phyllis - East Los Angeles College
Dumler, Gloria - California State College, Bakersfield
Gier, Tom - Anchorage C.C.
Katz, Ira - Cal State University, Fullerton
Leavitt, Virginia - SMU
Lund, Lois - Evergreen Valley College
Materniak, Georgine - University of Pittsburgh
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Rocker, Debbie - Pima C.C.
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L.A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wood, Nancy V. - U.T.E.P.
Youngquist, Gail - Mesa College

3) CONTENT AREA LEARNING SKILLS

Austin, Delores A. - U.C.S.B.
Flores, Dr. Juan - Cal State University, Fresno
Haig, Joan M. - Anchorage C.C.
Katz, Ira - Cal State University, Fullerton
(Kusunoki) Sakamoto, Karen K. - University of Hawaii - Manoa
Lee, Dorothy - University of Puget Sound
Materniak, Georgine - University of Pittsburgh

STUDENT ORIENTATION (continued)

(Kusunoki) Sakamoto, Karen K. - University of Hawaii - Manoa
Lund, Lois - Evergreen Valley College
Motem, Dr. Charlyne H. - Sonoma State University
Pierce, Dr. Ron - West L.A. College
Posey, Evelyn J. - U.T.E.P.
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L.A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Wood, Nancy V. - U.T.E.P.

CRITICAL READING

Dumler, Gloria - California State College, Bakersfield
Flores, Dr. Juan - Cal State University, Fresno
Katz, Ira - Cal State University, Fullerton
Langer, Margaret - University of the Pacific
Lee, Dorothy - University of Puget Sound
Lund, Lois - Evergreen Valley College
Posey, Evelyn J. - U.T.E.P.
Shaw, Gladys R. - U.T.E.P.
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson - Cal State University, Dominguez Hills
Tennen, Gail - Santa Barbara City College
Wassman, Rose - De Anza College
Wood, Nancy V. - U.T.E.P.

DEVELOPING MATERIALS

Flores, Dr. Juan - Cal State University, Fresno
Holdredge, Richard - L.A. Valley College
(Kusunoki) Sakamoto, Karen K. - University of Hawaii - Manoa
Lund, Lois - Evergreen Valley College
Motem, Dr. Charlyne H. - Sonoma State University
Posey, Evelyn J. - U.T.E.P.
Schneiderman, Paula - U.C.L.A.
Schulman, Sandra - L.A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Tennen, Gail - Santa Barbara City College
Wassman, Rose - De Anza College
Wood, Nancy V. - U.T.E.P.

WORKING WITH MINORITIES

Flores, Dr. Juan - Cal State University, Fresno
Haig, Joan M. - Anchorage C.C.

INDIVIDUALIZED INSTRUCTION (continued)

Menegas, Irene - Diablo Valley College
Motem, Dr. Charlyne H. - Sonoma State University
North, Marianne - Casper College
Posey, Evelyn J. - U.T.E.P.
Schulman, Sandra - L. A. Pierce College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Steidler, Alyce - Santa Barbara C.C.

6. READING/WRITING COMBINED

Bulakowski, Carole - College of Lake County
Dumler, Gloria - California State College, Bakersfield
Flores, Dr. Juan Flores - Cal State University, Fresno
Lee, Dorothy - University of Puget Sound
Lund, Lois - Evergreen Valley College
Menegas, Irene - Diablo Valley College
Motem, Dr. Charlyne H. - Sonoma State University
Pierce, Dr. Ron - West L.A. College
Schulman, Sandra - L.A. Pierce College
Smith, Karen G. - New Mexico State University
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

OUTREACH

Langer, Margaret A. - University of the Pacific
Posey, Evelyn J. - U.T.E.P.
Racine, Sharron - Northern Nevada C.C.
Schneiderman, Paula - U.C.L.A.
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Steidler, Alyce - Santa Barbara City College
Weinsheimer, Joyce - Texas Tech. University
Wood, Nancy V. - U.T.E.P.

7. ANXIETY REDUCTION

Flores, Dr. Juan - Cal State University, Fresno
Haig, Joan M. - Anchorage C.C.
(Kusunoki) Sakamoto, Karen K. - University of Hawaii - Manoa
Racine, Sharron - Northern Nevada C.C.
Rocker, Debbie - Pima C.C.
Schulman, Sandra - L.A. Pierce College
Smith, Karen G. - New Mexico State University

LEARNING DISABLED

Flores, Dr. Juan - Cal State University, Fresno
Haig, Joan M. - Anchorage C.C.
Lee, Dorothy - University of Puget Sound
Menegas, Irene - Diablo Valley College
North, Marianne - Casper College
Pryor, Sally A. - Western Michigan University
Schulman, Sandra - L.A. Pierce College
Steidler, Alyce - Santa Barbara C.C.
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

9. WORKING WITH SCHOOL DISTRICT

Johnson, Robin L. - Georgia Southwestern College
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills
Wood, Nancy V. - U.T.E.P.

STANDARDIZED EXAM PREPARATION

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Langer, Margaret - University of the Pacific
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

USING VOLUNTEER STAFF

(Kusunoki) Sakamoto, Karen K. - University of Hawaii - Manoa
Motem, Dr. Charlyne H. - Sonoma State University
Shaw, Gladys R. - U.T.E.P.
Smith, Karen G. - New Mexico State University
Taylor, Dr. Judson H. - Cal State University, Dominguez Hills

10. RESEARCH

Katz, Ira - Cal State University, Fullerton
Motem, Dr. Charlyne H. - Sonoma State University
Schulman, Sandra - L.A. Pierce College
Taylor, Dr. Judson - Cal State University, Dominguez Hills

12. TECH/OCC LEARNING SKILLS

Pierce, Dr. Ron - West L.A. College
Schulman, Sandra - L.A. Pierce College

BI-CULTURAL EDUCATION

Schulman, Sandra - L.A. Pierce College
Yolesias, Dr. Ken - El Camino C.C.

PERSONAL COUNSELING

Flores, Dr. Juan - Cal State University, Fresno
Johnson, Robin L. - GEorgia Southwestern College

HANDICAPPED STUDENTS

Bulakowski, Carole - College of Lake County
Flores, Dr. Juan - Cal State University, Fresno

PROBLEM SOLVING

Haig, Joan M. - Anchorage C.C.
Smith, Karen G. - New Mexico State University

MANAGEMENT OF PROGRAMS

Fisher, Dr. Michele - Stanford University

INTEGRATING LEARNING AND TEACHING IMPROVEMENT

Fisher, Dr. Michele - Stanford University

WRITING

North, Marianne - Casper College



U N I V E R S I T Y O F P U G E T S O U N D

April 2, 1987

Western College Reading and
Learning Association
S.I.G.
Learning Center Management

Report of expenses in the budget year of 1985/86 and 1986/87 by
Dorothy Lee, University of Puget Sound.

The total dues collected as of 1986-87	\$ 141.00
1987/88	9.00
January, 1986	Mail expense \$ 23.32
April 21, 1986	Envelopes 12.20
April 23, 1986	Mail expense 36.50
March 27, 1987	Mail expense 3.54

Balance as of April 1, 1987 \$74.44

Answers To Your Questions
About The

JOURNAL OF DEVELOPMENTAL EDUCATION

WCRLA MINUTES
April 7-12, 1987
Albuquerque, New Mexico
Attachment AG
Page 1 of 3

1. What are the characteristics of the JOURNAL that meet with the interests of the membership of WCRLA?

The JOURNAL is the only nationally circulated periodical that focuses directly and exclusively on the field of postsecondary developmental education. It is published as a forum for educators concerned with the practice, theory, research, and news of the postsecondary developmental and remedial education community. The JOURNAL's content focuses on basic skills education but also treats adjacent fields of knowledge. Editorial emphasis is placed upon articles that relate education theory to practical and successful teaching and learning.

The growth and development of the JOURNAL parallel that of the field. First published in 1978, the JOURNAL is now entering its eleventh volume. Throughout its history, the publication has printed articles reflecting current ideas and practices that have influenced the field as it has grown to become an essential component of colleges and universities throughout the nation and abroad.

The JOURNAL derives its vigor not only from the staff and resources of the National Center for Developmental Education and Appalachian State University but also from the strong commitment of its Board of Editors. These individuals, located across the nation, act not only as readers of manuscripts for the publication but also as influential advisors. The Board of Editors are committed to holding the publication to high standards of quality and timeliness.

2. What benefits of a subscription agreement would accrue to individual members of WCRLA?

First, the JOURNAL offers a solid value for dollars spent. Those who receive it have access to the most comprehensive specialized information available about the field of postsecondary developmental education. Through the JOURNAL, readers learn about the research, teaching methods, theory, and products that can help them--and their students--achieve the goal of academic success. Readers also are connected to a nationwide network of professionals who share their concerns and interests. Should WCRLA and the JOURNAL enter into a subscription agreement, members would find receiving the publication to be even more cost effective, as

→ each would receive the JOURNAL at a substantial discount: current \$12.50-yr

WCRLA members would also benefit from becoming aware of the professional opportunities to publish articles in the JOURNAL and to serve on the Board of Editors. Because the JOURNAL uses a double-blind referee system of reviewing manuscripts and maintains a very respectable circulation, publication in it is beneficial to those being considered for promotion and tenure.

3. How would WCRLA, as an organization, benefit from such an agreement?

First and foremost, the organization would gain an enhanced image and increased professional status because a periodic journal is the single most valued benefit of membership in a professional organization. The JOURNAL would in no way supplant or overshadow the Annual Proceedings, which are well respected not only by WCRLA members but by others as well. Rather, the JOURNAL would function as a separate benefit of membership, adding to the information and knowledge contained in the Proceedings.

In a more direct way, WCRLA would benefit by using the JOURNAL to promote to a wider range of potential members. The JOURNAL offers the most comprehensive market penetration available and can serve as a useful tool in disseminating information about WCRLA, and a gain of membership may be expected.

Reinforcement of the organization's image and purpose to current members is also an important task; in this the JOURNAL is also useful. Successful organizations recognize that member contact on a regular basis serves to remind members of the importance of the organization and to inform them of the work being accomplished; the JOURNAL offers the opportunity to drive these points home at least three times per academic year. In this way, members would be reminded that they are a part of an ongoing organization which is dedicated to serving their professional needs and interests throughout the year, and the overall positive image of WCRLA can be reinforced.

4. If dues go up to cover the cost of the JOURNAL, what happens to membership?

It has been our observation that developmental educators are willing to pay for quality services and products. In our five-year relationship with NADE, NADE dues tripled--and membership doubled. Our most recent survey of NADE members showed that 95 percent of respondents were motivated to join or renew by the prospect of receiving the JOURNAL as a benefit of membership. The motivational power of the periodical was greater than the resistance to higher dues..

In essence, people simply want their money's worth of service when joining a professional organization, and the specific dollar figure involved is less important to prospective members than the overall value offered by the organization. The JOURNAL's value as a benefit of membership outweighs the number of dollars required to provide it.

5. In what ways would the JOURNAL benefit from an agreement with WCRLA?

As an ongoing, nonprofit publication, the JOURNAL faces many challenges as it continues its growth. Increased JOURNAL income would be helpful in meeting these challenges, as is noted in the most recent issue of Circulation Magazine:

"You can't make a magazine look good without the money to do so. Color separations, screens, quality typesetting, illustrations, and top editorial personnel all cost money. The lower the budget, the more likely the editor is to be hamstrung . . ."

Like most educational publications, the JOURNAL operates on a slender budget that simply will not accommodate the implementation of numerous ideas put forth by staff, readers, and the Board of Editors; yet those ideas would enhance the publication's usefulness to readers. No publication survives by reaching a certain level and becoming static; so the dollars the JOURNAL would gain by a subscription agreement would offer the potential for expanding staffing and service to subscription contractors, increasing production size and quality, and providing more and more varied information to its readers.

Equally important, the JOURNAL would benefit from expanded circulation in the West. This would place staff and editors in better contact with potential authors and editors in that area, and the contributions of those who participate in the publication process would be most welcome. Different ideas and perspectives are the fuel that make this vehicle go; therefore, the involvement of WCRLA in the JOURNAL is understood to be valuable.

6. If WCRLA was to enter into a subscription agreement with the JOURNAL, what sort of contract would be required?

The JOURNAL requires a straightforward contract which carefully protects the autonomy of both parties while fully describing the processes and procedures by which the agreement will be fulfilled. The contract with NADE is offered as a model, but each point of that contract was negotiated separately to the satisfaction of the contracting parties. While any contract with WCRLA would be expected to be similarly straightforward, most components would be open to negotiation.

The only stipulation in the NADE contract that would have a bearing on a contract with WCRLA is the agreement on pricing. This component was accepted in recognition of the stability that the long-term agreement with NADE has brought to the JOURNAL.

If we were to draw up an agreement today, the minimum price of a copy of the JOURNAL sent to a WCRLA member would be \$3.79. The price could be more, depending upon other services determined by negotiations. The JOURNAL requires a two-year minimum contract, with subsequent three-year cycles similar to those described in the NADE contract.

8. How might further discussions proceed?

For more information, feel free to contact Dr. Milton G. "Bunk" Spann, Jr., Director of the National Center for Developmental Education and Editor of the JOURNAL. He will be pleased to answer any questions about the JOURNAL or a prospective subscription agreement.

30%
discount

WCRLA BOARD MEETINGS
SUMMARY OF MINUTES
Albuquerque, New Mexico
Marriott Hotel
April 7-12, 1987

Board Members Present: Wes Brown, president; Gwyn Enright, president-elect;
Sue Brown, past-president; Jane Lehmann, secretary;
Gladys Shaw, treasurer.

April 7, 1987

1. Minutes of the July, 1986, Board meetings were approved as corrected.
(Moved, Seconded, Passed) (MSP)
2. Jane Lehmann, secretary, reported that Elgin Community College has supported her role in the organization by providing the following services: typing, copying, mailing and use of the phone. The Index to the minutes and the Policies and Procedures Handbook have been updated and will be distributed to Board members after the April, 1987, minutes are added. All minutes will be microfiched and updated copies sent to Board members.
3. Gladys Shaw reported that we had \$35,816.14 on hand as of March 31, 1987.
4. The bonding policy now includes the Conference site manager and the registrar.
5. The income tax return for fiscal year 1985-1986 was filed.
6. The Board approved a modification in funding for state/province directors: Money not spent or encumbered by the state/province directors by the time of the Annual Conference can be re-allocated by the coordinator of state/province directors to a state/province director who requests additional funds. A maximum of \$100 in additional funds can be allocated per state or region. (MSP)

It is the intention of the Board that this take effect with the 1987-1988 fiscal year and that the additional allocation be per state or region not per director in the case of states or regions with more than one director.

7. The costs of contracting with Oxford Mailing Service were investigated by Gladys Shaw; she concluded that we were getting excellent service at a competitive cost.
8. The Board decided to change the title of the state/province directors to state/regional directors to more accurately reflect the geographic areas of the directors' constituencies. (MSP) The province directors are regional directors in the sense that they represent more than one province; the at-large directors represent a particular region of the at-large area. It was the consensus of the Board that such a change did not require a change in bylaws.

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9. The Awards and Scholarship Committee was charged with establishing criteria for the Long and Outstanding Member Award. Sue Brown will work with the committee to set guidelines for the composition of the committee; it was recommended that a former Board member serve on the committee to provide continuity and historical perspective.
10. The Board voted to present two Long and Outstanding Member awards in recognition of the 20th Anniversary of WCRLA. The recipients will be Mike McHargue and Spencer Olesen. (MSP)
11. The Board decided that fund-raising should be coordinated by the Awards and Scholarship Committee, since the funds are raised for the scholarships. The Committee should decide what to sell and be responsible for the actual selling of the items. (MSP)
12. The Board decided that the president should appoint a publicity chairperson to chair a special committee to promote WCRLA; the position should begin with the 1987-1988 presidential appointees. (MSP)
13. The Board recommended that the president-elect appoint a conference publicity chairperson who could assist the president-elect in getting conference information to the members in a timely manner.
14. The Board was asked to consider a name change since WCRLA is unpronounceable and perhaps does not reflect the nature of the organization. No action was taken.
15. The Board decided that the at-large area be divided into smaller regional or state groupings; that each area have its own appointed director; that the coordinator of state/regional directors determine the boundaries in consultation with the state/regional directors; that the recommendation for the boundaries be approved by the Board. (MSP)

It was the intention of the Board that these boundaries not be seen as permanent changes but seen as boundaries that can change as membership needs change.
16. The Board received updates on the 1987 Conference activities.
17. The "Publishers' Breakfast" is sponsored by the organization to attract members to the exhibits area and to express appreciation to the publishers for exhibiting. It was the consensus of the Board that the function should be represented accurately in the program so as not to mislead the membership into thinking that the publishers are paying for the breakfast.

18. The Center for Developmental Education (CDE) has requested that WCRLA include the Journal of Developmental Education (JDE) as a benefit of membership. The request has been made before and denied. The issue was explored at the state/regional meetings; no action was taken.
19. WCRLA and The National Association for Developmental Education (NADE) have, in the past, had informal agreements concerning conference locations, waiving registration fees at each other's conferences for the respective presidents and exchanging mailing labels. Gwyn Enright was charged with the task of continuing communications with NADE in order to foster continued cooperation which would be mutually beneficial.
20. Karen Smith, archivist, has examined the archives and will attempt to locate missing items so the archives will be complete.
21. Joyce Weinsheimer, Awards and Scholarship Committee chairperson, reported that the financial disclosure aspect of the scholarship application prevented some people from applying. She distributed descriptions for the Distinguished Research and Research Assistance Awards. (These awards were established by the Board at the summer board meetings, 1986.)
22. Jane Hopper reported that she was retiring as Newsletter editor at the 1987 Conference. The Board commended her on an outstanding job as editor and expressed its regret that she would be leaving that post.
23. Becky Johnen, Special Interest Group (SIG) coordinator, reported on the activities of the various SIGs. Tom Gier will be SIG coordinator for 1987-1988.
24. Carol Clymer Walvekar presented the Board with the Official WCRLA Songbook which she had compiled on her own initiative in response to the needs expressed at the Friday Night Literary Society meeting at the 1986 Conference in Los Angeles. Carol asked the Board to consider naming "Feelings" the official WCRLA song. No action was taken.
25. The Board expressed concern regarding the inherent problems in many people seemingly speaking as official representatives of the organization. The use of the WCRLA logo on various products was discussed as a related issue. Possible solutions were presented: 1) establishing an educational program for all people in leadership positions; 2) using natural reporting lines to oversee communications and publicity; 3) using the publicity chairperson to create guidelines; 4) centralizing fund-raising with the Awards and Scholarship Committee.

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26. Anna-Marie Schlender has continued to provide a placement service for WCRLA focusing on gathering information and posting it at the Annual Conference.

27. Carole Bogue, Nominations and Elections Committee chairperson, 1987, recommended that the deadlines for mailing ballots for the annual elections be changed. Such a change would require a change in the bylaws. Pat Heard is chairperson of the Nominations and Elections Committee, 1988.
28. The Board accepted the bid from Seattle for the site of the Annual Conference, 1989.
29. Kaylene Gebert, representative from NADE, recommended a three year plan for NADE/WCRLA cooperation. No specific features of the plan were discussed.
30. Mike O'Hear resigned as editor of the Journal of College Reading and Learning (JCRL); Jo-Ann Lynn Mullen will serve as editor and Vince Orlando will serve as executive editor. The executive editor position was created this year; the duties focus on the business side of publishing the journal.
31. The scheduling of the state/regional directors' meeting will be reconsidered in response to concerns raised at the state/regional directors' meeting and luncheon.

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32. The officers for 1987-1988 were installed: Jane Lehmann installed Becky Johnen, secretary 1987-1989; Gwyn Enright installed Susan Deese, president-elect, 1987-1988.
33. Bunk Spann, Doree Pitken, and Gene Kersteins, representing the National Center for Developmental Education, presented their proposal to the Board that the JDE be included as a benefit of membership for WCRLA members.
34. Mary Rubin requested Board action on defining and publicizing terms such as "developmental," "remedial," and "compensatory."
35. The Board acted on the request for states to be able to establish their own state organizations. "By the summer board meeting, WCRLA will have put into place an enabling mechanism for states and regions to have officers." (MSP) Becky Johnen will draft the mechanism.
36. The Board responded to political concerns expressed by Jerry Fishman. He asked that we not hold conferences at hotels which invest in South Africa and that the organization support nuclear disarmament. The Board thought that political statements should come from the entire membership and that a political action SIG may be the appropriate vehicle for gauging member interest and concern.

Respectfully submitted



Jane Lehmann, Secretary

(These minutes have not been approved.)