

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

November 1, 1999

List of Attachments to Minutes

- A. Agenda
- B. Conference flow charts
- C. Hyatt annual group conference resume
- D. Treasurer's report
- E. Working draft: 1999 operating budget
- F. State/regions annual report

AGENDAS FOR CRLA BOARD MEETINGS
NEW ORLEANS

Monday, November 1

- | | |
|---------------|--|
| 8:30 - 8:45 | Finalize and approve agenda |
| 8:45 - 9:00 | Approve minutes |
| 9:00 - 10:15 | Conf. flo - charts
Meeting with Hotel Staff- Final Pre-Conference Run Through |
| 10:15 - 10:30 | Break |
| 10:30 - 11:30 | Conference report - Pat |
| 11:30 - 1:00 | Lunch |
| 1:30 - 3:00 | Budget - Gretchen |
| 3:00 - 3:15 | Break |
| 3:15 - 3:45 | Open positions and upcoming positions |
| 3:45 - 4:15 | |
| 4:15 - 5:00 | Perks for Chapters |

Tuesday, November 2

- | | |
|---------------|---|
| 9:00 - 10:30 | Strategic Plan revised action plans |
| 10:30 - 10:45 | Break |
| 10:45 - 11:45 | Reports from Secretary, Membership Chair, President |
| 12:00 - 1:30 | Lunch |
| 1:30 - 2:15 | Overview of conference flow charts |

2:15 - 2:45	Discussion of committee reports
2:45 - 3:00	Web site
3:00 - 3:15	Break
3:15 - 3:45	NADE President - Martha Cassaza
4:00 - 4:30	Newsletter - Roz Bethke
	<i>Symposium -</i>
4:30 - 4:45	Exhibits - Donna Wood
4:45 - 5:15	ITCP/IMCP - Gladys Shaw
5:15 - 5:30	Summer tech institute - Dave Caverly
	<i>LAS Book</i>

Friday, November 5

3:00 - 3:15	Site selection - Sue Brown
4:00	
3:15 - 3:45	CAS / PALs - Becky Johnen, Sam Noble
3:45 - 4:15	Reno conference chairs - Tom Dayton
4:15 - 4:30	Elections Committee - Kathy
4:30 - 5:00	Awards and Scholarships - Kamal Maheshwari
5:00 - 5:30	LAC Monograph - Frank Christ, Rick Sheets, Karen Smith Karen will remain to discuss POC and the archives.

Saturday, November 6

2:00 - 2:30	NCDE & JDE - Hunter Boylan & Elaini Bingham
2:30 - 3:00	David Lemire, JCRL
3:00 - 3:15	Break

3:15 - 3:30

Elections - Kathy

3:30 - 3:45

Requests from States/Regions - Kathy

Site selection

3:45 - 4:00

Report on ACDEA meetings - Mike

4:00 - ~~4:30~~

Clean up of remaining issues: plan for next conference call and for spring board meeting dates.

CONFERENCE FLOW CHARTS AND SEATING ARRANGEMENTS

FIRST GENERAL SESSION

Thursday, November 4, 1999

Presider: Dr. Michael O'Hear, CRLA President

Introductions

Welcome to the Conference

Pat Jonason, CRLA President-Elect and Conference Chair

Susan Halter, Conference On-Site Chair

Dorothy Weber, Registration Chair

President, Delgado Community College, local welcomer

Keynote Presentation

by

Dr. Betty Siegel, President

Kennesaw State College, Georgia

First General Session
Thursday, November 4, 1999
9:00 - 10:30

Head Table (10)

Officers (5), ~~Executive Assistant, Susan Halter,~~
 Betty Siegel, Kamal Maheshwari

Michael O'Hear
 President

Open Conference and Session
 Introduce Current and
 New Board Members (sitting in front)
 Recognize CRLA Members
 Presenters & Session Chairs
 State/Region Chapter Presidents
 SIGs/PALs
 Committee Chairs
 Publications Editors
 Newcomers & International Members
 Recognize Executive Officers from
 NADE-Martha Cassaza
 MCLCA-Shevawn Eaton
 NCDE - Hunter Boylan
 NTA-Sandi Ayuz

Pat Jonason
 President-Elect

Welcome Members to Conference
 Introduce On-site chair

Susan Halter
 On-Site Chair

Welcome to conference
 Recognize Registration Chair
 Introduce Local Welcomer

President, Delgado C.C.

Welcome to Conference

Pat Jonason
 President-Elect

Introduce Betty Siegel
 Keynote Speaker

Dr. Betty Siegel

Keynote Speech

Mike O'Hear

Thank Speaker
 Introduce Elections Chair, Kathy Carpenter

Kathy Carpenter
 Past-President/Elections Chair

Introduce Elections Committee

Pat Jonason
President-Elect

Introduce Jan Norton–Evaluation Coordinator,
Reminder on conference evaluations.
Plug Hospitality Suite
Introduce Susan Halter

Susan Halter
On-Site Chair

Conference Updates
Introduce Kamal Maheshwari

Kamal Maheshwari
Awards & Scholarships Chair

Auction Information

Mike O’Hear
President

Announce times and locations of Board meetings,
Invite members to attend, and check programs for
Location of state and region meetings.
Adjourn session

Second General Session
Friday, November 5, 1999
9:00 am - 10:30 am

Annual CRLA Business Meeting

Presider: Dr. Michael O'Hear, CRLA President

Kathy Carpenter, CRLA Past President and Coordinator of Chapters States and Regions

Annual reports from Michael O'Hear, CRLA President, Lorraine Dreiblatt, CRLA Secretary, and Gretchen Starks-Martin, CRLA Treasurer, will be presented followed by the annual business meeting.

Presidential Address

Dr. Michael O'Hear, CRLA President

"Crossing the Bridge Together: The View From 10,000 Days"

**Second General Session
Friday, November 5, 1999
8:45 - 10:30 am**

Presider: Dr. Michael O'Hear, CRLA President

Head Table (9-10)

Officers, Executive Assistant, Membership Chair(?), Denise McGinty Swann, Susan Halter

Mike O'Hear President	Opens Session Presidential Report
Kathy Carpenter Past-President	States and Regions Report
Lorraine Dreiblatt Secretary	Secretary's Report
Gretchen Starks-Martin Treasurer	Treasurer's Report
Pat Jonason President-Elect	Conference Report Introduces Exhibitors
Mike O'Hear President	Business Meeting
Denise Swann	By-Laws, if changes needed
Mike O'Hear	Request for Other Business Items
Pat Jonason President-Elect	Introduce Mike O'Hear
Mike O'Hear President	Presidential Address
Susan Halter On-Site Chair	Conference Announcements Reminder about Conference Evaluations

Mike O'Hear
President

Adjourns session

Awards Banquet

Friday, November 5, 1999

6:30 pm - 9:00 pm

Presider: Dr. Michael O'Hear, CRLA President

Welcome to the Awards Banquet

(Menu)

Awards Ceremony

Chairs: Dr. Michael O'Hear, CRLA President

Kamal Maheshwari, Awards & Scholarships Committee Chair

The CRLA Scholarship Award

The CRLA Research Awards

The Tom Pasternak Outstanding Tutor Award

Special Recognition Awards

The Robert Griffin Long and Outstanding Service Awards

Entertainment

Awards Banquet
Friday, November 5, 1999
6:30 pm - 9:00 pm

Head Table (8):

Officers (5), Membership Chair, Kamal Maheshwari, Gladys Shaw

Mike O'Hear
President

Welcome to the Awards Banquet.
Invite dinner to be served (6:35)

Introduce Kamal Maheshwari (7:30)

Kamal Maheshwari
Awards & Scholarships Chair

Present CRLA Scholarship Awards &
CRLA Research Awards.
Introduce Gladys Shaw

Gladys Shaw
ITCP/IMCP Co-chair

Present the Tom Pasternak Outstanding Tutor Award

Mike O'Hear
President

Have past special recognition winners stand.
Present the Board Special Recognition Awards.
Have past winners stand.
Present the Robert Griffin Long and Outstanding
Service Award.

Pat Jonason
President-Elect

Introduce the entertainment (8:00)

On to Reno Luncheon

**Saturday, November 6, 1999
11:30 am - 1:00 pm**

Luncheon Speaker
Doug Brinkley, Director,
Eisenhower Center of American Studies

Previews of the CRLA 2000 Conference in Reno

On to Reno Luncheon
Saturday, November 6, 1999
11:30 am - 1:00 pm

Head Table (10), Officers, Membership Coordinator, incoming officers (2), Susan Halter, Doug Brinkley

Mike O'Hear
President

Welcome to the luncheon
Remind participants about conference evaluation,
Recognize Pat as Conference Program Chair

Pat Jonason
President-Elect

Recognize conference program committee. Present Susan Halter with Conference on-site plaque and CRLA pin

Susan Halter
On-site chair

Recognize on-site committee

Mike O'Hear
President

Induction of Officers
Introduce Gretchen Starks-Martin as continuing treasurer
Present Kathy Carpenter, outgoing Board members & past president with lifetime membership, pin, & gift

Kathy Carpenter
Past-President

Present Mike as new coordinator of states/
regions/chapters

Mike O'Hear
President

Inducts Pat Jonason as new President & presents
Presidential Plaque and gavel plus traditional gift

Pat Jonason
President-Elect

Presents Mike with Personal CRLA Presidential
Plaque and gift

Inducts Tom Dayton as President-Elect and gives gift

Introduces outgoing Secretary Lorraine Dreiblatt, presents lifetime membership, plaque and pin.

Lorraine Dreiblatt
Secretary

Introduces Valerie Smith-Stephens as Secretary,
Presents gift.

Pat Jonason
President-Elect

Invites lunch to be served (12:00 pm)

Pat Jonason
President-Elect

Introduces speaker (12:30)

Doug Brinkley
Luncheon Speaker

Gives speech

Tom Dayton
President-Elect

Promotion of Reno 2000 Conference

Pat Jonason
President

Afternoon activities
Board meeting time and place
Auction Information
Adjourn meeting and conference



Hyatt Regency New Orleans
Poydras Street at Loyola Avenue
New Orleans, LA 70113
Telephone: 504-561-1234
Fax: 504- 587- 4141

CRLA Board Meeting
New Orleans, LA
Nov. 1, 1999
Attachment C
Page(s)

ANNUAL CONFERENCE GROUP RESUME

HOTEL INFORMATION

Sales Manager: Christine Talley, ext. 1476
Catering Manager: Selby Tardo, ext. 4114
Convention Services Manager: Selby Tardo
Booking Number: 966730
Account Number: Master # 29579
Room & Tax as Indicated
Group F&B Functions
Miscellaneous Charges (A/V, PBX, etc.)
RES Mode: BOOK – Individual Reservations
Preconvention Meeting: Monday, 11/1/99 @ 10:00am in Cabildo C
All departments invited to attend
CRLA will have (9) Board Members in Attendance
Post-convention Meeting Saturday, November 6, 1999 – Time: TBD

CLIENT INFORMATION

Organization Name: College Reading & Learning Association
Posting Name: CRLA Spanning the Disciplines Call to Conference (34th Annual)
Meeting Dates: Wednesday, November 3, 1999 – Thursday, November 6, 1999
Number of Attendees: 500 Attendees Expected
Group Contacts: Pat Jonason, CRLA President
Susan Halter, CRLA On-Site Chair
On Site Contacts: Pat Jonason, CRLA President
Susan Halter, CRLA On-Site Chair
Client Phone Number: 913-469-8500, ext. 3351
Client Fax Number: 913-469-2588

PROFILE:

CRLA is a group of student-oriented professionals active in the fields of reading, learning assistance, developmental education, and tutorial services at the college/adult level. Inherently diverse in membership, CRLA's most vital function and overall purpose is to provide a forum for the interchange of ideas, methods, and information to improve student learning and to facilitate the professional growth of its members. Spanning the Disciplines Call to Conference will bring these diverse members together to share their common goal of increasing student knowledge for success in all disciplines. CRLA will explore issues, learn of others' successes, and relax while enjoying New Orleans' hospitality, culture, and cuisine.

DISTRIBUTED

10/29/99

COLLEGE READING & LEARNING ASSOCIATION 32ND ANNUAL SPANNING THE DISCIPLINES CONFERENCE GROUP RESUME

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GROUP CODES: BOOK

GROUP PICKUP AS OF: 10/29/99

GROUP CUT OFF DATE: 9/30/99

Day/Date	Rooms Blocked	Rooms Picked Up	Arrival	Departure
Saturday, 10/30	0	5	5	0
Sunday, 10/31	6	16	11	0
Monday, 11/1	16	19	4	1
Tuesday, 11/2	121	135	116	0
Wednesday, 11/3	211	266	136	5
Thursday, 11/4	241	297	36	5
Friday, 11/5	231	273	8	32
Saturday, 11/6	141	150	1	124
Sunday, 11/7	6	12	0	138
Monday, 11/8	0	0	0	12

ROOM RATES PRIOR TO CUT-OFF: 9/30/99

Single	\$158.00	Business Plan	+\$15.00
Double	\$158.00	Regency Club	+\$35.00
Triple	\$178.00	(1) Bedroom Suite	RACK
Staff	N/A	(2) Bedroom Suite	RACK
Quad	\$178.00	Extra Person	N/A

HYATT'S COMMITMENT TO EXCELLENCE

In an effort to provide increased customer service, you may receive a telephone call from JD Powers shortly after the conclusion of your event. If contacted, we would greatly appreciate if you would take the time to answer their questions. Your honest and candid feedback is what will allow us to provide better service.

COLLEGE READING & LEARNING ASSOCIATION

32ND ANNUAL SPANNING THE DISCIPLINES CONFERENCE

GROUP RESUME

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CONTRACTUAL AGREEMENTS (From contract and/or addenda)
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- Comp Policy:**
- The Hotel agrees to provide the Group with one (1) complimentary unit per every fifty paid rooms occupied on a cumulative basis by the Group's attendees over the official dates of the Group's meeting at the convention rate. This shall be computed by adding together the total paid room usage per night during the meeting period and dividing by fifty (50). Complimentary room units may not be used as credit. Complimentary room nights not used have no value.
- Room Rental:**
- The Hotel will provide all of the outlined function and meeting space on a complimentary basis based on the Group's actual use of at least 80% of the total room block commitment detailed in the original room block provision. If the Group and the Hotel have mutually agreed to adjust the room block, then the Group will receive complimentary room space if the group utilizes (80%) of the adjusted room block. In the event that the total room nights fall below (80%) of that total room block, meeting/function room rental fees will be assessed according to the following scale:
- | | | |
|--------------|---|--------------------|
| 100% - 80% | - | Complimentary |
| 79% - 70% | - | \$2,000.00 per day |
| 69% - 60% | - | \$4,000.00 per day |
| 59% or below | - | \$6,000.00 per day |
- Upgrades:**
- In the event that the Group picks up a minimum of (90%) of the aforementioned room block, the Hotel, as a special consideration to the Group, will provide the following for use by the Group, over and above the complimentary rooms:
 - One (1) VIP+2 suite, over and above per arrival November 1, 1999 and departure November 7, 1999
 - Ten (10) Chef's Selection Welcome amenities
 - Five (5) Airport Transfers via hotel town car, based on availability
 - One (1) Complimentary microphone or podium per session room, as long as group utilizes in-house audio/visual company.
 - Complimentary coffee and tea service for Board meetings, up to twenty people

COLLEGE READING & LEARNING ASSOCIATION
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GROUP RESUME

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CONTRACTUAL AGREEMENTS (From contract and/or addenda)
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- Exhibit Rental:** • The current exhibit hall rental of \$40.00 per booth. This rate will be based on a guarantee of (95%) of the twenty (20) booths. All booths are subject to prevailing state and local taxes; currently these equal eleven percent (11%).
- Miscellaneous:** • Food & Beverage Minimum: N/A

COLLEGE READING & LEARNING ASSOCIATION

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GROUP RESUME

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BILLING INFORMATION

CHARGES	MASTER ACCOUNT NUMBERS			
All charges for guests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room & Tax only, incidentals on own	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Incidentals guaranteed for these guests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
See Accommodations & Special request list	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food & Beverage functions as indicated	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audio Visual Charges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit Booth/Meeting Room Rental	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Porterage/Gratuities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone Charges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Center	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paid Out/Cash Advance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering / Electrical Charges	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Authorized Signatures: Pat Jonason, CRLA President Elect
 Susan Halter, On-Site Chair
 Gretchen Starks-Martin, Treasurer
 Michael O-Hear, President
 * (All Charges to MA must be signed by Authorized Signer)

Special Billing Instructions/Additional Information:

- **BOOK BLOCK: GUESTS ARE ON OWN FOR ALL CHARGES
UNLESS OTHERWISE NOTED ON RESUME OR AUTHORIZED BY
MASTER SIGNER**
- **SEE VIP LIST FOR ROOMS BEING CHARGED TO THE MASTER ACCOUNT**

Invoices

Company	College Reading & Learning Association
Address	15131 27 th Street Clear Lake, MN 55319
Attention	Gretchen Starks-Martin
Phone	612-662-2324
Fax	612-202-0959

COLLEGE READING & LEARNING ASSOCIATION

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GROUP RESUME

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VIP's Complimentary Accommodations & Staff Special Requests							
Name/ Title	VIP Code	Accomo- Dations	Check-in Date	Check-out Date	Billing	Rate	Amenities/ Comments
Pat Jonason President	V2	RC/KING	10/30/99	11/7/99	RM & TAX ONLY	\$193.00	1) ETA: 4:34pm 2) Town Car Pick-Up 3) Amenity 4) \$158.00 to MA 5) \$35.00 upgrade charge to be billed to guest
Kathy Carpenter Past President		GP/KING SMOKING	10/30/99	11/7/99	RM & TAX ONLY	1/50	1) ETA: 1:19pm 2) Town Car Pick-Up 3) Upgrade per Contract 4) Amenity 5) (g) 1 Per 50's
Vicki Papineau Membership Chair		GP/DBL	10/30/99	11/7/99	(3) Nights RM & TAX ONLY	\$158.00	1) Upgrade per Contract 2) (3) Nights to Master Only
Roslyn Bethke		GP/DBL	10/30/99	11/7/99	(3) Nights RM & TAX ONLY	\$158.00	1) ETA: 4:34pm 2) Town Car Pick-Up 3) Amenity 4) (3) Nights to Master Only
Vince Orlando		GP/KING	10/30/99	11/6/99	(3) Nights RM & TAX ONLY TO MA	\$158.00	1) Quiet Room Removed from Elevators & Vending Machines 2) (3) Nights to Master Only

COLLEGE READING & LEARNING ASSOCIATION
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GROUP RESUME

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							3) Amenity 4) Upgrade per Contract
Michael O'Hear President	V2	GP/KING	10/31/99	11/4/99	RM & TAX ONLY	1/50	1) ETA: 10:52AM 2) Town Car Pick-Up 3) Upgrade per Contract 4) Amenity 5) (7) 1 Per 50's
Gretchen Starks-Martin Treasurer	V3	BP/KING	10/31/99	11/7/99	RM & TAX ONLY	1/50	1) Upgrade per Contract 2) Amenity 3) (7) 1 Per 50's
Valerie Smith Stephens		GP/KING	10/31/99	11/6/99	(2) Nights RM & TAX ONLY	\$158.00	1) (2) Nights to Master Only 2) Amenity
Tom Dayton s/w Shari Dayton		GP/KING	10/31/99	11/7/99	(2) Nights RM & TAX ONLY	\$158.00	1) (2) Nights to Master Only 2) Amenity
Lorraine Dreiblatt		GP/KING	10/31/99	11/7/99	RM & TAX ONLY	\$158.00	1) Amenity
Molly Widdicombe		GP/KING	10/31/99	11/7/99	(2) Nights RM & TAX ONLY	\$158.00	1) (2) Nights to Master Only
Susan Deese-Roberts		GP/KING	10/31/99	11/6/99	(2) Nights RM & TAX ONLY	\$158.00	1) (2) Nights to Master Only
Cheryl Mott 2430/32/33	V2	VIP+2 Pre-Blocked Do Not Move	11/3/99	11/7/99	Incidentals on Own	Comp O/A	

COLLEGE READING & LEARNING ASSOCIATION
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Susan Halter On-Site Chair	V2	GP/DBL	11/3/99	11/7/99	RM & TAX ONLY	\$158.00	1) ETA: 7:00am 2) Amenity
Betty Siegel Keynote Speaker	V3	GP/KING	11/3/99	11/ /99	RM & TAX ONLY	\$158.00	1) ETA: 4:40pm 2) Town Car Pick-Up

COLLEGE READING & LEARNING ASSOCIATION

32ND ANNUAL SPANNING THE DISCIPLINES CONFERENCE

GROUP RESUME

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ROOMS DIVISION

COMMUNICATIONS/PBX:

- Anticipate heavy room to room & wake-up calls.
- Please see Telephone Requests for Registration (Local/LD) for Credit Card Machine
- CRLA will have exhibits in Cabildo ABC
- 11/4-11/5: Please see telephone requests
- Anticipate last minute requests from exhibitors
- Registration will take place 11/2-11/6 on 2nd Floor of Regency Conference Center

CONCIERGE:

- Anticipate questions from attendees regarding city information and dinner reservation requests.
- Tulane/Loyola University Tours:
Departs/Returns Loyola Street Entrance
Wednesday, 11/3/99 – 9:30AM – 3:00PM
- Delgado CC Campus Tour:
Departs/Returns Loyola Street Entrance
Wednesday, 11/3/99 – 1:00PM – 4:00PM
- Please see Program of Events

FRONT OFFICE:

- Please note VIP status, billing, & complimentary units on Pages 6-8
- Anticipate heavy arrivals on 11/2 and 11/3
- Be prepared for heavy departures on 11/6 and 11/7
- Please be sure to post the event sheet at the Front Desk for the duration of the conference.
- Please note Registration Times & Locations.
There is no phone at Registration
- Anticipate heavy requests for non-smoking accommodations
- The following guests receive complimentary upgrades to Gold Passport Floor per the contract:

Kathy Carpenter
Roslyn Bethke
Michael O'Hear
Valerie Smith
Susan Halter
Lorraine Dreiblatt
Susan Deese-Roberts

Vicki Papineau
Vince Orlando
Gretchen Starks Martin
Tom Dayton
Betty Siegel
Molly Widdicombe

PARKING:

- Group is 70% fly-in, 30% drive-in
- Guests on own for transportation to/from airport.
- Group has received (3) VIP Parking Passes
- Arrivals/Departures: Anticipate scattered arrivals
Tuesday, November 2, 1999
Wednesday, November 4, 1999

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GUEST SERVICE: •

- **Anticipate Heavy Cart Usage**
- **Anticipate Heavy Departure: 11/6/99 and 11/7/99**

- **Turndown service for VIP's**
- **Please review the attached VIP/Staff list and prioritize the servicing of all VIP Suites and guest rooms.**
- **Meetings will be held on the 2nd floor – please note break times for proper cleaning and staffing of public areas**

Anticipate minimal activity

- Please note special billing, complimentary units, and VIP status on pages 6-8
- The following guests receive complimentary upgrades to Gold Passport Floor per the contract:

Kathy Carpenter	Vicki Papineau
Roslyn Bethke	Vince Orlando
Michael O'Hear	Gretchen Starks Martin
Valerie Smith	Tom Dayton
Susan Halter	Betty Siegel
Lorraine Dreiblatt	Molly Widdicombe
Susan Deese-Roberts	

- **Cabildo ABC & Canal C will be placed on security lock**
Cabildo ABC 11/4-11/5 (3) Keys
Canal C 11/2-11/6 (6) Keys
- **Exhibition Company is GES. Please provide a French Market elevator operator according to the following schedule:**
Thursday 11/4/99 8:00am-12:00pm
Friday 11/5/99 5:00pm-9:00pm

**COLLEGE READING & LEARNING ASSOCIATION
32ND ANNUAL SPANNING THE DISCIPLINES CONFERENCE
GROUP RESUME**

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ROOMS CONTINUED

TRANSPORTATION:

- **Hyatt Express Shuttle Service:**
Anticipate some activity each evening; some spouses will be in attendance & may use Hyatt Shuttle throughout the day
- **Contract includes (5) complimentary roundtrip airport transfers in the hotel's town car. Please see requests**

**Kathy Carpenter
Pat Jonason
Roslyn Bethke
Michael O'Hear
Betty Siegel**

**COLLEGE READING & LEARNING ASSOCIATION
32ND ANNUAL SPANNING THE DISCIPLINES CONFERENCE
GROUP RESUME**

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F & B DIVISION

- BANQUETS:**
- Please See BP's and Program of Events
 - Banquet Checks and Charges to be Provided Daily to Pat Jonason for approval.
 - Please Note Specifics on BP's
- CS FLOOR:**
- See BP's and Program of Events
 - Please Note Refresh Times of Rooms
 - Attendees Tend to Arrive to Meeting Rooms Early
 - Exhibit Company is GES. Please have Cabildo ABC clean and clear by 7:00am on Thursday, 11/4/99
- OUTLETS:**
- Refer to attached convention schedule for break times.
 - Anticipate light/moderate business in outlets
 - Top of the Dome:
Thursday, 11/4/99 7:30pm-9:00pm
56 People for Chocoholic Bar
to be billed to Master Account
- ROOM SERVICE:**
- Expect moderate AM activity throughout the week
 - The following guests receive complimentary Chef Selection's Welcome Amenities per the contract:

Kathy Carpenter	Lorraine Dreiblatt
Tom Dayton	Roslyn Bethke
Michael O'Hear	Pat Jonason
Gretchen Starks Martin	Susan Halter
Vince Orlando	Valerie Smith Stephens

COLLEGE READING & LEARNING ASSOCIATION

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GROUP RESUME

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AUXILIARY AREAS

- AUDIO VISUAL:**
- Please review Program of Events & Banquet Prospectus for all information.
 - All Authorized Charges to MA#29587 Must be Signed Off by a Master Signer.
- ELECTRICIAN:**
- Exhibits will take place in Cabildo ABC – 11/4/99-11/5/99
 - Please review individual Exhibitor Electrical Request Forms for information. Exhibit set-up schedule is included on page 13
 - All exhibitors on own for all electrical charges.
- BUSINESS CENTER:**
- Please See Authorized signers on Page 5
- ENGINEERING:**
- Cabildo ABC & Canal C will be placed on security lock
Cabildo ABC 11/4-11/5 (3) Keys
Canal C 11/2-11/6 (6) Keys
- HEALTH CLUB:**
- Anticipate moderate use of facility.
- PACKAGE ROOM:**
- Anticipate numerous boxes sent to the attention of Selby Tardo CRLA, or Pat Jonason
 - In addition, boxes for exhibitors are anticipated
 - Please note time of exhibit set-up and breakdown::
Thursday 11/4/99 8:00am-12:00pm
Friday 11/5/99 5:00pm-9:00pm
 - Exhibitors will be shipping freight directly to hotel and are on own for all charges
- RECEIVING:**
- See Above.

COLLEGE READING & LEARNING ASSOCIATION

32ND ANNUAL SPANNING THE DISCIPLINES CONFERENCE

GROUP RESUME

14

SCHEDULE OF ALL MAJOR FOOD & BEVERAGE FUNCTIONS (ON AND OFF PROPERTY)		
Date/Time	Location/Guarantee	Function
11/1/99 8:00am-5:00pm	Carrollton 9/9	Board Meeting Coffee Break
11/2/99 8:00am-5:00pm	Carrollton 9/9	Board Meeting Coffee Break
11/3/99 5:00pm-6:00pm	Gentilly 60/60	SIG Leadership & Past Officer's Council Dinner
11/3/99 7:30pm-9:00pm	Poydras AB 200/200	Newcomers' Reception
11/4/99 7:00am-8:30am	Poydras A, Magazine A & B, Julia, Girod, St. Charles C, Royale 110/110 Total	Plated Breakfast Meetings
11/4/99 10:30am-10:45am 2:30pm-2:45pm	Regency Foyer Center 300/300	Coffee Break
11/4/99 5:30pm-7:30pm	Cabildo ABC 300/300	Reception
11/4/99 7:30pm-9:00pm	Top of the Dome 56/60	Chocoholic Bar Arranged w/ TOD Manager by Client
11/5/99 7:00am-8:30am	Cabildo ABC 175ppl.	Publisher's Breakfast Continental
11/5/99 10:30am-10:45am 2:45pm-3:00pm	Cabildo ABC 300/300	Coffee Breaks
11/5/99 12:00pm-1:30pm	Loyola B, Rampart, Royale, Canal A 100/100 Total	Lunch w/ Mentors
11/5/99 6:30pm-9:00pm	Esplanade ABC 142/150	Awards Dinner/Dance
11/6/99 7:00am-8:45am	Canal B, St. Charles A & B 20/20 Total	SIG Breakfast Meetings Plated
11/6/99 10:00am-10:15am	RCC Foyer Center 200/200	Beverage Break
11/6/99 11:30am-1:00pm	Esplanade A 73/80	On To Reno Luncheon Plated

COLLEGE READING & LEARNING ASSOCIATION
32ND ANNUAL SPANNING THE DISCIPLINES CONFERENCE
GROUP RESUME

15

**REGISTRATION/
INFORMATION**

Date	Hours	Location
11/2/99	5:00pm-9:00pm	RCC Foyer Center
11/3/99	8:00am-9:00pm	RCC Foyer Center
11/4/99	8:00am-6:00pm	RCC Foyer Center
11/5/99	8:00am-6:00pm	RCC Foyer Center
11/6/99	8:30am-2:00pm	RCC Foyer Center

EXHIBITS

Date	Hours	Location
11/4/99	7:00am-4:00pm	CABILDO ABC EXHIBITOR SET-UP
11/4/99	5:30pm-7:30pm	EXHIBIT OPENS
11/5/99	7:00am-8:30am	CABILDO ABC
11/5/99	10:30am-5:00pm	CABILDO ABC
11/5/99	5:00pm-9:00pm	TEAR DOWN

COLLEGE READING & LEARNING ASSOCIATION

32ND ANNUAL SPANNING THE DISCIPLINES CONFERENCE

GROUP RESUME

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IMPORTANT PHONE NUMBERS

Department	Contact	Phone Number
Accounting	Betty DiGiovanni Accounts Receivable	3060
Audio Visual	Paul Russell Royal A/V	2549
Banquets	Dan Ketelsen Banquet Manager	1855
Bellman	Susan Leonard Guest Services Manager	52
Business Center	Royal A/V	2679
Catering	Selby Tardo Convention Service Mgr.	4114
Concierge	Mim Tran VIP Manager	53
Convention Services	Lisa Krieg C/S Floor Manager	7676
Communications	Nicolette Bellis Communications Manager	7789
Engineering	Robert Romero Chief Engineer	2555
Food & Beverage	Norman Dillard F & B Director	1755
Front Office	Joe Vilmain Front Office Manager	50
General Manager	Mike Hickey General Manager	4124
Housekeeping	Mike Kiesel Executive Housekeeper	57
Reservations	Jane Tebbe Reservations Manager	4139
Rooms	Randy Thompson Rooms Executive	1181
Room Service	Robbie Lawson Room Service Manager	54
Security	Renee Pickett Security Director	1299
Perfect Stay Line		58
Emergency		55

COLLEGE READING & LEARNING ASSOCIATION

32ND ANNUAL SPANNING THE DISCIPLINES CONFERENCE

GROUP RESUME

17

MEETING EVALUATION

Area to be Evaluated	Grade
Pre Conference Planning:	
Reservations:	
Bellstaff:	
Front Office:	
PBX:	
Concierge:	
Housekeeping:	
Laundry and Valet:	
Courtyard:	
Hyttops:	
Top of the Dome:	
Banquet:	
C/S Floor:	
Audio Visual:	

Grade Key

A=4.0
B=3.0
C=2.0
D=1.0
F=0.0

Comments:

**BANQUET PROSPECTUS #543782-1****Meeting Name:** ANNUAL MEETING**Post As:** FALL NATIONAL CONVENTION**Event Name:** AWARDS DINNER**Date:** FRIDAY, NOVEMBER 05, 1999**Time:** 6:30PM TO 9:00PM**Room:** ESPLANADE A-C 2ND FLR. RCC**Attendance:** 142/150

Agenda: 4:00PM ROOM SET
6:30PM-9:00PM AWARDS DINNER
6:45PM SERVE DINNER
7:30PM-9:00PM ENTERTAINMENT

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN**Phone:** (505) 646-3137 **Ext:****Fax #:** (505) 646-8082**On Site Contact:** PAT JONASON**Manager:** SELBY TARDO**Billing Name:** COLLEGE READING LEARNING ASSOC**Billing Type:** DIRECT BILL NUMBER**Acct #:** 29579**Payment Instructions:** F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

CONVENTION SERVICES**Seating Style:** BANQUET

DINNER See Diagram for Room Set
BP 1 12X24X24 Riser w/ Stairs (Skirted in Black)

Rounds of 10
30x30 Dance Floor

ROOM TO BE SET BY 4PM

AUDIO VISUAL

DINNER Standing Podium with Microphone @ No Charge
BP 1

DECOR

DINNER Black Underlays
BP 1 White Overlays
Black Napkins

Mirrors and Votive Candles on each table



10/31/99 01:34 AM

BANQUET PROSPECTUS #543782-1

Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: AWARDS DINNER

Date: FRIDAY, NOVEMBER 05, 1999

Time: 6:30PM TO 9:00PM

Room: ESPLANADE A-C 2ND FLR. RCC

Attendance: 142/150

Agenda: 4:00PM ROOM SET
6:30PM-9:00PM AWARDS DINNER
6:45PM SERVE DINNER
7:30PM-9:00PM ENTERTAINMENT

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

MISCELLANEOUS

DINNER ENGINEERING:
BP 1 (8) 20 Amp Circuits

PLEASE SIGN & RETURN
CLIENT SIGNATURE: _____

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Page 3 of 3
Booking #966730

DATE: _____

BANQUET PROSPECTUS #543782-1



10/31/99 12:25 AM

BANQUET PROSPECTUS #543798-1

Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: SIG BREAKFAST MEETING

Date: SATURDAY, NOVEMBER 06, 1999

Time: 7:00AM TO 8:45AM

Room: CANAL B LOWER LEVEL RCC

Attendance: 5/10

Agenda: 7:00AM-8:45AM PLATED BREAKFAST

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD 7:00AM PLATED BREAKFASTBREAKFAST
BP 1

Chilled Fruit Juices

FRENCH TOAST

Thick Slices of Texas Toast with Warm Maple Syrup
Served with Crisp Bacon

Fresh Fruit Cup

Bakery Basket Served with Fruit Preserves & Butter

Coffee, Decaffeinated Coffee, Assorted Teas & Milk

@ \$13.25 / Person

CONVENTION SERVICES

Seating Style: BANQUET

BREAKFAST See Convention Resume for Set-Up
BP 1**DISTRIBUTED**
10/31/99**DECOR**BREAKFAST Appropriate Linen & Decor
BP 1

PLEASE SIGN & RETURN

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Page 1 of 1

Booking #966730

BANQUET PROSPECTUS #543798-1



BANQUET PROSPECTUS #543799-1

Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: SIG BREAKFAST MEETING

Date: SATURDAY, NOVEMBER 06, 1999

Time: 7:00AM TO 8:45AM

Room: ST.CHARLES A LOWER LEVEL RCC

Attendance: 10/10

Agenda: 7:00AM-8:45AM PLATED BREAKFAST

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD

7:00AM PLATED BREAKFAST

BREAKFAST
BP 1

Chilled Fruit Juices

FRENCH TOAST

Thick Slices of Texas Toast with Warm Maple Syrup
Served with Crisp Bacon

Fresh Fruit Cup

Bakery Basket Served with Fruit Preserves & Butter

Coffee, Decaffeinated Coffee, Assorted Teas & Milk

@ \$13.25 / Person

CONVENTION SERVICES

Seating Style: BANQUET

BREAKFAST See Convention Resume for Set-Up
BP 1

DISTRIBUTED
10/31/99

DECOR

BREAKFAST Appropriate Linen & Decor
BP 1

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Booking #966730

DATE: _____

HYATT

HOTELS & RESORTS

®

HYATT REGENCY NEW ORLEANS

10/31/99 12:31 AM

BANQUET PROSPECTUS #543800-1**Meeting Name:** ANNUAL MEETING**Post As:** FALL NATIONAL CONVENTION**Event Name:** SIG BREAKFAST MEETING**Date:** SATURDAY, NOVEMBER 06, 1999**Time:** 7:00AM TO 8:45AM**Room:** ST.CHARLES B LOWER LEVEL RCC**Attendance:** 5/10**Agenda:** 7:00AM-8:45AM PLATED BREAKFAST**Organization:** COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN**Phone:** (505) 646-3137 **Ext:****Fax #:** (505) 646-8082**On Site Contact:** PAT JONASON**Manager:** SELBY TARDO**Billing Name:** COLLEGE READING LEARNING ASSOC**Billing Type:** DIRECT BILL NUMBER**Acct #:** 29579**Payment Instructions:** F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD**7:00AM PLATED BREAKFAST**BREAKFAST
BP 1

Chilled Fruit Juices

FRENCH TOAST

Thick Slices of Texas Toast with Warm Maple Syrup
Served with Crisp Bacon

Fresh Fruit Cup

Bakery Basket Served with Fruit Preserves & Butter

Coffee, Decaffeinated Coffee, Assorted Teas & Milk

@ \$13.25 / Person

CONVENTION SERVICES**Seating Style:** BANQUETBREAKFAST See Convention Resume for Set-Up
BP 1**DISTRIBUTED**

10/21/99

DECORBREAKFAST Appropriate Linen & Decor
BP 1

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Booking #966730

BANQUET PROSPECTUS #543800-1



10/30/99 05:18 PM

BANQUET PROSPECTUS #376450-1**Meeting Name:** ANNUAL MEETING**Post As:** FALL NATIONAL CONVENTION**Event Name:** MEDIA ROOM**Date:** SATURDAY, NOVEMBER 06, 1999**Time:** 8:00AM TO 5:00PM**Room:** CANAL C LOWER LEVEL RCC**Attendance:** 12/12**Agenda:** 8:00AM-5:00PM MEDIA ROOM
8:00AM-9:00AM BEVERAGE BREAK**Organization:** COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN**Phone:** (505) 646-3137 **Ext:****Fax #:** (505) 646-8082**On Site Contact:** PAT JONASON**Manager:** SELBY TARDO**Billing Name:** COLLEGE READING LEARNING ASSOC**Billing Type:** DIRECT BILL NUMBER**Acct #:** 29579**Payment Instructions:** F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD 8:00AM BEVERAGE BREAKCOFFEE BREAK
BP 1SNACK & DIP
Potato Chips, Peanuts, Nachos, Pretzels with Assorted Dips
(ONE HOUR MAXIMUM)

@ \$4.50 / Person

(12) Pieces Whole Fruit @ \$2.00 / Each

(1/2) Gallon of Freshly Brewed Coffee @ \$42.00 / Gallon
(1/2) Gallon of Freshly Brewed Decaffeinated Coffee @ \$42.00 / Gallon
(1/2) Gallon of Assorted International Teas @ \$42.00 / Gallon
(10) Assorted Regular and Diet Soft Drinks; Charge on Consumption
(1/2 Diet, 1/2 Regular) @ \$2.75 / Each

CONVENTION SERVICES**Seating Style:** OTHERCOFFEE BREAK See Convention Resume for Set-Up
BP 1**DISTRIBUTED**
10 21 99 ④PLEASE SIGN & RETURN
CLIENT SIGNATURE: _____

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Page 1 of 1

Booking #966730

DATE: _____

BANQUET PROSPECTUS #376450-1



Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: REGISTRATION

Date: SATURDAY, NOVEMBER 06, 1999

Time: 8:30AM TO 2:00PM

Room: RCC FOYER SO. 2ND LEVEL

Attendance: 300/300

Agenda: 8:30AM-2:00PM REGISTRATION
10:00AM-10:15AM COFFEE BREAK

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD

10:00AM COFFEE BREAK

COFFEE BREAK
BP 1

(10) Gallons of Freshly Brewed Coffee @ \$42.00 / Gallon
(6) Gallons of Freshly Brewed Decaffeinated Coffee @ \$42.00 / Gallon
(4) Gallons of Assorted International Teas @ \$42.00 / Gallon

CONVENTION SERVICES

Seating Style: OTHER

COFFEE BREAK See Convention Resume for Set-Up
BP 1

DISTRIBUTED
10/31/99

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Booking #966730

DATE: _____



10/31/99 01:14 AM

BANQUET PROSPECTUS #376464-1

Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: 3RD GENERAL SESSION/ON TO RENO

Date: SATURDAY, NOVEMBER 06, 1999

Time: 11:30AM TO 1:30PM

Room: ESPLANADE AB 2ND FLR. RCC

Attendance: 73/80

Agenda: 11:30AM-1:30PM PLATED LUNCH

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD

11:30AM PLATED LUNCH

LUNCH
BP 1

SALAD NOUVELLE (PRE-SET)
Crispy Bibb Lettuce, Tomatoes, Cucumbers
and Julienne Vegetables with Pepper Cream Dressing

CHICKEN BREAST ORLEANS
With Red & Yellow Bell Peppers, Shrimp,
Andouille Sausage & Fresh Spinach

Chef's Selection of Fresh Vegetable & Starch
French Rolls & Butter

CREOLE BREAD PUDDING
Served with a Flavorful Whiskey Sauce

Freshly Brewed Coffee, Decaffeinated Coffee and Iced Tea

@ \$22.50 / Person

NOTE
HEADTABLE TO BE SERVED

CONVENTION SERVICES

Seating Style: BANQUET

LUNCH
BP 1

Person Headtable on Riser in Front of Room

Rounds of 10.

DISTRIBUTED
10/31/99

The logo features the word "HYATT" in a large, stylized, serif font. The letters are white and set against a dark rectangular background. The "Y" is particularly prominent, with its two strokes extending upwards and outwards.

HOTELS & RESORTS

HYATT REGENCY NEW ORLEANS

10/31/99 01:14 AM

BANQUET PROSPECTUS #376464-1

Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: 3RD GENERAL SESSION/ON TO RENO

Date: SATURDAY, NOVEMBER 06, 1999

Time: 11:30AM TO 1:30PM

Room: ESPLANADE AB 2ND FLR. RCC

Attendance: 73/80

Agenda: 11:30AM-1:30PM PLATED LUNCH

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

AUDIO VISUALLUNCH Standing Podium with Microphone @ No Charge
BP 1

DECORLUNCH Appropriate Linen & Decor
BP 1

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Page 2 of 2

Booking #966730

DATE: _____

BANQUET PROSPECTUS #376464-1



Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: LUNCH WITH A MENTOR K

Date: FRIDAY, NOVEMBER 05, 1999

Time: 12:00PM TO 1:30PM

Room: CANAL A LOWER LEVEL RCC

Attendance: 8/10

Agenda: 12:00PM-1:30PM PLATED LUNCH

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD

12:00PM PLATED LUNCH

LUNCH
BP 1

SHRIMP REMOULADE SALAD
Fresh Shrimp, Hard Boiled Eggs, Bacon & Herbs
Tossed in Remoulade Sauce served over Chilled Greens

(2) Cookies (Chocolate Chip & Oatmeal)

Speciality Rolls w/ Butter

Freshly Brewed Coffee, Decaffeinated Coffee and Iced Tea

@ \$22.00 / Person

CONVENTION SERVICES

Seating Style: BANQUET

LUNCH
BP 1

See Convention Resume for Set-Up

DECOR

LUNCH
BP 1

Appropriate Linen & Decor

DISTRIBUTED
10/31/99

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Booking #966730

BANQUET PROSPECTUS #616768-1



10/31/99 01:01 AM

BANQUET PROSPECTUS #616766-1

Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: LUNCH WITH A MENTOR J

Date: FRIDAY, NOVEMBER 05, 1999

Time: 12:00PM TO 1:30PM

Room: ROYALE 4TH FLOOR

Attendance: 9/10

Agenda: 12:00PM-1:30PM PLATED LUNCH

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD 12:00PM PLATED LUNCHLUNCH
BP 1SHRIMP REMOULADE SALAD
Fresh Shrimp, Hard Boiled Eggs, Bacon & Herbs
Tossed in Remoulade Sauce served over Chilled Greens

(2) Cookies (Chocolate Chip & Oatmeal)

Speciality Rolls w/ Butter

Freshly Brewed Coffee, Decaffeinated Coffee and Iced Tea

@ \$22.00 / Person

CONVENTION SERVICES

Seating Style: BANQUET

LUNCH See Convention Resume for Set-Up
BP 1

DECORLUNCH Appropriate Linen & Decor
BP 1**DISTRIBUTED**
10/31/99

PLEASE SIGN & RETURN

CLIENT SIGNATURE: _____

DATE: _____

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Booking #966730

BANQUET PROSPECTUS #616766-1



Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: EDITORIAL BOARD LUNCHEON

Date: FRIDAY, NOVEMBER 05, 1999

Time: 12:00PM TO 1:30PM

Room: ST.CHARLES B LOWER LEVEL RCC

Attendance: 20/20

Agenda: 12:00PM-1:30PM PLATED LUNCH

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD **12:00PM PLATED LUNCH**

LUNCH
BP 1

SHRIMP REMOULADE SALAD
Fresh Shrimp, Hard Boiled Eggs, Bacon & Herbs
Tossed in Remoulade Sauce served over Chilled Greens

(2) Cookies (Chocolate Chip & Oatmeal)

Speciality Rolls w/ Butter

Freshly Brewed Coffee, Decaffeinated Coffee and Iced Tea

@ \$22.00 / Person

CONVENTION SERVICES

Seating Style: BANQUET

LUNCH
BP 1

See Convention Resume for Set-Up

DECOR

LUNCH
BP 1

Appropriate Linen & Decor

DISTRIBUTED
10/31/99

PLEASE SIGN & RETURN

CLIENT SIGNATURE: _____

DATE: _____

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Booking #966730

BANQUET PROSPECTUS #616770-1



10/31/99 01:38 AM

BANQUET PROSPECTUS #616772-1**Meeting Name:** ANNUAL MEETING**Post As:** FALL NATIONAL CONVENTION**Event Name:** ACDEA MEETING**Date:** FRIDAY, NOVEMBER 05; 1999**Time:** 1:30PM TO 4:30PM**Room:** CANAL B LOWER LEVEL RCC**Attendance:** 8/8**Agenda:** 1:30PM-4:30PM MEETING**Organization:** COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN**Phone:** (505) 646-3137 **Ext:****Fax #:** (505) 646-8082**On Site Contact:** PAT JONASON**Manager:** SELBY TARDO**Billing Name:** COLLEGE READING LEARNING ASSOC**Billing Type:** DIRECT BILL NUMBER**Acct #:** 29579**Payment Instructions:** F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD**1:30PM COFFEE BREAK**COFFEE BREAK
BP 1

(1) Dozen Assorted Jumbo Cookies @ \$36.00 / Dozen

(1/2) Gallon of Freshly Brewed Coffee @ \$42.00 / Gallon

(1/2) Gallon of Freshly Brewed Decaffeinated Coffee @ \$42.00 / Gallon

(8) Assorted Regular and Diet Soft Drinks; Charge on Consumption @ \$2.75 / Each

CONVENTION SERVICES**Seating Style:** CONFERENCECOFFEE BREAK See Convention Resume for Set-Up
BP 1**DISTRIBUTED**
10/31/99

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Booking #966730

BANQUET PROSPECTUS #616772-1



10/31/99 01:44 AM

BANQUET PROSPECTUS #616701-1**Meeting Name:** ANNUAL MEETING**Post As:** FALL NATIONAL CONVENTION**Event Name:** RECEPTION**Date:** FRIDAY, NOVEMBER 05; 1999**Time:** 5:30PM TO 6:30PM**Room:** RCC FOYER NORTH 2ND LEVEL**Attendance:** 150/150**Agenda:** 5:30PM-6:30PM RECEPTION**Organization:** COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN**Phone:** (505) 646-3137 **Ext:****Fax #:** (505) 646-8082**On Site Contact:** PAT JONASON**Manager:** SELBY TARDO**Billing Name:** COLLEGE READING LEARNING ASSOC**Billing Type:** DIRECT BILL NUMBER**Acct #:** 29579**Payment Instructions:** F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD**5:30PM-6:30PM COCKTAIL RECEPTION**RECEPTION
BP 1**** NO FOOD REQUIRED ******BEVERAGE****Time: 5:30 PM - 6:30 PM****Location: RCC FOYER NORTH**RECEPTION
BP 1**(1) CASH BAR**

Call Brand Cocktails @ \$4.50 / Each

Imported Beer @ \$4.25 / Each

Domestic Beer @ \$4.00 / Each

Domestic Wine @ \$4.25 / Glass

Assorted Fruit Juices @ \$2.00 / Each

Assorted Mineral Waters @ \$3.25 / Each

Assorted Soft Drinks @ \$2.00 / Each

(1) Bartender @ \$75

PLEASE PLACE CALITERRA WINES ON BAR

CONVENTION SERVICES**Seating Style: RECEPTION**RECEPTION
BP 1

See Convention Resume for Set-Up

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Page 1 of 1
Booking #966730

DATE: _____

BANQUET PROSPECTUS #616701-1

HYATT

HOTELS & RESORTS

HYATT REGENCY NEW ORLEANS

BANQUET PROSPECTUS #543782-1

10/31/99 01:34 AM

Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: AWARDS DINNER

Date: FRIDAY, NOVEMBER 05; 1999

Time: 6:30PM TO 9:00PM

Room: ESPLANADE A-C 2ND FLR. RCC

Attendance: 142/150

Agenda: 4:00PM ROOM SET
6:30PM-9:00PM AWARDS DINNER
6:45PM SERVE DINNER
7:30PM-9:00PM ENTERTAINMENT

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD**6:45PM PLATED DINNER**DINNER
BP 1

SPINACH SALAD (PRE-SET)
Fresh Spinach Leaves, Marinated Mushrooms
with Bacon Dressing

CREOLE MIXED GRILL
Bronzed Chicken Breast, Smoked Porkloin and
Barbecued Shrimp with a Creole Mustard Sauce

Chef's Selection of Fresh Vegetable & Starch
French Rolls & Butter

CHOCOLATE TRUFFLE TORTE
Chocolate Caked Finished with a Rich Chocolate Icing,
Garnished with Shaved White Chocolate; Chocolate Coffee Sauce

Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Hot Teas

@ \$35.00 / Person

DISTRIBUTED
10/31/99**NOTE**

PLEASE PREPARE 5% VEGGIE MEALS

BEVERAGE

Time: 6:30 PM - 9:00 PM

Location: ESPLANADE ABC

DINNER
BP 1**(1) CASH BAR**

Call Brand Cocktails @ \$4.50 / Each

Imported Beer @ \$4.25 / Each

Domestic Beer @ \$4.00 / Each

Domestic Wine @ \$4.25 / Glass

Assorted Fruit Juices @ \$2.00 / Each
Assorted Mineral Waters @ \$3.25 / Each
Assorted Soft Drinks @ \$2.00 / Each
(1) Bartender @ \$75

PLEASE PLACE CALITERRA WINES ON BAR



Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: SIG BREAKFAST MEETING
Date: THURSDAY, NOVEMBER 04, 1999
Time: 7:00AM TO 8:30AM
Room: ROYALE 4TH FLOOR

Attendance: 8/10

Agenda: 7:00AM-8:30AM PLATED BREAKFAST

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN
Phone: (505) 646-3137 Ext:
Fax #: (505) 646-8082

On Site Contact: PAT JONASON
Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC
Billing Type: DIRECT BILL NUMBER
Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD 7:00AM PLATED BREAKFAST

BREAKFAST
BP 1

Chilled Fruit Juices
EGGSTAVAGANZA
Scrambled Eggs & Canadian Bacon on English Muffins
Topped with a Cheddar Cheese Sauce
Hashbrowns
Bakery Basket Served with Fruit Preserves & Butter
Coffee, Decaf, Assorted Teas & Milk

@ \$15.00 / Person

CONVENTION SERVICES Seating Style: BANQUET

BREAKFAST See Convention Resume for Set-Up
BP 1

DECOR

BREAKFAST Appropriate Linen & Decor
BP 1

DISTRIBUTED
10/21/99

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Booking #966730



Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: MEDIA ROOM

Date: THURSDAY, NOVEMBER 04, 1999

Time: 8:00AM TO 5:00PM

Room: CANAL C LOWER LEVEL RCC

Attendance: 12/12

Agenda: 8:00AM-5:00PM MEDIA ROOM

8:00AM-9:00AM BEVERAGE BREAK

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD

8:00AM BEVERAGE BREAK

COFFEE BREAK
BP 1

SNACK & DIP
Potato Chips, Peanuts, Nachos, Pretzels with Assorted Dips
(ONE HOUR MAXIMUM)
@ \$4.50 / Person
(12) Pieces Whole Fruit @ \$2.00 / Each

(1/2) Gallon of Freshly Brewed Coffee @ \$42.00 / Gallon
(1/2) Gallon of Freshly Brewed Decaffeinated Coffee @ \$42.00 / Gallon
(1/2) Gallon of Assorted International Teas @ \$42.00 / Gallon
(10) Assorted Regular and Diet Soft Drinks; Charge on Consumption
(1/2 Diet, 1/2 Regular) @ \$2.75 / Each

CONVENTION SERVICES

Seating Style: OTHER

COFFEE BREAK See Convention Resume for Set-Up
BP 1

DISTRIBUTED
10/31/99

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Booking #966730

BANQUET PROSPECTUS #375650-1



Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: EXHIBITS

Date: THURSDAY, NOVEMBER 04, 1999

Time: 5:30PM TO 7:30PM

Room: CABILDO ABC 2ND FLOOR RCC

Attendance: 300/300

Agenda: 5:00PM-7:30PM RECEPTION/EXHIBITS

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD

5:00PM RECEPTION

RECEPTION
BP 1

SERVED ON DECORATIVE PLATTERS & IRON RACKS:

(1) Large Imported & Domestic Cheese Display
Garnished with Fruit & Berries with a Variety of Crackers & Breads
@ \$400.00 / Each

(1) Large Fresh Vegetable Crudite Display
Broccoli, Cauliflower, Mushrooms, Celery, Carrots, Cherry Tomatoes
with a Variety of Dips
@ \$400.00 / Each

(1) Large Fresh Fruit Arrangement
Sliced Seasonal Fresh Fruits & Berries
@ \$400.00 / Each

TO BE BUTLER PASSED

(100) Assorted Quesadillas @ \$3.00 / Piece
(100) Chicken Coconut @ \$3.00 / Piece
(100) Miniature Eggrolls @ \$3.00 / Piece
(100) Mushroom Caps Filled with Boursin Cheese @ \$3.25 / Piece

(2) Gallons of Freshly Brewed Coffee @ \$42.00 / Gallon
(1) Gallon of Freshly Brewed Decaffeinated Coffee @ \$42.00 / Gallon
(1) Gallon of Iced Tea @ \$42.00 / Gallon

DISTRIBUTED
10/31/99



Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: EXHIBITS

Date: THURSDAY, NOVEMBER 04, 1999

Time: 5:30PM TO 7:30PM

Room: CABILDO ABC 2ND FLOOR RCC

Attendance: 300/300

Agenda: 5:00PM-7:30PM RECEPTION/EXHIBITS

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

BEVERAGE

Time: 5:00 PM - 7:30 PM

Location: CABILDO ABC

RECEPTION
BP 1

(1) CASH BAR

Call Brand Cocktails @ \$4.50 / Each

Imported Beer @ \$4.25 / Each

Domestic Beer @ \$4.00 / Each

Domestic Wine @ \$4.25 / Glass

Assorted Fruit Juices @ \$2.00 / Each

Assorted Mineral Waters @ \$3.25 / Each

Assorted Soft Drinks @ \$2.00 / Each

(1) Bartender @ \$75

PLEASE PLACE CALITERRA WINES ON BAR

CONVENTION SERVICES

Seating Style: 8X10 EXHIBITS

RECEPTION
BP 1

See Convention Resume for Set-Up

PLEASE NOTE THAT ROOM IS ON SECURITY LOCK AND MUST BE CLEANED & CLEARED
IMMEDIATELY FOLLOWING FUNCTION

DECOR

RECEPTION
BP 1

Appropriate Linen & Decor

PLEASE SIGN & RETURN
CLIENT SIGNATURE: _____

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Booking #966730

DATE: _____



10/30/99 05:17 PM

BANQUET PROSPECTUS #376449-1**Meeting Name:** ANNUAL MEETING**Post As:** FALL NATIONAL CONVENTION**Event Name:** MEDIA ROOM**Date:** FRIDAY, NOVEMBER 05; 1999**Time:** 8:00AM TO 5:00PM**Room:** CANAL C LOWER LEVEL RCC**Attendance:** 12/12**Agenda:** 8:00AM-5:00PM MEDIA ROOM
8:00AM-9:00AM BEVERAGE BREAK**Organization:** COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN**Phone:** (505) 646-3137 **Ext:****Fax #:** (505) 646-8082**On Site Contact:** PAT JONASON**Manager:** SELBY TARDO**Billing Name:** COLLEGE READING LEARNING ASSOC**Billing Type:** DIRECT BILL NUMBER**Acct #:** 29579**Payment Instructions:** F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD 8:00AM BEVERAGE BREAKCOFFEE BREAK
BP 1SNACK & DIP
Potato Chips, Peanuts, Nachos, Pretzels with Assorted Dips
(ONE HOUR MAXIMUM)
@ \$4.50 / Person
(12) Pieces Whole Fruit @ \$2.00 / Each(1/2) Gallon of Freshly Brewed Coffee @ \$42.00 / Gallon
(1/2) Gallon of Freshly Brewed Decaffeinated Coffee @ \$42.00 / Gallon
(1/2) Gallon of Assorted International Teas @ \$42.00 / Gallon
(10) Assorted Regular and Diet Soft Drinks; Charge on Consumption
(1/2 Diet, 1/2 Regular) @ \$2.75 / Each

CONVENTION SERVICES Seating Style: OTHERCOFFEE BREAK See Convention Resume for Set-Up
BP 1**DISTRIBUTED**
10/31/99PLEASE SIGN & RETURN
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DATE: _____

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Page 1 of 1
Booking #966730**BANQUET PROSPECTUS #376449-1**



10/30/99 04:18 PM

BANQUET PROSPECTUS #375652-1

Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: REGISTRATION

Date: THURSDAY, NOVEMBER 04, 1999

Time: 8:00AM TO 6:00PM

Room: RCC FOYER SO. 2ND LEVEL

Attendance: 300/300

Agenda: 8:00AM-6:00PM REGISTRATION
10:30AM-10:45AM COFFEE BREAK
2:30PM-2:45PM COFFEE BREAK

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD

10:30AM COFFEE BREAK

COFFEE BREAK
BP 1

(10) Gallons of Freshly Brewed Coffee @ \$42.00 / Gallon
(6) Gallons of Freshly Brewed Decaffeinated Coffee @ \$42.00 / Gallon
(4) Gallons of Assorted International Teas @ \$42.00 / Gallon

2:30PM BEVERAGE BREAK

COFFEE BREAK
BP 2

(10) Gallons of Iced Tea @ \$42.00 / Gallon
(10) Gallons of Lemonade @ \$42.00 / Gallon

CONVENTION SERVICES

Seating Style: OTHER

COFFEE BREAK See Convention Resume for Set-Up
BP 1

DISTRIBUTED
10/31/99

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Page 1 of 1
Booking #966730

DATE: _____

BANQUET PROSPECTUS #375652-1



Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: PUBLISHER'S BREAKFAST

Date: FRIDAY, NOVEMBER 05; 1999

Time: 7:00AM TO 8:30AM

Room: CABILDO ABC 2ND FLOOR RCC

Attendance: 150/150

Agenda: 7:00AM-8:30AM PUBLISHER'S BKFST
EXHIBITS OPEN

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD

7:00AM CONTINENTAL BREAKFAST

COFFEE BREAK
BP 1

Chilled Fruit Juices
Assorted Breakfast Bakeries (CUT IN 1/2)
with Fruit Preserves and Butter
Freshly Brewed Coffee, Decaffeinated Coffee and Assorted Teas
(ONE HOUR MAXIMUM)
@ \$10.50 / Person

NOTE

- PLEASE PLACE QUANTITIES FOR (75PPL.) OUT AT 7:00AM AND THEN THE SECOND HALF AT 7:45AM
- PLEASE USE SMALL DISPOSABLE CUPS FOR COFFEE
- PLEASE CUT PASTRIES IN HALF

CONVENTION SERVICES

Seating Style: 10X10 EXHIBITS

COFFEE BREAK See Convention Resume for Set-Up
BP 1

DISTRIBUTED
10/31/99

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Booking #966730

BANQUET PROSPECTUS #543764-1



10/30/99 05:00 PM

BANQUET PROSPECTUS #543768-1

Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: EXHIBITS/COFFEE BREAK

Date: FRIDAY, NOVEMBER 05, 1999

Time: 10:30AM TO 5:00PM

Room: CABILDO ABC 2ND FLOOR RCC

Attendance: 300/300

Agenda: 10:30AM-5:00PM EXHIBITS OPEN

10:30AM-10:45AM COFFEE BREAK

2:45PM-3:00PM COFFEE BREAK

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD 10:30AM COFFEE BREAK

COFFEE BREAK
BP 1

(10) Gallons of Freshly Brewed Coffee @ \$42.00 / Gallon
(6) Gallons of Freshly Brewed Decaffeinated Coffee @ \$42.00 / Gallon
(4) Gallons of Assorted International Teas @ \$42.00 / Gallon

2:45PM BEVERAGE BREAK

COFFEE BREAK
BP 2

(10) Gallons of Iced Tea @ \$42.00 / Gallon
(10) Gallons of Lemonade @ \$42.00 / Gallon

CONVENTION SERVICES Seating Style: 10X10 EXHIBITS

COFFEE BREAK See Convention Resume for Set-Up
BP 1

DISTRIBUTED
10/31/99 @

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Booking #966730

BANQUET PROSPECTUS #543768-1

HYATT**HOTELS & RESORTS**

®

HYATT REGENCY NEW ORLEANS**Organization:** COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN**Phone:** (505) 646-3137 **Ext:****Fax #:** (505) 646-8082**On Site Contact:** PAT JONASON**Manager:** SELBY TARDO**Billing Name:** COLLEGE READING LEARNING ASSOC**Billing Type:** DIRECT BILL NUMBER**Acct #:** 29579**BANQUET PROSPECTUS #616762-1**

10/31/99 12:49 AM

Meeting Name: ANNUAL MEETING**Post As:** FALL NATIONAL CONVENTION**Event Name:** LUNCH WITH A MENTOR B-H**Date:** FRIDAY, NOVEMBER 05, 1999**Time:** 12:00PM TO 1:30PM**Room:** LOYOLA B LOWER LEVEL RCC**Attendance:** 70/70**Agenda:** 12:00PM-1:30PM PLATED LUNCH**Payment Instructions:** F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD**12:00PM PLATED LUNCH**LUNCH
BP 1SHRIMP REMOULADE SALAD
Fresh Shrimp, Hard Boiled Eggs, Bacon & Herbs
Tossed in Remoulade Sauce served over Chilled Greens

Speciality Rolls w/ Butter

(2) Cookies (Chocolate Chip & Oatmeal)

Freshly Brewed Coffee, Decaffeinated Coffee and Iced Tea

@ \$22.00 / Person

CONVENTION SERVICES**Seating Style:** BANQUETLUNCH
BP 1

See Convention Resume for Set-Up

DECORLUNCH
BP 1

Appropriate Linen & Decor

DISTRIBUTED
10/31/99**PLEASE SIGN & RETURN****CLIENT SIGNATURE:** _____

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Booking #966730

DATE: _____**BANQUET PROSPECTUS #616762-1**



10/31/99 12:56 AM

BANQUET PROSPECTUS #616764-1

Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: LUNCH WITH A MENTOR I

Date: FRIDAY, NOVEMBER 05, 1999

Time: 12:00PM TO 1:30PM

Room: RAMPART 4TH FLOOR

Attendance: 8/10

Agenda: 12:00PM-1:30PM PLATED LUNCH

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD

12:00PM PLATED LUNCH

LUNCH
BP 1

SHRIMP REMOULADE SALAD
Fresh Shrimp, Hard Boiled Eggs, Bacon & Herbs
Tossed in Remoulade Sauce served over Chilled Greens

(2) Cookies (Chocolate Chip & Oatmeal)

Speciality Rolls w/ Butter

Freshly Brewed Coffee, Decaffeinated Coffee and Iced Tea

@ \$22.00 / Person

CONVENTION SERVICES

Seating Style: BANQUET

LUNCH
BP 1

See Convention Resume for Set-Up

DECOR

LUNCH
BP 1

Appropriate Linen & Decor

DISTRIBUTED
12/31/99

PLEASE SIGN & RETURN

CLIENT SIGNATURE: _____

DATE: _____

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Booking #966730

BANQUET PROSPECTUS #616764-1



10/30/99 03:24 PM

BANQUET PROSPECTUS #630154-1**Meeting Name:** ANNUAL MEETING**Post As:** FALL NATIONAL CONVENTION**Event Name:** PRE-CON**Date:** MONDAY, NOVEMBER 01, 1999**Time:** 10:00AM TO 11:00AM**Room:** CABILDO C 2ND FLOOR RCC**Attendance:** 40/40**Agenda:** 10:00AM-11:00AM CONT'L BREAKFAST**Organization:** COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN**Phone:** (505) 646-3137 **Ext:****Fax #:** (505) 646-8082**On Site Contact:** PAT JONASON**Manager:** SELBY TARDO**Billing Name:** COLLEGE READING LEARNING ASSOC**Billing Type:** SALES AND PROMOTION**Acct #:****Payment Instructions:**

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD**9:30AM CONTINENTAL BREAKFAST**CONTINENTAL
BREAKFAST
BP 1Chilled Fruit Juices
Seasonal Sliced Fresh Fruit; Yogurt and Granola
Assorted Breakfast Bakeries; Preserves & Butter
Freshly Brewed Coffee, Decaffeinated Coffee, and Assorted Teas
(ONE HOUR MAXIMUM)

@ \$13.25 / Each

CONVENTION SERVICES**Seating Style:** HOLLOW SQUARECONTINENTAL See Convention Resume for Set-Up
BREAKFAST
BP 1**DISTRIBUTED**
10/31/99PLEASE SIGN & RETURN
CLIENT SIGNATURE: _____

DATE: _____

This proposal is subject to the terms and conditions on the reverse side of this form.

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Booking #966730

BANQUET PROSPECTUS #630154-1



BANQUET PROSPECTUS #543607-1

Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: BOARD MEETING

Date: MONDAY, NOVEMBER 01, 1999

Time: 8:00AM TO 5:00PM

Room: CARROLLTON 2ND FLOOR RCC

Attendance: 10/10

Agenda: 7:30AM-8:30AM COFFEE BREAK
8:00AM-5:00PM MEETING
10:30AM-11:00AM COFFEE BREAK
2:00PM-2:30PM COFFEE BREAK

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: SALES AND PROMOTION

Acct #:

Payment Instructions: S&P PER CONTRACT

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD

7:30AM COFFEE BREAK

COFFEE BREAK
BP 1

BEVERAGE BREAK:
Freshly Brewed Coffee, Decaffeinated Coffee, Assorted Teas
Assorted Soft Drinks & Mineral Waters
(ONE HOUR MAXIMUM)
@ \$5.50 / Person

10:30AM COFFEE BREAK

COFFEE BREAK
BP 2

Refresh Beverages as Needed @ \$5.50 / Person

2:00PM COFFEE BREAK

COFFEE BREAK
BP 3

Refresh Beverages as Needed @ \$5.50 / Person

CONVENTION SERVICES

Seating Style: CONFERENCE

COFFEE BREAK See Convention Resume for Set-Up
BP 1

DISTRIBUTED
10/31/99 (P)

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Page 1 of 1

Booking #966730

BANQUET PROSPECTUS #543607-1

HYATT

HOTELS & RESORTS

®

HYATT REGENCY NEW ORLEANS

10/30/99 03:30 PM

BANQUET PROSPECTUS #543608-1

Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: BOARD MEETING

Date: TUESDAY, NOVEMBER 02, 1999

Time: 8:00AM TO 5:00PM

Room: CARROLLTON 2ND FLOOR RCC

Attendance: 10/10

Agenda: 7:30AM-8:30AM COFFEE BREAK
8:00AM-5:00PM MEETING
10:30AM-11:00AM COFFEE BREAK
2:00PM-2:30PM COFFEE BREAK

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: SALES AND PROMOTION

Acct #:

Payment Instructions: S&P PER CONTRACT

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD**7:30AM COFFEE BREAK**COFFEE BREAK
BP 1

BEVERAGE BREAK:
Freshly Brewed Coffee, Decaffeinated Coffee, Assorted Teas
Assorted Soft Drinks & Mineral Waters
(ONE HOUR MAXIMUM)
@ \$5.50 / Person

10:30AM COFFEE BREAKCOFFEE BREAK
BP 2

Refresh Beverages as Needed @ \$5.50 / Person

2:00PM COFFEE BREAKCOFFEE BREAK
BP 3

Refresh Beverages as Needed @ \$5.50 / Person

CONVENTION SERVICES

Seating Style: CONFERENCE

COFFEE BREAK See Convention Resume for Set-Up
BP 1

DISTRIBUTED
10/31/99

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CLIENT SIGNATURE: _____

DATE: _____

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Booking #966730

BANQUET PROSPECTUS #543608-1



10/30/99 03:49 PM

BANQUET PROSPECTUS #616472-1**Meeting Name:** ANNUAL MEETING**Post As:** FALL NATIONAL CONVENTION**Event Name:** MEDIA ROOM**Date:** TUESDAY, NOVEMBER 02, 1999**Time:** 8:00AM TO 5:00PM**Room:** CANAL C LOWER LEVEL RCC**Attendance:** 12/12**Agenda:** 8:00AM-5:00PM MEDIA ROOM
10:00AM-10:30AM BEVERAGE BREAK**Organization:** COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN**Phone:** (505) 646-3137 **Ext:****Fax #:** (505) 646-8082**On Site Contact:** PAT JONASON**Manager:** SELBY TARDO**Billing Name:** COLLEGE READING LEARNING ASSOC**Billing Type:** DIRECT BILL NUMBER**Acct #:** 29579**Payment Instructions:** F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD 10:00AM BEVERAGE BREAKCOFFEE BREAK
BP 1

(10) Assorted Regular and Diet Soft Drinks; Charge on Consumption @ \$2.75 / Each

CONVENTION SERVICES**Seating Style:** OTHERCOFFEE BREAK See Convention Resume for Set-Up
BP 1**DISTRIBUTED**
10/31/99PLEASE SIGN & RETURN
CLIENT SIGNATURE: _____

DATE: _____

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Booking #966730

BANQUET PROSPECTUS #616472-1



10/30/99 05:09 PM
BANQUET PROSPECTUS #616473-1

Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: MEDIA ROOM

Date: WEDNESDAY, NOVEMBER 03, 1999

Time: 8:00AM TO 5:00PM

Room: CANAL C LOWER LEVEL RCC

Attendance: 12/12

Agenda: 8:00AM-5:00PM MEDIA ROOM
10:00AM-10:30AM BEVERAGE BREAK

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD

10:00AM BEVERAGE BREAK

COFFEE BREAK
BP 1

(10) Assorted Regular and Diet Soft Drinks; Charge on Consumption @ \$2.75 / Each

CONVENTION SERVICES

Seating Style: OTHER

COFFEE BREAK See Convention Resume for Set-Up
BP 1

DISTRIBUTED
10/31/99

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Page 1 of 1
Booking #966730

DATE: _____

BANQUET PROSPECTUS #616473-1



10/30/99 11:49 PM

BANQUET PROSPECTUS #543640-1

Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: PAST OFFICER'S COUNCIL

Date: WEDNESDAY, NOVEMBER 03, 1999

Time: 5:00PM TO 7:30PM

Room: CABILDO A 2ND FLOOR RCC

Attendance: 60/60

Agenda: 5:00PM-6:00PM DINNER
6:00PM-7:30PM MEETING

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD 5:00PM PLATED DINNER

DINNER
BP 1

SEAFOOD GUMBO
A Spicy Soup Prepared with Crabs, Shrimp & Sausage
A New Orleans Tradition

ROASTED PORKLOIN
With Cornbread and Andouille Dressing
Rosemary Barbeque Sauce

Chef's Selection of Fresh Vegetable & Starch
French Rolls & Butter

PLANTATION PECAN PIE
A Southern Tradition, Loaded with Pecans

Freshly Brewed Coffee, Decaffeinated Coffee and Iced Tea

@ \$21.00 / Person

CONVENTION SERVICES

Seating Style: BANQUET

DINNER
BP 1

See Convention Resume for Set-Up

DISTRIBUTED
10/31/99



10/30/99 11:49 PM

BANQUET PROSPECTUS #543640-1

Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: PAST OFFICER'S COUNCIL

Date: WEDNESDAY, NOVEMBER 03, 1999

Time: 5:00PM TO 7:30PM

Room: CABILDO A 2ND FLOOR RCC

Attendance: 60/60

Agenda: 5:00PM-6:00PM DINNER
6:00PM-7:30PM MEETING

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

DECOR

DINNER
BP 1

Appropriate Linen & Decor

PLEASE SIGN & RETURN

CLIENT SIGNATURE: _____

DATE: _____

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Page 2 of 2

Booking #966730

BANQUET PROSPECTUS #543640-1



Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: NEWCOMER'S RECEPTION

Date: WEDNESDAY, NOVEMBER 03, 1999

Time: 7:30PM TO 9:00PM

Room: POYDRAS AB 2ND FLOOR RCC

Attendance: 200/200

Agenda: 7:30PM-9:00PM RECEPTION

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 **Ext:**

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD

7:30PM RECEPTION

RECEPTION
BP 1

NEW ORLEANS FRENCH MARKET
Hot Beignets Served Fresh from the Fryer, Powdered Sugar
Served with Cafe Au Lait

Assorted King Cake

@ \$6.50 / Each

NOTE
PLEASE SERVE REGULAR & DECAF AU LAIT

CONVENTION SERVICES

Seating Style: RECEPTION

RECEPTION See Convention Resume for Set-Up
BP 1

AUDIO VISUAL

RECEPTION Standing Podium with Microphone @ No Charge
BP 1

DISTRIBUTED
16 | 31 | 998



10/30/99 11:55 PM

BANQUET PROSPECTUS #543642-1

Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: NEWCOMER'S RECEPTION

Date: WEDNESDAY, NOVEMBER 03, 1999

Time: 7:30PM TO 9:00PM

Room: POYDRAS AB 2ND FLOOR RCC

Attendance: 200/200

Agenda: 7:30PM-9:00PM RECEPTION

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

DECOR

RECEPTION
BP 1

Mardi Gras Linen & Decor

Two Votive Candles on each table

PLEASE SIGN & RETURN

CLIENT SIGNATURE: _____

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This is the end of this BP.

Page 2 of 2

Booking #966730

DATE: _____

BANQUET PROSPECTUS #543642-1



Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: SIG BREAKFAST MEETING

Date: THURSDAY, NOVEMBER 04, 1999

Time: 7:00AM TO 8:30AM

Room: POYDRAS A 2ND FLOOR RCC

Attendance: 45/45

Agenda: 7:00AM-8:30AM PLATED BREAKFAST

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD

7:00AM PLATED BREAKFAST

BREAKFAST
BP 1

Chilled Fruit Juices

EGGSTAVAGANZA

Scrambled Eggs & Canadian Bacon on English Muffins
Topped with a Cheddar Cheese Sauce

Hashbrowns

Bakery Basket Served with Fruit Preserves & Butter

Coffee, Decaf, Assorted Teas & Milk

@ \$15.00 / Person

CONVENTION SERVICES

Seating Style: BANQUET

BREAKFAST See Convention Resume for Set-Up
BP 1

DECOR

BREAKFAST Appropriate Linen & Decor
BP 1

DISTRIBUTED
10/31/99

PLEASE SIGN & RETURN
CLIENT SIGNATURE: _____

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Page 1 of 1
Booking #966730

DATE: _____



Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: SIG BREAKFAST MEETING

Date: THURSDAY, NOVEMBER 04, 1999

Time: 7:00AM TO 8:30AM

Room: MAGAZINE A 2ND FL

Attendance: 22/22

Agenda: 7:00AM-8:30AM PLATED BREAKFAST

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD

7:00AM PLATED BREAKFAST

BREAKFAST
BP 1

Chilled Fruit Juices

EGGSTAVAGANZA

Scrambled Eggs & Canadian Bacon on English Muffins
Topped with a Cheddar Cheese Sauce

Hashbrowns

Bakery Basket Served with Fruit Preserves & Butter

Coffee, Decaf, Assorted Teas & Milk

@ \$15.00 / Person

CONVENTION SERVICES

Seating Style: BANQUET

BREAKFAST See Convention Resume for Set-Up
BP 1

DECOR

BREAKFAST Appropriate Linen & Decor
BP 1

DISTRIBUTED
10/31/99

PLEASE SIGN & RETURN
CLIENT SIGNATURE: _____

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Page 1 of 1
Booking #966730

DATE: _____

BANQUET PROSPECTUS #375642-1



10/31/99 12:03 AM

BANQUET PROSPECTUS #375644-1

Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: SIG BREAKFAST MEETING

Date: THURSDAY, NOVEMBER 04, 1999

Time: 7:00AM TO 8:30AM

Room: MAGAZINE B 2ND FL

Attendance: 15/15

Agenda: 7:00AM-8:30AM PLATED BREAKFAST

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD

7:00AM PLATED BREAKFAST

BREAKFAST
BP 1

Chilled Fruit Juices

EGGSTAVAGANZA

Scrambled Eggs & Canadian Bacon on English Muffins
Topped with a Cheddar Cheese Sauce

Hashbrowns

Bakery Basket Served with Fruit Preserves & Butter

Coffee, Decaf, Assorted Teas & Milk

@ \$15.00 / Person

CONVENTION SERVICES

Seating Style: BANQUET

BREAKFAST See Convention Resume for Set-Up
BP 1

DECOR

BREAKFAST Appropriate Linen & Decor
BP 1

DISTRIBUTED
10/31/99

PLEASE SIGN & RETURN

CLIENT SIGNATURE: _____

DATE: _____

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This is the end of this BP.

Page 1 of 1

Booking #966730

BANQUET PROSPECTUS #375644-1



10/31/99 12:05 AM

BANQUET PROSPECTUS #614727-1

Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: SIG BREAKFAST MEETING

Date: THURSDAY, NOVEMBER 04, 1999

Time: 7:00AM TO 8:30AM

Room: JULIA ROOM 2ND FL

Attendance: 9/10

Agenda: 7:00AM-8:30AM PLATED BREAKFAST

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 Ext:

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD

7:00AM PLATED BREAKFAST

BREAKFAST
BP 1

Chilled Fruit Juices

EGGSTAVAGANZA

Scrambled Eggs & Canadian Bacon on English Muffins
Topped with a Cheddar Cheese Sauce

Hashbrowns

Bakery Basket Served with Fruit Preserves & Butter

Coffee, Decaf, Assorted Teas & Milk

@ \$15.00 / Person

CONVENTION SERVICES

Seating Style: BANQUET

BREAKFAST See Convention Resume for Set-Up
BP 1

DECOR

BREAKFAST Appropriate Linen & Decor
BP 1

DISTRIBUTED
10/31/99

PLEASE SIGN & RETURN

CLIENT SIGNATURE: _____

DATE: _____

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This is the end of this BP.

Page 1 of 1

Booking #966730

BANQUET PROSPECTUS #614727-1



Meeting Name: ANNUAL MEETING

Post As: FALL NATIONAL CONVENTION

Event Name: SIG BREAKFAST MEETING

Date: THURSDAY, NOVEMBER 04, 1999

Time: 7:00AM TO 8:30AM

Room: GIROD ROOM 2ND FL

Attendance: 6/10

Agenda: 7:00AM-8:30AM PLATED BREAKFAST

Organization: COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN

Phone: (505) 646-3137 **Ext:**

Fax #: (505) 646-8082

On Site Contact: PAT JONASON

Manager: SELBY TARDO

Billing Name: COLLEGE READING LEARNING ASSOC

Billing Type: DIRECT BILL NUMBER

Acct #: 29579

Payment Instructions: F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD

7:00AM PLATED BREAKFAST

BREAKFAST
BP 1

Chilled Fruit Juices

EGGSTAVAGANZA

Scrambled Eggs & Canadian Bacon on English Muffins
Topped with a Cheddar Cheese Sauce

Hashbrowns

Bakery Basket Served with Fruit Preserves & Butter

Coffee, Decaf, Assorted Teas & Milk

@ \$15.00 / Person

CONVENTION SERVICES

Seating Style: BANQUET

BREAKFAST See Convention Resume for Set-Up
BP 1

DECOR

BREAKFAST Appropriate Linen & Decor
BP 1

DISTRIBUTED
10/21/99

PLEASE SIGN & RETURN
CLIENT SIGNATURE: _____

DATE: _____

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This is the end of this BP.

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Booking #966730

BANQUET PROSPECTUS #614729-1



10/31/99 12:09 AM

BANQUET PROSPECTUS #614731-1**Meeting Name:** ANNUAL MEETING**Post As:** FALL NATIONAL CONVENTION**Event Name:** SIG BREAKFAST MEETING**Date:** THURSDAY, NOVEMBER 04, 1999**Time:** 7:00AM TO 8:30AM**Room:** ST.CHARLES C LOWER LEVEL RCC**Attendance:** 5/10**Agenda:** 7:00AM-8:30AM PLATED BREAKFAST**Organization:** COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131

Contact: SUSAN BROWN**Phone:** (505) 646-3137 **Ext:****Fax #:** (505) 646-8082**On Site Contact:** PAT JONASON**Manager:** SELBY TARDO**Billing Name:** COLLEGE READING LEARNING ASSOC**Billing Type:** DIRECT BILL NUMBER**Acct #:** 29579**Payment Instructions:** F& B,PHONE, A / V, BUSINESS CENTER ,RM/TAX., ETC.

19% taxable service charge and 9.5% local state sales tax will apply. If 20 or less guests are guaranteed, a \$75.00 labor charge will be added to the account.

FOOD**7:00AM PLATED BREAKFAST**BREAKFAST
BP 1

Chilled Fruit Juices

EGGSTAVAGANZA

Scrambled Eggs & Canadian Bacon on English Muffins
Topped with a Cheddar Cheese Sauce

Hashbrowns

Bakery Basket Served with Fruit Preserves & Butter

Coffee, Decaf, Assorted Teas & Milk

@ \$15.00 / Person

CONVENTION SERVICES**Seating Style:** BANQUETBREAKFAST See Convention Resume for Set-Up
BP 1**DECOR**BREAKFAST Appropriate Linen & Decor
BP 1**DISTRIBUTED**
10/31/99

PLEASE SIGN & RETURN

CLIENT SIGNATURE: _____

This proposal is subject to the terms and conditions on the reverse side of this form.

This is the end of this BP.

Page 1 of 1

Booking #966730

DATE: _____

BANQUET PROSPECTUS #614731-1

Nov. 1, 1999

Attachment D

1 Page(s)

College Reading and Learning Association

by Gretchen Starks-Martin, Treasurer

St. Cloud State University, Minnesota

Financial Standing as of October 1, 1999

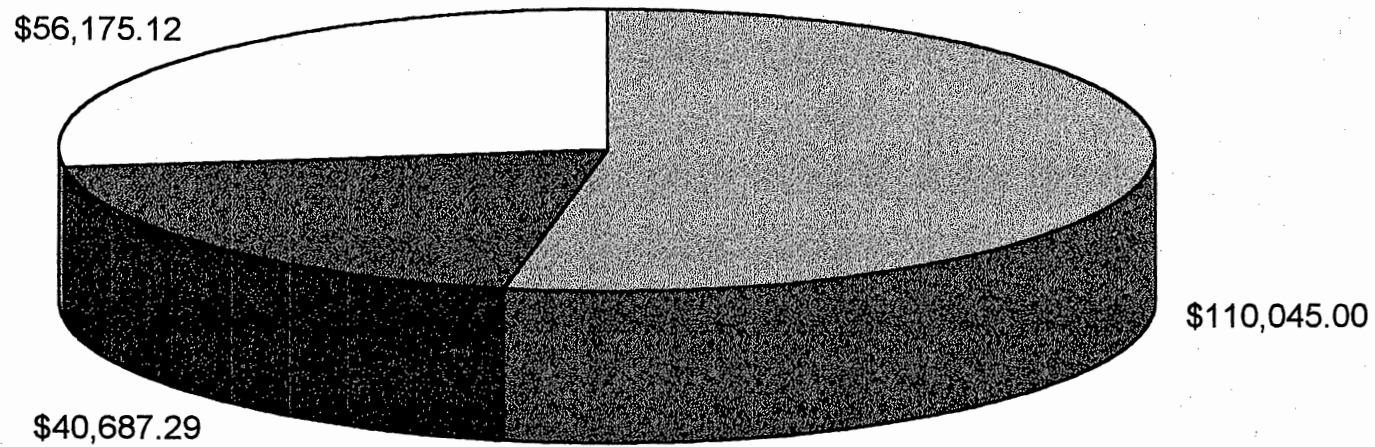
Assets:	Amount
Certificates of Deposit	\$ 110,045.00
Checking Account-Operating Budget	\$ 40,687.29
Checking Account-Conference Budget	\$ 56,175.12

Total Assets: \$ 206,907.41**Income** \$ 33,190.27**Expenses**

Operating	\$ 44,063.68
Conference	\$ 2,489.68
Total	\$ 46,553.36

Net Worth: \$ 193,544.32

CRLA Assets January 1, 1999



■ Certificates of Deposit

■ Checking Account-Operating Budget

□ Checking Account-Conference Budget

Nov. 1, 1999

Attachment E

5 Page(s)

Working Draft: FY 1999 Operating Budget

	B	I	J	K	L		
1	ASSETS/INCOME	Budgeted	Jan-Mar	Apr-July	Aug-Sept		
2							
3	1000 ASSETS						
4	1100 Opening Operating Balance (Jan 15)	40,687.29				0	40,687.29
5	1101 Opening Conference Balance	56,175.12				0	56,175.12
6	1200 Certificates of Deposit					0	-
7	1201 1 year CD Heritage	55,000.00				0	55,000.00
8	1202 7 month CD TCF	30,045.00				0	30,045.00
9	1203 6 month Sherburne	25,000.00				0	25,000.00
10	TOTAL ASSETS	206907.41	0	0	0	0	206,907.41
11						0	-
12	2000 GENERAL INCOME					0	-
13	2001 Conference Income Transfer	30,000.00				0	30,000.00
14	2002 Awards/Scholarships	1,400.00	145	40	365	550	850.00
15	2003 Dues	30,000.00	11763	3880	4000	19643	10,357.00
16	2004 Interest Income	4,000.00	99.12	673.74	81.15	854.01	3,145.99
17	2005 International Tutor Certification	5,000.00	675	4920	2195	7790	(2,790.00)
18	2006 Mailing Labels	500.00			50	50	450.00
19	2007 Misc. Income	100.00	3		130.26	133.26	(33.26)
20	TOTAL GENERAL INCOME	71,000.00	12685.12	9513.74	6821.41	0	29020.27
21						0	-
22	2010 PUBLICATIONS INCOME					0	-
23	2011 Glossary	50.00	85	55	20	160	(110.00)
24	2012 JCRL (journal)	750.00	60	435	425	920	(170.00)
25	2013 Tutor Handbook	3,000.00	0	140	140	280	2,720.00
26	TOTAL PUBLICATIONS INCOME	3,800.00	145	630	585	0	1360
27						0	-
28						0	-
29						0	-
30	3000 SIG INCOME					0	-
31	3001 SIG 1 Cognitive Psych	50.00	25	20	25	70	(20.00)
32	3002 SIG 2 College Reading	400.00	260	100	90	450	(50.00)
33	3003 SIG 3 Computer Technology	160.00	60	50	30	140	20.00
34	3004 SIG 4 Counseling/Helping	50.00	20	10	5	35	15.00
35	3005 SIG 5 Critical Thinking	170.00	110	35	45	190	(20.00)
36	3006 SIG 6 Dev/Basic Writing	140.00	65	35	30	130	10.00
37	3007 SIG 7 Distance Learning		75	20	35	130	(130.00)
38	3008 SIG 8 Emot/Motiv Aspects	130.00	75	20	50	145	(15.00)
39	3009 SIG 9 ESL/EFL	105.00	40	25	20	85	20.00
40	3010 SIG 10 Research/Evaluation	130.00	65	10	30	105	25.00
41	3011 SIG 11 Learning Center Managment	390.00	150	60	110	320	70.00
42	3012 SIG 12 Learning Disabilities	215.00	120	35	35	190	25.00
43	3013 SIG 13 Liberal Arts Colleges/Universitie	40.00	40	0	10	50	(10.00)
44	3014 SIG 14 Mathematics	60.00	30	10	20	60	-
45	3015 SIG 15 Multicultural	100.00	10	10	25	45	55.00
46	3016 SIG 16 Paired Courses		55	20	20	95	(95.00)
47	3017 SIG 17 Peer Tutoring	365.00	255	60	125	440	(75.00)
48	3018 SIG 18 Workplace Literacy	40.00	20	25	10	55	(15.00)
49	3019 SIG 19 Teaching Excellence	95.00	30	20	25	75	20.00
50	3020 Unidentified SIGS	1,205.00	0			0	1,205.00
51	TOTAL SIG INCOME	3845.00	1505	565	740	0	2810
52						0	-
53	TOTAL INCOME	78645.00	14335.12	10708.74	8146.41	33190.27	45,454.73
54						0	-
55						0	-
56						0	-
57	EXPENSES	Budgeted	Actuals	Variance			
58						0	-
59	5000 BOARD EXPENSES					0	-
60	5100 PRESIDENT					0	-
61	5101 P Travel	1,000.00	284	663.83		947.83	52.17
62	5102 P Hotels & Food	1,000.00	299.61	779.29		1078.9	(78.90)
63	5103 P Telephone Expense	500.00		174.53		174.53	325.47
64	5104 P Postage	200.00		88.53		88.53	111.47

Working Draft: FY 1999 Operating Budget

	B	I	J	K	L	M	N	O
1	ASSETS/INCOME	Budgeted	Jan-Mar	Apr-July	Aug-Sept	Oct-Dec	Yr End	Variance
2								
65	5105 P Printing & Publishing	200.00		25.04			25.04	174.96
66	5106 P Clerical Assistance	300.00					0	300.00
67	5107 P Supplies	200.00					0	200.00
68	TOTAL PRESIDENT	3,400.00	583.61	1731.22	0	0	2314.83	1,085.17
69							0	-
70	PRESIDENT-ELECT (in conference account)						0	-
71							0	-
72	5120 SECRETARY						0	-
73	5121 S Travel	500.00		270.36			270.36	229.64
74	5122 S Hotels & Food	500.00		289.41			289.41	210.59
75	5123 S Telephone /E-mail Expense	500.00		10.5	17.25		27.75	472.25
76	5124 S Postage	500.00	13.9	53.19	39.22		106.31	393.69
77	5125 S Printing & Publishing	250.00	98.43		4.69		103.12	146.88
78	5126 S Supplies	200.00		7.37	7.59		14.96	185.04
79	5128 S Clerical	50.00					0	50.00
80	5129 S Baggage & Shipping	200.00					0	200.00
81	TOTAL SECRETARY	2,700.00	112.33	630.83	68.75	0	811.91	1,888.09
82							0	-
83	5130 TREASURER						0	-
84	5131 T Travel	50.00		128.25			128.25	(78.25)
85	5132 T Hotel & Food	500.00		253.36			253.36	246.64
86	5133 T Telephone Expense	200.00			29.9		29.9	170.10
87	5134 T Postage	200.00			17.6		17.6	182.40
88	5135 T Printing & Publishing	100.00					0	100.00
89	5136 T Clerical Assistance	1,000.00					0	1,000.00
90	5137 T Supplies	250.00	161.02		0		161.02	88.98
91	5138 T Other (Auditor)	2,000.00			725		725	1,275.00
92	5139 T Training	250.00					0	250.00
93	TOTAL TREASURER	4,550.00	161.02	381.61	772.5	0	1315.13	3,234.87
94							0	-
95	5140 EXECUTIVE ASSISTANT -- (New 1998-99)						0	-
96	5141 EA Clerical Assistance	100.00					0	100.00
97	5142 EA Phone	300.00					0	300.00
98	5143 EA Postage	200.00					0	200.00
99	5144 EA Printing	200.00					0	200.00
100	5145 EA Supplies	100.00					0	100.00
101	5146 EA Miscellaneous	50.00					0	50.00
102	TOTAL EXECUTIVE ASSISTANT	950.00	0	0	0	0	0	950.00
103							0	-
104	EXPENSES (cont)	Budgeted	Adustments	Variance			0	
105							0	
106	5150 GENERAL BOARD EXPENSES						0	-
107	5151 GB Transfer out to set up Conference	10,000.00					0	10,000.00
108	5152 GB Travel-incl 4 airfare:NADE/NTA/MCLCA,WI	7,000.00	2498.34	474.66	893.47		3866.47	3,133.53
109	5152a GB Other Conferences Reg Fees	500.00					0	500.00
110	5153 GB Hotel & Food-incl 3nites@NADE/NTA/MCLCA/& 5n	8,000.00	2933.84	126.86			3060.7	4,939.30
111	5154GB CRLA Website Maintenance	1,000.00	150	457	402.5		1009.5	(9.50)
112	5155 GB Insurance	1,800.00		1896			1896	(96.00)
113	5156 GB Conference Calls	1,000.00			919.76		919.76	80.24
114	5157 GB New Initiatives *G.Shaw trvl to Kell	1,000.00			617.13		617.13	382.87
115	5158 GB Misc	400.00					0	400.00
116	5159 GB Computer	0.00					0	-
117	5159a GB Hardware/Software Purchase						0	-
118	5159b GB Computer Repair						0	-
119	TOTAL GENERAL BOARD EXPENSES	30,700.00	5582.18	2954.52	2832.86	0	11369.56	19,330.44
120							0	-
121	TOTAL BOARD EXPENSES	42,300.00	6439.14	5698.18	3674.11	0	15811.43	26,488.57
122							0	-
123	5160 GENERAL ORGANIZATION EXPENSES						0	-
124	5161 G Postage	100.00					0	100.00
125	5162 G Supplies	100.00					0	100.00

Working Draft: FY 1999 Operating Budget

	B	I	J	K	L	M	N	O
1	ASSETS/INCOME	Budgeted	Jan-Mar	Apr-July	Aug-Sept	Oct-Dec	Yr End	Variance
2								
126	5163 G CAS Dues	200.00			200		200	-
127	5164 G Bonding	450.00					0	450.00
128	5165 G Banking/Check Exp	300.00	8.4	7.25	105.05		120.7	179.30
129	5166 G Miscellaneous (incl refunds)	300.00					0	300.00
130	5167 G Computer Hardware/Software	3,000.00					0	3,000.00
131	5168 G Ann'l New Mexico Corp Comm	20.00					0	20.00
132	TOTAL GENERAL ORGANIZATION EXPENSES	4,470.00	8.4	7.25	305.05	0	320.7	4,149.30
133							0	-
134	5200 PUBLICATIONS						0	-
135	5210 NEWSLETTER						0	-
136	5211 NL Telephone & FAX	50.00			30.82		30.82	19.18
137	5212 NL Publishing (printing/postage/supplies)	3,400.00		2450.6	3612.02		6062.62	(2,662.62)
138	5213 NL Layout/Graphics	2,000.00	984	413.62	384		1781.62	218.38
139	5214 NL Editor's Postage: US & UPS	100.00					0	100.00
140	5215 NL Supplies	40.00					0	40.00
141	5216 NL Travel/hotel/food for CRLA Conf	500.00					0	500.00
142	5216 NL Miscellaneous	200.00					0	200.00
143	TOTAL NEWSLETTER	6,290.00	984	2864.22	4026.84	0	7875.06	(1,585.06)
144							0	-
145	5220 JOURNAL OF COLLEGE READING & LEARNING (JCRL)						0	-
146	5221 J Telephone	100.00			59.62		59.62	40.38
147	5222 J Postage	1,500.00		688.77	256.69		945.46	554.54
148	5223 J Printing & Publishing	12,000.00			6203.22		6203.22	5,796.78
149	5224 J Clerical	1,000.00					0	1,000.00
150	5225 J Supplies	200.00			137.01		137.01	62.99
151	5226 J Advertising (addl. \$2000 for '97-98 only)	1,000.00					0	1,000.00
152	5227 J Travel/CRLA Conf*	500.00					0	500.00
153	5228 J Hotel/Food CRLA Conf*	500.00					0	500.00
154	* 5227/5228 evenly divided bet Ed and Mng Ed						0	-
155	5227 J Miscellaneous Monograph	1,100.00	966.75				966.75	133.25
156	TOTAL JCRL (Journal)	17,900.00	966.75	688.77	6656.54	0	8312.06	9,587.94
157							0	-
158	5230 TUTOR HANDBOOK						0	-
159	5231 TH Postage	500.00					0	500.00
160	5232 TH Printing & Publishing	1,500.00					0	1,500.00
161	TOTAL TUTOR HANDBOOK	2,000.00	0	0	0	0	0	2,000.00
162							0	-
163	TOTAL PUBLICATIONS	26,190.00	1950.75	3552.99	10683.38	0	16187.12	10,002.88
164	EXPENSES (cont)	Budgeted	Adjutments	Variance			0	
165							0	-
166	5400 COMMITTEES						0	-
167	5410 AWARDS & FUND RAISING						0	-
168	5411 AF Plaques	400.00					0	400.00
169	5412 AF Postage	50.00		28.25			28.25	21.75
170	5413 AF Printing & Publishing	100.00		3.6			3.6	96.40
171	5414 AF CRLA Scholarship	1,000.00					0	1,000.00
172	5415 AF CRLA Research Awards	1,000.00					0	1,000.00
173	5416 AF Outstanding Tutor Award (Tom Pas)	250.00	82.21				82.21	167.79
174	5417 AF Outstanding Tutor Plaque	75.00					0	75.00
175	5418 AF Phone	100.00					0	100.00
176	TOTAL AWARDS & FUND RAISING	2,975.00	82.21	31.85	0	0	114.06	2,860.94
177							0	-
178	5420 ARCHIVES						0	-
179	5421 AR Postage/Shipping	75.00					0	75.00
180	5422 AR Supplies	60.00					0	60.00
181	5423 AR Conversion	2,000.00					0	2,000.00
182	TOTAL ARCHIVES	2,135.00	0	0	0	0	0	2,135.00
183							0	-
184	5430 NOMINATIONS & ELECTIONS						0	-
185	5431 NE Telephone	50.00					0	50.00
186	5432 NE Postage	350.00					0	350.00

Working Draft: FY 1999 Operating Budget

	B	I	J	K	L	M	N	O
1	ASSETS/INCOME	Budgeted	Jan-Mar	Apr-July	Aug-Sept	Oct-Dec	Yr End	Variance
2								
187	5433 NE Printing & Publishing	300.00	207.01				207.01	92.99
188	5434 NE Clerical	100.00					0	100.00
189	TOTAL NOMINATIONS & ELECTIONS	800.00	207.01	0	0	0	207.01	592.99
190							0	-
191	5440 TUTOR CERTIFICATION						0	-
192	5441 TC Clerical	1,100.00	270	270	270		810	290.00
193	5442 TC Postage	500.00					0	500.00
194	5443 TC Printing & Publishing	700.00					0	700.00
195	5445 TC Supplies	350.00					0	350.00
196	5446 TC Telephone	50.00					0	50.00
197	5447 TC Refunds	0.00	0	300	200		300	
198	TOTAL TUTOR CERTIFICATION	2,700.00	270	570	470	0	1310	1,390.00
199							0	-
200	5450 OTHER COMMITTEES/REPRESENTATION						0	-
201	5451 OCR Political Action Coordinator	50.00					0	50.00
202	5452 OCR Professional Association Liaison C	100.00					0	100.00
203	5453 OCR CAS Representative (Ad Hoc)						0	-
204	5453a CAS Travel	100.00		260.25			260.25	(160.25)
205	5453b CAS Hotel & Food	300.00		510.81			510.81	(210.81)
206	5453c CAS Registration	125.00					0	125.00
207	5453d CAS Representative's Misc	75.00					0	75.00
208	5454 OCR Missions & Goals (Ad Hoc)	0.00					0	-
209	5455 OCR Strategic Planning Task Force (Ad	250.00					0	250.00
210	5456 OCR Curriculum Standards Ad-hoc Con	0.00					0	-
211	5457 OCR Communications Task Force Ad-h	0.00					0	-
212	5458 Past Officers Group	500.00					0	500.00
213	5459 CRLA/NADE conf. Seed money			1500			1500	
214	TOTAL OTHER COMMITTEES/REPRESENTATIO	1,500.00	0	2271.06	0	0	2271.06	(771.06)
215	TOTAL COMMITTEES	10,110.00	559.22	2872.91	470	0	3902.13	6,207.87
216							0	-
217							0	-
218							0	-
219	EXPENSES (cont)	Budgeted	Adjustment	Variance			0	
220							0	-
221	5500 MEMBERSHIP/STATES & REGIONS						0	-
222	5510 MEMBERSHIP COORDINATOR						0	-
223	5511 MC Clerical Assistance	200.00					0	200.00
224	5512 MC Computer Supplies	100.00					0	100.00
225	5513 MC Membership Service						0	-
226	5513a MC Monthly Service Fee	3,520.00	844.87	1140	855		2839.87	680.13
227	5513b MC Labels	1,300.00	115.75	369.07	201.92		686.74	613.26
228	5513c MC Postage	1,000.00	23.23	469.49	204.63		697.35	302.65
229	5513d MC Printing	1,100.00		344.59	111.37		455.96	644.04
230	5513e MC Misc	500.00		118.56			118.56	381.44
231	5514 MC Postage	300.00	293.98	20.83			314.81	(14.81)
232	5515 MC Printing & Publishing	200.00					0	200.00
233	5516 MC Supplies	500.00	282.6				282.6	217.40
234	5517 MC Telephone & FAX	200.00					0	200.00
235	5518 MC Miscellaneous (incl. Refunds)	100.00		40			40	60.00
236	TOTAL MEMBERSHIP COORDINATOR	9,020.00	1560.43	2502.54	1372.92	0	5435.89	3,584.11
237							0	-
238	5520 STATES & REGIONS COORDINATOR						0	-
239	5521 SR Travel	650.00	233	125			358	292.00
240	5522 SR Hotel & Food	200.00		362.13			362.13	(162.13)
241	5523 SR Telephone	200.00					0	200.00
242	5524 SR Postage	200.00	18.27	59.47	37.07		114.81	85.19
243	5525 SR Supplies	400.00	65.65				65.65	334.35
244	TOTAL STATES & REGIONS COORDINATO	1,650.00	316.92	546.6	37.07	0	900.59	749.41
245							0	-
246	5530 DIRECTORS						0	-
247	5531 DI Special Requests	5,000.00		500	500		1000	4,000.00

Working Draft: FY 1999 Operating Budget

	B	I	J	K	L	M	N	O
1	ASSETS/INCOME	Budgeted	Jan-Mar	Apr-July	Aug-Sept	Oct-Dec	Yr End	Variance
2								
248	5532 DI Supplies/printing	NA		20.91			20.91	
249	5533 DI Board Travel to States & Regions	1,500.00			442.1		442.1	1,057.90
250	5434 DI Misc	50.00					0	50.00
251	TOTAL DIRECTORS	6,550.00	0	520.91	942.1	0	1463.01	5,086.99
252							0	-
253	5540 SIG COORDINATOR						0	-
254	5541 SC Postage	125.00					0	125.00
255	5542 SC Supplies	300.00					0	300.00
256	5543 SC Telephone	25.00					0	25.00
257	TOTAL SIG COORDINATOR	450.00	0	0	0	0	0	450.00
258							0	-
259	5550 SIG LEADERS						0	-
260	5551 SL Postage	600.00	19.05				19.05	580.95
261	5552 SL Printing & Publishing	700.00	23.76				23.76	676.24
262	5553 SL Supplies	100.00					0	100.00
263	5554 SL Miscellaneous	NA					0	
264	TOTAL SIG LEADERS	1,400.00	42.81	0	0	0	42.81	1,357.19
265							0	-
266							0	-
267	TOTAL MEMBERSHIP/STATE & REGIONS	19,070.00	1920.16	3570.05	2352.09	0	7842.3	11,227.70
268							0	-
269	TOTAL BOARD EXPENSES	42,300.00	6439.14	5698.18	3674.11	0	15811.43	26,488.57
270	TOTAL GENL ORGANIZATIONAL EXPENS	4,470.00	8.4	7.25	305.05	0	320.7	4,149.30
271	TOTAL PUBLICATIONS	26,190.00	1950.75	3552.99	10683.38	0	16187.12	10,002.88
272	TOTAL COMMITTEES	10,110.00	559.22	2872.91	470	0	3902.13	6,207.87
273	TOTAL MEMBERSHIP/STATE & REGIONS	19,070.00	1920.16	3570.05	2352.09	0	7842.3	11,227.70
274	TOTAL EXPENSES	102,140.00	10877.67	15701.38	17484.63	0	44063.68	58,076.32
275	TOTAL INCOME	78,645.00	14335.12	10708.74	8146.41	0	33190.27	45,454.73
276	Difference	-23,495.00	3457.45	-4992.64	-9338.22	0	-10873.4	(12,621.59)



**College
Reading &
Learning
Association**

CRLA Board Meeting
New Orleans, LA
Nov. 1, 1999
Attachment F
1 Page(s)

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

**Coordinator of State and Regions
1999 Annual Report**

Annual Reports from Chapters and State/Regions:

Most Chapters and States/Regions submitted an annual report and included newsletters and reports on local conferences. Two Chapters (IA/MO, and NE/KS) combined to form the Heartland Chapter; Washington included Idaho and Montana to form the Northwest Chapter; and the Executive Board accepted 28 petitions and Bylaws from members to form the new Pennsylvania/New Jersey Chapter.

Issues and Concerns

Since Chapters and States/Regions play a key role in recruiting efforts, each group should be encouraged to hold a local conference yearly, either alone or in conjunction with another organization.

Local members should be encouraged to pay national dues and all CRLA affiliates should urge (and assist whenever possible) participation in the national conference, CRLA committees, and SIGs.

Recommendations

1. The Executive Board should continue its policy of supporting local memberships with funds up to \$500 and its policy of sending a Board member to attend local conferences.
2. Leadership handbooks should be updated yearly and distributed prior to the conference as a focus for discussion during the Leadership workshop.
3. Updates concerning CRLA Executive Board actions should be e-mailed in a timely manner to all leaders, and they should be encouraged to e-mail their members on a regular basis.
4. Members of the Executive Board should attend as many local conferences as possible.
5. States/Regions should be encouraged to form Chapters through the formation of a reward system for Chapter status.

Respectfully submitted,

Kathy Carpenter

PROGRAM OF EVENTS

For Booking Number: 966730 SA

COLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM
ALBUQUERQUE , NM 87131 US
(505) 646-3137 Fax: (505) 646-8082

Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
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COLLEGE READING LEARNING AS	SUSAN	BROWN	DB	29579
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Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Monday, 11/1/99					
BOARD MEETING	MEETING	08:00 am - 05:00 pm Comments: C/S: Conference Style, VIP Set	10	CONFERENCE	CARROLLTON 2ND FLOOR RCC
PRE-CON	MEETING	10:00 am - 11:00 am Comments: C/S: - Hollow Square (Group will have (9) Board Members in Attendance) - VIP Set	40	HOLLOW SQUARE	CABILDO C 2ND FLOOR RCC

DISTRIBUTED
10/31/99 (8)

Time: 01:48:40 am

PROGRAM OF EVENTS

For Booking Number: 966730 SA

COLLEGE READING LEARNING ASSN
 ZIMMERMAN LIBRAR UNM
 ALBUQUERQUE , NM 87131 US
 (505) 646-3137 Fax: (505) 646-8082

Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
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COLLEGE READING LEARNING AS	SUSAN	BROWN	DB	29579
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Event Name	Event Type	Event Time	Attendance	Setup	Room
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Event Date: Tuesday, 11/2/99

BOARD MEETING	MEETING	08:00 am - 05:00 pm	10	CONFERENCE	CARROLLTON 2ND FLOOR RCC
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Comments: C/S:
 - Conference Style
 - VIP Set
 - Refresh 2x Daily

MEDIA ROOM	OTHER	08:00 am - 05:00 pm	12	OTHER	CANAL C RCC	LOWER LEVEL
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Comments: C/S:
 - (5) Skirted 6' Tables Around Perimeter of Room
 - Round of 10 in Center of Room
 - Water Station
 - (6) Easels
 - (2) Large Trashcans

ENG:
 - Xerox Copier to be Delivered on 11/4/99
 - Security Lock w/ (6) Keys
 - Install: 8:00am

REGISTRATION	REGISTRATION	05:00 pm - 09:00 pm		OTHER	RCC FOYER SO. 2ND LEVEL
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Comments: C/S:
 - PLEASE SET BY 12:00PM
 - SET ALONG BATHROOM WALL IN RCC FOYER CENTER
 - (5) Skirted 6' Registration Tables
 - (3) Draped S/R Tables Behind Registration||- (6) Chairs
 - Message Board
 - (3) w/b
 - Water Set-Up for 10ppl.
 - C&R 3xDaily

PBX:
 - (1) Local/Long Distance Line for Credit Card Machine
 - \$100.00 one time charge
 - Install: 12:00pm

ENG:
 - (1) Extension Cord w/ Power Strip

Time: 01:48:40 am

PROGRAM OF EVENTS

For Booking Number: 966730 SA

COLLEGE READING LEARNING ASSN
 ZIMMERMAN LIBRAR UNM
 ALBUQUERQUE, NM 87131 US
 (505) 646-3137 Fax: (505) 646-8082

Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Wednesday, 11/3/99					
REGISTRATION	REGISTRATION	08:00 am - 09:00 pm Comments: C/S: - Existing Set - C&R 3x Daily		OTHER	RCC FOYER SO. 2ND LEVEL
CHAIRPERSON'S ORIENTATION	BREAK OUT	08:00 am - 08:20 am Comments: C/S: - S/R for 40ppl. - HT for (2) - W/S A/V: - (1) pod w/ mic	40	SCHOOL RM	AUDUBON 2ND FLOOR RCC
MEDIA ROOM	OTHER	08:00 am - 05:00 pm Comments: C/S: - Existing Set - C&R - ROOM IS ON SECURITY LOCK	12	OTHER	CANAL C RCC LOWER LEVEL
PRE-CONFERENCE INST. A	BREAK OUT	09:00 am - 12:00 pm Comments: C/S: - S/R for 40 - HT for (2) w/ Water Set-Up - (2) Water Stations Set Outside in Foyer for 200ppl. A/V: - Screen & Flipchart	40	SCHOOL RM	GENTILLY 2ND FLOOR RCC

PROGRAM OF EVENTS**For Booking Number: 966730 SA**

COLLEGE READING LEARNING ASSN
 ZIMMERMAN LIBRAR UNM
 ALBUQUERQUE , NM 87131 US
 (505) 646-3137 Fax: (505) 646-8082

Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Wednesday, 11/3/99					
PRE-CONFERENCE INST. B	BREAK OUT	09:00 am - 12:00 pm Comments: C/S: - S/R for 40ppl. - HT for (2) w/ Water Set-Up A/V: - Screen & Flipchart	40	SCHOOL RM	PRYTANIA 2ND FLOOR RCC
PRE-CONFERENCE INST. C	BREAK OUT	09:00 am - 12:00 pm Comments: C/S: - S/R for 40ppl. - HT for (2) w/ Water Set-Up A/V: - Screen & Flipchart	40	SCHOOL RM	DELGADO 2ND FLOOR RCC
PRE-CONFERENCE INST. D	BREAK OUT	09:00 am - 12:00 pm Comments: C/S: - S/R for 40ppl. - HT for (2) w/ Water Set-Up A/V: - Screen & Flipchart	40	SCHOOL RM	ELYSIAN FLDS. 2ND FLR. RCC
PRE-CONFERENCE INST. E	BREAK OUT	09:00 am - 12:00 pm Comments: C/S: - S/R for 30ppl. - HT for (2) w/ Water Set-Up A/V: - Screen & Flipchart	30	SCHOOL RM	TOULOUSE 2ND FLOOR RCC

PROGRAM OF EVENTS

For Booking Number: 966730 SA

COLLEGE READING LEARNING ASSN
 ZIMMERMAN LIBRAR UNM
 ALBUQUERQUE , NM 87131 US
 (505) 646-3137 Fax: (505) 646-8082

Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Wednesday, 11/3/99					
PRE-CONFERENCE INST. F	BREAK OUT	09:00 am - 12:00 pm Comments: C/S: - S/R for 40ppl. - HT for (2) w/ Water Set-Up - Water Station A/V: - Screen & Flipchart	40	SCHOOL RM	CARROLLTON 2ND FLOOR RCC
PRE-CONFERENCE INST. G	BREAK OUT	09:00 am - 12:00 pm Comments: C/S: - Existing Set - C&R	40	SCHOOL RM	AUDUBON 2ND FLOOR RCC
UNIVERSITY TOURS DEPARTURE	OTHER	09:30 am - 04:00 pm		OTHER	LOYOLA STREET ENTRANCE
CHAIRPERSON'S ORIENTATION	BREAK OUT	01:00 pm - 01:20 pm Comments: C/S: - Existing Set - C&R	40	SCHOOL RM	AUDUBON 2ND FLOOR RCC
PRE-CONFERENCE INST. J	BREAK OUT	01:30 pm - 04:30 pm Comments: C/S: - Existing Set - C&R	40	SCHOOL RM	GENTILLY 2ND FLOOR RCC
PRE-CONFERENCE INSTITUTE K	BREAK OUT	01:30 pm - 04:30 pm Comments: C/S: - Existing Set - C&R	40	SCHOOL RM	PRYTANIA 2ND FLOOR RCC

PROGRAM OF EVENTS**For Booking Number: 966730 SA**

COLLEGE READING LEARNING ASSN
 ZIMMERMAN LIBRAR UNM
 ALBUQUERQUE , NM 87131 US
 (505) 646-3137 Fax: (505) 646-8082

Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
<u>Event Date: Wednesday, 11/3/99</u>					
PRE-CONFERENCE INSTITUTE L	BREAK OUT	01:30 pm - 04:30 pm Comments: C/S: - Existing Set - C&R	40	SCHOOL RM	DELGADO 2ND FLOOR RCC
PRE-CONFERENCE INSTITUTE M	BREAK OUT	01:30 pm - 04:30 pm Comments: C/S: - Existing Set - C&R	40	SCHOOL RM	ELYSIAN FLDS. 2ND FLR. RCC
PRE-CONFERENCE INSTITUTE N	BREAK OUT	01:30 pm - 04:30 pm Comments: C/S: - Existing Set - C&R	30	SCHOOL RM	TOULOUSE 2ND FLOOR RCC
PRE-CONFERENCE INSTITUTE O	BREAK OUT	01:30 pm - 04:30 pm Comments: C/S: - Existing Set - C&R	40	SCHOOL RM	CARROLLTON 2ND FLOOR RCC
PRE-CONFERENCE INSTITUTE P	BREAK OUT	01:30 pm - 04:30 pm Comments: C/S: - Existing Set - C&R A/V: - Add VCR	40	SCHOOL RM	AUDUBON 2ND FLOOR RCC

PROGRAM OF EVENTS

For Booking Number: 966730 SA

COLLEGE READING LEARNING ASSN
 ZIMMERMAN LIBRAR UNM
 ALBUQUERQUE, NM 87131 US
 (505) 646-3137 Fax: (505) 646-8082

Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO
Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.		
COLLEGE READING LEARNING AS	SUSAN	BROWN	DB	29579		
Event Name	Event Type	Event Time	Attendance	Setup	Room	
Event Date: Wednesday, 11/3/99						
PRE-CONFERENCE INSTITUTE Q	BREAK OUT	01:30 pm - 04:30 pm Comments: C/S: - Will be set for 100 S/R to alleviate tight turn for Bill's Group. We will need to Clean & Refresh at 4:30pm - HT for (2) w/ Water Set-Up - Water Station A/V: - Screen & Flipchart	40	SCHOOL RM	CABILDO B	2ND FLOOR RCC
PAST OFFICER'S COUNCIL	DINNER	05:00 pm - 07:30 pm Comments: C/S: - Rounds of 10	60	BANQUET	CABILDO A	2ND FLOOR RCC
SIG LEADERSHIP WORKSHOP	BREAK OUT	06:00 pm - 07:30 pm Comments: C/S: - Rounds for 80 - W/P/P A/V: - Screen & Flipchart	75	BANQUET	GENTILLY	2ND FLOOR RCC
STATES & REGIONS LEADERSHIP WS	MEETING	06:00 pm - 07:30 pm Comments: C/S: - Existing Set - C&R	40	SCHOOL RM	PRYTANIA	2ND FLOOR RCC
NEWCOMER'S RECEPTION	RECEPTION	07:30 pm - 09:00 pm Comments: C/S: - Scattered Cabaret Tables w/ (4) Chairs Each - Please See Banquets for Buffet Requirements	200	RECEPTION	POYDRAS AB	2ND FLOOR RCC
HOSPITALITY SUITE - 2406	RECEPTION	09:00 pm - 11:30 pm	150	RECEPTION	SUITE 1	

PROGRAM OF EVENTS
For Booking Number: 966730 SACOLLEGE READING LEARNING ASSN
ZIMMERMAN LIBRAR UNM
ALBUQUERQUE , NM 87131 US
(505) 646-3137 Fax: (505) 646-8082

Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
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Event Date: Wednesday, 11/3/99

FELLOWS MEETING	MEETING	09:00 pm - 11:00 pm	10	CONFERENCE	MAGNOLIA	4TH FLOOR
		Comments: C/S: - Conference Style for 10ppl. - w/p/p				

PROGRAM OF EVENTS

For Booking Number: 966730 SA

COLLEGE READING LEARNING ASSN
 ZIMMERMAN LIBRAR UNM
 ALBUQUERQUE , NM 87131 US
 (505) 646-3137 Fax: (505) 646-8082

Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Thursday, 11/4/99					
SIG BREAKFAST A	BREAKFAST	07:00 am - 08:30 am Comments: C/S: - Rounds of 10	45	BANQUET	POYDRAS A 2ND FLOOR RCC
SIG BREAKFAST MEETING D	BREAKFAST	07:00 am - 08:30 am Comments: C/S: - Rounds of 10	22	BANQUET	MAGAZINE A 2ND FL
SIG BREAKFAST MEETING B	BREAKFAST	07:00 am - 08:30 am Comments: C/S: - Rounds of 10	15	BANQUET	MAGAZINE B 2ND FL
SIG BREAKFAST MEETING C	BREAKFAST	07:00 am - 08:30 am Comments: C/S: - Rounds of 10	9	BANQUET	JULIA ROOM 2ND FL
SIG BREAKFAST MEETING	BREAKFAST	07:00 am - 08:30 am Comments: C/S: - Rounds of 10	6	BANQUET	GIROD ROOM 2ND FL
SIG BREAKFAST MEETING F	BREAKFAST	07:00 am - 08:30 am Comments: C/S: - Rounds of 10	5	BANQUET	ST.CHARLES C LOWER LEVEL RCC
SIG BREAKFAST MEETING G	BREAKFAST	07:00 am - 08:30 am Comments: C/S: - Rounds of 10	8	BANQUET	ROYALE 4TH FLOOR
BUSINESS MEETING	MEETING	07:30 am - 08:30 am Comments: C/S: - Conference Style for 10ppl. - w/p/p	10	CONFERENCE	BUENA VISTA 4TH FLOOR

PROGRAM OF EVENTS

For Booking Number: 966730 SA

COLLEGE READING LEARNING ASSN
 ZIMMERMAN LIBRAR UNM
 ALBUQUERQUE , NM 87131 US
 (505) 646-3137 Fax: (505) 646-8082

Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Thursday, 11/4/99					
BUSINESS MEETING	MEETING	07:30 am - 08:30 am Comments: C/S: - Conference Style for 10ppl. - w/p/p	10	CONFERENCE	MAGNOLIA 4TH FLOOR
BUSINESS MEETING	MEETING	07:30 am - 08:30 am Comments: C/S: - Conference Style for 10ppl. - w/p/p	10	CONFERENCE	ASHLAND 4TH FLOOR
DISTANCE LEARNING	MEETING	07:30 am - 08:30 am Comments: C/S: - Conference Style for 10ppl. - w/p/p	10	CONFERENCE	RAMPART 4TH FLOOR
CHAIRPERSON'S ORIENTATION	MEETING	08:00 am - 08:20 am Comments: C/S: - T/S for 40ppl. - HT for (2) w/ Water Set-Up - W/S A/V: - Screen, Flipchart	50	THEATER	AUDUBON 2ND FLOOR RCC
MEDIA ROOM	OTHER	08:00 am - 05:00 pm Comments: C/S: - Existing Set - C&R - ROOM IS ON SECURITY LOCK	12	OTHER	CANAL C RCC LOWER LEVEL
REGISTRATION	REGISTRATION	08:00 am - 06:00 pm Comments: C/S: - Existing Set - C&R 3x Daily		OTHER	RCC FOYER SO. 2ND LEVEL

PROGRAM OF EVENTS

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 ZIMMERMAN LIBRAR UNM
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Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
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Event Date: Thursday, 11/4/99

ELECTIONS COMMITTEE	MEETING	08:00 am - 08:30 am Comments: C/S: - T/S for 50 ppl. - HT for (2) w/ Water Set-Up - Water Station A/V: - Existing Set	40	THEATER	CARROLLTON 2ND FLOOR RCC
EXHIBIT SET-UP (DNP)	EXHIBIT	08:00 am - 04:00 pm Comments: C/S: - Clean & Clear - (2) Water Stations w/ Trayjacks/Trays - GES is Exhibit Company ENG: Security Lock Request w/ (3) Keys Install: 8:00am - Please Anticipate On-Site Requests for Electrical from Exhibitors PBX: Please See Telephone Requests from Exhibitors Anticipate On-Site Requests	40	8X10 EXHIBITS	CABILDO ABC 2ND FLOOR RCC
FIRST GENERAL SESSION	MEETING	09:00 am - 10:30 am Comments: C/S: - T/S for 400 - HT for (10) on Riser w/ Water Set-Up - (2) Water Stations A/V: - pod w/ mic	400	THEATER	ESPLANADE A-C 2ND FLR. RCC

PROGRAM OF EVENTS

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Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Thursday, 11/4/99					
CHAPTER, STATES & REGIONS	BREAK OUT	10:45 am - 01:30 pm Comments: C/S: - T/S for 50ppl. - HT for (2) w/ Water Set-Up - Water Station A/V: - Screen & Flipchart	50	THEATER	POYDRAS A 2ND FLOOR RCC
STATES & REGIONS	MEETING	10:45 am - 01:30 pm Comments: C/S: - Existing Set - C&R @ 1:30pm, 2:45pm & 4:00pm	400	THEATER	ESPLANADE A-C 2ND FLR. RCC
CHAPTER, STATE & REGIONAL	BREAK OUT	10:45 am - 01:30 pm Comments: C/S: - T/S for 50ppl. - HT for (2) - Water Station A/V: - Screen & Flipchart	50	THEATER	POYDRAS B 2ND FLOOR RCC
CHAPTER, STATE & REGIONAL	BREAK OUT	10:45 am - 01:30 pm Comments: C/S: - Existing Set - C&R	50	THEATER	CARROLLTON 2ND FLOOR RCC
CHAPTER, STATE & REGIONAL	BREAK OUT	10:45 am - 01:30 pm Comments: C/S: - Existing Set - C&R	50	THEATER	AUDUBON 2ND FLOOR RCC

PROGRAM OF EVENTS

For Booking Number: 966730 SA

COLLEGE READING LEARNING ASSN
 ZIMMERMAN LIBRAR UNM
 ALBUQUERQUE , NM 87131 US
 (505) 646-3137 Fax: (505) 646-8082

Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
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Event Date: Thursday, 11/4/99

CHAPTER, STATE & REGIONAL	BREAK OUT	10:45 am - 01:30 pm Comments: C/S: - T/S for 50ppl. - HT for (2) w/ Water Set-Up - Water Station set in Foyer for 200ppl. (All rooms to Share) A/V: - Screen & Flipchart	50	THEATER	GENTILLY 2ND FLOOR RCC
CHAPTER, STATE & REGIONAL	BREAK OUT	10:45 am - 01:30 pm Comments: C/S: - T/S for 50ppl. - HT for (2) w/ Water Set-Up A/V: - Screen & Flipchart	50	THEATER	PRYTANIA 2ND FLOOR RCC
CHAPTER, STATE & REGIONAL	BREAK OUT	10:45 am - 01:30 pm Comments: C/S: - T/S for 50ppl. - HT for (2) w/ Water Set-Up A/V: - Pod w/ mic, Screen & Flipchart	50	THEATER	DELGADO 2ND FLOOR RCC
CHAPTER, STATE & REGIONAL	BREAK OUT	10:45 am - 01:30 pm Comments: C/S: - T/S for 50ppl. - HT for (2) w/ Water Set-Up A/V: - Screen & Flipchart	50	THEATER	ELYSIAN FLDS. 2ND FLR. RCC

PROGRAM OF EVENTS

For Booking Number: 966730 SA

COLLEGE READING LEARNING ASSN
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Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Thursday, 11/4/99					
CHAPTER, STATE & REGIONAL	BREAK OUT	10:45 am - 01:30 pm Comments: C/S: - T/S for 50ppl. - HT for (2) w/ Water Set-Up A/V: - Screen & Flipchart	50	THEATER	TOULOUSE 2ND FLOOR RCC
CHAPTER, STATE & REGIONAL	BREAK OUT	10:45 am - 01:30 pm Comments: C/S: - T/S for 50ppl. - HT for (2) w/ Water Set-Up - Water Station A/V: - Screen & Flipchart	50	THEATER	GIROD ROOM 2ND FL
CHAPTER, STATE & REGIONAL	BREAK OUT	10:45 am - 01:30 pm Comments: C/S: - Existing Set - C&R	50	THEATER	JULIA ROOM 2ND FL
READING/RESOURCE RM.	OTHER	01:30 pm - 05:30 pm Comments: C/S: - (4) Skirted 6' Tables Around Perimeter - Conference for (10) in Center of Room - Water Station - C&R 3x Daily	10	OTHER	CLAIBORNE ROOM 2ND FL
CONCURRENT SESSION #2	BREAK OUT	01:30 pm - 02:30 pm Comments: C/S: - Existing Set - C&R	50	THEATER	POYDRAS B 2ND FLOOR RCC

PROGRAM OF EVENTS

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Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Thursday, 11/4/99					
CONCURRENT SESSION #3	BREAK OUT	01:30 pm - 02:30 pm Comments: C/S: - Existing Set - C&R	50	THEATER	CARROLLTON 2ND FLOOR RCC
CONCURRENT SESSION #4	BREAK OUT	01:30 pm - 02:30 pm Comments: C/S: - Existing Set - C&R - ROOM IS ON SECURITY LOCK	50	THEATER	AUDUBON 2ND FLOOR RCC
CONCURRENT SESSION #5	BREAK OUT	01:30 pm - 02:30 pm Comments: C/S: - Existing Set - C&R	50	THEATER	GENTILLY 2ND FLOOR RCC
CONCURRENT SESSION #6	BREAK OUT	01:30 pm - 02:30 pm Comments: C/S: - Existing Set - C&R	50	THEATER	PRYTANIA 2ND FLOOR RCC
CONCURRENT SESSION #7	BREAK OUT	01:30 pm - 02:30 pm Comments: C/S: - Existing Set - C&R	50	THEATER	DELGADO 2ND FLOOR RCC
CONCURRENT SESSION #8	BREAK OUT	01:30 pm - 02:30 pm Comments: C/S: - Existing Set - C&R	50	THEATER	ELYSIAN FLDS. 2ND FLR. RCC

PROGRAM OF EVENTS

For Booking Number: 966730 SA

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 ALBUQUERQUE , NM 87131 US
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Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Thursday, 11/4/99					
CONCURRENT SESSION #9	BREAK OUT	01:30 pm - 02:30 pm Comments: C/S: - Existing Set - C&R	50	THEATER	TOULOUSE 2ND FLOOR RCC
CONCURRENT SESSION #10	BREAK OUT	01:30 pm - 02:30 pm Comments: C/S: - Existing Set - C&R	50	THEATER	GIROD ROOM 2ND FL
CONCURRENT SESSION #11	BREAK OUT	01:30 pm - 02:30 pm Comments: C/S: - Existing Set - C&R	50	THEATER	JULIA ROOM 2ND FL
CONCURRENT SESSION #1	BREAK OUT	01:30 pm - 02:30 pm Comments: C/S: - Existing Set - C&R	50	THEATER	POYDRAS A 2ND FLOOR RCC
CONCURRENT SESSION #13	BREAK OUT	02:45 pm - 03:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	POYDRAS B 2ND FLOOR RCC
CONCURRENT SESSION #14	BREAK OUT	02:45 pm - 03:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	CARROLLTON 2ND FLOOR RCC

PROGRAM OF EVENTS

For Booking Number: 966730 SA

COLLEGE READING LEARNING ASSN
 ZIMMERMAN LIBRAR UNM
 ALBUQUERQUE, NM 87131 US
 (505) 646-3137 Fax: (505) 646-8082

Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Thursday, 11/4/99					
CONCURRENT SESSION #15	BREAK OUT	02:45 pm - 03:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	AUDUBON 2ND FLOOR RCC
CONCURRENT SESSION #16	BREAK OUT	02:45 pm - 03:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	GENTILLY 2ND FLOOR RCC
CONCURRENT SESSION #17	BREAK OUT	02:45 pm - 03:45 pm Comments: C/S: - Existing Set - C&R A/V: - Add VCR/Monitor	50	THEATER	PRYTANIA 2ND FLOOR RCC
CONCURRENT SESSION #18	BREAK OUT	02:45 pm - 03:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	DELGADO 2ND FLOOR RCC
CONCURRENT SESSION #19	BREAK OUT	02:45 pm - 03:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	ELYSIAN FLDS. 2ND FLR. RCC
CONCURRENT SESSION #20	BREAK OUT	02:45 pm - 03:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	TOULOUSE 2ND FLOOR RCC

PROGRAM OF EVENTS

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Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Thursday, 11/4/99					
CONCURRENT SESSION #21	BREAK OUT	02:45 pm - 03:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	GIROD ROOM 2ND FL
CONCURRENT SESSION #22	BREAK OUT	02:45 pm - 03:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	JULIA ROOM 2ND FL
CONCURRENT SESSION #12	BREAK OUT	02:45 pm - 03:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	POYDRAS A 2ND FLOOR RCC
CONCURRENT SESSION #24	BREAK OUT	04:00 pm - 05:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	POYDRAS B 2ND FLOOR RCC
CONCURRENT SESSION #25	BREAK OUT	04:00 pm - 05:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	CARROLLTON 2ND FLOOR RCC
CONCURRENT SESSION #26	BREAK OUT	04:00 pm - 05:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	AUDUBON 2ND FLOOR RCC

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Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Thursday, 11/4/99					
CONCURRENT SESSION #28	BREAK OUT	04:00 pm - 05:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	PRYTANIA 2ND FLOOR RCC
CONCURRENT SESSION #29	BREAK OUT	04:00 pm - 05:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	DELGADO 2ND FLOOR RCC
CONCURRENT SESSION #30	BREAK OUT	04:00 pm - 05:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	ELYSIAN FLDS. 2ND FLR. RCC
CONCURRENT SESSION #31	BREAK OUT	04:00 pm - 05:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	TOULOUSE 2ND FLOOR RCC
CONCURRENT SESSION #32	BREAK OUT	04:00 pm - 05:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	GIROD ROOM 2ND FL
CONCURRENT SESSION #33	BREAK OUT	04:00 pm - 05:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	JULIA ROOM 2ND FL
CONCURRENT SESSION #23	BREAK OUT	04:00 pm - 05:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	POYDRAS A 2ND FLOOR RCC

PROGRAM OF EVENTS

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 ZIMMERMAN LIBRAR UNM
 ALBUQUERQUE , NM 87131 US
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Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Thursday, 11/4/99					
CONCURRENT SESSION #27	BREAK OUT	04:00 pm - 05:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	GENTILLY 2ND FLOOR RCC
GREEN ROOM (DNP)	OTHER	05:00 pm - 10:00 pm Comments: C/S: - (3) Skirted 6' Tables w/ (10) Chairs - Water Station - Mirror	10	OTHER	CANAL A RCC LOWER LEVEL
EXHIBTS	RECEPTION	05:30 pm - 07:30 pm Comments: C/S: - Existing Set - Please See Banquets for Buffet Requirements A/V: - pod w/ mic	300	8X10 EXHIBITS	CABILDO ABC 2ND FLOOR RCC
HOSPITALITY - 2406	RECEPTION	09:00 pm - 11:30 pm	100	OTHER	SUITE 1

PROGRAM OF EVENTS

For Booking Number: 966730 SA

COLLEGE READING LEARNING ASSN

ZIMMERMAN LIBRAR UNM

ALBUQUERQUE, NM 87131 US

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Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Friday, 11/5/99					
PUBLISHER'S BREAKFAST	EXHIBIT	07:00 am - 08:30 am Comments: C/S: - Existing Set - C&R - ROOM IS ON SECURITY LOCK	300	10X10 EXHIBITS	CABILDO ABC 2ND FLOOR RCC
POLITICAL ACTION COMMITTEE	MEETING	07:30 am - 08:30 am Comments: C/S: - Conference Style for 15ppl. - w/p/p	15	CONFERENCE	ST.CHARLES B LOWER LEVEL RCC
MEDIA ROOM	OTHER	08:00 am - 05:00 pm Comments: C/S: - Existing Set - C&R - ROOM IS ON SECURITY LOCK	12	OTHER	CANAL C LOWER LEVEL RCC
REGISTRATION	REGISTRATION	08:00 am - 06:00 pm Comments: C/S: - Existing Set - C&R 3x Daily		OTHER	RCC FOYER SO. 2ND LEVEL
CHAIRPERSON'S ORIENTATION	MEETING	08:00 am - 08:20 am Comments: C/S: - Existing Set - C&R	50	THEATER	AUDUBON 2ND FLOOR RCC
ELECTIONS COMMITTEE	MEETING	08:00 am - 08:30 am Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	CARROLLTON 2ND FLOOR RCC

PROGRAM OF EVENTS

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 ZIMMERMAN LIBRAR UNM
 ALBUQUERQUE , NM 87131 US
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Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Friday, 11/5/99					
SECOND GENERAL SESSION	MEETING	08:45 am - 10:30 am Comments: C/S: - Existing Set - C&R	400	THEATER	ESPLANADE A-C 2ND FLR. RCC
EXHIBITS/COFFEE BREAK	EXHIBIT	10:30 am - 05:00 pm Comments: C/S: - Existing Set - C&R	300	10X10 EXHIBITS	CABILDO ABC 2ND FLOOR RCC
READING/RESOURCE ROOM	OFFICE	10:30 am - 05:30 pm Comments: C/S: - Existing Set - C&R	10	OTHER	CLAIBORNE ROOM 2ND FL
CONCURRENT SESSION #34	BREAK OUT	10:45 am - 11:45 am Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	POYDRAS A 2ND FLOOR RCC
CONCURRENT SESSION #35	BREAK OUT	10:45 am - 11:45 am Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	POYDRAS B 2ND FLOOR RCC
CONCURRENT SESSION #36	BREAK OUT	10:45 am - 11:45 am Comments: C/S: - Existing Set - C&R	50	THEATER	CARROLLTON 2ND FLOOR RCC

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Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Friday, 11/5/99					
CONCURRENT SESSION #37	BREAK OUT	10:45 am - 11:45 am Comments: C/S: - Existing Set - C&R	50	THEATER	AUDUBON 2ND FLOOR RCC
CONCURRENT SESSION #38	BREAK OUT	10:45 am - 11:45 am Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	GENTILLY 2ND FLOOR RCC
CONCURRENT SESSION #39	BREAK OUT	10:45 am - 11:45 am Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	PRYTANIA 2ND FLOOR RCC
CONCURRENT SESSION #40	BREAK OUT	10:45 am - 11:45 am Comments: C/S: - Existing Set - C&R A/V: - Screen & Flipchart	50	THEATER	DELGADO 2ND FLOOR RCC

PROGRAM OF EVENTS

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Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Friday, 11/5/99					
CONCURRENT SESSION #41	BREAK OUT	10:45 am - 11:45 am Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	ELYSIAN FLDS. 2ND FLR. RCC
CONCURRENT SESSION #42	BREAK OUT	10:45 am - 11:45 am Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	TOULOUSE 2ND FLOOR RCC
CONCURRENT SESSION #44	BREAK OUT	10:45 am - 11:45 am Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	JULIA ROOM 2ND FL
CONCURRENT SESSION #43	BREAK OUT	10:45 am - 11:45 am Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	GIROD ROOM 2ND FL
LUNCH WITH A MENTOR B-H	LUNCH	12:00 pm - 01:30 pm Comments: C/S: - Rounds of 10	70	BANQUET	LOYOLA B LOWER LEVEL RCC

PROGRAM OF EVENTS

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Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Friday, 11/5/99					
LUNCH WITH A MENTOR I	LUNCH	12:00 pm - 01:30 pm Comments: C/S: - Rounds of 10	8	BANQUET	RAMPART 4TH FLOOR
LUNCH WITH A MENTOR J	LUNCH	12:00 pm - 01:30 pm Comments: C/S: - Rounds of 10	9	BANQUET	ROYALE 4TH FLOOR
LUNCH WITH A MENTOR K	LUNCH	12:00 pm - 01:30 pm Comments: C/S: - Rounds of 10	8	BANQUET	CANAL A RCC LOWER LEVEL
EDITORIAL BOARD LUNCHEON	LUNCH	12:00 pm - 01:30 pm Comments: C/S: - Rounds of 10	30	BANQUET	ST.CHARLES B RCC LOWER LEVEL
ACDEA MEETING	MEETING	01:30 pm - 04:30 pm Comments: C/S: - Conference Style for 8ppl. - w/p/p	8	CONFERENCE	CANAL B RCC LOWER LEVEL
CONCURRENT SESSION #45	BREAK OUT	01:45 pm - 02:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	POYDRAS A 2ND FLOOR RCC
CONCURRENT SESSION #46	BREAK OUT	01:45 pm - 02:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	POYDRAS B 2ND FLOOR RCC

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Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Friday, 11/5/99					
CONCURRENT SESSION #47	BREAK OUT	01:45 pm - 02:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	CARROLLTON 2ND FLOOR RCC
CONCURRENT SESSION #48	BREAK OUT	01:45 pm - 02:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	AUDUBON 2ND FLOOR RCC
CONCURRENT SESSION #49	BREAK OUT	01:45 pm - 02:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	GENTILLY 2ND FLOOR RCC
CONCURRENT SESSION #50	BREAK OUT	01:45 pm - 02:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	PRYTANIA 2ND FLOOR RCC
CONCURRENT SESSION #51	BREAK OUT	01:45 pm - 02:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	DELGADO 2ND FLOOR RCC
CONCURRENT SESSION #52	BREAK OUT	01:45 pm - 02:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	ELYSIAN FLDS. 2ND FLR. RCC
CONCURRENT SESSION #53	BREAK OUT	01:45 pm - 02:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	TOULOUSE 2ND FLOOR RCC

PROGRAM OF EVENTS

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Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Friday, 11/5/99					
CONCURRENT SESSION #54	BREAK OUT	01:45 pm - 02:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	GIROD ROOM 2ND FL
CONCURRENT SESSION #55	BREAK OUT	01:45 pm - 02:45 pm Comments: C/S: - Existing Set - C&R	50	THEATER	JULIA ROOM 2ND FL
CONCURRENT SESSION #56	BREAK OUT	03:00 pm - 04:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	POYDRAS A 2ND FLOOR RCC
CONCURRENT SESSION #57	BREAK OUT	03:00 pm - 04:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	POYDRAS B 2ND FLOOR RCC
CONCURRENT SESSION #58	BREAK OUT	03:00 pm - 04:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	CARROLLTON 2ND FLOOR RCC
CONCURRENT SESSION #59	BREAK OUT	03:00 pm - 04:00 pm Comments: C&R @ 1:00pm, 2:30pm & 3:45pm	50	THEATER	AUDUBON 2ND FLOOR RCC
CONCURRENT SESSION #60	BREAK OUT	03:00 pm - 04:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	GENTILLY 2ND FLOOR RCC

PROGRAM OF EVENTS

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Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Friday, 11/5/99					
CONCURRENT SESSION #61	BREAK OUT	03:00 pm - 04:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	PRYTANIA 2ND FLOOR RCC
CONCURRENT SESSION #62	BREAK OUT	03:00 pm - 04:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	DELGADO 2ND FLOOR RCC
CONCURRENT SESSION #63	BREAK OUT	03:00 pm - 04:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	ELYSIAN FLDS. 2ND FLR. RCC
CONCURRENT SESSION #64	BREAK OUT	03:00 pm - 04:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	TOULOUSE 2ND FLOOR RCC
CONCURRENT SESSION #65	BREAK OUT	03:00 pm - 04:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	GIROD ROOM 2ND FL
CONCURRENT SESSION #66	BREAK OUT	03:00 pm - 04:00 pm Comments: C/S: - Existing Set - C&R	50	THEATER	JULIA ROOM 2ND FL
CONCURRENT SESSION #67	BREAK OUT	04:15 pm - 05:15 pm Comments: C/S: - Existing Set - C&R	50	THEATER	POYDRAS A 2ND FLOOR RCC

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Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Friday, 11/5/99					
CONCURRENT SESSION #68	BREAK OUT	04:15 pm - 05:15 pm Comments: C/S: - Existing Set - C&R	50	THEATER	POYDRAS B 2ND FLOOR RCC
CONCURRENT SESSION #69	BREAK OUT	04:15 pm - 05:15 pm Comments: C/S: - Existing Set - C&R	50	THEATER	CARROLLTON 2ND FLOOR RCC
CONCURRENT SESSION #70	BREAK OUT	04:15 pm - 05:15 pm Comments: C/S: - Existing Set - C&R	50	THEATER	AUDUBON 2ND FLOOR RCC
CONCURRENT SESSION #71	BREAK OUT	04:15 pm - 05:15 pm Comments: C/S: - Existing Set - C&R	50	THEATER	GENTILLY 2ND FLOOR RCC
CONCURRENT SESSION #72	BREAK OUT	04:15 pm - 05:15 pm Comments: C/S: - Existing Set - C&R	50	THEATER	PRYTANIA 2ND FLOOR RCC
CONCURRENT SESSION #74	BREAK OUT	04:15 pm - 05:15 pm Comments: C/S: - Existing Set - C&R	50	THEATER	ELYSIAN FLDS. 2ND FLR. RCC
CONCURRENT SESSION #75	BREAK OUT	04:15 pm - 05:15 pm Comments: C/S: - Existing Set - C&R	50	THEATER	TOULOUSE 2ND FLOOR RCC

PROGRAM OF EVENTS

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Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Friday, 11/5/99					
CONCURRENT SESSION #76	BREAK OUT	04:15 pm - 05:15 pm Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	GIROD ROOM 2ND FL
CONCURRENT SESSION #77	BREAK OUT	04:15 pm - 05:15 pm Comments: C/S: - Existing Set - C&R	50	THEATER	JULIA ROOM 2ND FL
CONCURRENT SESSION #73	BREAK OUT	04:15 pm - 05:15 pm Comments: C/S: - Existing Set - C&R	50	THEATER	DELGADO 2ND FLOOR RCC
GREEN ROOM (DNP)	OTHER	05:00 pm - 10:00 pm Comments: C/S: - (3) Skirted 6' Tables w/ (10) Chairs - Water Station - Mirror	10	OTHER	CANAL A RCC LOWER LEVEL
RECEPTION	RECEPTION	05:30 pm - 06:30 pm Comments: C/S: - Please See Banquets for Bar Requirements	150	RECEPTION	RCC FOYER NORTH 2ND LEVEL
PALS MEETING	BREAK OUT	05:30 pm - 06:30 pm Comments: C/S: - Existing Set - C&R	50	THEATER	POYDRAS A 2ND FLOOR RCC

PROGRAM OF EVENTS

For Booking Number: 966730 SA

COLLEGE READING LEARNING ASSN
 ZIMMERMAN LIBRAR UNM
 ALBUQUERQUE , NM 87131 US
 (505) 646-3137 Fax: (505) 646-8082

Meeting Name	Arrival Date	Departure Date	Contact Name	SLS Manager	CS Manager	CA Manager
ANNUAL MEETING	10/31/99	11/8/99	SUSAN BROWN	CHRISTINE TALLEY	SELBY TARDO	SELBY TARDO

Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
<u>Event Date: Friday, 11/5/99</u>					
KELLOGG CORNER	BREAK OUT	05:30 pm - 06:30 pm Comments: C/S: - Existing Set - C&R	50	THEATER	POYDRAS B 2ND FLOOR RCC
LRNASST GATHERING	BREAK OUT	05:30 pm - 06:30 pm Comments: C/S: - Existing Set - C&R	50	THEATER	CARROLLTON 2ND FLOOR RCC
WRITER'S WORKSHOP	BREAK OUT	05:30 pm - 06:30 pm Comments: C/S: - Existing Set - C&R	50	THEATER	AUDUBON 2ND FLOOR RCC
COMPUTER TECH SIG	BREAK OUT	05:30 pm - 06:30 pm Comments: C/S: - Existing Set - C&R	50	THEATER	GENTILLY 2ND FLOOR RCC
AWARDS DINNER	DINNER	06:30 pm - 09:00 pm Comments: Please See BP	142	BANQUET	ESPLANADE A-C 2ND FLR. RCC
HOSPITALITY - 2406	RECEPTION	09:00 pm - 11:30 pm	100	OTHER	SUITE 1

PROGRAM OF EVENTS

For Booking Number: 966730 SA

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Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Saturday, 11/6/99					
SIG BREAKFAST MEETING G	BREAKFAST	07:00 am - 08:45 am Comments: C/S: - Rounds of 10	5	BANQUET	CANAL B RCC LOWER LEVEL
SIG BREAKFAST MEETING I	BREAKFAST	07:00 am - 08:45 am Comments: C/S: - Rounds of 10	10	BANQUET	ST.CHARLES A RCC LOWER LEVEL
SIG BREAKFAST MEETING H	BREAKFAST	07:00 am - 08:45 am Comments: C/S: - Rounds of 10	5	BANQUET	ST.CHARLES B RCC LOWER LEVEL
BUSINESS MEETING	MEETING	07:00 am - 08:45 am Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	POYDRAS A 2ND FLOOR RCC
BUSINESS MEETING	MEETING	07:00 am - 08:45 am Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	POYDRAS B 2ND FLOOR RCC
BUSINESS MEETING	MEETING	07:00 am - 08:45 am Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	CARROLLTON 2ND FLOOR RCC

PROGRAM OF EVENTS

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COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Saturday, 11/6/99					
BUSINESS MEETING	MEETING	07:00 am - 08:45 am Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	DELGADO 2ND FLOOR RCC
BUSINESS MEETING	MEETING	07:00 am - 08:45 am Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	ELYSIAN FLDS. 2ND FLR. RCC
MEDIA ROOM	OTHER	08:00 am - 05:00 pm Comments: C/S: - Existing Set - C&R - ROOM IS ON SECURITY LOCK	12	OTHER	CANAL C RCC LOWER LEVEL
CHAIRPERSON'S ORIENTATION	MEETING	08:00 am - 08:20 am Comments: C/S: - Existing Set - C&R	50	THEATER	AUDUBON 2ND FLOOR RCC
REGISTRATION	REGISTRATION	08:30 am - 02:00 pm Comments: C/S: - Existing Set - C&R 3x Daily		OTHER	RCC FOYER SO. 2ND LEVEL

PROGRAM OF EVENTS**For Booking Number: 966730 SA**

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Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Saturday, 11/6/99					
READING/RESOURCE ROOM	OTHER	08:30 am - 04:00 pm Comments: C/S: - Existing Set - C&R	10	OTHER	CLAIBORNE ROOM 2ND FL
CONCURRENT SESSION #78	MEETING	09:00 am - 10:00 am Comments: C/S: - Existing Set - C&R	50	THEATER	POYDRAS A 2ND FLOOR RCC
CONCURRENT SESSION #79	MEETING	09:00 am - 10:00 am Comments: C/S: - Existing Set - C&R	50	THEATER	POYDRAS B 2ND FLOOR RCC
CONCURRENT SESSION #80	MEETING	09:00 am - 10:00 am Comments: C/S: - Existing Set - C&R	50	THEATER	CARROLLTON 2ND FLOOR RCC
CONCURRENT SESSION #81	MEETING	09:00 am - 10:00 am Comments: C/S: - Existing Set - C&R	50	THEATER	AUDUBON 2ND FLOOR RCC
CONCURRENT SESSION #82	MEETING	09:00 am - 10:00 am Comments: C/S: - Existing Set - C&R	50	THEATER	GENTILLY 2ND FLOOR RCC

PROGRAM OF EVENTS

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COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Saturday, 11/6/99					
CONCURRENT SESSION #83	MEETING	09:00 am - 10:00 am Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	PRYTANIA 2ND FLOOR RCC
CONCURRENT SESSION #84	MEETING	09:00 am - 10:00 am Comments: C/S: - Existing Set - C&R	50	THEATER	DELGADO 2ND FLOOR RCC
CONCURRENT SESSION #85	MEETING	09:00 am - 10:00 am Comments: C/S: - Existing Set - C&R	50	THEATER	ELYSIAN FLDS. 2ND FLR. RCC
CONCURRENT SESSION #86	MEETING	09:00 am - 10:00 am Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	TOULOUSE 2ND FLOOR RCC
CONCURRENT SESSION #87	MEETING	09:00 am - 10:00 am Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	GIROD ROOM 2ND FL

PROGRAM OF EVENTS

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Billing Name	On Site Contact Name	Billing Type	Account No.	Tax Exempt No.
COLLEGE READING LEARNING AS	SUSAN BROWN	DB	29579	

Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Saturday, 11/6/99					
CONCURRENT SESSION #88	MEETING	09:00 am - 10:00 am Comments: C/S: - Existing Set - C&R A/V: - Existing Set	50	THEATER	JULIA ROOM 2ND FL
GIFT SESSION	MEETING	09:00 am - 11:15 am	80	OTHER	ESPLANADE BC 2ND FLR. RCC
CONCURRENT SESSION #89	MEETING	10:15 am - 11:15 am Comments: C/S: - Existing Set - C&R	50	THEATER	POYDRAS A 2ND FLOOR RCC
CONCURRENT SESSION #90	MEETING	10:15 am - 11:15 am Comments: C/S: - Existing Set - C&R	50	THEATER	POYDRAS B 2ND FLOOR RCC
CONCURRENT SESSION #91	MEETING	10:15 am - 11:15 am Comments: C/S: - Existing Set - C&R	50	THEATER	CARROLLTON 2ND FLOOR RCC
CONCURRENT SESSION #92	MEETING	10:15 am - 11:15 am Comments: C/S: - Existing Set - C&R	50	THEATER	AUDUBON 2ND FLOOR RCC
CONCURRENT SESSION #93	MEETING	10:15 am - 11:15 am Comments: C/S: - Existing Set - C&R	50	THEATER	GENTILLY 2ND FLOOR RCC

PROGRAM OF EVENTS**For Booking Number: 966730 SA**

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Event Name	Event Type	Event Time	Attendance	Setup	Room
Event Date: Saturday, 11/6/99					
CONCURRENT SESSION #94	MEETING	10:15 am - 11:15 am Comments: C/S: - Existing Set - C&R	50	THEATER	PRYTANIA 2ND FLOOR RCC
CONCURRENT SESSION #95	MEETING	10:15 am - 11:15 am Comments: C/S: - Existing Set - C&R	50	THEATER	DELGADO 2ND FLOOR RCC
CONCURRENT SESSION #96	MEETING	10:15 am - 11:15 am Comments: C/S: - Existing Set - C&R	50	THEATER	ELYSIAN FLDS. 2ND FLR. RCC
CONCURRENT SESSION #97	MEETING	10:15 am - 11:15 am Comments: C/S: - Existing Set - C&R	50	THEATER	TOULOUSE 2ND FLOOR RCC
CONCURRENT SESSION #98	MEETING	10:15 am - 11:15 am Comments: C/S: - Existing Set - C&R	50	THEATER	GIROD ROOM 2ND FL
CONCURRENT SESSION #99	MEETING	10:15 am - 11:15 am Comments: C/S: - Existing Set - C&R	50	THEATER	JULIA ROOM 2ND FL
3RD GENERAL SESSION/ON TO RENO	LUNCH	11:30 am - 01:30 pm Comments: Please See BP	73	BANQUET	ESPLANADE AB 2ND FLR. RCC

PROGRAM OF EVENTS

For Booking Number: 966730 SA

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Event Name	Event Type	Event Time	Attendance	Setup	Room
<u>Event Date: Saturday, 11/6/99</u> HOSPITALITY - 2406	RECEPTION	09:00 pm - 11:30 pm	100	OTHER	SUITE 1

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

November 2, 1999

List of Attachments to Minutes

- A. Annual Committee Reports
- B. Member Service Report
- C. CRLA Membership Form
- D. Executive Services Group contract
- E. Revised Handbook for State/Regional and Chapter Directors
- F. Conference programs
- G. International Tutor/Mentor Certification Program Report
- H. Brochure for Summer Technology Institute for Developmental Educators, July 23-28, 2000

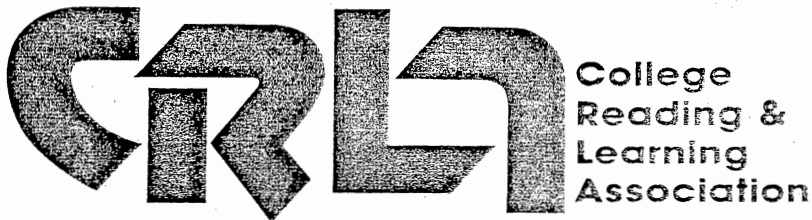
I.

CRLA

Annual Committee Reports

1998 - 1999

32nd Annual Conference
November 3rd - 6th, 1999
New Orleans, LA



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Journal of College Reading and Learning Annual Report, 1997-98

1. General

Two issues of *JCRL* were published, both on time, both with good articles and case studies, and both well received. All manuscripts submitted were double-blind reviewed by at least two readers. All manuscripts were returned with a decision within two months plus mailing time. Most manuscripts and reviews were handled electronically.

2. Soliciting Manuscripts

A variety of methods was employed:

- At the CRLA conference, a booth operated in the Publishers' area at CRLA conference, "Information for Authors" handouts were available several places, selected presenters were invited to write for *JCRL*, and a highly successful workshop on writing for the journal was presented with author Nancy Wood.
- Editorial Advisory Board members and CRLA Executive were send white originals and turquoise copies of "Information for Authors" and asked to distribute them at conferences.
- When individuals wrote about their research on listservs such as WCENTER and LRNASST, Jim often sent them personal e-mails inviting submissions.
- When conferences unlikely to be attended by Editorial Advisory Board members were announced on listservs, Jim often sent promotional material to the contact person and asked to have the material displayed.
- *JCRL* was available on Expanded Academic Index for much of the year.
- Jim encouraged the CRLA web site and provided *JCRL* information.
- Some people were personally invited to write responses to case studies (the submissions underwent regular double-blind peer review).
- A few presenters at AERA received letters inviting them to submit their research.
- During the first weeks in March, 1998, Maureen searched the web for addresses of organizations and individuals that were potential candidates for manuscript submissions. Some 300 e-mail messages were sent to such candidates. The results of that effort were rather disappointing. We receive two submissions--one was inappropriate for *JCRL*, and one will be published.
- "Call for Manuscripts" advertisements were placed in the following journals:

<i>Educational Researcher</i>	- April 98 issue 1/2 page
<i>Psychonomic Bulletin</i>	- June 98 issue full page
<i>Journal of Experimental Education</i>	- June 98 issue 1/2 page
<i>Journal of Developmental Education</i>	- Sept 98 issue 1/2 page
<i>Teaching English in the 2-Year College</i>	- Sept 98 issue 1/2 page

For the coming year, Jim and Maureen have developed some new tactics with regards to obtaining manuscripts. For example, Maureen will be contacting:

--non-CRLA members who have had articles published in back issues of *JCRL* (i.e., 1990 to 1997)

--authors of articles published in some back issues of the *Journal of Developmental Education*

--individuals who have presented posters or presentations related to our field of interest at conferences (e.g., AHEAD, NADE, Canadian Psychological Association)

--assistant professors and graduate students at various postsecondary institutions in the USA and Canada

3. Indexing

We attempted to have *JCRL* "indexed" in several relevant publications and data bases.

Indexed:

Expanded Academic Index—This full-text service is one of the major ones in academia. It has Spring 97, Fall 97, and Spring 98. We have granted them a complimentary subscription (3 copies).

ERIC—Spring 97 is indexed, and Fall 97 and Spring 98 are under consideration before ERIC issues a final letter of acceptance to index *JCRL* on a regular basis.

Canadian Education Index—This index, which gets global distribution in omnibus SilverPlatter-style products, has given us verbal approval. Official approval should come at their next meeting, sometime in the next two months. Also, they have given verbal approval to index the 1997 back issues. Complimentary subscription (1 copy) granted.

Pending:

Educational Index—They review their index every two years, so *JCRL* will not be considered until sometime next year.

Ulrich's—Application pending.

Rejected:

Institute for Scientific Information
UMI

5. Coming Year

In the coming year, Maureen Hewlett will launch an innovative marketing campaign aimed at Assistant Professors who need tenure and at graduate students, as well as conference presenters. Efforts to index the journal will continue. A new Editorial Advisory Board is being formed. In addition, Lyn Benn of Sunshine Coast University in Australia will co-edit the Spring 99 issue.

Submitted by

James H. Bell, Editor, JCRL

Maureen G. Hewlett, Managing Editor, JCRL

June 1998

James H. Bell's Section of the JCRL Annual Report

Activities

Early in the year, I recruited a new and expanded Editorial Advisory Board. The Fall 1998 issue was produced and came out on time. For the Spring 1999 issue of JCRL, I split the Editor function with Lyn Benn. I wrote all letters of decision and did the bulk of, or "first pass" at, the copy editing of accepted manuscripts. I promoted JCRL in Australia, recruiting reviews from three people and a publishable article from another person. Toward the end of the year, I corresponded in some detail with potential Editors, which helped me distil what I wanted to write in my section of the annual report. (I have suggested to Lyn Benn that, since she handled the manuscripts and the budget, she report statistics on manuscripts such as the average turn-around time and report on the budget. I have suggested to Maureen Hewlett that as Managing Editor she write a summary of marketing efforts, indexing, and printing.)

Recommendations and Rationales

I provide the following recommendations so that the new Editor, the Editorial Advisory Board, and the Executive Board know what I consider top priority.

1. Index JCRL as widely as possible. This involves concluding the few outstanding negotiations JCRL has with data bases such as ERIC, and planning a thorough campaign to have JCRL included in data bases which JCRL has not yet approached. This is professional, and it may well be the best method of recruiting more and better manuscripts.
2. Keep the same size, same basic format, and same publishing schedule. I do not recommend this because I think everything about the journal is perfect but primarily because indexing agencies, libraries, and some proportion of readers value consistency very highly.
3. Continue with the case study and two responses in each issue. Admittedly, this is quite a bit of work. However, it provides something pretty much unique to JCRL, fits well with our CRLA audience, and is used by numerous readers for staff professional development.
4. Investigate whether to contract with a publisher (such as Heldref in Washington, DC). I am not recommending signing with a publisher or not signing with a publisher. My preliminary conversation with the University of Toronto Press suggests that contracting with a publisher might be the next step in making JCRL more professional; yet at the same time, the cost may not warrant the benefits. But then again maybe having a publisher would have spin-off benefits such as making it easier for CRLA to attract Editors. The pros and cons should be investigated.

Conclusion

In my term as Editor, I think I have improved JCRL.

The journal has the potential to be the "second tier" journal of choice in our field.

Respectfully submitted,
James H. Bell

CRLA Newsletter: Yearly Report
Roslyn Bethke, Editor
September, 1999

Newsletter Editor's Goal:

To produce a twelve-page newsletter three times a year that will keep the membership informed of the organization's activities, communicate the decisions of the CRLA Board of Directors to the members; promote CRLA-sponsored events, especially the annual conference; serve as a networking tool for committee chairs and SIG leaders, and, in general, promote fields of developmental education, learning assistance, tutorial services, reading, writing, and math or related academic programs to enhance college success.

Staff:

The staff consists of the Editorial Board of Pat Jonason, Angela Atkins Miller, Jan Norton, Gail Thompson, and Ann Williams, along with Rosalind Lee and Melanie Tull, advisors. Numerous faculty members from Johnson County Community College have assisted in proofreading the newsletter over the past six years: Juli Ballard, Julia Gentry, Barbara Hagemeister, Barbara Lalumondier, Lisa Parra, Kathy Patrick, Kay Rozell, Charis Sawyer, Chari Shoemake, and Gerri Van Meter, and Nancy Woodring.

Yearly Accomplishments:

*Dana Peterman, User Services Coordinator for ERIC Clearinghouse for Community Colleges, has informed me that Gwyer Schuyler, the new Coordinator of Acquisitions for ERIC, has included the CRLA Newsletters from 1994 to Spring 1999 as an ERIC document. Subsequent newsletters--Summer 1999 and Fall 1999--have been catalogued separately.

*In keeping with CRLA practice, there were three newsletters published this year: Spring 99, Summer 99, and Fall 99.

Dates	Size	Front Page Headlines
Spring, 1999	28 pages	"Scenes from Salt Lake City--November 1998 (Issue included 16-page 1999 RLA Directory)
Summer, 1999	12 pages	"New Orleans Conference Generates Excitement" "Dayton, Smith Stephens Join Executive Board"
Fall, 1999	12 pages	"CRLA and NADE Sponsor Symposium in the Colorado Rockies" "Are You Jazzed for New Orleans?" (Issue included 4-page Call for Papers)

Past Practices

- Each issue contains standard features: Columns for the President and President-Elect; Conference News, Ads for Postions; SIG News; Tutoring and Mentoring News; PAL News; *JCRL* News; CAS News, Research News from ERIC, Ask CaRLA, and the CRLA membership form.
- The spring issue is the biggest issue, carrying pictures of the last conference and a large, sixteen-page CRLA Directory in the center section for pull-out.
- The summer issue identifies the new Executive Board members and should contain information about the fall conference keynoters, pre and post institutes, airline discounts, and hotel information.
- The fall issue has traditionally carried the four-page "Call for Papers" for the next year's conference.

Concerns for Future Action

- Having a mailing service (Executive Services Group) which meets the new postal regulations for bar codes, etc., has been beneficial. Also, their price for printing the newsletter from film seems to be competitive to outsourcing jobs that this college (Johnson County Community College) does. Debbie Sipe has been efficient and helpful.
- Unfortunately this past year the JCCC Printing Office has been so busy that that last two issues of 1999 have been printed and mailed out by Executive Services Group. Thus, the cost of the producing the newsletter has increased significantly this past year.
- Debbie Sipe at Executive Services Group has suggested that the organization once again look into securing non-profit status. This would save money. However, a major problem is that the U.S. Post Office seems to take a very long time sending out mail that is 8 1/2 x 11 in size. (From what I have been told, most post offices do not have enough machines to process mail of that size, so bulk mail is held back and can take up to a month or longer to reach its destination.) Because of this problem, the 99 fall newsletter is being sent presorted first class. The question becomes, "With time sensitive material, is bulk mail or nonprofit mail a wise option?"
- Point of Information: At JCCC, the Graphics Dept. uses Quark Express (Macintosh) as its professional software. Quark has been easier than Pagemaker for me to work with. (i.e., the typesetter can make more changes during the proofreading process with less frustration.) In addition, I (a PC user) have found that I can cut and paste documents into email and send it to my typesetter. She can retrieve the copy on her Macintosh through Outlook Explorer at home. She can arrange the copy at home according to my specifications and bring it to work to put it on film (which the college supports). This process has worked well this year for both her and me. My institution would not agree to do the actual typesetting and graphics due to the expense. The present typesetter charges \$30 per page and \$10 per picture scan. The present procedure is a good deal for CRLA and minimizes the headaches for JCCC.

- With the new mailing service, I was able to have Executive Services Group email me the file of address labels needed by my institution. I then merely had to send the file to the appropriate department. This eliminated work for everyone concerned because my institution can now address the newsletters electronically with the proper bar codes, etc.
- With the selection of Molly Widdicombe, the newsletter editorship passes into capable hands. She will determine the system and typesetter she wishes to use.
- 6) I look forward to working with the new editor to ensure a smooth transition.



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Site Selection Report

Susan C. Brown

August 24, 1999

Goals for the current year:

The goals for this year were to secure a site for the 2000 conference and to investigate possible sites for the year 2001 and beyond.

Accomplishments:

1. A contract has been signed with John Ascuaga's Nugget in Reno, Nevada, to hold the CRLA conference on November 8-12th, 2000. Tina Dakin from Western Nevada Community College in Fallon, Nevada and Maureen Cronin from the University of Nevada in Reno, will serve as the on-site chairpersons.
2. A contract has been signed with the Doubletree Hotel in Spokane, Washington, to hold the CRLA conference on Oct. 10-14th, 2001. Jan Swinton from Spokane Falls Community College and Molly Widdicombe from the University of Idaho will serve as the on-site chairpersons.
3. I am now attempting to find a conference site for 2002. I would like to focus on Southern California.

Suggestions for Future Actions:

Many of the following suggestions have been made in previous reports, however, to my knowledge, they have not been implemented. I would still like the Board to consider them.

Site Selection Report

August 24, 1999

Page Two

1. We need to continue to find more people who are interested in hosting a conference. The Board should still consider offering incentives to the conference workers, such as waived or reduced conference fees.
2. Many hotels have their own audio visual services which you are required to use. These rental services can be costly. We will either need to establish a policy that limits the type of AV used or increase the on-site budgets to cover the rental prices.
3. It would be helpful to come up with a standard report form to be completed by each on-site committee. The information is important when meeting with potential conference bidders.
4. Information should also be submitted after each conference on the number of pre-registered guests at particular intervals before the conference; the number of room pickups for each night; and the number of participants for each food function. This information is very important for negotiating with the hotels.
5. The last conference held in California was in 1997. The soonest that we will be going back there is in 2002. Although Reno is close, we need to look at whether this has had an effect on our attendance and membership numbers and decide whether we want to go back to California on a more regular basis.
6. After the New Orleans Conference, it would be helpful to do some type of survey to determine where our members would like to have future conferences. There is still interest from members in the east to host a conference in New Jersey.



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CRLA/NADE Joint Symposium 2000

Susan C. Brown

August 31, 1999

Goals for the Current Year:

The goals for the 1998-1999 year were to form a committee, develop a plan, decide on a theme, select a site, contract with a hotel and work on the call for proposals in preparation for the summer 2000 Symposium.

Accomplishments:

1. The joint committee consists of myself, Susan Deese Roberts, and Becky Patterson from CRLA; and Gladys Shaw, Nancy Snouffer and Karen Patty-Graham from NADE.
2. We submitted a plan to both Boards based on input that we had received from the Boards and committee members. A budget and timelines were established. The registration function of the first Symposium will be handled by NADE committee members and the program will be handled by CRLA committee members. Should the Symposium continue in future years these functions will be alternated.
3. The title for the Symposium will be: Teaching and Learning: Issues in Higher Education and will consist of 21 three-hour interactive presentation on major issues affecting Learning Assistance and Developmental Education. Plenary sessions of two hours on the major issues that surface from the presentations will be scheduled on the last day of the Symposium. Attendance will be limited to 250 persons.
4. We selected Breckenridge, Colorado, as the site and Gladys Shaw and I made a site visit. A contract has been signed with the Great Divide Resort Hotel for the dates of June 21-23, 2000.
5. The call for proposals will go out in the beginning of October with the deadline for submission in December.
6. We will have a full committee meeting at the CASP Conference held in El Paso in October.

Suggestions for Future Actions:

At this point, it is too early to make suggestions for future actions. The planning process has worked very well because Gladys and I are close in proximity and we are able to meet on a fairly regular basis. After the first Joint International Symposium is completed we will be able to make a thorough report.

Year End Report of Special Interest Groups

Submitted by Patti Dozen
SIG Coordinator
September 14, 1999

GOAL

To oversee Special Interest Group Leaders and communicate regularly with them, act as liaison for them to the president and president-elect. Publicize SIG activities through the CRLA newsletter and at the annual conference.

ACCOMPLISHMENTS

1. Printed handouts of the SIG directory for the conferees.
2. Wrote articles about SIG activities for the newsletter.
3. Participated in the Leadership workshop at the conference and planned the SIG breakout session.
4. Wrote the annual report and gave the report at the conference board meeting in Salt Lake City.
5. Set up the SIG display table at the conference.
6. Visited the SIG meetings and breakfasts at the conference.
7. Arranged for the establishment of the Humor SIG.
8. Substituted for SIG leaders who planned meetings at the conference but were not able to attend due to emergencies.
9. Communicated regularly with the SIG leaders via email throughout the year.

SUGGESTIONS

1. A number of SIG leaders have found it difficult to maintain a newsletter and communicate with their SIG members. I have discussed this problem with Mike O'Hear and we both support the idea of establishing email and possibly listserve communication within the organization. With these systems in place, SIG leaders would be able to provide easier communication to the SIG members without the strain of creating a newsletter. SIG Leaders were also encouraged to establish a group email with those who have access as another method of maintaining communication.
2. Some SIG leaders are still finding it difficult to schedule SIG meetings that do not conflict with other SIGs as well. More "prime time" days and times particularly during the lunch hour are needed.

Executive Assistant's 1999 Report
Vincent P. Orlando

During the 1998-1999 conference year I served as the Executive Assistant of the College Reading and Learning Association, agreeing to a one-year term which will end at the New Orleans conference. This position was created to assist the board and individual board members in carrying out duties which in the past were carried out by various board members.

During the year my primary goals were to establish the position, work closely with the incoming president-elect and secretary to develop a conference planning packet, and develop the CRLA home web page.

During the year my primary focus was developing the organization's website. My hope was to find a member who would be a webmaster. I talked to several people during the conference and others after the conference and when no one stepped forward I took on the task myself.

During the year I sought and registered a domain name with Network Solutions. The domain name crla.com was already taken so I chose (in consultation with the Board) crla.net which is now the organization's URL. It was also decided to seek an outside server not tied directly to a university/college so that other webmasters would be able to use it without needing to change the URL. A company called Tabnet was hired, which was purchased by VERIO, one of the top web servers in the country.

Once the URL was established and a server found, the next step was the development of the site itself. A student at my college was hired to do much of the navigation development. I worked at soliciting data and information from the various members and in guiding this student in the development of the site. Since this was the third attempt at developing a site, the two URL's used previously, one in Oregon, the other in New Orleans, were linked to the new CRLA home page. When this work was completed the site was set up in the spring of 1999, and has been updated with new information and with New Orleans conference information. Work is also beginning on the Reno conference.

As for my other goals, I have sat in on most of the CRLA conference calls and attended the CRLA winter meeting in New Orleans. I have been in touch with both Tom Dayton and Valerie Smith Stephens concerning their duties.

As for the conference planning packet, I have to admit that not much progress was made. During the year I also was chair of the Elections Committee which took up a great deal of my time. I did obtain copies of the NADE planning packet and put that material on disk. I have also organized the CRLA planning materials. These materials will serve as a basis for the development of a comprehensive packet. I have communicated with and sent these materials to the new executive assistant, Susan Deese.

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MEMORANDUM

cc

to: Mike O'Hear
from: Becky Johnen
re: CAS 1998-99 Committee Report
date: September 1, 1999

COUNCIL for the ADVANCEMENT OF STANDARDS
Becky Johnen, Representative to the CAS Board

CAS GOALS:

- * To develop and promulgate standards of professional practice to guide practitioners and their institutions, especially in their work with college students

CAS ACCOMPLISHMENTS:

- * Released the 1999 edition of the *CAS Book of Professional Standards for Higher Education* (Blue Book)
- * Added standards on TRIO and Other Educational Opportunity Programs
- * Revised standards for Counseling Services and College Union Programs
- * Revising standards for Career Services
- * Developing standards for Distance Education and Campus Information and Visitor Services
- * Developed a CAS web page (www.cas.edu)
- * Conducted a survey of quality assurance activities
- * Planned a 20th anniversary celebration to be held in conjunction with the fall 1999 Board meeting

CAS REPRESENTATIVE ACCOMPLISHMENTS

- * Regularly attended CAS Board meetings and submitted reports to the CRLA Board on the meetings
- * Revised the learning assistance program contextual statement that appears in the *CAS Book of Professional Standards for Higher Education* (Blue Book)
- * Submitted, on a regular basis, articles to the CRLA Newsletter regarding CAS
- * Provided samples to the CAS leadership of how CRLA promotes CAS

SUGGESTIONS FOR FUTURE CAS ACTION:

- * Continue the Association's relationship with the CAS Board
- * Continue to work with the CAS Board to achieve accuracy in all materials related to learning assistance programs and in all references to CRLA
- * Publish in the Journal of College Reading and Learning the learning assistance program standards
- * Link the CRLA web page to the CAS web page
- * Post the learning assistance program standards on the CRLA web page

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MEMORANDUM

cc

to: Mike O'Hear
from: Becky Johnen
re: PALS 1998-99 Committee Report
date: September 1, 1999

PROFESSIONAL ASSOCIATION LIAISON COMMITTEE
Becky Johnen, Chair

COMMITTEE GOALS:

- * To identify professional organizations having similar or related goals
- * To recruit a committee member to serve as a liaison to each identified organization
- * To develop agreements of mutual cooperation with identified organizations
- * To cooperate with identified organizations on issues of mutual interest or concern
- * To maintain a database of identified organizations
- * To provide a PAL Forum at each annual conference in order to make new professional contacts and identify current issues of mutual interest or concern
- * To assist CRLA with strategic plans goals related to the mission of the PALS Committee

COMMITTEE OBJECTIVES:

- * Update the directory of speakers from CRLA and other organizations for use in Chapters and States/Regions; maintain a "speakers bureau" for CRLA.
- * Establish liaison agreements with five organizations.
- * Regularly submit information about our liaisons to the CRLA Newsletter.
- * Sponsor a panel session at the 1999 conference.
- * Conduct a PALS Forum at the 1999 conference to identify new professional contacts and to identify current issues of mutual interest.
- * Arrange for an information table at the annual conference for distribution of literature from the liaisons.
- * Members formally serving as a PAL who attend the annual conference of the group with whom they liaison will, in addition to displaying CRLA information and promoting the Association, meet with the leaders of the organization and will report the outcome of the meeting to the PAL Coordinator.

- * Highlight to the Board issues identified by PALS.
- * Survey the leadership of organizations with whom CRLA currently has liaison agreements to determine their views of benefit and future direction.
- * Develop a PR package for PALS that includes journals, newsletters, Association brochure, PALS agreement, PALS goals, and a fact sheet with information about each group with whom we liaison
- * Explore joint conferences with other associations and with state groups/organizations.

COMMITTEE ACCOMPLISHMENTS:

- * Maintained relationships with 17 professional organizations
- * Have seven liaison agreements: The College Board, Interstate Developmental Reading Association, Mid-Atlantic College Reading Association, Midwest College Learning Center Association, New Jersey Learning Centers Association, New Jersey Association of Developmental Educators, Pennsylvania Association of Developmental Educators
- * Have two agreements of collaboration: National Association for Developmental Education, National Tutoring Association
- * Pursuing relationship with the Association of American Colleges and Universities and the American Association of Higher Education
- * Submitted, on a regular basis, articles to the CRLA Newsletter
- * Conducted, by liaisons, seven co-sponsored sessions at conferences

SUGGESTIONS FOR FUTURE PALS COMMITTEE ACTION:

- * Develop a PR package for PALS that includes journals, newsletter, Association brochure, PALS agreement, PALS goals, and a fact sheet with information about each group with which we liaison
- * Update the PALS Resource Guide and provide a copy to each organization with which we liaison
- * Consider joint conferences with other associations
- * Consider joint conferences with state groups and/or organizations
- * Profile liaison associations in the Newsletter
- * Continue to sponsor a panel session at CRLA annual conferences
- * Survey the leadership of organizations with whom CRLA currently has liaison agreements to determine their views of benefit and future direction

MEMBERSHIP

Rosalind Lee, out-going Coordinator
Vicki Papineau, in-coming Coordinator

COMMITTEE GOALS

1. To maintain the records of current and recent-past membership in both database and hardcopy form. This record includes around 1200 entries.
2. To maintain the records of current and recent-past institution-only subscribers for JCRL in both database and hardcopy form. This record includes around 45 entries.
3. To answer inquiries about membership from potential and current members.
4. To maintain labels, stationery, membership applications and brochures, and provide the same to CRLA officers.
5. To maintain inventory and handle inquiries regarding back issues of the JCRL and Newsletter.
6. To advise the board on external mailing services contractor Executive Services Group (ESG) and to monitor it.
7. To handle inquiries from CRLA officers and other associations regarding membership data.

COMMITTEE ACCOMPLISHMENTS

This past year, 1999, was a transition year for the membership coordinator position and for the use of Executive Services Group (ESG). Increasingly, ESG is handling the clerical duties of maintaining the membership and JCRL subscription database, and the printing and processing of many CRLA documents. An inventory of materials, an expenditure sheet for materials and mailings, and a document and timeline highlighting policies and procedures for this position was developed to aid in the monitoring of duties and expenses.

SUGGESTIONS FOR FUTURE COMMITTEE ACTIONS

As ESG becomes more acquainted with the operation of CRLA, the role of Membership Coordinator will gradually change. Other activities such as organizing recruitment strategies at both the national and regional levels will be pursued. However, the time needed for correspondence with other members, officers and other associations, and overseeing ESG's contracted duties is still demanding.

CRLA 1999 Elections Committee Report
Vincent P. Orlando. Chair

Committee Members: Roz Bethke, Helen Baril, Kathy Carpenter, Sandra Evans, Tom Gier, Karen Hancock, and Lorna Smith

The committee met during the conference in Salt Lake City and generated names of possible candidates for the positions of president-elect and secretary. Open meetings were held during the conference, and during general sessions announcements were made soliciting nominations. Several candidates were interviewed during the conference, and after the conference the committee communicated through email and developed a recommendation of two candidates for each position.

Once the executive board of the organization approved the slate, the chair of the committee developed a ballot, outlining the procedure approved in the by-laws. This procedure called for ballots to have the signature of the member voting. These ballots were sent to all members of the organization who were members as of January 1999. The ballot was mailed on February 19, 1999, and a postmarked date of March 12, 1999, was set.

Three hundred twenty-nine ballots were returned, of which 19 were deemed ineligible either because of a late postmark or because the back of the envelope was not signed. This left 310 eligible ballots, of which 310 voted for president-elect and 309 voted for secretary. The ballots were counted March 23, 1999, by the chair and one other CRLA member.

Tom Dayton, president-elect, and Valerie Smith Stephens, secretary, were reported to the board as receiving a majority of the votes cast.

Report from the Political Action Committee

The CRLA Political Action Committee has requested the featured institute at the 1999 CRLA Conference in New Orleans. The institute, "Politics isn't just for politicians: Networking and action strategies for developmental educators" will feature Gerald Corkran, the founder and director of the Sentinel Network in Texas. Assisting Gerald will be Ann Faulkner (a past-president of CRLA) and Gail Platt (PAC Chair). The institute is scheduled for Wednesday, November 3 at 9:00 a.m.

In preparation for the institute and as a follow-up on the goals established by the committee in its first meeting during the Salt Lake City CRLA Conference in 1998, Platt has developed a survey for committee members. Results of the survey will be used to focus and guide discussion during the institute.

Also, at the institute, participants will be provided a ***Guide to Political Involvement*** suggesting ways that developmental educators can increase their visibility in the political arena.

--report from Gail Platt, Ph.D., September 16, 1999

REPORT OF THE INTERNATIONAL TUTOR CERTIFICATION PROGRAM AND INTERNATIONAL MENTOR CERTIFICATION PROGRAM

Overview

Tutor Certification. Since March, 1989 a total of 443 college and university tutorial programs have received national tutor certification through CRLA. This represents a 100% increase in programs certified since 1996 when the coordinator assumed the responsibilities for the program. As of August 31, 1999, 47 programs have been decertified (14 in 1998-99) leaving a net of 396 programs with current certification. Eight programs are pending new certification. Over 1,061 tutor programs throughout the US and Canada have received tutor certification packets. This shows approximately 38% of those receiving information actually get certification. One hundred and sixty-four tutor certification packets had been requested in 1998-99 as of July 31. A list of certified programs is appended. It should be mentioned that three of the tutor programs that have received certification are high school programs. One certified program is a foundation that works solely with educational institutions. Their tenure is indicated by the date on the directory in the Appendix. The CRLA International Tutor Certification Program has set up rigorous standards that enable a limited number of such outstanding programs to be so certified.

Mentor Certification. The 1997-98 President, Kathy Carpenter spearheaded an initiative to also provide certification for Peer Mentors. Gladys Shaw, ITCP Coordinator, assisted her, and the Board officially approved the program which was introduced at the 1998 annual conference. One program has achieved certification, one is pending, and 58 information packets have been mailed as of August 31, 1999. It is anticipated that as many as three may be recognized at the Annual Conference in New Orleans.

Major accomplishments. A presentation was made at the National Kellogg Institute for Developmental Educators and a scheduled presentation at the Winter Institute for January, 2000. The year-old Mentor Certification program now also has a complete set of forms, guidelines, evaluator packets, and presentation modules in place.

Mission and Goals Statement

Mission. Self-governing standards distinguish professional associations. Tutoring and Mentoring are integral components of academic assistance programs whose staff members belong to professional associations for Reading, Writing, Learning, Math and Developmental Education which also include tutoring and mentoring as major components. Therefore, it is the mission of the ITCP/IMCP to provide the professional standards for training tutors and mentors which are established, maintained, and revised by practicing professionals with experience and expertise in these areas. It is further

intended that certification be awarded to programs that apply and meet the pre-established professional standards for training.

Goals. The general goals of the Certification programs are:

- (1) to establish minimum hours for training at each of three levels of certification.
- (2) to provide guidance for training content, modes of instruction, tutor and mentor selection, and evaluation based on extensive input from professionals in the field.
- (3) to keep standards responsive to the needs of individual programs and the profession through review by the ITCP/IMCP committees at their meetings during the annual CRLA Conference.
- (4) to administer the program under the authority and guidance of the CRLA Executive Board and/or its delegates.
- (5) to widely disseminate information about ITCP/IMCP at professional conferences, in newsletters, and on the internet.
- (6) to mentor professionals new to tutoring and mentoring training programs and/or the certification process with courteous, timely advice.
- (7) to share the training activities and resources of expert trainers through formal presentations at professional conferences.
- (8) to make available supplemental resources related to the development and implementation of tutor and mentor training programs such as, but not limited to, self-assessments of training programs, bibliographies, directories, and training manuals.

Name Change

In the Fall of 1992 the board approved the name change from: CRLA Tutor Certification Committee to CRLA International Tutor Certification Program. In 1998, a Mentor Certification Program was added to the certification program and the name was changed to the International Tutor Certification Program and International Mentor Certification Program. The combined program may be coordinated by a coordinator and assistant or, if needed, two coordinators and two assistant coordinators to conduct the actual evaluations and certifications separately. Forms and records are separately maintained for the two programs, and a separate committee is established for each.

Certification Forms and Fees

In 1997-98 the committee requested and the Board approved a fee increase from \$25 to \$50 for the five year certification. The fees are the same for each certification program: \$50 first year; \$25 three-year renewal; \$50 five-year renewal. No revisions were made in the application forms this year.

Committee Activities

The ITCP committee currently numbers 39 and has had a remarkably stable core of members since its inception. Several current members were also founding members of the program.

This year the committee continued to function as a participative decision-making body and as individual and cooperative conference presenters as well as evaluators. A list has been submitted for Certificates of Appreciation and one is appended here. This has again resulted in very positive benefits for the program. The coordinators and committee members will present a third annual institute for tutor trainers at the 1999 Annual Conference. The institute agenda is appended. A concurrent session will also be presented by the coordinators and committee members on getting programs certified both for mentoring and tutoring. Other presentations by the coordinators and committee members included presentations at the Texas Conference for Academic Support Programs, NADE, NTA, MRADE, TNADE, ARKADE, MCLCA, SCADE, Mid-Atlantic College Reading Association, NMCRLA, The New Jersey Association of Developmental Educators, Quill (Learning centers of New Jersey), PADE, Interstate Developmental Educators Association, the Connecticut Community-Technical College Third Symposium, and the Minnesota Developmental Education Association. Mentoring contacts totaled in the hundreds.

In addition to the presentations noted above, the Certification Program was publicized in national and state newsletters of NADE, CRLA, NTA, the CRLA Tutoring Exchange, and at the Kellogg Institute.

The Second Annual Institute for Tutor Trainers was presented in Salt Lake City; a third one is scheduled for New Orleans, and the second Tutor Training Leadership Institute for training tutors will be presented at the 1999 CASP Conference in El Paso in October, 1999. Past-President Kathy Carpenter is a featured trainer in the CASP Institute. The coordinators worked closely with Dr. Russ Hodges to implement the pilot in 1998 and participating tutors receive certification credit of four hours. Both CRLA and NADE have generously allotted \$500 to this effort in addition to the committee's annual budget. The resources: a Publicity Resource Guide and a Tutor Training Bibliography developed by the coordinator from input by committee members in 1998 are still available.

Concerns and issues expressed by evaluators and program participants have been collected over the year for consideration at the 1999 meetings of the two committees.

1998-99 Goals

	STATUS
1. Implement the Mentor Certification Program.	Accomplished
2. Obtain endorsements of other professional organizations for the Mentor Certification Program.	Accomplished
3. Update Presentation Modules for Tutor Certification with new data.	Accomplished
4. Develop and distribute Evaluator packets and Presentation Modules to committee members of the Mentor Certification Programs.	Accomplished
5. Publicize both programs in organizational newsletters and through presentations at state, local, and regional conferences.	Accomplished
6. Examine with the board the long term future of these programs.	In Progress
7. Try again to interest the Board in getting these programs included in the Kellogg, Winter and MCLCA Institutes and to help finance presentations at State and Regional Conferences.	Partially accomplished still in progress
8. Continue the prompt response and turnaround time for information requests and applications.	Accomplished
9. Submit names of committee members for appreciation certificates.	Accomplished
10. Conduct an annual meeting at the conference.	Accomplished
11. Organize a third Annual Training Institute for Tutor Trainers.	Accomplished
12. Organize and/or assist a second state training institute for tutors at CASP.	Accomplished
13. Conduct a certification session at the national conference.	Accomplished
14. Distribute Fact Sheets and certification packets, and solicit evaluator volunteers at all conferences attended.	Accomplished
15. Supply fliers, etc. for committee members attending conferences other than CRLA, NADE, and CASP.	Accomplished

- | | |
|--|--------------|
| 16. Make the Publicity Resource Guide and the Tutor Training Handbook, Tutor Training Bibliography widely available. | Accomplished |
|--|--------------|

Additional Achievements

17. Revised the web page information.
18. Revised evaluators' packets and presentation modules to reflect fee changes made in 1997-98.
19. Prepared an information insert for the membership form.
20. Presented at the Kellogg Institute for Developmental Educators.
21. Scheduled is a presentation for January, 2000, at the Winter Institute for Learning Assistance Professionals in Tucson, AZ.
22. Scheduled presentation at the Annual COE Conference in San Antonio, TX.
23. Scheduled presentation at the 1999 CASP Conference in El Paso, TX.

1999-2000 Goals

1. Increase the number of Certified Mentor Programs by at least three programs.
2. Revise information and application packets as needed.
3. Publicize both programs in organizational newsletters, computer list serves, and through presentations at state, local, and regional conferences.
4. Continue the prompt response and turnaround time for information requests and applications.
5. Submit names of committee members for appreciation certificates.
6. Conduct an annual meeting at the conference.
7. Organize a fourth annual training institute for Tutor Trainers.
8. Organize a third state training institute for tutors.
9. Give certification presentations for tutoring and mentoring at CRLA, COE, CASP, NADE, the Winter Institute, and NTA.

CRLA Conference Evaluations Committee

Report for 1998-1999

*Submitted by Jan Norton, Chair
November 1999*

Activities

1. Summarize and report on Fall 1998 conference evaluations.

Participants at the 1998 conference filled out evaluation forms for the 100+ sessions and institutes featured during the three-day conference. The report to the Board included a chart with mean scores for all evaluation questions for each session and institute, as well as a set of fourteen suggestions for future conference planners.

Most comments on the institute and concurrent session evaluation forms were very positive and clearly reflect the average scores. In general, people's comments reflected appreciation for the following features:

- thorough handouts which match the overheads
- clear, relevant overheads
- a lively, knowledgeable speaker
- practical advice (many thanks for "something I can use next week")
- a well-timed presentation which allows for audience questions & discussion.

Overall conference evaluations were completed by 158 people, 102 of whom reported that they had been a CRLA member prior to the conference. When asked their primary area of employment, the largest category was Learning Assistance (55), followed by Reading (36), Tutorial (26), and Writing (19). In order to plan for future conference sites, evaluators indicated their preferences for several U.S. regions. People express concern about costs (19), many of whom see it as a deciding factor in being able to attend. In general, there was agreement that a variety of locations is best

Comments were overwhelmingly favorable; 85 attendees wrote brief comments of kudos and thanks. Some felt there were too many activities to choose from; others like the selection. One person said the conference was good, "but not as well planned as Sacramento or Albuquerque." Another person was concerned about diversity: "Need more diversity, leaderships needs to go through diversity training."

2. Review evaluation forms & process.

Although I was interested in revising the concurrent session evaluation forms, I could not conveniently find anyone else with whom to confer and design new formats. In addition, there were so many leftover forms, from obviously different printings and conferences, that it would have been wasteful to print enough new forms to do an effective trial run of new questions and formats.

3. Prepare conference evaluations for Fall 1999 conference.

Approximately 4200 concurrent session evaluations, packeted in sets of 35, were prepared and shipped to the conference hotel in New Orleans. As noted above, no changes were made to the format or questions.

The overall conference evaluation form used at the Fall 1998 conference was reviewed and updated. New versions were sent to Mike O'Hear, Pat Jonason, and Tom Dayton for their review; minor revisions were incorporated based on their feedback and suggestions. A box of 700 forms was sent to Susan Halter, New Orleans site chair, so that the forms could be included in the conference packets handed out at registration.

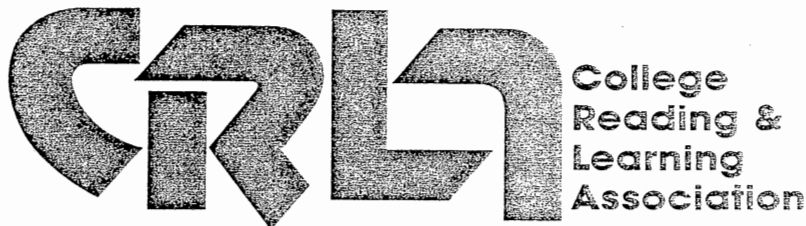
Goals for 1999-2000

1. Request permission from the board to survey up to 50% (randomly selected) of New Orleans conference attendees in December or January. Surveys would be simple (1-3 questions, on postcards to save postage) and ask participants to assess what, upon returning to their jobs a month after the conference, proved to be the most valuable and/or memorable session they attended at the conference. To save funds, I would request responses by email.
2. Actually gather a committee of people who will assist with the conference evaluation process at the Fall 2000 conference in Reno. (Ideally, at least one person will be on-site in Reno.)
3. Explore alternative questions and formats for concurrent session evaluations. After drawing upon the experiences and opinions of presenters and attendees at the New Orleans conference, the committee will create 2-4 alternative evaluation forms to trial at the Reno conference; each version will be provided to the Board for their approval prior to printing. Each set of 35-40 concurrent session evaluations will contain a mix of the forms.
4. Evaluate the Fall CRLA conference in Reno. The Reno evaluation form will also assess attendees' reactions to the new evaluation formats before the committee selects the best option to be used at future CRLA conferences (again, submitted to the Board for approval).

10. Distribute Fact Sheets and certification packets, and solicit evaluator volunteers at all conferences attended.
11. Supply fliers, etc. for committee members attending conferences other than CRLA, NADE, and CASP.
12. Make the Publicity Resource Guide and the Tutor Training Handbook, Tutor Training Bibliography widely available.

Recommendations to the Board

1. Make the two Committee Meetings a regularly scheduled meeting at the annual conference so it doesn't have to be rethought, etc, every year.
2. Continue financial support for presentations at conferences of other related organizations. The fact that we have doubled the number of tutor programs certified in the last three years (certified as many new ones in three year as and the previous total for seven years) indicates that actively publicizing the programs does have a positive effect.
3. Continue consideration of a stable infrastructure for these programs.



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Learning Resource Centers, Rutgers University, 151 College Avenue, New Brunswick NJ 08901

Archivist

Annual Report 1998-99

Goals

1. Develop and initiate a computer program to archive the primary historical materials in the archives.
 - Identify a consultant who could design the system, guaranteeing that the materials could be easily accessed by those authorized by the Board.
 - Secure a cost-efficient contract that outlines out the development and retrieval system for the computerized archives.
 - Determine categories and priorities for materials to be archived.
2. Initiate the process.
3. Collapse and consolidate archival materials that will remain in hard copy format, such as signed documents and an original copy of each conference program, etc., but eliminating all the paper copies of the minutes of Board meetings.
4. Prepare the Display Board for travel.

Accomplishments

1. Display Board was prepared and delivered.

Not Accomplished

1. The actual computerizing of the archives was never initiated. With the assistance of a computer consultant recently hired in the office of the Archivist's employment, the search for appropriate software and process is underway.

Future Actions

1. Determine the appropriate data management software and process for use in the archiving of the CRLA files.
2. Initiate a contract that meets the approval of the Board.
3. Place the basic informational materials in the computerized archives, according to an agreed-upon priority system: Board minutes and other primary information, such as guides for developing a conference proposal, application for tutor certification, conference presentations, etc.

A handwritten signature in cursive script, appearing to read 'Karen G. Smith', is written over a horizontal line.

Respectfully submitted: Karen G. Smith

**Report of the Parliamentarian
November - October 1999
Carmen Springer-Davis**

Activities of the Parliamentarian have been quiet during this term. As per the job description since my appointment, I have

- 1) Attended all official meetings of the general membership.**
- 2) Retained membership in the Association.**
- 3) Attended business meeting when proposed bylaws were brought to the floor.**

There were no expenditures, correspondence or Bylaw revisions.

CRLA Job Description

PARLIAMENTARIAN

Page 1 of 1

1. Upon appointment of CRLA President with Board consent, serve as ex-officio member of the board.
2. Serve as ex-officio member of any *ad hoc* Bylaws committee whose chair has been appointed by the President.
3. Maintain on file the most up-to-date copies of CRLA Bylaws.
4. Serve as consultant for all questions of procedure relating to the Bylaws or to the conduct of a meeting.
5. Route suggestions for revision of Bylaws through the board.
6. Attend all official meetings of the general membership.
7. Maintain records for budget allocation when provided; submit financial report to the Board during one of the annual fall Board meetings; submit proposed budget to Treasurer by November 30.
8. Retain membership in the Association.
9. Send copies of appropriate correspondence regularly to the Archivist.
10. Update this job description at end of term of office.

Term for this position is 3 years.

Accepting this position allows CRLA to publish your name, school address and school number.

CRLA Bylaws Committee

Name of Chair: Denise McGinty Swann

Committee Goal:

To maintain and clarify, and, upon adoption by CRLA members, update and amend the rules governing the organization.

Committee Accomplishments:

- *Recommended changes for inconsistencies, inaccuracies or omissions in bylaws and recommended additional election procedures.

- *These changes and recommendations were brought to the 1998 conference and were accepted via a vote by a quorum of the CRLA members. Articles VII (3D, 3G) VIII, XII were modified and a new Article XIV on International Tutor/Mentor Certification Program was added.

Suggestions for Future Bylaw Committee Action:

- *Give to each CRLA member a copy of the bylaws when they join the organization.

- *Work with the CRLA secretary to ensure that board actions resulting in bylaw changes are communicated and voted upon by the membership.

I N T E R O F F I C E M E M O R A N D U M

Date: 10-Feb-1998 13:33 CST
From: DONNA WOOD

DWOOD
Dept: DEVELOPMENTAL STUDIES
Tel No: 383-4161

Subject: job description

CRLA Job Description

CONFERENCE EXHIBITS' CHAIR

1. The Conference Exhibits' Chair is appointed to a three-year term of office and reports to the Board.
2. Responsibilities of the conference exhibits' chair include:
 - a. maintaining a current list of publishers who are potential exhibitors at the annual conference.
 - b. soliciting sponsorship for the various functions at the annual conference.
 - c. creating a schedule of book signings and special events (wine and cheese, ice cream social, etc.)
 - d. selecting a drayage company and making arrangements for booths to be set up.
 - e. tracking and collecting the payment from exhibitors.
 - f. assigning the location of each exhibitor in the exhibition hall.
 - g. locating CRLA members who have written textbooks to participate in book signings.
 - h. managing a budget for the exhibit expenses and sending a report to the Treasurer by May 31 of each year.
 - i. working in concert with the local arrangements chair, the president, and the president-elect to highlight the exhibits as a vital part of the annual conference.
3. The Chair maintains active membership in CRLA.
4. The Chair updates this job description at the end of his/her term.

Accepting this position allows CRLA to publish your name, school address and school phone number.

PRESIDENT'S REPORT

During the period from December 1998 to November 1999, the following actions have been taken by the President and the Board.

1. Support has been given to development of the CRLA Web site. Now one site hosts both conference and organization information. With the site no longer housed on a campus, we believe that CRLA's web will become more stable and informative as time goes on. Already SIGs provide visitors with information of value related to their interest areas. Executive Assistant Vince Orlando deserves much of the credit for this accomplishment.
2. We have made progress on most strategic plan action items. The Board has recently assessed progress toward meeting three-year goals and found we were closer than we had anticipated, with most goals either in the implementation stage or fully accomplished. We are now working on goals for 2002.
3. VISA Credit cards will now be accepted as payment for conferences. This should make it easier for members to meet expenses of attendance.
4. Because of the wide difference between the value of Canadian currency and US money, Canadian members were finding it difficult to attend our annual meetings. The Board has acted to cut registration costs for these members while not increasing costs for US members.
5. The joint CRLA-NADE symposium has been strongly supported. This long awaited event will take place in Breckenridge, Colorado, in June of 2000.
6. The following offices have been filled this year: JCRL Editor, Newsletter Editor, Membership Coordinator, Awards and Scholarships Chair, Site Selection Chair,
7. Heartland and Northwest were added to the regional chapters. A third chapter will be approved shortly.
8. The Board voted to examine ways of improving services CRLA offers for people working in learning assistance centers.

9. The fiscal year for CRLA was changed so that it begins in January. This move better conforms to the association's conference year.
10. Support will be given ACDEA so that all of its expenses won't need to be assumed by Center for Developmental Education and so the organization can become more widely involved in events beyond its semiannual meetings.
11. Thanks to Frank Christ, Rick Sheets, and Karen Smith, the CRLA book on starting an LAC is now in the publication stage and should be ready for distribution early in 2000. H&H will be the publisher. Since more such books are planned for the future, a text publication coordinator will soon be named to work with CRLA volume editors and H&H.
12. The distinguished research and research assistance awards have been doubled. There are now annual awards both for qualitative and quantitative research.
13. Steps were taken toward providing minor updates to the tutor certification manual.
14. PALs representatives will be asked to make quarterly reports on their activities with sister organizations.
15. Funding for some conference expenses was approved for editors of the *Newsletter* and *JCRL* so that they may be able to attend annual conferences to report on their activities.
16. A bid was accepted for holding the 2001 conference in Spokane.
17. A policy on final dates for paying annual membership dues has been adopted.
18. The Board has approved a policy for sharing mailing labels with other professional organizations.

Membership Report as of 10/20/99

234 not renewed from 1997

188 not renewed from 1998

113 new members in 1999

616 memberships expire 12/31/99

183 membership expires 12/31/00

5 membership expires 12/31/01

47 memberships expire after 2001

851 total

CRLA MEMBER SERVICES EXPENSE REPORT 1999

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>Y T D</u>	<u>EST</u>
MANAGEMENT FEE														
\$285/month	285	285	285	285	285	285	285	285	285	285			\$2,850.00	\$3,420.00
POSTAGE	293.98	23.23	224.49	107.09	42.89	70.3	63.62	70.71	193.09				\$1,089.40	
MAILINGS/PROCESSING \$.11-16														
FIRST RENEWAL LETTERS	101.27												\$101.27	
SECOND RENEWAL LETTERS				48.02									\$48.02	
THIRD RENEWAL LETTERS										40			\$40.00	
WELCOME LETTERS				22.44									\$22.44	
RENEWAL THANK YOU LETTERS				70.57									\$70.57	
SUBTOTAL:	101.27	0	0	141.03	0	0	0	0	0	40	0	0	\$282.30	
PHOTOCOPYING \$.06														
LETTERS													\$0.00	
BOARD REPORTS													\$0.00	
BY-LAWS													\$0.00	
MISC.			29.22	9.3	8.28	4.56	8.34		4.98				\$64.68	
SUBTOTAL:	0	0	29.22	9.3	8.28	4.56	8.34	3.66	4.98	0	0	0	\$68.34	
LABELS														
SIGS 19x2x\$12.50	45	27.5	10	27.5	30		35	42.5	45				\$262.50	\$475.00
STATES/REGIONS 27x2x\$12.50	47.5	25	15	37.5		22.5	22.5		30				\$200.00	\$675.00
JCRL 2x\$12.50													\$0.00	
NEWSLETTERS 3x\$12.50			15										\$15.00	
QUICK REFERENCE LIST 10X\$10			30		20	10	15						\$75.00	\$100.00
NADE, ETC. ?X\$12.50						12.5	18.75	12.5	15				\$58.75	
TOTAL MEMBERSHIP 6X\$15		15		12.5	12.5		7.5		7.5				\$55.00	
OTHER REQ. (\$50 PER SET)	45.75	20			12.5	12.5							\$90.75	
SUBTOTAL:	138.25	87.5	70	77.5	75	57.5	98.75	55	97.5	0	0	0	\$757.00	\$1,250.00
PRINTING														
5000 LETTERHEAD \$55/1000	282.6												\$282.60	\$420.00
700 RENEWAL THANK YOU-2 col			90										\$90.00	
200 JOIN THANK YOU - 2 color			82.15										\$82.15	
900 MEMBERSHIP CARDS (teal)								94.81					\$94.81	\$72.00
LIFETIME MEMBERSHIP CARDS													\$0.00	
2000 ENVELOPES #10 (teal)				109									\$109.00	\$138.00
3500 JCRL ENVELOPES													\$0.00	\$258.00
500 LG. MAILING ENVELOPES				74									\$74.00	
1999 MEMB. APPS. (teal) 500				54									\$54.00	\$168.00
2000 MEM. APPS. (black) 900										129			\$129.00	
BROCHURES (tri-fold)													\$0.00	
MISC. SUPPLIES / REPORTS		5.96											\$5.96	\$210.50
SUBTOTAL:	282.6	5.96	172.15	237	0	0	0	0	94.81	129	0	0	\$921.52	\$1,266.50
MONTHLY TOTALS:	\$1,101.10	\$401.69	\$780.86	\$856.92	\$411.17	\$417.36	\$455.71	\$414.37	\$675.38	\$454.00	\$0.00	\$0.00	\$5,968.56	\$5,936.50

CRLA INVENTORY

JOURNALS	YEAR	EDITION	ESG's QTY.	Vicki's QTY.	US\$PRICE
JCRL/WCRLA	87	vol. 20	0	4	\$15.00
	88	vol. 21	0	34	\$15.00
JCRL	90	vol. 23 no. 1	0	15	\$15.00
	91	vol. 23 no. 2	0	13	\$15.00
	91	vol. 24 no. 1	0	3	\$15.00
	92	vol. 24 no. 2	0	31	\$15.00
	92	vol. 25 no. 1	0	23	\$15.00
	93	vol. 25 no. 2	0	1	nfs
	93	vol. 26 no. 1	0	21	\$15.00
	94/95	vol. 26 no. 2	0	8	\$15.00
	Winter 95/96	vol. 27 no. 1	0	9	\$15.00
	Fall 96	vol. 27 no. 2	0	15	\$15.00
	Spr 97	vol. 27 no. 3	0	54	\$15.00
	Fall 97	vol. 28 no. 1	0	84	\$15.00
	Spr 98	vol. 28 no. 2	0	2	nfs
	Fall 98	vol. 29 no. 1	267	28	\$15.00
	Spr 99	vol. 29 no. 2	268	82	\$15.00
	Fall 99	vol. 30 no. 1			\$15.00
NEWSLETTERS	Early Fall 95	vol. 19 no. 1	0	2	nc
	Winter 95/96	vol. 19 no. 2	0	5	nc
	Spr 96	vol. 19 no. 3	0	1	nc
	Summer/Fall 96	vol. 20 no. 1	0	6	nc
	Winter 96/97	vol. 20 no. 2	0	11	nc
	Spr/Summer 97	vol. 20 no. 3	0	13	nc
	Fall 97	vol. 21 no. 1	0	24	nc
	Spr 98	vol. 21 no. 2	0	2	nc
	Summer 98	vol. 21 no. 3	0	1	nc
	Fall 98	vol. 22 no. 1	0	61	nc
	Spring 99	vol. 22 no. 2	55	50	nc
	Summer 99	vol. 22 no. 3	375	48	nc
	Fall 99				
CURRENT PUBLICATIONS					
GLOSSARY OF DEV. TERMS	92		0	18	\$5.00
TUTOR TRAINING HANDBOOK	96		0	1	\$20.00
OUT OF PRINT PUBLICATIONS					
TUTOR CERTIFICATION REGISTRY & RESOURCE GUIDE	93			3	\$20.00
TUTOR CERTIFICATION REGISTRY & RESOURCE GUIDE	91			2	
OTHER MATERIALS	99			837	
CRLA BROCHURES			1800+	1000	
MEMBERSHIP FORMS			500+	6	
ENVELOPES #10			2000		
ENVELOPES 5"X7"			1500		
ENVELOPES 9"X12"			500		
CRLA TABLETS				100	

APPLICATION FOR 2000 CRLA MI

Dues are \$40.00 US per year, which includes subscription to the NEWSLETTER (3 issues) and the JOURNAL OF COLLEGE READING AND LEARNING (2 issues). ☐ New ☐ Renewal ☐ This is a new mailing address

Name: Mr. _____ Member since _____
Ms. _____
Dr. _____

Send mail to ☐ Home or ☐ Business address (check one). Please include country, if outside the U.S.

Home address _____
No. _____ Street _____
City _____ State _____ Zip _____
Phone: (_____) _____

Name of College / University / Business _____

Business Address _____
No. _____ Street _____
City _____ State _____ Zip _____
Phone: (_____) _____

Current position/title _____

Fax # (_____) _____ E-Mail address _____

I would like to join the following Special Interest Groups (SIG's):

*Dues for each SIG are an additional \$5.00 per year.
You must be a member of CRLA to join SIG's.*

- | | |
|---|--|
| <input type="checkbox"/> Cognitive Psychology | <input type="checkbox"/> Humor |
| <input type="checkbox"/> College Reading | <input type="checkbox"/> Learning Assistance Center Management |
| <input type="checkbox"/> Computer Technology | <input type="checkbox"/> Learning Disabilities |
| <input type="checkbox"/> Counseling & Helping Relationships | <input type="checkbox"/> Liberal Arts Universities / Colleges |
| <input type="checkbox"/> Critical Thinking | <input type="checkbox"/> Mathematics Tutorial |
| <input type="checkbox"/> Development / Basic Writing | <input type="checkbox"/> Multicultural Issues |
| <input type="checkbox"/> Distance Learning | <input type="checkbox"/> Paired Courses |
| <input type="checkbox"/> Emotional / Motivational Aspects of Learning | <input type="checkbox"/> Peer Tutoring |
| <input type="checkbox"/> English as a Second / Foreign Language | <input type="checkbox"/> Research & Evaluation |
| | <input type="checkbox"/> Teaching Excellence |
| | <input type="checkbox"/> Workforce Literacy |

Please Mail Remittance to
CRLA Office • PO Box 6251 • Auburn, CA 95604

TOTAL FEES		
<input type="checkbox"/> Membership	\$40.00	\$
<input type="checkbox"/> _____ SIG's @ \$5 per SIG		\$
<input type="checkbox"/> Scholarship Fund Donation <input type="checkbox"/> 1.00 <input type="checkbox"/> 5.00 <input type="checkbox"/> 10.00 <input type="checkbox"/> Other		\$
Other CRLA Publications		
<input type="checkbox"/> A Glossary of Developmental Education Terms	\$5.00	\$
<input type="checkbox"/> Tutor Training Handbook	\$20.00	\$
Journal of College Reading and Learning (Included with CRLA membership)		
<input type="checkbox"/> Library Subscription only - 1 year -(current year)	\$30.00	\$
TOTAL in U.S. dollars (Fed. ID# 95-3177158)		\$

2000 membership must be processed by September 1, 2000, in order to qualify for member rates at the Reno Conference or by April 30, 2000, for the Breckenridge CRLA/NADE Symposium. Membership paid after 9/1/2000, will apply to the 2001 membership year.

Date _____ Signature _____

1999 - 2000 CRLA EXECUTIVE BOARD

PRESIDENT

Pat Jonason

Johnson Community College
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pjonason@jccc.net

PAST-PRESIDENT & Coordinator of

States/Regions

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Maureen Cronin

Coordinator, Academic Skills
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MEMBER SERVICES

Debbie Sipe

Executive Services Group
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(530) 823-1076
(530) 823-6331 (fax)
debbie2@garlic.com

Executive Services Group

Management, Publishing & Education

Contract for Services College Reading & Learning Association

Monthly Management Fee

\$120.00

- Maintain a PO Box address
- Daily pick up & sorting of mail
- Weekly disbursement of mail (includes handling & packaging) *renewal notices, etc.*
- Storage & maintenance of supplies (i.e. envelopes, newsletter, membership cards, welcome & thank you letters, journals, etc.) *Renewal notices*

Database Management Fee

\$140.00

100(1999)

- Address corrections, additions, deletions of active & inactive lists
- Annual purge of inactive list
- Storage & Back-up of active & inactive lists
- File exported each month and sent to membership chair (includes cost of disks & packaging). Extra charges will apply if disks are required more often.

Lock Box

\$ 85.00

- ◆ ESG will open all mail; process renewals & applications; endorse and forward checks & applications to treasurer.

Total Monthly Member Services Fee

\$345.00

Charge for individual label requests

- ◆ Exported:
 - Single requests \$ 7.50
 - multiple requests \$ 5.00 each
- ◆ Label runs & Printouts
 - Single requests under 100 \$ 10.00
 - Single requests over 100 \$ 12.50
 - Multiple requests under 100 \$ 7.50 each
 - Multiple requests over 100 \$ 10.00 each
- ◆ Reports for fax
 - all \$ 5.00

Optional Services Available

Telephone and Answering Service

\$ 75.00

Provide an answering service for CRLA. ESG would answer questions in reference to conference dates, membership status, basic membership benefit questions and other related questions. All other callers will be directed to call the appropriate board member.

You may choose to use the main ESG line that would be answered "Executive Services Group" or our current phone system has space for one additional line. CRLA could pay for the cost of its own dedicated phone line that would be answered "College Reading & Learning Association." The price above is only for the answering portion, not the equipment, installation costs or monthly phone charges.

Printing

to be quoted

ESG has its own in-house publishing and printing department. We are familiar with association promotional pieces from membership brochures to conference registration packets. We currently print newsletters for two other associations, newsletters for individual clients, an annual 100-page guide, and a book for another client, in addition to forms, brochures, stationery & promotional pieces for more than 200 other individual clients. Samples will be provided along with any requested printing quotes.

Additional Services

to be negotiated

ESG, as a management firm for other associations, is always on the lookout for additional member services that could benefit CRLA members. We will be on the lookout for programs that might be benefit to CRLA Membership.

Additional Contracted Items

Payment

Selected services will be billed monthly with invoices payable within 30 days. Prices do not include actual postage or copies. CRLA has been assigned its own account numbers within these machines. Monthly tallies are generated and CRLA will be invoiced accordingly.

Confidentiality

ESG agrees that no information of CRLA members will be sold or given to an outside source without first obtaining permission from that member. ~~ESG will only release labels, reports, or other membership information to a CRLA Board Member, Committee Chair or other pre-approved list.~~

Review

This contract will be reviewed after 1 year and may be readjusted based on work load.

Situs

This contract shall be governed by the laws of the State of California.

Entire Agreement

This contract constitutes the whole agreement between the parties relating to management services, and there are no terms other than those contained herein. No variation hereof shall be deemed valid unless in writing and signed by the parties hereto, and no discharge of the terms hereof shall be deemed valid unless by full performance by the parties hereto or by a writing signed by the parties hereto. No waiver by either party of any provision or condition of this Contract by him or it to be performed shall be deemed a waiver of that or any other provision or condition at the same or any prior subsequent time.

Records

All records, files data, property, funds and inventory belonging to CRLA shall be turned over to the Board of Directors upon termination of the contract.

Signed this day _____ of _____ in the year _____.

ESG Account Representative

CRLA President



College
Reading &
Learning
Association

32nd Annual Conference
November 3-6, 1999
New Orleans, Louisiana



Conference Program

CRLA: SPANNING THE DISCIPLINES

32ND Annual CRLA Conference CONFERENCE AT A GLANCE

Monday, Nov. 1

8:00 A.M.-5:00 P.M.
Board Meetings

Tuesday, Nov. 2

8:00 A.M.-5:00 P.M.
Board Meetings
5:00 P.M.-9:00 P.M.
Registration

Wednesday, Nov. 3

8:00 A.M.-8:20 A.M.
Chairpersons' Orientation
8:00 A.M.-9:00 P.M.
Registration
9:00 A.M.-12:00 Noon
Pre-Conference Institutes
9:30 A.M.- 3:00 P.M.
Tulane/Loyola Tour
1:00 A.M.-1:20 A.M.
Chairpersons' Orientation
1:00 P.M.-4:00 P.M.
Delgado CC Campus Tour
1:30 P.M.-4:30 P.M.
Pre-Conference Institutes
5:00 P.M.-7:30 P.M.
Leadership Workshop/Dinner
5:30 P.M.-7:30 P.M.
Past Officers' Council
Dinner/Meeting
7:30 P.M.-9:00 P.M.
Newcomers' Reception
9:00 P.M.-10:00 P.M.
Fellows Meeting
9:00 P.M.-11:30 P.M.
Hospitality Suite

Thursday, Nov. 4

7:00 A.M.-8:30 A.M.
SIG Breakfasts/Meetings
8:00 A.M.-8:20 A.M.
Chairpersons' Orientation
8:00 A.M.-8:30 A.M.
Elections Committee
8:00 A.M.-9:00 A.M.
Writers' Workshop
8:00 A.M.-9:00 A.M.
IMCP Committee
8:00 A.M.-6:00 P.M.
Registration
9:00 A.M.-10:30 A.M.
First General Session

10:30 A.M.-10:45 A.M.
Beverage Break
10:45 A.M.-1:30 P.M.
Chapter, State, Regional
Meetings/Lunches
1:30 P.M.-5:30 P.M.
Reading/Resource Room
1:30 P.M.-2:30 P.M.
Concurrent Sessions #1
2:30 P.M.-2:45 P.M.
Beverage Break
2:45 P.M.-3:45 P.M.
Concurrent Sessions #2
4:00 P.M.-5:00 P.M.
Concurrent Sessions #3
5:30 P.M.-7:30 P.M.
Grand Opening of Exhibits
6:45 P.M.-9:00 P.M.
No-Host Dinner
8:00 P.M.-9:30 P.M.
Peer Tutoring Social
9:00 P.M.-11:30 P.M.
Hospitality Suite

Friday, Nov. 5

7:00 A.M.-8:30 A.M.
Publishers' Breakfast
7:00 A.M.-8:30 A.M.
Exhibits Open
7:30 A.M.-8:30 A.M.
Political Action Committee
8:00 A.M.-8:20 A.M.
Chairpersons' Orientation
8:00 A.M.-6:00 P.M.
CRLA Scholarship Auction
8:00 A.M.-6:00 P.M.
Registration
8:00 A.M.-8:30 A.M.
Elections Committee
8:45 A.M.-10:30 A.M.
Second General Session
10:30 A.M.-5:00 P.M.
Exhibits Open
10:30 A.M.-5:30 P.M.
Reading/Resource Room
10:30 A.M.-10:45 A.M.
Beverage Break
10:45 A.M.-11:45 A.M.
Concurrent Session #4
12:00 P.M.-1:30 P.M.
Lunch with a Mentor
12:00 P.M.-1:30 P.M.
Editorial Board Luncheon

1:30 P.M.-4:30 P.M.
ACDEA Meeting
1:45 P.M.-2:45 P.M.
Concurrent Session #5
2:45 P.M.-3:00 P.M.
Beverage Break
3:00 P.M.-4:00 P.M.
Concurrent Session #6
4:15 P.M.-5:15 P.M.
Concurrent Session #7
5:30 P.M.-6:30 P.M.
Networking Time
PALs Meeting
Kellogg Corner
LRNASST Gathering
Writers' Workshop
Computer Tech SIG
6:30 P.M.-9:00 P.M.
Awards Banquet
9:00 P.M.-11:30 P.M.
Hospitality Suite
Friday Night Literary Society

Saturday, Nov. 6

7:00 A.M.-8:45 A.M.
SIG Breakfasts/Meetings
8:00 A.M.-8:20 A.M.
Chairpersons' Orientation
8:00 A.M.-9:00 A.M.
ITCP Committee Meeting
8:30 A.M.-4:00 P.M.
Reading/Resource Room
8:30 A.M.-2:00 P.M.
Registration
9:00 A.M.-10:00 A.M.
Concurrent Session #8
10:00 A.M.-10:15 A.M.
Beverage Break
10:15 A.M.-11:15 A.M.
Concurrent Session #9
11:30 A.M.-1:00 P.M.
On to Reno Luncheon
Third General Session
1:00 P.M.-1:30 P.M.
Scholarship Auction/Raffle
1:30 P.M.-5:00 P.M.
Board Meeting
2:00 P.M.-5:00 P.M.
City Tours
5:30 P.M.-9:00 P.M.
Dinner on the Town
9:00 P.M.-11:30 P.M.
Hospitality Suite



WELCOME TO THE 32ND ANNUAL CONFERENCE OF THE COLLEGE READING AND LEARNING ASSOCIATION

Dear Colleagues,

We are delighted to welcome you to the 32nd Annual CRLA Conference in exciting New Orleans. This conference offers many opportunities for professional development, networking, and socializing.

Several features about this conference are unique. New Orleans is the most eastern location for a CRLA conference to date, thus encouraging attendance from a wider geographic location. The first CRLA Professional Writers' Workshop will occur on Wednesday, November 3, with daily opportunities for continued networking among our writers. In addition, the first session focusing on the recently formed International Mentor Certification Program will take place on Friday. Regional cuisine and entertainment will be highlighted at several functions, including a Creole mixed grill dinner and local musicians at Crescent City Syncopation, the Friday night awards banquet. A traditional New Orleans dessert sampler, including café au lait and beignets and New Orleans King Cake await all who attend the Newcomers' Reception. The Grand Opening of the Exhibits will be grand, with live music, hot and cold hors d'oeuvres, and a cash bar. Another first will be SIG-sponsored Lunch with a Mentor options; these lunches will feature a mentor selected by specific SIGs.

The First General Session, the official opening of our conference, features Betty Siegel, President of Kennesaw State University (GA) as keynote speaker. Expect to be inspired and challenged. Michael O'Hear, CRLA President, will give the Presidential Address at the Second General Session, and Douglas Brinkley, Director of the Eisenhower Center for American Studies and Distinguished Professor of History at the University of New Orleans, will speak at the On-to-Reno Luncheon on Saturday. This year's Featured Institute will be led by Gerald Corkran, Gail Platt, and Ann Faulkner and will focus on networking and action strategies for political involvement by educators. The conference program includes a wide array of institutes and concurrent sessions, some presented by familiar presenters and others by newcomers to our organization. The conference program is diverse and stimulating, thanks to the contributions of our presenters.

The high standards and excellence of all CRLA conferences we have attended have motivated us to stretch to achieve the same. This conference could not have happened without the help of so many volunteers. Special thanks to presenters, chairpersons, reviewers, committee members, on-site committees, the Heartland Chapter of CRLA for stepping forward to handle the registration, and to those who contribute throughout the year by serving in leadership positions. We both want to publicly thank our institutions for their support of CRLA, Delgado Community College (LA) and Johnson County Community College (KS).

Enjoy!

Pat Jonason, Program Chair
Johnson County Community College

Susan Halter, On-Site Chair
Delgado Community College

Conference Special Events

BOARD MEETINGS

The CRLA Board will meet on Monday and Tuesday, November 1 and 2, from 9:00-5:00 and on Saturday, November 6, from 2:00-5:00. All CRLA members are invited to attend these sessions. Daily agendas and location of meetings will be posted in the registration area, Regency Conference Center, 2nd floor.

CAMPUS TOURS

Wednesday, November 3

Two tour options are available this year. The tour of Loyola University and Tulane University campuses will be from 10:00-2:00. Tulane University Library's Special Collections features artifacts of regional and local historical value, the Louisiana Collection, and rare books. Participants will hear about the Jazz and Mardi Gras archives. Participants will walk to the Loyola University campus for a tour and lunch and will then be invited to explore the Loyola campus or return to the Tulane campus. Pre-registration and tickets are required for this event. Participants will meet the bus at 9:30 at the Loyola Street entrance to the Hyatt Regency Conference Center. Tour ends at 2:00; ticket holders will board the bus at Tulane and return to the Hyatt at 2:30.

The Delgado Community College tour will be from 1:00-3:30. Participants will meet the bus at either 11:30 or 12:30. A boxed lunch (\$6.00) will be available for those taking the earlier bus. Participants will visit the Center for the Advancement of Teaching and Technology, the Hibernia Literacy Center and nearby Testing Center, the two-way video distance-learning classroom, library, art gallery and numerous learning labs supported by tutors and technology. Time will be available for shopping at the bookstore. The tour ends at 3:30; ticket holders will board the bus at Delgado Community College and arrive back at the Hyatt at 4:00. Pre-registration and tickets are required for this event.

1ST ANNUAL PROFESSIONAL WRITERS WORKSHOP

Delgado Room (Hyatt) - 1:30-4:30

Join other CRLA writers for the 1st Annual Professional Writers' Workshop. This group has time slotted each day of the conference to continue the writing process and to further network. Pre-registration and ticket required for the Wednesday institute.

LEADERSHIP DINNER AND WORKSHOP

Cabildo A – Wednesday evening, November 3, 5:00-7:30

CRLA's annual leadership is open to Chapter Presidents, State/Regions Directors, and SIG Leaders, both out-going and incoming. Reservations required.

PAST OFFICERS' COUNCIL DINNER AND MEETING

Gentilly – Wednesday evening, November 3, 5:00-7:30

Members of the Past Officers' Council (POC) are invited to attend this dinner and meeting. Reservations required.

NEWCOMERS' RECEPTION

Poydras A & B – Wednesday evening, November 3, 7:30-9:00

All CRLA members are invited to attend. Newcomers will have an opportunity to meet with Chapter Presidents, States/Regions Directors, and SIG Leaders. This is a wonderful networking opportunity for newcomers to meet other newcomers, members from the same geographic area, and the CRLA leadership. Not-so-newcomers are encouraged to attend and welcome our new members. The reception will feature a traditional New Orleans dessert menu, including café au lait and beignets and New Orleans King Cake. Live music.

HOSPITALITY SUITE

Suite 2406 – Wednesday-Saturday nights, 9:00-11:30

The CRLA Hospitality Suite is open nightly during the conference. Thursday night will focus on the SIGs and Friday night on CRLA authors. The casual atmosphere allows for informal conversations with the organization's leaders, conference presenters, authors, and participants and members.

ELECTIONS COMMITTEE

Carrollton - Thursday and Friday, 8:00-8:30 A.M.

If you are interested in a CRLA leadership position or want to nominate someone as a candidate for a CRLA officer, attend one of these sessions or visit with one of the Elections' Committee members:

Kathy Carpenter, Chair

Michael O'Hear

Rosalind Lee

Molly Widdicombe

Anna-Marie Schlender

Robin Melton

Elaine Wright

Karen Olson

SIG BREAKFASTS AND MEETINGS

Thursday and Saturday mornings. Check the schedule for the exact meeting locations.

Every SIG will have either a SIG breakfast or a SIG meeting. This is a chance to meet with others who share your interests.

Most SIG meetings and breakfasts will be Thursday or Saturday mornings. The Peer Tutoring SIG will be holding a Chocoholic Dessert Bar meeting Thursday night, and the Computer Technology SIG will hold a meeting Friday from 5:30-6:30. Pre-registration and tickets are required for the breakfasts and dessert bar.

GENERAL SESSIONS

Esplanade ABC

First General Session - Thursday, 9:00-10:30

Second General Session - Friday, 8:45-10:30

Third General Session - Saturday, 11:30-1:00

Plan to attend these informative general sessions. More details are included on the pages giving a daily overview for each of these days.

Keynoter: Betty Siegel

Presidential Address: Michael O'Hear

Luncheon Speaker: Douglas Brinkley

CHAPTER, STATE AND REGION MEETINGS

Thursday, 10:45

Check the daily schedule for Thursday to determine location of the meeting for your chapter, state, or region meeting.

These provide a great opportunity to meet others who live and work in close proximity. Once the business is conducted, these groups are encouraged to extend the networking time by having lunch as a group.

READING/RESOURCE ROOM

Claiborne - Thursday, 1:30-5:30; Friday, 10:30-5:30; Saturday, 8:30-2:30

The Reading/Resource Room will house copies of handouts from all conference sessions and a copy machine. Attendees will be able to get copies of presenters' handouts at cost. In addition, any extra copies of presenters' handouts can be donated to the Reading/Resource Room and made available to attendees at no cost.

AUTHORS' SOIREE (AUTOGRAPHING SESSIONS) AND GRAND OPENING OF EXHIBITS

Cabildo ABC - Thursday evening, 5:30-7:30

The Grand Opening of the Exhibits will be a festive occasion featuring live musical entertainment, a cash bar, and light refreshments. Meet the publishers' representatives and learn about the new materials in the field. In addition to meeting the publishers' representatives, attendees are invited to the Autographing Sessions where leading authors in the field will be autographing their books. Exhibitors will have copies of books by their authors. Be sure to check the schedule of autographing sessions in the exhibit area. The exhibits will be open from 5:30-7:00 on Thursday evening and Friday from 7:30 to 5:00, except during the second general session. Friday's beverage breaks will be in the exhibit area.

PUBLISHERS' BREAKFAST

Cabildo ABC - Friday, November 5, from 7:00-8:30

The Friday morning Publishers' Breakfast features complimentary pastries and beverages as well as a chance to have an early morning meeting with the publishers' representatives and to explore the exhibits.

POLITICAL ACTION COMMITTEE

St. Charles A - Friday, 7:30-8:30 A.M.

Politics, both on campus and off campus, has become an increasingly important concern for those of us in education. This concern is not limited to any geographic area or specific content, but certainly developmental education often feels the impact of political decisions sooner than other fields. All are invited to attend this meeting to develop strategies to increase awareness and aptitudes in political situations.

LUNCH WITH A MENTOR

Esplanade - Friday, 12:00-1:30

Take advantage of this opportunity to share views and ideas with experts in areas of professional interest. Groups are limited in size to facilitate discussion. Three of these mentors are sponsored by SIGs. Pre-registration and tickets required. Check at the conference registration area for ticket availability.

NETWORKING: OPEN MEETING TIME

Friday, 5:30-6:30

A special time for attendees to meet and discuss issues with one another or to simply relax. Some groups, such as those interested in the Kellogg Institute, PALs, LRNASST, computer technology, have requested dedicated meeting space. Check Friday's daily overview for more details.

CRESCENT CITY SYNCOPATION: AWARDS BANQUET

Expect regional cuisine and entertainment! The menu includes a mixed Creole grill, which includes which includes bronzed chicken breast, smoked pork loin, and barbequed shrimp, spinach salad, vegetables, bread, and a chocolate truffle torte. Sounds of New Orleans – Jazz, Rythm and Blues – and line dancing round out the evening. A highlight of the evening will be the announcement of the CRLA's major award recipients. Pre-registration is required. Ticket information is available at the registration table.

ON-TO-RENO LUNCH AND THIRD GENERAL SESSION INSTALLATION OF OFFICERS

Esplanade A - Saturday, 11:30-1:00

Join us in saying farewell to New Orleans and hello to Reno, site of CRLA's 2000 Conference. Lunch will be followed by installation of officers and a remarkable luncheon speaker. Douglas Brinkley will discuss his experiences editing two history books, *The American Heritage History of the United States* and *Witness to America*, edited with Stephen Ambrose. The latter book is due out at the end of October and is accompanied with an audio compact disk that includes oral histories and celebrity readings of historical figures' works. Pre-registration and tickets required. Check for ticket availability at the conference registration area.

SCHOLARSHIP AUCTION AND RECOGNITION

Esplanade - Saturday, November 6, 1:00-1:45

Have fun and support CRLA's scholarship fund by bidding on items donated by various CRLA groups and individuals. Prizes will be awarded on Saturday afternoon, immediately following the On-to-Reno lunch. At the same time we will be giving out any additional awards for special services to CRLA. Check your conference packet for further details.

CITY TOURS

Saturday, 2:00-5:00

Loyola entrance to Hyatt Regency Convention Center, 1st floor

Take a walking tour of the French Quarter or try the New Orleans Streetcar tour. Instructors in the English Department of Delgado Community College will be leading these tours. Both require pre-registration and tickets and are limited to 20 participants for each tour. Check the registration table regarding availability of tickets.

DINNER ON THE TOWN

Dinner menus and sign-up sheets for a variety of local restaurants will be available at the conference registration area. Come and take advantage of this final opportunity to network with colleagues and to enjoy some of New Orleans' finest regional cuisine.

CONFERENCE EVALUATION

Please take a moment and thoughtfully complete the CRLA Conference Evaluation Form. Your feedback allows next year's conference planners to create an even better conference than this one. Check your conference packet for further information.

EDITORIAL BOARD LUNCHEON

Royale - Friday, November 5, 12:00-1:30

The *Journal of College Reading and Learning* and *CRLA Newsletter* Editorial Boards are invited to meet for lunch and to conduct the business of each publication. Reservations required.

CONFERENCE INFORMATION AND ANNOUNCEMENTS

BULLETIN BOARDS

The bulletin boards near the conference registration area and in the Reading/Resource Room (Claiborne Room) have messages and announcements. Program changes will be listed in these locations and announced at the general sessions. CRLA Board minutes will be placed on or near the boards.

CONFERENCE REGISTRATION, ACTIVITIES, FEES

All conference participants, including session and institute presenters and chairs, must register for the conference. Pre-registration and additional fees are required for the following: tours, institutes, Lunch with a Mentor, SIG meal functions, Friday Awards Banquet, and the Saturday On-to-Reno Luncheon. Admission tickets for events you have selected are in your registration packet. These tickets must be presented for participation. If you would like to attend any of these events and do not have a ticket, check at the on-site registration table.

Your nametag is your admission ticket to the conference exhibits, presentations, general session, beverage breaks, meetings, and hospitality suite. Only members wearing nametags will be allowed to vote during the conference business meeting.

EVALUATIONS

Your evaluations provide important information for presenters and future conference planners. For example, several presenters received invitations to speak this year because of comments and ratings by attendees last year. Please fill out the presenter evaluation form at the end of each session that you attend and return it to the session chair. Please drop off your conference evaluation before leaving the conference. Evaluations may be turned in at the CRLA registration area and place in special boxes marked for that purpose. Participants turning in evaluations will be entered into a drawing to win a door prize.

JOURNAL OF COLLEGE READING AND LEARNING

The *Journal of College Reading and Learning* is a refereed journal published by CRLA. It is a forum for current theory, research, practice, and policy related to post-secondary reading improvement and learning assistance. Manuscripts (12-15 pages) double-spaced may be submitted to the *Journal* editor, David Lemire, Cloud County Community College, P.O. Box 1287, Manhattan, KS 66505-1287. Complete submission guidelines may be obtained at the conference registration area, in the Reading/Resource Room, or at the CRLA table in the exhibit area (Cabildo ABC) Thursday evening or all day Friday.

CRLA MEMBERSHIP

If you did not renew your membership for 2000 or with your conference registration form, you may do so here at the conference. Forms are available in the registration area or in the Reading/Resource Room. Current membership is mandatory to receive member rates for the conference.

PROFESSIONAL ASSOCIATION LIAISON (PAL)

CRLA is interested in how different professional organizations can best work together to strengthen our influence in areas of common concern. If you have ideas or interest in this area, plan to attend the special PAL's meeting being held in Poydras A on Friday between 5:30 and 6:30 immediately prior to the banquet.

SPECIAL DIETARY NEEDS

Anyone with special dietary needs should notify staff at the registration area so that accommodations can be made for the functions being attended.

SPECIAL INTEREST GROUPS (SIG)

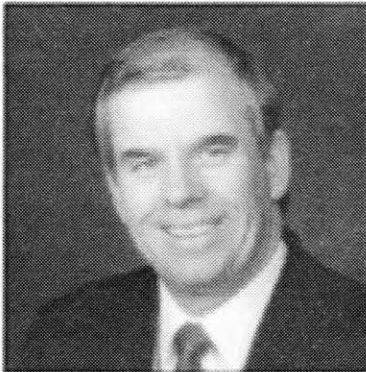
CRLA SIGs will be holding business meetings, meal functions, and social events throughout the conference. Times of these events are listed on the program. These events provide an excellent opportunity to network with colleagues sharing common interests. Food functions require tickets which can be purchased at the registration area.

PROGRAM CHANGES

Program changes will be posted in the conference registration area and the Reading/Resource Room and will be announced at the general sessions.

FEATURED INSTITUTE

POLITICS ISN'T JUST FOR POLITICIANS: *NETWORKING AND ACTION STRATEGIES FOR DEVELOPMENTAL EDUCATORS*



Gerald M. Corkran, long-standing member of CRLA, teaches reading and study skills courses at Western Texas College in Snyder, Texas. He was recently selected as the Division Chair for the Communications-Letters and Fine Arts departments at his institution. In 1996, with the encouragement of his co-presenters, he created the Sentinel Network, a network of developmental and academic educators. The purpose of this network is to provide dialogue and to inform members about political issues related to developmental education.



Gail Platt is the Director of the Learning Center at South Plains College in Levelland, Texas, a comprehensive community college with 6,500 students in West Texas. Gail is a past president of the Texas chapter of CRLA, and she chairs the Political Action Committee of CRLA. In 1986, she testified before a blue-ribbon panel commissioned by the Governor of Texas to assess the academic preparation of entering college students, thus beginning her involvement in educational politics and her political education. She is a member of the Sentinel Network in Texas, a prolific letter writer, and a target for at least one Texas legislator.



Ann B. Faulkner, a past-president of CRLA, retired from full-time teaching as a developmental reading professor at Brookhaven College of the Dallas County Community College District in 1998. She is currently employed part-time by the Program and Organizational Development Office of the DCCCD to help develop the various institutional formation projects growing out of Parker Palmer's best-seller, *Courage to Teach*. She is also training to lead retreats for teachers using Palmer's approach. Ann vigilantly maintains her right to let legislators of any stripe hear her opinions and suffer the consequences if they fail to follow her eminently reasonable suggestions.

DAILY OVERVIEW FOR WEDNESDAY, NOVEMBER 3

Wednesday, November 3, 1999

8:00 A.M.-8:20 A.M.	Chairperson's Orientation	Audubon
8:00 A.M.-9:00 P.M.	Registration – "Crescent City Connection"	RCC Foyer 2 nd Level
7:30 A.M. and 8:30 A.M.	Bus departs from Loyola Street entrance of Hyatt Convention Center to Delgado Community College. Technology Institutes H and I at Delgado Community College	
9:00 A.M.-12:00 Noon	Pre-conference institutes (A-G) at hotel	
	Institute A	Gentilly
	Institute B	Prytania
	Institute C	Delgado
	Institute D	Elysian Fields
	Institute E	Toulouse
	Institute F	Carrollton
	Institute G	Audubon
	Institute H	Delgado Community College
		CATT Classroom/Bldg. 10-116
	Institute I	Delgado Community College
		Isaac Delgado Hall/Bldg. 1-218W
9:30 A.M.	Bus departs from Loyola Street entrance of Hyatt Convention Center to Tulane University.	
10:00 A.M.-2:00 P.M.	Campus Tour: Tulane and Loyola	
1:00 A.M.-1:20 A.M.	Chairperson's Orientation	Audubon
11:30 A.M. & 12:30 P.M.	Bus departs from Loyola Street entrance of Hyatt Convention Center for Delgado Community College. Lunch available at Delgado CC. Technology Institutes R and S at Degado Community College.	
1:00 P.M.-3:30 P.M.	Campus Tour: Delgado Community College	
1:30 P.M.-4:30 P.M.	Institute J	Gentilly
	Institute K	Prytania
	Institute L	Delgado
	Institute M	Elysian Fields
	Institute N	Toulouse
	Institute O	Carrollton
	Institute P	Audubon
	Institute Q	Cabildo B
	Institute R	Delgado Community College
		Isaac Delgado Hall/Bldg. 1-218W
	Institute S	Delgado Community College
		CATT Classroom, Bldg. 10-116
5:00 P.M.-7:30 P.M.	Leadership Workshop and Dinner	Cabildo A (and Prytania)
5:30 P.M.-7:30 P.M.	Past Officers' Council Dinner and Meeting	Gentilly
7:30 P.M.-9:00 P.M.	Newcomers' Reception – "Gumbo Ya-Ya"	Poydras AB
9:00 P.M.-10:00 P.M.	Fellows Meeting	Magnolia
9:00 P.M.-11:30 P.M.	Hospitality Suite – "Saints and Sinners"	Suite 2406

Special recognition is extended to Townsend Press for its
corporate sponsorship of the CRLA 1999 Conference Bags.

Wednesday Institutes

	9:00 to 12:00	1:30 to 4:30
Gentilly	A) Politics Isn't Just for the Politicians: Networking and Action Strategies for Developmental Educators, Corkran, Platt, Faulkner	J) An Overview of the Field of College Reading and Study Strategies: The Handbook of College Reading and Study Strategy Research, Flippo, et al.
Prytania	B) Training JAZZ: Training Activities for Tutor Trainers, Shaw, Melton, Wright, Kowal, Cochran	K) How to Use Students to Get What You Need: Using C.S. Tutors to Create Scheduling Programs for Learning Centers, Widdicombe
Delgado	C) Improving Student Reading Skills Across the Curriculum, Hider	L) 1st Annual CRLA Professional Writer's Workshop, O'Dell
Elysian Fields	D) Is Your Program Certifiable? The NADE Program Certification Process, Casazza, Materniak, Thayer	M) Standards in Action: How to Use the NADE Self-Evaluation Guides and CAS Standards, Thayer, Materniak
Toulouse	E) Fatal Distractions: A "Cracker Barrel" Workshop for Educators on Attention Disorders in Adults, Grove	N). Creating a Student-Centered Classroom, Stepp-Bolling
Carollton	F) Integrating Multiple Intelligences and Learning Styles into College Classes, Petrie, Petrie	O) Self Esteem: If I Am So Successful, Why Am I Not Happy? Winnard
Audubon	G) How the Brain Learns: Research, Theory, and Classroom Application across the Disciplines, Smilkstein	P) Motivating Students to Commit Time and Effort to Learning Through the Development of Possible Selves, Hock
Cabildo B		Q) Helping Students Span the Disciplines: A User's Manual for the Brain, Hopper
Delgado Community College	H) Strengthening Reading Strategy Instruction Through Technology, Peterson, Nicholson, Caverly	R) How to Build a Website: A Hands-on Activity, Yaworski
Delgado Community College	I) Using Multimedia in your Classroom, Mitchell	S) Expanding the Disciplines Online: Vocabulary Development and College Textbook Reading, MacDonald

NOTE: A complimentary continental breakfast will be available at Delgado Community College at 8:00 a.m. for participants in the morning technology institutes. A \$6.00 boxed lunch is also available to technology and Delgado tour ticket holders.

All campus tour and technology ticket holders should check the bus schedule posted in the registration area. The bus pick-up point is at the Loyola Street entrance to the lower level of the Regency Conference Center.

PRE-CONFERENCE INSTITUTES

A - Politics Isn't Just for the Politicians: Networking and Action Strategies for Developmental Educators

Presenting: Gail Platt, South Plains College - Levelland
Gerald Corkran, Western Texas College
Ann Faulkner, Professor Emerita, Dallas County Community College District

Chairing: Jane Neuburger, Cazenovia College

This featured institute is for members of the Political Action Committee, leaders of states and regions, and other interested CRLA members. Gerald Corkran, director of the Sentinel Network in Texas (an organization of developmental educators, members of TxCRLA and TADE), will be the featured presenter. He will share organizational information, networking pointers, success tips, and warnings.

B - Training JAZZ: Training Activities for Tutor Trainers

Presenting: Gladys Shaw, ITMCP Coordinator, University of Texas at El Paso
Robin Melton, ITMCP Assistant Coordinator, University of Texas at Arlington
Elaine Wright, Quinnipiac College
Pat Kowal, Blackburn College, Learning Center
Geri Cochran, University of Tampa

Chairing: Gladys Shaw, University of Texas at El Paso

This interactive institute will provide three specific training activities demonstrated by expert tutor trainers who serve on CRLA's International Tutor Certification Committee. Participants will be provided training materials to utilize in their own programs.

C - Improving Student Reading Skills Across the Curriculum

Presenting: Jackie Hider, Cuyamaca College
Chairing: Kathy McWilliams, Cuyamaca College

In this interactive workshop, participants will learn about a project which taught ten content instructors how to infuse reading theory and practical reading strategies into their lesson plans. Materials created by the various content instructors will be presented. The project director will summarize results with recommendations for adapting the project to participants' needs.

D - Is Your Program Certifiable? The NADE Program Certification Process

Presenting: Martha Casazza, National-Louis University
Georgine Materniak, University of Pittsburgh
Susan Clark Thayer, Suffolk University, College of Arts and Sciences

Chairing: Roger Razzari Elrod, Santa Clara University

NADE has initiated a national certification process for tutor programs, developmental coursework programs, and adjunct instructional programs (SI, study groups, etc.). This institute provides the required training to prepare applicants for conducting program assessment activities and defines the necessary documentation for the certification process. (Part I) (Maximum: 30 participants)

E - Fatal Distractions: A "Cracker Barrel" Workshop for Educators on Attention Disorders in Adults

Presenting: Patricia Grove, Rutgers University
Chairing: Patty Useem, University of New Mexico

This workshop will include the history, etiology, symptomatology, diagnosis and treatment of attention disorders in adults. In addition, practical strategies for working with adults with attention disorders will be provided. This workshop will include simulations and group discussions and activities.

F - Integrating Multiple Intelligences and Learning Styles into College Classes

Presenting: Trent Petrie, University of North Texas
Hugh Petrie, State University of New York - Buffalo (Emeritus)
Chairing: Anne-Marie Schlender, California State University - Hayward

Participants will be introduced to the concepts of multiple intelligences and learning styles. They will have the opportunity to assess their own strengths and to determine their preferred learning styles. Learning aids, particularly the use of personal examples and graphic organizers, will be introduced as a means for facilitating student learning.

G - How the Brain Learns: Research, Theory, and Classroom Application Across the Disciplines

Presenting: Rita Smilkstein, Professor Emerita, North Seattle Community College

Chairing: Charis Sawyer, Johnson County Community College

We are better able to help our students succeed when we understand the brain's natural learning process and how to apply this understanding in any classroom. This interactive session will present the newest brain research, research-based teaching theory, methods for developing and teaching brain-compatible curriculum across the disciplines, and hands-on experiences with brain-compatible activities and pedagogy.

H - Strengthening Reading Strategy Instruction Through Technology

Presenting: Cynthia Peterson, Southwest Texas State University

Sheila Nicholson, Southwest Texas State University

David Caverly, Southwest Texas State University

Chairing: Ron Chavez, Mt. San Antonio College

Learn how developmental educators strengthen effective vocabulary, narrative, and expository reading comprehension strategy instruction by integrating technology into their lessons. Explore software and develop lessons across the content disciplines. Leave with demonstration software and developed lessons you can use in whatever developmental education context you work.

I - Using Multimedia in Your Classroom

Presenting: Christine Mitchell, Delgado Community College

Chairing: Kate Sandberg, University of Alaska - Anchorage

This technology institute will provide an overview of two software programs--PowerPoint and Astound--with emphasis on how instructors and students can use these tools in their courses. Learn how Internet, digital camera, video and sound resources may be used in presentations. Participants will work in groups to create a presentation. Everyone welcomed.

J - An Overview of the Field of College Reading and Study Strategies: The Handbook of College Reading and Study Strategy Research

Presenting: Rona Flippo, Fitchburg State College

David Caverly, Southwest Texas State University

Hunter Boylan, Appalachian State University

Marilyn Becker, University of Minnesota

Sally Randall, University of Georgia

Linda Johnson, Kirkwood Community College

Norman Stahl, Northern Illinois University

Bonnie Ambruster, University of Illinois

Vincent Orlando, Metropolitan State College of Denver

Sherrie Nist, University of Georgia

Jeanne Shay Schumm, University of Miami

Frank Pintozi, Kennesaw State University

Discussant: Martha Maxwell, Founder, Student Learning Center, University of California Berkeley

Chairing: Charis Sawyer, Johnson County Community College

This symposium/panel presentation presents an overview of the field of college reading and study strategies. Leading researchers in the field and authors of chapters in the new Handbook will talk about and summarize their areas of expertise, answer questions, and interact with the audience and other panel members.

K - How to Use Students to Get What You Need: Using C.S. Tutors to Create Scheduling Programs for Learning Centers

Presenting: Molly Widdicombe, University of Idaho

Chairing: Barbara Cheek, Pierce College

Everyone has a vision for an "ideal" learning center. If yours includes a seamless scheduling program for tutoring sessions, keeping track of payroll, and recording sessions through tutor journals, then this institute will help you make the ideal real!

L - 1st Annual CRLA Professional Writer's Workshop

Presenting: Kate O'Dell, University of Alaska - Anchorage

Chairing: Jamie Marron, College of San Mateo

Participants are invited to bring pieces in process, or start on something new, and engage in a writing workshop. Activities will include mini-lessons, peer response groups, individual conferences, and discussions with editors, publishers, and published writers.

M - Standards in Action: How to Use the NADE Self-Evaluation Guides and CAS Standards

Presenting: Georgine Materniak, University of Pittsburgh
Susan Clark Thayer, Suffolk University, College of Arts and Sciences
Chairing: Marge Nikpourfard, Hagerstown Community College

Participants will learn and practice how to use the NADE Program Self-Evaluation Guides and the CAS Standards for Learning Assistance Programs as tools for effective program evaluation and planning. Sample materials will be made available, but bring your copies of these publications if you have them. This institute is required for NADE Program Certification applicants who have had no previous training in the use of the NADE Guides and/or who have participated in the CRLA institute, "Is Your Program Certifiable?" (Part II) (Maximum: 30 participants)

N - Creating a Student-Centered Classroom

Presenting: Rick Stepp-Bolling, Mt. San Antonio College
Chairing: Sandy Dawson, Community College of Denver

This institution will be presented by students and a professor detailing the importance of a student-centered classroom. Using a brain research based approach, students are asked to take control of their own learning, challenging themselves and the professor. This presentation will take a closer look at what this quality learning approach means to students, the institution, and the faculty.

O - Self-Esteem: If I Am So Successful, Why Am I Not Happy?

Presenting: Karin Winnard, Mount Ida College
Chairing: Gladys Shaw, University of Texas at El Paso

This upbeat and very active presentation will talk about how the development of healthy self-esteem relates to the happiness and academic performance or professional achievement of an individual. If you have ever heard a student say, "If I only get a 'B' in this course, then I will be happy," or a colleague complain, "It's not fair that they are cutting my program again," then this workshop is for you. Demonstrations and information that can be used in all kinds of training will be presented.

P - Motivating Students to Commit Time and Effort to Learning Through the Development of Possible Selves

Presenting: Michael Hock, University of Kansas
Chairing: Karen Agee, University of Northern Iowa

Possible Selves is an intervention designed to increase academic motivation and commitment of at-risk students. Students examine their hoped for, expected, and feared possible selves to identify key life roles and important goals they wish to attain. During the presentation, possible selves will be discussed and the actual intervention shared.

Q - Helping Students Span the Disciplines: A User's Manual for the Brain

Presenting: Carolyn Hopper, Middle Tennessee State University
Chairing: Susan Deese-Roberts, University of New Mexico

When we shift our focus in study skills classes from how to use strategies to why certain strategies work, students are better equipped to use them across disciplines. Participants will explore a User's Manual for the Brain in order to understand why strategies such as the Cornell System work.

R - How to Build a Website: A Hands-On Activity

Presenting: JoAnn Yaworski, Augusta State University

Participants will build a simple website using NotePad, Netscape, and Netscape Composer. Participants are asked to bring a disk with their syllabi, course handouts, and list of URL's of pictures and/or websites they would be interested in linking to their website.

S - Expanding the Disciplines Online: Vocabulary Development and College Textbook Reading

Presenting: Lucy Tribble MacDonald, Chemeketa Community College
Chairing: Gretchen Starks-Martin, St. Cloud State University

This workshop explores new models for delivering online classes in developmental education through dormitory labs and learning centers. Participants will be able to explore three online classes: vocabulary development, reading college textbooks, and study skills. Handouts of major core concepts and syllabi will be provided to sample the various concepts and content.

KEYNOTE SPEAKER



Dr. Betty Siegel

Kennesaw State University (GA)

Dr. Betty Siegel, the first woman to head an institution in the 34-unit University System of Georgia, has been president at Kennesaw State University since 1981. Under her administration, the university has evolved from a four-year college with an enrollment of 4,000 students and 15 baccalaureate-degree programs to its current university status with 13,000+ students and 50 undergraduate and graduate degree programs. Dr. Siegel is known for her institutional planning, her emphasis on teamwork, and the institutional initiatives and high profile activities that brought Kennesaw State University excellent visibility. Dr. Siegel is the co-founder and co-director of the International Alliance for Invitational Education, a non-profit organization chartered in North Carolina. Members consist of over 1,200 professionals representing 12 countries who seek to apply the concepts of invitational education to their personal and professional lives.

DAILY OVERVIEW FOR THURSDAY, November 4, 1999

7:00 A.M.-8:30 A.M.	SIG Breakfasts/Meetings	
	SIG Breakfast A: Learning Assistance Center Management	Poydras A
	SIG Breakfast B: Cognitive Psychology	Magazine A
	SIG Breakfast C: Paired Courses	Magazine B
	SIG Breakfast D: College Reading	Julia Room
	SIG Breakfast E: Mathematics	Girod Room
	SIG Breakfast F: Basic Writing	St. Charles C (1 st floor)
7:00 A.M.-8:30 A.M.	SIG Breakfast G: Multicultural Issues	Royale (4 th floor)
	SIG Meeting A: Liberal Arts Colleges and Universities	Buena Vista (4 th floor)
	SIG Meeting B: Workforce Literacy	Magnolia (4 th floor)
	SIG Meeting C: Distance Learning	Rampart (4 th floor)
	SIG Meeting D: Emotional/Motivational Aspects of Learning	Ashland (4 th floor)
8:00 A.M.-8:20 A.M.	Chairpersons Orientation	Audubon
8:00 A.M.-8:30 A.M.	Elections Committee	Carrollton

THURSDAY

8:00 A.M.-9:00 A.M.	Writers' Workshop	Gentilly
8:00 A.M.-6:00 P.M.	Registration – “Crescent City Connection”	RCC Foyer Center 2 nd Level
9:00 A.M.-10:30 A.M.	First General Session	Cabildo ABC
	Introductions and Welcome to Conference	
	Pat Jonason, President-Elect and Program Chair	
	Susan Halter, On-Site Chair	
	Dr. J. Terence Kelly, Chancellor, Delgado Community College	
	Keynoter Presentation	
	Betty Siegel , President, Kennesaw State University (GA)	
	“Strategies That Invite Success”	
10:30 A.M.-10:45 A.M.	Beverage Break – “Lagniappe” (A little something extra)	Regency Conference Center 2 nd Floor Foyer
10:45 A.M.-1:30 P.M.	Chapter, State, Regional Meetings followed by regional lunches	
	Alaska	Esplanade ABC, Front Right
	Arizona	Esplanade ABC, Front Left
	Arkansas/Louisiana	Poydras A
	California	Carrollton
	Canada	Audubon
	Colorado	Poydras B
	Great Lakes	Poydras B
	Hawaii	Gentilly
	Heartland	Prytania
	Mid-Atlantic	Delgado
	Mid-South	Elysian Fields
	Minnesota	Esplanade ABC, Back Left
	Nevada	Toulouse
	New Mexico	Girod Room
	Northeast	Poydras A
	Northwest	Claiborne Room
	Ohio River Valley	Canal C
	Oregon	Esplanade ABC, Back Right
	Pennsylvania/New Jersey	Poydras A
	Southeast	Gentilly
	Texas	Julia Room
	Utah	Delgado
	Wyoming	Prytania
1:30 P.M.-5:30 P.M.	Reading/Resource Room	Claiborne Room
1:30 P.M.-2:30 P.M.	Concurrent Sessions #1	
2:30 P.M.-2:45 P.M.	Beverage Break – “Lagniappe” (A little something extra)	
2:45 P.M.-3:45 P.M.	Concurrent Sessions #2	
4:00 P.M.-5:00 P.M.	Concurrent Sessions #3	
5:30 P.M.-7:30 P.M.	GRAND OPENING OF EXHIBITS	Esplanade ABC
	(Music provided by local talent.)	
	Refreshments served.	
6:45 P.M.-9:00 P.M.	No-Host Dinner	
8:00 P.M.-9:30 P.M.	Peer Tutoring Dessert Bar in Top of the Dome Steakhouse	
	(Tickets required)	
9:00 P.M.-11:30 P.M.	Hospitality Suite – “Laissez les bon temp rouler!”	Suite 2406
	(Let the good times roll!)	

Special recognition is extended to McGraw Hill for
corporate sponsorship of the Authors' Soiree.

Thursday Concurrent Sessions

	Concurrent Session 1 1:30-2:30	Concurrent Session 2 2:45-3:45	Concurrent Session 3 4:00-5:00
Poydras A	1. Course Synthesis Projects: Small Group Presentations as Final Exams, Saye	12. Study Skills and Service Learning: A Winning Combination, Sainsbury, Call	23. Slaying the "AWK": Strategies for Eliminating Awkward Sentence Structures, Barrow, Smith-Worthington
Poydras B	2. Exploring Assumptions about Developmental Readers through Research, Stewart, Nicholson, McKool	13. College Reading Comprehension: Students, Contexts, Tasks, Carter-Wells, Thomson, Vanderhoof	24. From Theory to Practice: A Connectionist Model of Reading Intervention, Martino
Carollton	3. Tutor Certification: The Professionalization of Tutoring, Shaw	14. The Development of Web-Enhanced Courses for an Interactive Interdisciplinary Coast to Coast Collaboration as Prototypes for the Future, Mulcahy-Ernt	25. Bridging Reading with Economics 1A: A Team-Teaching Approach, Roller
Delgado	4. Vocabulary Development: The VELCRO SYSTEM, Pauk	15. Counting Heads & Tales, Norton, Ford, Newburg	26. 3M's - Managing Multiple Learning Centers at Multiple Sites, Knobloch, Klier
Girod	5. Of Idioms and Algorithms, Baca, King, Lowe, Teitsworth	16. Selling the Product to Challenging Student Types, Fadely	27. Emotional Intelligence and Practical Classroom Application or "Feel Your Student's Pain!" Jones
Julia	6. Strengthening Learning Assistance Programs in Your State, Dozen, Newman, O'Connor	17. Enhancing Retention of African American Students Through Mentoring/Leadership, Truschel	28. Fostering Problem-Solving Skills in Developmental Mathematics Students, Vasquez
Toulouse	7. Academic Success of Students with and without Disabilities, Albiero-Walton, Miller	18. Piloting the AARC to Rescue Students Two by Two, Wright	29. Training Tutors to Work with a Diverse Student Population, Rose
Audubon	8. Show, Don't Tell! Heeding the Call for Assessment and Accountability, Wiens, Sen	19. Cognitive Links: How Alternative Certification Students Make Instructional Connections..., Hutchison	30. Spanning the Disciplines: Maximizing One-Hour, One-Shot Appointments, Atkinson
Prytania	9. A Comprehensive Academic Support Program for..., Hodges, Dochen	20. Teaching English in China, Edwards	31. Teaching Beyond the Traditional: Reading Strategies for 21st Century Courses, Ross
Gentilly	10. Validating Developmental Reading and Writing Curricula: A Study of ..., McKusick	21. Learning Styles-Based Instruction, Math Anxiety, and the Adult Learner---What Can We Do? Higgs	32. Where in New Orleans are you? Yeah you Rite? Schlender
Elysian Fields	11. Rubrics as Bridges to Other Disciplines, Blatt	22. A Hands-on Session, Eaton	33. E-Forums: Promoting Reflective Discussion..., Battle, Nicholson, Mullarkey, Rogge, Sinagra

CONCURRENT SESSION #1

1 - Course Synthesis Projects: Small Group Presentations as Final Exams

Presenting: Neal Saye, Georgia Southern University

Chairing: Monica Grecu, University of Nevada - Reno

This lively session explores an innovative approach to final exams in developmental reading and writing classes. Students synthesize the term's extensive reading and writing into small group presentations by choosing a specific subject and tracing that subject through the term's coursework. Videos of sample synthesis projects will be shown.

2 - Exploring Assumptions About Developmental Readers through Research

Presenting: Sheila Nicholson, Southwest Texas State University

Sharon McKool, Southwest Texas State University

Chairing: Barbara Cheek, Pierce College

Developmental reading educators make instructional decisions every day based on their assumptions about developmental students. During this session, the teacher-researchers will provide a review of recent research on reading attitudes and behaviors, report the findings of their study, question some of the assumptions underlying developmental education, and share the survey they used.

3 - Tutor Certification: The Professionalization of Tutoring

Presenting: Gladys Shaw, ITMCP Coordinator, University of Texas at El Paso

Chairing: Christine Getz, Pikes Peak Community College

This interactive session will present the purpose, criteria, and process of the International Tutor Certification Program sponsored by CRLA. Participants will receive a complete packet of information.

4 - Vocabulary Development: The VELCRO SYSTEM

Presenting: Walter Pauk, Professor Emeritus, Cornell University

Chairing: Theria Beverly, Pima Community College

The question: How do you help to make a new word or an old word really stick in the minds of students? The answer: Create a vivid background of words. How? Through studying, learning, and remembering word histories.

5 - Of Idioms and Algorithms

Presenting: Kathleen Baca, Dona Ana Community College

Nancy King, Albuquerque TVI Community College

Karen Lowe, Dona Ana Community College

Mike Teitsworth, Dona Ana Community College

Chairing: William Morris, American River College

Presenters will discuss David Abraham's idea of the primacy of the senses for learning methodologies. They will explore how learning through formulas and algorithms has tended to usurp learning through the conduit of the senses and the ramifications this has on learning assessment and methodology.

6 - Strengthening Learning Assistance Programs in Your State

Presenting: Patti Dozen, Moorpark College

Dale Newman, Los Angeles Mission College

Kevin O'Connor, Saddleback College

Chairing: Jane Neuburger, Cazenovia College

Plans for Learning Assistance Programs to expand or reorganize are often decided by administrators. Members of a California state committee will report on learning assistance programs regarding budget, staff, space allocation, furniture and equipment, and tutor and staff training. Proactive ways to stabilize and strengthen Learning Assistance Programs statewide will also be addressed.

7 - Academic Success of Students With and Without Disabilities

Presenting: Julianne Albiero-Walton, East Stroudsburg University
Edith Miller, East Stroudsburg University

Chairing: Judy Roller, American River College

The presenters will provide information related to the academic success of students with documented disabilities. This presentation is based on the results of a comparison study which was conducted between students with documented disabilities and a random sample of students without disabilities. Retention data were analyzed and grade point averages compared.

8 - Show, Don't Tell! Heeding the Call for Assessment and Accountability

Presenting: Melodye Wiens, Santiago Canyon College
Shusmita Sen, Spokane Community College

Chairing: Spencer Oleson, Mountain View College

From legislators to school administrators to the public at large, everyone is clamoring for tangible evidence of what students know and can do as a result of the time they spend in our learning environments. The presenters will share a "best practice" design for a student learning assessment manual--originally created for study skills class, but adaptable, and adapted, to a variety of content and skill-building areas.

9 - A Comprehensive Academic Support Program for Conditionally Admitted Freshmen

Presenting: Russ Hodges, Southwest Texas State University
Carol Dochen, Southwest Texas State University

Chairing: Kathryn Ley, University of Houston - Clear Lake

The presentation describes a comprehensive academic assistance program designed for conditionally admitted freshmen at a university, utilizing an admission contract, special advising, a freshman seminar, supplemental instruction, and an educational psychology course in learning theory and strategies. An overview of these interventions and evidence of student success will be discussed.

10 - Validating Developmental Reading and Writing Curricula: A Study of Literacy Tasks in Introductory Psychology Courses

Presenting: Donna McKusick, The Community College of Baltimore County, Essex

Chairing: Patricia A. Malinowski, Finger Lakes Community College

The results from a comprehensive study of reading and writing tasks in six sections of Psychology 101 offered in a community college system will be presented in this session. Qualitative and quantitative data from the study will be discussed, as well as conclusions and recommendations for the future.

11 - Rubrics as Bridges to Other Disciplines

Presenting: Linda Blatt, Central College

Chairing: Linda Johnson, Kirkwood Community College - Iowa City

Using actual rubrics from writing, reading, sociology, and music courses, this presentation will demonstrate how to guide students through paper writing across the curriculum. In addition, the presenter will show rubrics as effective evaluation and training tools.

CONCURRENT SESSION #2

12 - Study Skills and Service Learning: A Winning Combination

Presenting: Noelle Call, Utah State University
Carol Sainsbury, Utah State University

Chairing: Kate Sandberg, University of Alaska - Anchorage

This presentation will include a brief explanation of service learning, including statistics showing the prevalence of service learning on college campuses today. A rationale for including a service learning component in a study skills class and practical ideas for successful implementation will be given.

13 - The Development of Web-Enhanced Courses for an Interactive Interdisciplinary Coast to Coast Collaboration as Prototypes for the Future

Presenting: Carla Thomson, Palomar College and California State University, Fullerton
JoAnn Carter-Wells, California State University, Fullerton
David Vanderhoof, University of North Carolina, Pembroke

Chairing: Toni Chambers, California State University - Fullerton

Presentation of an interactive interdisciplinary experimental collaboration sharing lessons gleaned from both the instructors' and students' perspectives, including ease of technology use, student preparation and professional application. Overview of process, strategies, curriculum components, technology, and assessment methodology. Development of homepage for presentation and live web interaction with students. (Cosponsored by American Association for Higher Education Assessment Forum)

14 - College Reading Comprehension: Students, Contexts, Tasks

Presenting: Patricia Mulcahy-Ernt, University of Bridgeport

Chairing: Jan Swinton, Spokane Falls Community College

Both instruction and assessment of college reading comprehension may be viewed from a student model that incorporates learner goals, literacy contexts, and reading tasks. This session will give an overview of that model with examples that incorporate authentic college literacy tasks.

15 - Counting Heads & Tales

Presenting: Jan Norton, Missouri Western State College
Paula Ford, Penn State Altoona
Heather Newburg, Lake Superior State University

Chairing: Terry L. Cook, New Mexico State University

How do learning centers categorize and count students' use of services? Widely diverse record-keeping makes it difficult to compare institutions and establish standards for staffing, salaries, and other critical issues. This workshop/discussion focuses on record-keeping models and explores the ethics of counting. Sponsored by the Learning Assistance Center Management SIG.

16 - Selling the Product to Challenging Student Types

Presenting: Patricia Fadely, University of Houston - Downtown

Chairing: Rita Smilkstein, Emerita Professor, North Seattle Community College

Understanding the "Ten Commandments" for better communication enables educators to sell their product (learning) to nine challenging types of students, ranging from the obtrusive loudmouth and complainer to the oftentimes unobtrusive deceiver. Participants will gain insight into these principles and engage in role-playing and group discussion.

17 - Enhancing Retention of African American Students Through Mentoring/Leadership

Presenting: Jack Truschel, East Stroudsburg University

Chairing: Becky Johnen, West Virginia Northern Community College

Leadership is an issue that has been discussed from the time before Aristotle to present. This presentation will include an overview and basic theories of leadership and how to develop a strong, student-based "mentor/leadership program" for minority students. Integration of such a program can result in enhancing student retention rates and the reduction of attrition among minority populations.

18 - Piloting the AARC to Rescue Students Two by Two

Presenting: Robin Redmon Wright, Stephen F. Austin State University

Chairing: Helen Sabin, Long Beach City College

An interactive discussion/presentation of multi-discipline small group tutoring and SI groups that will include examples of the cost effectiveness and academic success of peer tutoring groups.

19 - Cognitive Links: How Alternative Certification Students Make Instructional Connections With Textbooks

Presenting: Laveria Hutchison, University of Houston-Central Campus

Chairing: Jackie Hider, Cuyamaca College

The purpose is to demonstrate the components used to assist certification students in learning ways to effectively use content-area textbooks in making cognitive links to other curriculum areas. Additionally, instructional information relating to text considerations, vocabulary development, comprehension skills, composition skills, study skills, teacher researcher ideas, technology links, and trade book usage will be emphasized.

20 - Teaching English in China

Presenting: Karl Edwards, Ricks College

Chairing: Christine Getz, Pikes Peak Community College

The challenges of teaching English in China include cultural, institutional and language barriers. But learning and using cultural characteristics can also create an atmosphere for flexibility and innovation. We will discuss things that worked and didn't work and how they related to cultural expectations.

21 - Learning Styles-Based Instruction, Math Anxiety, and the Adult Learner--What Can We Do?

Presenting: Meredith Anne Higgs, Middle Tennessee State University

Chairing: Dena Davis, University of San Francisco

This presentation will address the challenges faced by adult learners of mathematics. The characteristics of the adult learner, a discussion of mathematics anxiety, and a description of learning styles-based instruction will be given. Hands-on, audience-participation activities will be used. Come to participate and to take home a gimmick!

22 - A Hands-on Session

Presenting: Shevawn Eaton, Northern Illinois University

Chairing: Joe Millsap, Ozarks Technical Community College

This session will help participants explore their basic program evaluation needs as well as data collection, analysis, and report generation that support their programs. Participant needs as well as examples from the presenter will be used to collaboratively work together to design ways to effectively evaluate academic support programs.

CONCURRENT SESSION #3

23 - Slaying the "AWK": Strategies for Eliminating Awkward Sentence Structures

Presenting: Hilda Barrow, Pitt Community College

Darlene Smith-Worthington, Pitt Community College

Chairing: Elaini Bingham, Appalachian State University

This workshop will classify types of sentence structures teachers typically label "awkward, confusing, or illogical." Presenters also will share strategies for helping students eliminate these common sentence errors. Session participants will practice these strategies through group activities. Handouts and worksheets will be provided.

24 - From Theory to Practice: A Connectionist Model of Reading Intervention

Presenting: Nancy Martino, Xavier University of Louisiana

Chairing: Patricia R. Grega, University of Alaska - Anchorage

The types of processing comprising the act of reading, including orthographic, semantic, syntactic, and conceptual, are simultaneously organized into recognizable patterns (words, phrases) through a connectionist framework. Individuals who have weak connections between and among processing units benefit from an integrated reading approach.

25 - Bridging Reading with Economics 1A: A Team-Teaching Approach

Presenting: Judy Roller, American River College

Chairing: Sharon Green, Niagara University

Interested in team-teaching with a discipline-specific instructor? Find out how a reading specialist and an economics instructor promote student success. Learn about the specific strategies and curriculum of this one-unit, six-week course. Handouts and student sample work will be provided.

26 - 3M's - Managing Multiple Learning Centers at Multiple Sites

Presenting: Laurel Knobloch, Albuquerque Technical Vocational Institute

Bob Klier, Albuquerque Technical Vocational Institute

Chairing: Barbara Cheek, Pierce College

Managing learning centers with today's increasing technology can be a challenging but rewarding experience. Witness how one community college has met these challenges and is striving to work with all levels of adult learners from a diverse population in a multi-learning lab environment.

27 - Emotional Intelligence and Practical Classroom Application, or "Feel Your Student's Pain!"

Presenting: J. Laurel Jones, Mount San Antonio Community College

Chairing: Dawn Young, Bossier Parish Community College

The affective domain of human intelligence has been relatively unexplored in education. Our students have a rich and varied emotional background which cannot be divorced from their cognitive learning experience. This presentation will explore what "emotional intelligence" is, how to gain an "emotional intelligence" inventory of our students, and what to do with all that information as we prepare curriculum and classroom presentations which incorporate varied learning styles and brain research.

28 - Fostering Problem-Solving Skills in Developmental Mathematics Students

Presenting: Selina Vasquez, Southwest Texas State University

Chairing: Gertrud Konings, University of Texas at El Paso

The presenter will provide college/university mathematics instructors with hands-on activities that foster problem-solving skills in developmental mathematics students. These activities are based on topics that are common stumbling blocks for this population and utilize various instructional techniques, including cooperative learning.

29 - Training Tutors to Work with a Diverse Student Population

Presenting: Maria Rose, Fairmont State College

Chairing: Gladys Shaw, University of Texas at El Paso

Since college student populations are diverse, peer tutors must be trained to help a variety of students. Tutor training techniques to help students in various stages of development, with different learning styles, with learning disabilities, as well as ESL students and students who present difficult tutoring situations will be presented.

30 - Spanning the Disciplines: Maximizing One-Hour, One-Shot Appointments

Presenting: Rhonda Atkinson, Louisiana State University

Chairing: Marybeth Ruscica, St. John's University

What can you do when students have time only for a one-hour learning strategies session? This presentation demonstrates how to create learning that spans the disciplines by applying principles and strategies to specific courses. Session content integrates motivation, critical thinking, and learning styles with a practical and continuous process of learning.

31 - Teaching Beyond the Traditional: Reading Strategies for 21st Century Courses

Presenting: Faye Ross, Philadelphia University

Chairing: Edward Behrman, National University

Courses across the disciplines increasingly demand a wide range of reading strategies seldom included in current reading/study skills textbooks. This hands-on presentation will work with representative types of "non-traditional" readings and offer practical approaches to help faculty and tutors provide students with the strategies they need.

32 - Where in New Orleans are you? Yeah you Rite?

Presenting: Anne-Marie Schlender, California State University - Hayward

Chairing: Linda Blatt, Central College

Lagniappe? Muffoletta or Remoulade? When is a banquet not a banquet? Uptown, Downtown or Jefferson Parrish? Come and be introduced to not only the language that is New Orleans, but also a short history of a city that is a small world made rich by its history.

33 - E-Forums: Promoting Reflective Discussion in Cyberspace

Presenting: Jennifer Battle, Southwest Texas State University

Sheila Nicholson, Southwest Texas State University

Michaela Mullarkey, Asnuntuck Community Technical College

James Rogge, Nova Southeastern University

Marsha Sinagra, Nova Southeastern University

Chairing: Rose Wassman, DeAnza College

In this session, participants will learn how e-forums, such as e-mail partnerships, listservs, and web boards are used in developmental reading classes to foster critical thinking and student participation. The presenters will share students' e-forum discussions, while discussing strategies that promote reflective discussions and critical thinking.

DAILY OVERVIEW FOR FRIDAY, NOVEMBER 5, 1999

7:00 A.M.-8:30 A.M.	PUBLISHERS' BREAKFAST – "Café au Lait"	Cabildo ABC
7:00 A.M.-8:30 A.M.	EXHIBITS OPEN	Cabildo ABC
7:30 A.M.-8:30 A.M.	Political Action Committee	St. Charles A
8:00 A.M.-8:20 A.M.	Chairpersons' Orientation	Audubon
8:00 A.M.-6:00 P.M.	Registration – "Crescent City Connection"	RCC Foyer 2 nd Level
8:00 A.M.-8:30 A.M.	Elections Committee	Carrollton
8:00 A.M.-6:00 P.M.	CRLA Scholarship Auction	RCC Foyer 2 nd Level
8:45 A.M.-10:30 A.M.	Second General Session	Esplanade ABC
	Annual CRLA Business Meeting, Michael O'Hear, President	
	Reports: Lorraine Driebblatt, Secretary	
	Gretchen Starks-Martin, Treasurer	



CRLA Presidential Address, Michael O'Hear, CRLA President
 "Crossing the Bridge Together: The View From 10,000 Days"

10:30 A.M.-5:00 P.M.	EXHIBITS OPEN	Cabildo ABC
10:30 A.M.-5:30 P.M.	Reading/Resource Room	Canal A
10:30 A.M.-10:45 A.M.	Beverage Break – "Lagniappe" (A little something extra)	Cabildo ABC
10:45 A.M.-11:45 A.M.	Concurrent Session #4	
12:00 P.M.-1:30 P.M.	Lunch with a Mentor – "Streetcar Named Desire"	
	B-Jan Norton, Evaluation of Learning Center Programs	Esplanade ABC
	C-Barb Rhine, Special Needs and the Learning Center	Esplanade ABC
	D-Linda Blatt, Special Needs and the Learning Center	Esplanade ABC
	E-Carol Russell, Linda See, Bruce Gamble	
	The Learning Community	Esplanade ABC
	F-Joe Millsap, Learning Centers and Computer Technology	Esplanade ABC
	G-Rita Smilkstein, Brain Research and Classroom Application	Esplanade ABC
	H-Karin Winnard, Self-esteem and Higher Education	Esplanade ABC
	I-Debbie Simpson, The Unheard Message	Rampart
	(Sponsored by Cognitive Psychology SIG)	
	J-Lucy MacDonald, Distance Learning	St. Charles B
	(Sponsored by Distance Learning and Computer Technology SIGs)	
	K-Magdalena Capriou, Managing Math Anxiety	Canal A
	(Sponsored by Mathematics SIG)	
12:00 P.M.-1:30 P.M.	Editorial Board Luncheon	Royale
1:30 P.M.-4:30 P.M.	American Council of Development Education Associations	Canal B
1:45 P.M.-2:45 P.M.	Concurrent Session #5	
2:45 P.M.-3:00 P.M.	Beverage Break – "Lagniappe" (A little something extra)	Cabildo ABC
3:00 P.M.-4:00 P.M.	Concurrent Session #6	
4:15 P.M.-5:15 P.M.	Concurrent Session #7	
5:00 P.M.	EXHIBITS CLOSE	
5:30 P.M.-6:30 P.M.	PALs Meeting	Poydras A
	Kellogg Corner	Poydras B
	LRNASST Gathering	Carrollton
	Writers' Workshop	Audubon
	Computer Technology SIG Meeting	Gentilly
6:30 P.M.-9:00 P.M.	Awards Banquet – "Crescent City Syncopation"	Esplanade ABC
9:00 P.M.-11:30 P.M.	Hospitality Suite – "Rue Bourbon"	Suite 2406

Special recognition is extended to
 Wadsworth Publishing for corporate sponsorship of the Publishers' Breakfast
 Houghton Mifflin – College Survival for corporate sponsorship of Lunch with a Mentor
 Houghton Mifflin – College Developmental English for the Crescent City Syncopation – Awards Banquet.

Friday Concurrent Sessions

	Concurrent Session 4 10:45 to 11:45	Concurrent Session 5 1:45 to 2:45
Poydras A	34. Give'em boxes! Making Intangible Cognitive Skills Visible, Shamburger	45. Navigating Through a Decade of First Year Support Programs: A Lifeboat to Sophomore Retention, Simon
Poydras B	35. Instructors and In-Class Tutors: Examining Their Roles, Stewart, Warzala	46. Teaching Students Who Don't Know They Don't Know, Ley, Young
Carollton	36. Students as Customers: Perspectives and Consequences, Meadows, Dooley	47. Service Learning: Spanning the Community and the Writing Classroom, Oden
Delgado	37. Campus Leaders for Critical Literacy and Interdisciplinary Studies - The College Reading Faculty, Dill	48. Is There Life After Retirement? A Panel of CRLA Members Share Their Experiences, Faulkner, Christ, Kerstiens, Maxwell, Ince
Girod	38. Spans into Bridges: Connecting a Community of Learners to Make Meaning, Schlender	49. Online Tutor Training at American River College, Read
Julia	39. Computerized Sign-in for Students Receiving Tutoring, Johnson	50. Teaching Critical Thinking with Mathematics, Konings
Toulouse	40. Creative and Active Instructional Strategies to Promote Critical Thinking, Carter-Wells, Thomson, Angus, Padgett, Greenbaum, Chambers, Bagwell	51. Strategies that College Instructors Use to Help Students Motivate Themselves, Van Blerkom
Audubon	41. Building Strategic Behaviors: Developing Learner-centered "Tool" Kits, Young	52. CAN YOU HELP ME? Individualizing Study Skills Instruction using Type Information, Platt
Prytania	42. Spanning the Distance from High School to College, Horstman	53. Smart Start: A "Model" Developmental Learning Community, Grega
Gentilly	43. Internet Study Skills, Rapp, Reid	54. Teaching Students to Evaluate Web-Based Information: A Survival Skill that Spans the Disciplines. Kousaleos
Elysian Fields	44. Using Personality and Learning Style Theory to Guide the Tutor Interview, Deese-Roberts, Kurucz	55. "For the Love of Reading" A co-sponsored session with The Mid-Atlantic Reading Association, Noble

Friday Concurrent Sessions

	Concurrent Session 6 3:00 to 4:00	Concurrent Session 7 4:15 to 5:15
Poydras A	56. Internet Supplemental Instruction: Expanding Service to More Students, Arendale	67. Questions that Span the Disciplines, Getz
Poydras B	57. Readers First: Turning Developmental Readers into Habitual Readers, Green, Maas-Feary	68. Seven Research-Based Recommendations for Developmental Education and Learning Assistance Programs, Neuburger
Carollton	58. Steps in a Critical Journey: Using Critical Reading and Critical Thinking in a Critical Writing Workshop, Hollis	69. Learning to Learn Day: Focus on Strategies for Academic Success, Redford
Delgado	59. Information Competence – Helping Students Use Electronic Information Initiatives, Mellblom, Rhine, Pearman	70. Reading Across the Web, Riehle
Girod	60. The Feedback Loop: Observation and Evaluation of Tutors Used to Improve Tutoring, Corbett, Colgan	71. Professional Standards for Peer Mentoring: The New CRLA Mentor Certification Program, Shaw
Julia	61. More Collaborative Activities for the Classroom, Higbee, Thomas	72. Future Focus - A Community College/K-12 Partnership to Improve Reading Skills, Cotter, Etzler, Graves
Toulouse	62. Initiating an Academic Coaching Program, Bloomquist	73. Re-wiring Academic Services to Provide a Foundation for a Campus-wide Learning Community, Snider, Callo, Merrell, Kilgariff, Davis
Audubon	63. How a Learning Center Can Span a Specific Course Discipline, Swann, Constant, Davis	74. The PARD Technique of Paragraph Analysis; Focusing Attention through Concept-Relating Think-Alouds, Morris
Prytania	64. Holistic Team Approach to Reading, Writing, Math, and Study Skills, Douglas, Robnolt, Leins	75. Assessing Developmental Reading Courses: A Challenge Worth the Risk, Effort, and Frustration! Clack, Dixon
Gentilly	65. Getting Off on the Right Foot, Horstman	76. Paired Reading Courses, Byrd, et al.
Elysian Fields	66. Match or Mismatch? Does the Text Fit the Curriculum? Connolly, Miller	77. Academic Problems Addressed Across Disciplines, Krabbe

34 - Give'em boxes! Making Intangible Cognitive Skills Visible

Presenting: Glenda Shamburger, South Plains College

Chairing: Christine Getz, Pikes Peak Community College

Poor readers either record the barest information from a text or write down everything they read with no organization. Instructors can help these students become more aware of their metacognitive activities during reading using a concept definition diagram. Participants will be guided through two readings using diagrams with assessment techniques.

35 - Instructors and In-Class Tutors: Examining Their Roles

Presenting: Thomas Stewart, Kutztown University

Edward Warzala, State University of New York - New Paltz

Chairing: Linda Blatt, Central College

This presentation will examine the roles of writing instructors and the in-class tutors with whom they work. The presenters will discuss the background and methodology of the research, and they will share videotaped interviews with the instructors and tutors involved in the research.

36 - Students as Customers: Perspectives and Consequences

Presenting: Deana Meadows, Middle Tennessee State University

Jennifer Dooley, Middle Tennessee State University

Chairing: Wes Brown, Golden State Middle School

The college student as customer concept is gaining popularity in higher education. Does this model assure quality in higher education by making the college accountable to its constituency? Or does this model remove the responsibility of enhancing intellectual development from its educators and place it in the hands of its students? A roundtable discussion will explore the customer model by sharing varying points of view from college administrators, faculty and students.

37 - Campus Leaders for Critical Literacy and Interdisciplinary Studies -- The College Reading Faculty

Presenting: Anna Maria Dill, Eastern Oregon University

Chairing: Edward Behrman, National University

College Reading faculty are in a unique position to encourage undergraduate programs that focus on cross-disciplinary studies and to take an active role in designing a curriculum that incorporates effective literacy instruction outside the reading classroom. After a brief overview of pedagogies that encourage collaboration among faculty working across disciplines, participants in the session will be asked to identify partnerships they may create on their campuses to ensure that students receive the type of reading instruction they require to be successful in their college classes.

38 - Spans into Bridges: Connecting a Community of Learners to Make Meaning

Presenting: Anne-Marie Schlender, California State University - Hayward

Chairing: Karen O'Donnell, Finger Lakes Community College

To encourage better understanding and comprehension of a short novel, students need to process, reflect, and share ideas. Students begin by doing guided journal writing, which serves as a basis for small-group discussion. The group comes to a consensus for the answers and also writes a question for class discussion.

39 - Computerized Sign-in for Students Receiving Tutoring

Presenting: Corrine Johnson, Mesa State College

Chairing: Nancy Kosmicke, Mesa State College

Using Microsoft Access, a computerized program handles student sign-ins for an open study session (or it can be used for drop-ins, etc.). This session will show how the program works -- how "user-friendly" it is and the reports you can obtain from it.

40 - Creative and Active Instructional Strategies to Promote Critical Thinking

Presenting: JoAnn Carter-Wells, California State University, Fullerton
Carla Thomson, Palomar College and California State University, Fullerton
Kathryn Bartle Angus, California State University, Fullerton
Donna Padgett, California State University, Fullerton
JoAnne Greenbaum, California State University, Fullerton
Toni Chambers, California State University, Fullerton
Jan Bagwell, California State University, Fullerton, and Saddleback College

Chairing: Lonna Smith, San Jose State University

This session will present seven creative and active instructional strategies that have been used in college-level critical thinking classes. The strategies have proved effective for teaching critical thinking skills as well as building concepts and encouraging meta-cognitive awareness. Handouts designed for classroom use will be provided.

41 - Building Strategic Behaviors: Developing Learner-Centered "Tool" Kits

Presenting: Deborah Young, Salt Lake Community College

Chairing: Dawn Young, Bossier Parish Community College

Adults enrolled in developmental reading courses often complain about the difficulty of keeping their attentions focused and remembering what they read. This session describes the development of a tool kit that engages adults in examining and implementing a range of strategic behaviors. Information about the kit and learner outcomes will be discussed.

42 - Spanning the Distance from High School to College

Presenting: Bill Horstman, Mesa State College

Chairing: Martina Keck, Mesa State College

Mesa State College has two different programs to prepare high school students for college. One is a Bridge program; the other is a one-day seminar. Find out how they operate, their successes and failures, and how they differ from similar programs. Participants will be asked to share their similar programs.

43 - Internet Study Skills

Presenting: Mikelyn Rapp, Ohlone College
Gloria Reid, Ohlone College

Chairing: Kathleen Thayer, Purdue University

This presentation will demonstrate Ohlone College's on-line reading lab component to a developmental reading course, which shows students how to write summaries, find material on the Internet and use SQ3R on content textbooks. All work is submitted on-line.

44 - Using Personality and Learning Style Theory to Guide the Tutor Interview

Presenting: Susan Deese-Roberts, University of New Mexico
Mary Ellen Kurucz, University of New Mexico

Chairing: Patricia A. Fadely, University of Houston - Downtown

A thorough, informative interview is essential to a good hiring decision. Personality and learning style theories can be used to create effective questions and an effective approach for a productive tutor interview. During this session, participants will create effective questions.

CONCURRENT SESSION #5

45 - Navigating Through a Decade of First-Year Support Programs: A Lifeboat to Sophomore Retention

Presenting: Jacqueline Simon, Rider University

Chairing: Becky Johnen, West Virginia Northern Community College

An evaluation of a decade of academic support for first-year students at a four-year college will be highlighted. Areas assessed include supplemental instruction, innovative learning center programs, and the impact of a required reading CORE class with both paired and non-paired sections.

46 - Teaching Students Who Don't Know They Don't Know

Presenting: Dawn Young, Bossier Parish Community College
Kathryn Ley, University of Houston - Clear Lake

Chairing: Russ Hodges, Southwest Texas State University

The presenter will describe how to apply four teaching principles to provide embedded, compensatory, self-regulated instruction, a common developmental learner need. The principles are adaptable across media and subject matter so that, for example, an instructor, CAI, or web site could be the instructional medium for providing compensatory SRL activities.

47 - Service Learning: Spanning the Community and the Writing Classroom

Presenting: Judy Oden, Johnson County Community College

Chairing: Charis Sawyer, Johnson County Community College

This presentation will focus on classroom assignments for maximum student performance and minimum teacher frustration. This session will include a discussion of the benefits of Service Learning and essentials for a SL program. The presenter will explain how to start a SL project, administer simple assessments, and develop assignments for logs and essays. Handouts will be available for both assignments and bibliographies.

48 - Is There Life After Retirement? A Panel of CRLA Members Share Their Experiences

Presenting: Ann Faulkner, Professor Emerita, Dallas County Community College District

Frank Christ, Visiting Scholar, University of Arizona

Gene Kerstiens, Andragogy Associates

Martha Maxwell, MM Associates

Betty Ince, Reading and Study Skills Director Emerita, US Military Academy

Chairing: Fran Kahn, University of Vermont

A panel of CRLA members will briefly describe their retirement experience and then open the floor for questions and comments from the audience.

49 - Online Tutor Training at American River College

Presenting: Kathie Read, American River College

Chairing: Nancy King, Albuquerque Technical Vocational Institute

This workshop will present and discuss tutor training at American River College. ARC has developed a means of training students to become skilled tutors through an online course. Participants at this session will view the online tutor training class along with the student evaluations of this course. Participants will be invited to adopt all or part of the course for use at their college.

50 - Teaching Critical Thinking with Mathematics

Presenting: Gertrud Konings, University of Texas at El Paso

Chairing: Joe Millsap, Ozarks Technical Community College

The most important step in leading the students to an understanding of mathematical problems is questioning the answer, and this tool to strengthen the critical thinking skills of students is often neglected. A few examples will be presented to illustrate this.

51 - Strategies that College Instructors Use to Help Students Motivate Themselves

Presenting: Malcolm Van Blerkom, University of Pittsburgh at Johnstown

Chairing: Rajen Vurdien, Long Beach City College

The presenter will describe many of the techniques that college instructors use to help their students motivate themselves. Session participants will be encouraged to share some of their favorite motivational techniques as well as describe techniques that did not work. The emphasis will be on techniques that work best in developmental classes.

52 - CAN YOU HELP ME? Individualizing Study Skills Instruction using Type Information

Presenting: Gail Platt, South Plains College, Levelland

Chairing: Nancy Fallis, Northern Iowa Area Community College

Type information (assessed through the MBTI) can be used to tailor individualized study skills instruction to effectively and efficiently address specific needs of students. (This is an extension of last year's presentation called, "You may be smarter than you think you are," with new information about teaching specific strategies related to type.)

53 - Smart Start: A "Model" Developmental Learning Community

Presenting: Patricia Grega, University of Alaska - Anchorage

Chairing: Lonna Smith, San Jose State University

This session will describe a developmental learning community appropriately named "Smart Start." This semester-long program provides academic support and personal development to a cohort of 25 preparatory college students. Courses in basic reading, composition, math and study skills are delivered in a team-taught, student-centered environment. The development, organization, implementation, and success of this program will be discussed.

54 - Teaching Students to Evaluate Web-Based Information: A Survival Skill that Spans the Disciplines

Presenting: Sharon Kousaleos, Ohio University

Chairing: Kathleen Thayer, Purdue University

How can instructors facilitate a deeper level of engagement and at the same time give students guidelines for evaluating web-based material? Learn how a study skills instructor has integrated technology into her curriculum. Discover specific activities which the presenter uses to combine critical thinking strategies with web site evaluation.

55 - "For the Love of Reading": A Co-Sponsored Session with the Mid-Atlantic Reading Association

Presenting: Lanetia "Sam" Noble, Widener University

Chairing: Lauren Tarantino, Delgado Community College

Many developmental students report that they seldom read and frequently report that they dislike reading. This session will look at ways to create a community of readers among students in developmental classes and at teaching methods and materials that encourage an enthusiasm for reading.

CONCURRENT SESSION #6

56 - Internet Supplemental Instruction: Expanding Service to More Students

Presenting: David Arendale, University of Missouri - Kansas City

Chairing: Terry L. Cook, New Mexico State University

This presentation will highlight use of emerging computer technology with Supplemental Instruction (SI) to create "virtual learning communities" that serve commuting and distance learning students. Web pages, chat rooms, discussion boards, graphics boards, web telephone, and other technologies will be reviewed. Recommendations will be provided regarding technology choices and their appropriate use.

57 - Readers First: Turning Developmental Readers Into Habitual Readers

Presenting: Maureen Maas-Feary, Finger Lakes Community College

Sharon Green, Niagara University

Chairing: Edward Behrman, National University

This presentation will discuss a Reading Workshop in lower-level developmental reading classes at a four-year and a two-year institution. Unlike skills-based instruction, the goal of Reading Workshop is to turn non-readers into readers. Classroom procedures, goal-setting, mini-lesson topics, student evaluation, and preliminary data on outcomes will be discussed.

58 - Teaching Developmental Students to Use Self-Monitoring Strategies

Presenting: Dianna Van Blerkom, University of Pittsburgh at Johnstown

Chairing: Monica Grecu, University of Nevada - Reno

Teaching developmental students to use self-monitoring strategies can help them improve their academic performance. This presentation includes strategies for monitoring time use, goal setting, concentration, reading comprehension, test preparation, and test taking. Participants will be asked to share additional strategies. Handouts and a bibliography will be provided.

59 - Information Competence -- Helping Students Use Electronic Information Initiatives

Presenting: Barbara Garralda Rhine, University of Northern Colorado

Elizabeth Pearman, Peacock Five

Carol Mellblom, California State University, Dominguez Hills

Chairing: Kate Sandberg, University of Alaska - Anchorage

This presentation will discuss the need for college students to access and retrieve information through electronic initiatives. Procedures to assist students learning to use the technology will be presented. Matrices for use by students to evaluate the validity and reliability of a variety of identified materials will be given.

60 - The Feedback Loop: Observation and Evaluation of Tutors Used to Improve Tutoring

Presenting: Idna Corbett, West Chester University
Ann Lieberman Colgan, West Chester University

Chairing: Kamal Maheshwari, Galveston College

Quantitative tutor evaluation of tutors is used to improve tutor training, quantify Center success, assess facility space and noise management, and direct areas for observations by supervisors. The subjective observations involve tutors in the improvement of crucial areas of tutoring: subject, technique, and session management.

61 - More Collaborative Activities for the Classroom

Presenting: Jeanne Higbee, General College
Pamela Thomas, University of Georgia

Chairing: Linda Johnson, Kirkwood Community College – Iowa City

This follow-up session to the presenters' "Back By Popular Demand" presentation from the 1998 CRLA conference will provide additional activities to enhance collaborative problem solving skills that can be used in the classroom or for team building for tutor or staff training programs or to demonstrate different learning styles.

62 - Initiating an Academic Coaching Program

Presenting: John Bloomquist, Arizona State University

Chairing: Fran Kahn, University of Vermont

The Learning Resource Center at Arizona State University has created an Academic Peer-Coaching Program to assist at-risk and probationary students with persistence to graduation. This program will discuss the development and implementation of the program along with the results and feedback from our pilot and initial year. By adapting our Peer Advising to a more intensive and deliberate Peer Academic Coaching, we have created a successful program which crosses division lines and creates collaborations with various departments across our campus.

63 - How a Learning Center Can Span a Specific Course Discipline

Presenting: Denise McGinty Swann, University of Texas at Austin
Alan Constant, University of Texas at Austin
Marcus Davis, University of Texas at Austin

Chairing: Karen Smith, Rutgers University

Previous research (Tinto and Spady) indicates that the impact on grades and socialization to college requires more than just one-program impact. This presentation will look at multiple-program impact on course performance via utilization of a Learning Center's various programs, which include workshops, drop-in tutoring, private tutoring, final exam reviews, independent study labs, and supplemental instruction.

64 - Holistic Team Approach to Reading, Writing, Math, and Study Skills

Presenting: Zanette Douglas, Westark College
J'laine Robnolt, Westark College
Terri Leins, Westark College

Chairing: Mikelyn Rapp, Ohlone College

Developmental students share similar problems and expectations. Students learn best when immersed in learning and exposed to basic skill relationships shared by writing, math, and reading areas, using a concurrently taught study skills class and nontraditional approaches to learning. Building a community of students leads to acceleration of learning and retention.

65 - Getting Off on the Right Foot

Presenting: Bill Horstman, Mesa State College

Chairing: Nancy Kosmicke, Mesa State College

Are you looking for first-day activities that will get your students thinking and involved with each other? Don't let the impact of the first day of classes slip away because your students haven't read the first chapter. Come learn some first-day activities and share some of your own.

66 - Match or Mismatch? Does the Text Fit the Curriculum?

Presenting: Maureen Connolly, Elmhurst College
Natalie Miller, Joliet Junior College

Chairing: Laveria F. Hutchison, University of Houston – Central Campus

This session considers how textbooks match student needs and implement instructor objectives. Presenters will share their model form for analyzing textbooks, as well as data indicating textbook coverage of essential topics, from their survey of 1998, 1999, and 2000 reading and study skills texts.

CONCURRENT SESSION #7

67 - Questions That Span the Disciplines

Presenting: Tina Getz, Pikes Peak Community College

Chairing: Kathryn Ley, University of Houston – Clear Lake

When students see connections with their classes and their lives and connections between classes, they build a stronger base for thinking and learning. Participants will explore questioning techniques that engage students' natural curiosity, connect information, clarify misconceptions, and address self-efficacy to help students "span the disciplines."

68 - Seven Research-Based Recommendations for Developmental Education and Learning Assistance Programs

Presenting: Jane Neuburger, Cazenovia College

Chairing: Wes Brown, Golden State Middle School

The Executive Board of NYCLSA has recently adopted a position paper that makes seven recommendations for all developmental education and learning assistance programs in the state of New York. Based on a review of the literature, it provides an history of the roots of developmental education, a profile of today's "remedial" student, and human and financial benefits of developmental education to the nation, the institution, and the student. NYCLSA invites others who must defend their program(s) within their institutions, to their legislators, and to other stakeholders to attend this presentation.

69 - Learning to Learn Day: Focus on Strategies for Academic Success

Presenting: Janice Redford, University of Houston

Chairing: Dawn Young, Bossier Parish Community College

Learning to Learn Day is an event for the entire college community, dedicated to the improvement of students' learning strategies. This presentation will explain the event concept, provide plans for implementation, and provide examples of the various academic "booths," including materials.

70 - Reading Across the Web

Presenting: Katy Riehle, Miami University - Hamilton Campus

Chairing: Linda Johnson, Kirkwood Community College – Iowa City

During this presentation, we will discuss learning theories relating to technology and the college reading classroom, examine a computer lab reading course, and evaluate how this design effectively bridges the disciplines.

71 - Professional Standards for Peer Mentoring: The New CRLA Mentor Certification Program

Presenting: Gladys Shaw, University of Texas at El Paso, Coordinator of the CRLA International Mentor Certification Program

Chairing: Karen Agee, University of Northern Iowa

This interactive presentation will present the purpose, criteria, and process for certifying Peer Mentor Training Programs. Participants will receive a complete packet of information and the application.

72 - Future Focus - A Community College/K-12 Partnership to Improve Reading Skills

Presenting: Constance Etzler, Montgomery College

Donna Graves, Montgomery County Public Schools

Eileen Cotter, Montgomery College

Chairing: Helen Sabin, Long Beach City College

A primary focus of the Montgomery College/Montgomery County Public School Partnership is to decrease the number of developmental reading students coming from the high school to the College. Our program will present the college reading and testing programs and the courses for high school content-area teachers.

73 - Re-Wiring Academic Services to Provide a Foundation for a Campus-Wide Learning Community

Presenting: Rebecca Snider, University of San Francisco
Edgar Callo, University of San Francisco
Tom Merrell, University of San Francisco
Aileen Kilgariff, University of San Francisco
Dena Davis, University of San Francisco

Chairing: Kate O'Dell, University of Alaska - Anchorage

This panel presentation offers a model of a student-centered academic support network that can help students develop generalizable skills such as problem-solving and critical thinking that students can build on throughout their academic careers and their lifetimes. This model can also enable universities with limited resources to meet the ever-widening range of student needs by adopting the concept of the university-wide learning community.

74 - The PARD Technique of Paragraph Analysis: Focusing Attention through Concept-Relating Think-Alouds

Presenting: William Morris, American River College

Chairing: Jackie Hider, Cuyamaca College

This session will focus on a paragraph (and chapter) comprehension strategy requiring metacognitive awareness during close reading in any discipline: P for paraphrasing ideas in sentences; A for anticipating author's approach and message; R for relating concepts; and D for displaying organizational patterns. Students mark idea relationships and report hypothesis checking for PARDners as they read.

75 - Assessing Developmental Reading Courses: A Challenge Worth the Risk, Effort, and Frustration!

Presenting: Donna Clack, Schoolcraft College
Shirley Dixon, Schoolcraft College

Chairing: Patricia R. Grega, University of Alaska - Anchorage

Efforts to evaluate the longitudinal impact of a community college mid-range developmental reading course on retention and academic performance are chronicled, and results are shared. Findings provide useful feedback for instructional improvement as well as evidence of accountability to government and accrediting agencies.

76 - Paired Reading Courses

Presenting: Elaine Byrd, Utah Valley State College
Gretchen Starks-Martin, St. Cloud State University
Dennis Spare, Miracosta College
Donna Thomas, Tennessee State University
Jane Asamani, Tennessee State University
Kathy Thayer, Purdue University
Dave Pettes, Cochise College
Ruth Britton, Cochise College
Jeff Bulger, Utah Valley State College
Carol Helton, Tennessee State University

Chairing: Judy Roller, American River College

Paired reading courses are offered on many campuses. This panel will address issues related to pairing courses including, but not limited to, the implementation process, time involved, cost to operate, and assessment. Educators from across the country who are pairing reading courses and researching the results will compose the panel.

77 - Academic Problems Addressed Across Disciplines

Presenting: Joan Krabbe, Miami University - Oxford

Chairing: Linda Dixon, Miami University - Oxford

The presentation will share statistics, practices, and teaching materials used to address the learning areas across disciplines when failure continues to happen for bright, promising young students.

ON-TO-RENO LUNCHEON SPEAKER



Dr. Douglas G. Brinkley

Director of the Eisenhower Center for American Studies
and Distinguished Professor of History at the
University of New Orleans

Douglas Brinkley is not only an educator and historian, he is a prolific writer, with numerous books published, including *John F. Kennedy and Europe*, *American Heritage's History of the United States*, *The Unfinished Presidency: Jimmy Carter's Journey Beyond the White House*, *Dean Acheson: The Cold War Years, 1953-1971*, *The Majic Bus: An American Odyssey*.

In addition, he has several books accepted for publication, including one about Rosa Parks. Brinkley has made several contributions to news magazines, newspapers and television documentaries. In 1998, he was awarded the Stephen E. Ambrose Distinguished Professor of History at the University of New Orleans. While teaching history at Hofstra University, he acquired a sleeper bus and took his classroom on the road. This six-week course included visits to historical sites and with cultural heroes in 30 states, creating a unique learning expedition.

DAILY OVERVIEW OF SATURDAY, NOVEMBER 6, 1999

7:00 A.M.-8:45 A.M.	SIG Breakfasts/Meetings – “Grillades and Grits”	
	SIG Breakfast G: Teaching Excellence	Canal B
	SIG Breakfast H: Teaching as a Second/Foreign Language	St. Charles A
	SIG Breakfast I: Computer Technology	St. Charles B
	SIG Meeting E: Counseling and Helping Relationships	Poydras A
	SIG Meeting F: Research and Evaluation	Poydras B
	SIG Meeting G: Learning Disabilities	Carrollton
	SIG Meeting H: Critical Thinking	Delgado
	SIG Meeting I: Humor	Elysian Fields
8:00 A.M.-8:20 A.M.	Chairpersons' Orientation	Audubon
8:30 A.M.-4:00 P.M.	Reading/Resoure Room	Claiborne Room
8:30 A.M.-2:00 P.M.	Registration – “Crescent City Connection”	RCC Foyer 2 nd Level
9:00 A.M.-10:00 A.M.	Concurrent Session #8 and GIFT Session	
10:00 A.M.-10:15 A.M.	Beverage Break – “Lagniappe” (A little something extra)	RCC Foyer 2 nd Level
10:15 A.M.-11:15 A.M.	Concurrent Session #9	
11:30 A.M.-1:00 P.M.	Third General Session – On to Reno Luncheon	Esplanade ABC
	Installation of Officers	
	Information on 2000 Conference in Reno	
	Luncheon Speaker	
	DOUGLAS BRINKLEY	
	Director of Eisenhower Center of American Studies and	
	Distinguished Professor of History, New Orleans University	
	“Writing the History of the United States”	
1:00 P.M.-1:30 P.M.	Scholarship Auction/Raffle	Esplanade ABC
2:00 P.M.-5:00 P.M.	New Orleans Literary Walking Tour	
	New Orleans Historical Walking Tour	
	(Tour participants should meet at Loyola Entrance of Hyatt Regency Conference Center, 1 st Floor.)	
5:30 P.M.-9:00 P.M.	Dinner on the Town – The Big Easy	
	(Participants should meet in Regency Conference Center, 2 nd Floor.)	
9:00 P.M.-11:30 P.M.	Hospitality Suite – Mardi Gras	Suite 2406

SATURDAY

Saturday Concurrent Sessions

	Concurrent Session 8 9:00-10:00	Concurrent Session 9 10:15-11:15
Poydras A	78. College Students - Deaf, Their Skills, English, Reading Writing? Improve, CAN: Strategies for Improving the English Reading and Writing Skills of College Students Who are Deaf, Flynn, Davis	89. Tutor Developed Strategies for Successful Training, Galves
Poydras B	79. A Bridge Between Town and Gown: Tutoring Programs Involving Students in College and Community Schools, Kahn, Dayton	90. Look Before You Leap! Helping Students Prepare to Read, Miller
Carollton	80. How to Run a Professional, Financially Successful State Conference, Snouffer, Williams	91. "The Lucky Man Left Town...Before the Earthquake Struck": Elaboration as a Study Skill, Ruscica, Krauss
Delgado	81. CORI Approach to Interdisciplinary Content Area Reading via the C*A*C*T*U*S Model, Simpson, Hicks	92. College Developmental Reading and Cooperative Learning: Is It a Match? O'Donell, Malinowski
Girod	82. Student Success and Retention at the University of North Texas: A Five-Year Analysis, Petrie	93. Tutor Training for On-line Tutorials: Lessons from the Utah Valley State College On-line Writing Lab, Dague
Julia	83. WETT- Web Enhanced Tutor Training in Mathematics Study Group Facilitation Skills, McCann	94. Developing Content-Specific Reading Placement Tests, Behrman
Toulouse	84. Peer Mentoring: An Holistic Model, Symons, Rice	95. Reading, Culture, and Community: A Social Action Approach to Learning, Stephens
Audubon	85. Become a Critical Reader Through the Use of Schema and Metacognition, Vurdien, DuRoss, Ellman, Simpson, Sabin	96. Politics vs. Pedagogy: Transforming Developmental Studies into a Component of the General Education Core, Best, Haussmann
Prytania	86. A Survey of Curriculum and Teaching Methods in a College Developmental Reading Course: Student Perceptions, Teacher Perceptions, and a Discussion of Results, Maitland, Woods	97. Writing for CRLA Publications, Bethke, Bell, Widdicombe, Lemire
Gentilly	87. Using Meta-essays and Dialectical Journals to Reflect on Writing, Smith	98. "Houston We Have A Problem": Problem Solution Pattern in Developmental Reading, Bleich, Shapiro, Hoff-Haynes
Elysian Fields	88. CL Y2K: Cooperative Learning for the New Millennium, Zamora	99. Jump-Start Math: A Course Designed to Span Diverse Student Needs, Millsap
Esplanade BC	100. GIFTS: Great Ideas for Teaching Select four of the six gifts which are happening simultaneously.	

CONCURRENT SESSION #8

78 - College Students - Deaf, Their Skills, English, Reading Writing? Improve, CAN: Strategies for Improving the English Reading and Writing Skills of College Students Who Are Deaf

Presenting: Thomas Flynn, St. Louis Community College, Florissant Valley
Denise Davis, St. Louis Community College, Florissant Valley
Chairing: Karen Agee, University of Northern Iowa

The presenters will discuss various instructional strategies developed during the establishment and evolution of an award-winning community college Deaf Learning Community. The presentation will consist of a brief introduction focused on Deaf students and written English, sharing of strategies, and a question and answer session.

79 - A Bridge Between Town and Gown: Tutoring Programs Involving Students in College and Community Schools

Presenting: Fran Kahn, University of Vermont
Tom Dayton, American River College
Chairing: Bill Horstman, Mesa State College

Presenters will showcase programs at the University of Vermont and American River College in California in which college students receive credit for service learning. In each, college students are trained to tutor at-risk students at middle and elementary schools, thus enabling the tutors themselves to become better students.

80 - How to Run a Professional, Financially Successful State Conference

Presenting: Nancy Snouffer, Del Mar College
Mary Ann Williams, Del Mar College
Chairing: Zola Gordy, Maplewoods Community College

Want to run a successful state conference? Texas conference organizers have a history of well-attended, financially successful state conferences. Presenters will share "do's and don'ts" of conference planning with participants. Topics discussed will include organizing registration, negotiating hotel contracts, budgeting, developing a program, planning successful food functions, and much more.

81 - CORI Approach to Interdisciplinary Content Area Reading Via the C*A*C*T*U*S Model

Presenting: Phyllis Simpson, Southeastern Louisiana University
Karen Hicks, Southeastern Louisiana University
Chairing: Sharon Green, Niagara University

A research-designed reading model for college freshmen (C*A*T*C*U*S) of 13 vocabulary/13 comprehension strategies utilized for conceptual learning based on CORI (concept oriented reading instruction) will be featured. Statistical results obtained from implementing this model for a 14-week semester will be explained. In addition, presenters will demonstrate two strategies (voc/comp) published in *Breaking Reading Barriers*, co-authored by the presenters. (The model is called by acronym C*A*C*T*U*S, since it consists of cooperative, active, critical thinking unified strategies.)

82 - Student Success and Retention at the University of North Texas: A Five-Year Analysis

Presenting: Trent Petrie, University of North Texas
Chairing: Linda Johnson, Kirkwood Community College - Iowa City

The development and evolution of the study skills class at the University of North Texas will be described, with particular attention being paid to what has and has not worked. Retention data across a five-year time span also will be presented for each student cohort that has participated in the course.

83 - WETT- Web Enhanced Tutor Training in Mathematics Study Group Facilitation Skills

Presenting: Shannon McCann, California State University, Monterey Bay
Chairing: Gertrud Konings, University of Texas at El Paso

A distributed-learning mathematics tutor training program has been developed at CSUMB. The scope and web-based instructional activities will be described. The effects of the program on the tutors, on the students, and on the perception of the tutoring program within the university community will be examined.

84 - Peer Mentoring: An Holistic Model

Presenting: Laura Symons, Sweet Briar College
Mandy Rice, Sweet Briar College

Chairing: Becky Johnen, West Virginia Northern Community College

This presentation will provide information about and procedures for implementing an holistic student peer mentoring model. Combining collaborative and experiential learning principles, this unique approach to academic support provides goal setting, time management, and academic skill building for mentees while providing those elements plus leadership training for mentors.

85 - Become a Critical Reader Through the Use of Schema and Metacognition

Presenting: Rajen Vurdien, Long Beach City College
Delia DuRoss, Long Beach City College
Mary Ellmann, Long Beach City College
Julie Simpson, Long Beach City College
Helen Sabin, Long Beach City College

Chairing: Monica Grecu, University of Nevada - Reno

This session will focus on how it is possible to make students become critical readers by showing them the benefits of activating the appropriate schemata and monitoring their comprehension during the reading act through the use of appropriate metacognitive strategies.

86 - A Survey of Curriculum and Teaching Methods in a College Developmental Reading Course: Student Perceptions, Teacher Perceptions, and a Discussion of Results

Presenting: Linda Maitland, University of Houston - Downtown
Carolyn Woods, University of Houston - Downtown

Chairing: Kamal Maheshwari, Galveston College

Students were asked to assess their perceptions of curriculum and methods of delivery. Results were analyzed to find what A, B, and C students perceived and how student perceptions coincided with teacher perceptions. The results have directly impacted our reading classes.

87 - Using Meta-Essays and Dialectical Journals to Reflect on Writing

Presenting: Lonna Smith, San Jose State University

Chairing: Judy Oden, Johnson County Community College

This presentation will focus on two ways to get students to think about their own writing, analyze its strengths and weaknesses, and develop plans for improvement. Sample meta-essays will be shown, and handouts will be distributed.

88 - CL Y2K: Cooperative Learning for the New Millenium

Presenting: Felicia Zamora, New Mexico State University

Chairing: Anne-Marie Schlender, California State University - Hayward

Employers in the 21st Century are looking for college graduates with excellent communication skills, critical thinking ability, and the capability to work well in a team. This interactive presentation will demonstrate several activities enhancing cooperative learning. Small-group environments allow students to develop critical thinking and communication skills by collaborating with team members to reach a common goal.

GIFT (great ideas for teaching) SESSION

Integrating Technology and Content in ESL Reading

Presenting: Linda Lindsay Scott, Delgado Community College

The techniques presented in this gift exchange use *Mutiny on the Bounty* as the base text. Ways of integrating video and Internet research are discussed, as well as strategies for incorporating historical, social and geographical content.

Are Computerized Dictionaries the Best Choice in the Reading Lab?

Presenting: Georganne Ross, Middle Tennessee State University

The presenters will examine differences in the frequency and quality of use of dictionaries and other reference materials since the introduction of individual computer stations in a developmental studies reading lab. Research comparing the quality and use of computerized and print reference materials will be shared.

Poster Projects: Empowering Our Students

Presenting: Yadira Diaz, Delgado Community College

ESL adult students in a basic reading class developed and designed poster projects based on their reading of fiction and non-fiction stories. A step-by-step process will illustrate how these students developed and exhibited their posters.

Crafting a Summary

Presenting: Michael Policastro, Ramapo College

Constructing an accurate summary requires competence in the range of reading subskills, as well as possession of sufficient language ability to reflect the desired distillation. This session, through the use of engaging cartoons, illustrates techniques that heighten awareness and strengthen accuracy of student summary writing.

Tutor Evaluation as a Tool for Improvement

Presenting: Ann Lieberman Colgan, West Chester University

We will describe and demonstrate how quantitative tuttee evaluation of tutors is used to improve tutor training, quantify Center success, assess facility space and noise management, and direct areas for observation by supervisors.

Let the Whole Class See It: Using A Document Camera to Enhance Lectures

Presenting: William Morris, American River College

Hands-on practice projecting maps, book pages, art prints, centipedes, student writing . . . any document or small opaque object. The Panasonic video imager and InFocus projector combination allows color projection, zooming, image rotation, negative contrast, and backlighting (for slides or transparencies). Bring materials you'd like to project without making a transparency.

CONCURRENT SESSION #9

89 – Peer to Peer: Tutor-Developed Strategies for Successful Training

Presenting: Nancy Galves, New Mexico State University

Chairing: Karen Agee, University of Northern Iowa

Tutor Training by Peer Tutors. A workshop with two approaches to training that are fun and easy. Come and see a "Good Tutor/Bad Tutor" video performed by the tutors of New Mexico State University, and work on some ethics scenarios. These are two ways to involve learners in the learning process.

90 - Look Before You Leap! Helping Students Prepare to Read

Presenting: Maggi Miller, Austin Community College

Chairing: Judy Roller, American River College

Effective readers are like effective bungee jumpers: they look, monitor, adjust, and enjoy the trip. They take risks, but they intend to be successful. In contrast, at-risk students often leap before they look. This workshop will include activities that help students prepare themselves to read successfully.

91 - "The Lucky Man Left Town . . . Before the Earthquake Struck": Elaboration as a Study Skill

Presenting: Marybeth Ruscica, St. John's University
Judith Krauss, St. John's University

Chairing: Terry L. Cook, New Mexico State University

One way we learn new material is by relating it to what we already know. Based on cognitive psychology, this tool of elaboration is effective for all types of learners. Its direct application in the classroom and its link to note-taking will be provided by examples.

92 - College Developmental Reading and Cooperative Learning: Is It a Match?

Presenting: Karen O'Donnell, Finger Lakes Community College
Patricia Malinowski, Finger Lakes Community College

Chairing: Stephanie Olsen, Finger Lakes Community College

Educators today believe that working in groups is essential for dealing not only with school but also with life, yet classroom group work is often unsatisfying and unproductive. Learning to work well in groups is a skill that must be taught, and proper use of cooperative learning in the college developmental reading classroom will allow this to happen. Come and participate.

93 - Tutor Training for On-line Tutorials: Lessons from the Utah Valley State College On-line Writing Lab

Presenting: Lisa Dague, Utah Valley State College

Chairing: Nancy King, Albuquerque Technical Institute

On-line tutoring is an increasingly important extension of student support services. Electronic tutorials, conducted in a written medium at a distance in time and space, significantly differ from face-to-face tutorials. The tutor training program at U.V. S. C. provides a bridge between this medium and tutor experience to ensure quality electronic tutoring.

94 - Developing Content-Specific Reading Placement Tests

Presenting: Edward Behrman, National University

Chairing: Linda Johnson, Kirkwood Community College – Iowa City

A content-specific reading test is defined as a test that measures the reader's ability to comprehend text in a particular subject area. To date, reading tests used to place students into developmental programs have been content-general rather than content-specific. This session will present the theoretical basis for development of content-specific reading tests.

95 - Reading, Culture, and Community: A Social Action Approach to Learning

Presenting: Jessica Stephens, Eastern Kentucky University

Chairing: Kate O'Dell, University of Alaska - Anchorage

This presentation will focus on a course that combines reading, multiculturalism, and community volunteerism. The presenter will explain how students learn critical reading skills and strategies by engaging in controversial reading materials related to culture, visiting cultural observation sites, and volunteering to serve as reading tutors.

96 - Politics vs. Pedagogy: Transforming Developmental Studies into a Component of the General Education Core

Presenting: Linda Best, Kean University

Sharon Haussmann, Kean University

Chairing: Christine Getz, Pikes Peak Community College

In this interactive session, the faculty director and the assistant director of a developmental studies program will describe an innovative model for developmental education. Discussion will include highlights of a self-study, recommendations formulated, the political climate affecting change, curriculum design, and issues about implementation and assessment.

97 - Writing for CRLA Publications

Presenting: Roslyn Bethke, Johnson County Community College
Jim Bell, University of Northern British Columbia
David Lemire, Cloud County Community College
Molly Widdicombe, University of Idaho

Chairing: Kamal Maheshwari, Galveston College

Meet the new and out-going editors of the *CRLA Newsletter* and the *Journal of College Reading and Learning*. Find out about opportunities for newsletter writing and increase your understanding of the publication process for journal articles. This session will trace the life of a manuscript submitted to *JCRL*: getting the idea, writing the article to meet guidelines, and having the article reviewed and revised as part of the selection/acceptance process.

98 - "Houston, We Have A Problem": Problem Solution Pattern in Developmental Reading

Presenting: Melanie Bleich, Capital District Educational Opportunity Center
Marilyn Shapiro, Capital District Educational Opportunity Center
Susan Hoff-Haynes, Capital District Educational Opportunity Center

Chairing: Helen Sabin, Long Beach City College

For many developmental students, the inability to find main ideas and details poses a major obstacle to reading comprehension and retention. The problem-solution pattern offers a dynamic teaching approach for developmental reading. In this workshop the presenters will describe the components of the problem-solution pattern and illustrate its effectiveness in teaching this pattern in college preparation classes. Model lesson plans that can be incorporated into the classroom or in a study skills workshop will be an integral part of this workshop.

99 - Jump-Start Math: A Course Designed to Span Diverse Student Needs

Presenting: Joseph Millsap, Ozarks Technical Community College

Chairing: Gertrud Konings, University of Texas at El Paso

Jump-Start Mathematics is a self-paced alternative which meets the basic mathematics prerequisite at Ozarks Technical Community College. The motivation, student population, and development of the course will be explained. Many handouts will be provided. The success and challenges of managing this new self-paced course will be shared.

June 24-July 21, 2000

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The four-week residency:

- a living/learning community environment
- informal networking/information sharing
- four week long seminars on current topics
- state-of-the-art strategies for efficient operation of developmental and learning assistance programs
- faculty has included recognized experts as James Anderson, David Arendale, Barbara Bonham, Hunter Bowler, Nancy Carmolito, Frank Christ, Susan Clark-Thayer, Chuck Claxton, Anita George, Gene Kerstiens, Martha Maxwell, Ross MacDonald, Ed Murrain, Genevieve Ramsey, John Rourke, Gladys Shaw, Pat Smittle and Milton Spann
- recreation amidst the scenic beauty of the Blue Ridge Mountains
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Lunch with a Mentor: Jo-Ann Mullin, Ann Wolf, Dorothy Bonser
Evaluation Chair: Jan Norton, Western Missouri State University
Scholarship Auction and Awards: Kamal Maheshwari, Galveston College
Exhibits Chair: Donna Woods, State Technical Institute of Memphis

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Delgado Community College



Hospitality: Patrice Haydel
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Decorations: Ludie Churchman and Mary Dake
Dinner on the Town: Yadira Diaz and Carol Juncker
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Special thanks to the support provided by Delgado Community College and Johnson County Community College

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Workforce Literacy
Position Open

NEWLY FORMING SIG: Humor

Sharon Mikkelson
E-mail: smi545@airmail.net

This newly forming SIG will meet on Saturday, November 6. If interested, check the schedule for specific room assignment and plan to attend or contact Sharon Mikkelson at the e-mail address given.

Special Acknowledgments to Out-going SIG Leaders:

Cynthia Linton, Multicultural
Brenda Phillips, Distance Learning
Vicki Papineau, Workforce Literacy
Dean Foster, Research and Evaluation

SIG Membership: \$5.00 per SIG
Contact: SIG Coordinator
See daily schedule for listing of SIG activities.

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November 1999

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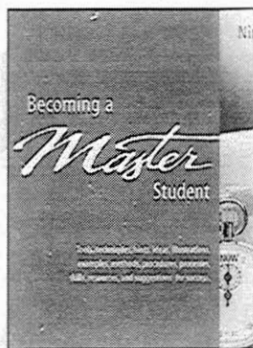


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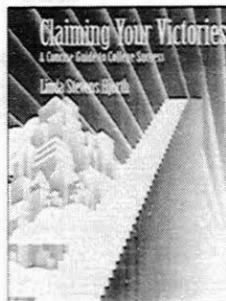
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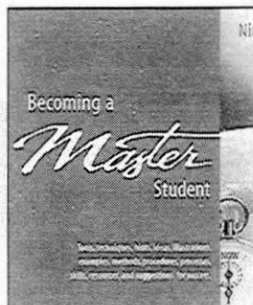
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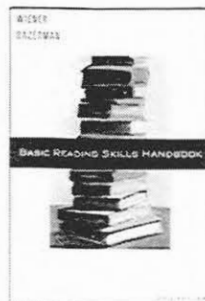
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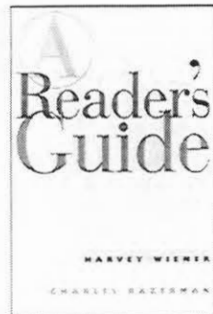
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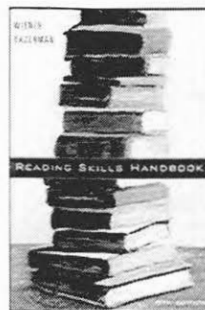
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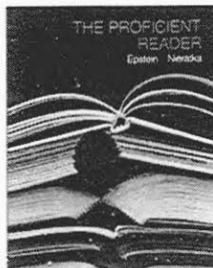
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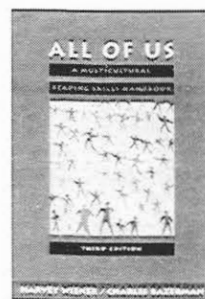
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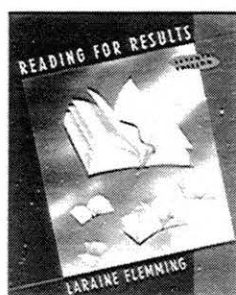


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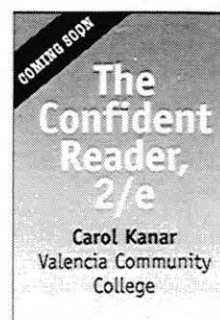
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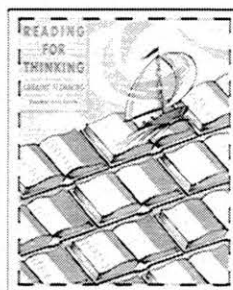
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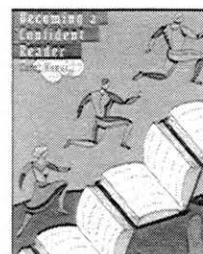
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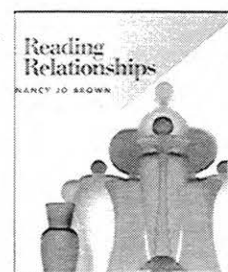


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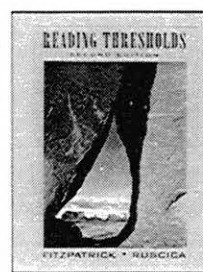


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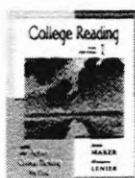


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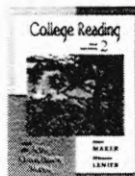
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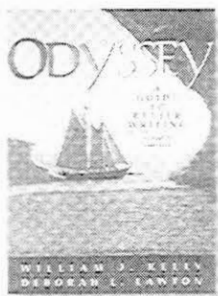
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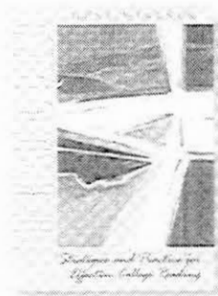
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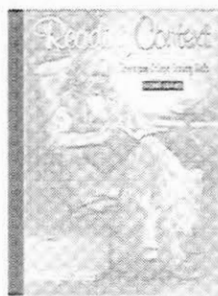
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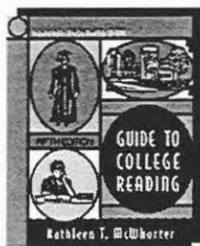


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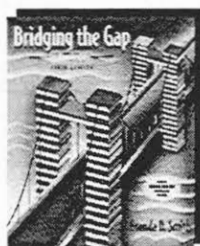
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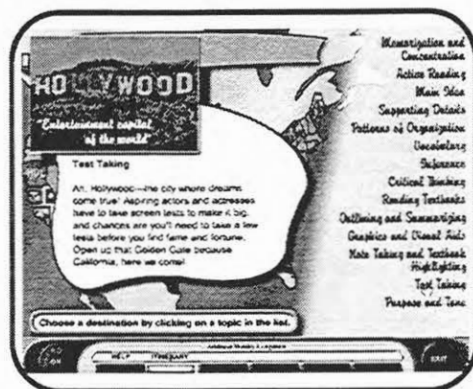
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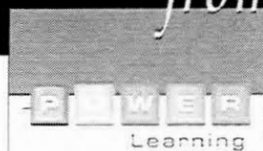


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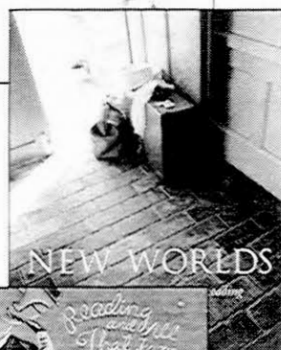


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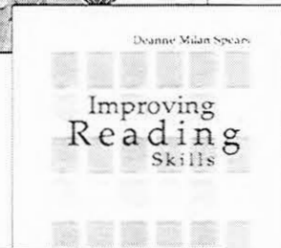


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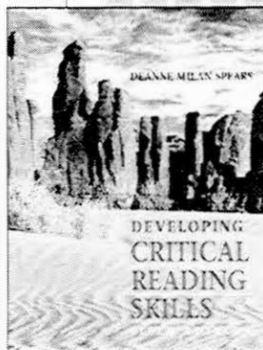
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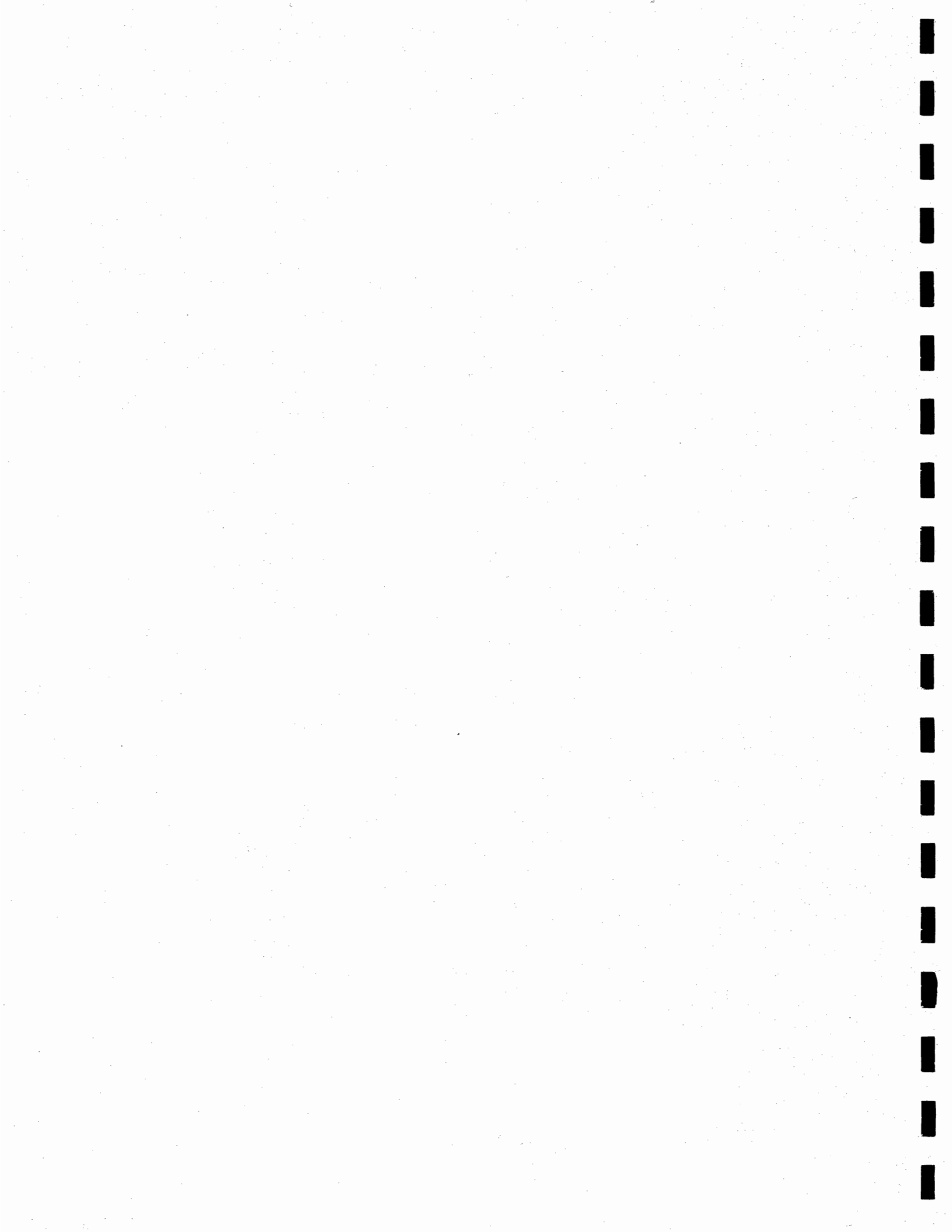
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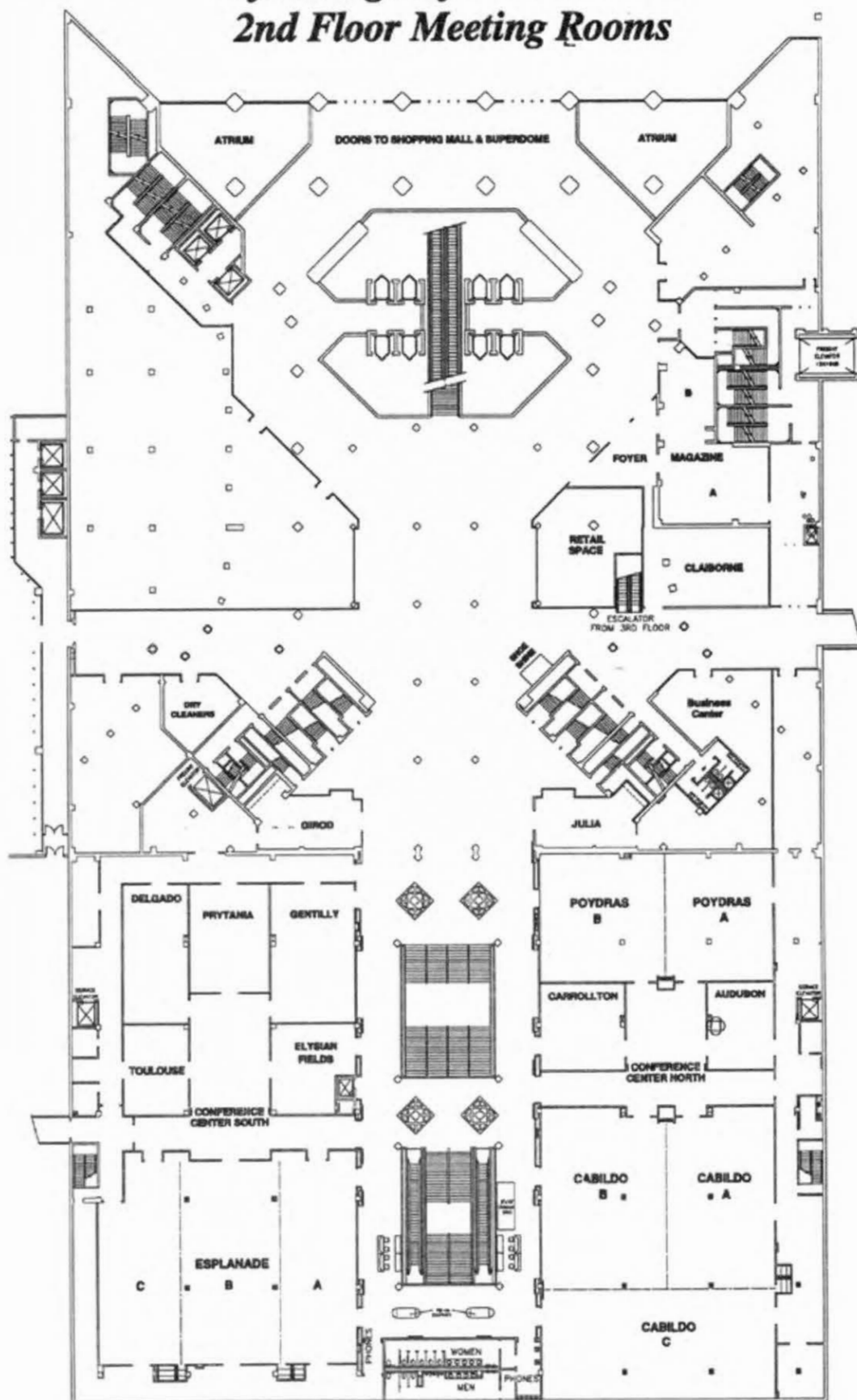
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NOTES

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24	25	26	27	28	29	30
31						

1999

Site Statistics
Traffic
Referrers
System
Visitors
Navigation
Pages

Tools
Edit Profile
Resources

Help
Tech Support
OFF

Loyalty Index		1999			
		Day	Week	Month	Year
Number Of Visits		Visitors			
1.	First visit		1,449	70.4	
2.	From 2 to 4 visits		564	27.4	
3.	From 5 to 9 visits		39	1.9	
4.	From 10 to 24 visits		4	0.1	
Total		2,056	2,056	100.00	

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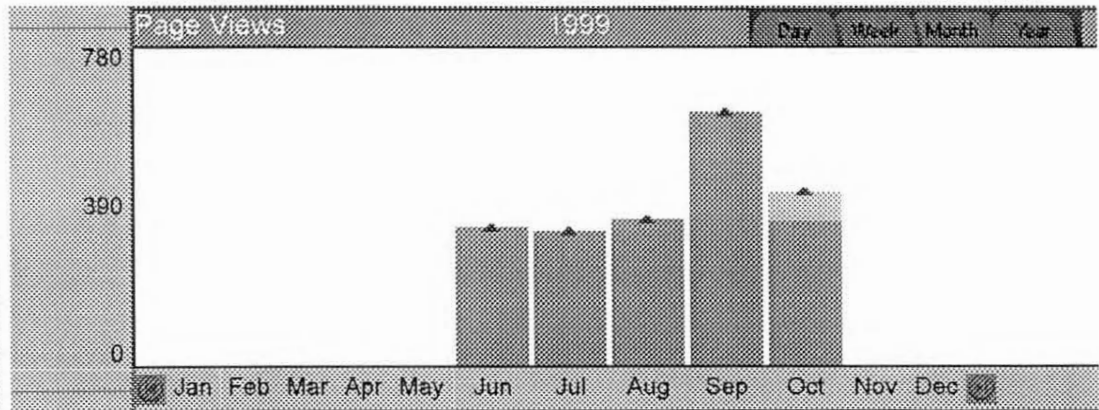
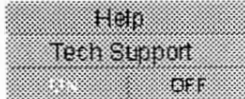
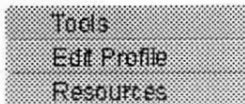
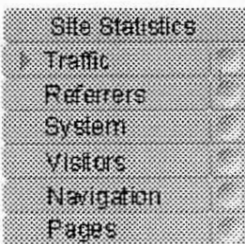
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January	0	0	July	361	361
February	0	0	August	394	394
March	0	0	September	685	685
April	0	0	October	472	388
May	0	0	November	0	
June	375	375	December	0	

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Last 100 Visits

Oct-26, 1999

1.	Tue, Oct 26, 1999, 08:56:56 AM	college.rogue.cc.or.us	198.68.24.
2.	Tue, Oct 26, 1999, 08:50:56 AM	college.rogue.cc.or.us	198.68.24.
3.	Tue, Oct 26, 1999, 08:44:01 AM	noellec.tsc.usu.edu	129.123.106.2
4.	Tue, Oct 26, 1999, 08:37:26 AM	american.ben.edu	192.217.134.1
5.	Tue, Oct 26, 1999, 07:42:52 AM	wcad136.mscd.edu	147.153.77.13
6.	Tue, Oct 26, 1999, 07:40:33 AM	m198214187079.austin.cc.tx.us	198.214.187.7
7.	Tue, Oct 26, 1999, 07:26:11 AM	rsmith.lap.appstate.edu	152.10.43.1
8.	Mon, Oct 25, 1999, 01:58:00 PM	taac52.campus.uidaho.edu	129.101.154.5
9.	Mon, Oct 25, 1999, 01:18:17 PM	sm2.jsu.edu	199.88.30.7
10.	Mon, Oct 25, 1999, 11:11:53 AM	m20677152044.austin.cc.tx.us	206.77.152.4
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12.	Sun, Oct 24, 1999, 02:17:12 PM	BMNTB105-15.splitrock.net	209.253.24.16
13.	Sun, Oct 24, 1999, 01:58:27 PM	cnad092.mscd.edu	147.153.157.9
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18.	Fri, Oct 22, 1999, 04:51:42 PM	spider-to035.proxy.aol.com	152.163.204.1
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26.	Thu, Oct 21, 1999, 01:29:29 PM	cantincmac.hmco.com	155.44.89.4
27.	Thu, Oct 21, 1999, 01:22:41 PM	mongo.sdccd.cc.ca.us	209.129.16.
28.	Thu, Oct 21, 1999, 01:16:52 PM	pmm453.aeneas.net	209.173.42.6
29.	Thu, Oct 21, 1999, 12:11:32 PM	traveler8.ups.edu	192.124.98.16

30.	Thu, Oct 21, 1999, 11:06:45 AM	bldg53-0042.unm.edu	129.24.204.11
31.	Thu, Oct 21, 1999, 10:40:51 AM	spider-wj023.proxy.aol.com	205.188.198.2
32.	Thu, Oct 21, 1999, 08:30:18 AM	gjip1.westcel.org	207.225.109.
33.	Wed, Oct 20, 1999, 09:38:32 PM	ppp-504.olympen.com	208.200.249.5
34.	Wed, Oct 20, 1999, 06:49:06 PM	wbrg-usr102.iland.net	208.30.92.10
35.	Wed, Oct 20, 1999, 05:22:10 PM	rs195088.resnet.nmu.edu	204.38.195.8
36.	Wed, Oct 20, 1999, 04:15:25 PM	eccproxy.edison.edu	150.176.206.6
37.	Wed, Oct 20, 1999, 04:00:09 PM	d1-b3-bf-120.peralta.cc.ca.us	209.179.191.12
38.	Wed, Oct 20, 1999, 12:22:27 PM	clindland.mtroyal.ab.ca	142.109.40.18
39.	Wed, Oct 20, 1999, 12:14:56 PM	ppp-216-158-29-92.cust.oldcity.dca.net	216.158.29.9
40.	Wed, Oct 20, 1999, 11:29:08 AM	mongo.sdccd.cc.ca.us	209.129.16.
41.	Wed, Oct 20, 1999, 11:14:16 AM	rev60.jccc.net	198.248.60.8
42.	Wed, Oct 20, 1999, 09:47:23 AM	learning-support-7.oneonta.edu	137.141.18.7
43.	Wed, Oct 20, 1999, 09:09:59 AM	W0862.smsu.edu	146.7.221.4
44.	Tue, Oct 19, 1999, 07:56:23 PM	dyn43.max4.ao.net	208.243.146.10
45.	Tue, Oct 19, 1999, 01:17:23 PM	wcad136.msced.edu	147.153.77.13
46.	Tue, Oct 19, 1999, 01:11:51 PM	wcad136.msced.edu	147.153.77.13
47.	Tue, Oct 19, 1999, 12:43:44 PM	gate.lakelandc.ab.ca	198.161.212.
48.	Tue, Oct 19, 1999, 11:59:10 AM	runyon.unomaha.edu	137.48.70.5
49.	Mon, Oct 18, 1999, 12:35:32 PM	pc199.cbc.cc.tx.us	168.53.180.19
50.	Mon, Oct 18, 1999, 11:52:35 AM	FALCONNEST.FSC.EDU	134.241.31.
51.	Mon, Oct 18, 1999, 10:50:22 AM	mongo.sdccd.cc.ca.us	209.129.16.
52.	Mon, Oct 18, 1999, 09:42:27 AM	Panther610.eiu.edu	139.67.10.10
53.	Mon, Oct 18, 1999, 09:35:01 AM	cnad092.msced.edu	147.153.157.9
54.	Sat, Oct 16, 1999, 11:45:12 AM	farm1-cache1.gw.uiuc.edu	128.174.0.22
55.	Fri, Oct 15, 1999, 11:40:20 PM	ResNet-202-186.PLU.edu	152.117.202.18
56.	Fri, Oct 15, 1999, 12:40:05 PM	stacey.ulc.arizona.edu	128.196.19.10
57.	Fri, Oct 15, 1999, 09:00:49 AM	g12-13b-005.calumet.purdue.edu	205.215.87.
58.	Fri, Oct 15, 1999, 08:05:09 AM	PXF2.aa.psu.edu	128.118.78.9
59.	Fri, Oct 15, 1999, 07:59:09 AM	cnad092.msced.edu	147.153.157.9
60.	Thu, Oct 14, 1999, 08:45:00 PM	cache2.uwn.unsw.EDU.AU	129.94.6.2
61.	Thu, Oct 14, 1999, 03:21:55 PM	calamari.frognet.net	204.192.96.1
62.	Thu, Oct 14, 1999, 12:33:39 PM	ppp-206-170-6-80.rdcy01.pacbell.net	206.170.6.8
63.	Thu, Oct 14, 1999, 11:56:24 AM	wadehram.it.union.edu	149.106.44.8
64.	Thu, Oct 14, 1999, 11:55:29 AM	FALCONNEST.FSC.EDU	134.241.31.
65.	Thu, Oct 14, 1999, 11:46:55 AM	uawlsp.com	205.148.249.
66.	Thu, Oct 14, 1999, 10:41:15 AM	host5-171-235-141.btinternet.com	195.171.235.14

67.	Thu, Oct 14, 1999, 10:24:06 AM	d20-7.dhcp.bethel.edu	140.88.20.
68.	Thu, Oct 14, 1999, 09:34:33 AM	clindland.mtroyal.ab.ca	142.109.40.18
69.	Thu, Oct 14, 1999, 08:37:31 AM	pc27208.utdallas.edu	129.110.27.20
70.	Wed, Oct 13, 1999, 05:55:29 PM	putc12161208024.cts.com	216.120.8.2
71.	Wed, Oct 13, 1999, 05:52:47 PM	192.seattle-25-30rs.wa.dial-access.att.net	12.73.122.19
72.	Wed, Oct 13, 1999, 01:45:43 PM	arc-33785.stu.unf.edu	139.62.206.22
73.	Wed, Oct 13, 1999, 01:22:54 PM	FALCONNEST.FSC.EDU	134.241.31.
74.	Wed, Oct 13, 1999, 01:21:39 PM	ip141.apqc.org	216.136.24.14
75.	Wed, Oct 13, 1999, 10:59:38 AM	spider-wi082.proxy.aol.com	205.188.197.5
76.	Wed, Oct 13, 1999, 10:24:14 AM	zone7-180.kctcs.net	216.69.7.18
77.	Tue, Oct 12, 1999, 07:58:11 PM	cache2.uwn.unsw.EDU.AU	129.94.6.2
78.	Tue, Oct 12, 1999, 11:45:05 AM	mongo.sdccd.cc.ca.us	209.129.16.
79.	Tue, Oct 12, 1999, 07:31:00 AM	Sdialup70.slkc.uswest.net	209.180.93.13
80.	Mon, Oct 11, 1999, 10:56:22 AM	r152.lynnnet.com	206.152.244.15
81.	Mon, Oct 11, 1999, 09:52:13 AM	entwistle.lng.uc.edu	129.137.88.5
82.	Mon, Oct 11, 1999, 07:08:07 AM	proxy2-external.etntwn1.nj.home.com	24.4.252.6
83.	Mon, Oct 11, 1999, 07:07:58 AM	proxy2-external.etntwn1.nj.home.com	24.4.252.6
84.	Mon, Oct 11, 1999, 06:51:53 AM	proxy1-external.etntwn1.nj.home.com	24.4.252.6
85.	Mon, Oct 11, 1999, 04:40:50 AM	mlib13.oac.qub.ac.uk	143.117.49.2
86.	Sat, Oct 9, 1999, 06:49:28 PM	67.houston-26-27rs.tx.dial-access.att.net	12.73.234.6
87.	Sat, Oct 9, 1999, 05:49:17 PM	dialupBB115.sttl.uswest.net	216.161.244.11
88.	Sat, Oct 9, 1999, 08:39:02 AM	dslpppe166.dnvr.uswest.net	63.225.100.16
89.	Fri, Oct 8, 1999, 07:59:06 PM	massed-us1041.massed.net	199.232.220.7
90.	Fri, Oct 8, 1999, 12:42:39 PM	gw2.mcgraw-hill.com	198.45.19.2
91.	Fri, Oct 8, 1999, 09:27:38 AM	una47.upj.pitt.edu	136.142.228.12
92.	Fri, Oct 8, 1999, 09:25:46 AM	infocache.netline.net.uk	212.111.131.9
93.	Fri, Oct 8, 1999, 09:08:12 AM	la1-233.dhcp.uno.edu	137.30.29.23
94.	Fri, Oct 8, 1999, 09:05:05 AM	clindland.mtroyal.ab.ca	142.109.40.18
95.	Fri, Oct 8, 1999, 08:58:11 AM	s18.salc.wsu.edu	134.121.28.14
96.	Fri, Oct 8, 1999, 05:45:11 AM	98CCB889.ipt.aol.com	152.204.184.13
97.	Thu, Oct 7, 1999, 05:01:14 PM	pm462-17.dialip.mich.net	207.75.176.17
98.	Thu, Oct 7, 1999, 04:52:49 PM	s9.salc.wsu.edu	134.121.28.13
99.	Thu, Oct 7, 1999, 04:51:19 PM	s9.salc.wsu.edu	134.121.28.13
100.	Thu, Oct 7, 1999, 02:51:34 PM	spider-wb014.proxy.aol.com	205.188.192.15

Help - Last 100 Visits

What Does It Do?

This lists the full IP address and hostname of the last 100 unique visitors to your site. The most recent visitors are listed first.

What Is It Good For?

Although you cannot know the identity of who has visited your site, you can see their IP address. From this address you may be able to tell which companies or organizations have visited your site recently.

Why Should I Use It?

This feature is particularly useful for small traffic or small business sites. You'll be able to tell who is interested in your site. For example, if Microsoft has recently come to your site several times, they may be interested in your product or service. Checking this information on a regular basis will help you evaluate your popularity and with whom.

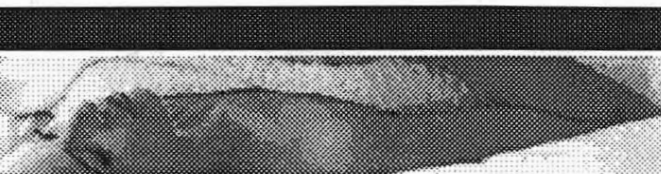


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◀ October ▶

S M T W T F S

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3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

◀ 1999 ▶

Site Statistics

Traffic

Referrers

System

Visitors

Navigation

Pages

Tools

Edit Profile

Resources

Help

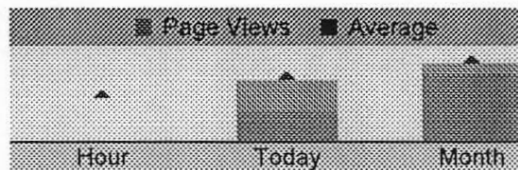
Tech Support

ON OFF

Traffic Summary

Oct-26-1999

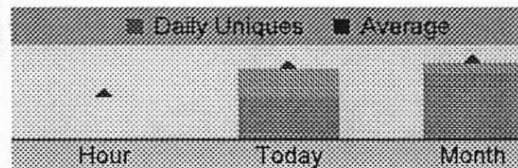
Page Views:	Hour	Today	Month
Current	0	9	388
Forecast	0	20	472
Average	2	21	472



Highest Rated		Total
Date	Wed, Sep 1, 1999	61
Hour	12 PM, Wed, Jun 2, 1999	22
Month	Aug 1999	685

Lowest Rated		Total
Date	Sat, Jun 5, 1999	
Hour	6 PM, Sat, Oct 9, 1999	
Month	Jul 1999	

Daily Uniques	Hour	Today	Month
Current	0	9	281
Forecast	0	16	342
Average	2	16	342



Highest Rated		Total
Date	Wed, Sep 1, 1999	40
Hour	12 PM, Wed, Jun 2, 1999	15
Month	Aug 1999	497

Lowest Rated		Total
Date	Sat, Jun 5, 1999	
Hour	8 AM, Sat, Oct 9, 1999	
Month	Jun 1999	

Help - Traffic Summary

What Does It Do?

This display provides a quick overview of your Web site's Page Views and Daily Unique Visitors statistics. Page Views are the total number of times your site's pages are viewed (excluding Reloads), while a Daily Unique Visitor represents an individual visitor who used one browser application to view your site once in a 24-hour period.

- **Hour** - Your Page Views and Daily Unique Visitors within the past hour.
- **Today** - Your Page Views and Daily Unique Visitors for today.
- **Month** - Your Page Views and Daily Unique Visitors within the past month.
- **Highest Rated** - The date, hour and month that your site had the most number of Page Views and Daily Unique Visitors.
- **Lowest Rated** - The date, hour and month that your site had the least number of Page Views and Daily Unique Visitors.

What Is It Good For?

The HitBOX also provides your average Page Views and Daily Unique Visitors for each time period, and the forecasted number of Page Views and Daily Unique Visitors for the same period, enabling you to spot any upward or downward trends.

Why Should I Use It?

Page Views provide you with a quick picture of your overall traffic. Daily Unique Visitors are important because they represent the actual number of different people who have viewed your site's pages, rather than repeat visitors, within the same day



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**REPORT OF THE
INTERNATIONAL TUTOR CERTIFICATION PROGRAM
AND
INTERNATIONAL MENTOR CERTIFICATION PROGRAM**

Overview

Tutor Certification. Since March, 1989 a total of 443 college and university tutorial programs have received national tutor certification through CRLA. This represents a 100% increase in programs certified since 1996 when the coordinator assumed the responsibilities for the program. As of August 31, 1999, 47 programs have been decertified (14 in 1998-99) leaving a net of 396 programs with current certification. Eight programs are pending new certification. Over 1,061 tutor programs throughout the US and Canada have received tutor certification packets. This shows approximately 38% of those receiving information actually get certification. One hundred and sixty-four tutor certification packets had been requested in 1998-99 as of July 31. A list of certified programs is appended. It should be mentioned that three of the tutor programs that have received certification are high school programs. One certified program is a foundation that works solely with educational institutions. Their tenure is indicated by the date on the directory in the Appendix. The CRLA International Tutor Certification Program has set up rigorous standards that enable a limited number of such outstanding programs to be so certified.

Mentor Certification. The 1997-98 President, Kathy Carpenter spearheaded an initiative to also provide certification for Peer Mentors. Gladys Shaw, ITCP Coordinator, assisted her, and the Board officially approved the program which was introduced at the 1998 annual conference. One program has achieved certification, one is pending, and 58 information packets have been mailed as of August 31, 1999. It is anticipated that as many as three may be recognized at the Annual Conference in New Orleans.

Major accomplishments. A presentation was made at the National Kellogg Institute for Developmental Educators and a scheduled presentation at the Winter Institute for January, 2000. The year-old Mentor Certification program now also has a complete set of forms, guidelines, evaluator packets, and presentation modules in place.

Mission and Goals Statement

Mission. Self-governing standards distinguish professional associations. Tutoring and Mentoring are integral components of academic assistance programs whose staff members belong to professional associations for Reading, Writing, Learning, Math and Developmental Education which also include tutoring and mentoring as major components. Therefore, it is the mission of the ITCP/IMCP to provide the professional standards for training tutors and mentors which are established, maintained, and revised by practicing professionals with experience and expertise in these areas. It is further

intended that certification be awarded to programs that apply and meet the pre-established professional standards for training.

Goals. The general goals of the Certification programs are:

- (1) to establish minimum hours for training at each of three levels of certification.
- (2) to provide guidance for training content, modes of instruction, tutor and mentor selection, and evaluation based on extensive input from professionals in the field.
- (3) to keep standards responsive to the needs of individual programs and the profession through review by the ITCP/IMCP committees at their meetings during the annual CRLA Conference.
- (4) to administer the program under the authority and guidance of the CRLA Executive Board and/or its delegates.
- (5) to widely disseminate information about ITCP/IMCP at professional conferences, in newsletters, and on the internet.
- (6) to mentor professionals new to tutoring and mentoring training programs and/or the certification process with courteous, timely advice.
- (7) to share the training activities and resources of expert trainers through formal presentations at professional conferences.
- (8) to make available supplemental resources related to the development and implementation of tutor and mentor training programs such as, but not limited to, self-assessments of training programs, bibliographies, directories, and training manuals.

Name Change

In the Fall of 1992 the board approved the name change from: CRLA Tutor Certification Committee to CRLA International Tutor Certification Program. In 1998, a Mentor Certification Program was added to the certification program and the name was changed to the International Tutor Certification Program and International Mentor Certification Program. The combined program may be coordinated by a coordinator and assistant or, if needed, two coordinators and two assistant coordinators to conduct the actual evaluations and certifications separately. Forms and records are separately maintained for the two programs, and a separate committee is established for each.

Certification Forms and Fees

In 1997-98 the committee requested and the Board approved a fee increase from \$25 to \$50 for the five year certification. The fees are the same for each certification program: \$50 first year; \$25 three-year renewal; \$50 five-year renewal. No revisions were made in the application forms this year.

Committee Activities

The ITCP committee currently numbers 39 and has had a remarkably stable core of members since its inception. Several current members were also founding members of the program.

This year the committee continued to function as a participative decision-making body and as individual and cooperative conference presenters as well as evaluators. A list has been submitted for Certificates of Appreciation and one is appended here. This has again resulted in very positive benefits for the program. The coordinators and committee members will present a third annual institute for tutor trainers at the 1999 Annual Conference. The institute agenda is appended. A concurrent session will also be presented by the coordinators and committee members on getting programs certified both for mentoring and tutoring. Other presentations by the coordinators and committee members included presentations at the Texas Conference for Academic Support Programs, NADE, NTA, MRADE, TNADE, ARKADE, MCLCA, SCADE, Mid-Atlantic College Reading Association, NMCRLA, The New Jersey Association of Developmental Educators, Quill (Learning centers of New Jersey), PADE, Interstate Developmental Educators Association, the Connecticut Community-Technical College Third Symposium, and the Minnesota Developmental Education Association. Mentoring contacts totaled in the hundreds.

In addition to the presentations noted above, the Certification Program was publicized in national and state newsletters of NADE, CRLA, NTA, the CRLA Tutoring Exchange, and at the Kellogg Institute.

The Second Annual Institute for Tutor Trainers was presented in Salt Lake City; a third one is scheduled for New Orleans, and the second Tutor Training Leadership Institute for training tutors will be presented at the 1999 CASP Conference in El Paso in October, 1999. Past-President Kathy Carpenter is a featured trainer in the CASP Institute. The coordinators worked closely with Dr. Russ Hodges to implement the pilot in 1998 and participating tutors receive certification credit of four hours. Both CRLA and NADE have generously allotted \$500 to this effort in addition to the committee's annual budget. The resources: a Publicity Resource Guide and a Tutor Training Bibliography developed by the coordinator from input by committee members in 1998 are still available.

Concerns and issues expressed by evaluators and program participants have been collected over the year for consideration at the 1999 meetings of the two committees.

1998-99 Goals

	STATUS
1. Implement the Mentor Certification Program.	Accomplished
2. Obtain endorsements of other professional organizations for the Mentor Certification Program.	Accomplished
3. Update Presentation Modules for Tutor Certification with new data.	Accomplished
4. Develop and distribute Evaluator packets and Presentation Modules to committee members of the Mentor Certification Programs.	Accomplished
5. Publicize both programs in organizational newsletters and through presentations at state, local, and regional conferences.	Accomplished
6. Examine with the board the long term future of these programs.	In Progress
7. Try again to interest the Board in getting these programs included in the Kellogg, Winter and MCLCA Institutes and to help finance presentations at State and Regional Conferences.	Partially accomplished still in progress
8. Continue the prompt response and turnaround time for information requests and applications.	Accomplished
9. Submit names of committee members for appreciation certificates.	Accomplished
10. Conduct an annual meeting at the conference.	Accomplished
11. Organize a third Annual Training Institute for Tutor Trainers.	Accomplished
12. Organize and/or assist a second state training institute for tutors at CASP.	Accomplished
13. Conduct a certification session at the national conference.	Accomplished
14. Distribute Fact Sheets and certification packets, and solicit evaluator volunteers at all conferences attended.	Accomplished
15. Supply fliers, etc. for committee members attending conferences other than CRLA, NADE, and CASP.	Accomplished

16. Make the Publicity Resource Guide and the Tutor Training Handbook, Tutor Training Bibliography widely available.

Accomplished

Additional Achievements

17. Revised the web page information.
18. Revised evaluators' packets and presentation modules to reflect fee changes made in 1997-98.
19. Prepared an information insert for the membership form.
20. Presented at the Kellogg Institute for Developmental Educators.
21. Scheduled is a presentation for January, 2000, at the Winter Institute for Learning Assistance Professionals in Tucson, AZ.
22. Scheduled presentation at the Annual COE Conference in San Antonio, TX.
23. Scheduled presentation at the 1999 CASP Conference in El Paso, TX.

1999-2000 Goals

1. Increase the number of Certified Mentor Programs by at least three programs.
2. Revise information and application packets as needed.
3. Publicize both programs in organizational newsletters, computer list serves, and through presentations at state, local, and regional conferences.
4. Continue the prompt response and turnaround time for information requests and applications.
5. Submit names of committee members for appreciation certificates.
6. Conduct an annual meeting at the conference.
7. Organize a fourth annual training institute for Tutor Trainers.
8. Organize a third state training institute for tutors.
9. Give certification presentations for tutoring and mentoring at CRLA, COE, CASP, NADE, the Winter Institute, and NTA.

10. Distribute Fact Sheets and certification packets, and solicit evaluator volunteers at all conferences attended.
11. Supply fliers, etc. for committee members attending conferences other than CRLA, NADE, and CASP.
12. Make the Publicity Resource Guide and the Tutor Training Handbook, Tutor Training Bibliography widely available.

Recommendations to the Board

1. Make the two Committee Meetings a regularly scheduled meeting at the annual conference so it doesn't have to be rethought, etc, every year.
2. Continue financial support for presentations at conferences of other related organizations. The fact that we have doubled the number of tutor programs certified in the last three years (certified as many new ones in three year as and the previous total for seven years) indicates that actively publicizing the programs does have a positive effect.
3. Continue consideration of a stable infrastructure for these programs.

APPENDIX

- List of Certified Programs
- List of Mentor Programs
- 1998-99 Tutor Certification Evaluators
- 1998-99 Tutor Certification Mentors
- 1998-99 Mentor Certification Evaluators
- 1999 CRLA Institute Agenda
- 1999 Tutor Training Leadership Institute Agenda
- General data

**General Operational Data
For the Certification Program
August 31, 1999**

Tutoring

Tutoring Recertifications due by year:

1999	25 Pending
2000	91
2001	94
2002	88
2003	37
2004	52

New Tutor Certifications by year:

1998-99	46 (counting 8 pending)
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Decertification by year:

1998-99	14
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Tutor Certification Packets mailed in 1998-99 (hundreds more distributed in presentations and at conferences):

121

Mentoring

New Mentor Certification by year:

1998-99	3
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Mentor Certification packets mailed by year (many more distributed in presentations and at conferences):

1998-99	58
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ID	Name	Program	City	State	Levels	Recert Due
1	University of Nebraska-Kearney	Resident Tutor Program	Kearney	NE	Regular, Advanced, Master	6/30/2003 recert
2	University of Texas - El Paso	Tutoring & Learning Ctr.	El Paso	TX	Regular, Advanced, Master	6/30/2003 recert
3	University of Montana	Edu. Opportunity Program	Missoula	MT	Regular, Advanced, Master	Decert 10/98
4	University of Alaska-Anchorage	English Dept. Tutoring Program	Anchorage	AK	Regular, Advanced, Master	Decert. 9/98
5	University of Alaska-Anchorage	Learning Resources Ctr.	Anchorage	AK	Regular	6/30/2003 recert
6	University of New Mexico	Ctr. for Academic Program Support	Albuquerque	NM	Regular, Advanced, Master	6/30/2003 recert
7	Eastern New Mexico Univ.	Learning Support Tutoring Services	Portales	NM	Regular, Advanced, Master	6/30/2000 recert
8	Fairmont State College	Tutorial Program	Fairmont	W.VA	Regular, Advanced	6/30/2003 recert
9	Leland High School	Peer Tutor Program	San Jose	CA	Regular	6/30/2004 recert
10	Endicott College	Peer Tutor Program	Beverly	MA	Regular, Advanced	6/30/2004 recert
11	Chaminade Univ. of Honolulu	Academic Achievement Program	Honolulu	HI	Regular, Advanced, Master	6/30/2003 recert
12	West Hills College	Tutorial Program	Coalinga	CA	Regular, Advanced	6/30/99 recert
13	Pfeiffer College	Learning Center	Misenheimer	NC	Regular, Advanced, Master	6/30/2004 recert
14	Yukon College	Yukon Learn Tutor Training	Yukon	Canada	Regular, Advanced, Master	6/30/2004 recert
15	Maysville Community College		Maysville	KY	Regular	Decert. 10/16/94
16	Tulane University	Counseling & Testing/Educ. Resource	New Orleans	LA	Regular, Advanced	6/30/99 recert
17	Southern Alberta Institute of Technology	Learning Skills Centre	Calgary, Albert	Canada	Regular, Advanced, Master	6/30/2004 recert
18	Chemeketa Community College	Tutoring Services	Salem	OR	Regular, Advanced, Master	6/30/2004 recert
19	Louisiana State University	Student Support Services Program	Baton Rouge	LA	Regular, Advanced, Master	6/30/2004 recert
20	Windward Community College	STARR Program	Kaneohe	HI	Regular, Advanced, Master	6/30/2004 recert
21	Kenai Peninsula College	Tutor Program	Soldotna	AK	Regular, Advanced, Master	6/30/2004 recert
22	Kenai Peninsula College-Kachemak Bay	Peer Tutor Program	Homer	AK	Regular, Advanced, Master	6/30/2004 recert
23	Casper College	Peer Tutor Program	Casper	WY	Regular, Advanced, Master	6/30/2004 recert
24	Pima Community College-East Campus	Tutoring Ctr. Tutorial Program	Tucson	AZ	Regular, Advanced, Master	6/30/2004 recert
25	Northern Essex Community College	Peer Tutor Program	Haverhill	MA	Regular	6/30/2004 recert
26	Wayne State College	Peer Tutor Program	Wayne	NE	Regular, Advanced, Master	6/30/2000 recert
27	Sonoma State University	Tutorial Program	Rohnert Park	CA	Regular	6/30/99 recert
28	New Mexico State University	Student Support Services	Las Cruces	NM	Regular, Advanced, Master	6/30/2004 recert
29	Glendale Community College	Tutorial Program	Glendale	CA	Regular, Advanced, Master	6/30/99 recert
30	Schreiner College	Peer Tutor Program	Kerrville	TX	Regular	6/30/2004 recert
31	Austin College	Academic Skills Ctr.	Sherman	TX	Regular, Advanced	6/30/99 recert
32	University of Vermont	Learning Skills Program	Burlington	VT	Regular, Advanced, Master	6/30/2004 recert
33	Oakton Community College	Instructional Support Services	Des Plaines	IL	Regular, Advanced, Master	6/30/2004 recert
34	Ricks College	Tutoring Center	Rexburg	ID	Regular, Advanced	6/30/2004 recert
35	Ricks College	Reading Lab	Rexburg	ID	Regular, Advanced, Master	6/30/2004 recert

ID	Name	Program	City	State	Levels	Recert Due
36	Idaho State University	Developmental Mathematics	Pocatello	ID	Regular, Advanced	6/30/2004 recert
37	Idaho State University	Writing Lab	Pocatello	ID	Regular, Advanced	6/30/2004 recert
38	Fresno City College	Tutorial Ctr.	Fresno	CA	Regular, Advanced	6/30/99 recert
39	Lakeland College-Lloyd&Vemilion	Peer Tutor Program	Vermilion	Canada	Regular	6/30/2004 recert
40	Miami University		Oxford	OH	Regular	Decert. 9/17/91
41	University of Hawaii-Manoa		Honolulu	HI	Regular	Decert. 10/16/94
42	Paradise Valley Community College	Learning Assistance Ctr. Tutor Trainin	Phoenix	AZ	Regular, Advanced, Master	6/30/2004 recert
43	Minnesota State University	Learning Ctr.	Mankato	MN	Regular, Advanced, Master	6/30/2004 recert
44	Mendocino College	Tutoring Program	Ukiah	CA	Regular, Advanced, Master	6/30/2004 recert
45	Northeast Texas Community College	Academic Skills Ctr. Tutorial Program	Mt. Pleasant	TX	Regular, Advanced, Master	6/30/2000 recert
46	University of Texas - Austin	Learning Skills Ctr. Tutorial Assistanc	Austin	TX	Regular, Advanced, Master	6/30/2000 recert
47	Ashland Community College		Ashland	KY	Regular	Decert. 11/18/95
48	Campbellsville College		Campbellsville	KY	Regular	Decert. 8/3/92
49	Eastern Kentucky University		Richmond	KY	Regular	Decert. 8/3/92
50	Hazard Community College		Hazard	KY	Regular	Decert. 11/18/95
51	Morehead State University	Operation Graduation	Morehead	KY	Regular	Decert. 8/3/92
52	Pikeville College		Pikeville	KY	Regular	Decert. 8/3/92
53	Prestonsburg Community College		Prestonsburg	KY	Regular	Decert. 8/3/92
54	Somerset Community College		Somerset	KY	Regular	Decert. 8/3/92
55	Southeast Community College		Cumberland	KY	Regular	Decert. 8/3/92
56	Sue Bennett College		London	KY	Regular	Decert. 8/3/92
57	Western Kentucky University		Bowling Green	KY	Regular	Decert. 8/3/92
58	Pacific Lutheran University	Academic Assistance	Tacoma	WA	Regular, Advanced	6/30/2000 recert
59	Massachusetts Bay Community College		Wellesley Hills	MA	Regular, Advanced, Master	Decert. 11/18/95
60	Des Moines Area Community College	Peer Tutoring Program	Ankey	IA	Regular, Advanced	6/30/2000 recert
61	Adirondack Community College		Queensbury	NY	Regular	Decert. 8/3/92
62	California State University - Los Angeles	University Tutorial Ctr.	Los Angeles	CA	Regular, Advanced, Master	6/30/2000 recert
63	GateWay Community College		Phoenix	AZ	Regular, Advanced, Master	Decert. 11/18/95
64	Modesto Junior College	Student Services/Tutorial Services	Modesto	CA	Regular	6/30/2000 recert
65	Black Hawk College	Tutor Training Program	Moline	IL	Regular	6/30/2000 recert
66	Rock Valley College	Tutoring Program	Rockford	IL	Regular, Advanced, Master	6/30/2000 recert
67	Central Washington University	Special Services	Ellensburg	WA	Regular	6/30/2000 recert
68	Wilmington College	Peer Tutoring Program	Wilmington	OH	Regular	6/30/2000 recert
69	St. Ambrose University	Tutoring Program	Davenport	IA	Regular, Advanced, Master	6/30/2001 recert
70	Central Arizona College	Cooperative Learning Ctr.	Coolidge	AZ	Regular, Advanced, Master	6/30/2000 recert

ID	Name	Program	City	State	Levels	Recert Due
71	University of Northern Colorado	Tutoring Program/Ctr. for Human Enri	Greeley	CO	Regular, Advanced, Master	6/30/2000 recert
72	University of Houston	Learning Support Services	Houston	TX	Regular, Advanced, Master	6/30/2000 recert
73	Sheridan College	Advantage Tutor Program	Sheridan	WY	Regular, Advanced	6/30/2000 recert
74	Kingwood College	Academic Support Ctr.	Kingwood	TX	Regular, Advanced, Master	6/30/2000 recert
75	University of Southern California - Park	Center for Academic Support	Los Angeles	CA	Regular, Advanced, Master	6/30/2001 recert
76	Morehead State University	Special Services Learning Lab	Morehead	KY	Regular	6/30/2001 recert
77	State University of New York-Plattsburg	Writing Tutor Training Program	Plattsburgh	NY	Regular, Advanced	6/30/2002 recert
78	York Technical College	Tutoring Program	Rock Hill	SC	Regular, Advanced	6/30/2002 recert
79	Colorado State University	Academic Advancement Ctr.	Fort Collins	CO	Regular, Advanced	6/30/2001 recert
80	Navajo Community College	Tutorial Programs	Tsaile	AZ	Regular, Advanced, Master	Decert. 12/1/96
81	Slippery Rock University	Tutorial Ctr./Academic Support Servic	Slippery Rock	PA	Regular	6/30/2001 recert
82	The University of Akron/Wayne College	Learning Support Services	Orrville	OH	Regular, Advanced, Master	6/30/2001 recert
83	College of Charleston	Writing Lab	Charleston	SC	Regular, Advanced, Master	6/30/2000 recert
84	University of Houston	The Challenger Program	Houston	TX	Regular, Advanced, Master	6/30/2001 recert
85	Louisiana State University	Learning Assistance Ctr. Tutor Trainin	Baton Rouge	LA	Regular, Advanced	6/30/2001 recert
86	Brigham Young University	Tutoring	Provo	UT	Regular, Advanced, Master	6/30/2001 recert
87	College of Charleston	Languages Tutoring Lab	Charleston	SC	Regular	6/30/2001 recert
88	College of Charleston	Math Lab	Charleston	SC	Regular	6/30/2001 recert
89	Austin Community College-Northridge	The Learning Lab	Austin,	TX	Regular, Advanced, Master	6/30/99 recert
90	University of Southern Indiana	Academic Skills/Reading & English	Evansville	IN	Regular	6/30/2001 recert
91	University of Southern Indiana	Academic Skills/Math Clinic	Evansville	IN	Regular	6/30/2001 recert
92	University of Southern Indiana	Academic Skills/Learning Ctr.	Evansville	IN	Regular	Decert. 6/30/96
93	Boise State University	Tutorial Programs	Boise	ID	Regular, Advanced, Master	6/30/2001 recert
94	Jamestown C.C.-Cattaraugus County	Peer Tutoring Program	Olean	NY	Regular, Advanced	6/30/2001 recert
95	Austin Community College-Pinnacle	Parallel Studies Learning Labs	Austin	TX	Regular, Advanced, Master	6/30/2001 recert
96	Southern Virginia College for Women	Peer Tutoring Program	Buena Vista	VA	Regular	Decert. 12/1/96
97	Hesser College	Peer Tutoring Program	Manchester	NH	Regular	6/30/2001 recert
98	Tyler Junior College	Project Excel Peer Tutor Program	Tyler	TX	Regular	6/30/2001 recert
99	Wayne State University	Mathematics Tutoring Program	Detroit	MI	Regular, Advanced, Master	6/30/2001 recert
100	University of Arkansas-Fayetteville	Student Support Services/Tutoring	Fayetteville	AR	Regular	Decert. 3/1/98
101	Missouri Western State College	Center for Academic Support	St. Joseph	MO	Regular, Advanced, Master	6/30/2001 recert
102	Columbia College	Disabled Student Programs & Tutorin	Sonora	CA	Regular, Advanced	6/30/2001 recert
103	Columbia College	Learning Skills Ctr. Tutorial Program	Sonora	CA	Regular, Advanced	6/30/2001 recert
104	Briar Cliff College	Peer Tutoring Program	Sioux City	IA	Regular	Decert. 12/1/96
105	St. Edward's University	Academic & Career Services -SS Ctr.	Austin	TX	Regular, Advanced, Master	6/30/2001 recert

ID	Name	Program	City	State	Levels	Recert Due
106	Ventura College	Tutoring Program	Ventura	CA	Regular	Decert. 3/1/98
107	Minneapolis Community College	Learning Assistance Ctr. Tutor Trainin	Minneapolis	MN	Regular, Advanced, Master	6/30/2002 recert
108	Wake Forest University	Learning Assistance Program Tutorial	Winston-Salem	NC	Regular	6/30/2002 recert
109	Boston College	Learning Resources/Student Athletes	Chestnut Hill	MA	Regular, Advanced, Master	6/30/2002 recert
110	University of Wisconsin-River Falls	Writing Center	River Falls	WI	Regular	Decert 11/97
111	Saint Xavier University	The Learning Assistance Ctr.	Chicago	IL	Regular	6/30/2002 recert
112	Albuquerque Technical-Vocational	Tutorial/Learning Ctrs.	Albuquerque	NM	Regular	Decert 6/97
113	Harding University	Sears Learning Ctr.	Searcy	AR	Regular, Advance	6/30/2002 recert
114	University of Houston-Downtown		Houston	TX	Regular	Decert. 10/16/94
115	University of Pittsburgh	Math Undergraduate TA & Math Tuto	Pittsburgh	PA	Regular, Advanced	6/30/2002 recert
116	Weber State University	Student Support Services	Ogden	UT	Regular, Advanced	6/30/2002 recert
117	Wallace Community College	Pathways	Dothan	AL	Regular, Advanced, Master	6/30/2000 recert
118	Mt. Hood Community College	Developmental Education Division	Gresham	OR	Regular, Advanced, Master	6/30/2002 recert
119	Rutgers University	Learning Resource Ctr.	New Brunswic	NJ	Regular, Advanced	6/30/2003 recert
120	Suffolk University	Ballotti Learning Ctr.	Boston	MA	Regular, Advanced, Master	6/30/2002 recert
121	Cedar Valley College	Student Support Services/TRIO Prog.	Dallas	TX	Regular, Advanced	6/30/2001 recert
122	King's College	Tutoring Program	Wilkes-Barre	PA	Regular	6/30/2002 recert
123	Dona Ana Branch Community College	DABCC Tutorial Services Program	Las Cruces	NM	Regular, Advanced, Master	Decert 11/97
124	Dona Ana Branch Community College	Adult Basic Education Tutor Program	Las Cruces	NM	Regular, Advanced, Master	Decert 11/97
125	Boston College	Academic Development Ctr. Tutoring	Chestnut Hill	MA	Regular, Advanced	6/30/2002 recert
126	Patrick Henry Community College	Student Support Services	Martinsville	VA	Regular, Advanced, Master	6/30/2002 recert
127	Quinnipiac College	Learning Resources Ctr.	Hamden	CT	Regular, Advanced, Master	6/30/2002 recert
128	The Citadel	The Writing Center	Charleston	SC	Regular, Advanced, Master	6/30/2002 recert
129	McLennan Community College	Support Services Program	Waco	TX	Regular	Decert. 10/16/94
130	Bronx Community College-City Univ. N	PASS Center	Bronx	NY	Regular	6/30/2003 recert
131	University of New Hampshire-Manchester	Tutor Training Progr. the Learning Ctr	Manchester	NH	Regular, Advanced, Master	6/30/2004 recert
132	University of Findlay	English 490: Writing Lab Practicum	Findlay	OH	Regular, Advanced	6/30/2000 recert
133	Muhlenberg College	Peer Tutoring Program	Allentown	PA	Regular, Advanced, Master	6/30/2002 recert
134	Washington State University	Peer Tutorial Program	Pullman	WA	Regular, Advanced, Master	6/30/2002 recert
135	Salt Lake Community College	Student Support Services	Salt Lake City	UT	Regular, Advanced	6/30/2002 recert
136	The University of Charleston	MET 110	Charleston	W.VA	Regular	6/30/2002 recert
137	Weber State University	Tutoring Services	Ogden	UT	Regular, Advanced, Master	6/30/2002 recert
138	Oxnard College	Tutor Training Program	Oxnard	CA	Regular	6/30/2000 recert
139	Brigham Young University-Hawaii	Reading/Writing Ctr.	Laie	HI	Regular, Advanced, Master	6/30/2002 recert
140	Northern Arizona University	Learning Assistance Ctr.	Flagstaff	AZ	Regular, Advanced, Master	6/30/2002 recert

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141	Valley City State University		Valley City	ND	Regular	Decert. 10/16/94
142	University of Pittsburgh	Learning Skills Ctr.	Pittsburgh	PA	Regular	6/30/2002 recert
143	Jackson State Community College	Academic Assistance Ctr Tutor Progra	Jackson	TN	Regular, Advanced, Master	6/30/2000 recert
144	Loyola University Chicago	Tutoring Program	Maywood	IL	Regular, Advanced, Master	6/30/2002 recert
145	University of Texas - Arlington	SOAR Cost Share Tutorial Programs	Arlington	TX	Regular, Advanced, Master	6/30/2002 recert
146	Garden City Community College	Mary Jo Williams Comprehensive Lea	Garden City	KS	Regular, Advanced	6/30/2002 recert
147	Bakersfield College	Tutoring Program	Bakersfield	CA	Regular, Advanced	6/30/2003 recert
148	University of New England	Learning Assistance Ctr.	Biddeford	ME	Regular, Advanced	6/30/2003 recert
149	Appalachian State University	Tutorial Services	Boone	NC	Regular, Advanced, Master	6/30/2003 recert
150	North Seattle Community College	The Loft Writing Ctr. Plus	Seattle	WA	Regular, Advanced, Master	6/30/2003 recert
151	St. Louis Community College-Florissant	Tutoring Services Program	St. Louis	MO	Regular	6/30/2003 recert
152	East Central University	Student Support Services	Ada	OK	Regular, Advanced	Decert. 10/98
153	University of Massachusetts-Lowell	Tutoring Services	Lowell	MA	Regular, Advanced	6/30/2003 recert
154	Clovis Community College	Phi Theta Kappa Peer Tutoring Prog.	Clovis	NM	Regular	6/30/2003 recert
155	St. Philips College	Educational Support Services	San Antonio	TX	Regular, Advanced, Master	6/30/2003 recert
156	The University of Arizona	Learning Center Tutor Program	Tucson	AZ	Regular, Advanced, Master	6/30/2003 recert
157	South Plains College	Peer Tutoring Program	Levelland	TX	Regular	6/30/2003 recert
158	The College of New Jersey	Math-Sci & Writ.-Rdg. Lab Tutorial P	Trenton	NJ	Regular, Advanced, Master	6/30/2003 recert
159	Peace College	Tutor Training Program	Raleigh	NC	Regular	6/30/2003 recert
160	Northeastern Jr. College	Study Skills Student Tutor Program	Sterling	CO	Regular	6/30/2003 recert
161	Johnson County Community College	Writing Center Peer Tutors	Overland Park	KS	Regular, Advanced	6/30/2003 recert
162	Bradford College	Academic Resource Ctr.	Bradford	MA	Regular, Advanced	6/30/2003 recert
163	San Diego State University	Student Affairs	San Diego	CA	Regular	6/30/2003 recert
164	Miami University	Learning Assistance	Oxford	OH	Regular, Advanced, Master	6/30/2003 recert
165	Franklin University	Teaching & Learning Ctr./Tutoring	Columbus	OH	Regular, Advanced, Master	6/30/2003 recert
166	Monroe County Community College	Learning Assistance Lab Tutoring	Monroe	MI	Regular, Advanced	6/30/2003 recert
167	Long Island University - Brooklyn Camp	Academic Reinforcement Ctr.	Brooklyn	NY	Regular	6/30/2003 recert
168	Seward County Community College	Academic Achievement Ctr. Tutoring	Liberal	KS	Regular, Advanced	6/30/2003 recert
169	Lake Tahoe Community College	Tutor Training Program	S. Lake Tahoe	CA	Regular	6/30/2003 recert
170	Cabrillo College	Tutorial Program	Aptos	CA	Regular, Advanced, Master	6/30/2003 recert
171	The University of Akron	Dept. of Dev. Ed. - Tutorial Program	Akron	OH	Regular, Advanced, Master	6/30/2003 recert
172	Triton College	Learning Assistance Ctr.	River Grove	IL	Regular, Advanced	6/30/2003 recert
173	Paine College	Tutorial & Enrichment Ctr.	Augusta	GA	Regular, Advanced	6/30/2003 recert
174	Lorain County Community College	The Individualized Learning Support	Elyria	OH	Regular	6/30/2003 recert
175	Nyack College	Learning Assistance Services	Nyack	NY	Regular	Decert. 10/98

ID	Name	Program	City	State	Levels	Recert Due
176	New Hampshire Technical College	CACD Peer Tutoring Program	Berlin	NH	Regular	Decert. 12/98
177	Linn-Benton Community College	Tutoring Program	Albany	OR	Regular	6/30/2003 recert
178	Middle Tennessee State University	Developmental Studies Tutoring Prog.	Murfreesboro	TN	Regular, Advanced, Master	6/30/2003 recert
179	Southwest Texas State University	Student Learning Assistance Ctr.	San Marcos	TX	Regular, Advanced, Master	6/30/2004 recert
180	State Technical Institute-Memphis	DUCKS Peer Tutoring Program	Memphis	TN	Regular, Advanced, Master	6/30/2004 recert
181	Baker College of Flint	Learning Support Ctr.	Flint	MI	Regular, Advanced, Master	6/30/2004 recert
182	University of Massachusetts-Amherst	Learning Support Services	Amherst	MA	Regular, Advanced	6/30/2004 recert
183	Lesley College	Center for Academic Achievement	Cambridge	MA	Regular, Advanced	6/30/2004 recert
184	Muskingum Area Technical College	Peer Tutoring Program	Zanesville	OH	Regular, Advanced	6/30/2004 recert
185	Kapi'olani Community College	Learning Assistance Ctr.	Honolulu	HI	Regular	6/30/99 recert
186	University of Minnesota-Duluth	Tutoring Center	Duluth	MN	Regular, Advanced, Master	6/30/2004 recert
187	Arizona State University-West	Student Support Services Program	Phoenix	AZ	Regular, Advanced	6/30/2004 recert
188	Antelope Valley College	Writing Ctr.	Lancaster	CA	Regular, Advanced, Master	6/30/99 recert
189	Fisk University	Hughes Science Learning Ctr.	Nashville	TN	Regular	6/30/99 recert
190	Blackburn College	Tutor/SI Program	Carlinville	IL	Regular, Advanced	6/30/99 recert
191	Blackburn College	Writing Assistants Program	Carlinville	IL	Regular, Advanced	6/30/99 recert
192	Southern Illinois University-Carbondale	Tutor Training Program	Carbondale	IL	Regular, Advanced	6/30/2004 recert
193	Rose State College	Peer Tutoring Program	Midwest City	OK	Regular	6/30/2004 recert
194	U.S. Coast Guard Academy	Peer Tutor Program	New London	CT	Regular	6/30/2004 recert
195	Kent State University	Academic Service Center	Kent	OH	Regular	6/30/2004 recert
196	Kent State University	Learning Development Program	Kent	OH	Regular	6/30/2004 recert
197	Harding University	Student Support Services	Searcy	AR	Regular, Advanced, Master	6/30/2004 recert
198	Rocky Mountain College	Services for Academic Success	Billings	MT	Regular	6/30/2004 recert
199	California Polytechnic State Univ.-SLO	Engineering Technical Study Ctr.	San Luis Obisp	CA	Regular, Advanced, Master	6/30/99 recert
200	Joint School District #251	Tutorial Staff of Migrant & Chapter 1	Rigby	ID	Regular, Advanced	Decert 2/99
201	Joint School District #251	Highs School Cross Age Tutors	Rigby	ID	Regular	Decert 2/99
202	University of Northern British Columbia	Learning Skills Centre Tutor Training	Prince George	Canada	Regular, Advanced, Master	6/30/2000 recert
203	California State Polytechnic - Pomona	Educational Opportunity Program	Pomona	CA	Regular	6/30/99 recert
204	Rider University	Education Enhancement Program	Lawrenceville	NJ	Regular, Advanced, Master	6/30/2004 recert
205	Augustana College	First Year Experience Academic Asso	Sioux Falls	SD	Regular	Decert. 4/25/96
206	Augustana College	Writing Center	Sioux Falls	SD	Regular	6/30/2004 recert
207	Johnson State College	Academic Support Services	Johnson	VT	Regular, Advanced, Master	6/30/99 recert
208	Indiana University Northwest	The Occupational Dev. Program	Gary	IN	Regular	6/30/2004 recert
209	Western Nevada Community College	Tutorial Program	Carson City	NV	Regular, Advanced, Master	6/30/99 recert
210	Assumption College	Academic Support Ctr.	Worcester	MA	Regular, Advanced, Master	6/30/2004 recert

ID	Name	Program	City	State	Levels	Recert Due
211	Eastern Wyoming College	Learning Center Tutor Program	Torrington	WY	Regular	6/30/2004 recert
212	St. Norbert College	Academic Mastery Program	De Pere	WI	Regular, Advanced	6/30/2004 recert
213	Baltimore City Community College	Tutoring Programs for Dev. Courses	Baltimore	MD	Regular	6/30/99 recert
214	Clemson University	Student Athlete Enrichment Programs	Clemson	SC	Regular, Advanced, Master	6/30/2004 recert
215	Ohio University	Program of Supplemental Instruction	Athens	OH	Regular Advanced, Master	6/30/2004 recert
216	Lewis University	Tutorial Services	Romeoville	IL	Regular	6/30/99 recert
217	Medical College of PA & Hahnemann	Student Resource Ctr.	Philadelphia	PA	Regular	6/30/99 recert
218	Newbury College	Academic Resource Ctr.	Brookline	MA	Regular	6/30/2004 recert
219	Brookhaven College	Tutorial Services	Farmers Branch	TX	Regular, Advanced	6/30/2004 recert
220	North Carolina State University	Undergraduate Studies Tutorial Ctr.	Raliegh	NC	Regular, Advanced, Master	6/30/2004 recert
221	Macomb Community College	The Tutorial Program	Clinton TWP	MI	Regular, Advanced, Master	6/30/99 recert
222	Sullivan County Community College	Ctr. for Learning Assistance	Loch Sheldrake	NY	Regular	6/30/2004 recert
223	St. Cloud State University	Academic Learning Ctr. Tutor Progra	St. Cloud	MN	Regular, Advanced, Master	6/30/2000 recert
224	Montana State University-Bozeman	Advance By Choice Tutor Training	Bozeman	MT	Regular, Advanced, Master	6/30/2000 recert
225	University of Main	Onward Tutor Program	Orono	ME	Regular, Advanced	6/30/2001 recert
226	Dean College	Writing Ctr. Tutors	Franklin	MA	Regular	Decert 11/97
227	Xavier University	Learning Assistance Program	Cincinnati	OH	Regular	6/30/2000 recert
228	Morehead State University	MSU Corps. an Americorps Program	Morehead	KY	Regular	6/30/2000 recert
229	Milwaukee Area Technical College	Tutoring Ctr.	Milwaukee	WI	Regular, Advanced, Master	6/30/2000 recert
230	University of Scranton	Learning Resources Ctr.	Scranton	PA	Regular	6/30/2000 recert
231	Three Rivers Community-Technical	Peer Tutoring Program	Norwich	CT	Regular	6/30/2002 recert
232	Middlesex Community-Technical	College Learning Ctr.	Middletown	CT	Regular	6/30/2000 recert
233	University of New Hampshire	Tutoring Program of the Ctr.	Durham	NH	Regular, Advanced, Master	6/30/2004 recert
234	University of Miami	Athletic Dept., Academic Support	Coral Gables	FL	Regular	6/30/2000 recert
235	North Hennepin Community College	College Learning Ctr. Peer Tutor Prog.	Brooklyn Park	MN	Regular, Advanced, Master	6/30/2000 recert
236	California State Polytechnic - Pomona	Learning Resource Ctr.	Pomona	CA	Regular, Advanced	6/30/2002 recert
237	Northwest Missouri State University	Talent Dev. Ctr.	Maryville	MO	Regular, Advanced, Master	6/30/2002 recert
238	Eastern Arizona College	Aspire Program	Thatcher	AZ	Regular	6/30/2000 recert
239	California State Univ.-San Bernardino	Learning Ctr. Tutorial Program	San Bernardino	CA	Regular, Advannced	6/30/2000 recert
240	Utah Valley State College	Peer Tutoring Program	Orem	UT	Regular, Advanced, Master	6/30/2000 recert
241	New Hampshire College	Learning Ctr., Tutor Training Program	Manchester	NH	Regular, Advanced, Master	6/30/2000 recert
242	University of Tampa	Academic Ctr. for Excellence	Tampa	FL	Regular, Advance, Master	6/30/2000 recert
243	Spelman College	Learning Resources Ctr's Peer Tutor	Atlanta	GA	Regular	6/30/2000 recert
244	Floyd College	Tutors-for-Success	Rome	GA	Regular, Advanced, Master	Decert. 3/1/98
245	Utah Valley State College	Math Lab	Orem	UT	Regular	6/30/2000 recert

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246	University of TX-Brownsville & Southm	Learning Assistance Ctr. Training Pro	Brownsville	TX	Regular, Advanced, Master	6/30/2000 recert
247	Rowan College of New Jersey	Tutorial Services	Glassboro	NJ	Regular	6/30/2000 recert
248	Montana State University-Northern	Student Support Services Tutorial Pro	Havre	MT	Regular	6/30/2000 recert
249	Piedmont College	Tutorial Ctr.	Demorest	GA	Regular	6/30/2000 recert
250	El Camino Community College	Learning Resources Ctr. Tutorial Prog.	Torrance	CA	Regular, Advanced	6/30/2002 recert
251	Appalachian State University	Upward Bound	Boone	NC	Regular	6/30/2000 recert
252	University of Idaho	Tutoring & Academic Assistance Ctr.	Moscow	ID	Regular, Advanced, Master	6/30/2000 recert
253	Widener University	RAS Tutoring Program	Chester	PA	Regular, Advanced, Master	6/30/2000 recert
254	University of Wisconsin-Eau Claire	Academic Skills Ctr. Tutoring	Eau Claire	WI	Regular	6/30/2000 recert
255	Walla Walla College	Teaching Learning Ctr.	College Place	WA	Regular, Advanced, Master	6/30/2000 recert
256	Allegheny College	Tutoring Program	Cumberland	MD	Regular	6/30/2000 recert
257	St Lawrence University	Peer Tutor Program	Canton	NY	Regular	Decert. 11/97
258	Mount Ida College	Peer Tutor Program	Newton Centre	MA	Regular	6/30/2000 recert
259	Utah State University	Learning & Life Skills Ctr.	Logan	UT	Regular	6/30/2000 recert
260	Shepherd College	Tutor Training Program & Writing Ctr	Shepherdstown	W.VA	Regular, Advanced	6/30/2000 recert
261	Central Arizona College-Aravaipa	Learning Ctr. Tutor Training Program	Winkelman	AZ	Regular	6/30/2000 recert
262	Mesa State College	Academic Services Tutoring Program	Grand Junction	CO	Regular	6/30/2000 recert
263	Delta College	Peer Mentor Program	University Ctr.	MI	Regular	6/30/2000 recert
264	Delta College	Tutoring Program	Univeristy Ctr.	MI	Regular, Advance, Master	6/30/2000 recert
265	Baptist Bible College	Learning Ctr.	Springfield	MO	Regular	6/30/2000 recert
266	Everett Community College	Writing Ctr. Tutor Training Program	Everett	WA	Regular, Advanced, Master	6/30/2000 recert
267	University of TX - Austin	Tutoring Program in Rdg/Writ/SS Lab	Austin	TX	Regular, Advanced, Master	6/30/2002 recert
268	Howard Community College	Learning Assistance Ctr. Tutoring	Columbia	MD	Regular, Advanced, Master	6/30/2000 recert
269	Southwest State University	Tutor Training	Marshall	MN	Regular, Advanced, Master	6/30/2000 recert
270	Itasca Community College	Academic Resource Ctr. Tutoring Prog	Grand Rapids	MN	Regular	6/30/2000 recert
271	University of TX - Austin	Student Athlete Academic Support	Austin	TX	Regular	6/30/2000 recert
272	Hampton University	Student Support Services	Hampton	VA	Regular	6/30/2000 recert
273	Bristol Community College	Tutoring and Academic Support Ctr.,	Fall River	MA	Regular, Advanced, Master	6/30/2000 recert
274	Cal Poly State University - San Luis Obis	Study Group Program/Math WS Prog.	San Luis Obisp	CA	Regular, Advanced	6/30/2000 recert
275	University of La Verne	Learning Enhancement Services	La Verne	CA	Regular	6/30/2000 recert
276	New Mexico State University-Alamagord	Math Learning Ctr.	Alamagordo	NM	Regular, Advanced	6/30/2000 recert
277	Indiana University-South Bend	Academic Resource Ctr. Peer Tutor	South Bend	IN	Regular	Decert. 3/1/98
278	Northern Illinois University	ACCESS/Peer Assisted Learning	DeKalb	IL	Regular	6/30/2000 recert
279	Woodbury University	Learning Ctr.	Burbank	CA	Regular	6/30/2000 recert
280	Ft. Lewis College	Program for Academic Advancement	Durango	CO	Regular	6/30/2000 recert

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281	Abilene Christian University	Learning Enhancement Ctr.	Abilene	TX	Regular, Advance	6/30/2000 recert
282	University of Bridgeport	Academic Resource Ctr.	Bridgeport	CT	Regular	6/30/2001 recert
283	Columbus State University	Tutorial Services Program	Columbus	GA	Regular	6/30/2001 recert
284	Potsdam College of SUNY	Tutoring Program	Potsdam	NY	Regular	Decert. 6/5/97
285	Virginia Tech	The Ctr for Academic Enrichment & E	Blacksburg	VA	Regular, Advanced, Master	6/30/2000 recert
286	Amarillo College	Peer Tutoring	Amarillo	TX	Regular	6/30/2000 recert
287	Evergreen Valley College	Tutoring Program	San Jose	CA	Regular	6/30/2000 recert
288	Creighton University	Tutor Training Program	Omaha	NE	Regular	6/30/2001 recert
289	Southwestern Oregon Community Colleg	Tutoring Lab	Coos Bay	OR	Regular, Advanced, Master	6/30/2000 recert
290	University of NM - Valencia Campus	Learning & Resource Ctr.	Los Lunas	NM	Regular, Advanced, Master	6/30/2001 recert
291	Lake Superior College	Learning Resource Ctr.	Duluth	MN	Regular, Advanced, Master	6/30/2001 recert
292	Loyola College	Peer Tutoring Program	Baltimore	MD	Regular	6/30/2001 recert
293	University of the Pacific	Supportive Services Program	Stockton	CA	Regular	6/30/2001 recert
294	Bryant College	Tutor Training Program	Smithfield	RI	Regular	6/30/2001 recert
295	Ivy Tech State College	The Learning Ctr. Tutoring Program	Ft. Wayne	IN	Regular, Advanced	6/30/2001 recert
296	Laramie County Community College	Student Success Ctr./System for SS	Cheyenne	WY	Regular, Advanced, Master	6/30/2001 recert
297	Harford Community College	Tutoring Program	Bel Air	MD	Regular, Advanced	6/30/2001 recert
298	Cochise College	Campus Wide Tutoring Program	Douglas	AZ	Regular	6/30/2001 recert
299	Randolph Macon College	Patrick John Higgins Academic Ctr.	Ashland	VA	Regular	Decert. 12/98
300	Tennessee Technological University	Academic Dev. Learning Ctr.	Cookeville	TN	Regular	6/30/2001 recert
301	Wellesley College	Tutor Program	Wellesley	MA	Regular	6/30/2001 recert
302	Wellesley College	Peer Tutor Advisor/Peer Tutor Assoc.	Wellesley	MA	Regular	6/30/2001 recert
303	Florida Atlantic University	Tutorial Assistance Program	Boca Raton	FL	Regular	Decert 12/98
304	Santa Barbara City College	Tutorial 199	Santa Barbara	CA	Regular, Advanced	6/30/2001 recert
305	Durham Technical Community College	Campus Learning Center	Durham	NC	Regular, Advanced	6/30/2001 recert
306	Saint Anselm College	Academic Resource Ctr. Peer Tutor	Manchester	NH	Regular	6/30/2001 recert
307	State University of NY (SUNY)	Agriculture & Technology at Morrisvil	Morrisville	NY	Regular, Advanced	6/30/2001 recert
308	Smith College	Tutorial Services	Northampton	MA	Regular	Decert. 10/98
309	Shelby State Community College	Learning Assistance Ctr.	Memphis	TN	Regular, Advanced	6/30/2001 recert
310	Arizona State University	Student Affairs Learning Resource Ctr	Tempe	AZ	Regular	6/30/2001 recert
311	Lake Superior State University	Learning Ctr. Tutor Program	Sault Ste. Mari	MI	Regular, Advanced	6/30/2001 recert
312	Massasoit Community College	Academic Resource Ctr.	Brockton	MA	Regular	6/30/2001 recert
313	Hawaii Community College	The Learning Ctr., Tutor Training Pro	Hilo	HI	Regular	6/30/2001 recert
314	Central Arizona College	Tutor Training Program	Apache Junctio	AZ	Regular, Advanced, Master	6/30/2001 recert
315	St. Thomas Aquinas	Academic Skills Ctr.	Sparkill	NY	Regular	6/30/2001 recert

ID	Name	Program	City	State	Levels	Recert Due
316	Cloud County Community College	Peer Tutor Program	Concordia	KS	Regular	6/30/2001 recert
317	Capital Community-Tech College	Math Ctr.	Hartford	CT	Regular	6/30/2001 recert
318	Idaho State University	ASISU Content Area Tutoring	Pocatello	ID	Regular	6/30/2001 recert
319	McMurry University	Academic Enrichment Ctr.	Abilene	TX	Regular	6/30/2001 recert
320	Holyoke Community College	Learning Assistance Ctr.	Holyoke	MA	Regular, Advanced, Master	6/30/2001 recert
321	Las Positas College	Tutorial Program	Livermore	CA	Regular, Advanced, Master	6/30/2001 recert
322	Portland Community College	Tutor for Credit Program	Portland	OR	Regular, Advanced, Master	6/30/2001 recert
323	Tarleton State University	Teaching Learning Ctr. Tutor Training	Stephenville	TX	Regular, Advanced, Master	6/30/2001 recert
324	Kankakee Community College	Academic Skills Ctr.	Kankakee	IL	Regular	6/30/2001 recert
325	Lincoln Land Community College	Tutoring Services	Springfield	IL	Regular	6/30/2001 recert
326	Cayuga Community College	Academic Support Center	Auburn	NY	Regular	6/30/2001 recert
327	Shippensburg University	Learning Assistance Ctr.	Shippensburg	PA	Regular, Advanced, Master	6/30/2001 recert
328	University of Connecticut	Ctr. for Academic Programs, SSS	Storrs	CT	Regular, Advanced	6/30/2001 recert
329	University of Pittsburgh-Bradford	Academic Dev. Ctr.-Tutoring Program	Bradford	PA	Regular	6/30/2001 recert
330	New Hampshire Tech. Community Colle	Learning & Career Ctr: Peer Tutor Pr	Stratham	NH	Regular	6/30/2001 recert
331	Mt. San Antonio College	Tutorial Services	Walnut	CA	Regular	6/30/2001 recert
332	San Jose State University	Collaborative Training Institute	San Jose	CA	Regular, Advanced, Master	6/30/2001 recert
333	Glendale Community College	Learning Assistance Ctr. Tutor Trainin	Glendale	AZ	Regular, Advanced, Master	6/30/2001 recert
334	Abilene Christian University	Alph Academic Service	Abilene	TX	Regular, Advanced, Master	6/30/2001 recert
335	Univ. of Nevada - Reno	The Academic Skills Center	Reno	NV	Regular, Advanced	6/30/2001 recert
336	Waldorf College	Academic Achievement Ctr. Tutoring	Forest City	IA	Regular	6/30/2001 recert
337	Duluth Business Univ.	Student Mentoring Program	Duluth	MN	Regular	6/30/2001 recert
338	Heartland Community College	Tutor Program	Bloomington	IL	Regular, Advanced, Master	6/30/2001 recert
339	University of Southern Colorado	Student Support Services	Pueblo	CO	Regular, Advanced, Master	6/30/2002 recert
340	University of North Florida	Academic Resource Center	Jacksonville	FL	Regular	6/30/2001 recert
341	Pacific University	Tutorial Center	Stockton	CA	Regular, Advanced	6/30/2001 recert
342	Pacific University	Language Arts	Stockton	CA	Regular, Advanced	NOT RENEWIN
343	Pacific University	Mathematics Resource Ctr.	Stockton	CA	Regular, Advanced	6/30/2001 recert
344	Gaston College	Peer Tutoring Program	Dallas	NC	Regular	6/30/2001 recert
345	Utah Valley State College	ATAC Assisted Learning Program	Orem	UT	Regular, Advanced, Master	6/30/2002 recert
346	Lake Michigan College	Transitional Studies Tutoring Program	Benton Harbor	MI	Regular, Advanced, Master	6/30/2002 recert
347	Bucks County Community College	ACT 101 - Goals Program	Newtown	PA	Regular, Advanced, Master	6/30/2002 recert
348	Univ. of College of the Cariboo	Writing Ctr.	Kamloops	Canada	Regular, Advanced, Master	6/30/2002 recert
349	Charleston Southern University	The Learning Center	Charleston	SC	Regular	6/30/2002 recert
350	Rockhurst College	Learning Ctr. Tutor Training Program	Kansas City	MO	Regular	6/30/2002 recert

ID	Name	Program	City	State	Levels	Recert Due
351	Beaver College	Education Enhancement Ctr.	Glenside	PA	Regular	6/30/2002 recert
352	Phoenix College	Learning Ct. Tutor Training Program	Phoenix	AZ	Regular, Advanced, Master	6/30/2002 recert
353	The C.C. of Baltimore County Essex Ca	Tutoring Program	Baltimore	MD	Regular	6/30/2002 recert
354	Univ. of California-Irvine	Learning & Academic Resource Ctr.	Irvine	CA	Regular, Advanced, Master	6/30/2002 recert
355	Arizona State University	Writing Center	Tempe	AZ	Regular, Advanced, Master	6/30/2002 recert
356	Becker College	Academic Support Services	Worcester	MA	Regular	6/30/2002 recert
357	Wayne State College	STRIDE Student Support Services	Wayne	NE	Regular, Advanced, Master	6/30/2002 recert
358	Ranken Technical College	Tutor Training Program	St. Louis	MO	Regular, Advanced, Master	6/30/99 renew
359	Kettering University	Tutor Program	Flint	MI	Regular	6/30/2002 recert
360	Albuquerque Tech.-Vocational Institute	Assistance Ctrs for Education	Albuquerque	NM	Regular	6/30/2002 recert
361	MidSouth Community College	Learning Center	West Memphis	AR	Regular, Advanced, Master	6/30/2002 recert
362	Bryant & Stratton College	Tutor Program	Cleveland	OH	Regular	6/30/2002 recert
363	Texas A & M-Corpus Christi	Tutoring & Learning Ctr.	Corpus Christi	TX	Regular	6/30/99 renew
364	Allan Hancock College	Tutorial Ctr.	Santa Maria	CA	Regular, Advanced	6/30/2002 recert
365	Schreiner College	Learning Support Services	Kerrville	TX	Regular	6/30/2002 recert
366	Oakland University	Academic Skills Ctr.	Rochester	MI	Regular, Advanced, Master	6/30/2002 recert
367	Weatherford College	Success Connection	Weatherford	TX	Regular, Advanced	6/30/2002 recert
368	Hiwassee College	Student Support Services	Madisonville	TN	Regular, Advanced, Master	6/30/2002 recert
369	Philadelphia University	The Academic Science Center	Philadelphia	PA	Regular, Advanced	6/30/2002 recert
370	Community College of Rhode Island	Access to Opportunity Program	Warwick	RI	Regular	6/30/2002 recert
371	Massachusetts Bay Community College	Peer Tutoring Program	Wellesley Hills	MA	Regular	6/30/2002 recert
372	Northwest College	Peer Tutor Program	Powell	WY	Regular	6/30/99 renew
373	TX A & M International University	The AEC Tutoring Ctr.	Laredo	TX	Regular, Advanced, Master	6/30/2002 recert
374	Lehigh Carbon Community College	Writing Lab	Schnecksville	PA	Regular	6/30/2002 recert
375	Dyersburg State Community College	Student Success Ctr.	Dyersburg	TN	Regular	6/30/2002 recert
376	El Paso Community College	Ctr. for Students with Disabilities	El Paso	TX	Regular, Advanced, Master	6/30/2002 recert
377	Biola University	Learning Assistance Services	La Mirada	CA	Regular, Advanced, Master	6/30/2002 recert
378	University of Vermont	Subject-Area Tutoring Program	Burlington	VT	Regular	6/30/2002 recert
379	Kutztown University	Tutoring Program	Kutztown	PA	Regular, Advanced	6/30/2002 recert
380	Lansing Community College	Tutorial Services	Lansing	MI	Regular, Advanced, Master	6/30/2002 recert
381	North Arkansas College	Learning Assistance Ct. Tutor Progra	Harrison	AR	Regular	6/30/99 renew
382	Purdue University-North Central	Student Support Services	Westville	IN	Regular	6/30/2000 renew
383	U.T. Pan American	Learning Assistance Ctr. Tutoring Pro	Edinburg	TX	Regular, Advanced	6/30/2002 recert
384	Northampton Community College	Learning Center	Bethlehem	PA	Regular, Advanced, Master	6/30/2002 recert
385	Sault College	Peer Tutor Program	Marie ON	Canada	Regular	6/30/99 renew

ID	Name	Program	City	State	Levels	Recert Due
386	Loyola Marymount University	Learning Resource Ctr.	Los Angeles	CA	Regular	6/30/2002 recert
387	SUNY at Buffalo	Educ. Opportunity Prog. Tutorial Com	Buffalo	NY	Regular, Advanced, Master	6/30/2002 recert
388	Harrisburg Area Community College	Writing Lab Tutor Training	Harrisburg	PA	Regular	8/99
389	Alfred State College	Peer Tutoring Program	Alfred	NY	Regular	6/30/2002 recert
390	Union County College	Academic Learning Centers	Cranford	NJ	Regular, Advanced, Master	6/30/2002 recert
391	El Paso Community College	Tutorial Services	El Paso	TX	Regular, Advanced, Master	6/30/2002 recert
392	Arizona State University	Freshman Year Exp. Tutoring Program	Tempe	AZ	Regular	6/30/2002 recert
393	Lakeland Community College	Tutorial Services	Kirtland	OH	Regular, Advanced	6/30/2002 recert
394	Western Nebraska Community College	Tutor Program	Scottsbluff	NE	Regular	6/30/2002 recert
395	Santiago Canyon College	Tutoring Ctr.-Tutor Training Program	Orange	CA	Regular, Advanced, Master	6/30/2002 recert
396	Chattanooga State Tech Community Coll	Mathematics Ctr.	Chattanooga	TN	Regular	6/30/2002 recert
397	Mount Wachusett Community College	Writing Center	Gardner	MA	Regular, Advanced	6/30/2002 recert
398	Chabot College	Tutorials Instructional Program	Hayward	CA	Regular, Advanced, Master	6/30/2002 recert
399	Lane Community College	Tutor Program	Eugene	OR	Regular, Advanced	6/30/2002 recert
400	University of Pennsylvania	Tutoring & Learning Resources	Philadelphia	PA	Regular, Advanced, Master	6/30/2002 recert
401	Eastern Oklahoma State College	Student Support Services	Wilburton	OK	Regular	6/30/2002 recert
402	McLennan Community College	Student Support Services	Waco	TX	Regular	6/30/2002 recert
403	Kent State Trumbull Campus	Skill Center	Warren	OH	Regular	6/30/2002 recert
404	Montgomery County Community Colleg	Learning Assistance Lab	Blue Bell	PA	Regular, Advanced	6/30/2002 recert
405	The Bell Foundation	Bell Foundation	Cambridge	MA	Regular	6/30/2002 recert
406	Colorado College	Peer Tutoring in Writing	Colorado Sprin	CO	Regular, Advanced	6/30/2000 renew
407	St. Louis Community College-Meramec	Peer Tutoring Program	St. Louis	MO	Regular	6/30/2000 renew
408	Grace College	Tutoring Program	Winona Lake	IN	Regular	6/30/2001 renew
409	Anna Maria College	Learning Center	Paxton	MA	Regular, Advanced	6/30/2000 renew
410	University of Wisconsin-Waukesha	Study Ctr. Tutoring Program	Waukesha	WI	Regular	6/30/2000 renew
411	Humboldt State University	The Learning Center	Arcata	CA	Regular	6/30/2000 renew
412	Sunshine Coast University	Peer Advisor Training	Queensland	Austra	Regular, Advanced, Master	2/99
413	Cincinnati State Technical & Community	Tutoring Centers Program	Cincinnati	OH	Regular, Advanced	6/30/2000 renew
414	Bunker Hill Community College	The Success Program	Boston	MA	Regular, Advanced	6/30/2000 renew
415	Central Wyoming College	Student Support Services	Riverton	WY	Regular, Advanced, Master	6/30/2000 renew
416	Holy Cross College	Learning Resource Center	Nortre Dame	IN	Regular	6/30/2000 renew
417	New Hampshire Community Tech Colleg	Peer Tutor Program	Manchester	NH	Regular	6/30/2000 renew
418	Pioneer High School	Peer Tutor Program	San Jose	CA	Regular	6/30/2004 recert
419	SUNY-Cortland	Peer Tutor Program	Cortland	NY	Regular	6/30/2000 renew
420	Trinity College	Academic Resource Ctr. Tutor Prog.	Washington	DC	Regular	6/30/2000 recert

University Record

ID	Name	Program	City	State	Levels	Recert Due
421	Saint Francis	Learning Resource Ctr. Tutorial Prog.	Loretto	PA	Regular, Advanced, Master	4/99
422	West Chester University	University Tutoring Center	West Chester	PA	Regular	6/30/2001 renew
423	Hazard Community College	Student Support Serv. Tutoring Prog.	Hazard	KY	Regular	6/30/2000 renew
424	DeVry Institute of Technology-Dupage	Academic Support Center	Addison	IL	Regular	6/30/2000 renew
425	The Univ. of Maryland Baltimore County	The Learning Resources Ct & SSS	Baltimore	MD	Regular	6/30/2000 renew
426	University of Southern California	Student Athlete Acad. Serv. Tutoring	Los Angeles	CA	Regular	6/30/2001 renew
427	Lycoming College	Writing Tutor Training Acad. Res. Ctr.	Williamsport	PA	Regular	6/30/2000 renew
428	Tomball College	Learning Assistance Ctr. Tutor Dev. Pro	Tomball	TX	Regular, Advanced	6/30/2001 renew
429	Univ. of Central Arkansas	University of Writing Center	Conway	AR	Regular, Advanced, Master	6/30/2001 renew
430	Univ. of Wyoming	Academic Services	Laramie	WY	Regular	6/30/2001 renew
431	Wayne State University	Academic Dev. Services Tutorial ...Ctr	Detroit	MI	Regular, Advanced, Master	6/30/2001 renew
432	Providence College	Tutorial Center	Providence	RI	Regular	6/30/2001 renew
433	Central Piedmont Community College	Academic Learning Ctr. T.T. Program	Charlotte	NC	Regular	6/30/2001 renew
434	College of the Redwoods	Tutor Training Program	Eureka	CA	Regular	6/30/2001 renew
435	CUPA Venango Campus	Learning Support Ctr.	Oil City	PA	Regular, Advanced, Master	6/30/2001 renew
436	North Harris College	Learning Ctr. Tutor Program	Houston	TX	Regular	6/30/2001 renew
437	College of St. Mary	Tutor Training Program	Omaha	NE	Regular	6/30/2001 renew
438	Eastern Washington University	Academic Support Center	Cheney	WA	Regular	6/30/2001 renew
439	Texas State Technical College	Dept. of Dev. Studies	Harlingen	TX	Regular, Advanced, Master	6/30/2001 renew
440	Randolph-Macon Woman's College	PASS Study Skills Tutoring Prog.	Lynchburg	VA	Regular, Advanced, Master	6/30/2001 renew
441	Wichita State University	Student Support Services	Wichita	KS	Regular, Advanced, Master	7/99
442	University of Puerto Rico	Dev. Education Program	Utua	PR	Regular	7/99
443	University of Maryland-College Park	Academic Achievement Program	College Park	MD	Regular, Advanced, Master	7/99
444	University of New South Wales	Writing Assistant Program	Sydney	NSWale	Regular, Advanced, Master	7/99
446	Chemeketa Community College	TRIO Education Talent Search	Salem	OR	Regular, Advanced, Master	8/99

**REPORT OF THE
INTERNATIONAL TUTOR CERTIFICATION PROGRAM
AND
INTERNATIONAL MENTOR CERTIFICATION PROGRAM**

Overview

Tutor Certification. Since March, 1989 a total of 443 college and university tutorial programs have received national tutor certification through CRLA. This represents a 100% increase in programs certified since 1996 when the coordinator assumed the responsibilities for the program. As of August 31, 1999, 47 programs have been decertified (14 in 1998-99) leaving a net of 396 programs with current certification. Eight programs are pending new certification. Over 1,061 tutor programs throughout the US and Canada have received tutor certification packets. This shows approximately 38% of those receiving information actually get certification. One hundred and sixty-four tutor certification packets had been requested in 1998-99 as of July 31. A list of certified programs is appended. It should be mentioned that three of the tutor programs that have received certification are high school programs. One certified program is a foundation that works solely with educational institutions. Their tenure is indicated by the date on the directory in the Appendix. The CRLA International Tutor Certification Program has set up rigorous standards that enable a limited number of such outstanding programs to be so certified.

Mentor Certification. The 1997-98 President, Kathy Carpenter spearheaded an initiative to also provide certification for Peer Mentors. Gladys Shaw, ITCP Coordinator, assisted her, and the Board officially approved the program which was introduced at the 1998 annual conference. One program has achieved certification, one is pending, and 58 information packets have been mailed as of August 31, 1999. It is anticipated that as many as three may be recognized at the Annual Conference in New Orleans.

Major accomplishments. A presentation was made at the National Kellogg Institute for Developmental Educators and a scheduled presentation at the Winter Institute for January, 2000. The year-old Mentor Certification program now also has a complete set of forms, guidelines, evaluator packets, and presentation modules in place.

Mission and Goals Statement

Mission. Self-governing standards distinguish professional associations. Tutoring and Mentoring are integral components of academic assistance programs whose staff members belong to professional associations for Reading, Writing, Learning, Math and Developmental Education which also include tutoring and mentoring as major components. Therefore, it is the mission of the ITCP/IMCP to provide the professional standards for training tutors and mentors which are established, maintained, and revised by practicing professionals with experience and expertise in these areas. It is further

intended that certification be awarded to programs that apply and meet the pre-established professional standards for training.

Goals. The general goals of the Certification programs are:

- (1) to establish minimum hours for training at each of three levels of certification.
- (2) to provide guidance for training content, modes of instruction, tutor and mentor selection, and evaluation based on extensive input from professionals in the field.
- (3) to keep standards responsive to the needs of individual programs and the profession through review by the ITCP/IMCP committees at their meetings during the annual CRLA Conference.
- (4) to administer the program under the authority and guidance of the CRLA Executive Board and/or its delegates.
- (5) to widely disseminate information about ITCP/IMCP at professional conferences, in newsletters, and on the internet.
- (6) to mentor professionals new to tutoring and mentoring training programs and/or the certification process with courteous, timely advice.
- (7) to share the training activities and resources of expert trainers through formal presentations at professional conferences.
- (8) to make available supplemental resources related to the development and implementation of tutor and mentor training programs such as, but not limited to, self-assessments of training programs, bibliographies, directories, and training manuals.

Name Change

In the Fall of 1992 the board approved the name change from: CRLA Tutor Certification Committee to CRLA International Tutor Certification Program. In 1998, a Mentor Certification Program was added to the certification program and the name was changed to the International Tutor Certification Program and International Mentor Certification Program. The combined program may be coordinated by a coordinator and assistant or, if needed, two coordinators and two assistant coordinators to conduct the actual evaluations and certifications separately. Forms and records are separately maintained for the two programs, and a separate committee is established for each.

Certification Forms and Fees

In 1997-98 the committee requested and the Board approved a fee increase from \$25 to \$50 for the five year certification. The fees are the same for each certification program: \$50 first year; \$25 three-year renewal; \$50 five-year renewal. No revisions were made in the application forms this year.

Committee Activities

The ITCP committee currently numbers 39 and has had a remarkably stable core of members since its inception. Several current members were also founding members of the program.

This year the committee continued to function as a participative decision-making body and as individual and cooperative conference presenters as well as evaluators. A list has been submitted for Certificates of Appreciation and one is appended here. This has again resulted in very positive benefits for the program. The coordinators and committee members will present a third annual institute for tutor trainers at the 1999 Annual Conference. The institute agenda is appended. A concurrent session will also be presented by the coordinators and committee members on getting programs certified both for mentoring and tutoring. Other presentations by the coordinators and committee members included presentations at the Texas Conference for Academic Support Programs, NADE, NTA, MRADE, TNADE, ARKADE, MCLCA, SCADE, Mid-Atlantic College Reading Association, NMCRLA, The New Jersey Association of Developmental Educators, Quill (Learning centers of New Jersey), PADE, Interstate Developmental Educators Association, the Connecticut Community-Technical College Third Symposium, and the Minnesota Developmental Education Association. Mentoring contacts totaled in the hundreds.

In addition to the presentations noted above, the Certification Program was publicized in national and state newsletters of NADE, CRLA, NTA, the CRLA Tutoring Exchange, and at the Kellogg Institute.

The Second Annual Institute for Tutor Trainers was presented in Salt Lake City; a third one is scheduled for New Orleans, and the second Tutor Training Leadership Institute for training tutors will be presented at the 1999 CASP Conference in El Paso in October, 1999. Past-President Kathy Carpenter is a featured trainer in the CASP Institute. The coordinators worked closely with Dr. Russ Hodges to implement the pilot in 1998 and participating tutors receive certification credit of four hours. Both CRLA and NADE have generously allotted \$500 to this effort in addition to the committee's annual budget. The resources: a Publicity Resource Guide and a Tutor Training Bibliography developed by the coordinator from input by committee members in 1998 are still available.

Concerns and issues expressed by evaluators and program participants have been collected over the year for consideration at the 1999 meetings of the two committees.

1998-99 Goals

	STATUS
1. Implement the Mentor Certification Program.	Accomplished
2. Obtain endorsements of other professional organizations for the Mentor Certification Program.	Accomplished
3. Update Presentation Modules for Tutor Certification with new data.	Accomplished
4. Develop and distribute Evaluator packets and Presentation Modules to committee members of the Mentor Certification Programs.	Accomplished
5. Publicize both programs in organizational newsletters and through presentations at state, local, and regional conferences.	Accomplished
6. Examine with the board the long term future of these programs.	In Progress
7. Try again to interest the Board in getting these programs included in the Kellogg, Winter and MCLCA Institutes and to help finance presentations at State and Regional Conferences.	Partially accomplished still in progress
8. Continue the prompt response and turnaround time for information requests and applications.	Accomplished
9. Submit names of committee members for appreciation certificates.	Accomplished
10. Conduct an annual meeting at the conference.	Accomplished
11. Organize a third Annual Training Institute for Tutor Trainers.	Accomplished
12. Organize and/or assist a second state training institute for tutors at CASP.	Accomplished
13. Conduct a certification session at the national conference.	Accomplished
14. Distribute Fact Sheets and certification packets, and solicit evaluator volunteers at all conferences attended.	Accomplished
15. Supply fliers, etc. for committee members attending conferences other than CRLA, NADE, and CASP.	Accomplished

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| 16. Make the Publicity Resource Guide and the Tutor Training Handbook, Tutor Training Bibliography widely available. | Accomplished |
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Additional Achievements

17. Revised the web page information.
18. Revised evaluators' packets and presentation modules to reflect fee changes made in 1997-98.
19. Prepared an information insert for the membership form.
20. Presented at the Kellogg Institute for Developmental Educators.
21. Scheduled is a presentation for January, 2000, at the Winter Institute for Learning Assistance Professionals in Tucson, AZ.
22. Scheduled presentation at the Annual COE Conference in San Antonio, TX.
23. Scheduled presentation at the 1999 CASP Conference in El Paso, TX.

1999-2000 Goals

1. Increase the number of Certified Mentor Programs by at least three programs.
2. Revise information and application packets as needed.
3. Publicize both programs in organizational newsletters, computer list serves, and through presentations at state, local, and regional conferences.
4. Continue the prompt response and turnaround time for information requests and applications.
5. Submit names of committee members for appreciation certificates.
6. Conduct an annual meeting at the conference.
7. Organize a fourth annual training institute for Tutor Trainers.
8. Organize a third state training institute for tutors.
9. Give certification presentations for tutoring and mentoring at CRLA, COE, CASP, NADE, the Winter Institute, and NTA.

10. Distribute Fact Sheets and certification packets, and solicit evaluator volunteers at all conferences attended.
11. Supply fliers, etc. for committee members attending conferences other than CRLA, NADE, and CASP.
12. Make the Publicity Resource Guide and the Tutor Training Handbook, Tutor Training Bibliography widely available.

Recommendations to the Board

1. Make the two Committee Meetings a regularly scheduled meeting at the annual conference so it doesn't have to be rethought, etc, every year.
2. Continue financial support for presentations at conferences of other related organizations. The fact that we have doubled the number of tutor programs certified in the last three years (certified as many new ones in three year as and the previous total for seven years) indicates that actively publicizing the programs does have a positive effect.
3. Continue consideration of a stable infrastructure for these programs.

APPENDIX

- List of Certified Programs
- List of Mentor Programs
- 1998-99 Tutor Certification Evaluators
- 1998-99 Tutor Certification Mentors
- 1998-99 Mentor Certification Evaluators
- 1999 CRLA Institute Agenda
- 1999 Tutor Training Leadership Institute Agenda
- General data

**General Operational Data
For the Certification Program
August 31, 1999**

Tutoring

Tutoring Recertifications due by year:

1999	25 Pending
2000	91
2001	94
2002	88
2003	37
2004	52

New Tutor Certifications by year:

1998-99	46 (counting 8 pending)
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Decertification by year:

1998-99	14
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Tutor Certification Packets mailed in 1998-99 (hundreds more distributed in presentations and at conferences):

121

Mentoring

New Mentor Certification by year:

1998-99	3
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Mentor Certification packets mailed by year (many more distributed in presentations and at conferences):

1998-99	58
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ID	Name	Program	City	State	Levels	Recert Due
1	University of Nebraska-Kearney	Resident Tutor Program	Kearney	NE	Regular, Advanced, Master	6/30/2003 recert
2	University of Texas - El Paso	Tutoring & Learning Ctr.	El Paso	TX	Regular, Advanced, Master	6/30/2003 recert
3	University of Montana	Edu. Opportunity Program	Missoula	MT	Regular, Advanced, Master	Decert. 10/98
4	University of Alaska-Anchorage	English Dept. Tutoring Program	Anchorage	AK	Regular, Advanced, Master	Decert. 9/98
5	University of Alaska-Anchorage	Learning Resources Ctr.	Anchorage	AK	Regular	6/30/2003 recert
6	University of New Mexico	Ctr. for Academic Program Support	Albuquerque	NM	Regular, Advanced, Master	6/30/2003 recert
7	Eastern New Mexico Univ.	Learning Support Tutoring Services	Portales	NM	Regular, Advanced, Master	6/30/2000 recert
8	Fairmont State College	Tutorial Program	Fairmont	W.VA	Regular, Advanced	6/30/2003 recert
9	Leland High School	Peer Tutor Program	San Jose	CA	Regular	6/30/2004 recert
10	Endicott College	Peer Tutor Program	Beverly	MA	Regular, Advanced	6/30/2004 recert
11	Chaminade Univ. of Honolulu	Academic Achievement Program	Honolulu	HI	Regular, Advanced, Master	6/30/2003 recert
12	West Hills College	Tutorial Program	Coalinga	CA	Regular, Advanced	6/30/99 recert
13	Pfeiffer College	Learning Center	Misenheimer	NC	Regular, Advanced, Master	6/30/2004 recert
14	Yukon College	Yukon Learn Tutor Training	Yukon	Canada	Regular, Advanced, Master	6/30/2004 recert
15	Maysville Community College		Maysville	KY	Regular	Decert. 10/16/94
16	Tulane University	Counseling & Testing/Educ. Resource	New Orleans	LA	Regular, Advanced	6/30/99 recert
17	Southern Alberta Institute of Technology	Learning Skills Centre	Calgary, Albert	Canada	Regular, Advanced, Master	6/30/2004 recert
18	Chemeketa Community College	Tutoring Services	Salem	OR	Regular, Advanced, Master	6/30/2004 recert
19	Louisiana State University	Student Support Services Program	Baton Rouge	LA	Regular, Advanced, Master	6/30/2004 recert
20	Windward Community College	STARR Program	Kaneohe	HI	Regular, Advanced, Master	6/30/2004 recert
21	Kenai Peninsula College	Tutor Program	Soldotna	AK	Regular, Advanced, Master	6/30/2004 recert
22	Kenai Peninsula College-Kachemak Bay	Peer Tutor Program	Homer	AK	Regular, Advanced, Master	6/30/2004 recert
23	Casper College	Peer Tutor Program	Casper	WY	Regular, Advanced, Master	6/30/2004 recert
24	Pima Community College-East Campus	Tutoring Ctr. Tutorial Program	Tucson	AZ	Regular, Advanced, Master	6/30/2004 recert
25	Northern Essex Community College	Peer Tutor Program	Haverhill	MA	Regular	6/30/2004 recert
26	Wayne State College	Peer Tutor Program	Wayne	NE	Regular, Advanced, Master	6/30/2000 recert
27	Sonoma State University	Tutorial Program	Rohnert Park	CA	Regular	6/30/99 recert
28	New Mexico State University	Student Support Services	Las Cruces	NM	Regular, Advanced, Master	6/30/2004 recert
29	Glendale Community College	Tutorial Program	Glendale	CA	Regular, Advanced, Master	6/30/99 recert
30	Schreiner College	Peer Tutor Program	Kerrville	TX	Regular	6/30/2004 recert
31	Austin College	Academic Skills Ctr.	Sherman	TX	Regular, Advanced	6/30/99 recert
32	University of Vermont	Learning Skills Program	Burlington	VT	Regular, Advanced, Master	6/30/2004 recert
33	Oakton Community College	Instructional Support Services	Des Plaines	IL	Regular, Advanced, Master	6/30/2004 recert
34	Ricks College	Tutoring Center	Rexburg	ID	Regular, Advanced	6/30/2004 recert
35	Ricks College	Reading Lab	Rexburg	ID	Regular, Advanced, Master	6/30/2004 recert

ID	Name	Program	City	State	Levels	Recert Due
36	Idaho State University	Developmental Mathematics	Pocatello	ID	Regular, Advanced	6/30/2004 recert
37	Idaho State University	Writing Lab	Pocatello	ID	Regular, Advanced	6/30/2004 recert
38	Fresno City College	Tutorial Ctr.	Fresno	CA	Regular, Advanced	6/30/99 recert
39	Lakeland College-Lloyd&Vemilion	Peer Tutor Program	Vermilion	Canada	Regular	6/30/2004 recert
40	Miami University		Oxford	OH	Regular	Decert. 9/17/91
41	University of Hawaii-Manoa		Honolulu	HI	Regular	Decert. 10/16/94
42	Paradise Valley Community College	Learning Assistance Ctr. Tutor Trainin	Phoenix	AZ	Regular, Advanced, Master	6/30/2004 recert
43	Minnesota State University	Learning Ctr.	Mankato	MN	Regular, Advanced, Master	6/30/2004 recert
44	Mendocino College	Tutoring Program	Ukiah	CA	Regular, Advanced, Master	6/30/2004 recert
45	Northeast Texas Community College	Academic Skills Ctr. Tutorial Program	Mt. Pleasant	TX	Regular, Advanced, Master	6/30/2000 recert
46	University of Texas - Austin	Learning Skills Ctr. Tutorial Assistanc	Austin	TX	Regular, Advanced, Master	6/30/2000 recert
47	Ashland Community College		Ashland	KY	Regular	Decert. 11/18/95
48	Campbellsville College		Campbellsville	KY	Regular	Decert. 8/3/92
49	Eastern Kentucky University		Richmond	KY	Regular	Decert. 8/3/92
50	Hazard Community College		Hazard	KY	Regular	Decert. 11/18/95
51	Morehead State University	Operation Graduation	Morehead	KY	Regular	Decert. 8/3/92
52	Pikeville College		Pikeville	KY	Regular	Decert. 8/3/92
53	Prestonsburg Community College		Prestonsburg	KY	Regular	Decert. 8/3/92
54	Somerset Community College		Somerset	KY	Regular	Decert. 8/3/92
55	Southeast Community College		Cumberland	KY	Regular	Decert. 8/3/92
56	Sue Bennett College		London	KY	Regular	Decert. 8/3/92
57	Western Kentucky University		Bowling Green	KY	Regular	Decert. 8/3/92
58	Pacific Lutheran University	Academic Assistance	Tacoma	WA	Regular, Advanced	6/30/2000 recert
59	Massachusetts Bay Community College		Wellesley Hills	MA	Regular, Advanced, Master	Decert. 11/18/95
60	Des Moines Area Community College	Peer Tutoring Program	Ankey	IA	Regular, Advanced	6/30/2000 recert
61	Adirondack Community College		Queensbury	NY	Regular	Decert. 8/3/92
62	California State University - Los Angeles	University Tutorial Ctr.	Los Angeles	CA	Regular, Advanced, Master	6/30/2000 recert
63	GateWay Community College		Phoenix	AZ	Regular, Advanced, Master	Decert. 11/18/95
64	Modesto Junior College	Student Services/Tutorial Services	Modesto	CA	Regular	6/30/2000 recert
65	Black Hawk College	Tutor Training Program	Moline	IL	Regular	6/30/2000 recert
66	Rock Valley College	Tutoring Program	Rockford	IL	Regular, Advanced, Master	6/30/2000 recert
67	Central Washington University	Special Services	Ellensburg	WA	Regular	6/30/2000 recert
68	Wilmington College	Peer Tutoring Program	Wilmington	OH	Regular	6/30/2000 recert
69	St. Ambrose University	Tutoring Program	Davenport	IA	Regular, Advanced, Master	6/30/2001 recert
70	Central Arizona College	Cooperative Learning Ctr.	Coolidge	AZ	Regular, Advanced, Master	6/30/2000 recert

ID	Name	Program	City	State	Levels	Recert Due
71	University of Northern Colorado	Tutoring Program/Ctr. for Human Enri	Greeley	CO	Regular, Advanced, Master	6/30/2000 recert
72	University of Houston	Learning Support Services	Houston	TX	Regular, Advanced, Master	6/30/2000 recert
73	Sheridan College	Advantage Tutor Program	Sheridan	WY	Regular, Advanced	6/30/2000 recert
74	Kingwood College	Academic Support Ctr.	Kingwood	TX	Regular, Advanced, Master	6/30/2000 recert
75	University of Southern California - Park	Center for Academic Support	Los Angeles	CA	Regular, Advanced, Master	6/30/2001 recert
76	Morehead State University	Special Services Learning Lab	Morehead	KY	Regular	6/30/2001 recert
77	State University of New York-Plattsburg	Writing Tutor Training Program	Plattsburgh	NY	Regular, Advanced	6/30/2002 recert
78	York Technical College	Tutoring Program	Rock Hill	SC	Regular, Advanced	6/30/2002 recert
79	Colorado State University	Academic Advancement Ctr.	Fort Collins	CO	Regular, Advanced	6/30/2001 recert
80	Navajo Community College	Tutorial Programs	Tsaile	AZ	Regular, Advanced, Master	Decert. 12/1/96
81	Slippery Rock University	Tutorial Ctr./Academic Support Servic	Slippery Rock	PA	Regular	6/30/2001 recert
82	The University of Akron/Wayne College	Learning Support Services	Orrville	OH	Regular, Advanced, Master	6/30/2001 recert
83	College of Charleston	Writing Lab	Charleston	SC	Regular, Advanced, Master	6/30/2000 recert
84	University of Houston	The Challenger Program	Houston	TX	Regular, Advanced, Master	6/30/2001 recert
85	Louisiana State University	Learning Assistance Ctr. Tutor Trainin	Baton Rouge	LA	Regular, Advanced	6/30/2001 recert
86	Brigham Young University	Tutoring	Provo	UT	Regular, Advanced, Master	6/30/2001 recert
87	College of Charleston	Languages Tutoring Lab	Charleston	SC	Regular	6/30/2001 recert
88	College of Charleston	Math Lab	Charleston	SC	Regular	6/30/2001 recert
89	Austin Community College-Northridge	The Learning Lab	Austin,	TX	Regular, Advanced, Master	6/30/99 recert
90	University of Southern Indiana	Academic Skills/Reading & English	Evansville	IN	Regular	6/30/2001 recert
91	University of Southern Indiana	Academic Skills/Math Clinic	Evansville	IN	Regular	6/30/2001 recert
92	University of Southern Indiana	Academic Skills/Learning Ctr.	Evansville	IN	Regular	Decert. 6/30/96
93	Boise State University	Tutorial Programs	Boise	ID	Regular, Advanced, Master	6/30/2001 recert
94	Jamestown C.C.-Cattaraugus County	Peer Tutoring Program	Olean	NY	Regular, Advanced	6/30/2001 recert
95	Austin Community College-Pinnacle	Parallel Studies Learning Labs	Austin	TX	Regular, Advanced, Master	6/30/2001 recert
96	Southern Virginia College for Women	Peer Tutoring Program	Buena Vista	VA	Regular	Decert. 12/1/96
97	Hesser College	Peer Tutoring Program	Manchester	NH	Regular	6/30/2001 recert
98	Tyler Junior College	Project Excel Peer Tutor Program	Tyler	TX	Regular	6/30/2001 recert
99	Wayne State University	Mathematics Tutoring Program	Detroit	MI	Regular, Advanced, Master	6/30/2001 recert
100	University of Arkansas-Fayetteville	Student Support Services/Tutoring	Fayetteville	AR	Regular	Decert. 3/1/98
101	Missouri Western State College	Center for Academic Support	St. Joseph	MO	Regular, Advanced, Master	6/30/2001 recert
102	Columbia College	Disabled Student Programs & Tutorin	Sonora	CA	Regular, Advanced	6/30/2001 recert
103	Columbia College	Learning Skills Ctr. Tutorial Program	Sonora	CA	Regular, Advanced	6/30/2001 recert
104	Briar Cliff College	Peer Tutoring Program	Sioux City	IA	Regular	Decert. 12/1/96
105	St. Edward's University	Academic & Career Services -SS Ctr.	Austin	TX	Regular, Advanced, Master	6/30/2001 recert

ID	Name	Program	City	State	Levels	Recert Due
106	Ventura College	Tutoring Program	Ventura	CA	Regular	Decert. 3/1/98
107	Minneapolis Community College	Learning Assistance Ctr. Tutor Trainin	Minneapolis	MN	Regular, Advanced, Master	6/30/2002 recert
108	Wake Forest University	Learning Assistance Program Tutorial	Winston-Salem	NC	Regular	6/30/2002 recert
109	Boston College	Learning Resources/Student Athletes	Chestnut Hill	MA	Regular, Advanced, Master	6/30/2002 recert
110	University of Wisconsin-River Falls	Writing Center	River Falls	WI	Regular	Decert 11/97
111	Saint Xavier University	The Learning Assistance Ctr.	Chicago	IL	Regular	6/30/2002 recert
112	Albuquerque Technical-Vocational	Tutorial/Learning Ctrs.	Albuquerque	NM	Regular	Decert 6/97
113	Harding University	Sears Learning Ctr.	Searcy	AR	Regular, Advance	6/30/2002 recert
114	University of Houston-Downtown		Houston	TX	Regular	Decert. 10/16/94
115	University of Pittsburgh	Math Undergraduate TA & Math Tuto	Pittsburgh	PA	Regular, Advanced	6/30/2002 recert
116	Weber State University	Student Support Services	Ogden	UT	Regular, Advanced	6/30/2002 recert
117	Wallace Community College	Pathways	Dothan	AL	Regular, Advanced, Master	6/30/2000 recert
118	Mt. Hood Community College	Developmental Education Division	Gresham	OR	Regular, Advanced, Master	6/30/2002 recert
119	Rutgers University	Learning Resource Ctr.	New Brunswic	NJ	Regular, Advanced	6/30/2003 recert
120	Suffolk University	Ballotti Learning Ctr.	Boston	MA	Regular, Advanced, Master	6/30/2002 recert
121	Cedar Valley College	Student Support Services/TRIO Prog.	Dallas	TX	Regular, Advanced	6/30/2001 recert
122	King's College	Tutoring Program	Wilkes-Barre	PA	Regular	6/30/2002 recert
123	Dona Ana Branch Community College	DABCC Tutorial Services Program	Las Cruces	NM	Regular, Advanced, Master	Decert 11/97
124	Dona Ana Branch Community College	Adult Basic Education Tutor Program	Las Cruces	NM	Regular, Advanced, Master	Decert 11/97
125	Boston College	Academic Development Ctr. Tutoring	Chestnut Hill	MA	Regular, Advanced	6/30/2002 recert
126	Patrick Henry Community College	Student Support Services	Martinsville	VA	Regular, Advanced, Master	6/30/2002 recert
127	Quinnipiac College	Learning Resources Ctr.	Hamden	CT	Regular, Advanced, Master	6/30/2002 recert
128	The Citadel	The Writing Center	Charleston	SC	Regular, Advanced, Master	6/30/2002 recert
129	McLennan Community College	Support Services Program	Waco	TX	Regular	Decert. 10/16/94
130	Bronx Community College-City Univ. N	PASS Center	Bronx	NY	Regular	6/30/2003 recert
131	University of New Hampshire-Mancheste	Tutor Training Progr. the Learning Ctr	Manchester	NH	Regular, Advanced, Master	6/30/2004 recert
132	University of Findlay	English 490: Writing Lab Practicum	Findlay	OH	Regular, Advanced	6/30/2000 recert
133	Muhlenberg College	Peer Tutoring Program	Allentown	PA	Regular, Advanced, Master	6/30/2002 recert
134	Washington State University	Peer Tutorial Program	Pullman	WA	Regular, Advanced, Master	6/30/2002 recert
135	Salt Lake Community College	Student Support Services	Salt Lake City	UT	Regular, Advanced	6/30/2002 recert
136	The University of Charleston	MET 110	Charleston	W.VA	Regular	6/30/2002 recert
137	Weber State University	Tutoring Services	Ogden	UT	Regular, Advanced, Master	6/30/2002 recert
138	Oxnard College	Tutor Training Program	Oxnard	CA	Regular	6/30/2000 recert
139	Brigham Young University-Hawaii	Reading/Writing Ctr.	Laie	HI	Regular, Advanced, Master	6/30/2002 recert
140	Northern Arizona University	Learning Assistance Ctr.	Flagstaff	AZ	Regular, Advanced, Master	6/30/2002 recert

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141	Valley City State University		Valley City	ND	Regular	Decert. 10/16/94
142	University of Pittsburgh	Learning Skills Ctr.	Pittsburgh	PA	Regular	6/30/2002 recert
143	Jackson State Community College	Academic Assistance Ctr Tutor Progra	Jackson	TN	Regular, Advanced, Master	6/30/2000 recert
144	Loyola University Chicago	Tutoring Program	Maywood	IL	Regular, Advanced, Master	6/30/2002 recert
145	University of Texas - Arlington	SOAR Cost Share Tutorial Programs	Arlington	TX	Regular, Advanced, Master	6/30/2002 recert
146	Garden City Community College	Mary Jo Williams Comprehensive Lea	Garden City	KS	Regular, Advanced	6/30/2002 recert
147	Bakersfield College	Tutoring Program	Bakersfield	CA	Regular, Advanced	6/30/2003 recert
148	University of New England	Learning Assistance Ctr.	Biddeford	ME	Regular, Advanced	6/30/2003 recert
149	Appalachian State University	Tutorial Services	Boone	NC	Regular, Advanced, Master	6/30/2003 recert
150	North Seattle Community College	The Loft Writing Ctr. Plus	Seattle	WA	Regular, Advanced, Master	6/30/2003 recert
151	St. Louis Community College-Florissant	Tutoring Services Program	St. Louis	MO	Regular	6/30/2003 recert
152	East Central University	Student Support Services	Ada	OK	Regular, Advanced	Decert. 10/98
153	University of Massachusetts-Lowell	Tutoring Services	Lowell	MA	Regular, Advanced	6/30/2003 recert
154	Clovis Community College	Phi Theta Kappa Peer Tutoring Prog.	Clovis	NM	Regular	6/30/2003 recert
155	St. Philips College	Educational Support Services	San Antonio	TX	Regular, Advanced, Master	6/30/2003 recert
156	The University of Arizona	Learning Center Tutor Program	Tucson	AZ	Regular, Advanced, Master	6/30/2003 recert
157	South Plains College	Peer Tutoring Program	Levelland	TX	Regular	6/30/2003 recert
158	The College of New Jersey	Math-Sci & Writ,-Rdg. Lab Tutorial P	Trenton	NJ	Regular, Advanced, Master	6/30/2003 recert
159	Peace College	Tutor Training Program	Raleigh	NC	Regular	6/30/2003 recert
160	Northeastern Jr. College	Study Skills Student Tutor Program	Sterling	CO	Regular	6/30/2003 recert
161	Johnson County Community College	Writing Center Peer Tutors	Overland Park	KS	Regular, Advanced	6/30/2003 recert
162	Bradford College	Academic Resource Ctr.	Bradford	MA	Regular, Advanced	6/30/2003 recert
163	San Diego State University	Student Affairs	San Diego	CA	Regular	6/30/2003 recert
164	Miami University	Learning Assistance	Oxford	OH	Regular, Advanced, Master	6/30/2003 recert
165	Franklin University	Teaching & Learning Ctr./Tutoring	Columbus	OH	Regular, Advanced, Master	6/30/2003 recert
166	Monroe County Community College	Learning Assistance Lab Tutoring	Monroe	MI	Regular, Advanced	6/30/2003 recert
167	Long Island University - Brooklyn Camp	Academic Reinforcement Ctr.	Brooklyn	NY	Regular	6/30/2003 recert
168	Seward County Community College	Academic Achievement Ctr. Tutoring	Liberal	KS	Regular, Advanced	6/30/2003 recert
169	Lake Tahoe Community College	Tutor Training Program	S. Lake Tahoe	CA	Regular	6/30/2003 recert
170	Cabrillo College	Tutorial Program	Aptos	CA	Regular, Advanced, Master	6/30/2003 recert
171	The University of Akron	Dept. of Dev. Ed. - Tutorial Program	Akron	OH	Regular, Advanced, Master	6/30/2003 recert
172	Triton College	Learning Assistance Ctr.	River Grove	IL	Regular, Advanced	6/30/2003 recert
173	Paine College	Tutorial & Enrichment Ctr.	Augusta	GA	Regular, Advanced	6/30/2003 recert
174	Lorain County Community College	The Individualized Learning Support	Elyria	OH	Regular	6/30/2003 recert
175	Nyack College	Learning Assistance Services	Nyack	NY	Regular	Decert. 10/98

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176	New Hampshire Technical College	CACD Peer Tutoring Program	Berlin	NH	Regular	Decert. 12/98
177	Linn-Benton Community College	Tutoring Program	Albany	OR	Regular	6/30/2003 recert
178	Middle Tennessee State University	Developmental Studies Tutoring Prog.	Murfreesboro	TN	Regular, Advanced, Master	6/30/2003 recert
179	Southwest Texas State University	Student Learning Assistance Ctr.	San Marcos	TX	Regular, Advanced, Master	6/30/2004 recert
180	State Technical Institute-Memphis	DUCKS Peer Tutoring Program	Memphis	TN	Regular, Advanced, Master	6/30/2004 recert
181	Baker College of Flint	Learning Support Ctr.	Flint	MI	Regular, Advanced, Master	6/30/2004 recert
182	University of Massachusetts-Amherst	Learning Support Services	Amherst	MA	Regular, Advanced	6/30/2004 recert
183	Lesley College	Center for Academic Achievement	Cambridge	MA	Regular, Advanced	6/30/2004 recert
184	Muskingum Area Technical College	Peer Tutoring Program	Zanesville	OH	Regular, Advanced	6/30/2004 recert
185	Kapi'olani Community College	Learning Assistance Ctr.	Honolulu	HI	Regular	6/30/99 recert
186	University of Minnesota-Duluth	Tutoring Center	Duluth	MN	Regular, Advanced, Master	6/30/2004 recert
187	Arizona State University-West	Student Support Services Program	Phoenix	AZ	Regular, Advanced	6/30/2004 recert
188	Antelope Valley College	Writing Ctr.	Lancaster	CA	Regular, Advanced, Master	6/30/99 recert
189	Fisk University	Hughes Science Learning Ctr.	Nashville	TN	Regular	6/30/99 recert
190	Blackburn College	Tutor/SI Program	Carlinville	IL	Regular, Advanced	6/30/99 recert
191	Blackburn College	Writing Assistants Program	Carlinville	IL	Regular, Advanced	6/30/99 recert
192	Southern Illinois University-Carbondale	Tutor Training Program	Carbondale	IL	Regular, Advanced	6/30/2004 recert
193	Rose State College	Peer Tutoring Program	Midwest City	OK	Regular	6/30/2004 recert
194	U.S. Coast Guard Academy	Peer Tutor Program	New London	CT	Regular	6/30/2004 recert
195	Kent State University	Academic Service Center	Kent	OH	Regular	6/30/2004 recert
196	Kent State University	Learning Development Program	Kent	OH	Regular	6/30/2004 recert
197	Harding University	Student Support Services	Searcy	AR	Regular, Advanced, Master	6/30/2004 recert
198	Rocky Mountain College	Services for Academic Success	Billings	MT	Regular	6/30/2004 recert
199	California Polytechnic State Univ.-SLO	Engineering Technical Study Ctr.	San Luis Obisp	CA	Regular, Advanced, Master	6/30/99 recert
200	Joint School District #251	Tutorial Staff of Migrant & Chapter 1	Rigby	ID	Regular, Advanced	Decert 2/99
201	Joint School District #251	Highs School Cross Age Tutors	Rigby	ID	Regular	Decert 2/99
202	University of Northern British Columbia	Learning Skills Centre Tutor Training	Prince George	Canada	Regular, Advanced, Master	6/30/2000 recert
203	California State Polytechnic - Pomona	Educational Opportunity Program	Pomona	CA	Regular	6/30/99 recert
204	Rider University	Education Enhancement Program	Lawrenceville	NJ	Regular, Advanced, Master	6/30/2004 recert
205	Augustana College	First Year Experience Academic Asso	Sioux Falls	SD	Regular	Decert. 4/25/96
206	Augustana College	Writing Center	Sioux Falls	SD	Regular	6/30/2004 recert
207	Johnson State College	Academic Support Services	Johnson	VT	Regular, Advanced, Master	6/30/99 recert
208	Indiana University Northwest	The Occupational Dev. Program	Gary	IN	Regular	6/30/2004 recert
209	Western Nevada Community College	Tutorial Program	Carson City	NV	Regular, Advanced, Master	6/30/99 recert
210	Assumption College	Academic Support Ctr.	Worcester	MA	Regular, Advanced, Master	6/30/2004 recert

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211	Eastern Wyoming College	Learning Center Tutor Program	Torrington	WY	Regular	6/30/2004 recert
212	St. Norbert College	Academic Mastery Program	De Pere	WI	Regular, Advanced	6/30/2004 recert
213	Baltimore City Community College	Tutoring Programs for Dev. Courses	Baltimore	MD	Regular	6/30/99 recert
214	Clemson University	Student Athlete Enrichment Programs	Clemson	SC	Regular, Advanced, Master	6/30/2004 recert
215	Ohio University	Program of Supplemental Instruction	Athens	OH	Regular Advanced, Master	6/30/2004 recert
216	Lewis University	Tutorial Services	Romeoville	IL	Regular	6/30/99 recert
217	Medical College of PA & Hahnemann	Student Resource Ctr.	Philadelphia	PA	Regular	6/30/99 recert
218	Newbury College	Academic Resource Ctr.	Brookline	MA	Regular	6/30/2004 recert
219	Brookhaven College	Tutorial Services	Farmers Branch	TX	Regular, Advanced	6/30/2004 recert
220	North Carolina State University	Undergraduate Studies Tutorial Ctr.	Raleigh	NC	Regular, Advanced, Master	6/30/2004 recert
221	Macomb Community College	The Tutorial Program	Clinton TWP	MI	Regular, Advanced, Master	6/30/99 recert
222	Sullivan County Community College	Ctr. for Learning Assistance	Loch Sheldrake	NY	Regular	6/30/2004 recert
223	St. Cloud State University	Academic Learning Ctr. Tutor Progra	St. Cloud	MN	Regular, Advanced, Master	6/30/2000 recert
224	Montana State University-Bozeman	Advance By Choice Tutor Training	Bozeman	MT	Regular, Advanced, Master	6/30/2000 recert
225	University of Main	Onward Tutor Program	Orono	ME	Regular, Advanced	6/30/2001 recert
226	Dean College	Writing Ctr. Tutors	Franklin	MA	Regular	Decert 11/97
227	Xavier University	Learning Assistance Program	Cincinnati	OH	Regular	6/30/2000 recert
228	Morehead State University	MSU Corps. an Americorps Program	Morehead	KY	Regular	6/30/2000 recert
229	Milwaukee Area Technical College	Tutoring Ctr.	Milwaukee	WI	Regular, Advanced, Master	6/30/2000 recert
230	University of Scranton	Learning Resources Ctr.	Scranton	PA	Regular	6/30/2000 recert
231	Three Rivers Community-Technical	Peer Tutoring Program	Norwich	CT	Regular	6/30/2002 recert
232	Middlesex Community-Technical	College Learning Ctr.	Middletown	CT	Regular	6/30/2000 recert
233	University of New Hampshire	Tutoring Program of the Ctr.	Durham	NH	Regular, Advanced, Master	6/30/2004 recert
234	University of Miami	Athletic Dept., Academic Support	Coral Gables	FL	Regular	6/30/2000 recert
235	North Hennepin Community College	College Learning Ctr. Peer Tutor Prog.	Brooklyn Park	MN	Regular, Advanced, Master	6/30/2000 recert
236	California State Polytechnic - Pomona	Learning Resource Ctr.	Pomona	CA	Regular, Advanced	6/30/2002 recert
237	Northwest Missouri State University	Talent Dev. Ctr.	Maryville	MO	Regular, Advanced, Master	6/30/2002 recert
238	Eastern Arizona College	Aspire Program	Thatcher	AZ	Regular	6/30/2000 recert
239	California State Univ.-San Bernardino	Learning Ctr. Tutorial Program	San Bernardino	CA	Regular, Advannced	6/30/2000 recert
240	Utah Valley State College	Peer Tutoring Program	Orem	UT	Regular, Advanced, Master	6/30/2000 recert
241	New Hampshire College	Learning Ctr., Tutor Training Program	Manchester	NH	Regular, Advanced, Master	6/30/2000 recert
242	University of Tampa	Academic Ctr. for Excellence	Tampa	FL	Regular, Advance, Master	6/30/2000 recert
243	Spelman College	Learning Resources Ctr's Peer Tutor	Atlanta	GA	Regular	6/30/2000 recert
244	Floyd College	Tutors-for-Success	Rome	GA	Regular, Advanced, Master	Decert. 3/1/98
245	Utah Valley State College	Math Lab	Orem	UT	Regular	6/30/2000 recert

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246	University of TX-Brownsville & Southm	Learning Assistance Ctr. Training Pro	Brownsville	TX	Regular, Advanced, Master	6/30/2000 recert
247	Rowan College of New Jersey	Tutorial Services	Glassboro	NJ	Regular	6/30/2000 recert
248	Montana State University-Northern	Student Support Services Tutorial Pro	Havre	MT	Regular	6/30/2000 recert
249	Piedmont College	Tutorial Ctr.	Demorest	GA	Regular	6/30/2000 recert
250	El Camino Community College	Learning Resources Ctr. Tutorial Prog.	Torrance	CA	Regular, Advanced	6/30/2002 recert
251	Appalachian State University	Upward Bound	Boone	NC	Regular	6/30/2000 recert
252	University of Idaho	Tutoring & Academic Assistance Ctr.	Moscow	ID	Regular, Advanced, Master	6/30/2000 recert
253	Widener University	RAS Tutoring Program	Chester	PA	Regular, Advanced, Master	6/30/2000 recert
254	University of Wisconsin-Eau Claire	Academic Skills Ctr. Tutoring	Eau Claire	WI	Regular	6/30/2000 recert
255	Walla Walla College	Teaching Learning Ctr.	College Place	WA	Regular, Advanced, Master	6/30/2000 recert
256	Allegheny College	Tutoring Program	Cumberland	MD	Regular	6/30/2000 recert
257	St Lawrence University	Peer Tutor Program	Canton	NY	Regular	Decert. 11/97
258	Mount Ida College	Peer Tutor Program	Newton Centre	MA	Regular	6/30/2000 recert
259	Utah State University	Learning & Life Skills Ctr.	Logan	UT	Regular	6/30/2000 recert
260	Shepherd College	Tutor Training Program & Writing Ctr	Shepherdstown	W.VA	Regular, Advanced	6/30/2000 recert
261	Central Arizona College-Aravaipa	Learning Ctr. Tutor Training Program	Winkelman	AZ	Regular	6/30/2000 recert
262	Mesa State College	Academic Services Tutoring Program	Grand Junction	CO	Regular	6/30/2000 recert
263	Delta College	Peer Mentor Program	University Ctr.	MI	Regular	6/30/2000 recert
264	Delta College	Tutoring Program	Univeristy Ctr.	MI	Regular, Advance, Master	6/30/2000 recert
265	Baptist Bible College	Learning Ctr.	Springfield	MO	Regular	6/30/2000 recert
266	Everett Community College	Writing Ctr. Tutor Training Program	Everett	WA	Regular, Advanced, Master	6/30/2000 recert
267	University of TX - Austin	Tutoring Program in Rdg/Writ/SS Lab	Austin	TX	Regular, Advanced, Master	6/30/2002 recert
268	Howard Community College	Learning Assistance Ctr. Tutoring	Columbia	MD	Regular, Advanced, Master	6/30/2000 recert
269	Southwest State University	Tutor Training	Marshall	MN	Regular, Advanced, Master	6/30/2000 recert
270	Itasca Community College	Academic Resource Ctr. Tutoring Prog	Grand Rapids	MN	Regular	6/30/2000 recert
271	University of TX - Austin	Student Athlete Academic Support	Austin	TX	Regular	6/30/2000 recert
272	Hampton University	Student Support Services	Hampton	VA	Regular	6/30/2000 recert
273	Bristol Community College	Tutoring and Academic Support Ctr.,	Fall River	MA	Regular, Advanced, Master	6/30/2000 recert
274	Cal Poly State University - San Luis Obis	Study Group Program/Math WS Prog.	San Luis Obisp	CA	Regular, Advanced	6/30/2000 recert
275	University of La Verne	Learning Enhancement Services	La Verne	CA	Regular	6/30/2000 recert
276	New Mexico State University-Alamagord	Math Learning Ctr.	Alamagordo	NM	Regular, Advanced	6/30/2000 recert
277	Indiana University-South Bend	Academic Resource Ctr. Peer Tutor	South Bend	IN	Regular	Decert. 3/1/98
278	Northern Illinois University	ACCESS/Peer Assisted Learning	DeKalb	IL	Regular	6/30/2000 recert
279	Woodbury University	Learning Ctr.	Burbank	CA	Regular	6/30/2000 recert
280	Ft. Lewis College	Program for Academic Advancement	Durango	CO	Regular	6/30/2000 recert

ID	Name	Program	City	State	Levels	Recert Due
281	Abilene Christian University	Learning Enhancement Ctr.	Abilene	TX	Regular, Advance	6/30/2000 recert
282	University of Bridgeport	Academic Resource Ctr.	Bridgeport	CT	Regular	6/30/2001 recert
283	Columbus State University	Tutorial Services Program	Columbus	GA	Regular	6/30/2001 recert
284	Potsdam College of SUNY	Tutoring Program	Potsdam	NY	Regular	Decert. 6/5/97
285	Virginia Tech	The Ctr for Academic Enrichment & E	Blacksburg	VA	Regular, Advanced, Master	6/30/2000 recert
286	Amarillo College	Peer Tutoring	Amarillo	TX	Regular	6/30/2000 recert
287	Evergreen Valley College	Tutoring Program	San Jose	CA	Regular	6/30/2000 recert
288	Creighton University	Tutor Training Program	Omaha	NE	Regular	6/30/2001 recert
289	Southwestern Oregon Community Colleg	Tutoring Lab	Coos Bay	OR	Regular, Advanced, Master	6/30/2000 recert
290	University of NM - Valencia Campus	Learning & Resource Ctr.	Los Lunas	NM	Regular, Advanced, Master	6/30/2001 recert
291	Lake Superior College	Learning Resource Ctr.	Duluth	MN	Regular, Advanced, Master	6/30/2001 recert
292	Loyola College	Peer Tutoring Program	Baltimore	MD	Regular	6/30/2001 recert
293	University of the Pacific	Supportive Services Program	Stockton	CA	Regular	6/30/2001 recert
294	Bryant College	Tutor Training Program	Smithfield	RI	Regular	6/30/2001 recert
295	Ivy Tech State College	The Learning Ctr. Tutoring Program	Ft. Wayne	IN	Regular, Advanced	6/30/2001 recert
296	Laramie County Community College	Student Success Ctr./System for SS	Cheyenne	WY	Regular, Advanced, Master	6/30/2001 recert
297	Harford Community College	Tutoring Program	Bel Air	MD	Regular, Advanced	6/30/2001 recert
298	Cochise College	Campus Wide Tutoring Program	Douglas	AZ	Regular	6/30/2001 recert
299	Randolph Macon College	Patrick John Higgins Academic Ctr.	Ashland	VA	Regular	Decert. 12/98
300	Tennessee Technological University	Academic Dev. Learning Ctr.	Cookeville	TN	Regular	6/30/2001 recert
301	Wellesley College	Tutor Program	Wellesley	MA	Regular	6/30/2001 recert
302	Wellesley College	Peer Tutor Advisor/Peer Tutor Assoc.	Wellesley	MA	Regular	6/30/2001 recert
303	Florida Atlantic University	Tutorial Assistance Program	Boca Raton	FL	Regular	Decert 12/98
304	Santa Barbara City College	Tutorial 199	Santa Barbara	CA	Regular, Advanced	6/30/2001 recert
305	Durham Technical Community College	Campus Learning Center	Durham	NC	Regular, Advanced	6/30/2001 recert
306	Saint Anselm College	Academic Resource Ctr. Peer Tutor	Manchester	NH	Regular	6/30/2001 recert
307	State University of NY (SUNY)	Agriculture & Technology at Morrisvil	Morrisville	NY	Regular, Advanced	6/30/2001 recert
308	Smith College	Tutorial Services	Northampton	MA	Regular	Decert. 10/98
309	Shelby State Community College	Learning Assistance Ctr.	Memphis	TN	Regular, Advanced	6/30/2001 recert
310	Arizona State University	Student Affairs Learning Resource Ctr	Tempe	AZ	Regular	6/30/2001 recert
311	Lake Superior State University	Learning Ctr. Tutor Program	Sault Ste. Mari	MI	Regular, Advanced	6/30/2001 recert
312	Massasoit Community College	Academic Resource Ctr.	Brockton	MA	Regular	6/30/2001 recert
313	Hawaii Community College	The Learning Ctr., Tutor Training Pro	Hilo	HI	Regular	6/30/2001 recert
314	Central Arizona College	Tutor Training Program	Apache Junctio	AZ	Regular, Advanced, Master	6/30/2001 recert
315	St. Thomas Aquinas	Academic Skills Ctr.	Sparkill	NY	Regular	6/30/2001 recert

ID	Name	Program	City	State	Levels	Recert Due
316	Cloud County Community College	Peer Tutor Program	Concordia	KS	Regular	6/30/2001 recert
317	Capital Community-Tech College	Math Ctr.	Hartford	CT	Regular	6/30/2001 recert
318	Idaho State University	ASISU Content Area Tutoring	Pocatello	ID	Regular	6/30/2001 recert
319	McMurry University	Academic Enrichment Ctr.	Abilene	TX	Regular	6/30/2001 recert
320	Holyoke Community College	Learning Assistance Ctr.	Holyoke	MA	Regular, Advanced, Master	6/30/2001 recert
321	Las Positas College	Tutorial Program	Livermore	CA	Regular, Advanced, Master	6/30/2001 recert
322	Portland Community College	Tutor for Credit Program	Portland	OR	Regular, Advanced, Master	6/30/2001 recert
323	Tarleton State University	Teaching Learning Ctr. Tutor Training	Stephenville	TX	Regular, Advanced, Master	6/30/2001 recert
324	Kankakee Community College	Academic Skills Ctr.	Kankakee	IL	Regular	6/30/2001 recert
325	Lincoln Land Community College	Tutoring Services	Springfield	IL	Regular	6/30/2001 recert
326	Cayuga Community College	Academic Support Center	Auburn	NY	Regular	6/30/2001 recert
327	Shippensburg University	Learning Assistance Ctr.	Shippensburg	PA	Regular, Advanced, Master	6/30/2001 recert
328	University of Connecticut	Ctr. for Academic Programs, SSS	Storrs	CT	Regular, Advanced	6/30/2001 recert
329	University of Pittsburgh-Bradford	Academic Dev. Ctr.-Tutoring Program	Bradford	PA	Regular	6/30/2001 recert
330	New Hampshire Tech. Community College	Learning & Career Ctr: Peer Tutor Pr	Stratham	NH	Regular	6/30/2001 recert
331	Mt. San Antonio College	Tutorial Services	Walnut	CA	Regular	6/30/2001 recert
332	San Jose State University	Collaborative Training Institute	San Jose	CA	Regular, Advanced, Master	6/30/2001 recert
333	Glendale Community College	Learning Assistance Ctr. Tutor Trainin	Glendale	AZ	Regular, Advanced, Master	6/30/2001 recert
334	Abilene Christian University	Alph Academic Service	Abilene	TX	Regular, Advanced, Master	6/30/2001 recert
335	Univ. of Nevada - Reno	The Academic Skills Center	Reno	NV	Regular, Advanced	6/30/2001 recert
336	Waldorf College	Academic Achievement Ctr. Tutoring	Forest City	IA	Regular	6/30/2001 recert
337	Duluth Business Univ.	Student Mentoring Program	Duluth	MN	Regular	6/30/2001 recert
338	Heartland Community College	Tutor Program	Bloomington	IL	Regular, Advanced, Master	6/30/2001 recert
339	University of Southern Colorado	Student Support Services	Pueblo	CO	Regular, Advanced, Master	6/30/2002 recert
340	University of North Florida	Academic Resource Center	Jacksonville	FL	Regular	6/30/2001 recert
341	Pacific University	Tutorial Center	Stockton	CA	Regular, Advanced	6/30/2001 recert
342	Pacific University	Language Arts	Stockton	CA	Regular, Advanced	NOT RENEWIN
343	Pacific University	Mathematics Resource Ctr.	Stockton	CA	Regular, Advanced	6/30/2001 recert
344	Gaston College	Peer Tutoring Program	Dallas	NC	Regular	6/30/2001 recert
345	Utah Valley State College	ATAC Assisted Learning Program	Orem	UT	Regular, Advanced, Master	6/30/2002 recert
346	Lake Michigan College	Transitional Studies Tutoring Program	Benton Harbor	MI	Regular, Advanced, Master	6/30/2002 recert
347	Bucks County Community College	ACT 101 - Goals Program	Newtown	PA	Regular, Advanced, Master	6/30/2002 recert
348	Univ. of College of the Cariboo	Writing Ctr.	Kamloops	Canada	Regular, Advanced, Master	6/30/2002 recert
349	Charleston Southern University	The Learning Center	Charleston	SC	Regular	6/30/2002 recert
350	Rockhurst College	Learning Ctr. Tutor Training Program	Kansas City	MO	Regular	6/30/2002 recert

ID	Name	Program	City	State	Levels	Recert Due
351	Beaver College	Education Enhancement Ctr.	Glenside	PA	Regular	6/30/2002 recert
352	Phoenix College	Learning Ct. Tutor Training Program	Phoenix	AZ	Regular, Advanced, Master	6/30/2002 recert
353	The C.C. of Baltimore County Essex Ca	Tutoring Program	Baltimore	MD	Regular	6/30/2002 recert
354	Univ. of California-Irvine	Learning & Academic Resource Ctr.	Irvine	CA	Regular, Advanced, Master	6/30/2002 recert
355	Arizona State University	Writing Center	Tempe	AZ	Regular, Advanced, Master	6/30/2002 recert
356	Becker College	Academic Support Services	Worcester	MA	Regular	6/30/2002 recert
357	Wayne State College	STRIDE Student Support Services	Wayne	NE	Regular, Advanced, Master	6/30/2002 recert
358	Ranken Technical College	Tutor Training Program	St. Louis	MO	Regular, Advanced, Master	6/30/99 renew
359	Kettering University	Tutor Program	Flint	MI	Regular	6/30/2002 recert
360	Albuquerque Tech.-Vocational Institute	Assistance Ctrs for Education	Albuquerque	NM	Regular	6/30/2002 recert
361	MidSouth Community College	Learning Center	West Memphis	AR	Regular, Advanced, Master	6/30/2002 recert
362	Bryant & Stratton College	Tutor Program	Cleveland	OH	Regular	6/30/2002 recert
363	Texas A & M-Corpus Christi	Tutoring & Learning Ctr.	Corpus Christi	TX	Regular	6/30/99 renew
364	Allan Hancock College	Tutorial Ctr.	Santa Maria	CA	Regular, Advanced	6/30/2002 recert
365	Schreiner College	Learning Support Services	Kerrville	TX	Regular	6/30/2002 recert
366	Oakland University	Academic Skills Ctr.	Rochester	MI	Regular, Advanced, Master	6/30/2002 recert
367	Weatherford College	Success Connection	Weatherford	TX	Regular, Advanced	6/30/2002 recert
368	Hiwassee College	Student Support Services	Madisonville	TN	Regular, Advanced, Master	6/30/2002 recert
369	Philadelphia University	The Academic Science Center	Philadelphia	PA	Regular, Advanced	6/30/2002 recert
370	Community College of Rhode Island	Access to Opportunity Program	Warwick	RI	Regular	6/30/2002 recert
371	Massachusetts Bay Community College	Peer Tutoring Program	Wellesley Hills	MA	Regular	6/30/2002 recert
372	Northwest College	Peer Tutor Program	Powell	WY	Regular	6/30/99 renew
373	TX A & M International University	The AEC Tutoring Ctr.	Laredo	TX	Regular, Advanced, Master	6/30/2002 recert
374	Lehigh Carbon Community College	Writing Lab	Schnecksville	PA	Regular	6/30/2002 recert
375	Dyersburg State Community College	Student Success Ctr.	Dyersburg	TN	Regular	6/30/2002 recert
376	El Paso Community College	Ctr. for Students with Disabilities	El Paso	TX	Regular, Advanced, Master	6/30/2002 recert
377	Biola University	Learning Assistance Services	La Mirada	CA	Regular, Advanced, Master	6/30/2002 recert
378	University of Vermont	Subject-Area Tutoring Program	Burlington	VT	Regular	6/30/2002 recert
379	Kutztown University	Tutoring Program	Kutztown	PA	Regular, Advanced	6/30/2002 recert
380	Lansing Community College	Tutorial Services	Lansing	MI	Regular, Advanced, Master	6/30/2002 recert
381	North Arkansas College	Learning Assistance Ct. Tutor Progra	Harrison	AR	Regular	6/30/99 renew
382	Purdue University-North Central	Student Support Services	Westville	IN	Regular	6/30/2000 renew
383	U.T. Pan American	Learning Assistance Ctr. Tutoring Pro	Edinburg	TX	Regular, Advanced	6/30/2002 recert
384	Northampton Community College	Learning Center	Bethlehem	PA	Regular, Advanced, Master	6/30/2002 recert
385	Sault College	Peer Tutor Program	Marie ON	Canada	Regular	6/30/99 renew

ID	Name	Program	City	State	Levels	Recert Due
386	Loyola Marymount University	Learning Resource Ctr.	Los Angeles	CA	Regular	6/30/2002 recert
387	SUNY at Buffalo	Educ. Opportunity Prog. Tutorial Com	Buffalo	NY	Regular, Advanced, Master	6/30/2002 recert
388	Harrisburg Area Community College	Writing Lab Tutor Training	Harrisburg	PA	Regular	8/99
389	Alfred State College	Peer Tutoring Program	Alfred	NY	Regular	6/30/2002 recert
390	Union County College	Academic Learning Centers	Cranford	NJ	Regular, Advanced, Master	6/30/2002 recert
391	El Paso Community College	Tutorial Services	El Paso	TX	Regular, Advanced, Master	6/30/2002 recert
392	Arizona State University	Freshman Year Exp. Tutoring Program	Tempe	AZ	Regular	6/30/2002 recert
393	Lakeland Community College	Tutorial Services	Kirtland	OH	Regular, Advanced	6/30/2002 recert
394	Western Nebraska Community College	Tutor Program	Scottsbluff	NE	Regular	6/30/2002 recert
395	Santiago Canyon College	Tutoring Ctr.-Tutor Training Program	Orange	CA	Regular, Advanced, Master	6/30/2002 recert
396	Chattanooga State Tech Community Coll	Mathematics Ctr.	Chattanooga	TN	Regular	6/30/2002 recert
397	Mount Wachusett Community College	Writing Center	Gardner	MA	Regular, Advanced	6/30/2002 recert
398	Chabot College	Tutorials Instructional Program	Hayward	CA	Regular, Advanced, Master	6/30/2002 recert
399	Lane Community College	Tutor Program	Eugene	OR	Regular, Advanced	6/30/2002 recert
400	University of Pennsylvania	Tutoring & Learning Resources	Philadelphia	PA	Regular, Advanced, Master	6/30/2002 recert
401	Eastern Oklahoma State College	Student Support Services	Wilburton	OK	Regular	6/30/2002 recert
402	McLennan Community College	Student Support Services	Waco	TX	Regular	6/30/2002 recert
403	Kent State Trumbull Campus	Skill Center	Warren	OH	Regular	6/30/2002 recert
404	Montgomery County Community Colleg	Learning Assistance Lab	Blue Bell	PA	Regular, Advanced	6/30/2002 recert
405	The Bell Foundation	Bell Foundation	Cambridge	MA	Regular	6/30/2002 recert
406	Colorado College	Peer Tutoring in Writing	Colorado Sprin	CO	Regular, Advanced	6/30/2000 renew
407	St. Louis Community College-Meramec	Peer Tutoring Program	St. Louis	MO	Regular	6/30/2000 renew
408	Grace College	Tutoring Program	Winona Lake	IN	Regular	6/30/2001 renew
409	Anna Maria College	Learning Center	Paxton	MA	Regular, Advanced	6/30/2000 renew
410	University of Wisconsin-Waukesha	Study Ctr. Tutoring Program	Waukesha	WI	Regular	6/30/2000 renew
411	Humboldt State University	The Learning Center	Arcata	CA	Regular	6/30/2000 renew
412	Sunshine Coast University	Peer Advisor Training	Queensland	Austra	Regular, Advanced, Master	2/99
413	Cincinnati State Technical & Community	Tutoring Centers Program	Cincinnati	OH	Regular, Advanced	6/30/2000 renew
414	Bunker Hill Community College	The Success Program	Boston	MA	Regular, Advanced	6/30/2000 renew
415	Central Wyoming College	Student Support Services	Riverton	WY	Regular, Advanced, Master	6/30/2000 renew
416	Holy Cross College	Learning Resource Center	Nortre Dame	IN	Regular	6/30/2000 renew
417	New Hampshire Community Tech Colleg	Peer Tutor Program	Manchester	NH	Regular	6/30/2000 renew
418	Pioneer High School	Peer Tutor Program	San Jose	CA	Regular	6/30/2004 recert
419	SUNY-Cortland	Peer Tutor Program	Cortland	NY	Regular	6/30/2000 renew
420	Trinity College	Academic Resource Ctr. Tutor Prog.	Washington	DC	Regular	6/30/2000 recert

University Record

ID	Name	Program	City	State	Levels	Recert Due
421	Saint Francis	Learning Resource Ctr. Tutorial Prog.	Loretto	PA	Regular, Advanced, Master	4/99
422	West Chester University	University Tutoring Center	West Chester	PA	Regular	6/30/2001 renew
423	Hazard Community College	Student Support Serv. Tutoring Prog.	Hazard	KY	Regular	6/30/2000 renew
424	DeVry Institute of Technology-Dupage	Academic Support Center	Addison	IL	Regular	6/30/2000 renew
425	The Univ. of Maryland Baltimore County	The Learning Resources Ct & SSS	Baltimore	MD	Regular	6/30/2000 renew
426	University of Southern California	Student Athlete Acad. Serv. Tutoring	Los Angeles	CA	Regular	6/30/2001 renew
427	Lycoming College	Writing Tutor Training Acad. Res. Ctr.	Williamsport	PA	Regular	6/30/2000 renew
428	Tomball College	Learning Assistance Ctr. Tutor Dev. Pro	Tomball	TX	Regular, Advanced	6/30/2001 renew
429	Univ. of Central Arkansas	University of Writing Center	Conway	AR	Regular, Advanced, Master	6/30/2001 renew
430	Univ. of Wyoming	Academic Services	Laramie	WY	Regular	6/30/2001 renew
431	Wayne State University	Academic Dev. Services Tutorial ...Ctr	Detroit	MI	Regular, Advanced, Master	6/30/2001 renew
432	Providence College	Tutorial Center	Providence	RI	Regular	6/30/2001 renew
433	Central Piedmont Community College	Academic Learning Ctr. T.T. Program	Charlotte	NC	Regular	6/30/2001 renew
434	College of the Redwoods	Tutor Training Program	Eureka	CA	Regular	6/30/2001 renew
435	CUPA Venango Campus	Learning Support Ctr.	Oil City	PA	Regular, Advanced, Master	6/30/2001 renew
436	North Harris College	Learning Ctr. Tutor Program	Houston	TX	Regular	6/30/2001 renew
437	College of St. Mary	Tutor Training Program	Omaha	NE	Regular	6/30/2001 renew
438	Eastern Washington University	Academic Support Center	Cheney	WA	Regular	6/30/2001 renew
439	Texas State Technical College	Dept. of Dev. Studies	Harlingen	TX	Regular, Advanced, Master	6/30/2001 renew
440	Randolph-Macon Woman's College	PASS Study Skills Tutoring Prog.	Lynchburg	VA	Regular, Advanced, Master	6/30/2001 renew
441	Wichita State University	Student Support Services	Wichita	KS	Regular, Advanced, Master	7/99
442	University of Puerto Rico	Dev. Education Program	Utuado	PR	Regular	7/99
443	University of Maryland-College Park	Academic Achievement Program	College Park	MD	Regular, Advanced, Master	7/99
444	University of New South Wales	Writing Assistant Program	Sydney	NSWale	Regular, Advanced, Master	7/99
446	Chemeketa Community College	TRIO Education Talent Search	Salem	OR	Regular, Advanced, Master	8/99

PEER MENTOR CERTIFIED PROGRAMS

[illegible]

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Howard Masuda 1996 University Tutorial Ctr. California State Univ.-LA Palmer Wing Rm. 1062-A Library 5151 State University Dr. Los Angeles, CA 90032	(323) 343-3972	(323) 343-5051	hmasuda@calstatela.edu
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Deborah M. Simpson Jamestown Community College 312 N. Barry St. Olean, NY 14760 1996	(716) 372-1661 Ext. 545	(716) 372-3565	simpsodm@jccw22.cc. sunyjcc.edu
Maureen Smith Eng. & Modern Languages Univ. College of the Cariboo Box 3010 Kamloops, British Columbia Canada V2C 5N3 1988	(250) 828-5497	(250) 371-5697	msmith@cariboo.bc.ca.
Carmen Springer-Davis Peer Tutor Program Casper College 125 College Dr. Casper, WY 82604 1990	(307) 268-2515	(307) 268-2020	springer@acad.cc.whec. edu
Linda St. Clair* 1986 Marriott Library University of Utah Salt Lake City, UT 84112	(801) 585-9499	(801) 585-3464	lstclair@library.utah.edu
Olga Thurman El Paso Community College Box 20500 El Paso, TX 79998 1999	(915) 831-2750	(915) 831-2397	olgath@Laguna.epcc.edu
Dorothy Weber Learning Ctr. Wayne State College 1111 Main St., Box 34 Wayne, NE 68787 1991	(402) 375-7496	(402) 375-7204	dweber@wscgate.wsc.edu

NAME/ADDRESS	WORK #	FAX #	E-MAIL ADDRESS
Wanda Wentworth Academic Assistance Ctr. Pacific Lutheran University Tacoma, WA 98447 1997	(253) 535-7520	(253) 536-5076	wentwowm@plu.edu
Angela Williams The Citadel 171 Moultrie Charleston, SC 29409 1998	(843) 953-5378	(843) 953-7084	williamsa@citadel.edu
Diana Williams 1999 MCP Hahnemann University Mail Stop 526 Broad & Vine Philadelphia, PA 19102	(215) 762-7682	(215) 762-6199	WILLIAMSD@auhs.edu
Karin Winnard 9 Temple St. Arlington, MA 02476 1989	(781) 641-2286 (Home #)		kawink23@aol.com
Donna Wood* State Technical Inst. at Memphis 5983 Macon Cove Memphis, TN 38134 1986	(901) 383-4161	(901) 383-4503	dwood@stim.tec.tn.us
Elaine Wright Learning Ctr. Quinnipiac College Box 123 Hamden, CT 06518 1994	(203) 287-5260	(203) 281-8970	wright@quinnipiac.edu

Rev. 9/1/99

***Charter Member**

**CRLA INTERNATIONAL MENTOR CERTIFICATION PROGRAM (IMCP)
EVALUATOR'S DIRECTORY**

NAME/ADDRESS	WORK #	FAX #	E-MAIL ADDRESS
Kathy Carpenter Learning Center Univ. of Nebraska-Kearney 905 W. 25 th St. Kearney, NE 68847 1998	(308) 865-8214	(308) 865-8157	carpenterk@platte.unk.edu
Nancy Kosmicke Academic Services Mesa State College Box 2647 Grand Junction, CO 81502 1998	(970) 248-1878	(970) 248-1755	nkosmick@mesa5.mesa. colorado.edu
Gladys R. Shaw, Chair Tutoring & Learning Ctr. Univ. of TX at El Paso 300 Library El Paso, TX 79968 1998	(915) 747-5366	(915) 747-5486	gshaw@utep.edu
Elaine Wright Learning Ctr. Quinnipiac College Box 123 Hamden, CT 06518 1998	(203) 287-5260	(203) 281-8970	wright@quinnipiac.edu

INSTITUTES

Thursday, October 7, 1999

8:00-12:00 Noon

Pancho Villa Room, 2nd Floor

Back by Popular Demand!

Tutor Training Leadership Institute

Dr. Russ Hodges, Institute Facilitator, Southwest Texas State University, Past-President,
Texas Chapter of the College Reading and Learning Association

"Integrating Strategic Learning Strategies in Peer Instruction"

Dr. Claire Ellen Weinstein, University of Texas at Austin
Co-author of the *Learning and Study Skills Inventory*

"Using Assertiveness Techniques to Establish Better Communication"

Dr. Kathy Carpenter, University of Nebraska-Kearney
Past-President of College Reading and Learning Association and Coordinator of
CRLA States/Regions

"The MBTI: Fostering an Understanding of Learning Preferences"

Ms. Dorothy McLain, University of Texas at Austin
Certified Trainer for the Myers-Briggs Type Indicator

This 4-hour institute, provides training from leading experts in the field of developmental education for undergraduate and graduate students involved in peer-teaching, tutoring, supplemental instruction, mentoring or academic peer-counseling. The institute will also model training activities for learning center supervisors and coordinators. Handouts will be provided.

Participants who are seeking any level of CRLA Tutor Certification will receive 4-hours credit toward that certification. Participants should have at least one year of experience in their learning assistance position. Institute completion certificates will be awarded to each participant at the end of the institute.

Special Notes: Undergraduate and graduate students who choose to attend only this institute and not the CASP conference will be required only to pay \$25.00 institute fee and complete the registration form in this packet. Participants attending the CASP conference will be assessed regular CASP registration and institute fees, but students are eligible to attend the CASP conference at special student rates (see the conference registration form).

This institute is limited to 50 participants. Pre-registration is required.

(This institute is being co-sponsored by NADE, TADE, CRLA & TXCRLA)

Training Jazz: Training Activities for Tutor Trainers

**Wednesday, November 3, 1999
9:00-12:00 Noon**

***The Third Annual Tutor Training Institute
Sponsored by the International Tutor Certification Committee
Gladys R. Shaw, Coordinator, Robin Melton, Assistant Coordinator***

9:00	General Remarks and Introductions	Gladys Shaw
9:10	The Tutor's Role in the Group Tutorial	Elaine Wright
10:00	Break	
10:10	Growing as Critical Thinkers: The Tutor as Catalyst	Pat Kowal
11:00	Mind Styles	Geri Cochran
11:50	Summary and evaluation	Robin Melton

Training Jazz: Training Activities for Tutor Trainers

Wednesday, November 3rd, 1999
9:00-12:00 Noon

The Third Annual Tutor Training Institute
Sponsored by the International Tutor Certification Committee
Gladys R. Shaw, Coordinator; Robin Melton, Assistant Coordinator

PRESENTERS AND TRAINING ACTIVITIES

The Tutor's Role During the Group Tutorial by Elaine Wright – This activity is geared to define the tutor's special role during a group tutorial in relation to specifying objectives, controlling the group's population, and monitoring learning effectiveness. Other role components will also be discussed.



Elaine Wright has been the Assistant Director of the Learning Center at Quinnipiac College, CT, for the past seven years. She received her BS.Ed. from the State College at Fitchburg in 1969 and MA from Eastern Illinois University in 1983. One primary focus of her work at QC is in the area of tutor training, which follows the guidelines of the CRLA certification program.

Growing as Critical Thinkers: The Tutor as Catalyst by Dr. Patricia Kowal - This activity will focus on tutors helping students grow as critical thinkers. Participants will be introduced to King and Kitchener's adaptation of Perry's theory of intellectual development and participate in workshop activities they can use for training their tutors and SI leaders.



Pat Kowal, Ph.D.: Southern Illinois University, 1977. Her areas of specialization are writing instruction, learning styles, and tutor training. She is a frequent presenter at state and national developmental education conferences.



Mind Styles by Dr. Geraldine Cochran - Mind style delineates all facets of a person including an approach to tutoring. This session will allow participants to delineate their personal mind styles and introduce them to other styles they may encounter.



Geri Cochran has 29 years in Education. Her background includes primary education and chairmanship of a Dept. of Education. Geri is the founding director of the Academic Center for Excellence (ACE) at The University of Tampa which boasts a 98% pass rate for regular student users.

RESERVE YOUR PLACE

Space limited to the first 30 participants.

Name: _____

Institution: _____

Dept: _____

Address: _____

City: _____

State/Zip: _____

Phone: _____

Email: _____

FAX: _____

Return this form to:

Dr. David C. Caverly
Dept. of Curriculum & Instruction
Southwest Texas State University
601 University Drive
San Marcos, Texas 78666-4616

Or, e-mail - DC02@SWT.edu

Or, call - Dr. David Caverly

512-245-3100

WE'LL SEND A REGISTRATION PACKET!

Or, visit us on the WWW to Register Online

www.ci.swt.edu/TIDE/TIDEhome.htm

Fees

\$650

Includes TIDE Conference registration, transportation to and from airport, materials, all meals including a San Antonio Riverwalk dinner cruise, happy hours, evening hospitality suites, and post-conference support.

\$250

Lodging for 5 nights at the Historic Aquarena Inn.

We can arrange for 3 credit hours of graduate or C.EU. credit for an additional fee. Ask!



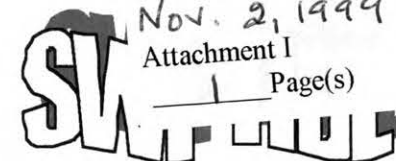
Southwest Texas State University
College of Education

San Marcos, TX 78666-4616

Phone (512) 245-3100

FAX (512) 245-7911

CRLA Board Meeting
New Orleans, LA
Nov. 2, 1999
Attachment I
Page(s)



SOUTHWEST TEXAS
STATE UNIVERSITY

TECHNOLOGY INSTITUTE
FOR DEVELOPMENTAL
EDUCATORS

July 23 - July 28, 2000

co-sponsored by
College Reading & Learning
Association and

National Association for
Developmental Education

Come join us at the 2nd Annual Southwest Texas State University Technology Institute for Developmental Education (SWT-TIDE).

Designed by and for college developmental educators, SWT-TIDE is 5 days of mentoring and hands-on practice for honing your technology skills. Learn what you need and choose from workshops on topics such as:

- *Basic Computer Applications*
- *Multimedia Slide Shows*
- *Online Courses*
- *Online Discussion Groups*
- *Web pages and Hypermedia*
- *Desktop Publishing*
- *Teaching with Technology*

TECHNOLOGY EXPERTISE TAKES PRACTICE, TIME AND MENTORSHIP

There's rarely enough time in the work day-or even at a conference-for the time and resources you need. You need a technology vacation with us!

BRING YOUR FAMILY TO THIS VACATION RETREAT

Aquarena Springs is on the campus of Southwest Texas State University in San Marcos, Texas.

Although Ralph the Swimming Pig has retired, the "Natural Aquarium of Texas" offers unique attractions-a glass bottom boat ride along the San Marcos River, endangered species exhibits, a 9 hole golf course, and outdoor pools. Nearby, enjoy the picturesque college campus that was LBJ's alma mater, go river tubing, and explore quaint hill-country communities.

Only 30 minutes from Austin and 45 minutes from San Antonio, San Marcos also is home to one of the country's premier Outlet Malls.



LEARN FROM EXPERIENCED TECHNOLOGY MENTORS

- Work on a team of developmental educators who share your interests
- Pursue your own project
- Enjoy Great Food, Great Company, and New Ideas, in an historic setting
- Leave with your Technology Stripes (on your TIDE T-shirt)

SWT-TIDE Coordinators

Dr. David Caverly
TechTalk columnist for *Journal of Developmental Education*.

Professor/Director Developmental Reading Program

Dr. Russ Hodges

Past President of TxCRLE;

Coordinator, Undergraduate Programs, Educational

Administration & Psychological Services

Dr. Cynthia Peterson

Developmental educator specializing in technology integration. Associate Professor of Curriculum & Instruction

SWTIDE



**SOUTHWEST TEXAS
STATE UNIVERSITY**

**TECHNOLOGY INSTITUTE
FOR DEVELOPMENTAL
EDUCATORS**

July 23 - July 28, 2000

co-sponsored by
College Reading & Learning
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Name: _____

Institution: _____

Dept: _____

Address: _____

City: _____

State/Zip: _____

Phone: _____

Email: _____

FAX: _____

Return this form to:

Dr. David C. Caverly
Dept. of Curriculum & Instruction
Southwest Texas State University
601 University Drive
San Marcos, Texas 78666-4616

Or, e-mail - DC02@SWT.edu

Or, call - Dr. David Caverly

512-245-3100

WE'LL SEND A REGISTRATION PACKET!

Or, visit us on the WWW to Register
Online

www.ci.swt.edu/TIDE/TIDEhome.htm

Fees

\$650

Includes TIDE Conference registration,
transportation to and from airport,
materials, all meals including a San Antonio
Riverwalk dinner cruise, happy hours,
evening hospitality suites, and post-
conference support.

\$250

Lodging for 5 nights at the Historic
Aquarena Inn.

We can arrange for 3 credit hours of
graduate or C.E.U. credit for an additional
fee. Ask!



**Southwest Texas State University
College of Education**

San Marcos, TX 78666-4616

Phone (512) 245-3100

FAX (512) 245-7911

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Dr. Cynthia Peterson
Developmental educator specializing in technology integration. Associate Professor of Curriculum & Instruction

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

November 5, 1999

List of Attachments to Minutes

- A. Order form for book
- B. Course syllabus



College
Reading &
Learning
Association

Monograph

STARTING A LEARNING ASSISTANCE CENTER

Conversations with CRLA members who have been there and done that!

This monograph, with twenty conversations covering all aspects of starting a learning assistance center, will be available through H&H Publishing in January, 2000. Areas covered include:

- LAC definition
- Professional development
- LAC justification
- Identification of significant individuals
- Meeting expectations
- Special populations
- Faculty roles in LACs
- Useful management tools
- Technology
- Program assessment
- Student assessment
- Program types
- Choice of appropriate instructional resources
- Staffing
- Organizational structure
- Design considerations
- Image development
- National standards

The book ends with a series of thought-provoking scenarios that cover a range of decision areas facing Learning Assistance Center directors. ISBN 0-943202-72-8 (\$21.95 + \$5.00 Shipping)

H&H PUBLISHING ORDER FORM

Order by mail, phone, or fax with check, purchase order or VISA/MasterCard

Name: _____ Purchase Order #: _____

Credit Card #: _____ Exp. Date: _____

Institution: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ E-mail: _____

H&H PUBLISHING COMPANY, INC.
1231 KAPP DRIVE
CLEARWATER, FL 33765

PHONE: (800) 366-4079
FAX: (727) 442-2195
WEB: WWW.HHPUBLISHING.COM

PROPOSED HE 500 COURSE DESCRIPTION

A 16 week on-line graduate level course, three units credit or CEU's, on *Learning Support Centers in Higher Education*. The initial course will be Attachment B Page(s) 1 students. Students can be currently administrators or staff at a learning support center. At registration, students choose one of four virtual institutions (large public university, small private college, large urban community college, or small rural community college) and become its administrative head. Each virtual institution has an abridged catalog on the course web site. Course assignments follow a student's choice of institution.

Course Objectives. By the end of the course, the student will be able to demonstrate:

- A. An understanding of the process and stages in developing a LSC
- B. Knowledge of the development of the learning assistance movement, its beginnings, subsequent history, its leaders, researchers, and Internet resources
- C. Increased ability to function as an effective center administrator
- D. Awareness of the effect of technology on center capabilities and future role of learning support centers in distance learning

Course Texts and Related Readings. CRLA Monograph: *Starting up a Learning Assistance Center: Conversations with CRLA Members Who Have Been There and Done That*, edited by Karen Smith (Rutgers), Rick Sheets (Paradise Valley College), and Frank Christ (University of Arizona). Clearwater, FL: H & H Publishing Co., Inc., 1999; and *Improving Student Learning Skills: A New Edition* by Martha Maxwell, (1997). Clearwater, FL: H & H Publishing Company, INC.

Additional full-text readings are on-line at LSCHE/WI web site < <http://www.pvc.maricopa.edu/winterinstitute/> > as well as on the WCB site. Over 125 supplemental readings (books, articles, dissertations, and ERIC documents) are referenced in the course bibliography with an additional 150 learning support center URL's in its webliography.

Student Interaction. Discussion Forums are an integral part of the instructor to students and student to student course interaction. All reading assignments require that students not only post answers to questions in discussion forums each week, but also react to one other student's answer. At the end of the fifth and tenth week, formal progress reports are emailed to each student regarding the quantity and quality of their participation in the discussion forums.

In addition to discussion forums that are specific to each session's required readings and Internet site viewings, three special forums have been designed: 1) a hospitality suite, to simulate social interaction among students, 2) a virtual faculty office, to promote instructor/student communication, and 3) visiting scholar forums where students will have an opportunity to ask questions of and dialog with learning support center directors, practitioners, support staff, and researchers. Among the visiting scholars will be Dr. Martha Maxwell, author of the course text, *Improving Student Learning Skills* and officers from major learning support center related associations.

Another instructor to student mode of communication occurs weekly in the "Announcements" section of the course. In addition, a global email function allows the instructor to communicate to all students.

PEER MENTOR CERTIFIED PROGRAMS

[illegible]

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

November 6, 1999

List of Attachments to Minutes

A. Executive Services Group Contract

CRLA Board Meeting
New Orleans, LA
Nov. 6, 1999
Attachment A

Executive Services Group

Management, Publishing & Education

Contract for Services College Reading & Learning Association

Monthly Management Fee \$120.00

- Maintain a PO Box address
- Daily pick up & sorting of mail
- Weekly disbursement of all incoming & outgoing mail & mailings
- Storage & maintenance of supplies (i.e. envelopes, newsletter, membership cards, welcome & thank you letters, journals, etc.)

Database Management Fee \$140.00

- Address corrections, additions, deletions of active & inactive lists
- timely mailing of welcome/renewal letters
- timely mailing of renewal notices
- Annual purge of inactive list
- Storage & Back-up of active & inactive lists
- File exported each month and sent to membership chair (includes cost of disks & packaging). Extra charges will apply if disks are required more often.

Lock Box \$ 85.00

- ◆ ESG will open all mail; process renewals & applications; endorse and forward checks & applications to treasurer.

Total Monthly Member Services Fee \$345.00

Charge for individual label requests

- ◆ Exported:
 - Single requests \$ 7.50
 - multiple requests \$ 5.00 each
- ◆ Label runs & Printouts
 - Single requests under 100 \$ 10.00
 - Single requests over 100 \$ 12.50
 - Multiple requests under 100 \$ 7.50 each
 - Multiple requests over 100 \$ 10.00 each
- ◆ Reports for fax
 - all \$ 5.00

Optional Services Available

Printing

to be quoted

ESG has its own in-house publishing and printing department. We are familiar with association promotional pieces from membership brochures to conference registration packets. We currently print newsletters for two other associations, newsletters for individual clients, an annual 100-page guide, and a book for another client, in addition to forms, brochures, stationery & promotional pieces for more than 200 other individual clients. Samples will be provided along with any requested printing quotes.

Additional Services

to be negotiated

ESG, as a management firm for other associations, is always on the lookout for additional member services that could benefit CRLA members. We will be on the lookout for programs that might be benefit to CRLA Membership.

Additional Contracted Items

Payment

Selected services will be billed monthly with invoices payable within 30 days. Prices do not include actual postage or copies. CRLA has been assigned its own account numbers within these machines. Monthly tallies are generated and CRLA will be invoiced accordingly.

Confidentiality

ESG will only release labels, reports, or other membership information to a CRLA Board Member, Committee Chair or other pre-approved list.

Review & Term

This contract will be reviewed after 1 year and may be readjusted based on work load. This contract will be in effect from December 1, 1999 through November 30, 2000.

Situs

This contract shall be governed by the laws of the State of California.

Entire Agreement

This contract constitutes the whole agreement between the parties relating to management services, and there are no terms other than those contained herein. No variation hereof shall be deemed valid unless in writing and signed by the parties hereto, and no discharge of the terms hereof shall be deemed valid unless by full performance by the parties hereto or by a writing signed by the parties hereto. No waiver by either party of any provision or condition of this Contract by him or it to be performed shall be deemed a waiver of that or any other provision or condition at the same or any prior subsequent time.

Records

All records, files data, property, funds and inventory belonging to CRLA shall be turned over to the Board of Directors upon termination of the contract.

Signed this day _____ of _____ in the year _____

ESG Account Representative

CRLA President