CRLA AGENDA
SUMMER BOARD MEETING
IRVINE HILTON
IRVINE, CALIFORNIA
August 3-5, 1989

Thursday, August 3

12-5 p.m. 1. Approve agenda/additions
8-3-89* 2. Approve 1988-89 minutes
3. Reports:
8-4-89
Secretary Becky J & Denise
update on microfiche
public relations kit
index of minutes
job descriptions
Treasurer Carol
conference accounting system
bookkeeping services
bonding issues
status of audit needs
Canadian checks
Newsletter Wayne
Grinols' questionnaire
JCRL Vince
cost for 2/year?
MAC
leaders? What next?
Tutor Certification Tom
Parliamentarian Becky J
Bylaws Patti G
Archives Karen S
portable display--Dee
banner--Wes
Awards Gladys
publicity
Elections Wes
candidates for 1990-91
Placement Anna Marie
phone line & machine
brochure
Site Selection Gwyn
New logo & stationery Sue Brown
who has it? who needs it?

4. 1989 Conference Managers' Reports--Dee
refund policy
United Airlines

5. 1989 Conference Evaluations--Rose
(** BOARD--please bring the copy of this that I sent to you; I am not bringing extra copies since you already have had a chance to read it)

6. 1989 Conference committee reports

7 p.m. Dinner in Irvine

Thursday
8-3-89

Friday, August 4th

9 a.m. - 12 noon

* 1. 1990 Conference--Program Chair Dee
plenary session? topics?
* 2. 1990 On-site Manager's Report Bill
* 3. Review Irvine Hotel contract

12-1 Lunch

1-5

1. IRA
Atlanta--anyone else going? panel?
Washington D.C.--publicity
2. Exxon grant & Kellogg Institute
Carol Clymer as our rep
action on other items?
authors' award
3. JDE
deadlines & who responsible for what
4. CRLA/NADE--Becky P
joint conference in 1993?
5. Publications
Length of term-editors
other policies/procedures?
6. Membership Resource forms--Becky P
any need to revise?
suggestions for use
other demographic information we need
7. State/region report--Susan D
job description revisions
mailing services-directors/pres.
special funding requests
Illinois
8. SIGS--Tom G & Becky J
9. Task force on terminology--Mary R
10. Membership survey & follow-up
how to use this information

Saturday, August 5, 1989

8:30-11:30

1. Any changes for CRLA Quick Reference List
2. Budget 1989-90
3. Any other new business

IRVINE HILTON AND TOWERS

REVISED CONTRACT PROPOSAL

NOVEMBER 7, 1988

PREPARED FOR: WESTERN COLLEGE READING ASSOCIATION and LEARNING

FILE NUMBER: RC821028

SUBMITTED TO:
Ms. Susan Deese
President
WESTERN COLLEGE READING ASSOCIATION
Zimmerman Library
University of New Mexico
Albuquerque, New Mexico 87131

PREPARED BY:
Ms. Diane Ashby
Sales Manager
Irvine Hilton and Towers
17900 Jamboree Boulevard
Irvine, CA 92714
(714) 863-3111

HILTON NATIONAL SALES OFFICE CONTACT: Los Angeles National Sales Office

FUNCTION: Annual Convention

OFFICIAL DATES: April 3 - 8, 1990

ANTICIPATED ATTENDANCE: 400 - 600 attendees

ROOM COMMITMENT BY DAY:

DAY	DATE	ROOM COMMITMENT
Tuesday	April 3, 1990	50
Wednesday	April 4, 1990	175
Thursday	April 5, 1990	175
Friday	April 6, 1990	175
Saturday	April 7, 1990	50

The preceding room commitment is inclusive of total Suite and staff room requirements.

RATES:

We are pleased to confirm your special convention rates to apply over the above dates as follows:

Singles:	$ 74.00
Doubles:	$ 74.00
Twins:	$ 74.00

SUITES AND TOWERS ROOMS AVAILABLE BY SPECIAL REQUEST.

NOTE: All rates are net noncommissionable and are subject to prevailing taxes which currently total 8%.

FAMILY PLAN: Children stay free when occupying the same room as their parents - regardless of age.

COMPLIMENTARY ROOM COMMITMENT:

One (1) complimentary room night for each 50 room nights over the conference. Or one room night in a suite for every 100 room nights, occupied by the WESTERN COLLEGE READING AND LEARNING ASSOCIATION. The complimentary rooms will be available Tuesday night through Saturday night of the conference. Assignment of complimentary rooms will be made by the President according to the order of presidential succession: President, President-Elect, Immediate Past President, Secretary, Treasurer.

One complimentary hospitality suite will be made available to WESTERN COLLEGE READING AND LEARNING ASSOCIATION Tuesday through Friday night of the conference. Provision of this suite is neither contingent on, nor influenced by, room pickup of the organization during the conference. The WESTERN COLLEGE READING AND LEARNING ASSOCIATION will provide napkins, glasses, mixes, and ice. Members will provide alcoholic beverages, if desired: no corkage fee will be charged. This will be allowed in the hospitality suite only. This does not pertain to banquet facilities.

RESERVATIONS:

The Irvine Hilton and Towers will provide reservation cards in an amount double the room block. Additional reservation cards may be ordered at hotel cost (a nominal charge). Confirmation notices will be sent by the hotel when reservations are received.

Check in time is 3:00 PM and check out time is 1:00 PM. Guests arriving after 6:00 PM must make a one-night deposit or credit card guarantee to hold the room. Guests attending functions the day of their departure, will check out prior to 1:00 PM and the Bell Desk will arrange to hold luggage until they are ready to leave the hotel.

RESERVATION DEADLINE:

On March 20, 1990 we will release the unused portion of your room block but will continue to accept reservations on the basis of availability.

MEETING/FUNCTION SPACE:

The attached anticipated schedule of events specifically outlines meeting and function space held for your activity.

We reserve the right to reassign meeting and function space should attendance projections fall below current estimates.

It is agreed no space will be released without your approval or until we have been provided your final program requirements. We require a tentative program one (1) year prior, and a final program six (6) months prior, to your official dates.

MEETING SPACE RENTAL:

Based on your anticipated guest room pickup, scheduled food and beverage functions and your anticipated schedule of events, the IRVINE HILTON AND TOWERS is pleased to waive customary rentals and provide required meeting and function space on a complimentary basis.

MEETING SPACE RENTAL: (CONT'D)

Should future projections indicate the necessity to lower room commitments and/or revise program requirements, it is agreed total requirements will be re-evaluated and rental charges may be applied and terms confirmed in writing prior to your activity.

SUMMER BOARD MEETING: The IRVINE HILTON will provide complimentary lodging and meeting space for 12 people for the WESTERN COLLEGE READING AND LEARNING ASSOCIATION Board of Directors Summer meeting on Thursday, Friday, and Saturday in July, 1989. Exact dates will be mutually agreed on at least two months before the meeting. The maximum number of rooms required for lodging will be 8.

REGISTRATION IN LOBBY: Space and tables for registration in the lobby or another mutually agreed upon area with convenient telephone service for conference registration. The area will be staffed by WESTERN COLLEGE READING AND LEARNING ASSOCIATION personnel.

PARKING: The Irvine Hilton & Towers will provide parking to WESTERN COLLEGE READING AND LEARNING ASSOCIATION Conference at a discounted rate.

OVERFLOW HOTELS: It is understood that the Irvine Hilton & Towers will increase WESTERN COLLEGE READING AND LEARNING ASSOCIATION's room block from 175 rooms to 250 to accommodate unanticipated growth of your organization. In the event additional rooms are necessary, and not available at the Irvine Hilton & Towers, we will assist WRCLA in securing rooms at other local hotels, but cannot guarantee the terms and conditions at these hotels.

TRANSPORTATION: The Irvine Hilton & Towers provides complimentary transportation to and from the Orange County/John Wayne airport. We also provide complimentary transportation within a five mile radius of the hotel for your attendees. This includes many theaters, restaurants, and shopping. Transportation is on an availability basis.

In the lobby of the Irvine Hilton & Towers there is a Hertz Rental Car desk if your attendees should require additional transportation.

VIP AMENITIES: The Irvine Hilton & Towers will provide up to ten VIP courtesy baskets or trays, depending on the usual hotel courtesy, and will upgrade VIPs to the Towers Floors that offer complimentary continental breakfast and complimentary evening hors d'oeurvres.

MASTER ACCOUNT: The Irvine Hilton & Towers will establish a master account for the WESTERN COLLEGE READING AND LEARNING ASSOCIATION based on credit approval. THe types of charges posted to this account, names of authorized signers, and billing address will be provided in advance. All charges to the master account are payable in full upon receipt or within (30) days.

AMPLIFICATION: The Irvine Hilton & Towers will provide two (2) complimentary microphones in the Ballroom and one (1) complimentary microphone in any other meeting room equipped with a public address system. The prevailing rate will be charged for additional microphones.

The Irvine Hilton & Towers will provide at no charge a reasonable amount of normal meeting equipment, i.e. chairs to capacity, tables, blackboards, easels, etc. (does not include microphones or audio-visual equipment), as long as demand does not exceed the in-house supply.

ANTICIPATED SCHEDULE OF EVENTS

DATE	HOURS	FUNCTION	ATTENDANCE
MONDAY, APRIL 2, 1990			
	3:00 PM - 10:00 PM (24 HOURS BASIS)	Meeting	15pp
TUESDAY, APRIL 3, 1990			
	7:00 AM - 10:00 PM (24 HOURS BASIS)	Meeting	15pp
WEDNESDAY, APRIL 4, 1990			
	8:00 AM - 5:00 PM	Registration	
	8:00 AM - 3:00 PM	General Session Theater Style	350pp
	8:00 AM - 10:00 PM (24 HOURS BASIS)	Meeting	15pp
	3:00 PM - 6:00 PM	(1) Breakout	120pp
		(6) Breakouts	40pp ea.
	4:30 PM - 10:00 PM (24 HOURS BASIS)	Table Top Display	
	8:00 AM - 10:00 PM (24 HOURS BASIS)	Computer Room	
THURSDAY, APRIL 5, 1990			
	8:00 AM - 5:00 PM	Registration	Flow
	8:00 AM - 10:00 PM (24 HOURS BASIS)	Meeting	15pp
	8:00 PM - 10:00 PM (24 HOURS BASIS)	Computer Room	
	8:00 AM - 10:00 PM (24 HOURS BASIS)	Table Top	
	1:00 PM - 3:00 PM	General Session Theater Style	350pp
8:00 - [redacted]	- 5:00 PM	(1) Breakout	125pp
		(6) Breakouts	40pp ea.
	6:00 PM - 10:00 PM	Reception/Dinner	360pp

ANTICIPATED SCHEDULE OF EVENTS (CONTINUED)

DATE	HOURS	FUNCTION	ATTENDANCE
FRIDAY, APRIL 6, 1990			
	8:00 AM - 5:00 PM	Registration	Flow
	8:00 AM - 5:00 PM	1 Breakout	125pp
	8:00 AM - 5:00 PM (24 HOURS BASIS)	Meeting	15pp
	8:00 AM - 5:00 PM	7 Breakouts	40pp ea.
	8:00 AM - 6:00 PM	Table Top Display	Flow
	8:00 AM - 10:00 PM (24 HOURS BASIS)	Computer Room	
	1:00 PM - 3:00 PM	General Session Theater Style	350pp
SATURDAY, APRIL 7, 1990			
	8:00 AM - 10:00 AM	(6) Breakouts	40 pp ea.
		(3) Breakouts	60 pp ea.
	8:00 AM - 5:00 PM	Computer Room	
	8:00 AM - 6:00 PM	Meeting	
	10:00 AM - 1:00 PM	Brunch/Meeting Theater Style	150pp

CANCELLATION POLICY: We request notice of cancellation 60 days prior to your function to permit us the opportunity to reoccupy space held for your group. Should you fail to advise us in that appropriate time frame, a cancellation fee amounting to the retail value of the function space we held for your group will be billed to your company, if we are unable to resell the space.

Accepted and Agreed to:

By: Susan A Deese

Title: President, WCRLA

Date: 12-14-88

IRVINE HILTON AND TOWERS

Diane Ashby

Diane Ashby
Sales Manager
November 7, 1988

IRVINE HILTON AND TOWERS

ADDENDUM TO CONTRACT PROPOSAL

DATED NOVEMBER 7, 1988

The following points will serve as an Addendum to the above Contract Proposal for the WESTERN COLLEGE READING ASSOCIATION, Annual Convention, April 3 - 8, 1990:

RESERVATIONS

The IRVINE HILTON AND TOWERS will also hold luggage through the Bell Desk prior to check in time on the date of arrival.

COMPLIMENTARY ROOM

The IRVINE HILTON AND TOWERS will provide on a complimentary basis, one room for one night in January of 1990, for the President Elect to finalize the conference program.

OVERFLOW HOTELS

It is understood that the 175 rooms being held are for Wednesday through Friday, April 4 - 6, 1990.

AMPLIFICATION

The IRVINE HILTON AND TOWERS will provide one (1) easel, one (1) white/black board, and one (1) head table for each meeting room.

Accepted and Agreed to:

By: Susan Deere

Title: President

Date: 12-14-88

IRVINE HILTON AND TOWERS

Diane Ashby

Diane Ashby
Sales Manager
December 12, 1988

Secretary

1. Duties

   a. Write, distribute, and microfiche official minutes of all Board meetings including telephone conference calls. (See Procedures of details.) Minutes are to be distributed within a month of the meeting.
   b. Write, distribute, and microfiche summaries of the minutes of all official meetings.
   c. Keep official records updated and bring them to Board meetings. (See Records for details.)
   d. Maintain a "To Do" list for Board members of pertinent items that are discussed in Board meetings.
   e. Display at the Annual Conference, copies of the minutes from the Summer Board meeting and any other meetings that have occurred since the previous Annual Conference.
   f. Present an oral report at the Annual Conference General Session, summarizing the highlights of Board activity since the last conference.
   g. Make a narrative report to present to interim Board meeting, including a financial statement of receipts and expenditures, itemized on a standard form. Send the financial report to the Treasurer before May 31.
   h. Maintain banking records and return all unused funds by end of fiscal year. Allocations and advances are to be used only for authorized purchases such as supplies, stamps, copying, telephone calls to conduct CRLA business, typing, and bank services.
   i. I ensure that renewal forms are filed with the New Mexico State Corporation Commission by the Associations appointed representative prior to September 15th.
   j. Stamp date received and keep in orderly fashion all correspondence for at least two years after end of term of office.
   k. Send copy of any newly approved by-laws, signed by the Secretary and the President with $1.00 to Eric P. Serra (1986) Chrm., New Mexico Corporation Committee, PO Box Drawer 1269, Santa Fe, New Mexico, 87501. (There is no special form for sending the by-laws).
   l. Add phone meeting information (other than conference calls) to minutes or write up as unofficial minutes.
   m. Submit original state chapter paperwork to archivist.
   n. Retain correspondence and office-related information for three years; items four years and older go to archivist.

Duties of Secretary cont.

2. Procedures for Keeping the Minutes

   a. The minutes are to be typed with a recall column for easy reference.
   b. Each secretary indexes the minutes and attachments he or she writes and keeps the index current.
   c. All pages of the minutes are to be numbered, including each page of all attachments. The page number should appear on the top or bottom of the page. Be consistent.
   d. The date and place of the conference should appear on each page of minutes and on the first page of each attachment.
   e. Attachments are to be numbered consecutively at the top, right-hand corner in a bold manner for viewing. Attachments should be noted in the minutes in this manner: (Attachment No.___).
   f. Minutes are to be corrected by the Board, signed by the Secretary, and dated at the time of approval.

3. Records to be Kept and Brought to Board Meetings

   a. Hard copies of all minutes from the previous year and the microfiche copies of all minutes.
   b. Copy of the by-laws and constitution.
   c. Current list of officers, state directors, and past presidents.
   d. Current membership list.
   e. One copy of each Newsletter.
   f. Copy of the index.
   g. Policies and Procedures Manual.
   h. Secretary's Handbook.
   i. Copies of IRS forms.
   J. Board Blanket Fidelity Bond.

4. Records to be Updated

   a. By-laws when necessary.
   b. List of committee members.
   c. Index.
   d. List of members receiving awards.
   e. Lists of members serving CRLA.
   f. Policies and Procedures Manual.
   g. Lists of Board members.
   h. Microfiche copies.

Duties of Secretary cont.

5. Distribution of Minutes

   a. Copies of the minutes are to be sent out as soon as possible to:
      (1) All Board members.
      (2) Newsletter editor.
      (3) Current and future conference managers (without attachments).
      (4) Incoming officers upon their election.

   b. Microfiche are to be sent to:
      (1) President.
      (2) Archivist.

   c. Summaries of the minutes are to be written, signed, "These minutes have not yet been approved," and sent out as soon as possible to:

      (1) All Board members.
      (2) State/regional directors and chapter presidents.
      (3) Past presidents.
      (4) Committee chairpersons.
      (5) Archivist.
      (6) Newsletter editor (for publication in the next Newsletter)
      (7) SIG leaders.
      (8) Next conference manager.
      (9) Journal editor.

   d. Send an updated copy of the index to Board members and the archivist each year.

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

6. Helpful Hints for Board Meetings

   a. Bring: tape recorder, extension cord, and 12-15 hours of tape.
   b. Bring: pencils, paper clips, extra paper, transparent tape, stapler.
   c. Bring: calculator, spelling dictionary.
   d. Bring: microfiche reader.

June 1, 1989

CRLA Board of Directors
Becky Patterson
710 Bounty Drive
Anchorage, AK 99515

Dear Board Members:

As you are aware volume XXI of the Journal is out and I believe that it is an excellent one. It reflects some of our efforts including attending conferences and soliciting manuscripts.

As you are also aware, the Journal will now go to two issues with the first issues coming out in Fall (October seems very realistic). Since the end of the Seattle conference, Jo-Ann and I have been busy with various aspects of the Journal. Immediately after the conference I sent a letter to all conference participants encouraging them to submit manuscripts for review. I also sent information to Wayne for the next addition of the Newsletter. I have been working on a new logo for the Journal which emphasizes the Journal and will deemphazizes CRLA- I believe that is in keeping with all other professional organizations. I will forward copies for your approval before we move ahead.

Over the course of the next few months, Jo-Ann and I will concentrate our efforts on getting manuscripts ready for the printer. I am also working on sending a letter to the 750 participates of the last NRC conferences informing them of the Journal and asking them to submit manuscripts.

Next year's budget is attached. I believe the price we received from our printer is great and will is not significantly greater than last years one volume issue. We are thinking of two 90 page issues. For this fall I have asked for money to attend the National Reading Conference. Jo-Ann has attended the conference the last two years and we have received and published manuscripts from authors contacted during these conferences. I realize that this is a little expensive, but I believe that it has paid benefits in a higher quality Journal.

I hope you have a productive board meeting this summer and I look forward to seeing all of you in California. If you have any questions or concerns, please contact me.

Sincerely,

Vincent P. Orlando, Executive Editor
Journal of College Reading and Learning

cc: Jo-Ann Mullen, Manuscript Editor - Journal of College Reading and Learning

JOURNAL OF COLLEGE READING AND LEARNING
PROPOSED BUDGET 1988-1989

Submitted to the board of directors of WCRLA by Vincent Orlando, executive editor for the JCRL

Printing, composition, and paste-up for 1,000 copies of two the Journal	$6,600.00
Shipping to Oxford.	200.00
New Logo for the Journal	300.00
Phone and misc expenses.	300.00
Trip to National Reading Conference .	800.00
Annual Editorial Luncheon.	150.00
Total*	8,350.00

*This total does not include the cost of the Oxford Mailing Service.

Pricing

Volume XXI — currently 1 issue — listed as $12 —

Volume XXII - will be 2 issues (Fall '89 + Spring '90)
what should each be priced at ?
(each will have about 9-10 articles)

COLLEGE READING AND LEARNING ASSOCIATION

"CRLA TUTOR CERTIFICATION COMMITTEE REPORT: SUMMER 1989"

PRESENTED
BY

TOM GIER
CHAIR, CRLA TUTOR CERTIFICATION COMMITTEE
ENGLISH DEPARTMENT - BLDG K
UNIVERSITY OF ALASKA ANCHORAGE
3211 PROVIDENCE DRIVE
ANCHORAGE, ALASKA 99508

UPDATE

This is just a brief update concerning the work of the ... Tutor Certification Committee. Including the tutor certification packets distributed at the Seattle March Conference, the CRLA Tutor Certification Committee has distributed over one hundred "starter kits." Since the Seattle Conference five tutoring programs have submitted the paperwork required to begin the certification process. One of these programs, the Leland High School Tutorial Program, has already been certified at the Regular/Level 1 certification level. Three of the other four programs are very close to being certified.

During September and October I expect that quite a few of the programs that have received the certification packets will be sending in their completed forms for evaluation. This should make for a very interesting and active Fall for members of the CRLA Tutor Certification Committee.

NEW FEES

During the Seattle Conference the CRLA Board approved a single application fee of $15.00. I would like to propose the following fee table.

CRLA TUTOR CERTIFICATION FEE TABLE

1. $15.00 fee - Application/1 year certification

2. $15.00 fee - Renewal/3 year certification

3. $15.00 fee - Recertification/5 year certification

The reasoning behind the above fee structure is very simple: this tutor certification process should be self-supporting. The single $15.00 fee for initial application/1 year certification will not come close to covering the costs of the renewal forms and certificates nor the recertification forms and certificates. This fee table should be able to cover the costs involved, mainly the duplicating/printing and mailing, in the above three areas.

NEW FORM: RECERTIFICATION

The following form, CRLA TUTOR RECERTIFICATION FORM, will be completed after a program has been certified four years, 1 year for initial certification and 3 years for certification renewal. The renewal form was one of the many forms approved by the CRLA Board at the Seattle Conference. This recertification form, though, is new and is based upon input I received during the tutor certification session I chaired at the conference. The purpose of the recertification form is twofold:

1) to provide an opportunity to monitor the quality of those programs that have been certified by CRLA and wish to continue this certification through the recertification process; and

2) to be an informative yet uncomplicated process so that those programs wishing to be recertified will find this a valuable activity and will not shy away from this process because it is too involved and complicated.

Any comments, sugestions, additions, etc. the Board wishes to make concerning this form are greatly appreciated.

COLLEGE READING & LEARNING ASSOCIATION'S
APPLICATION FOR
RECERTIFICATION OF TUTOR PROGRAM(S)

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1. GENERAL INFORMATION

(PLEASE TYPE or PRINT THE FOLLOWING INFORMATION)

PROGRAM LIAISON/CONTACT PERSON and MAILING ADDRESS:

_____

_____

_____

_____

_____

PHONE NUMBER(S): _____

INSTITUTION and PROGRAM(S) TO BE RECERTIFIED: _____

_____

RECERTIFICATION LEVELS (please check appropriate box/boxes):

☐ REGULAR/LEVEL 1 ☐ ADVANCED/LEVEL 2 ☐ MASTER/LEVEL 3

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2. APPLICATION FEE FOR RECERTIFICATION: $15.00

Please submit a check for $15.00 payable to "CRLA/TUTOR RECERTIFICATION." Attach check to this application form. Thank you.

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3. OVERVIEW/NARRATIVE OF THE TUTOR PROGRAM(S) TO BE RECERTIFIED

Please attach 1-2 page overview/narrative explaining how your tutor training program(s) fulfills the requirements of the level or levels checked. This should be just a general description of your program(s) in order to give the reviewing committee a better idea of how your program(s) functions. Please include a brief history of the program(s).

4. TUTOR PROGRAM RECERTIFICATION

Please complete the packet "COLLEGE READING & LEARNING ASSOCIATION'S TUTOR PROGRAM RECERTIFCIATION" for each program you are applying to be recertified. Please refer to the document titled "CRLA'S REQUIREMENTS FOR CERTIFICATION OF TUTOR PROGRAMS" for a complete listing of all the LEVEL 1, 2, and 3 requirements.

The "necessary documentation" called for in point #3 of letters A-F could/should include any or all of the following: 1) course syllabi; 2) training manuals or titles of textbooks used; 3) flyers/posters/memos; 4) sample worksheets; and 5) <u>any</u> handouts, worksheets, etc. that can help the CRLA Tutor Certification Committee recertify your program(s). The better documentation you provide the easier it will be for the committee to recertify your program(s).

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5. SUBMISSION OF DOCUMENTATION

Please submit the <u>originals and three (3) copies</u> of: 1)"CRLA Application For Recertification Of Tutor Programs," page one, and 1-2 page overivew/narrative <u>plus</u> the $15 Recertification Application Fee; 2) the necessary "Tutor Program Recertification" forms; 3) plus the necessary documentation concerning how the institution's tutor program(s) meets/meet the criteria outlined in "CRLA's REQUIREMENTS FOR CERTIFICATION OF TUTOR PROGRAMS" to the Chair of the CRLA Tutor Certification Committee (see address below). If it is not possible to submit three (3) copies of certain documents concerning how the institution's tutor program(s) meet certain criteria then send one copy of the documentation and note this fact in both your 1-2 page overivew of the tutor program and where appropriate in the "Tutor Program Recertification" forms. If a problem or question arises please do not hesitate to contact the Chair of the CRLA Tutor Certification Committee by letter or phone.

---

6. PLEASE SEND ALL DOCUMENTATION/CORRESPONDENCE TO:

TOM GIER, CHAIR
CRLA TUTOR CERTIFICATION COMMITTEE
ENGLISH DEPARTMENT-BLDG K
UNIVERSITY OF ALASKA ANCHORAGE
3211 PROVIDENCE DRIVE
ANCHORAGE, ALASKA 99508

OFFICE PHONE: (907) 786-1926
HOME PHONE: (907) 349-7128

COLLEGE READING & LEARNING ASSOCIATION'S TUTOR PROGRAM RECERTIFICATION

INSTITUTION/PROGRAM:_____

PROGRAM LIAISON/CONTACT PERSON:_____

RECERTIFICATION LEVEL(S):

☐ REGULAR/LEVEL 1 ☐ ADVANCED/LEVEL 2 ☐ MASTER/LEVEL 3

A. AMOUNT/DURATION OF TUTOR TRAINING

1) list the number of hours involved in your tutor training for each level that is to be recertified:

2) explain how this number fulfills the requirements for each level that is to be recertified:

3) attach and label the necessary documentation to verify the above.

INSTITUTION/PROGRAM:_____

B. MODES OF TUTOR TRAINING

1) list which modes you use in your training for each level that this to be recertified:

2) explain how these modes fulfill the requirements for each level that this to be recertified:

3) attach and label the necessary documentation to verify the above.

INSTITUTION/PROGRAM: _____

C. AREAS/TOPICS TO BE COVERED IN TUTOR TRAINING

1) list which topics you cover in your training for each level that is to be recertified:

2) explain how these topics fulfill the requirements for each level that is to be recertified:

3) attach and label the necessary documentation to verify the above.

INSTITUTION/PROGRAM:_____

_____

D. REQUIRED TUTORING EXPERIENCE

1) explain how you keep track of your tutors' actual tutoring for each level that this to be recertified:

2) explain how this documentation system fulfills the requirements for each level that this to be recertified:

3)attach and label the necessary documentation to verify the above.

INSTITUTION/PROGRAM:_____

E. TUTOR SELECTION CRITERIA

1) explain the basis for the selection of your tutors for each level that this to be recertified:

2) explain how this selection fulfills the requirements for each level that this to be recertified:

3) attach and label the necessary documentation to verify the above.

INSTITUTION/PROGRAM:_____

F. TUTOR EVALUATION CRITERIA

1) explain how your tutors are evaluated for each level that this to be recertified:

2) explain how this evaluation fulfills the requirements for each level that this to be recertified:

3) attach and label the necessary documentation to verify the above.

26 JULY 1989

DR. BECKY PATTERSON, PRESIDENT
COLLEGE READNING & LEARNING ASSOCIATION
ENGLISH DEPARTMENT - BLDG K
UNIVERSITY OF ALASKA ANCHORAGE
3211 PROVIDENCE DRIVE
ANCHORAGE, ALASKA 99508

Becky:

Enclosed please find: 1) a two page letter addressed to me from Brian F. Kane, Director, Peer Tutoring, Leland High School; 2) a newspaper article from the SAN JOSE MERCURY NEWS title "Helping their peers: Teen tutoring gains national recognition;" and 3) a newspaper article from the ALMADEN TIMES titled "Leland Tutors 'Make a Difference.'" Based upon the information provided in these enclosures and upon my own extensive work and discussions with Mr. Kane concerning the Leland High School Tutor Program I recommend that the CRLA Board grant the Leland High School Tutor Program status as a "Model High School Tutor Program."

Before that Board can do that, however, it needs to approve and/or ammend the following standards for a "Model High School Tutor Program." These standards are as follows.

COLLEGE READING & LEARNING ASSOCIATION'S STANDARDS FOR A MODEL HIGH SCHOOL TUTOR PROGRAM

1) Certification on the Regular/Level 1 level by the CRLA Tutor Certification Committee;

2) networking with other local and state tutor programs;

3) helping establish other local and state tutor programs;

4) on-going development/expansion of its own tutor program independently and/or in cooperation wilth other tutor programs; and

5) having a desire to promote peer tutoring on the local, state, and national level through CRLA.

The Leland High School Tutor Program fulfills all the requirements of the above standards. Briefly a point-by-point examination of this fulfillment follows.

1) Certification on the Regular/Level 1 level by the CRLA Tutor Certification Committee (certified June 1989);

2) networking with other local and state tutor programs (see points #3, 4, 5, 9, and 16 in Mr. Kane's letter);

3) helping establish other local and state tutor programs (see points #6, 7, and 8 in Mr. Kane's letter);

4) on-going development/expansion of its own tutor program independently and/or in cooperation with other tutor programs (see points #10, 11, 12, 13, and 14 in Mr. Kane's letter); and

5) having a desire to promote peer tutoring on the local, state, and national level through CRLA (see points #15, 17 and 18 in Mr. Kane's letter; also, Mr. Kane is now a member of CRLA Tutor Certification Committee).

In conslusion, I recommend that the CRLA Board: 1) either adopt the standards as now presented or adopt an amended version of these standards; and 2) grant the status of a Model High School Tutor Program to the Leland High School Tutor Program. The reasoning behind my endorsement of the Leland High School Tutor Program is twofold. One, they obviously deseve such recognition. During all my interections with Mr. Kane and others at Leland High School I have been totally impressed by both the quality of the program and the dedication and expertise of its staff. Second, since the CRLA Board decided at its March meeting in Seattle to certify High School Tutor Programs I believe that granting the Leland High School Tutor Program status as a model program sets clear standard for all other High School Tutor Programs that wish to apply for such certification.

I thank the CRLA Board for the time and thoughtful consideration that I know will be given to both the proposed standards and the granting of the status of model program. I will be glad to offer any clarification if needed, the best way to reach me would be at my home number.

Sincerely,

Tom Gier

Tom Gier
Chair, CRLA Tutor Certification Committee
English Department - Building K
University of Alaska Anchorage
2533 Providence Avenue
Anchorage, Alaska 99508-4670
WORK: (907) 786-1926
HOME: (907) 349-7128

Dr. Tom Gier
Chairman CRLA Tutor Program SIG
University of Alaska
Anchorage, Alaska

Dear Tom:

First let me thank you very much for all the encouragement and support you have given to us. We appreciate it very much!

This is the information we discussed re: becoming a national high school model tutor program. I will list the essential information about our program. The list is concise. We will gladly supply elaboration or examples to anyone who requests them.

1. Our program is recommended by Dr. Tom Gier, Chairman CRLA Tutor SIG.

LELAND HIGH SCHOOL'S PEER TUTORING PROGRAM:

2. Is the first CRLA certified high school tutor program.

3. Maintains tutor program information exchanges with programs at high school, community college and 4 year college levels.

4. Sent out surveys to all public and private schools from high school through college level in Santa Clara County to create an up to date tutor program information bank.

5. Started a county-wide high school / college consortium to exchange " best practice " information and to provide tutor seminars for all interested groups.

6. Was instrumental in the training and establishment of a tutor program at Tracy High School in Tracy, California.

7. Trained tutors for other San Jose Unified School District schools.

8. Is currently working with Pioneer High School, San Jose, to help establish a tutor program.

9. Has visited many tutor programs in the Bay Area and in Northern California.

LELAND HIGH SCHOOL'S PEER TUTORING PROGRAM:

10. Is working to develop a complete tutor scheduling and record keeping computer program. We are exchanging information with Chico State University, Chico CA and receiving help from IBM.

11. Is currently developing two new services: (1.) SAT and PSAT Test tutoring assistance and (2.) college search, evaluation and application aid.

12. Is a program that has grown from 30 tutors to over 80 in three years.

13. Answered over 400 tutor requests this school year.

14. Serves the needs of our diverse student body.

15. Has been publicized in articles in the San Jose Mercury News and Almaden Times newspapers.

16. Has been visited by many schools, including the University of Santa Clara and Monterey Peninsula College.

17. Remains enthusiastic and ready to promote peer tutoring, exchange information and best practices with others and to serve as a national high school peer tutoring model.

18. Is very interested in giving a section on building bridges between the high school and college levels at the CRLA Conference in Irvine.

Sincerely,

Brian F. Kane

Brian F. Kane
Director Peer Tutoring
Leland High School
6677 Camden Avenue
San Jose, CA 95120

Dear Tom,

I hope this will help and is what you had in mind when we discussed this. Please feel free to adjust or edit this in anyway you see fit.

Thanks!

SAN JOSE MERCURY NEWS
WEST SECTION
JULY 12, 1989

Helping their peers

Teen tutoring gains national recognition

By Deborah Kerr
Special to Extra

Wei-Hau Chien became a peer tutor at Leland High School because it was an extension of what he was already doing.

"I was helping my friends before the program was enacted," said Chien. He tutored classmates in math, chemistry, biology and conversational English for three years.

Chien, who graduated in June, said peers tutors have the advantage of empathy. "Someone your own age ... understands what you're going through at the same time," he said.

In June, the school's peer tutoring program was accredited by the College Learning and Reading Association (CLRA), making it possibly the first certified high school student tutorial program in the nation.

"It's the first high school to be accredited by the organization I'm with," said Tom Gier, chairman of the reading association's Tutor Certification Committee based in Anchorage, Alaska. "To my knowledge, there isn't any other tutor certification organization at this time."

Gier also said that he has recommended to the association's board of directors that Leland's tutoring program be used as a national model.

See TUTORS, Page 2

Teens help out by tutoring peers

TUTORS, from Page 1

"I'm extremely impressed with the program," Gier said. "Not only is it an outstanding high school program, but it matches up very well with college programs."

To become a student tutor, said program secretary Sue Martinsky, a student must maintain at least a "B" grade in the tutor subject, have an overall grade point average of 2.7, participate in eight hours of training, and attend a monthly two-hour meeting.

"In turn, they're given a credit of one unit for every 15 hours of tutoring," she said.

During the 1988-89 school year, 81 Leland student tutors answered over 400 tutoring requests, Martinsky said.

Leland teacher Brian Kane, Vice Principal Edward Freed and Career Center Director Susan Monahan launched the program three years ago.

"Being accredited means our high school tutors can go on to college with a certificate that shows they are trained and nationally recognized tutors," Kane said. "Now they can take their training with them and colleges can employ them in their tutorial centers."

> 'We have gained from people ahead of us, and we have helped people not as far along as us.'
>
> — *Brian Kane*

Student Deborah Borsi received tutoring in chemistry and algebra during her lunch breaks last year, and said she may need to request a tutor for biology in the fall.

"My tutor really helped me a lot," she said. "He tried to help me overcome my fear. Me and chemistry don't mix."

The program has been so successful, Kane said, that other schools, such as Pioneer High School, have looked to them when starting their own tutoring programs. "We have gained from people ahead of us," he said, "and we have helped people not as far along as us."

Dear Tom

This is from the Mercury News. A nice article but our secretary misquoted the training hours.

Brian

ALMADEN TIMES, JULY, 1989

Leland Tutors 'Make a L...'

By Eugenia Thornton

Over 400 Leland High School students have benefited from the time spent by 84 fellow students who have tutored them in math, English, foreign languages, science, and social studies.

Principal Don Bell and Vice-Principal Edward Freed, administrator of the program, invited all peer tutors to a breakfast early one morning last month. They thanked the students for their efforts in helping their peers polish skills to strengthen their knowledge in an area of need.

"One of the best ways to learn is to teach others," said Bell. "You have really made a difference."

Tutors must maintain a B-average and have a teacher's recommendation before applying to be a tutor. They establish their own hours, with no minimums set for availability. Weu-Hau Chien spent 72 hours tutoring this year, more than anyone else.

Mark Stromberg, 10th-grader, is an example of the students who enjoy tutoring others. He offers his talents in life science, biology, and math. "I became a tutor in eighth grade at Bret Harte. My sister tutored here, so I just followed her."

The tutoring program, completing its third year, encourages tutors to develop listening, learning and teaching skills.

"The kids do a great job," said Brian Kane, teacher advisor to the program. "Next year we will be able to show improvement by having grades before and after tutoring."

Kane said that Leland's program may receive national accreditation. Students currently receive 1.5 credits for every 20 hours of tutoring.

They also have applied to become the model high school, the first in the nation, by the College Reading and Learning Association.

"We have helped establish similar programs at Tracy High School and Santa Clara University," continued Kane. "We have exchanged information with other schools and colleges to improve the programs."

---

*

Dear Tom -

This is from the Almaden Times. I did not say we helped establish a program at Santa Clara. We just helped since we were further along than Santa Clara.

Brian

To: Becky Patterson
CRLA Board of Directors

June 20, 1989

From: Wes Brown, Nominations Committee Chair
Re: CRLA Officer Nominees

The nominations committee submits the following individuals for approval as candidates for 1989-90 CRLA officers:

President-Elect	Michael O'Hear Joyce Weinsheimer
Treasurer	Kathy Carpenter Patti Dozen

I've enclosed their written statement agreeing to run if the nomination is approved by the Board.

By the way, if for any reason you need to contact me I will be Incommunicado until approximately July 25th at which time my new address will be.

BeechLake Apartments, 8F
4800 University Drive
Durham, NC 27707

Sincerely,

Wes Brown

TO: BECKY PATTERSON
FROM: ANNA-MARIE SCHLENDER
RE: PLACEMENT
11 JUNE 1989

IT'S THE LAST WEEK OF CLASSES, AND I'M EXHAUSTED! HOW ABOUT YOU? I HOPE YOUR SCHOOL YEAR ENDED WELL!

I'M ENCLOSING TWO CURRENT ADVERTISEMENTS SHOWING PHONE ANSWERING MACHINE COMBINATIONS. THIS IS TO GIVE YOU AN IDEA ON COST HERE IN THE BAY AREA. ALSO, IT WILL COST $37.75 TO INSTALL/CONNECT THE PHONE, AND SINCE I WON'T BE CALLING OUT MUCH, WE CAN GET A $4.45 MONTH MEASURED RATE. WE CAN HAVE AN UNLISTED NUMBER TOO! WHAT DO YOU THINK?

WHAT I WANT TO DO IS THIS - IF WE DECIDE ON THE PHONE LINE. I WOULD LIKE TO DESIGN A BROCHURE TO SEND TO THE INSTITUTIONS THAT WE WOULD DECIDE ON. THE BROCHURE WOULD EXPLAIN THE SERVICE AND WHO WE ARE. I WOULD LIKE TO SEND A COVER LETTER TOO MAYBE SIGNED BY BOTH OF US. I WILL WAIT ON THIS TOO UNTIL I HEAR FROM YOU. (I AM GETTING VERY FEW JOBS - AND WHEN I DO GET THEM THE CLOSING DATE IS A WEEK AWAY.)

IN ADDITION, I'M SENDING YOU THE COPY I SENT TO WAYNE TO PUT IN THE NEWSLETTER. BOY WAS I SURPRISED!

KEEP ME INFORMED ABOUT DECISIONS MADE. ALSO, I HAVE NOT HEARD FROM GWYN ABOUT/AND PAPERS TO GIVE MY ADMINISTRATION ON SPONSORING THE CONFERENCE.

PIEMBER RABBIT SENDS HIS BEST.

A FUNNY THING HAPPENED ON THE WAY TO TAKE THE JOB INFORMATION OFF THE JOB BOARD AT THE CONFERENCE IN SEATTLE. THE JOB BOARD WAS NO WHERE IN SIGHT; IN FACT, A NEW GROUP HAD SET UP DISPLAYS! THE JOB BOARD HAD BEEN DISMANTLED AND CLEANED OFF BY THE HOTEL STAFF! HORRORS! ALL THE JOB DESCRIPTIONS AND SIGN-UP LIST FOR PLACEMENT INFORMATION HAD BEEN DISPOSED OF. MY APOLOGIES TO ANY AND ALL OF YOU INTERESTED IN PLACEMENT INFORMATION. PLEASE SEND ME INFORMATION IF YOU WANT TO BE SENT JOB INFORMATION. GOOD LUCK TO YOU ALL IN FINDING WORK!

Cosponsored Meetings of the International Reading Association at the Atlanta Convention

Fact Sheet

Your professional organization is invited to cosponsor a meeting during the IRA Annual Convention which will be held May 6-10, 1990 in Atlanta, Georgia.

Each meeting should be planned for one hour on Tuesday, Wednesday, or Thursday, May 8-10. Exact times and meeting rooms will be allotted on a first-come first-served basis. Please note that all available rooms were used last year, so it is best to make your arrangements quickly. Please estimate the number of people who will attend your meeting when you request a meeting room.

An organizer should be named, and his/her name and address provided to IRA by August 15, 1989. All correspondence will be conducted with this person, and housing forms, registration materials, etc., will be sent to the organizer for distribution to your program participants.

Program participants who are not IRA members will receive complimentary registration. Members of your organization will be admitted to your meeting by showing their membership card, and special persons who are not card-carrying members can gain admittance with a letter on your organization's stationery.

Your program deadline is September 15, 1989. This will enable your chairperson, speakers, topics, panelists, etc., to be included in the preliminary program which will be sent to all IRA members in January. Please plan to use the following style:

Topic in as few words as possible
Cosponsored by: Your organization's official name
Program organizer: Name, affiliation
Chairperson: Name, affiliation
Speaker: Name, affiliation, title of presentation
Discussant: Name, affiliation OR Chairperson: Name, affiliation
Panel: Name and affiliation of panelists

Other program formats are always welcome, but the great majority of our cosponsored professional meetings have featured either speakers or panels in the past.

While there is no specific restriction on having individuals who are already on the convention program appear on cosponsored programs, we hope that you will be able to invite speakers who will attract fresh attention to your meeting.

Final program copy must be in our hands by December 31, 1989. Any changes received after that date may not be reflected in the program available to the conferees in New Orleans.

Please address cosponsored professional meeting correspondence to:

Conferences Division, Attn: Carol DeSantis
International Reading Association
800 Barksdale Road, PO Box 8139
Newark, Delaware 19714-8139

6/89
Ref.0023E

Association Intern
Asociación Intern
800 Barksdale Ro
Newark, Delawar

June 1, 1989

Ms. Susan C. Brown President
Western College Reading and Learning Ass.
Box 5278 New Mexico State University
Las Cruces, NM 88003

Dear Ms. Brown:

To help celebrate the North American initiative of the International Literacy Year, the International Reading Association, in collaboration with some selected organizations very actively involved in the literacy effort, is sponsoring a Conference on Adult and Adolescent Literacy with the theme of Tackling the Problem Together at the Washington Hilton Hotel, January 12-14, 1990.

The goals of the Conference are:

1. To bring together a spectrum of constituencies to enhance energies and efforts to promote literacy among adults and at-risk adolescents;
2. To share promising practices and materials;
3. To disseminate strategies for effective program management and evaluation;
4. To expand an awareness of resources and programs available;
5. To solicit increased support for literacy efforts in both the private and public sectors;
6. To take another step toward finding workable solutions to current literacy needs.

The conference is viewed as the unique opportunity to bring together in the Nation's Capitol persons from all sectors who are working in the cause of literacy. The program is planned to provide opportunities for interaction, discussion, and collaboration. We are inviting some professional groups and organizations to serve as Cooperating Organizations of this important event. We hope that your organization will assist us in the conference.

The International Reading Association therefore, is inviting your organization to become a Cooperating Organization of the conference. No financial commitment is expected (unless your organization will elect to purchase exhibit space). You may wish to have a co-sponsored program session for one hour. In your program slot we invite you to deal with one of the following issues:

- Identifying effective practices, methods, and materials
- Presenting effective program models
- Developing curricula for adults and at-risk adolescents
- Assessing the impact and uses of technology
- Discussing appropriate options for trained professionals (for example, reading specialists) and volunteers
- Responding proactively to issues of professionalism
- Presenting effective training models for teachers and tutors
- Exploring public policy issues
- Serving non-native speakers, learning disabled, institutionalized, single teen parents, and other special needs groups
- Adapting the functional context of work, parenting, consumerism, and civic participation for literacy instruction
- Building coalitions among the various constituencies in a community and state for adult and adolescent literacy.

President
Dale D. Johnson
Instructional Research and Development Institute
Brookline, Massachusetts

Vice President
Carl Braun
University of Calgary
Calgary, Alberta, Canada

Vice President-elect
Judith N. Thelen
Frostburg State University
Frostburg, Maryland

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Telephone: 302-731-1600
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Fax: 302-731-1057

We also ask that Cooperating Organizations publicize the conference through printing press releases (provided by IRA) in your newsletters as often as feasible. In return, your organization will be listed in the press release and conference program as a Cooperating Organization. Attached is a Call for Proposals which provides more information about the conference. (You do not need to fill out the form, but please send me your response in a letter.)

We need to have your commitment to be a Cooperating Organization by June 30, 1989. We need to have your requests for program slots by July 30, including a request for room size. Please respond to me as program chair at the Institute for the Study of Adult Literacy, The Pennsylvania State University, 248 Calder Way, Suite 307, University Park, PA 16801, (814) 863-3777.

We are looking forward to working with you in celebrating International Literacy Year through this important event.

Sincerely,

Eunice N. Askov

Eunice N. Askov
Professor of Education
Director, Institute for the
Study of Adult Literacy

cc: Dale Johnson, President, International Reading Association
Ronald Mitchell, Executive Director, International Reading Association
Richard Long, Governmental Relations, International Reading Association
Betty Yarborough, Conference Chair

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Kellogg Institute
Review of Research in Developmental Education
Telementoring Project

May 16, 1989

Dr. Becky Patterson
English Department
University of Alaska - Anchorage
3211 Providence Drive
Anchorage, Alaska 99508

Dear Becky:

This letter is a follow-up to my meeting with the CRLA Executive Board and our conversations following that meeting. After reviewing various issues with our Exxon project officer and our staff here at the Center, I am prepared to make the following responses to issues raised by you and the executive board members.

Advisory Board Membership

We are prepared to invite a member of the CRLA Executive Board to serve as a member of our national advisory board. We anticipate that this will involve attendance at two meetings during the 1989-90 academic year. We will pay transportation, food, and lodging expenses for attendance at these meetings and provide an honorarium of $300.00. We can offer to pay these expenses for the 1989-90 academic year but, after that, we may require that the CRLA board pick up some of these expenses.

Advisory board members will be expected to provide advice and consultation on research policy and procedures, interpretation of data, and dissemination of results. We would also expect them to be available for telephone consultation as the need arises.

Unless you have objections, I would prefer that Dr. Carol Clymer-Walvekar serve as the CRLA representative. I realize that other CRLA board members have qualifications equal to Carol's but there are other considerations that would make her appointment advisable for us. She has, for instance, a strong background in research and evaluation, and is published in this area. She is also from a community col-

lege and we would like to strengthen our representation from this segment of higher education.

Conference Co-Sponsorship

We are planning to hold a national conference on research in developmental education and learning assistance in the fall of 1991. We would like to have CRLA assist us in identifying individuals who have been engaged in substantive research in these areas and who might serve as presenters. We would also like CRLA to appoint a liaison to work with us in conference planning. We would not expect CRLA to pay for any conference expenses but we would appreciate assistance in the planning, promotion, and identification of presenters. We would, however, credit CRLA as one of the conference sponsors in our promotional activities and during the conference. We could also arrange for special tracks at the conference which could be designated for CRLA interests (you might, for instance, wish to organize a series of programs on reading and/or study skills research).

Co-Sponsorship of Publications

We anticipate that several monographs should be published as a result of our research. If CRLA wishes to identify a research and writing team, we would be happy to share our data, provide editorial assistance, and arrange for publication of a joint CRLA/NCDE monograph.

Information and Data Sharing

We will be happy to share our research plan with the CRLA Executive Board, have members review our data collection and survey instruments, and assist us in analyzing and interpreting data. At some point, we anticipate that much of our raw data will be stored on computer disks. We would also be happy to share these disks with CRLA for use in your own research activities.

Data Collection

If institutions identified in our sample have developmental or learning assistance programs staffed by CRLA members, we would appreciate their assistance in the data gathering process. The collection of accurate data is important to the success of our research and it would be quite useful to have on-site enumerators to assist us in the data collection stage.

As you will note, there are a variety of ways in which the

College Reading and Learning Association can be involved with this project. Such involvement will not require any investment of the association's funds. It will, however, require a rather substantial amount of time on the part of individuals. I realize that you will need to balance this investment of time against the time needed for other association priorities. So please give my proposals your most serious consideration and let me know where, how, and if you would like to participate in any of the ways suggested.

In order for us to plan appropriately for our activities next year, I would appreciate it if you could provide a reply to this letter by July 15, 1989. In order to facilitate this, I have taken the liberty of sending a copy of this letter to the other members of the CRLA Executive Board.

By the way, Becky, I should probably point out that in order to include a CRLA member on our advisory board, I had to: 1) reallocate funds to support travel, lodging, and honoraria for an additional board member, 2) secure permission for such reallocation from our project officer in New Jersey, and 3) clear all of this with my staff. In essence, I am willing to expend our funds to support a CRLA representative's participation on our board next year. I hope this will serve as evidence of my good faith and our desire to work with you in a professional and collegial manner.

Sincerely,

Hunter R. Boylan, Ph.D.
Director, N.C.D.E.

cc: Carol Clymer-Walvekar
Denise McGinty
Becky Johnen
Dee Tadlock

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Kellogg Institute
Review of Research in Developmental Education
Telementoring Project

May
April 14, 1989

Dr. Becky Patterson
President, College Reading and Learning Association
University of Alaska-Anchorage
Department of English/ASL/ESL
3211 Providence Drive
Anchorage, AK 99508

Dear Becky:

I have read your letter to Hunter expressing your concern and confusion about increases in the base price of the JOURNAL OF DEVELOPMENTAL EDUCATION. His verbal proposal, confirmed by letter, to establish $4.76 as the discounted per unit cost to CRLA for Volume 13 solves the dilemma for this year. The problem seems to result from the lack of a written explanation of "base price" and the increases in that price.

The per unit price reflects our actual production costs for publishing the JOURNAL. These are calculated on a three-volume basis as specified in the NADE contract. Our expenses for publishing the JOURNAL are dependent on costs of services provided by outside vendors (typesetting, paste-up, printing, paper, etc.). At this time we have no reason to anticipate that the increases we experience every year will be decreasing.

A definition of "base price" will be added to the agreement (see enclosed) to insure there will be no confusion in future years. Although it was my impression that both Gwyn and Susan understood the base price would increase, I appreciate your bringing my oversight of including the definition as part of the written agreement to my attention.

I am pleased that CRLA plans to continue advertising in the JDE, unfortunately, I cannot confirm inside front cover placement for the fall issue as it is already under contract. As an alternative I could offer the inside back cover which has not yet been sold. Please let me know if it will be a suitable alternative as soon as pobbile and I will draw up a contract for 1 full page and 2 half page ads. Should Dr. Tadlock's name appear on the contract? Deadlines are June 15, September 1 and November 1 for camera-ready copy if our 3 X contract is in place by June 1.

Talked to Dee - all ok

Dr. Becky Patterson
April 14, 1989

Do by Sept. 1 (wrote S

I also need to know your plans for the "CRLA News" column and if you have a new logo to be used. Feel free to contact me at home Becky, (919-982-3990) if I'm not at the office.

Thanks,

Barbara J. Calderwood

Barbara J. Calderwood
Managing Editor

cc: Dr. Dee Tadlock

MEETING REPORT
NADE ADVISORY BOARD TO THE
JOURNAL OF DEVELOPMENTAL EDUCATION
FRIDAY, MARCH 11, 1988
ORLANDO, FLORIDA

PRESENT: NADE Representatives Phoebe Helm, Curtis Miles, and Yvonne Carranza; JDE Representatives Elaini Bingham and Bunk Spann with Managing Editor Barbara Calderwood acting as recording secretary.

Discussion of Authors' Award

Adoption by NADE. It was pointed out that, although the NADE Board is aware that the award is in the formative stage and they have voiced tentative support for the project, no actual vote for acceptance can be made until a final document is presented containing all details for selection and presentation of the award.

Selection criteria & process. The evaluation criteria and selection panel process as drafted and circulated by Miles were discussed. Evaluation criteria were agreed to stand as submitted. The only question in this area, raised by Helm, was whether the four categories, CONTENT COVERAGE, ORGANIZATION/CLARITY, DOCUMENTATION, and IMPORT FOR DEVELOPMENTAL EDUCATION, should all carry equal weight. It was decided members of the selection panel could adjust their independent evaluation (holistic) score of a particular article in order to reflect an opinion that one of the categories was particularly important to a specific article.

The Board approved the suggestion that the number of articles selected for final consideration should remain flexible (usually no more than 3 or so) in order to avoid a forced elimination of an article which scored very close to its "competitor." (#4) They also agreed that articles written by JDE Editorial Board members should be eligible to receive the award but that officers or panel members from any organizations participating in the selection panel (NADE, WCRLA, perhaps NCEOA) would not be eligible to receive the award if their article is published in the Volume under consideration. (#10)

The procedure for panel selection was amended as follows in order to better represent the original purpose of the award which was to elicit superior writing from authors:

1) The panel for the selection of the outstanding article will be organized by JDE staff and members will consist of representatives from NADE, WCRLA, and any other participating national organization.
2) Membership on the panel will include:
   a) 2 individuals representing NADE publications
   b) 2 individuals representing WCRLA publications
   c) 2 individuals representing any other participating organization's publications
   d) recipient of the previous year's Authors' Award (Board member Curtis Miles to fill this position for the first year).
3) The Editor or Managing Editor of the JDE will serve as a non-voting chair.

In reference to a timetable for the selection process the Board agreed the process should begin in August and conclude no later than mid December (before Christmas break) to allow ample time to notify selected authors before the spring conference. Articles considered would be those published in the immediate past volume of the JOURNAL, i.e., the award to be presented in 1989 would go into the selection process in August of 1988 and thereby include articles published in Volume 11.

JOURNAL OF DEVELOPMENTAL EDUCATION
published 3 times per year
Academic year 1989-90

Participation Rate		Unit Cost JDE/Vol. 13	Unit Cost JDE/Vol. 14
75% plus	cost + 5%	$4.58	$5.04
65%	cost + 7%	4.67	5.13
55%	cost + 9%	4.76	5.23
45%	cost + 12%	4.89	5.37
35% or less	cost + 15%	5.02	5.52
		*Base cost $4.37/issue	*Base cost $4.80/issue

*NOTE: NADE agreement states base cost plus + 5% to any other organization.

The JOURNAL OF DEVELOPMENTAL EDUCATION "base price" represents actual production cost of each issue of the publication. This cost is based on vendor services (typesetting, printing, printing, etc.) as well as salaries and therefore increases every year. The base price for any given volume included in a CRLA subscription agreement will be calculated and stated on the cost chart of the subscription agreement.

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EVALUATION OF CRLA CONFERENCE
MARCH 15-18, 1989
SEATTLE, WASHINGTON

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Submitted By
Rose Wassman
June 1, 1989

GENERAL SUMMARY

1. A computerized summary of the Conference Evaluations begins on page 22 preceded by Rose Wassman's analysis and categorization of the general data derived from the 67 respondents.

2. Individualized computer summaries and commentaries for the Section Meeting/Institute Evaluation begin on page 32. Institute evaluations appear first, followed by section meetings in time order.

3. A summary of the number of evaluations by time slots is on page 30.

4. Conference evaluation N = 67.

5. Sectional evaluation - highest N = 58
   Sectional evaluation - lowest N = 5
   Institute evaluation - highest N = 45
   Institute evaluation - lowest N = 6

6. No evaluations were submitted for 15 sectionals and 2 institutes. They were as follows:

   INSTITUTES: Wednesday, March 15 at 9 am - Broderick/Caverly,
   Wednesday, March 15 at 1:30 - Smith

   SECTIONALS: Thursday, March 16: 9:20 (Wood); 10:40 (Wright; Carrick); 3:30 (O'Hear)
   Friday, March 17: 8:15 (Martinez; Starr); 10:45 (Eliason; Blumenthal); 3:00 (Harmon) 4:15 (White; Olson-Fallon; Ritchey)
   Saturday, March 18: 8:15 (Christ); 9:30 (Waddell); 10:45 (Piccinino)

   Although 2,500 sectional/institute evaluation forms were printed for the conference, Jane Lehmann, Coordinator of Chairpersons said that forms ran out on the second day. The forms used to respond to the 10 institutes and 63 sectionals tallied in this report totaled 1,558. While there is no way of determining what actually happened to the unaccounted-for 1,000 unused copies, a number of possibilities exist: for example, some chairpersons took more forms than they needed to sessions, and some forms were left in meeting rooms where they were eventually discarded. Also, some chairpersons may not have turned in completed forms; one set of evaluations was received SIX WEEKS after the conference!

7. Prior conference attendance:

0	times	24%
2-5	times	24%
6-10	times	21%
10+	times	19%
1	time	12%

8. 88% of the respondents are members of CRLA; 12% are not.

GENERAL SUMMARY (continued)

9. State of employment:

California	26%
Washington	11%
Texas	9%
Arkansas, Oregon	6%
Nevada, Alberta	5%

The remaining 16 states and 2 Canadian provinces had 1 or 2 individuals from each state (See Computerized Summary of States on page 22).

I raise a question about the meaningfulness of this and other demographic data since only about 12% of the people in attendance at the conference returned completed evaluation forms.

10. Position held:

Instructor	61%
Administrator	21%
Other	13%
Counselor	5%

Although I recognize the statistical variants, still it is interesting to note that of the 101 respondents in 1988, 55% were Instructors, 18% Other, 5% Administrators, and 2% Counselors, while in 1987, of the 41 respondents, 48% were Instructors, 30% Administrators, 8% Counselors, and 7% Other. In examining the results of three years, there seems to be some increase in attendance of instructors and decrease in administrators.

11. Area of employment:

Reading	45%
Learning Asst.	24%
Other	14%
Tutorial	8%
Writing	6%
Math	3%

Again, in comparison with the previous two years, I note that in 1988, 45% of the respondents indicated their area as being Reading, 27% Learning Assistance, 12% Other, 10% Tutorial, 5% Writing, and 1% Math, while in 1987, 40% were Learning Assistants, 25% Reading Instructors, 20% Other, 8% each were Tutorial and Writing, and 3% Math. The percentages for 1988 and 1989 reveal little signifcant differences in the make-up of area of employment.

12. Type of Institution:

2 yr. Jr. or Community College	= 51%
4 yr. College or University	= 49%

In 1988, 52% of the respondents were from 2 year colleges and 48% from 4 year; in 1987, 54% were from 2 year colleges and 46% from 4 year. Thus, there appears to be little significant difference between type of school from 1988 to 1989.

GENERAL SUMMARY (continued)

13. Major events of the conference were evaluated by assigning a numerical value to verbal ratings as follows:

E = Excellent (4); G = Good (3); A = Average (2); P = Poor (1); N = No response = no value assigned.

14. More than half the respondents (66%) rated the keynote speaker, Dr. Carol Tavris, as being "Excellent," 16% thought she was "Good," and the remaining 18% withheld comment.

15. Most section meetings, institutes and other meetings received many accolades and excellent ratings. For example, high praise was given to the institutes presented by Tom Gier's group, Kate Sandberg, and Frank Smith. On the other hand, some negative feedback, with some poor/average ratings, were received for institutes led by Susan Eiland-Rickman, Roberta Kerns, and Lois Burrill.

Sectionals which received exceptional praise included those led by Carolyn Clark, Lauren Cohen, Tom Gier, Susanne Kita, Susan Lesyk, Joan Smith, and Lee Vogel. Some negative feedback, with poor/average ratings, were received by John Call, Marie Provencio, Linda Sugnet, and James Walker.

16. Several respondents recommended that the sectional led by Jerry Chandler be repeated in Irvine and that Patricia Mulcahy's research on reading should be updated and presented annually.

17. A number of enthusiastic respondents felt that the following sectionals/speakers should be encouraged to expand their presentations to institutes in the future:

Rhonda Atkinson, "Dynamic Group Learning"
Carolyn Clark, "Creating Professional Growth"
Lauren Cohen, "From Empathy to Expectation"
Constance Katasse, "College Learning in ESL"
Linda Sugnet, "Teamwork"(yet got some poor rankings too)
Mary Lee Taylor, "Opening 'The Eyes' in Reading"
Carol Tavris, Keynoter
Lee Vogel/Jane Lehmann, "Critical Thinking"

18. 56% of the respondents ranked the section meeting topics as "Excellent," while 39% thought they were "Good." High marks also went to section meeting scheduling with 61% ranking them as "Excellent" and 31% as "Good." Institute topics and scheduling received lower rankings than sectionals; the topics were considered "Excellent" by 48% and "Good" by 32; the scheduling was rated "Excellent" by 41% and "Good" by 35%.

19. Overall, speakers were found to be exemplary; approximately 50 of the speakers were listed in the commentary section as being "most valuable."

GENERAL SUMMARY (continued)

20. Ratings of activities were sparse, raising a question about conference attendees' participation in these actities. The Hospitality Suite, Publishers Exhibits, SIG Breakfast, and Saturday Luncheon received fairly positive responses, while the Campus Tour and Canadian Dinner did not seem to be activities which attracted many participants.

21. Services and Planning overall were rated very highly. The strongest praise was given to the program printing, layout and information, followed by the Site location, Registration, and hotel room accommodations. The computerized summary (page 23) showed a "xero" ranking for "Hospitality;" the computer program apparently failed to accept the data, yet most conference participants indicated on their forms that they were pleased with the hospitality in Seattle.

    As can be seen in the commentary section (pages 18-19), people did not want to be housed at an alternate hotel, wanted to congregate together more, and would have preferred greater proximity of registration to meeting rooms. Many people said the section meeting rooms were inadequate in size and were either noisy, and too warm/too cold! A number suggested having tables in meeting rooms rather than chairs, particularly for institutes.

22. A recurring criticism was that presenters ran out of handouts.

23. A number of people felt the time allocated to sessions was insufficient and would like to see some one-and-one-half hour sessions.

24. I enlisted the aid of Tom Parker from the University of New Mexico in computing the data from the Evaluation forms. He developed a computer program which can be modified and used in the future. The Board, however, should be aware that it took me more than six hours to input all the data for the 67 Conference Evaluation forms; these results appear on pages 22-29. Since the computer listed comments randomly and space is limited for typing comments, subsequently, I analyzed all the comments manually and typed them separately for ease of review which involved another 4-5 hours.(pages 12-21) Also, it took more than 20 hours to input the data from the 1,558 Section/Institute Evaluation forms.

    Tom and I discussed the possibility that a Scantron system might be developed in the future which would be more time efficient.

25. As in previous years, the number of people who completed conference evaluation forms was disappointing. In 1987, 41 evaluations were submitted; in 1988, there were 101 evaluations done, and this year, 67 were returned. Of those received for 1989, about 35 were actually turned in on-site in Seattle; the remainder were mailed in during the month following the conference. Recommendations to encourage more participation in completing evaluations appear on the next page.

RECOMMENDATIONS

CONFERENCE EVALUATIONS:

1. Shorten the Conference Evaluation form to one page since it is quite long and since some of the information requested also appears on the Sectional/Institutes forms. Since only 67 Conference Evaluation forms were completed but 1,558 sectional and institutes forms were submitted, the latter form yields more revelant significant information presently.

   a. I recommend that the "Demographic Information" section be removed completely from the Conference Evaluation form and that it be included as part of the Registration form. (See page 6) Anyone attending the conference WILL complete the registration form. If this is done, then significant demographic data would be gathered.

   b. Make the Conference Evaluation a one page, easy-to-fill-out form to encourage more responses. I have submitted a sample on page 7 but this could be pared down even further.

2. Include the Conference Evaluation form at the front or back in the program itself so it doesn't get lost in a packet of loose papers.

3. Have extra copies of the form everywhere: at the Registration Desk, in the Meeting Rooms, by the Coffee Urns, etc.

4. Announce and encourage at the General Sessions the completion of the form; introduce the Coordinator and recommend s/he collect them at the end of major events, like the Saturday luncheon.

5. Have a door prize drawing or goodies (like candy at the registration desk) for turning in evaluations!!

CHAIRPERSONS:

1. The Coordinator of Chairpersons should make clear at the Orientation what to do with the evaluation forms; a number of chairs were confused about which copy to give whom, etc. I recommend that the original be given to the Conference Evaluations Chairperson.

2. The Section/Institute forms should be counted out in packets of 25 prior to Orientation and handed to each chairperson. Chairpersons should not be relied upon to simply pick up packets of forms but should be given these forms by the Coordinator.

3. Have a designated place where extra forms can be obtained.

PRESENTERS:

The Board might want to use Tom Parker's computer program to keep track of annual presenters and the ratings they received to assist them in planning for future conferences when they assess presentation proposals. It is apparent that many of the same people make presentations at the annual conferences.

KEYNOTE SPEAKER:

The letter on the next page from Lakeland College contains a strong recommendation for a keynoter for the Irvine conference.

1913–1988

LAKELAND COLLEGE

T0B 4M0
Telephone: (403) 853-8400

An Alberta/Saskatchewan Interprovincial College

March 21, 1989

I am intrigued by your theme for next year's conference. Have you heard of the book Women's Ways of Knowing : the Development of Self, Voice and Mind by Mary Field BELENKY et al (BASIC BOOKS, NEW YORK, N.Y., 1986 ISBN 0-465-09212-8)? In it, 4 female psychologists analyze results of case studies of 100+ (or is it 200+ ?) women whom they have interviewed. They tie in these their development with Perry's model, but make a case for the difference being female in a traditionally paternalistic society makes. "Finding One's Voice" strikes me as being exactly what the researchers found as being the turning point or, at least, a milestone in many women's lives.

I would suggest that you consider one of the 4 co-authors to speak at next year's conference. I feel this would be applicable because:

1. the book ties in exactly with the conference theme,
2. Many, if not most, of our students would identify with the subjects of the book and
3. Many of us in our predominantly female organization would identify personally with the elements of the book.

Yours truly,
Lakeland College

RECOMMENDATION SAMPLE (1)

I suggest this information be included with Registration.

DEMOGRAPHIC INFORMATION

1. How many prior WCRLA conferences have you attended?
   Check one: _____ 0 _____ 1 _____ 2-5 _____ 6-10 _____ 10+

2. (A) Are you a member of WCRLA? _____Yes_____No

   (B) If not, how did you learn of this conference?
   _____ colleague _____ mailing _____ Journal of Developmental Ed.
   _____ WCRLA newsletter _____ Other/Specify: _____

3. In which state are you currently employed? _____

4. What type of position do you hold? Check one: _____ Instructor
   _____ Administrator _____ Counselor ____ Other/Specify: _____

5. What is the main area of your employment? _____ Reading _____ Writing
   _____ Math ____ Learning Assistance _____ Tutorial
   _____ Other/Specify: _____

6. In what type of institution do you work?
   _____ 2 Yr. Jr. or Community College _____ 4 Yr. College or University

RECOMMENDATION SAMPLE (2)
COLLEGE READING AND LEARNING ASSOCIATION
1990 CONFERENCE EVALUATION FORMAT

CRLA seeks your assistance in helping conference planners improve future annual meetings. Please answer the following questions and return the evaluation to the box at the REGISTRATION DESK before leaving the conference site.

EVALUATION OF EVENTS

Please rate each of the following items by circling (E) for excellent, (G) good, (A) average, (P) poor. Use (N) for no response, if you did not attend an event or do not wish to respond.

FEATURED SPEAKERS					
1. Thursday:	E	G	A	P	N
2. Friday:	E	G	A	P	N
SECTION MEETINGS/INSTITUTES/OTHER MEETINGS					
1. Section meeting topics	E	G	A	P	N
2. Section meeting scheduling	E	G	A	P	N
3. Overall quality of section meetings	E	G	A	P	N
4. Institute topics	E	G	A	P	N
5. Institute scheduling	E	G	A	P	N
6. Overall quality of institutes	E	G	A	P	N
7. State/Region meetings	E	G	A	P	N
8. Special Interest Groups	E	G	A	P	N
9. CRLA Board Meetings	E	G	A	P	N
ACTIVITIES					
1. Campus tour	E	G	A	P	N
2. Dinner/Social	E	G	A	P	N
* 3. Dinner on the Town	E	G	A	P	N
4. Tours	E	G	A	P	N
5. Hospitality Suite	E	G	A	P	N
6. Lunch with a Mentor	E	G	A	P	N
7. Newcomers' Reception	E	G	A	P	N
8. Publishers' Breakfast	E	G	A	P	N
9. Publishers' Exhibits	E	G	A	P	N
10. Saturday Luncheon	E	G	A	P	N
11. Scholarship Reception	E	G	A	P	N
12. Special Interest Group:	E	G	A	P	N
Breakfast (specify group)_____	E	G	A	P	N
Luncheon (specify group)_____	E	G	A	P	N
13. Thursday Conference Banquet	E	G	A	P	N

EVALUATION OF SERVICES AND PLANNING

1. Conference facilities	E	G	A	P	N
2. Program printing, layout and information	E	G	A	P	N
3. Registration	E	G	A	P	N
4. Chairpersons	E	G	A	P	N
5. Pre-conference publicity	E	G	A	P	N
6. Cost of conference	E	G	A	P	N
7. Conference Schedule (Wednesday-Saturday)	E	G	A	P	N

COMMENTS: Use reverse side for ADDITIONAL COMMENTS and ANY OTHER SUGGESTIONS, such as future speakers, or ideas you have that will help conference planners to improve the annual meeting of CRLA.
THANK YOU! Return to the conference registration desk or MAIL TO:

Important

WCRLA College Reading & Learning Association

WESTERN COLLEGE READING AND LEARNING ASSOCIATION
1989 CONFERENCE EVALUATION: SEATTLE, WASHINGTON
SAMPLE CURRENT FORM

WCRLA seeks your assistance in helping conference planners improve future annual meetings. Please answer the following questions, include comments, where appropriate, and return the evaluation to the box at the REGISTRATION DESK before leaving the conference site. THANKS FOR YOUR HELP.

DEMOGRAPHIC INFORMATION

1. How many prior WCRLA conferences have you attended?
   Check one: ___ 0 ___ 1 ___ 2-5 ___ 6-10 ___ 10+

2. (A) Are you a member of WCRLA? ____Yes___No

   (B) If not, how did you learn of this conference?
   ___ colleague ___ mailing ___ Journal of Developmental Ed.
   ___ WCRLA newsletter ___ Other/Specify: _____

3. In which state are you currently employed? _____

4. What type of position do you hold? Check one: ___ Instructor
   ___ Administrator ___ Counselor ___ Other/Specify: _____

5. What is the main area of your employment? ___ Reading ___ Writing
   ___ Math ___ Learning Assistance ___ Tutorial
   ___ Other/Specify: _____

6. In what type of institution do you work?
   ___ 2 Yr. or Community College ___ 4 Yr. College or University

EVALUATION OF EVENTS

Please rate each of the following items by circling (E) for excellent, (G) good, (A) average, (P) poor. Use (N) for no response, if you did not attend an event or do not wish to respond.

FEATURED SPEAKERS

1. Thursday: Dr. Carol Tarvis	E	G	A	P	N
2. Friday: Dr. Susan Deese	E	G	A	P	N

SECTION MEETINGS/INSTITUTES/OTHER MEETINGS

1. Section meeting topics	E	G	A	P	N
2. Section meeting scheduling	E	G	A	P	N
3. Overall quality of section meetings	E	G	A	P	N
4. Institute topics	E	G	A	P	N
5. Institute scheduling	E	G	A	P	N
6. Overall quality of institutes	E	G	A	P	N
7. State/Region meetings	E	G	A	P	N
8. Special Interest Groups	E	G	A	P	N
9. WCRLA Board Meetings	E	G	A	P	N

COMMENTS:

(SEE REVERSE SIDE, PLEASE)

SAMPLE CURRENT FORM

ACTIVITIES

1. Campus tour	E	G	A	P	
2. Canadian Dinner/Social	E	G	A	P	N
3. Dinner on the Town	E	G	A	P	N
4. Harbor Tour to Tillicum Island	E	G	A	P	N
5. Hospitality Suite	E	G	A	P	N
6. Lunch with a Mentor	E	G	A	P	N
7. Newcomers' Reception	E	G	A	P	N
8. Publishers' Breakfast	E	G	A	P	N
9. Publishers' Exhibits	E	G	A	P	N
10. Saturday Luncheon	E	G	A	P	N
11. Scholarship Reception	E	G	A	P	N
12. Special Interest Group:	E	G	A	P	N
Breakfast (specify group)_____	E	G	A	P	N
Luncheon (specify group)_____	E	G	A	P	N
13. Thursday Conference Banquet	E	G	A	P	N

Please LIST the names of speakers, titles of section meetings or institutes, or activities that you thought were most valuable for you.

EVALUATION OF SERVICES AND PLANNING

1. Conference facilities	E	G	A	P	N
2. Hotel room accommodations (not meeting rooms)	E	G	A	P	N
3. Hospitality	E	G	A	P	N
4. Program printing, layout and information	E	G	A	P	N
5. Registration	E	G	A	P	N
6. Chairpersons	E	G	A	P	N
7. Pre-conference publicity	E	G	A	P	N
8. Cost of conference	E	G	A	P	N
9. Site (Stouffer-Madison/Seattle)	E	G	A	P	N
10. Conference Schedule (Wednesday-Saturday)	E	G	A	P	N

COMMENTS:

Please write ANY OTHER SUGGESTIONS, such as future speakers, or ideas you have that will help conference planners to improve the annual meeting of WCRLA.

THANK YOU! Return to the conference registration desk

OR MAIL TO: Rose Wassman
Reading Coordinator,
Language Arts Division
DeAnza College
21250 Stevens Creek Blvd.
Cupertino, CA 95014

COLLEGE READING AND LEARNING ASSOCIATION
1989 CONFERENCE EVALUATION SUMMARY

DEMOGRAPHIC INFORMATION

1. How many prior WCRLA conferences have you attended?
Check one: 16 (% 24) 0 | 8 (12) 1 | 16 (24) 2-5 | 14 (21) 6-10 | 13 (19) 10+ = 67 (100%) Total No.

2. (A) Are you a member of WCRLA? 58 (% 88) Yes | 8 (12) No = 66 (100%) Total No.

(B) If not, how did you learn of this conference?
7 (% 88) colleague | 0 (0) mailing | 0 (0) Journal of Developmental Ed.
0 (% 0) WCRLA newsletter | 1 (12) Other/Specify: _____ = 8 (100%) Total No.

3. In which state are you currently employed? See Computer Report

4. What type of position do you hold? Check one: 38 (% 61) Instructor
13 (% 21) Administrator | 3 (5) Counselor | 8 (13) Other/Specify:___ = 62 (100%) Total No.

5. What is the main area of your employment? 30 (% 45) Reading | 4 (6) Writing
2 (% 3) Math | 16 (24) Learning Assistance | 5 (8) Tutorial
9 (% 14) Other/Specify: _____ = 66 (100%) Total No.

6. In what type of institution do you work?
32 (% 51) 2 Yr. Jr. or Community College | 31 (49) 4 Yr.Col.or Univer.= 63 (100%) Total No.

EVALUATION OF EVENTS

Please rate each of the following items by circling (E) for excellent, (G) good, (A) average, (P) poor. Use (N) for no response, if you did not attend an event or do not wish to respond.

	Percent					
FEATURED SPEAKERS	E	G	A	P	N	No.
1. Thursday: Dr. Carol Tavris	66	16	0	0	18	62
2. Friday: Dr. Susan Deese	4	2	4	0	90	48
SECTION MEETINGS/INSTITUTES/OTHER MEETINGS						
1. Section meeting topics	56	39	5	0	0	62
2. Section meeting scheduling	61	31	6	2	0	62
3. Overall quality of section meetings	44	48	8	0	0	61
4. Institute topics	48	32	3	0	17	60
5. Institute scheduling	41	35	3	3	18	61
6. Overall quality of institutes	37	37	5	0	21	57
7. State/Region meetings	18	38	12	2	30	57
8. Special Interest Groups	25	25	12	9	29	59
9. CRLA Board Meetings	10	9	0	2	79	57

COLLEGE READING AND LEARNING ASSOCIATION
1989 CONFERENCE EVALUATION SUMMARY

ACTIVITIES	Percent E	G	A	P	N	No.
1. Campus tour	2	2	2	0	94	51
2. Canadian Dinner/Social	10	4	2	0	84	51
3. Dinner on the Town	15	6	0	4	75	52
4. Harbor Tour to Tillicum Island	15	13	5	2	65	46
5. Hospitality Suite	28	22	2	0	48	54
6. Lunch with a Mentor	13	12	0	0	75	52
7. Newcomers' Reception	17	19	7	2	55	54
8. Publishers' Breakfast	22	24	10	0	44	54
9. Publishers' Exhibits	28	37	19	2	14	57
10. Saturday Luncheon	24	22	2	0	52	50
11. Scholarship Reception	12	14	6	0	68	49
12. Special Interest Group:	13	22	0	3	62	37
Breakfast (specify group)_____	40	14	6	3	43	35
Luncheon (specify group) _____	13	30	18	3	36	39
13. Thursday Conference Banquet	19	26	25	2	28	53

EVALUATION OF SERVICES AND PLANNING

1. Conference facilities	40	45	12	3	0	58
2. Hotel room accommodations (not meeting rooms)	55	26	4	0	15	54
3. Hospitality	0	0	0	0	0	0
4. Program printing, layout and information	87	11	0	2	0	62
5. Registration	63	29	5	3	0	59
6. Chairpersons	47	39	11	0	3	57
7. Pre-conference publicity	50	33	12	3	2	58
8. Cost of conference	28	53	16	3	0	58
9. Site (Stouffer-Madison/Seattle)	74	17	5	4	0	57
10. Conference Schedule (Wednesday-Saturday)	63	29	4	4	0	57

CRLA EVALUATION COMMENTS
ACTIVITIES

Please LIST names of speakers, titles of section meetings or institutes, activities that you thought were most valuable for you.

SPEAKERS CITED:

ATKINSON, et.al.: Dynamic Group Learning
Expand to Institute next year

AUSTIN, Delores (3)

BLEWETT: Collaborative Learning

BRODERICK, Bill

BURNETT/Donahue

CARTER-WELLS, et.al.: Critical Reading/Thinking Institute (2)

CAVERLY/Ashmore (2)

CHANDLER: Confessions of a Learning Disabled College Graduate

CHANG and Noe (2)

CLARK

COHEN: From Empathy to Expecation
Great

CRAIG, JEANNE: Self-Directed Learning

CROUSE & Stafford: Whole Language Writing Strategies (2)

DELANEY: The 3 C's

EILAND-RICKMAN, Susan

FEDERICI, Linda

GIER, Hampton, Hancock, Carpenter, Shaw, Wild: Tutoring Solutions for the '90s (3)

HARMON: Teaching Computer via Modeling

HENDERICKS: Assessment

HENRY, Marcia: SJSU-Decoding

HERMANN

HOOPER/Lewis: Critical Reading

KATASSE: Collaborative Learning in ESL classes

KEATING, George
George Keating was smashed, I think

CRLA EVALUATION COMMENTS
ACTIVITIES

SPEAKERS CITED:(continued)

KELLY, Sue

KITA: Model Tutor Training (4)

KRAUSE: Utilizing newspaper in classroom (2)

LESYK (2)
By far, the best presenter of the conference.

MORACHE, Jette: Dyslexic

MULCAHY: Rutgers, Research (2)

O'HEAR: Time Management (2)

OLSON-FALLON, et.al.

PARRISH (2)

ROLLER,Cheryl: From Plato to Jung (3)

SANDBERG, Kate (2)

SCHLENDER

SMILKSTEIN-PHIPPS: Teaching Critical/Creative Thinking (3)
Good

SMITH, Frank (4)
Frank Smith was not worth $30.
Frank Smith was absolutely terrific.
The best part was being able to personally interact with him.

SMITH and Flanders (2)

STARR, Joan

TAVRIS, Carol (8)
How about a repeat or having Dr. Tavris present an institute or sectional?
Dr Carol Tavris' talk was wonderful!

VILLENEUVE and Elliott (2)

VOGEL/GINARIS (2)

VOGEL and Lehmann: Critical Thinking Workshop (9)
This should be an institute.

CRLA EVALUATION COMMENTS
ACTIVITIES

TITLES OF SECTION MEETINGS OR INSTITUTES CITED:

Challenging High Risk Students

Collaborative Bridge Program

Colored lenses as a Treatment for Reading Disabilities-Institute
Especially informative

Creative Approach to Reach Students

Dynamic Group Learning Strategies

How Your Tutor Program Can Receive WCRLA Certification (5)

IRA/College Reading Improvement SIG
Model Tutorial Program

It Works: Creative Way to Reach Students--Very Good

Measurement
Section was well presented

Presenting at a Conference

Self-directed learning: It Works

Teaching Critical/Creative Thinking

ACTIVITIES CITED:

Campus Tour

Networking with colleagues

Publishers' exhibits

GENERAL COMMENTS ON ACTIVITIES:

BANQUET(THURSDAY):

Banquet music wasn't my cup of tea
No program??? Poor food but music--fine.
Music was a waste; good band, but I couldn't visit with my tablemates
Thursday entertainment was not very good. My favorite was the jazz ensemble two years ago (or was it last year?) Let's have adult enterainment next year, not youngsters'.
Food great but music too loud

CANADIAN DINNER:

misconstrued--this was for Americans, hosted by Canadians.

CRLA EVALUATION COMMENTS
ACTIVITIES

GENERAL COMMENTS ON ACTIVITIES: (continued)

DINNER ON THE TOWN:

The most poorly organized and managed event of the conference.

HOSPITALITY:
The hospitality suite was wonderful for sharing ideas and meeting people.

HOTEL:

Hotel food (barring desserts) at our sit-down meals was ghastly.

LUNCHEON (SATURDAY):

always fun

NEWCOMERS:

Newcomers' Reception needs more structure--give history of the organization

PUBLISHERS' BREAKFAST:

Publishers' Breakfast: superb--best in years.
Oh, how I remember San Francisco! No one can match that.

PUBLISHERS' EXHIBITS:

Publishers' Exhibits--great showing; good layout with coffee at both ends
lighting poor
they left too early!

TOURS:
Victoria Tour: Most things closed (Empress Hotel) Sunday!

CRLA EVALUATION COMMENTS
EVALUATION OF EVENTS

COMMENTS ON SECTION MEETINGS/INSTITUTES/OTHER MEETINGS

INSTITUTES:

Institute Scheduling--Not opposite sessions!
Institute scheduling was extremely poor--I did not attend an institute due to the limited or non-existent options. Section meetings should have been included on Wednesday.

The flier I saw only had institutes listed--I didn't realize there would be much else also until I called for info--then I didn't realize there would be only institutes on Wed.

Institutes should be held in larger rooms and in rooms with ventilation. Lots on reading, not enough on learning assistance.

More like Frank Smith

Great Computer Institute on Wed. A.M.

SECTION MEETINGS:

How many people are interested in math?

Too few activites (sections-institutes) on Tutoring. All were overbooked, too full, sold out. Even when I went early space and materials had run out.

Some meetings scheduled too early for me.

I like the idea that institute and sectionals were scheduled at different times.

We still get disappointed by no-shows. I went to three such sessions, two of which were cancelled so late that there was no notice.

O'Hear's presentation was awful-or worse.

Cohen, L--Stand and Deliver-was outstanding.

Student-athlete sectional badly missed mark.

The quality of the speakers was rather uneven. The ones I listed (Vogel, Parrish, Roller, Noe, Villeneuve) were interesting, organized, focused. Others should have worked a little harder on preparing their handouts, organizing their talk, thinking about desired outcomes of their presentations. Particularly disappointing were Gregory, Delaney, Taylor.

Not enough handouts.

OTHER MEETINGS:

BOARD: ARE WCRLA Board Meetings only for Board members?

BUSINESS: The business meeting was poor (Friday 1:30). It seems like parlimentary Procedure became our master rather than our servant and as we got hyper in the end, due to time pressure, the name change was railroaded through.

CRLA EVALUATION COMMENTS
EVALUATION OF EVENTS

OTHER MEETINGS: (continued)

PLENARY: The plenary session is a wonderful way for us to get our ideas before the Board.

SIG'S: The SIG's are great!

STATE/REGION MEETINGS: State directors were told name change would NOT be voted on; better leadership and communication needed. Name change represents POOR process.

OTHER GENERAL COMMENTS:

Generally WCRLA still holds the best, most useful and applicable information for me in my current possiton.

100-1, women to men! What's happening to WCRLA? I think it's dying on the vine. Where are the university and 4-year people? Where's the intellectual excitment? The vast exhibits we used to have? My own editor (Wadsowrth) was down at the 4 C's conference at the Sheraton-much more excitement down there!!

Am really disappointed that this conference conflicts with College Composition and Communication.

Keep the same program format forever--it needs no improvement.

Evaluations are helpful especially receiving immediate feedback but it's difficult to know just WHY when you've been given a slightly lower rating in one area and therefore it's difficult to know exactly how to improve a presentation that you've made.

CRLA EVALUATION COMMENTS
EVALUATION OF SERVICES AND PLANNING

BANQUET: Dancing is fun, but with odds of female to male about 3 to 1, it isn't as fun!
The food was excellent.

CHAIRPERSONS: one didn't even show!
Some missing; others barely audible.

CONFERENCE FACILITIES: too many floors, hard to run into people.
Meeting rooms on four different levels made it difficult to see a lot of people.
Conference rooms too small; I sat on the floor a few times.
Needed better room assignments; many much too small
Needed coffee and tea available on third floor throughout conference.

CONFERENCE SCHEDULE: Wed.-Sat. : Fine
Would prefer Tuesday through Friday (3)

COST OF CONFERENCE: A little high.
Only one free general session.
Less expensive location

EVALUATIONS: I did not receive my session evaluations because the chairperson did not give them to me.

HANDOUTS: Nearly every presenter I heard ran out of handouts before all attendees received a set--all promised to mail them later but I think this should be remedied before we all leave conference--maybe in the future?
Insufficient number of handouts.

HOTEL: Wonderful hotel and all but VERY expensive.
Hotel staff to be commended--excellent
Disliked 3 hotel "meals" in one day--i.e.--SIG breakfast, SIG lunch and banquet all on Thursday.
I am terribly disappointed in not being at the hotel where the conference is being held. The Hilton is not as hospitable or accommodating as the Stouffer. Isolation is the word.
The Hilton was not an appropriate alternative--average facility.
Preferred to be in the Stouffer-Madison
Stouffer was not accommodating when block of rooms was taken.

LUNCHEONS were VERY expensive.

NEWCOMERS: It appeared that most attendees have attended for years and know one another.
It appeared very "cliquish" --little or no attempt was made to include "lone" attendees or NEWCOMERS--more effort should be made in this area.

PRE-CONFERENCE PUBLICITY: Needs to get out earlier
Everything was out early and clear information was available

CRLA EVALUATION COMMENTS
EVALUATION OF SERVICES AND PLANNING

PROGRAM PRINTING, LAYOUT & INFORMATION: new format took a little work to get used to
The best ever: Program printing, layout and information (4)
Program format was super--easy to read and make session choices.
I thought the program/handbook was excellent; it was well-organized. The matrix summary of workshops were very useful. Also, the planner/map was an ingenious idea.

REGISTRATION: The people staffing this table were not as helpful or (kind) as they could have been!
Registration-swift
Registration was sort of disorganized
Pre-registration was so easy.

SECTION MEETINGS: The section meetings seem to schedule same strands at same times. For example, 10:45 Friday had 3 sections about adult learners and 3 on collaborative learning while the 9:30 section choices had neither adult learners nor collab. learning.

SPEAKERS: I especially liked NOT having a guest speaker for the Saturday luncheon.

SITE: A great city but Stouffer--mediocre.
Outstanding job on the on-site logistics

"WALKS AROUND TOWN" was great (3 stapled green sheets)--I especially liked the "City Picnics" restaurant.
Detailed walking maps--nice
Liked the walking tours and service info--used both a lot.

OTHER GENERAL COMMENTS

Excellent. Thank you for the "extras"--special diet plan, roommate arrangements

Excellent Conference; I'll be back with more people from my campus next year.

Overall an excellent conference--I love WCRLA.

Pat yourselves on the back!! It was great.

WCRLA again excellent for networking and new ideas--keep up the good work with the difficult challenge of conference planning.

Everyone did a super job of planning and following through. Hats off to Dee and her group.

The conference presenters were overall stimulating--good ideas, etc.

An excellent conference

CRLA EVALUATION COMMENTS
SUGGESTIONS FOR FUTURE CONFERENCES

BANQUET ACTIVITIES:

Why have dances when we're mostly women and some of us can't dance anyway? Why not stand up comedian or a casino where we gamble for prizes?

CHAIRPERSONS:

When briefing conference chairs, be sure to emphasize starting and ending on time, even if it means interrupting the speaker.

CONFERENCE SCHEDULE:

Current air fare structure encourages staying over Sunday. It might be a good idea to re-open the Sunday brunch ending.

Suggest Tuesday-Friday--Professionals should not have to work on Saturdays.

Don't have any meetings on Wednesday; just have institutes

EVALUATIONS:

How about evaluation of the evaluations? A little more detail would be appreciated for this one.

HOTEL:

Get ALL participants to stay at same hotel--hotel should not overbook.

How about a roommate clearing place for people who lose/need a roommate during conference to save dollars.

INFORMATION:

Thanks for the addresses of presenters in back of program: Please add college names next time.

Please put the name of the institution next to presenters' names in the schedule. Need a list of ALL conference participants in the registration packet.

Have ALL presenters names and addresses in appendix, not just one--it makes it easier to find people from different institutions and different parts of the country.

Could we please have an on-site list of conference participants by the second conference day?

MENTOR:

Let's have more lunch with a mentor sessions and even breakfast meetings

Expand mentor program.

PROGRAM:

Room map and planner should be on cover or back cover for easy access.

SECTIONALS:

Some sessions should have been longer--maybe there could be 1-1/2 hour sessions for some.

Try to not have all meetings with similar interest at one time slot--reading and learning assistance, LD, etc.

Better planning for numbers; spread out the meetings (all four days)

SIGs:

Need more active leadership: SIG leaders need more support from WCRLA.

Special Interest Group MEETING scheduled at a poor time--WED. 4:45--fewer people here on Wed.--no advanced notice--few people were aware of meeting time. Schedule for Thursday/Friday

CRLA EVALUATION COMMENTS
SUGGESTIONS FOR FUTURE CONFERENCES

SPEAKERS:
Let's have another keynoter--but not a WCRLA officer.

TOPICS:
Macintosh Software demos
More sections on math (3)
Assessment tools--reading, writing, especially quick informal or quick formal.
Future topics might include areas of interest to development LAB teachers.

OTHER MISCELLANEOUS SUGGESTIONS

Give transportation from airport info sooner--got mine the day before I left.

For Registration, Chairpersons and Pre-conference publicity: explanation that sectionals would be held.

Please include membership for non-members so it can be paid all at once at one location.

Do you want a date on the WCRLA certificate?

How about Colorado for a possible site?

Separation of Registration area and session area awkward.

Sell T-shirts

Receipts should be made out ahead of time if possible.

Tables would be nice in ALL meeting rooms. Taking notes while juggling books, packets, purse, coat--no easy taks. Not very comfortable especially for the length of institutes.

Arrangements for vegetarian meals, please.

I'd like some industry people or ex-developmental students.

There were so many interesting reference materials and books mentioned that I was eager to find and starting reading immediately. It would be nice if a spot to buy such materials and books at the conference were set up.

Re: Carol Tavris: I would have liked a tape of her talk. Do you want to start such a library?

College Reading & Learning Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

1503 Jackson Street
Carrollton, TX 75006

16 June 1989

Dr. Susan Deese
University of New Mexico
Albuquerque, New Mexico 87131

Dear Susan,

Thank you for you letter and your interest in the constitution for the Texas Chapter, CRLA. When we established our offices, we wanted the State Director to be a separate office from the President for the following reasons:

1) The State Director can hold office for as long as he/she is reappointed by the national CRLA and as long as he/she is willing. A term longer than the President's one year would provide continuity to both the state and the national organization.

2) The State Director is directly responsible to CRLA, the keeper of the purse and the larger organization's bylaws. We believe your appointment of this officer is significant, also, in that the Director can be a conference attender. The State President may not always be able to attend the national conference. This reason of accountability to the organization seems most important to me as it give the larger organization some control over membership and finances.

3) Texas has historically needed more than one State Director due to our size (in miles if not numbers). The appointed officer would act as part of the Texas Chapter Board, providing us another officer.

You must also realize we initially formed our constitution in this manner because we thought CRLA wanted separate offices. Only after some discussion did we understand the differences in interpretation.

We can change our constitution at our conference in October if we can send out a mailing the first of September advising members of a change. The officers in Texas believe we have a good plan, one that has CRLA's best interests in mind. We

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are reluctant to change it and would prefer the national organization consider allowing the dual option. If you decide to ask us to change and eliminate the State Director position, Nancy Moreland has planned to retire after this year anyway, so she will not be insulted if we change the constitution at this time.

Please advise me of how to proceed. Thank you for your interest and involvement. I continue to wish the best for your and your sister.

Sincerely,

Delryn R. Fleming

Delryn Fleming

DR. BECKY PATTERSON, PRESIDENT
COLLEGE READNING & LEARNING ASSOCIATION
ENGLISH DEPARTMENT - BLDG K
UNIVERSITY OF ALASKA ANCHORAGE
3211 PROVIDENCE DRIVE
ANCHORAGE, ALASKA 99508

Becky:

I hope you are having an enjoyable summer so far. Enclosed you will find the information that the SIG leaders have forwarded to me. I will go through each of the SIGs so you will know you which SIGs have turned in the CRLA SIG GUIDELINES form and which SIGs are still working on them.

==========

1. COGNITIVE PSYCHOLOGY - PAT MULCAHY
   No CRLA SPECIAL INTEREST GROUP GUIDELINES form as of 7/11, but I have talked to Pat and she will be forwarding them to me in the near future.

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2. COLLEGE READING - CHAR MANSFIELD & TOM GIER (Char is contact person)
   No CRLA SPECIAL INTEREST GROUP GUIDELINES form as of 7/11.

==========

3. COMPUTER TECHNOLOGY - GARY BROWN
   CRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in.

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4. CRITICAL THINKING AND PROBLEM SOLVING - SUSANNE MANOVILL
   CRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in.

==========

5. EVALUATION/RESEARCH - WES BROWN
   No CRLA SPECIAL INTEREST GROUP GUIDELINES form as of 7/11.

==========

6. HISPANIC INTERESTS - PEDRO RAMIREZ
   No CRLA SPECIAL INTEREST GROUP GUIDELINES form as of 7/11.

==========

7. INTERNATIONAL LEARNING - DONNA MANSKE
   No CRLA SPECIAL INTEREST GROUP GUIDELINES form as of 7/11.

==========

8. LEARNING ASSISTANCE CENTER MANAGEMENT - PHIL GONYERS
   CRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in.

==========

9. LEARNING DISABLED STUDENT - MARY TAYLOR-PAYNE
   CRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in.

==========

10. MATHEMATICS TUTORIAL PROGRAMS - MARGARET ROGERS
    CRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in.

==========

11. PEER TUTORING - KARAN HANCOCK
    CRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in.

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12. TRIO - SUZY HAMPTON
CRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in.

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In conclusion, CRLA SPECIAL INTEREST GROUP GUIDELINES forms are included in this mailing for the following SIGs:

- Computer Technology;
- Critical Thinking and Problem Solving;
- Learning Assistance Center Management;
- Learning Disabled Student;
- Mathematics Tutorial Programs;
- Peer Tutoring;
- Trio.

Just a reminder that starting in September Becky Johnen will be the new CRLA SIG Coordinator. I have really enjoyed my two and half years as CRLA SIG Coordinator but I know that I could not turn over the SIGs to a more competent person than Becky.

Becky, give my best to all the other Board members. I'll be corresponding with you as I get additional SIG information.

Sincerely,

Tom Gier

Tom Gier
CRLA SIG COORDINATOR
English Department - Building K
University of Alaska Anchorage
2533 Providence Avenue
Anchorage, Alaska 99508-4670
WORK: (907) 786-1926
HOME: (907) 349-7128

WCRLA SPECIAL INTEREST GROUPS
1989-90 CONTACTS

Coordinator of Special Interest Groups

BECKY JOHNEN
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SALEM, OR 97309

Special Interest Group Leaders

COGNITIVE PSYCHOLOGY
Pat Mulcahy
Rutgers University
Dept. of Learning & Teaching
Graduate School of Education
10 Seminary Place
New Brunswick, N.J. 08903

CRITICAL THINKING AND PROBLEM SOLVING
Susanne Manovill
University of Prince Edward Island
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C1A 4P3

LEARNING ASSISTANCE CENTER MANAGEMENT
Phil Gonvers
Mesa Community College
Mesa, Arizona

LEARNING DISABLED STUDENT
Mary Taylor-Payne
Amarillo College
Box 447
Amarillo, Texas 79178

EVALUATION/RESEARCH
Wes Brown
Learning Resources Center
CI 2150
California State University, Hayward
Hayward, CA 94542

TRIO
SUZY HAMPTON
SPECIAL SERVICES
UNIVERSITY OF MONTANA
MISSOULA, MONTANA 59812

COLLEGE READING
Char Mansfield and Tom Gier
SIG contact:
Char Mansfield
P.O. Box 1456
Magalia, CA 95954

COMPUTER TECHNOLOGY
Gary Brown
4627 OCEAN BLVD #321
San Diego, CA 92109

HISPANIC INTERESTS
Pedro Ramirez
California State University, Fresno
Shaw & Cedar Avenues
Fresno, CA 93722-0044

PEER TUTORING SIG
Karan Hancock
8102 Harvest Circle
Anchorage, Alaska 99502

MATHEMATICS TUTORIAL PROGRAMS
Margaret Anne Rogers
Mathematics Learning Center
Shoreline Community College
16101 Greenwood Ave North
Seattle, WA 98133

INTERNATIONAL LEARNING
DONNA MANSKE
EDUCATIONAL SUPPORT
MEMPHIS STATE UNIVERSITY
143 DUNN
MEMPHIS, TN 38152

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

SUMMARY OF BUDGET 1988-89

BUDGET ITEM	1988-89 APPROVED	1989-90 REQUESTED	1989-90 APPROVED
I. OPERATING BUDGET			
A. Board	$ 9,435.00	$10,080.00	
B. Publications	12,750.00	13,575.00	
C. Gen. Operating Expense	6,670.00	9,625.00	
D. Committees	2,825.00	4,425.00	
E. State and Regional	4,503.00	4,630.00	
TOTAL OPERATING BUDGET	$36,183.00	$42,335.00	
II. CONFERENCE BUDGET			
A. Conference Management	$ 4,140.00	$ 3,950.00	
B. General Conference Expenses	6,243.00	5,700.00	
C. Conference Program	2,300.00	2,600.00	
D. Food Functions	3,400.00	2,700.00	
TOTAL CONFERENCE BUDGET	$16,083.00	$14,950.00	
TOTAL BUDGET	$52,266.00	$61,915.00	

COLLEGE READING AND LEARNING ASSOCIATION BUDGET OP·

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
I. OPERATING BUDGET	36,183	32,624.44	3,558.56	42,335	
A. BOARD TOTAL	9,435	6,789.03	2,645.97	10,080	
President (Total)	2,485	879.39	1,605.61	2,435	
Travel	1,200	383.80	816.20	1,200	
Hotels and Food	500	253.57	246.43	500	
Telephone Expense	200	-0-	200.00	200	
Postage	75	41.65	33.35	100	
Print and Publish.	150	-0-	150.00	50	
Clerical Wages and Fees		145.00	<145.00>	150	
Supplies	175	14.59	160.41	100	
Advert. and Promo.					
Miscellaneous	50	-0-	50.00		
Other (Specify)					
1. Awards	75	2.11	72.89	75	
Mailing Service	60	38.67	21.33	60	
President Elect (Total)	2,945	2,962.49	<17.49>	3,000	
Travel	2,045	2,427.13	<382.13>	1800	
Hotels and Food	700	513.07	186.93	700	
Telephone Expense	50	-0-	50.00	50	
Postage	50	-0-	50.00	150	
Print & Publish.					
Clerical Wages and Fees					
Supplies					
Advert.& Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	100	22.29	77.71	100	
				2,850	

COLLEGE READING AND LEARNING ASSOCIATION BUDGET (

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Secretary (Total)	1,105	863.86	241.14	1,050	
Travel	200	110.00	90.00	~~310~~ 200	
Hotels and Food	100	8.59	91.41	100	
Telephone Expense					
Postage	25	86.76	<61.76>	30	
Print. & Publish.	150	213.20	<63.20>	100	
Wages and Fees					
Supplies	25	8.59	16.41	25	
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	25	46.42	<21.42>	25	
Excess Baggage	80		80.00	60	
Equipment	500	390.30	109.70	400	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET (

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Treasurer (Total)	1,700	1,152.87	547.13	~~2,195~~ $1,595	
Travel	1,300	1,028.00	272.00	~~500~~	
Hotels and Food	200	12.49	187.51	~~200~~	
Telephone Expense	10	-0-	10.00		
Postage	50	86.02	<36.02>	100	
Print. & Publish.	75	26.36	48.64	30	
Clerical Wages and Fees				1,350	
Supplies	20	-0-	20.00		
Advert. & Promo.					
Miscellaneous	15	-0-	15.00		
Other (Specify)					
Mailing Service	30	-0-	30.00	200 ~~15~~	
General Board Expenses (Total)	1,200	930.42	269.58	~~1,400~~ 2900	
Travel		16.60	<16.60>	1500	
Hotels and Food	1,200	753.38	446.62	1,200	
Telephone Expense		160.44	<160.44>	200	
Postage					
Print.& Publish.					
Wages and Fees					
Supplies					
Advert. and Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET (

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
B. PUBLICATIONS TOTAL	12,750	11,791.90	958.10	13,~~575~~ 870	
Newsletter (Total)	5,200	4,689.44	510.56	~~5,200~~	
Travel	380	389.00	<9.00>	0	
Hotels and Food	75	277.38	<202.38>	0	
Telephone Expense					
Postage	85	71.54	13.46	100	
Print. & Publish.	4,000	3,922.50	77.50	4,400	
Clerical					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	660	29.02	630.98	720	
JCRL (Total)	7,550	7,102.46	447.54	8,~~375~~650	
Travel		959.82	<959.82>	600	
Hotels and Food		185.60	<185.60>	200	
Telephone Expense	300		300.00	300	
Postage	400	88.73	311.27	200	
Print. & Publish.	6,200	5,223.73	976.27	6,600	
Clerical					
Wages and Fees		25.00	<25.00>	50 ~~25~~	
Supplies					
Advert. & Promo.	200		200.00		
Miscellaneous	400	600.00	<200.00>	300 (New Logo for JCR	
Other (Specify)					
Mailing Service	50	19.58	30.42	700	
Editorial Luncheon					
at Conference				~~150~~	

COLLEGE READING AND LEARNING ASSOCIATION BUDGET 0

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
C. GEN. ORG. EXPENSE TOTAL	6,670	8,498.52	<1,828.52>	14- ~~9,625~~	
Travel					
Hotels and Food					
Telephone Expense					
Postage	850	33.73	816.27	200 ~~50~~	
Print. & Publish. (~~Auction~~)	1,200	803.11	396.89	0 ~~1,200~~	
Clerical Wages and Fees					
Supplies	400		400.00		
Advert. & Promo.		25.65	<25.65>	850 ~~30~~	
Miscellaneous	75	43.19	31.81	75	
Other (Specify)					
Mailing Service	2,050	5,439.57	<3,389.57>	5,600	
Bond	320		320.00	320	
~~Brochure~~/Stationery	500	521.19	<21.19>	600	
Scholarships	500	500.00	-0-	~~500~~ 1000	
Research ~~Other~~ Awards	775	315.00	460.00	400	
~~Journal Subscription~~		~~817.08~~	~~<817.08>~~	~~850~~	
Plaques - long & outstanding Award				75	
Brochures				800	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
D. COMMITTEES TOTAL	2,825	2,706.91	118.09	4,425	
Awards & Fundraising (Total)	175	-0-	175.00	175	
Travel					
Hotels and Food					
Telephone Expense					
Postage	50	-0-	50.00	50	
Print. & Publish.	50	-0-	50.00	50	
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	75	-0-	75.00	75	
Archives (Total)	410	346.00	64.00	400 ~~150~~	
Travel					
Hotels and Food					
Telephone Expense					
Postage	60	200.00	<140.00>		
Print. & Publish.					
Wages and Fees					
Supplies	350		350.00	400 ~~150~~	
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Furniture		146.00	<146.00>		

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Bylaws (Total)	50	-0-	50.00	50	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Site Selection (Total)	1,100	848.95	251.05	~~2,150~~	
Travel	900	753.58	146.42	1,000	
Hotels and Food		95.37	<95.37>	~~900~~ 500	
Telephone Expense	100		100.00	100	
Postage	50		50.00	50	
Print. & Publish.				50	
Wages and Fees					
Supplies	50		50.00	50	
Advert & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET 0

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
MAC (Total)				~~200~~ 215	
Travel	200	-0-	200.00		
Hotels and Food					
Telephone Expense				50	
Postage				50	
Print. & Publish.				50	
Wages and Fees					
Supplies				50	
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service				15	
Nominations & Elect. (Total)	490	411.14	78.86	~~500~~ 515	
Travel					
Hotels and Food					
Telephone Expense	100		100.00	100	
Postage	200	183.00	17.00	200	
Print. & Publish.	175	210.74	<35.74>	200	
Clerical					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	15	17.40	<2.40>	15	

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Placement (Total)	300	204.17	95.83	50 ~~300~~	
Travel					
Hotels and Food					
Telephone Expense					
Postage		75.25	<75.25>		
Print. & Publish.		73.08	<73.08>	25	
Wages and Fees					
Supplies		15.84	<15.84>	25	
Advert. & Promo.					
Miscellaneous		40.00	<40.00>		
Other (Specify)	300		300.00		
Answering Machine				~~300~~	

COLLEGE READING AND LEARNING ASSOCIATION BUDGET 01

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Operating Budget					
Ad Hoc Committees (Total)	100	896.65	<796.65>	900	
Terminology (Total)	100	750.00	<650.00>	500	
Travel	100	502.00	<402.00>	400	
Hotels and Food		207.50	<207.50>		
Telephone Expense					
Postage		40.50	<40.50>	100	
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Tutor Certification (Total)	-0-	146.65	<146.65>	400	
Travel					
Hotels and Food					
Telephone Expense					
Postage		146.65	<146.65>	250	
Print. & Publish.				150	
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
E. STATE & REGIONAL TOTAL	4,503	2,838.08	1,664.92	4,630	
Coordinator (Total)	1,553	1,109.21	443.79	1,580	
Travel	913	797.00	116.00	850	
Hotels and Food	220	117.45	102.55	250	
Telephone Expense	50	20.54	29.46	50	
Postage	50		50.00	50	
Printing & Publish.	100	119.00	<19.00>	100	
Clerical Wages and Fees					
Supplies		3.35	<3.35>	30	
Advert. & Promo.					
~~Miscellaneous~~	100	51.87	48.13	~~100~~	
Other (Specify)					
Mailing Service	120		120.00	150	
Ames's Plaque				100	
Directors (Total)	2,950	1,728.87	1,221.13	3,050	
Travel					
Hotel and Food		34.15	<34.15>		
Telephone Expense		32.53	<32.53>		
Postage		51.15	<51.15>		
Print. & Publish.		25.00	<25.00>		
Wages and Fees					
Supplies		20.41	<20.41>		
Advert. & Promo.					
Miscellaneous					
Other (Specify) Special				~~$500~~	
~~Washington~~ Mid Atlantic	500	500.00	-0-	~~1,500~~	
~~Kansas, Nebraska~~ Midwest	500	500.00	-0-	350	
Regular Group @ ~~$50.00~~ 75.00	1,450		1,450.00	2100 ~~1,450~~	
Mailing Service		86.04	<86.04>	100	

SIG Coordinator

Critical Thinking	100
Computers	60
print	25
postage	25
supplies	05

COLLEGE READING AND LEARNING ASSOCIATION BUDGET (

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
II. CONFERENCE TOTAL	16,083			14,950.00	
A. CONFERENCE MGT. TOTAL	4,140			3,950.00	
CHAIRMAN (Total)	1,270			2,400.00	
Travel	420			300.00	
Hotels and Food	200			200.00	
Telephone and Expense	150			150.00	
Postage	100			100.00	
Print. & Publish.				~~650.00~~	
Wages and Fees	200			300.00	
Supplies	200			200.00	
~~Advert. & Promo.~~				~~950.00~~	
Miscellaneous					
Other (Specify)					
Bank Fees					
Committee Reward				200.00	
On Site Manager (Total)	2,750			1,550.00	
Travel	650			~~200.00~~	
Hotels and Food	1,000			500.00	
Telephone Expense	200				
Postage	50				
Print & Publish.	50				
Wages and Fees				300	
Supplies	350				
Advert. & Promo.	150			400.00	
Miscellaneous					
Other (Specify)					
Committee Lunch	100			150.00	
Bank Fees					
~~Clerical~~	200			300.00	

COLLEGE READING AND LEARNING ASSOCIATION BUDGET CC

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Program Committee (Total)	70				
Travel	50				
Hotels and Food					
Telephone Expense	20				
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET C

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Exhibits Chairman (Total)	50			75	
Travel					
Hotels and Food					
Telephone Expense	25			25	
Postage	25			50	
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Publicity Chairman (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET CON

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
B. GENERAL CONF. EXPENSES					
(TOTAL)	6,243			5,700.00	
Programs (Total)	2,000			2,000.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage				100	
Print. & Publish.	2,000			2,000.00	
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
*Amounts include calls, programs and reg. forms					
Registration Packets (Total)	600			1,000.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.				500	
Wages and Fees					
Supplies				500	
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET CON

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
				650	
Calls to Conf. (Total)	400			~~500~~.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage	100			200.00	
Print. & Publish.	300			450 ~~300.00~~	
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET C(

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Other Gen. Exp. (Total)	3,243			2,200.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies	100			200.00	
Advert. & Promo.	693				
Miscellaneous					
Other (Specify)					
Xerox Rental	100			200	
Decorations	250				
Photography	200			200.00	
Entertainment	500			600.00	
Audio-visual & Mechanical	1,000			1,000.00	
Evaluation	200			200.00	
*Interpretor	200				
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

*Interpreter for the deaf.

COLLEGE READING AND LEARNING ASSOCIATION BUDGET CO

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
C. CONFERENCE PROGRAM TOTAL	2,300			2,600.00	
Speakers (Total)	1,800			2,200.00	
Travel	500			700.00	
Hotels and Food	300			300.00	
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees	1,000			1,200.00	
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Institutes (Total)	500			800 ~~400~~.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Section Mtgs. (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Computer Fair (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
D. FOOD FUNCTIONS (TOTAL)	3,400			2,700.00	
Hospitality (Total)	2,000			1,000.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Publisher's Brk. (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Editor's Lunch (Total)	150			200.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
State Director's Dinner (Total)	550			650.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Coffee Breaks (Total)	400			300.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Newcomers Reception	300			350.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

Past Presidents Breakfast 250

College Reading and Learning Association

Proposed Budget, Newsletter, 1989-1990

Budget is based on the assumption of four issues during the year, 1,100 copies printed with 1,075 being sent to the mailing outlet in Santa Fe Springs, CA, for mailing through the outlet. Average number of pages will be 12. (Typically this has been two issues of 12 pages each, one issue of 8 pages, and one issue of 16 pages.)

Printing	$ 4,400
Shipping to mail outlet	100
Mailing service/postage	720
Travel (Summer board meeting)	350
Hotel/food (Summer board meeting)	75
Total requested	$ 5,645

Incidental costs for phone, supplies, correspondence (clerical work and postage), etc. have been borne by my institution as part of their commitment to my professional service. I anticipate this courtesy will continue this year.

CRLA STATE/REGION FUNDING REQUEST FORM

Name of State/Region Ill - Midwest

Statement of Purpose for Funding Request To hold a contact hour at Ill. Association of Learning Programs in Oct at the Allerton conference center to solicit membership in CRLA.

Itemize Projected Expenses

Item(s)	Amount
70 @ $5.00 each people for meals + drinks	$350.00

TOTAL AMOUNT REQUESTED $350.00

Mailing Address Lee Vogel
Harper College
Palatine Ill 60067

Work Phone (312) 397 3000 Home Phone (312) 934 1171

The budget for CRLA is approved by the Board of Directors each year at the Summer Board meeting. These special funding requests should be submitted to the Coordinator of State/Regions by June 30th to be considered for inclusion in the budget. Requests received after the Summer Board meeting will be evaluated on a "funds available" basis.

Lee Vogel (Kozaw)
signature of State/Region Director or Chapter President

sd/6/89

LEARNING RESOURCES CENTER
RANDOLPH-MACON WOMAN'S COLLEGE
LYNCHBURG, VIRGINIA 24503

June 14, 1989

To: Susan Deese

From: Tom Pasternack Tom Pasternack

Subj: Funding Request for the Mid-Atlantic Region

Although our plans are still indefinite, I would like the Board to consider the possibility of funding a visit of a CRLA representative (Karen Agee, Martha Maxwell - she lives in Maryland, yourself, or someone else) to a conference that has tentatively been scheduled for October 20, 1989 in Lynchburg, Virginia.

Nine of us (people who work with students in various ways) from six Virginia colleges met at Randolph-Macon in late May to discuss what we were doing at our respective schools. We decided that more dialogue was needed among us and with our colleagues at other schools. As a first step, we have scheduled, a one-day sharing conference at Lynchburg College to which we will invite learning assistance people from all private colleges in Virginia.

I would guess that we might attract 50-60 people. Having someone from CRLA as a keynote speaker could make our first conference even more special. Most people in Virginia who provide learning assistance have probably learned through a process of trial and error. With very few exceptions, they have not heard of CRLA (or WCRLA).

When I became Director of the Mid-Atlantic Region in March 1988, there were only two members from Virginia. Now there are six. I suspect we are currently the fastest growing state in CRLA and there is obviously room for a lot more growth. Providing funding for a keynote speaker could help CRLA's efforts to become a truly national organization.

I appreciate whatever support you're able to give in helping our organization to get off to a good start.

CRLA STATE/REGION FUNDING REQUEST FORM

Name of State/Region MID-ATLANTIC REGION

Statement of Purpose for Funding Request FUNDING A KEYNOTE SPEAKER FOR A STATE CONFERENCE (SEE ATTACHED SHEET)

Itemize Projected Expenses

Item(s)	Amount
AIRFARE	350
LODGING & MEALS	75
HONORARIUM	75

TOTAL AMOUNT REQUESTED $500 (It is possible that we won't need all of it)

Mailing Address Box 947
RANDOLPH-MACON WOMAN'S COLLEGE
LYNCHBURG, VA 24503

Work Phone (804) 846-7392 Home Phone (804) 384-1984

The budget for CRLA is approved by the Board of Directors each year at the Summer Board meeting. These special funding requests should be submitted to the Coordinator of State/Regions by June 30th to be considered for inclusion in the budget. Requests received after the Summer Board meeting will be evaluated on a "funds available" basis.

Thomas L. Pasternack
signature of State/Region Director or Chapter President

sd/6/89

RANDOLPH-MACON WOMAN'S COLLEGE
LYNCHBURG, VIRGINIA 24503-1526
804/846-7392

Learning Resources Center

July 12, 1989

TO: Susan Deese, CRLA Coordinator of State/Regions

FROM: Tom Pasternack, Director, Mid-Atlantic Region

SUBJ: Funding Request

I contacted Martha Maxwell as you had suggested and she has agreed to be the keynote speaker at the inaugral conference of the Virginia College Learning Association. In fact, she would also like to lead a discussion/question and answer session on evaluation. At this point, I'm hoping that your assumption that the Board will approve my request is correct.

The amount of the honorarium that we will give to Martha will depend on the amount of the other expenses related to her visit. Honorarium, travel, meals, lodging, etc. will total approximately $500.

I believe this conference will provide CRLA with many more members from Virginia. I look forward to receiving good news from you in August, and promise not to kill the messenger if it's bad.

COLLEGE READING AND LEARNING ASSOCIATION

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. 34710 - El Paso Teacher's Federal Credit Union

AT June 30, 1989

BALANCE PER BANK STATEMENT	$5,700.63
Add: Deposits in transit	
Other (specify):	
Deduct: Outstanding Checks	189.00
Other (specify)	
CORRECTED BALANCE	$5,511.63
BALANCE PER BOOKS	5,544.98
Add: Unrecorded deposits	
Other (specify):	
Interest	33.65
Deduct: Service Charges	15.00
NSF Checks	52.00
Other (specify):	
CORRECTED BALANCE	$5,511.63

CASH STATUS

Checking	$ 5,511.63
Share Account	75.78
C.D.	40,000.00
	$45,587.41

COLLEGE READING AND LEARNING ASSOCIATION

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. 34710 - El Paso Teacher's Federal Credit Union

AT May 31, 1989

BALANCE PER BANK STATEMENT		$4,604.62
Add:	Deposits in transit	
	Other (specify):	
Deduct:	Outstanding Checks	471.20
	Other (specify)	
CORRECTED BALANCE		$4,133.42
BALANCE PER BOOKS		4,133.42
Add:	Unrecorded deposits	
	Other (specify):	
	Interest	
Deduct:	Service Charges	
	NSF Checks	
	Other (specify):	
CORRECTED BALANCE		$4,133.42

COLLEGE READING AND LEARNING ASSOCIATION

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. 34710 - El Paso Teacher's Federal Credit Union

AT April 30, 1989

BALANCE PER BANK STATEMENT	$10,847.23
Add: Deposits in transit	
Other (specify):	
Deduct: Outstanding Checks	<2,189.45>
Other (specify):	
CORRECTED BALANCE	$ 8,657.78
BALANCE PER BOOKS	8,624.95
Add: Unrecorded deposits	
Other (specify):	
Interest	33.63
Deduct: Other (specify)	
Error in check stub entry	<.80>
Deduct: Service Charges	
NSF Checks	
Other (specify):	
CORRECTED BALANCE	$ 8,657.78

COLLEGE READING AND LEARNING ASSOCIATION

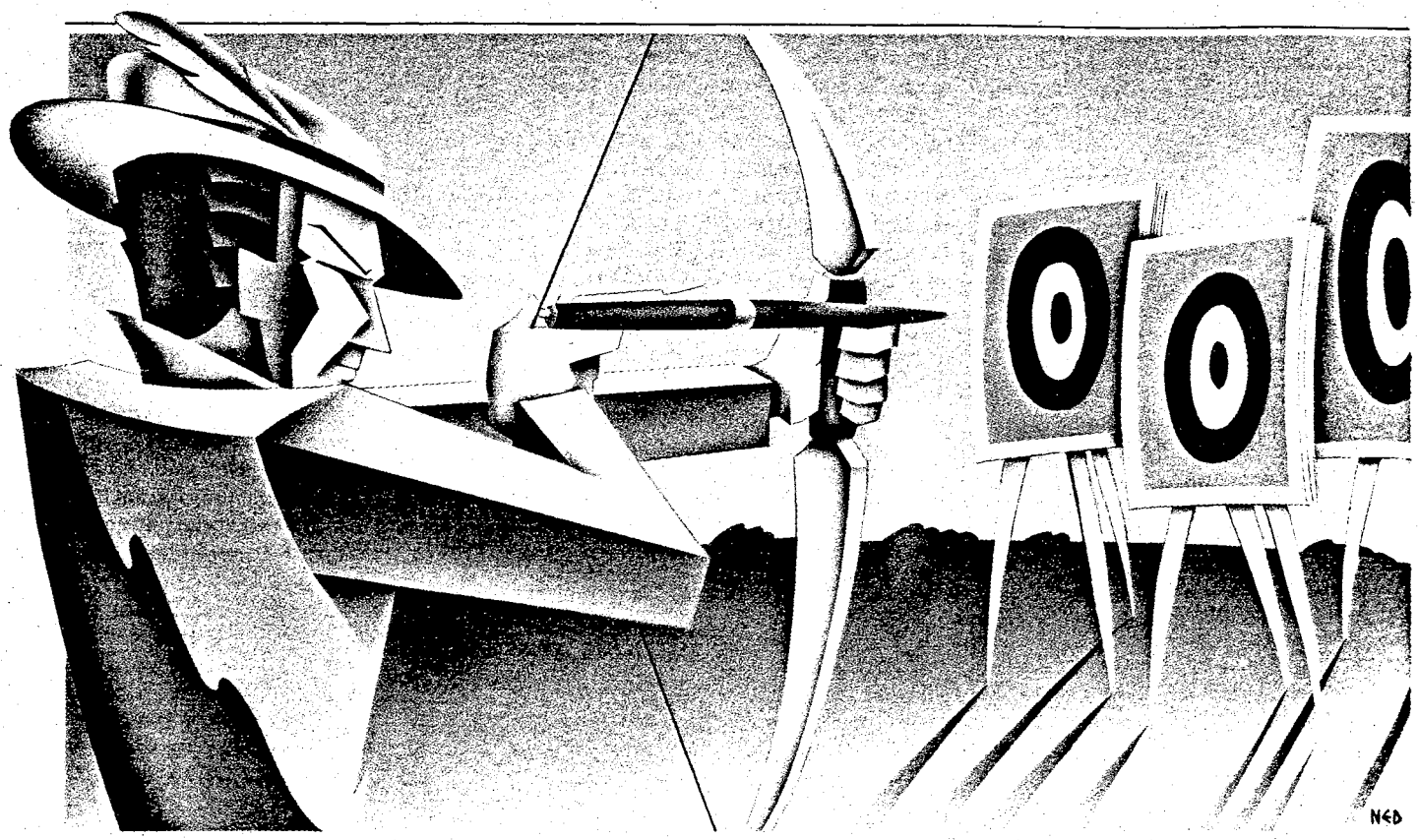
BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. 34710 - El Paso Teacher's Federal Credit Union

AT March 31, 1989

BALANCE PER BANK STATEMENT	$ 2,311.05
Add: Deposits in transit	
Other (specify):	
Deduct: Outstanding Checks	<2,916.63>
Other (specify):	
CORRECTED BALANCE	$ <605.58>
BALANCE PER BOOKS	<645.21>
Add: Unrecorded deposits	
Other (specify):	
Interest	39.63
Deduct: Service Charges	
NSF Checks	
Other (specify):	
CORRECTED BALANCE	<$605.58>

Writing for Education Journals



Mr. Henson discusses the latest findings from his biennial survey of education editors. Those who wish to publish in professional journals would do well to heed his advice.

BY KENNETH T. HENSON

AFTER I graduated from college, I moved 500 miles to work with William Van Til, a decision I've never regretted. Within a year I found myself seated in his class on "Writing for Professional Publication."

Several years later I began holding brown-bag luncheon discussions to help doctoral students develop the writing skills that they would need in their later professional lives. These seminars led me to offer my own graduate course on "Writing for Professional Publication." (Like Van Til's classes, mine had about as many faculty colleagues in attendance as graduate students.) And the course led me to develop a workshop on the subject that I've conducted for more than 60 audiences. Participants arrive loaded with specific questions to which they are determined to find answers. It is these questions that keep me on track and keep me struggling to stay one step ahead of the group.

My technique for staying ahead is simple. Periodically, I send a questionnaire to a number of education journals. To disseminate the findings widely, I prepare an article for the *Kappan*. This is the fourth such article to appear in this jour-

KENNETH T. HENSON (Eastern Kentucky University Chapter) is dean of the College of Education at Eastern Kentucky University, Richmond. *This article is an update of earlier articles that appeared in the May 1984, April 1986, and June 1988 issues of the* Kappan.

Illustration by Ned Shaw

nal since 1984. The information that appears in Table 1 comes from a mailing to 54 journals; 53 responded, for a 98% rate of return.

Participants in my workshops often ask, How do I know to which journals to target my manuscripts? I tell them first to decide what they want to achieve and then to choose a journal that matches their goals. Some people write to share their knowledge with as many people as possible; they need to publish in journals with large circulations. Some wish to write for university professors and researchers. These writers should not be writing for journals that are read primarily by practitioners.

The audiences for the journals I surveyed range from as few as 200 to as many as 150,000; four-fifths of the journals have fewer than 10,000 readers, and half have circulations of between 5,000 and 10,000. Two-thirds of all readers are university personnel.

I found that 94% of the 53 journals in my survey publish at least some articles that report on research of some kind. For 23% of the journals, more than 90% of the articles published report on research. Clearly, you can improve your chances of acceptance by reporting some research data. However, when writing for journals whose audiences consist largely of practitioners, avoid the formal research article format.

The institutional reward system of our colleges and universities may dictate that some writers publish in "refereed journals." Since what constitutes a *refereed journal* varies widely from journal to journal, I have devised a simple three-point scale to reduce the confusion. I assign one point to each of three criteria that I consider important in refereeing. If manuscripts are regularly sent out of the editorial offices for review by peers (or if an editor uses a combination of in-house and field-based review), I assign the journal one point. If the reviewers do not know the name of the author or the institution with which the author is affiliated, I assign the journal one point. If the journal furnishes its reviewers with a rating instrument, I assign the journal one point. The total for each of these journals is reported in Table 1.

Forty-one percent of the journals in my survey scored a full three points on my refereeing scale; 40% scored two points; 8% scored one point; 8% failed to meet any of the criteria. Since I conducted this survey two years ago, three formerly nonrefereed journals have attained refereed status. I should note that merely meeting these criteria does not insure quality. For example, one author's purposes for writing may best be met by publishing in a nonrefereed journal that is read by a great many practitioners, while another's purpose can better be served by publishing in a refereed journal that is read by a smaller number of researchers.

Perhaps the question that aspiring writers most frequently ask is, What is the rejection rate of a journal? Rejection rates among these journals range from 30% to 96%. Two-thirds of the journals reject at least two-thirds of the manuscripts they receive, and nearly one-third (31%) reject at least 90%. Nevertheless, 13% of these journals accept at least half of the manuscripts submitted.

To help those who attend my workshops to increase their personal acceptance rates, I asked editors how many themed issues they plan each year. About half of these journals (55%) dedicate all or part of one or more issues a year to themes, and half of all the articles in these theme-using journals (45%) are related to a theme. By reading these journals regularly, writing on an upcoming theme, and timing the submission of a manuscript so that it reaches the editors before the announced deadline, you can significantly increase your chances of getting into print. One journal, on whose publications committee I have served for several years, plans both themed issues and general issues every year. The editors typically receive three times as many manuscripts for general issues as they receive for themed issues. The mathematics is simple: by writing for the themed issues, you have three times the chance of being published in this journal.

The promptness with which an editor evaluates a manuscript is an important concern for all potential contributors. One of my workshop participants reported that a certain journal took eight years and three months to reach a decision on his manuscript. While awaiting the decision, he graduated, moved twice, and was promoted to associate professor. Finally, the editor reached a decision: the manuscript was rejected because "it does not offer a new view on the subject." This experience and the 11 letters that he wrote to the editor during the eight-year process were printed in the *Chronicle of Higher Education*. While this case must surely be a record for editorial irresponsibility, some journals do require more time than others to make publishing decisions.

The 53 editors who responded to my survey require from two days to one month to respond to query letters. Six journals require a month to respond to a letter. The average is about 10 days. As many as 45 days are required to acknowledge receipt of a manuscript.

As upper limits, these figures don't sound so bad. But once the manuscript has been received and acknowledged, the process slows down considerably. These editors take from two to 60 weeks to decide whether to accept or reject a manuscript. On the average, this decision takes about three months – or nine times as long as the average time required to respond to a query letter. This wide range suggests that, when selecting journals to which to submit manuscripts, you might wish to query the editor about his or her interest before sending a manuscript. It also suggests that, unless a journal has a shorter turnaround time, a writer should wait at least three months before inquiring about the status of a manuscript. Once having accepted a manuscript, these journals take between one month and two years to publish it. The average delay is seven months.

You should not be timid about contacting editors. Eighty percent of the editors who responded to my survey welcome inquiries. Twenty percent of them prefer phone calls over letters, 25% prefer letters, and 35% don't have a preference. Ten percent of the editors clearly state that they do not welcome either. Most editors face heavy workloads and deadlines. So all communication, whether by phone or by mail, should be kept brief.

Few beginning authors realize the importance of making their manuscripts fit the requirements of the target journals. Put bluntly, editors will not alter their journals to fit the design of a manuscript. I know of one editor who won't even send a manuscript out for review if it violates any referencing rules. Seventy percent of these journals require APA (American Psychological Association) style; the others use the University of Chicago style manual. Do not submit a manuscript printed on a dot-matrix printer without first checking with the editor; 40% of the editors I surveyed *do not* accept dot-matrix copy, and many of the others prefer letter-quality copy.

In addition, a manuscript should correspond to a journal's length require-

ments. The acceptable length varies widely from one journal to the next, from as brief as one manuscript page to as long as 35 pages.

When I was a neophyte, I wanted desperately to publish in a certain premier journal. I had sent the journal a series of manuscripts without success. After many unsuccessful attempts, I decided to try including photos. Reasoning that, if one or two photos could improve my chances, then several would help still more, I sent about a dozen black-and-white photos of teachers and students engaged in a variety of learning activities. Bingo! The manuscript was accepted. When I received my complimentary copies, I saw that my photos were used not only throughout my article but also throughout the rest of the journal. Later, I began to wonder whether my manuscript was accepted for its content at all. Perhaps this editor just wanted my photos!

Do photos improve your chances of getting published and, if so, how much? Only 2% of the editors said that photos would definitely help get a manuscript published. However, one-third said that photos might help. If a writer wishes to submit photos, black-and-white, glossy prints are preferred. The photos should show people engaged in activities related to the topic of the manuscript. It is also a good idea to obtain a signed "release" from every individual who can be identified in the photos.

The physical appearance of your manuscript is important as well. The manuscript should be neat and free of errors. Send only the required number of copies; for the journals in my survey, this number varies from one to four. Also remember to enclose a self-addressed, stamped envelope, and never submit a manuscript simultaneously to more than one journal without notifying the editors.

Before submitting your next manuscript, study Table 1. Choose a journal with a readership that matches your goals. Read several recent issues and pay close attention to the style and tone of the articles.

Finally, most of us think that we have good writing skills, but few of us do. Good writers edit and rewrite – again and again. Often, they put a manuscript aside for a few days between revisions. Many writers also find it useful to ask a colleague to critique their manuscript, a practice I strongly recommend. Follow these suggestions, and never give up before reaching your goal. K

A Field Guide To Common Educator Birds

Ms. Smock, the Audubon of education, demonstrates why she deserves that appellation.

BY JUDITH N. SMOCK

IT HAS frequently been stated that teaching is for the birds, and the stubbly field of education is certainly home to a wide variety of them. They are characterized by their ability to survive in a harsh environment that is floodlighted day and night for the bird-watching public.

Hordes of ornithologists, crossing the fences from the political, academic, and domestic fields (and sometimes straddling them), have invaded the habitat of the educator birds, tearing apart their nests to see if they can be built better and subjecting the birds themselves to extensive testing to see if a superior species can be developed. This vandalism has frightened many nestlings into abandoning the field altogether and seeking more hospitable surroundings and downier nests. But, despite their increasingly endangered status, several species of educator birds remain and can be identified by the careful observer.

The crown-tufted superintendent bird. The superintendent bird has a commanding mien but is drably colored and only medium-sized. Its most readily identifiable feature is an unusual tuft of feathers resembling a crown on top of its head. Its bill is compressed and arched but strong and sharp – a useful feature when fending off union predators. It has the

JUDITH N. SMOCK teaches in a transitional first-grade classroom at Rolling Ridge Elementary School, Harbor Creek, Pa.

Illustration by Joe Lee

TABLE 1.
Characteristics of a Selected Sample of Education Journals

	Number of Readers	Contributors Who Are University Personnel (%)	Refereed	Research Articles (%)	Theme Issues per Year (%)	Acceptance Rate (%)	Days to Answer Queries (Avg.)	Days to Acknowledge Receipt of Ms. (Avg.)	Weeks Required for Decision (Avg.)	Months Required for Publication (Avg.)	Preferred Length (in Ms. Pages)	Min./Max. Pages	Number of Photocopies Preferred	Required Style	Accept Dot-Matrix	Effect of Photos on Acceptance	Welcome Query Letters	Welcome Phone Calls
Academic Therapy	5,000	60	3	10	20	15	2	2	7	9	10-12	—/20	2	APA	Yes	Likely	Yes	No
Action in Teacher Education	3,500	75	3	25	50+	30	7	14	12	10	8	4-15	2	APA	Yes	None	No	Yes
American Biology Teacher	7,000	50	3	60	0	60	5	2	8	9	10	1-18	2	APA	No	Possibly	Yes	Yes
American Secondary Education	3,000	90	1	10	0	40	7	7	7	4	9	—	1	Campbell	Yes	None	Yes	Yes
Child Development	8,500	90	2	95	15	20	1	0	12	12	15	—	3	APA	No	None	Yes	—
Clearing House	2,500	90	3	50	10	50	7	8	12	6	9	—	0	Chicago	No	None	Yes	—
College Student Journal	1,000	50	2	20	0	33	30	45	6	10	7	4-20	1	APA	Yes	Possibly	Yes	Yes
Comparative Education Review	2,400	80	2	90	25	15	5	5	9	8	30	20-35	3	Chicago	No	None	Yes	No
Computing Teacher	12,000	50	3	20	10	10	7	2	12	5	9	3-16	1	APA	Yes	None	Yes	Yes
Contemporary Education	1,000	75	2	25	90	5	7	7	5	12	12	1-20	3	APA	No	Possibly	Yes	—
Core Teacher	200	50	0	25	10	30	7	7	4	6	7	—	0	Any	Yes	Possibly	Yes	Yes
Creative Child & Adult Quarterly	—	80	1	30	25	40	21	21	40	12	10	6-18	2	APA	Yes	Possibly	Yes	—
Delta Pi Epsilon Journal	8,000	—	2	85	0	23	18	18	14	6	12	7-17	4	APA	Yes	None	Yes	Yes
Eastern Education Journal	1,000	90	1	40	50	60	30	30	12	4	10	5-20	3	APA	Yes	Likely	—	Yes
EKU Educational Review	1,700	80	3	75	10	50	5	5	8	3	12	8-15	2	APA	Yes	None	Yes	Yes
Education	3,000	90	2	20	0	33	30	45	6	10	9	4-20	1	APA	Yes	Possibly	Yes	—
Educational Forum	50,000	75	3	10	0	10	5	5	10	5	15	—	3	Chicago	Yes	None	No	No
Educational Horizons	15,000	80	2	5	95	17	30	2	24	12	11	1-15	2	Chicago	Yes	Possibly	Yes	Yes
Educational Leadership	135,000	50	3	5	90	5	5	3	4	12	9	1-25	1	APA or Chicago	No	Possibly	No	No
Educational Perspectives	1,000	75	2	5	100	5	13	13	4-6	—	10	6-20	2	Chicago	No	Definitely	Yes	Yes
Educational Psychology Review	500	100	3	0	25	50	10	10	15	7	10	—	2	APA	No	None	Yes	Yes
Educational Record	10,000	95	2	7	40	10	14	3	8	9	10	5-14	1	Chicago	No	None	Yes	Yes
Educational Technology	5,000	60	No	20	—	40	7	7	2	9	11	6-25	1	APA	Yes	Possibly	Yes	Yes
Elementary School Journal	5,600	95	3	99	40	5	2	1	8	11	30	—	3	APA	No	None	Yes	Yes
High School Journal	2,000	98	3	75	0	4	30	5	8	12	12	5-18	2	APA	Yes	None	Yes	—
Journal of Educational Research	3,200	Most	2	100	0	20	10	30	12	6	25	—/30	2	APA	No	None	Yes	Yes
Journal of Experimental Education	1,600	98	3	98	0	25	—	23	7	5	20	—	3	APA	Yes	None	Yes	—
Journal of Instructional Psychology	200	90	2	55	—	60	10	30	45	5	18	—	2	APA	Yes	None	Yes	No
Journal of Reading	20,000	60	3	25	12	25	3	7	10	6	15	1-25	4	Chicago	Yes	Possibly	—	—
Journal of Reading Behavior	2,000	85	3	99	0	20	—	0	12	5	—	—	4	APA	No	None	—	—
Journal of Res. in Science Teaching	2,000	90	2	99	0	50	14	14	20	5	—	—	2	APA	Yes	None	Yes	—
Journal of Teacher Education	7,000	95	3	50	30	10	5	5	10	5	18	10-30	3	APA	No	None	Yes	Yes
Kentucky Reading Journal	1,000	85	2	40	0	70	30	7	12	3	10	5-15	3	APA	No	None	Yes	Yes
Middle School Journal	9,000	40	3	8	30	50	15	5	6	6	8	1-12	5	APA	—	None	Yes	Yes
NASSP Bulletin	40,000	60	No	15	—	18	5	2	4	12	14	8-18	1	Chicago	Yes	None	Yes	Yes
Peabody Journal of Education	2,400	80	3	—	100	100*	5	5	—	3	23	15-45	—	APA	No	Possibly	—	—
Perceptual & Motor Skills	7,000	—	2	90	—	35	—	—	4	1	—	—	3	APA	No	Possibly	Yes	—
Phi Delta Kappan	150,000	52	No	25	27	5	5	1	8	9	15	1-25	0	Chicago	Yes	Possibly	Yes	Yes
Planning & Changing	700	90	2	60	—	40	5	5	6	6	18	10-24	—	Chicago	Yes	None	Yes	Yes
Principal	25,000	25	No	10	15	5	30	42	60	5	9	5-12	1	Chicago	No	Possibly	Yes	No
Professional Educator	300	70	2	30	—	30	5	3	6	6	25	—	2	APA	Yes	None	Yes	Yes
Psychological Reports	7,000	—	2	90	—	35	0	0	4	1	—	—	3	APA	No	Possibly	Yes	—
Reading Improvement	2,000	50	—	20	0	33	30	45	6	10	9	4-20	1	APA	Yes	Possibly	Yes	Yes
Reading Research Quarterly	10,500	30	3	90	0	10	—	7	14	6	35	—	4	APA	No	None	No	No
Reading Teacher	48,000	60	3	25	12	11	3	7	9	6	15	—	4	APA	Yes	None	No	No
Review of Educational Research	14,000	75	3	100	0	5	3	3	8	5	50	None	3	APA	Yes	None	Yes	Yes
Social Studies	3,000	60	2	5	15	45	5	10	12	10	19	—	1	Chicago	No	Possibly	Yes	No
Teacher Educator	2,200	80	2	60	0	10	2	2	6	8	10	6-16	1	—	Yes	None	Yes	Yes
Teachers College Record	3,000	95	2	10	25	7	14	3	8	8	25	20-35	2	Chicago	—	None	Yes	No
Teaching & Learning	300	—	1	60	0	30	7	7	8	4	—	6-40	0	APA	Yes	None	Yes	No
Tech Trends	9,000	69	2	43	70	25	10	14	6	4	20	5-24	2	APA or Chicago	Yes	Possibly	Yes	Yes
Theory Into Practice	4,000	80	2	70	100	—	10	1	8	10	15	10-18	2-3	APA	Yes	None	Yes	Yes
Vocational Education Journal	48,000	10	3	5	70	10	14	10	14	5	8	—	1	Chicago	Yes	Likely	No	No

*All or most articles are by invitation only.

TO: CRLA BOARD MEMBERS

FROM: Dr. Tom Gier, Chair
CRLA TUTOR CERTIFICATION COMMITTEE
8102 HARVEST CIRCLE
ANCHORAGE, ALASKA 99502
Home phone: (907) 349-7128

DATE: JULY 15, 1990

RE: "CRLA TUTOR CERTIFICATION REGISTRY AND RESOURCE GUIDE: 1990-1991"

Enclosed please find:

1) a rough draft of "CRLA TUTOR CERTIFICATION REGISTRY AND RESOURCE GUIDE: 1990-1991;" and
2) a copy of the letter that I sent to all CRLA Certified Tutor Programs.

I would appreciate it if the CRLA Board Members would do the following.

1) Proof/read the "CRLA TUTOR CERTIFICATION REGISTRY AND RESOURCE GUIDE: 1990-1991" and make any necessary changes, additions, deletions, etc. to the Registry/Guide. Simply make your corrections on the Registry/Guide itself and return it to me at the above address.

2) Decide how much you would like the CRLA Tutor Certification Committee to charge for this Registry/Guide. The minimum, to cover photocopying and mailing, would be approxiamtely $3.00.

I need your input by **September 7th**.

The "CRLA TUTOR CERTIFICATION REGISTRY AND RESOURCE GUIDE: 1990-1991" will be made available in mid-late October to: a) all CRLA certified programs (free of charge); and b) all CRLA members and non-members at the amount the CRLA Baord sets. The Registry/Guide will be updated on a yearly basis with an opportunity for annual input, changes, etc. from each of CRLA's certified programs.

I will advertise the Registry/Guide in an article for the Winter issue of the CRLA NEWSLETTER. I will mail the article to Wayne Herlin in time for the October 1st deadline.

Two more brief items before closing. During the Board meeting that I attended in Irvine, it was suggested that the Tutor Certification Committee have a Luncheon/Work Session funded by the Board at the San Antonio Conference. I was requested to bring this item to the board's attention at the summer board meeting.

The last item is an enclosure that updates the CRLA Tutor Certification List. As of July 1990, there are 41 programs certified by CRLA.

In closing, I want to thank the Board for all the support given to the Tutor Certification Committee. Your support, in the many forms of suggestions, encouragements, reimbursements, etc., are greatly appreciated. Thank you very much for your encouragement and assistance.

TO: ALL CRLA CERTIFIED TUTOR PROGRAMS

FROM: Dr. Tom Gier, Chair
CRLA TUTOR CERTIFICATION COMMITTEE
8102 HARVEST CIRCLE
ANCHORAGE, ALASKA 99502
Home phone: (907) 349-7128

DATE: JULY 15, 1990

RE: "CRLA TUTOR CERTIFICATION REGISTRY AND RESOURCE GUIDE: 1990-1991"

DUE DATE: SEPTEMBER 7, 1990

Enclosed please find the page from the "CRLA TUTOR CERTIFICATION REGISTRY AND RESOURCE GUIDE: 1990-1991" that lists your tutor program. The CRLA Tutor Certification Committee will publish this Registry/Guide this fall. Since your program has been certified by CRLA it will be included in the Registry/Guide. The CRLA Tutor Certification Committee requests that you to do the following.

1) Proof the information provided for your program to be sure that everything is correct. Simply make your corrections on the page provided and return it to me at the above address.

2) Briefly list two (2) tutor areas/topics that you would be willing to share with other tutor programs. The "sharing" can consist of handouts, forms, syllabi; etc. In fact, whatever you want to share is fine with the CRLA Tutor Certification Committee. Just be sure to limit the "sharing" to two items and keep the descriptions very brief. Simply list your "sharing" on the page provided and return it to me at the above address.

The "CRLA TUTOR CERTIFICATION REGISTRY AND RESOURCE GUIDE: 1990-1991" will be made available this fall to: a) all CRLA certified programs (free of charge); and b) all CRLA members and non-members at a nominal fee. The Registry/Guide will be updated on a yearly basis with an opportunity for annual input, changes, etc. from each of CRLA's certified programs.

I need your response by **SEPTEMBER 7, 1990**. If I receive no response from you by **SEPTEMBER 7, 1990** then the information as it appears in your enclosure will go into the Registry/Guide without any listing for "areas/topics will share information on." I want to thank each of you in advance for your cooperation in making this Registry/Guide possible.

If time is running out on you to get the information to me by **SEPTEMBER 7, 1990** please feel free to call me at home, (907) 349-7128. If I am not in please leave the necessary information on my answering machine. Of course, give a call if I can be of any assistance or answer any questions. Once again, thank you for your assistance and cooperation.

ROUGH DRAFT

COLLEGE READING
&
LEARNING ASSOCIATION

"TUTOR CERTIFICATION REGISTRY AND RESOURCE GUIDE: 1990-1991"

by

DR. TOM GIER, CHAIR
CRLA TUTOR CERTIFICATION COMMITTEE

CRLA TUTOR CERTIFICATION REGISTRY & RESOURCE GUIDE

This "Registry and Resource Guide" has a dual purpose. First, is to provide a listing of the various universities and colleges throughout the US and Canada that have had their exemplary tutor programs certified at one or more levels by the "CRLA Tutor Certification Committee." Secondly, is to act as a source of informational contacts concerning a wide variety of tutoring topics. Before beginning the actual "Registry and Resource Guide" some brief background information concerning the CRLA Tutor Certification Program will be provided. Also, some comments will be provided from those whose programs have been certified.

CRLA TUTOR CERTIFICATION COMMITTEE: PURPOSE

The purpose for establishing a series of tutoring certificates is twofold. First, it allows tutors to receive recognition and positive reinforcement for their successful work from a national/international organization, the COLLEGE READING & LEARNING ASSOCIATION, CRLA. Secondly, the certifcates help set up a standard for the minimum skills and training a tutor needs to be successful.

There are three levels at which a program may be certified: Level 1/Regular; Level 2/Advanced; and Level 3/Master. Initial certification is for one year, followed by a renewal for three years, and a recertification for a period of five years.

CRLA TUTOR CERTIFICATION COMMITTEE: COMMENTS

The following comments are taken from eleven programs that had their certification renewed during the Spring 1990 semester. These comments are in response to the question:

> "How has the certification process benefited your tutors/tutorial program and institution?"

1. "Our tutor training is now much more structured and organized. This has benefited the program by forcing us to systematically cover all necessary areas prior to providing information of secondary importance. We are now aware of and

can document the number of training hours required, the topics covered, and the methods of presentation utilized.

"Because of the certification process, our institution has become aware of the high quality of our tutoring program. The tutoring program is highlighted in recruitment brochures and presentations, and recent improvements in retention have been partially attributed to our tutoring activities. Tutors now feel more appreciated and have reported that prospective employers are impressed with the documentation of their training and experience." - Kearney State College, Kearney, NE.

2. "For the first time in our history almost all the tutors completed their training and we almost had tutors "seeking" the training rather than chasing them to get it done. It's been great!" - University of Texas at El Paso.

3. "Our tutors love it. The program has done much to further pride in our program." - University of Montana, Missoula, MT.

4. "The certification of our tutor program has been a 'Big Draw" in recruiting tutors. Not only did we have the largest tutor training class in years this past Fall but we had to offer a special tutor training class this Spring." - Unversity of Alaska Anchorage (UAA), English Department.

5. "The tutors have benefited from this experience. They are more empathetic to the needs of students, and realize they serve a diverse population on this campus."- UAA, The Learning Center.

6. "The benefit of participation in the national certification program is that our tutors now recognize the importance that we have always placed on training. They now have tangible evidence and recognition of their participation and efforts at training and are formally recognized for their level of expertise. The presentation of certificates at training allows individual recognition. Pay increases distinquish between levels. National certification benefits CAPS (CENTER FOR ACADEMIC PROGRAM SUPPORT) through national recognition. Administrators always appreciate national standards and the recognition which comes from meeting such standards. We are proud of our participation in CRLA's certification program and advertise our participation on campus." - University of New Mexico.

7. "Certification has made us more legitimate in the eyes of the faculty. Students who applied for the positions of tutors

expressed that a certified program would look good on their resumes. As a new staff member, certification gave me a direction for the tutoring program in this first difficult year of my career as Learning Specialist/Tutor Coordinator." - Eastern New Mexico University.

8. "This has given students more influence in credits for job applications. Education Department has started requiring English Ed. majors to participate in the program because of the valuable training." - Farimont State College, Fairmont, WV.

9. "I feel that it has definitely added to our program's credibility and sense of purpose. Our student tutors feel proud to take away a "certificate" as well as a feeling of a job well done. It makes them feel like true professionals." - Endicott College, Beverly, MA.

10. "Tutors feel this certification and training enchanced their position as tutors in the eyes of their teachers and tutees."
- Chaminade University of Honolulu.

11. "Belonging to the CRLA is a major plus for us. It makes volunteering as a tutor much more attractive. We do not have to actively recruit tutors, we just announce that applications are available and students come in and complete them.

"It gives our program prestige and legitimatization." - Leland High School, San Jose, CA.

In closing, if you have any questions concerning this "Registry and Resource Guide" or you would like to obtain a "Tutor Certification Packet" so that you may get your own tutor program certified, please feel free to contact me. I hope you find the "Registry and Resource Guide" informative and helpful.

Dr. Tom Gier, Chair
CRLA Tutor Certification Committee
Department of English/ASL/ESL
University of Alaska Anchorage
3211 Providence Drive
Anchorage, Alaska 99508

Work phone: (907) 786-1926
Home phone: (907) 349-7128

TUTOR PROGRAMS CERTIFIED THROUGH 1993

UNIVERSITY OF ALASKA ANCHORAGE

1. PROGRAM CERTIFIED: DEPARTMENT OF ENGLISH/ASL/ESL

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
   LEVEL 2/ADVANCED

3 CONTACT PERSON: DR. TOM GIER, PROFESSOR
   DEP OF ENGLISH/ASL/ESL - BLDG K
   UNIV OF ALASKA ANCHORAGE
   3211 PROVIDENCE DRIVE
   ANCHORAGE, ALASKA 99508
   (907) 786-1926

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

UNIVERSITY OF ALASKA ANCHORAGE

1. PROGRAM CERTIFIED: LEARNING CENTER

2. LEVELS CERTIFIED: LEVEL 1/REGULAR

3 CONTACT PERSON: COLETTE MONGEAU
   LEARNING CENTER - BLDG B
   UNIV OF ALASKA ANCHORAGE
   3211 PROVIDENCE DRIVE
   ANCHORAGE, ALASKA 99508
   (907) 786-1155

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

CHAMINADE UNIVERSITY OF HONOLULU

1. PROGRAM CERTIFIED: STUDENT SUPPORT SERVICES
   LEARNING CENTER

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
   LEVEL 2/ADVANCED
   LEVEL 3/MASTER

3 CONTACT PERSON: MARION VON, PROGRAM ASSISTANT
   STUDENT SUPPORT SERVICES
   CHAMINADE UNIVERSITY
   3140 WAIALAE AVENUE
   HONOLULU, HI 96816
   (808) 735-4831 OR 735-4770
   TOLL FREE: 1-800-735-3733

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

EASTERN NEW MEXICO UNIVERSITY

1. PROGRAM CERTIFIED: TUTORING SERVICES/LEARNING
   SUPPORT

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
   LEVEL 2/ADVANCED

3 CONTACT PERSON: NADA "NICO" CAMERON
   EASTERN NEW MEXICO UNIVERSITY
   STATION #34
   PORTALES, NM 88130
   (505) 562-2286

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

ENDICOTT COLLEGE

1. PROGRAM CERTIFIED: PEER TUTORING PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR

3 CONTACT PERSON: ELLEN M. RYDER
ACADEMIC COUNSELOR
ENDICOTT COLLEGE
BEVERLY, MA 01915
(508) 927-0585 EXT, 2293

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. _____

B. _____

FAIRMONT STATE

1. PROGRAM CERTIFIED: TUTORIAL PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
LEVEL 2/ADVANCED

3 CONTACT PERSON: MARIA C. ROSE
FAIRMONT STATE COLLEGE
LOCUST AVENUE
FAIRMONT, WEST VIRGINIA 26554
(304) 367-4294

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. _____

B. _____

KEARNEY STATE COLLEGE

1. PROGRAM CERTIFIED: RESIDENT TUTOR PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
   LEVEL 2/ADVANCED
   LEVEL 3/MASTER

3. CONTACT PERSON: DR. KATHY CARPENTER, DIRECTOR
   LEARNING SKILLS CENTER
   KEARNEY STATE COLLEGE
   905 WEST 25TH
   KEARNEY, NE 68849
   (308) 234-8214

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

LELAND HIGH SCHOOL

1. PROGRAM CERTIFIED: TUTORIAL PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
   "MODEL HIGH SCHOOL TUTOR
   PROGRAM"

3. CONTACT PERSON: BRIAN F. KANE
   DIRECTOR PEER TUTORING
   LELAND HIGH SCHOOL
   6677 CAMDEN AVENUE
   SAN JOSE, CA 95120
   (408) 998-6290

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

UNIVERSITY OF MONTANA

1. PROGRAM CERTIFIED: SPECIAL SERVICES TUTORING PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
   LEVEL 2/ADVANCED
   LEVEL 3/MASTER

3. CONTACT PERSON: SUZY HAMPTON
   SPECIAL SERVICES
   UNIVERSITY OF MONTANA
   MISSOULA, MT 59812
   (406) 243-5032

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

UNIVERSITY OF NEW MEXICO

1. PROGRAM CERTIFIED: Center for Academic Program Support (CAPS)

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
   LEVEL 2/ADVANCED
   LEVEL 3/MASTER

3 CONTACT PERSON: Linda St. Clair, Assistant Director
   CAPS, Zimmerman Library
   University of New Mexico
   Albuquerque, New Mexico 87131
   (505) 277-7208

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

UNIVERSITY OF TEXAS AT EL PASO

1. PROGRAM CERTIFIED: STUDY SKILLS AND TUTORIAL SERVICES

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
LEVEL 2/ADVANCED
LEVEL 3/MASTER

3. CONTACT PERSON: GLADYS R. SHAW
STUDY SKILLS AND TUTORIAL SERVICES
UNIVERSITY OF TEXAS AT EL PASO
105 WEST UNION
EL PASO, TEXAS 79968-0611
(915) 747-5366

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. _____

B. _____

TUTOR PROGRAMS CERTIFIED THROUGH 1991

AUSTIN COLLEGE

1. PROGRAM CERTIFIED: ACADEMIC SKILLS CENTER PEER TUTOR PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
LEVEL 2/ADVANCED

3 CONTACT PERSON: TINA EGGE, DIRECTOR
ACADEMIC SKILLS CENTER
AUSTIN COLLEGE - BOX 1177
SUITE 61531
SHERMAN, TEXAS 75091-1177
(214) 813-2454

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. _____

B. _____

CASPER COLLEGE

1. PROGRAM CERTIFIED: PEER TUTORIAL PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
   LEVEL 2/ADVANCED
   LEVEL 3/MASTER

3 CONTACT PERSON: CARMEN SPRINGER-DAVIS
   CASPER COLLEGE
   125 COLLEGE DRIVE
   CASPER, WY 82601
   (307) 268-2515

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

CHEMEKETA COMMUNITY COLLEGE

1. PROGRAM CERTIFIED: DEVELOPMENTAL EDUCATION
   TUTORING CENTER

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
   LEVEL 2/ADVANCED
   LEVEL 3/MASTER

3 CONTACT PERSON: KATHLEEN ALLISON
   TUTORING CENTER, BUILDING 2
   CHEMEKETA COMMUNITY COLLEGE
   400 LANCASTER DR. N.E.
   P.O. BOX 14007
   SALEM, OREGON 97309-7070
   (503) 399-5093 OR 399-5188

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

FRESNO CITY COLLEGE

1. PROGRAM CERTIFIED: TUTORIAL CENTER

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
   LEVEL 2/ADVANCED

3 CONTACT PERSON: GRACE GARTMAN, CO-ORDINATOR
   FRESNO CITY COLLEGE
   TUTORIAL CENTER
   1101 EAST UNIVERSITY AVENUE
   FRESNO, CA 93741
   (209) 442-4600 EXT. 8742

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

GLENDALE COMMUNITY COLLEGE

1. PROGRAM CERTIFIED: TUTOR TRAINING

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
   LEVEL 2/ADVANCED

3 CONTACT PERSON: BETTY J. MYERS
   C/O THE TUTORIAL CENTER AD 215
   GLENDALE COMMUNITY COLLEGE
   1500 NORTH VERDUGO ROAD
   GLENDALE, CA 91208
   (818) 240-1000 EXT. 240

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

UNIVERSITY OF HAWAII AT MANOA

1. PROGRAM CERTIFIED: OPERATION MANONG

2. LEVELS CERTIFIED: LEVEL 1/REGULAR

3 CONTACT PERSON: YUN XIAO, M.A.
OPERATION MANONG
EAST-WEST 4, ROOM 2D
HONOLULU, HAWAII 96882
(808) 948-7348 or 948-8442

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. _____

B. _____

IDAHO STATE UNIVERSITY

1. PROGRAM CERTIFIED: DEVELOPMENTAL MATHEMATICS

2. LEVELS CERTIFIED: LEVEL 1/REGULAR

3 CONTACT PERSON: DR. BARBARA SWANSON, DIRECTOR
READING & STUDY SKILLS PROGRAM
ACADEMIC SKILLS CENTER
BOX 8010
IDAHO STATE UNIVERSITY
POCATELLO, IDAHO 83209
(208) 236-3662

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. _____

B. _____

IDAHO STATE UNIVERSITY

1. PROGRAM CERTIFIED: WRITING LAB

2. LEVELS CERTIFIED: LEVEL 1/REGULAR

3 CONTACT PERSON: DR. BARBARA SWANSON, DIRECTOR
READING & STUDY SKILLS PROGRAM
ACADEMIC SKILLS CENTER
BOX 8010
IDAHO STATE UNIVERSITY
POCATELLO, IDAHO 83209
(208) 236-3662

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. _____

B. _____

KACHEMAK BAY BRANCH
KENAI PENINSULA COLLEGE

1. PROGRAM CERTIFIED: PEER TUTOR PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
LEVEL 2/ADVANCE
LEVEL 3/MASTER

3 CONTACT PERSON: LIZ JACOBIK
STUDENT SERVICES COORDINATOR
KACHEMAK BAY BRANCH
KENAI PENINSULA COLLEGE
533 EAST PIONEER AVENUE
HOMER , ALASKA 99603
(907) 235-7743

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. _____

B. _____

KENAI PENINSULA COLLEGE

1. PROGRAM CERTIFIED: TUTOR EDUCATION PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
   LEVEL 2/ADVANCED

3 CONTACT PERSON: DIANE TAYLOR
   THE LEARNING CENTER
   KENAI PENINSULA COLLEGE
   34820 COLLEGE DRIVE
   SOLDOTNA, ALASKA 99669
   (907) 262-5801 EXT. 76

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

LAKELAND COLLEGE

1. PROGRAM CERTIFIED: PEER TUTOR PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR

3 CONTACT PERSON: ROSALIND WILD, CO-ORDINATOR
   LEARNING ASSISTANCE CENTRE
   LAKELAND COLLEGE
   P.O. BOX 5100
   VERMILION, AB T0B 4M0
   CANADA
   (403) 853-8541

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

LOUISIANA STATE UNIVERSITY

1. PROGRAM CERTIFIED: STUDENT SUPPORT SERVICES
   PEER TUTOR PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
   LEVEL 2/ADVANCED
   LEVEL 3/MASTER

3 CONTACT PERSON: VICKIE J. CLAFLIN, M.A.
   COUNSELOR, STUDENT SUPPORT SERVICES
   136 ALLEN HALL
   LOUISIANA STATE UNIVERSITY
   BATON ROUGE, LOUISIANA
   70803-5222
   (504) 388-2873

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

MAYSVILLE COMMUNITY COLLEGE

1. PROGRAM CERTIFIED: LEARNING ASSISTANCE CENTER
   PEER TUTOR TRAINING

2. LEVELS CERTIFIED: LEVEL 1/REGULAR

3 CONTACT PERSON: NANCY D. HUNTER
   LEARNING ASSISTANCE CENTER
   MAYSVILLE COMMUNITY COLLEGE
   MAYSVILLE, KENTUCKY 41056
   (606) 759-7141 EXT. 128

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

MIAMI UNIVERSITY

1. PROGRAM CERTIFIED: SPECIAL NEEDS PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR

3 CONTACT PERSON:
DONALD MITCHELL
BARBARA LOCKLEY
SPECIAL NEEDS PROGRAM
OFFICE OF LEARNING ASSISTANCE
MIAMI UNIVERSITY
OXFORD, OHIO 45056
(513) 529-8397

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. _____

B. _____

NEW MEXICO STATE UNIVERSITY

1. PROGRAM CERTIFIED: SPECIAL STUDENT SERVICES
CAMPUS TUTORING SERVICES

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
LEVEL 2/ADVANCED
LEVEL 3/MASTER

3 CONTACT PERSON:
KATHY BYRNES
ASSISTANT DIRECTOR
SPECIAL STUDENT SERVICES
BOX 4450
NEW MEXICO STATE UNIVERSITY
LAS CRUCES, NM 88003
(505) 646-1336

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. _____

B. _____

NORTHERN ESSEX COMMUNITY COLLEGE

1. PROGRAM CERTIFIED: PEER TUTOR PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR

3 CONTACT PERSON: PENNY A. KELLEY
NORTHERN ESSEX COMMUNITY
COLLEGE
ELLIOTT WAY
HAVERHILL, MA 01830
(508) 374-5809

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. _____

B. _____

OAKTON COMMUNITY COLLEGE

1. PROGRAM CERTIFIED: INSTRUCTIONAL SUPPORT SERVICES
ACADEMIC ASSISTANCE CENTER
ASSIST

2. LEVELS CERTIFIED: LEVEL 1/REGULAR

3 CONTACT PERSON: JUELE BLANKENBURG
MANAGER
INSTRUCTIONAL SUPPORT SERVICES
OAKTON COMMUNITY COLLEGE
1600 EAST GOLF ROAD
DES PLAINES, ILLINOIS 60016
(708) 635-1657 OR 635-1658

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. _____

B. _____

PFEIFFER COLLEGE

1. PROGRAM CERTIFIED: PEER TUTORING PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR

3 CONTACT PERSON: JIM GULLEDGE
DIRECTOR OF THE LEARNING CENTER
PFEIFFER COLLEGE
MISENHEIMER, NC 28109
(704) 463-1360

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. _____

B. _____

PIMA COMMUNITY COLLEGE, EAST CAMPUS

1. PROGRAM CERTIFIED: SUPPLEMENTAL LEARNING CENTER
TUTORIAL PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
LEVEL 2/ADVANCED
LEVEL 3/MASTER

3 CONTACT PERSON: GUSTAVO CHAVEZ
ACTING DEAN OF STUDENT AFFAIRS
PIMA COMMUNITY COLLEGE, EAST CAMPUS
8202 E. POINCIANA DRIVE
TUCSON, AZ 85730
(602) 722-7666

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. _____

B. _____

RICKS COLLEGE

1. PROGRAM CERTIFIED: READING LAB

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
   LEVEL 2/ADVANCED

3 CONTACT PERSON: DR. KARL EDWARDS, DIRECTOR
   LEARNING ASSISTANCE
   ADMINISTRATION 214
   RICKS COLLEGE
   REXBURG, IDAHO 83460-4121
   (208) 356-1158

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

RICKS COLLEGE

1. PROGRAM CERTIFIED: TUTORING CENTER

2. LEVELS CERTIFIED: LEVEL 1/REGULAR

3 CONTACT PERSON: DR. KARL EDWARDS, DIRECTOR
   LEARNING ASSISTANCE
   ADMINISTRATION 214
   RICKS COLLEGE
   REXBURG, IDAHO 83460-4121
   (208) 356-1108 OR 356-1159

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

1. PROGRAM CERTIFIED: SAIT TUTOR TRAINING PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
   LEVEL 2/ADVANCED
   LEVEL 3/MASTER

3 CONTACT PERSON: MAUREEN SMITH
   SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY
   1301 - 16 AVENUE N.W.
   CALGARY, AB T2M 0L4
   CANADA
   (403) 284-8767

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

SCHREINER COLLEGE

1. PROGRAM CERTIFIED: FASKEN LEARNING CENTER
   PRIVATE PEER TUTOR PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR

3 CONTACT PERSON: JUDY KILPATRICK, DIRECTOR
   FASKEN LEARNING CENTER
   SCHREINER COLLEGE
   KERRVILLE, TEXAS 78028
   (512) 896-5411 ECT. 293

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

SONOMA STATE UNIVERSITY

1. PROGRAM CERTIFIED: TUTORIAL PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR

3 CONTACT PERSON: KARIN E. WINNARD, COORDINATOR
TUTORIAL PROGRAM
SONOMA STATE UNIVERSITY
ROHNERT PARK, CA 94928
(707) 664-2429 or 664-2696

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. _____

B. _____

TUALNE UNIVERSITY

1. PROGRAM CERTIFIED: EDUCATIONAL RESOURCE CENTER
TUTORING CENTER

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
LEVEL 2/ADVANCED

3 CONTACT PERSON: LISA H. THOMSEN, COORDINATOR
TUTORING SERVICES
EDUCATIONAL RESOURCE CENTER
FIRST FLOOR MECHANICAL
ENGINEERING BUILDING
TULANE UNIVERSITY
NEW ORLEANS, LA 70118
(504) 865-5113

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. _____

B. _____

UNIVERSITY OF VERMONT

1. PROGRAM CERTIFIED: STUDY SKILLS TUTORS:
   LEARNING SKILLS PROGRAM AT
   LEARNING COOPERATIVE

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
   LEVEL 2/ADVANCED
   LEVEL 3/MASTER

3 CONTACT PERSON: FRAN KAHN, DIRECTOR
   LEARNING SKILLS PROGRAM
   LEARNING COOPERATIVE
   244 COMMONS, LIVING/LEARNING
   UNIVERSITY OF VERMONT
   BURLINGTON, VT 05405
   (802) 656-4075

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

WAYNE STATE COLLEGE

1. PROGRAM CERTIFIED: TUTOR PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR

3 CONTACT PERSON: DOROTHY WEBER
   LEARNING CENTER
   WAYNE STATE COLLEGE
   WAYNE, NE 68787
   (402) 375-2200 EXT. 496

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

WEST HILLS COLLEGE

1. PROGRAM CERTIFIED: WEST HILLS COLLEGE

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
   LEVEL 2/ADVANCED

3 CONTACT PERSON: SUELLEN HUBBARD
   WEST HILLS COLLEGE
   300 CHERRY LANE
   COALINGA, CA 93210
   (209) 935-0801 EXT. 279

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

WINDWARD COMMUNITY COLLEGE

1. PROGRAM CERTIFIED: TRIO TUTOR TRAINING PROGRAM

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
   LEVEL 2/ADVANCED
   LEVEL 3/MASTER

3 CONTACT PERSON: SUZANNE C. KITA
   TRIO COUNSELOR
   WINDWARD COMMUNITY COLLEGE
   45-720 KEAAHALA RD.
   KANEOHE, HI 96744
   (808) 235-7489

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

   A. _____

   B. _____

YUKON COLLEGE

1. PROGRAM CERTIFIED: CALL PROGRAM-COMMUNITY ADULT LITERACY LEADERSHIP

2. LEVELS CERTIFIED: LEVEL 1/REGULAR
LEVEL 2/ADVANCED
LEVEL 3/MASTER

3 CONTACT PERSON: ESTHER CHASSE / HAZEL FEKETE
YUKON COLLEGE
BOX 2799
WHITEHORSE, YUKON Y1A 5K4
CANADA
(403) 668-8742 or 668-8740

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. _____

B. _____

CRLA TUTOR PROGRAM CERTIFICATION LIST

by
Dr. Tom Gier, Chair
College Reading and Learning Association
Tutor Certification Committee

The following is an updated, July 1, 1990, listing of the colleges and universities that have received CRLA tutor certification and their period of certification.

1) Kearney State College, Kearney, NE: Regular, Advanced, and Master. ***

2) Univ of Texas at El Paso, El Paso,TX:Regular, Advanced, and Master. ***

3) University of Montana, Missoula, MT: Regular, Advanced, and Master. ***

4) University of Alaska, Anchorage's Eng Dep: Regular and Advanced. ***

5) University of Alaska, Anchorage's Learning Center: Regular. ***

6) University of New Mexico, Albuquerque, New Mexico: Regular, Advanced, and Master levels. ***

7) Eastern New Mexico University, Portales, NM:Regular and Advanced. ***

8) Fairmont State, Fairmont, West Virginia: Regular and Advanced levels. ***

9) Leland High School, San Jose, California: Regular level and CRLA "MODEL HIGH SCHOOL TUTOR PROGRAM." ***

10) Endicott College, Beverly, MA. was certified at the Regular level. ***

11) Chaminade University of Honolulu, Honolulu, HI: Regular, Advanced and Master levels. ***

12) West Hills College, Coalinga, CA.: Regular and Advanced levels.**

13) Pfeifer College, Misenheimer, North Carolina: Regular level. **

14) Yukon College, Whitehorse, Yukon, Canada: Regular, Advanced, and Master levels. **

15) Maysville Community College, Maysville, Kentucky: Regular level. **

16) Tulane University, New Orleans, LA: Regular and Advanced levels. **

17) Southern Alberta Institute of Technology, Calgary, Alberta, Canada: Regular, Advanced, and Master levels. **

18) Chemeketa Community College, Salem, Oregon: Regular, Advanced, and Master levels. **

19) Louisiana State University, Baton Rouge, LA: Regular, Advanced, and Master levels. **

20) Windward Community College, Kaneohe, HI: Regular, Advanced, and Master levels. **

21) Kenai Peninsula College, Kenai, AK: Regular and Advanced levels.**

22) Kachemak Bay Branch, Kenai Peninsula College, Homer, AK: Regular, Advanced, and Master levels. **

23) Casper College, Casper, WY: Regular, Advanced, and Master levels. **

24) Pima Communiy College, East Campus, Tucson, AZ: Regular, Advanced, and Master levels. **

25) Northern Essex Community College, Haverhill, MA: Regular level. **

26) Wayne State College, Wayne, NE: Regular level. **

27) Sonoma State University, Rohnert Park, CA: Regular level. **

28) New Mexico State University, Las Cruces, NM: Regular, Advanced, and Master levels. **

29) Glendale Community College, Glendale, CA: Regular and Advanced.**

30) Schreiner College, Kerrville, Texas: Regular level. **

31) Austin College, Sherman, Texas: Regular and Advanced.**

32) University of Yermont, Burlington, YT: Regular, Advanced, and Master levels. **

33) Oakton Community College, Des Plaines, IL: Regular level. **

34) Ricks College Tutoring Center, Rexburg, ID: Regular level. **

35) Ricks College Reading Lab, Rexburg, ID: Regular and Advanced.**

36) Idaho State University - Developmental Mathematics, Pocatello, ID: Regular level. **

37) Idaho State University - Writing Lab, Pocatello, ID: Regular level. **

38) Fresno City College, Fresno, CA: Regular and Advanced.**

39) Lakeland College, Yermilion, AB, Canada: Regular level. **

40) Miami University, Oxford, Ohio: Regular level. **

41) University of Hawaii at Manoa, Honolulu, Hawaii: Regular level. **

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* certified through June 30, 1990

** certified through June 30, 1991

*** certified through June 30, 1993

Appalachian
STATE UNIVERSITY
BOONE, NORTH CAROLINA 28608

Reich College of Education
National Center for Developmental Education
(704)262-3057

June 6, 1990

Xerox 6 copies for me & then file. I have already a file

M E M O R A N D U M

TO: Dr. Carol Clymer
National Advisory Board Member,
Exxon Research Project

FROM: Hunter R. Boylan, Project Director

RE: Update on Project Activities

Since we met in February, the project has completed most of the activities listed in our planning document for this period. The following is an update on those activities.

RESEARCH

* Field testing of initial data collection documents has been completed.

* Field testing of the program variables questionnaire is now under way.

* Data is now being collected from sub-samples I and III.

* Data from sub-sample I is now being entered on our computers (we have gathered approximately two thirds of the required student data from sub-sample I).

* The questionnaire on program variables will be distributed to institutions in sub-sample I by the end of the month.

* Project liaison personnel have been identified for sub-samples I, II, and III. We are now identifying project liaisons for sub-samples IV and V.

PUBLICATIONS

* We have received revised manuscripts from all of our authors (except Bob Panos who is writing the summary chapter) and these manuscripts reflect the changes recommended by the advisory board.

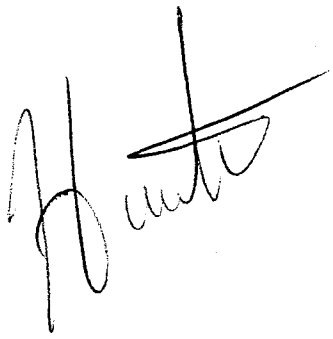
* Final revisions are now being made for the manuscripts in hand.

* The final chapter (authored by Bob Panos) is now being completed.

* We still expect to have the manuscript to the publisher this summer and project a publication date for the fall of 1990.

This summer will be a busy one for us. The majority of our data should be collected and entered during the next five months. If you have any questions or suggestions regarding the project, please feel free to call.

Thank you all for your cooperation and assistance. Have a good summer!



College Reading & Learning Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Yakima Valley Community College, P.O. Box 1647, Yakima, WA 98907

To: CRLA Board Members
From: Dee Tadlock
Re.: Summer Board Meeting
Date: July 16, 1990

I am looking forward to seeing all of you in San Antonio. We have a lot of work to do for CRLA, but I am also anticipating the enjoyment that comes from our personal interactions.

I have enclosed an agenda for the meetings. You will notice that I have annotated the agenda to serve as a reminder for me and as a preview for you. It may be helpful for you to make notes by adding to the annotation for your own use in discussing the items listed as they come up during the meetings. If I have left out any items, please be prepared to add them as the first order of business on Friday. The 2:30 start-up time is to accommodate those of us from Alaska who could not arrange an earlier arrival time!

I have enclosed the requests I have forwarded to the Oxford Mailing Service.

MEMO DATE: July 18, 1990

MEMO TO: Dr. Dee Tadlock, President CRLA
Members of the Board of CRLA

MEMO FROM: Mary Rubin, Coordinator M Rubin
Taskforce for Professional Language for College Reading and Learning

MEMO RE: Future of the project

1. During the Saturday Board meeting of the 1990 Conference, I was asked to provide the board with certain information. This memo is to respond to your request. If further information is required, please contact me.

2. Timetable:

August, 1990 -- complete manuscript report of the Taskforce; send for final editing to all Taskforce and Board members.

October, 1990 -- revise manuscript based on response of Taskforce members and others who have reviewed manuscript.

December 1, 1990 -- submit manuscript to Journal for consideration for publication.

3. Format:

During the Taskforce working session, the following format was agreed upon.

term. definition(s). use of term in illustrative sentence or phrase. notes of interest.

4. Terms to be defined:

Consistent with the lists previously provided board members with changes received this spring.

5. Funds:

Request $50.00 budget for 1990-91 postage and copying.

Attached is a check in the amount of $400 to reimburse CRLA for funding provided to the NADE conference during the Spring of 1990. After receiving this funding, some University funds were made available at the end of the year, and my University provided the 50% support I had requested, not to exceed $400. As a result, I am able to refund this amount to CRLA.

Yakima Valley Community College, P.O. Box 1647, Yakima, WA, 98903

July 12, 1990

Ms. Tammy VanVoorhis, President
Oxford Mailing Service
2915 Telegraph Rd. #D
Santa Fe Springs, CA 90670

Dear Tammy,

Where has time gone? Perhaps into the black holes in the universe? At any rate, it has slipped me by and I am delinquent in getting this letter to you in a timely manner. I am writing to reiterate the details discussed with you at the Board meeting in Irvine this past spring.

You will note that one of the items we asked for was a report in time for our summer board meeting. I obviously should have reminded you of this before now so you would have plenty of time to complete it if that particular detail has slipped your mind. I would appreciate it if you could complete such a report (see below for details) in spite of my untimely reminder. The Board meeting is scheduled for July 27-29, but I will be leaving Yakima on July 20. Perhaps you can FAX the report to me before then (509/575-2461), or you can mail it directly to the hotel: Hyatt Regency San Antonio, On the Riverwalk at Paseo Del Alamo, 123 Losoya Street, San Antonio, Texas 78205. If you mail to the hotel be sure to include College Reading and Learning Association in the address and make a "hold for arrival" notation on the outside of the envelope. Thanks.

I have attached a summary of the arrangements that, according to our official minutes, were confirmed with you during our Board Meeting. In addition, I have listed some problem areas about which we remain concerned and for which we have recent examples that cause us to question the reliability of your procedures. We are anxious to provide whatever information and assistance we can to you in order to put a system into operation that works smoothly for the College Reading and Learning Association. We would very much like to continue our relationship with the Oxford Mailing Service; it would be both expensive and frustrating if we felt we needed to start from scratch with another mailing service.

You will note that I have delineated the information desired in quarterly reports (We had said annual reports at the Board meeting, but there were some items for which we wanted quarterly reporting, and it seems to me it would be easier to send the same information each quarter rather than remembering when we want which items. If

you disagree, we can discuss it.), but I have not defined a format. My assumption is that you can easily do that with the data base system you use. If I define a format that would be logistically difficult for your particular setup, it would be more of a detriment to you than an assist. However, if you want me to define a format, I will be happy to do so. If you cannot get a complete report ready for our San Antonio meeting, I would appreciate it if you would forward whatever summary information you have available in any of the categories discussed below.

I speak for the entire board when I convey to you our thanks for the personal time and effort you are affording us. We are looking forward to a continuing relationship. If you need additional information, don't hesitate to contact me.

Sincerely,

Dee Tadlock, Ph.D.
President

pc Ms. Barbara Calderwell

MEMBERSHIP PROCESSING:

We would like Oxford Mailing Service to send renewal forms one month prior to membership expiration and again when the membership has expired.

As you process membership and/or renewal applications each month, you will send a welcome to CRLA letter to the former and a "thanks for joining again" letter to the latter.

For members who are not currently subscribing to JDE and/or RRiDE, subscription slips (provided by the National Center for Developmental Education) will be inserted in the renewal information sent to them at the time their membership is nearing expiration.

The quarterly report received by the President of CRLA should include a listing of members who have joined or renewed during the quarter.

A listing of members who contributed to the scholarship fund should also be provided in the quarterly report.

The quarterly report should include a listing of individuals whose membership has expired during the quarter and remains unrenewed at the time of the report.

MAILING LABELS:

CRLA mailing lists should automatically include, in addition to active members, those former members whose membership has expired within the previous three months.

The quarterly report should include a listing of individuals who request CRLA mailing labels and the number of times these requests are made.

Mailing labels may be purchased, with the President's permission, by any CRLA member or anyone else wanting them for a reason deemed of benefit to the membership for a charge of $25.00. Commercial users may, with the president's permission, purchase CRLA membership mailing labels for $150.00

BROCHURES:

Oxford Mailing Service will maintain the inventory of brochures that will be mailed to them from the printer in New Mexico.

The President, Past President, and President-Elect of CRLA should automatically receive 50 brochures with each new printing.

Brochures should be sent upon request to other members of CRLA.

The quarterly report should include an accounting of how many brochures were in the initial inventory and how many were mailed during each quarter.

JDE and RIDE

Oxford Mailing Service will send mailing labels for all issues of each publication (JDE 3 sets; RRiDE, 5 sets) to the Managing Editor at the National Center for Developmental Education (NCDE) by August 15 of each year. Actual subscription agreements for all subscribers together with an alphabetical listing of subscribers of each publication will also be sent to the Center.

Any new subscribers, address changes, or "problems" with subscriptions to these publications will be communicated to the Managing Editor at the NCDE immediately.

Renewal reminders for JDE and RRiDE will be mailed in May of each year. A final notice to those not responding should be sent on July 1. The membership renewal envelopes can be used for this purpose with the following change in the text:

Reminder:

Your discounted subscription to the Journal of Developmental Education and/or Review of Research in Developmental Education expires soon. In order to continue receiving the publications without interruption, it is important that you send in your renewal now.

JDE ____ one year $xx.xx

RRiDE ____ one year $xx.xx

Total Enclosed $_____

Final Notice:

Your discounted subscription to the Journal of Developmental Education and/or Review of Research in Developmental Education has expired. If you have not sent in your subscription renewal, won't you please do it now.

The quarterly report should include a listing of the number of subscriptions for each publication that was purchased during the quarter.

For members who are not currently subscribing to JDE and/or RRiDE, subscription slips (provided by the National Center for Developmental Education) will be inserted in the renewal information sent to them at the time their membership is nearing expiration.

QUARTERLY REPORT:

Many of the items to be included in the quarterly report have been mentioned in the appropriate category discussed above; they are repeated here for the convenience of having all quarterly report information in one place in this communication.

Quarterly reports shall be mailed to the President of CRLA within two weeks of the end of each quarter (March 31, June 30, September 30, December 31). These reports should include:

A reporting of the total number of current members.

A listing of members who have joined or renewed during the quarter.

A listing of members who contributed to the scholarship fund during the quarter.

A listing of individuals whose membership has expired during the quarter and remains unrenewed at the time the report is compiled.

A listing of individuals who requested CRLA mailing labels during the quarter and the number of times such requests were made.

An accounting of how many brochures were in the initial inventory and how many were mailed during the quarter.

A listing of the number of subscriptions for each publication (JDE and RRiDE) that was purchased during the quarter.

A financial summary that reports receipts by membership, scholarship, and subscription (JDE and RRiDE) categories and that itemizes billings by the following categories: Newsletter mailings, Journal mailings, label provision, etc. (I am not confident that I have sufficiently defined the billing categories; if other categories are obvious to you, please include them. The point is, we want to know how much we are paying for the individual functions you perform for us rather than for your entire array of services.)

Membership Resource Lists that have been received during the quarter should be enclosed with each quarterly report.

PROBLEMS:

The concern of the timeliness of the response to new and renewing members that was expressed at the Board meeting seems to remain a problem. Dr. Les Toczco, whom I met in June at a meeting in Colorado Springs, informed me that he had joined CRLA in April and had not yet received any response from us. I phoned him yesterday to reconfirm, and he reported that he still has not received any acknowledgement of having joined. Our President-Elect, Dr. Joyce Weinsheimer informed me today that her membership normally expires around conference time and she did not receive a renewal notice. She was "looking for it" and so is confident neither notice arrived. She is not on the current mailing list I received from you last week. Obviously, because we have somewhat accidently discovered these two incidents, we have serious concern whether this is happening often.

In a conversation with Ms. Barbara Calderwell, managing editor of JDE and RRiDE, I learned that you sent her mailing labels for the purpose of sending promotional materials to members who had joined since the original mailing in January and the conference time in early April. She had previously received 586 labels; you sent an additional 55; yet, the membership list you provided us at the conference contained in excess of 700 names. What accounts for the discrepancy? Again, we are concerned about the reliability of your procedures.

CALL FOR PROGRAM PROPOSALS

SECOND NORTH AMERICAN CONFERENCE ON ADULT AND ADOLESCENT LITERACY

LAUNCHING THE LITERACY DECADE: AWARENESS INTO ACTION

Sponsored by the
International Reading Association
Banff, Alberta
Banff Springs Hotel
March 21 - 23, 1991

The International Reading Association and collaborating organizations invite you to submit proposals for Symposia, Panels, Workshops and Sessions to be presented at the Second North American Conference on Adult and Adolescent Literacy, Banff, Alberta, March 21-23, 1991.

The theme **"Launching the Literacy Decade: Awareness into Action"** reflects the goals of the conference:

1. To continue the public awareness raising initiated by International Literacy Year and to begin to perpetuate the momentum throughout the Literacy Decade.

2. To inform a variety of constituencies about literacy issues affecting adult and adolescent learners within and beyond the classroom.

3. To enhance the networking of adult and adolescent literacy practitioners through information sharing and demonstration of successful programs, resources and practices.

4. To build links between adult and adolescent literacy concerns.

5. To exchange current literacy research findings for the purpose of sharing information, processes and expertise.

6. To generate action plans for future directions in adult and adolescent literacy research and practice.

The Program Committee will consider all proposals relevant to the goals and theme of the Conference.

Guidelines

Symposia

Format: Several speakers deliver short addresses on a common topic and then engage in interaction with each other and the audience.
Length: 2 1/2 hours Staff: 3 - 5 presenters

Panels

Format: A moderator provides the opportunity for several speakers to present their views on an issue related to the conference theme, followed by interaction.
Length: 2 hours Staff: 3 - 5 members

Workshops

Format: The conferee is provided with an opportunity to participate actively in a learning experience on a common topic. Formal presentations are kept to a minimum; however, staff may make brief opening statements regarding background or directions.
Length: 1 1/2 hours Staff: 1 - 5 members

Sessions

Format: One or two speakers deliver short presentations on a common topic.
Length: 1 hour Staff: 1 - 2 presenters

Poster Sessions

Format: Staff provides a forum for the presentation of research, demonstration of classroom or administrative practice, or teacher preservice and inservice innovation. Conferees view papers, outlines, charts, etc. and return at a scheduled time for an informal presentation and discussion. No audiovisual equipment is used.
Length: 1 hour Staff: 1 - 2 members

Each meeting room will be equipped with an overhead projector and a screen. Additional audiovisual equipment will be provided where possible.

Procedure

Each proposal should consist of the following:

1) Application Form - An application form is attached. Please complete all items as specifically as possible.

2) Program Description - A brief description (not exceeding 300 words) should outline the objectives of the Program, the content to be presented, and the method of presenting the content.

3) List of Program Presenters - A list containing the complete addresses and phone numbers of all program presenters must be included. The person submitting the proposal must receive advance consent from each individual listed in the proposal. Please ensure that names, affiliations, addresses and phone numbers of all presenters are submitted as they should appear in the Conference Program.

A complete program proposal consists of the Program Description and List of Program Presenters, each on standard 8 1/2" x 11" paper, attached to the Application Form.

Deadline: Proposals must be postmarked no later than **September 15, 1990**. All proposals will be considered by the Program Committee, and each person submitting a proposal will be notified of the Committee's decision by December 15, 1990.

Please Note: As a professional, nonprofit organization, the International Reading Association is unable to reimburse program participants for travel and living expenses. **Program participants are required to register for the conference and pay the regular fees.**

SECOND NORTH AMERICAN CONFERENCE
ON
ADULT AND ADOLESCENT LITERACY

PROPOSAL APPLICATION

I. PERSON SUBMITTING PROPOSAL: (prime correspondent)

Dr., Mr., Miss, Mrs., Ms._____
(Last Name) (First Name) (Initial)

Institutional Affiliation:_____

Position and/or Title: _____

Mailing Address:_____
(Street)

_____
(City) (State, Province) (Postal Code)

Telephones: Office:_____
(Area Code) (Extension)

Home:_____
(Area Code) (Extension)

II. TYPE OF PRESENTATION: (please check one category only)

[ ] Symposium [ ] Workshop [ ] Session [ ] Panel [ ] Poster Session

III. TITLE OF PRESENTATION: (as you wish it to appear in the program).

_____

_____

IV. STRAND CATEGORY: (please indicate the one program strand which best describes your proposal).

_____ Technology and Literacy
_____ At-Risk Adolescents
_____ Workforce Literacy
_____ Instructional Strategies
_____ Adult Basic Education
_____ Aboriginal Literacy
_____ Innovative Projects
_____ Management, Funding and Policy Considerations
_____ Multicultural Literacy/English as a Second Language Education
_____ Author Presentations (Learners and Professional Writers)
_____ Special Topics (gender or social issues, program evaluation, instructor accreditation, learner assessment, etc.)

_____ Special Needs Students
_____ Correctional Education
_____ Intergenerational Literacy
_____ Learner Perspectives
_____ Update on Research
_____ Networking
_____ School/Community Connections

Please provide 2 or 3 additional descriptors from the strand categories above (if applicable).

_____

_____

V. INTENDED AUDIENCE: (eg. literacy teachers, volunteers, learners, researchers, counselors, administrators, etc.)

_____

VI. AUDIOVISUAL EQUIPMENT: Please list any audiovisual equipment that is needed in addition to the standard overhead projector and screen.

_____

_____

VII. PROGRAM ABSTRACT: Please provide a description (35-55 words) of your program for the conference program book.

_____

_____

_____

_____

_____

VIII. PROGRAM DESCRIPTION: Please attach a description, not exceeding 300 words, of the proposed program. The description should include the following information:

1. Program objectives
2. Program content
3. Method of presentation

IX. LIST OF PROGRAM PRESENTERS: Please attach a list of names, institutional affiliations, complete addresses and telephone numbers of each program presenter.

Send **four copies** of the complete proposal, including: application form, program description and list of presenters, to:

Barbara Onstad
Chairperson, Program Committee
Saskatchewan Education
2220 College Avenue, 3rd Floor
Regina, Saskatchewan
Canada S4P 3V7

Proposals must be postmarked no later than **September 15, 1990.**

IRVINE HILTON AND TOWERS

REVISED CONTRACT PROPOSAL

NOVEMBER 7, 1988

PREPARED FOR: WESTERN COLLEGE READING and LEARNING ASSOCIATION

FILE NUMBER: RC821028

SUBMITTED TO:
Ms. Susan Deese
President
WESTERN COLLEGE READING ASSOCIATION
Zimmerman Library
University of New Mexico
Albuquerque, New Mexico 87131

PREPARED BY:
Ms. Diane Ashby
Sales Manager
Irvine Hilton and Towers
17900 Jamboree Boulevard
Irvine, CA 92714
(714) 863-3111

HILTON NATIONAL SALES OFFICE CONTACT: Los Angeles National Sales Office

FUNCTION: Annual Convention

OFFICIAL DATES: April 3 - 8, 1990

ANTICIPATED ATTENDANCE: 400 - 600 attendees

ROOM COMMITMENT BY DAY:

DAY	DATE	ROOM COMMITMENT
Tuesday	April 3, 1990	50
Wednesday	April 4, 1990	175
Thursday	April 5, 1990	175
Friday	April 6, 1990	175
Saturday	April 7, 1990	50

The preceding room commitment is inclusive of total Suite and staff room requirements.

RATES:

We are pleased to confirm your special convention rates to apply over the above dates as follows:

Singles:	$ 74.00
Doubles:	$ 74.00
Twins:	$ 74.00

SUITES AND TOWERS ROOMS AVAILABLE BY SPECIAL REQUEST.

NOTE: All rates are net noncommissionable and are subject to prevailing taxes which currently total 8%.

FAMILY PLAN: Children stay free when occupying the same room as their parents - regardless of age.

COMPLIMENTARY ROOM COMMITMENT:

One (1) complimentary room night for each 50 room nights over the conference. Or one room night in a suite for every 100 room nights, occupied by the WESTERN COLLEGE READING AND LEARNING ASSOCIATION. The complimentary rooms will be available Tuesday night through Saturday night of the conference. Assignment of complimentary rooms will be made by the President according to the order of presidential succession: President, President-Elect, Immediate Past President, Secretary, Treasurer.

One complimentary hospitality suite will be made available to WESTERN COLLEGE READING AND LEARNING ASSOCIATION Tuesday through Friday night of the conference. Provision of this suite is neither contingent on, nor influenced by, room pickup of the organization during the conference. The WESTERN COLLEGE READING AND LEARNING ASSOCIATION will provide napkins, glasses, mixes, and ice. Members will provide alcoholic beverages, if desired: no corkage fee will be charged. This will be allowed in the hospitality suite only. This does not pertain to banquet facilities.

RESERVATIONS:

The Irvine Hilton and Towers will provide reservation cards in an amount double the room block. Additional reservation cards may be ordered at hotel cost (a nominal charge). Confirmation notices will be sent by the hotel when reservations are received.

Check in time is 3:00 PM and check out time is 1:00 PM. Guests arriving after 6:00 PM must make a one-night deposit or credit card guarantee to hold the room. Guests attending functions the day of their departure, will check out prior to 1:00 PM and the Bell Desk will arrange to hold luggage until they are ready to leave the hotel.

RESERVATION DEADLINE:

On March 20, 1990 we will release the unused portion of your room block but will continue to accept reservations on the basis of availability.

MEETING/FUNCTION SPACE:

The attached anticipated schedule of events specifically outlines meeting and function space held for your activity.

We reserve the right to reassign meeting and function space should attendance projections fall below current estimates.

It is agreed no space will be released without your approval or until we have been provided your final program requirements. We require a tentative program one (1) year prior, and a final program six (6) months prior, to your official dates.

MEETING SPACE RENTAL:

Based on your anticipated guest room pickup, scheduled food and beverage functions and your anticipated schedule of events, the IRVINE HILTON AND TOWERS is pleased to waive customary rentals and provide required meeting and function space on a complimentary basis.

MEETING SPACE RENTAL: (CONT'D)

Should future projections indicate the necessity to lower room commitments and/or revise program requirements, it is agreed total requirements will be re-evaluated and rental charges may be applied and terms confirmed in writing prior to your activity.

SUMMER BOARD MEETING: The IRVINE HILTON will provide complimentary lodging and meeting space for 12 people for the WESTERN COLLEGE READING AND LEARNING ASSOCIATION Board of Directors Summer meeting on Thursday, Friday, and Saturday in July, 1989. Exact dates will be mutually agreed on at least two months before the meeting. The maximum number of rooms required for lodging will be 8.

REGISTRATION IN LOBBY: Space and tables for registration in the lobby or another mutually agreed upon area with convenient telephone service for conference registration. The area will be staffed by WESTERN COLLEGE READING AND LEARNING ASSOCIATION personnel.

PARKING: The Irvine Hilton & Towers will provide parking to WESTERN COLLEGE READING AND LEARNING ASSOCIATION Conference at a discounted rate.

OVERFLOW HOTELS: It is understood that the Irvine Hilton & Towers will increase WESTERN COLLEGE READING AND LEARNING ASSOCIATION's room block from 175 rooms to 250 to accommodate unanticipated growth of your organization. In the event additional rooms are necessary, and not available at the Irvine Hilton & Towers, we will assist WRCLA in securing rooms at other local hotels, but cannot guarantee the terms and conditions at these hotels.

TRANSPORTATION: The Irvine Hilton & Towers provides complimentary transportation to and from the Orange County/John Wayne airport. We also provide complimentary transportation within a five mile radius of the hotel for your attendees. This includes many theaters, restaurants, and shopping. Transportation is on an availability basis.

In the lobby of the Irvine Hilton & Towers there is a Hertz Rental Car desk if your attendees should require additional transportation.

VIP AMENITIES: The Irvine Hilton & Towers will provide up to ten VIP courtesy baskets or trays, depending on the usual hotel courtesy, and will upgrade VIPs to the Towers Floors that offer complimentary continental breakfast and complimentary evening hors d'oeurvres.

MASTER ACCOUNT: The Irvine Hilton & Towers will establish a master account for the WESTERN COLLEGE READING AND LEARNING ASSOCIATION based on credit approval. THe types of charges posted to this account, names of authorized signers, and billing address will be provided in advance. All charges to the master account are payable in full upon receipt or within (30) days.

AMPLIFICATION: The Irvine Hilton & Towers will provide two (2) complimentary microphones in the Ballroom and one (1) complimentary microphone in any other meeting room equipped with a public address system. The prevailing rate will be charged for additional microphones.

The Irvine Hilton & Towers will provide at no charge a reasonable amount of normal meeting equipment, i.e. chairs to capacity, tables, blackboards, easels, etc. (does not include microphones or audio-visual equipment), as long as demand does not exceed the in-house supply.

ANTICIPATED SCHEDULE OF EVENTS

DATE	HOURS	FUNCTION	ATTENDANCE
MONDAY, APRIL 2, 1990			
	3:00 PM - 10:00 PM (24 HOURS BASIS)	Meeting	15pp
TUESDAY, APRIL 3, 1990			
	7:00 AM - 10:00 PM (24 HOURS BASIS)	Meeting	15pp
WEDNESDAY, APRIL 4, 1990			
	8:00 AM - 5:00 PM	Registration	
	8:00 AM - 3:00 PM	General Session Theater Style	350pp
	8:00 AM - 10:00 PM (24 HOURS BASIS)	Meeting	15pp
	3:00 PM - 6:00 PM	(1) Breakout	120pp
		(6) Breakouts	40pp ea.
	4:30 PM - 10:00 PM (24 HOURS BASIS)	Table Top Display	
	8:00 AM - 10:00 PM (24 HOURS BASIS)	Computer Room	
THURSDAY, APRIL 5, 1990			
	8:00 AM - 5:00 PM	Registration	Flow
	8:00 AM - 10:00 PM (24 HOURS BASIS)	Meeting	15pp
	8:00 PM - 10:00 PM (24 HOURS BASIS)	Computer Room	
	8:00 AM - 10:00 PM (24 HOURS BASIS)	Table Top	
	1:00 PM - 3:00 PM	General Session Theater Style	350pp
8:00 - [redacted]	- 5:00 PM	(1) Breakout	125pp
		(6) Breakouts	40pp ea.
	6:00 PM - 10:00 PM	Reception/Dinner	360pp

ANTICIPATED SCHEDULE OF EVENTS (CONTINUED)

DATE	HOURS	FUNCTION	ATTENDANCE
FRIDAY, APRIL 6, 1990			
	8:00 AM - 5:00 PM	Registration	Flow
	8:00 AM - 5:00 PM	1 Breakout	125pp
	8:00 AM - 5:00 PM (24 HOURS BASIS)	Meeting	15pp
	8:00 AM - 5:00 PM	7 Breakouts	40pp ea.
	8:00 AM - 6:00 PM	Table Top Display	Flow
	8:00 AM - 10:00 PM (24 HOURS BASIS)	Computer Room	
	1:00 PM - 3:00 PM	General Session Theater Style	350pp
SATURDAY, APRIL 7, 1990			
	8:00 AM - 10:00 AM	(6) Breakouts (3) Breakouts	40 pp ea. 60 pp ea.
	8:00 AM - 5:00 PM	Computer Room	
	8:00 AM - 6:00 PM	Meeting	
	10:00 AM - 1:00 PM	Brunch/Meeting Theater Style	150pp

CANCELLATION POLICY:

We request notice of cancellation 60 days prior to your function to permit us the opportunity to reoccupy space held for your group. Should you fail to advise us in that appropriate time frame, a cancellation fee amounting to the retail value of the function space we held for your group will be billed to your company, if we are unable to resell the space.

Accepted and Agreed to:

By: Susan A Deese

Title: President, WCRLA

Date: 12.14.88

IRVINE HILTON AND TOWERS

Diane Ashby

Diane Ashby
Sales Manager
November 7, 1988

IRVINE HILTON AND TOWERS

ADDENDUM TO CONTRACT PROPOSAL

DATED NOVEMBER 7, 1988

The following points will serve as an Addendum to the above Contract Proposal for the WESTERN COLLEGE READING ASSOCIATION, Annual Convention, April 3 - 8, 1990:

RESERVATIONS

The IRVINE HILTON AND TOWERS will also hold luggage through the Bell Desk prior to check in time on the date of arrival.

COMPLIMENTARY ROOM

The IRVINE HILTON AND TOWERS will provide on a complimentary basis, one room for one night in January of 1990, for the President Elect to finalize the conference program.

OVERFLOW HOTELS

It is understood that the 175 rooms being held are for Wednesday through Friday, April 4 - 6, 1990.

AMPLIFICATION

The IRVINE HILTON AND TOWERS will provide one (1) easel, one (1) white/black board, and one (1) head table for each meeting room.

Accepted and Agreed to:

By: Susan Deere

Title: President

Date: 12-14-88

IRVINE HILTON AND TOWERS

Diane Ashby

Diane Ashby
Sales Manager
December 12, 1988

Secretary

1. Duties

   a. Write, distribute, and microfiche official minutes of all Board meetings including telephone conference calls. (See Procedures of details.) Minutes are to be distributed within a month of the meeting.
   b. Write, distribute, and microfiche summaries of the minutes of all official meetings.
   c. Keep official records updated and bring them to Board meetings. (See Records for details.)
   d. Maintain a "To Do" list for Board members of pertinent items that are discussed in Board meetings.
   e. Display at the Annual Conference, copies of the minutes from the Summer Board meeting and any other meetings that have occurred since the previous Annual Conference.
   f. Present an oral report at the Annual Conference General Session, summarizing the highlights of Board activity since the last conference.
   g. Make a narrative report to present to interim Board meeting, including a financial statement of receipts and expenditures, itemized on a standard form. Send the financial report to the Treasurer before May 31.
   h. Maintain banking records and return all unused funds by end of fiscal year. Allocations and advances are to be used only for authorized purchases such as supplies, stamps, copying, telephone calls to conduct CRLA business, typing, and bank services.
   i. I ensure that renewal forms are filed with the New Mexico State Corporation Commission by the Associations appointed representative prior to September 15th.
   j. Stamp date received and keep in orderly fashion all correspondence for at least two years after end of term of office.
   k. Send copy of any newly approved by-laws, signed by the Secretary and the President with $1.00 to Eric P. Serra (1986) Chrm., New Mexico Corporation Committee, PO Box Drawer 1269, Santa Fe, New Mexico, 87501. (There is no special form for sending the by-laws).
   l. Add phone meeting information (other than conference calls) to minutes or write up as unofficial minutes.
   m. Submit original state chapter paperwork to archivist.
   n. Retain correspondence and office-related information for three years; items four years and older go to archivist.

Duties of Secretary cont.

2. Procedures for Keeping the Minutes

   a. The minutes are to be typed with a recall column for easy reference.
   b. Each secretary indexes the minutes and attachments he or she writes and keeps the index current.
   c. All pages of the minutes are to be numbered, including each page of all attachments. The page number should appear on the top or bottom of the page. Be consistent.
   d. The date and place of the conference should appear on each page of minutes and on the first page of each attachment.
   e. Attachments are to be numbered consecutively at the top, right-hand corner in a bold manner for viewing. Attachments should be noted in the minutes in this manner: (Attachment No.____).
   f. Minutes are to be corrected by the Board, signed by the Secretary, and dated at the time of approval.

3. Records to be Kept and Brought to Board Meetings

   a. Hard copies of all minutes from the previous year and the microfiche copies of all minutes.
   b. Copy of the by-laws and constitution.
   c. Current list of officers, state directors, and past presidents.
   d. Current membership list.
   e. One copy of each Newsletter.
   f. Copy of the index.
   g. Policies and Procedures Manual.
   h. Secretary's Handbook.
   i. Copies of IRS forms.
   J. Board Blanket Fidelity Bond.

4. Records to be Updated

   a. By-laws when necessary.
   b. List of committee members.
   c. Index.
   d. List of members receiving awards.
   e. Lists of members serving CRLA.
   f. Policies and Procedures Manual.
   g. Lists of Board members.
   h. Microfiche copies.

Duties of Secretary cont.

5. Distribution of Minutes

   a. Copies of the minutes are to be sent out as soon as possible to:
      (1) All Board members.
      (2) Newsletter editor.
      (3) Current and future conference managers (without attachments).
      (4) Incoming officers upon their election.

   b. Microfiche are to be sent to:
      (1) President.
      (2) Archivist.

   c. Summaries of the minutes are to be written, signed, "These minutes have not yet been approved," and sent out as soon as possible to:

      (1) All Board members.
      (2) State/regional directors and chapter presidents.
      (3) Past presidents.
      (4) Committee chairpersons.
      (5) Archivist.
      (6) Newsletter editor (for publication in the next Newsletter)
      (7) SIG leaders.
      (8) Next conference manager.
      (9) Journal editor.

   d. Send an updated copy of the index to Board members and the archivist each year.

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

6. Helpful Hints for Board Meetings

   a. Bring: tape recorder, extension cord, and 12-15 hours of tape.
   b. Bring: pencils, paper clips, extra paper, transparent tape, stapler.
   c. Bring: calculator, spelling dictionary.
   d. Bring: microfiche reader.

June 1, 1989

CRLA Board of Directors
Becky Patterson
710 Bounty Drive
Anchorage, AK 99515

Dear Board Members:

As you are aware volume XXI of the Journal is out and I believe that it is an excellent one. It reflects some of our efforts including attending conferences and soliciting manuscripts.

As you are also aware, the Journal will now go to two issues with the first issues coming out in Fall (October seems very realistic). Since the end of the Seattle conference, Jo-Ann and I have been busy with various aspects of the Journal. Immediately after the conference I sent a letter to all conference participants encouraging them to submit manuscripts for review. I also sent information to Wayne for the next addition of the Newsletter. I have been working on a new logo for the Journal which emphasizes the Journal and will deemphazizes CRLA- I believe that is in keeping with all other professional organizations. I will forward copies for your approval before we move ahead.

Over the course of the next few months, Jo-Ann and I will concentrate our efforts on getting manuscripts ready for the printer. I am also working on sending a letter to the 750 participates of the last NRC conferences informing them of the Journal and asking them to submit manuscripts.

Next year's budget is attached. I believe the price we received from our printer is great and will is not significantly greater than last years one volume issue. We are thinking of two 90 page issues. For this fall I have asked for money to attend the National Reading Conference. Jo-Ann has attended the conference the last two years and we have received and published manuscripts from authors contacted during these conferences. I realize that this is a little expensive, but I believe that it has paid benefits in a higher quality Journal.

I hope you have a productive board meeting this summer and I look forward to seeing all of you in California. If you have any questions or concerns, please contact me.

Sincerely,

Vincent P. Orlando, Executive Editor
Journal of College Reading and Learning

cc: Jo-Ann Mullen, Manuscript Editor - Journal of College Reading and Learning

JOURNAL OF COLLEGE READING AND LEARNING
PROPOSED BUDGET 1988-1989

Submitted to the board of directors of WCRLA by Vincent Orlando, executive editor for the JCRL

Printing, composition, and paste-up for 1,000 copies of <u>two</u> the Journal	$6,600.00
Shipping to Oxford.	200.00
New Logo for the Journal	300.00
Phone and misc expenses.	300.00
Trip to National Reading Conference .	800.00
Annual Editorial Luncheon.	150.00
Total*	8,350.00

*This total does <u>not</u> include the cost of the Oxford Mailing Service.

Pricing

Volume XX1 — currently 1 issue — listed as $11 12 —

Volume XXII - will be 2 issues (Fall '89 + Spring '90)
what should each be priced at ?
(each will have about 9-10 articles)

COLLEGE READING AND LEARNING ASSOCIATION

"CRLA TUTOR CERTIFICATION COMMITTEE REPORT: SUMMER 1989"

PRESENTED
BY

TOM GIER
CHAIR, CRLA TUTOR CERTIFICATION COMMITTEE
ENGLISH DEPARTMENT - BLDG K
UNIVERSITY OF ALASKA ANCHORAGE
3211 PROVIDENCE DRIVE
ANCHORAGE, ALASKA 99508

UPDATE

This is just a brief update concerning the work of the CRLA Tutor Certification Committee. Including the tutor certification packets distributed at the Seattle March Conference, the CRLA Tutor Certification Committee has distributed over one hundred "starter kits." Since the Seattle Conference five tutoring programs have submitted the paperwork required to begin the certification process. One of these programs, the Leland High School Tutorial Program, has already been certified at the Regular/Level 1 certification level. Three of the other four programs are very close to being certified.

During September and October I expect that quite a few of the programs that have received the certification packets will be sending in their completed forms for evaluation. This should make for a very interesting and active Fall for members of the CRLA Tutor Certification Committee.

NEW FEES

During the Seattle Conference the CRLA Board approved a single application fee of $15.00. I would like to propose the following fee table.

CRLA TUTOR CERTIFICATION FEE TABLE

1. $15.00 fee - Application/1 year certification

2. $15.00 fee - Renewal/3 year certification

3. $15.00 fee - Recertification/5 year certification

The reasoning behind the above fee structure is very simple: this tutor certification process should be self-supporting. The single $15.00 fee for initial application/1 year certification will not come close to covering the costs of the renewal forms and certificates nor the recertification forms and certificates. This fee table should be able to cover the costs involved, mainly the duplicating/printing and mailing, in the above three areas.

NEW FORM: RECERTIFICATION

The following form, CRLA TUTOR RECERTIFICATION FORM, will be completed after a program has been certified four years, 1 year for initial certification and 3 years for certification renewal. The renewal form was one of the many forms approved by the CRLA Board at the Seattle Conference. This recertification form, though, is new and is based upon input I received during the tutor certification session I chaired at the conference. The purpose of the recertification form is twofold:

1) to provide an opportunity to monitor the quality of those programs that have been certified by CRLA and wish to continue this certification through the recertification process; and

2) to be an informative yet uncomplicated process so that those programs wishing to be recertified will find this a valuable activity and will not shy away from this process because it is too involved and complicated.

Any comments, sugestions, additions, etc. the Board wishes to make concerning this form are greatly appreciated.

CRLA BOARD MINUTES
Irvine, California
Irvine Hilton Hotel
August 3, 1989

Board Members Present: Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present: Becky Johnen, 1987-89 Secretary; Wayne Herlin, Newsletter Editor; Bill Broderick, Conference Manager.

Becky Patterson called the meeting to order at 1:05 p.m.

I. Welcome

Agenda approved

Becky Patterson welcomed everyone. The agenda, which had been distributed prior to the meeting, was approved with the changes as noted (Attachment A).

March, 1989 minutes approved

II. Approval of Minutes of March, 1989 Board Meeting

The minutes of the board meetings held March 13-18, 1989 were approved with the following correction:

A. March 14, 1989, p. 7, V., 1st paragraph, line 8: change "speak to Wayne is" to "speak to Wayne as"

(M) Carol Clymer: to approve the minutes as corrected.
(S) Susan Deese

PASSED

Card to Gilbert Williams

III. Carol Clymer will send a card from the organization to Gilbert Williams, a founding member of CRLA (WCRA), who is seriously ill.

IV. Program Chair's Report

Dee Tadlock reported that to date she has received proposals for 9-10 institutes; 8-9 sections. She has contacted SIG leaders so that these areas of special interest will be represented in the program.

Plans for institutes	Dee plans to add more institutes as many closed early last conference. Institute sizes will also be increased to about 50 (depending on room size) to help solve this problem. Popular institutes will be repeated.
Policy regarding institute repeats	There was discussion about whether a policy should be established regarding the same person doing an institute year after year. For now, the consensus was to advertise that certain SIG's will be represented each year, but that others interested in these areas should be encouraged to submit proposals.
Representation of 12 strands in the program	Program plans are to have twelve strands represented. Proposals for each of the strands will be judged by people interested in that area and will be rank ordered. The best proposals from each strand will be selected for the program. There was discussion about informing applicants that their proposal has been received and when a decision will be made. There was discussion about tactful wording of letters when a proposal is not accepted.
Patricia Ahlquist and Michael O'Loughlin are keynote speakers.	Patricia Ahlquist and Michael O'Loughlin are the keynote speakers for the conference. After the keynote, they will do an interactive collaborative session with the audience who will work in small groups. Plans also include having Patricia and Michael offer an institute in concert at the conference.
Suggested feature speakers	Suggested feature speakers were: Carl Grant who uses humor as a stress reliever and humor as perceiving interpersonal relations; John Chaffee on critical thinking; Dr. Eunice Ascock on literacy; _____ Giroux on learning disabilities.
Institute conflicts	There was discussion about the conflicts that can arise when too many featured speakers are offered and about establishing a policy for featured speakers, e.g., a certain number must be registered for the institute by a set date; if not, the institute will be cancelled and a cancellation fee will be paid to the speaker. Members indicated that they prefer several featured speakers.

Contract with United	Problems with using the United comp tickets led to a discussion about whether or not this is the best airline with which CRLA should contract. Dee will check with American Airlines. The conference site may dictate the airline to use.
Lunch with a Mentor is retitled Conversation Over Lunch	Donna Manske will chair Lunch with a Mentor. The name of this event will be changed to Conversation Over Lunch.
Committee Chairs Jo Ann Carter-Wells will chair evaluations	Jo Ann Carter-Wells will chair evaluations. There was some discussion about redesigning evaluations, i.e., leave off evaluating hotels and rooms. Consensus was to leave this on as this information can be passed on to future site chairs.
Chairpersons	A new CRLA member has offered to head the Chairpersons committee. It was suggested that whoever heads this committee needs good organizational skills.
Info from Chairpersons	Those offering to be section chairs need to be educated about sending information about themselves on time to meet program deadlines since Chairs' names appear in the program; the Board felt that members could be educated about this via the Newsletter.
	Bill Broderick will chair Hospitality and Karen Egge will chair the Newcomer's Reception. A discussion about an Oldcomer's reception led to the following arrangement:
The reception for newcomers will later become one for newcomes and oldcomers.	a reception on Wednesday from 6:30-7:00 pm for Newcomers; the reception will continue, but from 7:00 pm on it will be for Newcomers and Oldcomers.
Gladys Shaw will chair Scholarships. A box will be put on membership forms for members to contribute to the scholarship fund.	Gladys Shaw will chair Scholarships. It was suggested that a box be placed on the membership and renewal forms for members to contribute money to the scholarship fund since no money was made for this last conference. Other suggestions were to sell notepads, mugs, tee shirts, etc. with the CRLA logo.

VI. Conference Managers Report

A. Hotel Contract and Concerns

Concerns regarding hotel accomodations

The contract with the hotel was discussed. (Attachment B) Several problem areas with the contract were discussed, e.g., complementary tea and coffee for the Board and complementary rooms in the Tower for the Board. The need for clearer communication between the President who signs the contract, the site chair and the incoming President regarding contract specifics was discussed.

Another concern was the number of rooms the hotel would guarantee. 200 rooms should be the minimum guarantee. The Board agreed that if more rooms are needed and the Hilton cannot accomodate members, the Hilton should assist with finding accomodations that are at the same rate and have the same facilities as the Hilton.

There was some discussion about how the hotel might accomodate an earlier check-in time for those arriving Wednesday and planning to attend institutes.

Dee will fly to Irvine in January to review the conference rooms to set the final program.

Review conference charges daily

The Board agreed that it was important to review conference charges daily with the Hilton as the conference proceeds.

B. Registration

Fran England will coordinate Registration and Sue Shafer will handle Mail-in Registration and be the trouble shooter.

C. Institution Visits

Institution Visits
UC Irvine & Santa Ana C.C.

The institutions selected for members to visit are UC Irvine and the Santa Ana Community College.

D. Events

Conference tours are Disneyland & Santa Catalina.

Dinner on the Town is scheduled for Friday; banquet Thursday. Bill was encouraged to have a large number of people willing to take members for Dinner on the Town as restaurants are not readily accessible to the conference area. Two tours were suggested: Disneyland for Saturday night and Santa Catalina for Sunday. The Board suggested that some maps to nearby beaches, shopping areas, tourist areas, etc. be developed for conference participants.

E. Audio-visual
Dee recommended that AV equipment be leased and that equipment available to speakers should be traditional AV equipment.

F. Meals
The Board recommended that Bill check into having box lunches available for participants. They also suggested that he ask for the minimum price when scheduling meal functions.

G. Conference Roommates

Conference roommate service offered again

This service was offered last conference and was successful. This year's registration forms will ask individuals to indicate if they need assistance in finding a conference roommate.

H. Conference Program
Dee mentioned that three publishers want to advertise in the program. The Board discussed the back cover and the page before the back cover as possible ad spaces. Fees for ads are: $75 for 1/2 page; $100 for a full page; $150 for 2 pages.

I. Exhibits

Need for flexibility in size of exhibitors' room

The Board discussed the need for flexibility of room size for exhibitors. Last year not all exhibitors could be accomodated. The Board decided that the exhibitors should send their check and form to the person in charge of exhibits. Checks could then be forwarded to the Treasurer.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

_____

Denise McGinty, Secretary

(These minutes have not been approved.)

CRLA BOARD MINUTES
Irvine, California
Irvine Hilton Hotel
August 4, 1989

Board Members Present: Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present: Becky Johnen, 1987-89 Secretary; Wayne Herlin, Newsletter Editor.

Becky Patterson called the meeting to order at 9:10 a.m.

I. Secretary's Report

A. Updates

Becky Johnen distributed to Board members the 1989 update of the Bylaws; Board policy on the formation of State/Regional Chapters; all CRLA job descriptions in the new format; a list of all Boards from 1967 to present; information for the public relations kit. Becky presented to Denise an updated Secretary's notebook; a cross-reference of CRLA minutes to the microfiche; all minutes from 1967 to present microfiched; one hard copy of the 1988-89 minutes.

All CRLA minutes are on microfiche & are cross-referenced.

B. Secretary Job Changes

Becky suggested several changes for the Secretary's job description (Attachment C) which include: p. 1, i., to read "ensure that renewal forms are filed with the New Mexico State Corporation Commission by the Associations appointed representative prior to September 15th"; p. 1, m., to read "submit original state chapter paperwork to archivist"; p. 1, n., to read "retain correspondence and office-related information for three years; items four years and older go to archivist"; p. 3, 5, a., 3, to read "(without attachments)"; p. 3, 5, a., 4, to read "incoming officers upon their election"; p. 3, 6, d., to read "bring microfiche reader".
(M) Susan Deese
(S) Carol Clymer

PASSED

The Board commended Becky Johnen for doing an excellent job as Secretary!

II. Treasurer's Report

A. Financial Report

Carol reported that the organization made money this last conference; CRLA has $40,000 in a CD.

There was discussion about whether the organization should begin giving money back to members, e.g., in the form of scholarships, SIG's, paying officers' ways to other conferences, supporting state meetings. Dee suggested establishing a priority list.

Joining a SIG will become part of membership & renewal forms.

The Board also discussed the lack of accounting control over SIG's and whether a box to join a SIG should be placed on the membership form so that payment for SIG's and membership is centralized. The Board thought that SIG's could request funds as do states. This would accomplish centralizing funds as well as assuring that members of SIG's are members of CRLA.

B. Conference Accounting System

Treasurer will become the receiver of conference registration slips & fees.

Carol proposed that the Treasurer become the one to whom conference registration slips and money are sent. She recommended that Dee and Gladys develop a system for conference registration. The following suggestions were made for this system: a statement be placed on the registration form indicating that payment must be made in full; the Treasurer be available at select times during the conference for refunds; publishers send money and forms to one person and the money is forwarded to the Treasurer.

C. Bookkeeping Services and Status of Audit Needs

Bookkeeper service will handle CRLA books & get organization bonded.

Carol recommended that the organization hire a bookkeeping service at a cost of $1500 per year. Gladys Shaw's accounting firm was suggested as a possible company to use. The benefits of using this firm are Gladys' familiarity with the organization and bonding for the organization. The Treasurer would then take on the new responsibility of conference registration and would continue payment of bills.

D. Canadian Checks

The cost of depositing Canadian checks is $5-$10. Carol recommended that these members send money orders or use a bank with a reciprocal agreement with U.S. banks. Suggestions were to: have a form letter that Hal sends to Canadian members asking them to send a money order; have Susan talk to the Canadian director about this issue; have the Treasurer call the Canadian and ask him/her to send a money order.

III. Newsletter

A. Critical Thinking Questionnaire

Wayne discussed with the Board whether or not Anne Bradstreet Grinols could place a critical thinking questionnaire in the Newsletter. The Board felt this questionnaire was not appropriate for the newsletter, but offered Anne CRLA membership labels and suggested she submit a research proposal.

B. Names on Backcover of Newsletter

State Directors'/Chapter Presidents' names will be printed once a year in the summer Newsletter.

Wayne expressed concern over the number of names on the backcover of the Newsletter and the amount of space needed for these. Accepted was Wayne's recommendation that State Directors/Chapter Presidents be printed once a year in the summer issue (this year in the fall issue) and note that this is a resource list.

C. Items for the Newsletter

Wayne reminded the Board that in the Fall issue there are: the call to conference, the program chair's job announcement, on-site manager information, and pictures of speakers. The Winter issue needs to be out on time as conference and hotel registrations are printed. Wayne suggested including pictures of the conference site in this issue.

Color of Newsletter will reflect new CRLA colors.

Wayne suggested that the color of the Newsletter be changed to reflect the new colors of the organization.

Becky Patterson thanked Wayne for the meticulous job he has done on the Newsletter.

IV. JCRL

A. Cost of Journal

Cost of two JCRL issues

Vince sent a letter to the Board (Attachment D) asking about the cost of two issues of the Journal. The cost for one issue of the Journal has been about $12. The Board recommended that the cost for the two yearly issues be $15.
(M) Susan Deese
(S) Dee Tadlock

PASSED

The Board suggested that Vince get a list of all academic libraries and other similar organizations (e.g., NADE) and inform them about the Journal, but not until after the cover change is completed.

V. Multicultural Affairs Committee (MAC)

A. Who heads this Committee?

CRLA to pursue Multicultural Affairs Committee

Wes is in charge of the MAC SIG. Becky will get in touch with Wes to determine whether he will take on the leadership of this committee or whether or not the Board needs to appoint another person. Four CRLA members indicated an interest in this. The Board felt CRLA should take a leadership role in minority recruitment to this organization.

VI. Tutor Certification

A. Update on Tutor Certification

Tutor Certification forms are updated and application fees have been determined.

Tom Gier sent the Board an update of Tutor Certification and Recertification (Attachment E). In the past several months the Tutor Certification Committee has distributed over 100 starter kits. 5 have started the paperwork. 4 are close to certification. 1 is certified.

B. Application and Renewal Fees

Tom suggested that the procedure and fee be as follows: the application fee with one year of certification is $15 (whether a group is certified or not); $15 for a 3-year renewal of the certification; then $15 for a 5-year recertification.
(M) Susan Deese
(S) Dee Tadlock

MOVED

The Board suggested that Tom consider ways to keep this committee from becoming overwhelmed with certifying programs, e.g., the people who are responsible for the original certification be responsibile for recertifying the same group.

Tutor Certification Sessions at conference

There was also discussion about having two sessions at the conference regarding Tutor Certification: one on becoming certified and another on how to be recertified.

C. Certification of High School Programs

(See Attachment F.) The Board was in consensus regarding a reactive approach to offering tutor certification to high schools.

VII. Parliamentarian

Becky Johnen to become CRLA Parliamentarian

Becky Johnen will be the new Parliamentarian for CRLA. She informed the Board she is taking a course on Robert's Rules of Order.

The Board thanked Becky.

VIII. Bylaws
Patti Glenn is in charge of this and reported nothing new.

IX. Archives
A. Portable Display for CRLA

Two portable CRLA displays will be available to Board & States for conferences.

After discussion about portable displays, the Board agreed to purchase two portable boards from The Exhibit Store at a cost of $348 each. One display will be for the Presidents to use and the other for State Directors/Chapter Presidents.

B. Banner
Wes says he will have a new banner made for the organization.

X. Awards/Scholarships
Gladys Shaw is in charge of this committee and has no new information to report other than she has submitted a letter to Commission XVI.

XI. Elections

Slate for President-elect & Treasurer accepted.

Wes presented a slate of candidates (Attachment G):
President-elect - Michael O'Hear and Joyce Weinsheimer;
Treasurer - Kathy Carpenter and Patti Dozen.
The Board agreed to accept this slate.
(M) Carol Clymer
(S) Susan Deese

PASSED

XII. Placement

Job placement will consist of a board available at the conference for job postings.

Anna-Marie Schlender recommended a phone answering machine (Attachment H) to handle CRLA placement services. After much discussion, the Board agreed that since the placement service is so seasonable and not well utilized because the organization is small that this service is not necessary. The recommendation of the Board is to have a placement board at the conference and ask Anna-Marie to coordinate this.

XIII. Site Selection
Gwen Enright will visit San Antonio, the 1991 conference site, this fall. Northern Califiornia as the 1992 site has not been determined yet.

XIV. New Logo and Stationery

New CRLA stationery is available

Sue Brown did an excellent job with the new logo. Contact Sue if stationery is needed. To save on mailing, the Board suggested that the stationery be printed in mass. In the future, Sue can bring reams to the conference and the Board and State Directors, etc., can pick up stationery there.

XV. Brochures

Hal has 200 copies of the brochure. A decision was made not to order brochures until the changes were made in the application and renewal forms.

XVI. SIGs

Becky Johnen is new SIG Coordinator.

Becky Johnen is the new SIG Coordinator. There was SIG discussion about SIG leaders requesting funding for special projects. Once the option to join SIG's has been added to the CRLA application form, Becky and Susan will develop a policy for requesting funding. Becky will inform SIG leaders of the upcoming changes.

XVII. 1989 Conference Managers' Reports

A. Costs

438 registered for Seattle conference

Dee informed the Board that at least 438 had registered for the Seattle conference; 387 were pre-registrations. She indicated that the cost for food was about $538 as the state directors dinner is free and not enough was collected from exhitors to cover the breakfast. $745 was spent on AV. Dee recommended renting AV. $250 was donated from the publishers for hospitality, though the cost was $404.91. $550 was made on institutions. Roughly, $18,410 was the net profit (Carol reminded the Board that some of the conference expenses are on her books.)

The Board decided that all site managers should have at least 3 years of conference packets for reference. Packets older than 3 years should go to the archivist.

B. Airlines

Problems with airline comp tickets

Since several Board members had difficulty using United comp tickets, Dee will explore using American Airlines. Contracting with an airline may depend on the conference site.

C. Refund Policy

Policy on confernce refunds

The policy for conference refunds is that if the request is made by a set date prior to the conference, the fee will be returned minus a $10 charge. The Board recommended that when someone wants to sell back a ticket to a function that this be done by the conference attender via a bulletin board.

D. Videotaping/Taping Sessions

Dee suggested the organization consider taping sessions. The Board decided to bring this up as a plenary session topic to determine interest in the idea.

The Board commended Dee Tadlock on a job well done!

XVIII. Conferences

A. IRA

Board representatives at conferences

Becky Patterson, Jo Ann Mullen and Karen Smith will represent CRLA at IRA in Atlanta via a panel discussion. (Attachment I)

B. Literacy Conference in Washington D.C.

IRA in collaboration with other selected organizations is sponsoring a Conference on Adult and Adolescent Literacy. (See Attachment J.) CRLA has been asked to co-sponsor a program session. Dee Tadlock and Carol Clymer will be attending.

XIX. Exxon Grant and Kellogg Institute

A. Exxon Grant

Carol Clymer to represent CRLA on Exxon Grant

(See Attachment K) Hunter Boylan has asked that Carol Clymer be the CRLA representative to the Exxon Grant. The Board agreed Carol was a good choice. Denise and Dee stated concerns over the research proposal, but felt that if there were problems Carol could handle them.

B. Author's Awards

CRLA had been asked by the Journal of Developmental Education (JDE) about establishing a panel to determine best authors (Attachment L). The Board took no action on this.

XX. JDE

(See Attachment M.) The Board discussed the scarcity of JDE subscriptions via CRLA. The Board decided to have this as a plenary session topic at the conference to determine members' interest in having this journal accessible. No other action was taken regarding the JDE.

Susan Deese will write a news column for JDE which will include the name change, tutor certification and SIG's.

XXI. CRLA/NADE Joint Conference

The Board took no action on a joint conference other than to work with NADE on the research conference. If this works, joint summer institutes will be considered.

XXII. Publications

A. Length of Term Policy

Term for Editors will be three years.

The Board suggested the following policy be adopted: The term for both Newsletter and Journal Editors will be a 3-year commitment with option for renewal.
(M) Carol Clymer
(S) Susan Deese

PASSED

B. Other Policies/Procedures

The Board agreed that any expenditures by or advances to Editors need be accounted for and that this should be added to the Editors' job descriptions.

XXIII. Membership Resource Forms

A. Revisions

Membership resources form to be updated

The Board discussed revising the Membership Resources Form The following suggestions were made: delete advertising and computer fair; add the question "Do you have any special talents the organization could use?"

B. Other Uses

Other uses of the form would be to find those willing to volunteer to be an on-site conference worker.

XXIV. 1989 Conference Evaluations

Demographic data will be removed from evaluations

(See Attachment N.) There was a recommendation to remove the demographic data from the evaluation and to put this on the membership form. Also recommended was the deletion of the number of conferences attended. Other suggestions were: to make certain the evaluation chair attends the chairpersons meeting to clarify questions and use of evaluations; have a candy reward for conference attenders for turning in their conference evaluations.

The Board thanked Rose Wassman for an excellent report on the evaluation results.

Dee Tadlock commended the Board on the changes it has enacted.

XXV. State/Regional Report

A. Name Changes

Forthcoming will be a name change for the position Coordinator of States/ Regions

Susan felt the following changes need to be made: a revision of the job descriptions of the State Directors/Presidents, but not until after the Irvine conference; a new name for the Coordinator of States/Regions. The new name for the Coordinator of State/Regions will be announced in the Newsletter.

State Directors/Presidents receive mailing list 3 times each year

Susan recommended that mailing lists of current CRLA members and of those whose membership has lapsed by one year be sent to State Directors/Presidents by Hal three times a year: May, September and December.

B. Funding Requests

There are two regions requesting funding, the Mid-Atlantic area and the Mid-West.

C. Texas Chapter Status

Texas Chapter to have President assume responsibilites of State Director

(See Attachment O.) Currently, the Texas Chapter constitution allows for the State Director to be a separate office from the President. The Board decided that when Nancy Moreland retires this year as State Director, Texas will operate as other state chapters, i.e., the President will assume the responsibilities of the State Director. Susan will contact Delyrn Flemming about the Board's decision.

Denise McGinty will be the official CRLA representative to the Texas Conference on Academic Support Programs in October.

D. Oregon Chapter Status

Oregon applies for State Chapter status

Oregon has applied to become a State Chapter. An insufficient number of signatures on the petition has delayed this process. Susan has encouraged them to get the needed number as there are enough CRLA members in Oregon.

XXVI. SIG's

(See Attachment P.)
Carol Clymer moved to thank Tom Gier for a a job well done.
(S) Susan Deese

PASSED

XXVII. Task Force on Terminology

There was nothing new reported for this task force. Mary Reuben has requested some funding again to attend NADE to work on this task force.

XXVIII. Membership Survey and Followup

Membership will be surveyed again next year.

The Board moved to survey the membership again next year and then a followup survey.
(M) Susan Deese
(S) Dee Tadlock

PASSED

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

_____
Denise McGinty, Secretary

(These minutes have not been approved.)

CRLA BOARD MINUTES
Irvine, California
Irvine Hilton Hotel
August 5, 1989

Board Members Present: Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present: Becky Johnen, 1987-89 Secretary; Wayne Herlin, Newsletter Editor.

Becky Patterson called the meeting to order at 8:40 a.m.

I. Changes to CRLA Quick Reference List
The Board made changes and suggested adding FAX numbers.

II. Budget 1989-90
Carol Clymer distributed copies of the proposed 1989-90 budget. (See Attachment Q.) In addition to notes made throughout the attachment, the following comments apply to the proposed budget:

A. The Board decided that, if something has been budgeted for, then the reimbursement form can be sent directly to the Treasurer. The Board did decide to have closer checks on those requesting money who do not have a specific budget.

B. To better control mailing costs, the Board will ask Hal to indicate who requests mailing lists and what these total costs are.

C. Costs for Board meetings including airfare, meals, etc., should be a separate expense under the category General Operating Expense. Travel to other conferences is reflected in each Board member's budget.

D. Public relations display boards will be purchased by the Secretary, Denise McGinty, and the Archivist, Karen Smith.

E. The Board agreed to hire a bookkeeper for the Treasurer and added $1500 for this to the Treasurer's budget.

F. No action was taken on travel for Carol Clymer to represent CRLA on the Exxon Grant this year.

G. CRLA will pay for the Journal Editors to attend CRA this year, but this is not to set a precedent. The Board felt that, for these two Editors, this action was important.

H. $500 was added to the JCRL budget to cover the cost of the Oxford mailing service.

I. Any advances requested by Editors need to be accounted for in their budgets.

J. The Board agreed to ascertain whether or not CRLA is getting bulk mailing rates, non-profit rates, etc. Becky Patterson will check with Gwen Enright first.

K. CRLA will offer two $500 scholarships this next year.

L. Postage for State Directors/Presidents was increased to handle moving costs of the display board.

M. The Board agreed to cover hotel and food of on-site chair for Tuesday through Friday nights.

N. The Board agreed to fund Mary Rubin to attend NADE this year, but asks her to request that NADE send a representative to a future CRLA conference to work on the Terminology task force.

O. The Board agreed to have Tom Gier collect and then send Tutor Certification fees to the Treasurer.

P. The State and Regional Director was funded to attend the Kansas-Nebraska conference.

Q. The Board agreed to raise funds available to States from $50 to $75 and to fund the Mid-Atlantic and Mid-West funding requests.

R. The Board discussed how to handle SIG funding, e.g., offering $15 per SIG for projects, but decided to put this on the agenda for the Irvine conference. Reimbursements will be made to Gary _____ and Pat Mulcahey.

S. The Board decided to invite Hal to meet with them at some time during the Conference Board meetings.

T. Funding was made available under General Expenses in the conference budget to rent a copy machine.

U. Budgets for Institutes were increased as were the numbers allowed to attend institutes.

V. Funding was budgeted for a Past President's Breakfast.

X. The Budget requested for 1989-90 came to $61,915.00; after Board discussion, amount totaled $ 58,905.00

(M) Susan Deese: to approve the revised operating budget
(S) Denise McGinty

PASSED

The Board adjourned at 11:30 a.m.

Respectfully submitted,

_____

Denise McGinty, Secretary

(These minutes have not been approved.)

CRLA BOARD MEETING
SUMMARY OF MINUTES
Irvine, California
Irvine Hilton Hotel
August 3-5, 1989

Board Members Present: Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present: Becky Johnen, 1987-89 Secretary; Wayne Herlin, Newsletter Editor.

Date	Page	
8/3	1	1. Minutes of the March, 1989 minutes were approved as corrected.
8/3	1&2	2. Dee Tadlock, President-Elect, reported that conference plans are moving along. More institutes and featured speakers will be offered this year, and the size of some institutues will be increased. Dee will try to avoid having too many featured speakers presenting at the same time.
8/3	2	3. Patricia Ahlquist and Michael O'Loughlin will be the keynote speakers for the conference.
8/3	3	4. Lunch with a Mentor will be chaired by Donna Manske and the name of this event will change to Conversation Over Lunch. Jo Ann Carter-Wells will handle the conference evaluations this year.
8/3	3	5. The Newcomer's reception will be chaired by Karen ~~Egge~~ Agee. The reception this year will begin on Wednesday evening at 6:30 p.m. for Newcomers and then around 7:00 p.m. will become a reception for Newcomers and Oldcomers.
8/3 &4	3	6. Membership application and renewal forms will be redesigned to include a box to contribute money for scholarships as well as a box to join SIG's.
8/3	4	7. UC Irvine and Santa Ana Community College are the institution visits that are planned; Disneyland and Santa Catalina Island will be leisure tour sites.
8/3	5	8. Conference roommate assistance for the Irvine conference will be offered for those needing to find someone with whom to share a room.

8/4	1	9.	Updates for the following have been done: Bylaws; Board policy on the formation of State/Regional Chapters; all CRLA job descriptions; a list of all Boards from 1967 to present.
8/4	1	10.	All CRLA minutes from 1967 to present have been microfiched and cross-referenced.
8/4	2	11.	The Treasurer will become the receiver of conference registration slips and fees. A bookkeeping service will be used to overview CRLA books and to secure bonding for the organization.
8/4	3	12.	State Directors'/Chapter Presidents' names will be printed once a year in the summer Newsletter. This issue should be kept for reference. This year these names will be printed in the fall issue.
8/4	3	13.	The cost for two issues per year of the Journal of College Reading and Learning will be $15.
8/4	4	14.	Tutor Certification fees have been set at: $15 for one year of certification; $15 for a 3-year renewal of the certification; then $15 for a 5-year recertification.
8/4	4	15.	Becky Johnen will be CRLA's Parliamentarian.
8/4	5	16.	Two portable public relations display boards will be purchased. One will be for the Board and the other for State Directors/Chapter Presidents to use at conferences. The Secretary and Archivist will be responsible for purchasing these.
8/4	5	17.	The Job Placement service will only be a placement board with job listings at the annual conference. The Board decided against a more comprehensive placement service because the organization is small and the need for this service is so seasonal.
8/4	6	18.	Becky Johnen is the new SIG Coordinator. A policy for funding special projects for SIG's will be developed this next year.
8/4	7	19.	CRLA has been asked by Hunter Boylan to participate in an Exxon Research Grant. Carol Clymer will be the CRLA representative.
8/4	8	20.	No action was taken for a joint CRLA/NADE annual conference. Instead, CRLA will work on a joint research conference with NADE.
8/4	8	21.	Conference evaluations and membership resource forms will be updated.

8/4	9	22. State Directors/Chapter Presidents will receive state mailing lists of current CRLA members and of those whose membership has lapsed by one year in May, September and December.
8/5	2	23. Two $500 scholarships will be offered this next year.
8/5	2	24. The funding available to states will be increased from $50 to $75. Special funding requests from the Mid-Atlantic and Mid-West states were approved.
8/5	3	25. The Board approved an operating budget of $ 58,905.00 for 1989-90.

Repectfully submitted,

_____
Denise McGinty, Secretary
(These minutes have not been approved.)

CRLA BOARD MINUTES
Irvine, California
Irvine Hilton Hotel
August 3, 1989

Board Members Present: Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present: Becky Johnen, 1987-89 Secretary; Wayne Herlin, Newsletter Editor; Bill Broderick, Conference Manager.

Becky Patterson called the meeting to order at 1:05 p.m.

I. Welcome

Agenda approved

Becky Patterson welcomed everyone. The agenda, which had been distributed prior to the meeting, was approved with the changes as noted (Attachment A).

March, 1989 minutes approved

II. Approval of Minutes of March, 1989 Board Meeting

The minutes of the board meetings held March 13-18, 1989 were approved with the following correction:

A. March 14, 1989, p. 7, V., 1st paragraph, line 8: change "speak to Wayne is" to "speak to Wayne as"

(M) Carol Clymer: to approve the minutes as corrected.
(S) Susan Deese

PASSED

Card to Gilbert Williams

III. Carol Clymer will send a card from the organization to Gilbert Williams, a founding member of CRLA (WCRA), who is seriously ill.

IV. Program Chair's Report

Dee Tadlock reported that to date she has received proposals for 9-10 institutes; 8-9 sections. She has contacted SIG leaders so that these areas of special interest will be represented in the program.

Plans for institutes	Dee plans to add more institutes as many closed early last conference. Institute sizes will also be increased to about 50 (depending on room size) to help solve this problem. Popular institutes will be repeated.
Policy regarding institute repeats	There was discussion about whether a policy should be established regarding the same person doing an institute year after year. For now, the consensus was to advertise that certain SIG's will be represented each year, but that others interested in these areas should be encouraged to submit proposals.
Representation of 12 strands in the program	Program plans are to have twelve strands represented. Proposals for each of the strands will be judged by people interested in that area and will be rank ordered. The best proposals from each strand will be selected for the program. There was discussion about informing applicants that their proposal has been received and when a decision will be made. There was discussion about tactful wording of letters when a proposal is not accepted.
Patricia Ahlquist and Michael O'Loughlin are keynote speakers.	Patricia Ahlquist and Michael O'Loughlin are the keynote speakers for the conference. After the keynote, they will do an interactive collaborative session with the audience who will work in small groups. Plans also include having Patricia and Michael offer an institute in concert at the conference.
Suggested feature speakers	Suggested feature speakers were: Carl Grant who uses humor as a stress reliever and humor as perceiving interpersonal relations; John Chaffee on critical thinking; Dr. Eunice Ascock on literacy; _____ Giroux on learning disabilities.
Institute conflicts	There was discussion about the conflicts that can arise when too many featured speakers are offered and about establishing a policy for featured speakers, e.g., a certain number must be registered for the institute by a set date; if not, the institute will be cancelled and a cancellation fee will be paid to the speaker. Members indicated that they prefer several featured speakers.

Contract with United	Problems with using the United comp tickets led to a discussion about whether or not this is the best airline with which CRLA should contract. Dee will check with American Airlines. The conference site may dictate the airline to use.
Lunch with a Mentor is retitled Conversation Over Lunch	Donna Manske will chair Lunch with a Mentor. The name of this event will be changed to Conversation Over Lunch.
Committee Chairs Jo Ann Carter-Wells will chair evaluations	Jo Ann Carter-Wells will chair evaluations. There was some discussion about redesigning evaluations, i.e., leave off evaluating hotels and rooms. Consensus was to leave this on as this information can be passed on to future site chairs.
Chairpersons	A new CRLA member has offered to head the Chairpersons committee. It was suggested that whoever heads this committee needs good organizational skills.
Info from Chairpersons	Those offering to be section chairs need to be educated about sending information about themselves on time to meet program deadlines since Chairs' names appear in the program; the Board felt that members could be educated about this via the Newsletter.
The reception for newcomers will later become one for newcomes and oldcomers.	Bill Broderick will chair Hospitality and Karen Egge will chair the Newcomer's Reception. A discussion about an Oldcomer's reception led to the following arrangement: a reception on Wednesday from 6:30-7:00 pm for Newcomers; the reception will continue, but from 7:00 pm on it will be for Newcomers and Oldcomers.
Gladys Shaw will chair Scholarships. A box will be put on membership forms for members to contribute to the scholarship fund.	Gladys Shaw will chair Scholarships. It was suggested that a box be placed on the membership and renewal forms for members to contribute money to the scholarship fund since no money was made for this last conference. Other suggestions were to sell notepads, mugs, tee shirts, etc. with the CRLA logo.

VI. Conference Managers Report

A. Hotel Contract and Concerns

Concerns regarding hotel accomodations

The contract with the hotel was discussed. (Attachment B) Several problem areas with the contract were discussed, e.g., complementary tea and coffee for the Board and complementary rooms in the Tower for the Board. The need for clearer communication between the President who signs the contract, the site chair and the incoming President regarding contract specifics was discussed.

Another concern was the number of rooms the hotel would guarantee. 200 rooms should be the minimum guarantee. The Board agreed that if more rooms are needed and the Hilton cannot accomodate members, the Hilton should assist with finding accomodations that are at the same rate and have the same facilities as the Hilton.

There was some discussion about how the hotel might accomodate an earlier check-in time for those arriving Wednesday and planning to attend institutes.

Dee will fly to Irvine in January to review the conference rooms to set the final program.

Review conference charges daily

The Board agreed that it was important to review conference charges daily with the Hilton as the conference proceeds.

B. Registration

Fran England will coordinate Registration and Sue Shafer will handle Mail-in Registration and be the trouble shooter.

C. Institution Visits

Institution Visits
UC Irvine & Santa Ana C.C.

The institutions selected for members to visit are UC Irvine and the Santa Ana Community College.

D. Events

Dinner on the Town is scheduled for Friday; banquet Thursday. Bill was encouraged to have a large number of people willing to take members for Dinner on the Town as restaurants are not readily accessible to the conference area.

Conference tours are Disneyland & Santa Catalina.

Two tours were suggested: Disneyland for Saturday night and Santa Catalina for Sunday. The Board suggested that some maps to nearby beaches, shopping areas, tourist areas, etc. be developed for conference participants.

E. Audio-visual
Dee recommended that AV equipment be leased and that equipment available to speakers should be traditional AV equipment.

F. Meals
The Board recommended that Bill check into having box lunches available for participants. They also suggested that he ask for the minimum price when scheduling meal functions.

G. Conference Roommates

Conference roommate service offered again

This service was offered last conference and was successful. This year's registration forms will ask individuals to indicate if they need assistance in finding a conference roommate.

H. Conference Program
Dee mentioned that three publishers want to advertise in the program. The Board discussed the back cover and the page before the back cover as possible ad spaces. Fees for ads are: $75 for 1/2 page; $100 for a full page; $150 for 2 pages.

I. Exhibits

Need for flexibility in size of exhibitors' room

The Board discussed the need for flexibility of room size for exhibitors. Last year not all exhibitors could be accomodated. The Board decided that the exhibitors should send their check and form to the person in charge of exhibits. Checks could then be forwarded to the Treasurer.

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

_____

Denise McGinty, Secretary

(These minutes have not been approved.)

CRLA BOARD MINUTES
Irvine, California
Irvine Hilton Hotel
August 4, 1989

Board Members Present: Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present: Becky Johnen, 1987-89 Secretary; Wayne Herlin, Newsletter Editor.

Becky Patterson called the meeting to order at 9:10 a.m.

I. Secretary's Report

A. Updates

Becky Johnen distributed to Board members the 1989 update of the Bylaws; Board policy on the formation of State/Regional Chapters; all CRLA job descriptions in the new format; a list of all Boards from 1967 to present; information for the public relations kit. Becky presented to Denise an updated Secretary's notebook; a cross-reference of CRLA minutes to the microfiche; all minutes from 1967 to present microfiched; one hard copy of the 1988-89 minutes.

All CRLA minutes are on microfiche & are cross-referenced.

B. Secretary Job Changes

Becky suggested several changes for the Secretary's job description (Attachment C) which include: p. 1, i., to read "ensure that renewal forms are filed with the New Mexico State Corporation Commission by the Associations appointed representative prior to September 15th"; p. 1, m., to read "submit original state chapter paperwork to archivist"; p. 1, n., to read "retain correspondence and office-related information for three years; items four years and older go to archivist"; p. 3, 5, a., 3, to read "(without attachments)"; p. 3, 5, a., 4, to read "incoming officers upon their election"; p. 3, 6, d., to read "bring microfiche reader".
(M) Susan Deese
(S) Carol Clymer

PASSED

The Board commended Becky Johnen for doing an excellent job as Secretary!

II. Treasurer's Report

A. Financial Report

Carol reported that the organization made money this last conference; CRLA has $40,000 in a CD.

There was discussion about whether the organization should begin giving money back to members, e.g., in the form of scholarships, SIG's, paying officers' ways to other conferences, supporting state meetings. Dee suggested establishing a priority list.

Joining a SIG will become part of membership & renewal forms.

The Board also discussed the lack of accounting control over SIG's and whether a box to join a SIG should be placed on the membership form so that payment for SIG's and membership is centralized. The Board thought that SIG's could request funds as do states. This would accomplish centralizing funds as well as assuring that members of SIG's are members of CRLA.

B. Conference Accounting System

Treasurer will become the receiver of conference registration slips & fees.

Carol proposed that the Treasurer become the one to whom conference registration slips and money are sent. She recommended that Dee and Gladys develop a system for conference registration. The following suggestions were made for this system: a statement be placed on the registration form indicating that payment must be made in full; the Treasurer be available at select times during the conference for refunds; publishers send money and forms to one person and the money is forwarded to the Treasurer.

C. Bookkeeping Services and Status of Audit Needs

Bookkeeper service will handle CRLA books & get organization bonded.

Carol recommended that the organization hire a bookkeeping service at a cost of $1500 per year. Gladys Shaw's accounting firm was suggested as a possible company to use. The benefits of using this firm are Gladys' familiarity with the organization and bonding for the organization. The Treasurer would then take on the new responsibility of conference registration and would continue payment of bills.

D. Canadian Checks

The cost of depositing Canadian checks is $5-$10. Carol recommended that these members send money orders or use a bank with a reciprocal agreement with U.S. banks. Suggestions were to: have a form letter that Hal sends to Canadian members asking them to send a money order; have Susan talk to the Canadian director about this issue; have the Treasurer call the Canadian and ask him/her to send a money order.

III. Newsletter

A. Critical Thinking Questionnaire

Wayne discussed with the Board whether or not Anne Bradstreet Grinols could place a critical thinking questionnaire in the Newsletter. The Board felt this questionnaire was not appropriate for the newsletter, but offered Anne CRLA membership labels and suggested she submit a research proposal.

B. Names on Backcover of Newsletter

State Directors'/Chapter Presidents' names will be printed once a year in the summer Newsletter.

Wayne expressed concern over the number of names on the backcover of the Newsletter and the amount of space needed for these. Accepted was Wayne's recommendation that State Directors/Chapter Presidents be printed once a year in the summer issue (this year in the fall issue) and note that this is a resource list.

C. Items for the Newsletter

Wayne reminded the Board that in the Fall issue there are: the call to conference, the program chair's job announcement, on-site manager information, and pictures of speakers. The Winter issue needs to be out on time as conference and hotel registrations are printed. Wayne suggested including pictures of the conference site in this issue.

Color of Newsletter will reflect new CRLA colors.

Wayne suggested that the color of the Newsletter be changed to reflect the new colors of the organization.

Becky Patterson thanked Wayne for the meticulous job he has done on the Newsletter.

IV. JCRL

A. Cost of Journal

Cost of two JCRL issues

Vince sent a letter to the Board (Attachment D) asking about the cost of two issues of the Journal. The cost for one issue of the Journal has been about $12. The Board recommended that the cost for the two yearly issues be $15.
(M) Susan Deese
(S) Dee Tadlock

PASSED

The Board suggested that Vince get a list of all academic libraries and other similar organizations (e.g., NADE) and inform them about the Journal, but not until after the cover change is completed.

V. Multicultural Affairs Committee (MAC)

A. Who heads this Committee?

CRLA to pursue Multicultural Affairs Committee

Wes is in charge of the MAC SIG. Becky will get in touch with Wes to determine whether he will take on the leadership of this committee or whether or not the Board needs to appoint another person. Four CRLA members indicated an interest in this. The Board felt CRLA should take a leadership role in minority recruitment to this organization.

VI. Tutor Certification

A. Update on Tutor Certification

Tutor Certification forms are updated and application fees have been determined.

Tom Gier sent the Board an update of Tutor Certification and Recertification (Attachment E). In the past several months the Tutor Certification Committee has distributed over 100 starter kits. 5 have started the paperwork. 4 are close to certification. 1 is certified.

B. Application and Renewal Fees

Tom suggested that the procedure and fee be as follows: the application fee with one year of certification is $15 (whether a group is certified or not); $15 for a 3-year renewal of the certification; then $15 for a 5-year recertification.
(M) Susan Deese
(S) Dee Tadlock

MOVED

The Board suggested that Tom consider ways to keep this committee from becoming overwhelmed with certifying programs, e.g., the people who are responsible for the original certification be responsibile for recertifying the same group.

Tutor Certification Sessions at conference

There was also discussion about having two sessions at the conference regarding Tutor Certification: one on becoming certified and another on how to be recertified.

C. Certification of High School Programs

(See Attachment F.) The Board was in consensus regarding a reactive approach to offering tutor certification to high schools.

VII. Parliamentarian

Becky Johnen to become CRLA Parliamentarian

Becky Johnen will be the new Parliamentarian for CRLA. She informed the Board she is taking a course on Robert's Rules of Order.

The Board thanked Becky.

VIII. Bylaws
Patti Glenn is in charge of this and reported nothing new.

IX. Archives
A. Portable Display for CRLA

Two portable CRLA displays will be available to Board & States for conferences.

After discussion about portable displays, the Board agreed to purchase two portable boards from The Exhibit Store at a cost of $348 each. One display will be for the Presidents to use and the other for State Directors/Chapter Presidents.

B. Banner
Wes says he will have a new banner made for the organization.

X. Awards/Scholarships
Gladys Shaw is in charge of this committee and has no new information to report other than she has submitted a letter to Commission XVI.

XI. Elections

Slate for President-elect & Treasurer accepted.

Wes presented a slate of candidates (Attachment G):
President-elect - Michael O'Hear and Joyce Weinsheimer;
Treasurer - Kathy Carpenter and Patti Dozen.
The Board agreed to accept this slate.
(M) Carol Clymer
(S) Susan Deese

PASSED

XII. Placement

Job placement will consist of a board available at the conference for job postings.

Anna-Marie Schlender recommended a phone answering machine (Attachment H) to handle CRLA placement services. After much discussion, the Board agreed that since the placement service is so seasonable and not well utilized because the organization is small that this service is not necessary. The recommendation of the Board is to have a placement board at the conference and ask Anna-Marie to coordinate this.

XIII. Site Selection
Gwen Enright will visit San Antonio, the 1991 conference site, this fall. Northern Califiornia as the 1992 site has not been determined yet.

XIV. New Logo and Stationery

New CRLA stationery is available

Sue Brown did an excellent job with the new logo. Contact Sue if stationery is needed. To save on mailing, the Board suggested that the stationery be printed in mass. In the future, Sue can bring reams to the conference and the Board and State Directors, etc., can pick up stationery there.

XV. Brochures

Hal has 200 copies of the brochure. A decision was made not to order brochures until the changes were made in the application and renewal forms.

XVI. SIGs

Becky Johnen is new SIG Coordinator.

Becky Johnen is the new SIG Coordinator. There was SIG discussion about SIG leaders requesting funding for special projects. Once the option to join SIG's has been added to the CRLA application form, Becky and Susan will develop a policy for requesting funding. Becky will inform SIG leaders of the upcoming changes.

XVII. 1989 Conference Managers' Reports

A. Costs

438 registered for Seattle conference

Dee informed the Board that at least 438 had registered for the Seattle conference; 387 were pre-registrations. She indicated that the cost for food was about $538 as the state directors dinner is free and not enough was collected from exhitors to cover the breakfast. $745 was spent on AV. Dee recommended renting AV. $250 was donated from the publishers for hospitality, though the cost was $404.91. $550 was made on institutions. Roughly, $18,410 was the net profit (Carol reminded the Board that some of the conference expenses are on her books.)

The Board decided that all site managers should have at least 3 years of conference packets for reference. Packets older than 3 years should go to the archivist.

B. Airlines

Problems with airline comp tickets

Since several Board members had difficulty using United comp tickets, Dee will explore using American Airlines. Contracting with an airline may depend on the conference site.

C. Refund Policy

Policy on confernce refunds

The policy for conference refunds is that if the request is made by a set date prior to the conference, the fee will be returned minus a $10 charge. The Board recommended that when someone wants to sell back a ticket to a function that this be done by the conference attender via a bulletin board.

D. Videotaping/Taping Sessions

Dee suggested the organization consider taping sessions. The Board decided to bring this up as a plenary session topic to determine interest in the idea.

The Board commended Dee Tadlock on a job well done!

XVIII. Conferences

A. IRA

Board representatives at conferences

Becky Patterson, Jo Ann Mullen and Karen Smith will represent CRLA at IRA in Atlanta via a panel discussion. (Attachment I)

B. Literacy Conference in Washington D.C.

IRA in collaboration with other selected organizations is sponsoring a Conference on Adult and Adolescent Literacy. (See Attachment J.) CRLA has been asked to co-sponsor a program session. Dee Tadlock and Carol Clymer will be attending.

XIX. Exxon Grant and Kellogg Institute

A. Exxon Grant

Carol Clymer to represent CRLA on Exxon Grant

(See Attachment K) Hunter Boylan has asked that Carol Clymer be the CRLA representative to the Exxon Grant. The Board agreed Carol was a good choice. Denise and Dee stated concerns over the research proposal, but felt that if there were problems Carol could handle them.

B. Author's Awards

CRLA had been asked by the Journal of Developmental Education (JDE) about establishing a panel to determine best authors (Attachment L). The Board took no action on this.

XX. JDE

(See Attachment M.) The Board discussed the scarcity of JDE subscriptions via CRLA. The Board decided to have this as a plenary session topic at the conference to determine members' interest in having this journal accessible. No other action was taken regarding the JDE.

Susan Deese will write a news column for JDE which will include the name change, tutor certification and SIG's.

XXI. CRLA/NADE Joint Conference

The Board took no action on a joint conference other than to work with NADE on the research conference. If this works, joint summer institutes will be considered.

XXII. Publications

A. Length of Term Policy

Term for Editors will be three years.

The Board suggested the following policy be adopted: The term for both Newsletter and Journal Editors will be a 3-year commitment with option for renewal.
(M) Carol Clymer
(S) Susan Deese

PASSED

B. Other Policies/Procedures

The Board agreed that any expenditures by or advances to Editors need be accounted for and that this should be added to the Editors' job descriptions.

XXIII. Membership Resource Forms

A. Revisions

Membership resources form to be updated

The Board discussed revising the Membership Resources Form The following suggestions were made: delete advertising and computer fair; add the question "Do you have any special talents the organization could use?"

B. Other Uses

Other uses of the form would be to find those willing to volunteer to be an on-site conference worker.

XXIV. 1989 Conference Evaluations

Demographic data will be removed from evaluations

(See Attachment N.) There was a recommendation to remove the demographic data from the evaluation and to put this on the membership form. Also recommended was the deletion of the number of conferences attended. Other suggestions were: to make certain the evaluation chair attends the chairpersons meeting to clarify questions and use of evaluations; have a candy reward for conference attenders for turning in their conference evaluations.

The Board thanked Rose Wassman for an excellent report on the evaluation results.

Dee Tadlock commended the Board on the changes it has enacted.

XXV. State/Regional Report

A. Name Changes

Forthcoming will be a name change for the position Coordinator of States/ Regions

Susan felt the following changes need to be made: a revision of the job descriptions of the State Directors/Presidents, but not until after the Irvine conference; a new name for the Coordinator of States/Regions. The new name for the Coordinator of State/Regions will be announced in the Newsletter.

State Directors/Presidents receive mailing list 3 times each year

Susan recommended that mailing lists of current CRLA members and of those whose membership has lapsed by one year be sent to State Directors/Presidents by Hal three times a year: May, September and December.

B. Funding Requests

There are two regions requesting funding, the Mid-Atlantic area and the Mid-West.

C. Texas Chapter Status

(See Attachment O.) Currently, the Texas Chapter constitution allows for the State Director to be a separate office from the President. The Board decided that when Nancy Moreland retires this year as State Director, Texas will operate as other state chapters, i.e., the President will assume the responsibilities of the State Director. Susan will contact Delyrn Flemming about the Board's decision.

Texas Chapter to have President assume responsibilites of State Director

Denise McGinty will be the official CRLA representative to the Texas Conference on Academic Support Programs in October.

D. Oregon Chapter Status

Oregon applies for State Chapter status

Oregon has applied to become a State Chapter. An insufficient number of signatures on the petition has delayed this process. Susan has encouraged them to get the needed number as there are enough CRLA members in Oregon.

XXVI. SIG's

(See Attachment P.)
Carol Clymer moved to thank Tom Gier for a a job well done.
(S) Susan Deese

PASSED

XXVII. Task Force on Terminology
There was nothing new reported for this task force. Mary Reuben has requested some funding again to attend NADE to work on this task force.

XXVIII. Membership Survey and Followup

Membership will be surveyed again next year

The Board moved to survey the membership again next year and then a followup survey.
(M) Susan Deese
(S) Dee Tadlock

PASSED

The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

_____
Denise McGinty, Secretary

(These minutes have not been approved.)

CRLA BOARD MINUTES
Irvine, California
Irvine Hilton Hotel
August 5, 1989

Board Members Present: Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present: Becky Johnen, 1987-89 Secretary; Wayne Herlin, Newsletter Editor.

Becky Patterson called the meeting to order at 8:40 a.m.

I. Changes to CRLA Quick Reference List
The Board made changes and suggested adding FAX numbers.

II. Budget 1989-90
Carol Clymer distributed copies of the proposed 1989-90 budget. (See Attachment Q.) In addition to notes made throughout the attachment, the following comments apply to the proposed budget:

A. The Board decided that, if something has been budgeted for, then the reimbursement form can be sent directly to the Treasurer. The Board did decide to have closer checks on those requesting money who do not have a specific budget.

B. To better control mailing costs, the Board will ask Hal to indicate who requests mailing lists and what these total costs are.

C. Costs for Board meetings including airfare, meals, etc., should be a separate expense under the category General Operating Expense. Travel to other conferences is reflected in each Board member's budget.

D. Public relations display boards will be purchased by the Secretary, Denise McGinty, and the Archivist, Karen Smith.

E. The Board agreed to hire a bookkeeper for the Treasurer and added $1500 for this to the Treasurer's budget.

F. No action was taken on travel for Carol Clymer to represent CRLA on the Exxon Grant this year.

G. CRLA will pay for the Journal Editors to attend CRA this year, but this is not to set a precedent. The Board felt that, for these two Editors, this action was important.

H. $500 was added to the JCRL budget to cover the cost of the Oxford mailing service.

I. Any advances requested by Editors need to be accounted for in their budgets.

J. The Board agreed to ascertain whether or not CRLA is getting bulk mailing rates, non-profit rates, etc. Becky Patterson will check with Gwen Enright first.

K. CRLA will offer two $500 scholarships this next year.

L. Postage for State Directors/Presidents was increased to handle moving costs of the display board.

M. The Board agreed to cover hotel and food of on-site chair for Tuesday through Friday nights.

N. The Board agreed to fund Mary Rubin to attend NADE this year, but asks her to request that NADE send a representative to a future CRLA conference to work on the Terminology task force.

O. The Board agreed to have Tom Gier collect and then send Tutor Certification fees to the Treasurer.

P. The State and Regional Director was funded to attend the Kansas-Nebraska conference.

Q. The Board agreed to raise funds available to States from $50 to $75 and to fund the Mid-Atlantic and Mid-West funding requests.

R. The Board discussed how to handle SIG funding, e.g., offering $15 per SIG for projects, but decided to put this on the agenda for the Irvine conference. Reimbursements will be made to Gary _____ and Pat Mulcahey.

S. The Board decided to invite Hal to meet with them at some time during the Conference Board meetings.

T. Funding was made available under General Expenses in the conference budget to rent a copy machine.

U. Budgets for Institutes were increased as were the numbers allowed to attend institutes.

V. Funding was budgeted for a Past President's Breakfast.

X. The Budget requested for 1989-90 came to $61,915.00; after Board discussion, amount totaled $ 58,905.00

(M) Susan Deese: to approve the revised operating budget
(S) Denise McGinty

PASSED

The Board adjourned at 11:30 a.m.

Respectfully submitted,

_____

Denise McGinty, Secretary

(These minutes have not been approved.)

CRLA BOARD MEETING
SUMMARY OF MINUTES
Irvine, California
Irvine Hilton Hotel
August 3-5, 1989

Board Members Present: Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present: Becky Johnen, 1987-89 Secretary; Wayne Herlin, Newsletter Editor.

Date	Page	
8/3	1	1. Minutes of the March, 1989 minutes were approved as corrected.
8/3	1&2	2. Dee Tadlock, President-Elect, reported that conference plans are moving along. More institutes and featured speakers will be offered this year, and the size of some institutues will be increased. Dee will try to avoid having too many featured speakers presenting at the same time.
8/3	2	3. Patricia Ahlquist and Michael O'Loughlin will be the keynote speakers for the conference.
8/3	3	4. Lunch with a Mentor will be chaired by Donna Manske and the name of this event will change to Conversation Over Lunch. Jo Ann Carter-Wells will handle the conference evaluations this year.
8/3	3	5. The Newcomer's reception will be chaired by Karen Egge. The reception this year will begin on Wednesday evening at 6:30 p.m. for Newcomers and then around 7:00 p.m. will become a reception for Newcomers and Oldcomers.
8/3 &4	3	6. Membership application and renewal forms will be redesigned to include a box to contribute money for scholarships as well as a box to join SIG's.
8/3	4	7. UC Irvine and Santa Ana Community College are the institution visits that are planned; Disneyland and Santa Catalina Island will be leisure tour sites.
8/3	5	8. Conference roommate assistance for the Irvine conference will be offered for those needing to find someone with whom to share a room.

8/4	1	9.	Updates for the following have been done: Bylaws; Board policy on the formation of State/Regional Chapters; all CRLA job descriptions; a list of all Boards from 1967 to present.
8/4	1	10.	All CRLA minutes from 1967 to present have been microfiched and cross-referenced.
8/4	2	11.	The Treasurer will become the receiver of conference registration slips and fees. A bookkeeping service will be used to overview CRLA books and to secure bonding for the organization.
8/4	3	12.	State Directors'/Chapter Presidents' names will be printed once a year in the summer Newsletter. This issue should be kept for reference. This year these names will be printed in the fall issue.
8/4	3	13.	The cost for two issues per year of the Journal of College Reading and Learning will be $15.
8/4	4	14.	Tutor Certification fees have been set at: $15 for one year of certification; $15 for a 3-year renewal of the certification; then $15 for a 5-year recertification.
8/4	4	15.	Becky Johnen will be CRLA's Parliamentarian.
8/4	5	16.	Two portable public relations display boards will be purchased. One will be for the Board and the other for State Directors/Chapter Presidents to use at conferences. The Secretary and Archivist will be responsible for purchasing these.
8/4	5	17.	The Job Placement service will only be a placement board with job listings at the annual conference. The Board decided against a more comprehensive placement service because the organization is small and the need for this service is so seasonal.
8/4	6	18.	Becky Johnen is the new SIG Coordinator. A policy for funding special projects for SIG's will be developed this next year.
8/4	7	19.	CRLA has been asked by Hunter Boylan to participate in an Exxon Research Grant. Carol Clymer will be the CRLA representative.
8/4	8	20.	No action was taken for a joint CRLA/NADE annual conference. Instead, CRLA will work on a joint research conference with NADE.
8/4	8	21.	Conference evaluations and membership resource forms will be updated.

8/4	9	22. State Directors/Chapter Presidents will receive state mailing lists of current CRLA members and of those whose membership has lapsed by one year in May, September and December.
8/5	2	23. Two $500 scholarships will be offered this next year.
8/5	2	24. The funding available to states will be increased from $50 to $75. Special funding requests from the Mid-Atlantic and Mid-West states were approved.
8/5	3	25. The Board approved an operating budget of $ 58,905.00 for 1989-90.

Repectfully submitted,

_____
Denise McGinty, Secretary
(These minutes have not been approved.)

College Reading & Learning Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

1503 Jackson Street
Carrollton, TX 75006

16 June 1989

Dr. Susan Deese
University of New Mexico
Albuquerque, New Mexico 87131

Dear Susan,

Thank you for you letter and your interest in the constitution for the Texas Chapter, CRLA. When we established our offices, we wanted the State Director to be a separate office from the President for the following reasons:

1) The State Director can hold office for as long as he/she is reappointed by the national CRLA and as long as he/she is willing. A term longer than the President's one year would provide continuity to both the state and the national organization.

2) The State Director is directly responsible to CRLA, the keeper of the purse and the larger organization's bylaws. We believe your appointment of this officer is significant, also, in that the Director can be a conference attender. The State President may not always be able to attend the national conference. This reason of accountability to the organization seems most important to me as it give the larger organization some control over membership and finances.

3) Texas has historically needed more than one State Director due to our size (in miles if not numbers). The appointed officer would act as part of the Texas Chapter Board, providing us another officer.

You must also realize we initially formed our constitution in this manner because we thought CRLA wanted separate offices. Only after some discussion did we understand the differences in interpretation.

We can change our constitution at our conference in October if we can send out a mailing the first of September advising members of a change. The officers in Texas believe we have a good plan, one that has CRLA's best interests in mind. We

College Reading & Learning Association

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are reluctant to change it and would prefer the national organization consider allowing the dual option. If you decide to ask us to change and eliminate the State Director position, Nancy Moreland has planned to retire after this year anyway, so she will not be insulted if we change the constitution at this time.

Please advise me of how to proceed. Thank you for your interest and involvement. I continue to wish the best for your and your sister.

Sincerely,

Delryn R. Fleming

Delryn Fleming

DR. BECKY PATTERSON, PRESIDENT
COLLEGE READNING & LEARNING ASSOCIATION
ENGLISH DEPARTMENT - BLDG K
UNIVERSITY OF ALASKA ANCHORAGE
3211 PROVIDENCE DRIVE
ANCHORAGE, ALASKA 99508

Becky:

I hope you are having an enjoyable summer so far. Enclosed you will find the information that the SIG leaders have forwarded to me. I will go through each of the SIGs so you will know you which SIGs have turned in the CRLA SIG GUIDELINES form and which SIGs are still working on them.

==========

1. COGNITIVE PSYCHOLOGY - PAT MULCAHY
   No CRLA SPECIAL INTEREST GROUP GUIDELINES form as of 7/11, but I have talked to Pat and she will be forwarding them to me in the near future.

==========

2. COLLEGE READING - CHAR MANSFIELD & TOM GIER (Char is contact person)
   No CRLA SPECIAL INTEREST GROUP GUIDELINES form as of 7/11.

==========

3. COMPUTER TECHNOLOGY - GARY BROWN
   CRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in.

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4. CRITICAL THINKING AND PROBLEM SOLVING - SUSANNE MANOYILL
   CRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in.

==========

5. EVALUATION/RESEARCH - WES BROWN
   No CRLA SPECIAL INTEREST GROUP GUIDELINES form as of 7/11.

==========

6. HISPANIC INTERESTS - PEDRO RAMIREZ
   No CRLA SPECIAL INTEREST GROUP GUIDELINES form as of 7/11.

==========

7. INTERNATIONAL LEARNING - DONNA MANSKE
   No CRLA SPECIAL INTEREST GROUP GUIDELINES form as of 7/11.

==========

8. LEARNING ASSISTANCE CENTER MANAGEMENT - PHIL GONYERS
   CRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in.

==========

9. LEARNING DISABLED STUDENT - MARY TAYLOR-PAYNE
   CRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in.

==========

10. MATHEMATICS TUTORIAL PROGRAMS - MARGARET ROGERS
    CRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in.

==========

11. PEER TUTORING - KARAN HANCOCK
    CRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in.

==========

12. TRIO - SUZY HAMPTON
CRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in.

==========

In conclusion, CRLA SPECIAL INTEREST GROUP GUIDELINES forms are included in this mailing for the following SIGs:

- Computer Technology;
- Critical Thinking and Problem Solving;
- Learning Assistance Center Management;
- Learning Disabled Student;
- Mathematics Tutorial Programs;
- Peer Tutoring;
- Trio.

Just a reminder that starting in September Becky Johnen will be the new CRLA SIG Coordinator. I have really enjoyed my two and half years as CRLA SIG Coordinator but I know that I could not turn over the SIGs to a more competent person than Becky.

Becky, give my best to all the other Board members. I'll be corresponding with you as I get additional SIG information.

Sincerely,

Tom Gier

Tom Gier
CRLA SIG COORDINATOR
English Department - Building K
University of Alaska Anchorage
2533 Providence Avenue
Anchorage, Alaska 99508-4670
WORK: (907) 786-1926
HOME: (907) 349-7128

WCRLA SPECIAL INTEREST GROUPS
1989-90 CONTACTS

Coordinator of Special Interest Groups

BECKY JOHNEN
CHEMEKETA COMMUNITY COLLEGE
4000 LANCASTER DR., NE
P.O. BOX 14007
SALEM, OR 97309

Special Interest Group Leaders

COGNITIVE PSYCHOLOGY
Pat Mulcahy
Rutgers University
Dept. of Learning & Teaching
Graduate School of Education
10 Seminary Place
New Brunswick, N.J. 08903

COLLEGE READING
Char Mansfield and Tom Gier
SIG contact:
Char Mansfield
P.O. Box 1456
Magalia, CA 95954

CRITICAL THINKING AND PROBLEM SOLVING
Susanne Manovill
University of Prince Edward Island
Charlottetown, PEI Canada
C1A 4P3

COMPUTER TECHNOLOGY
Gary Brown
4627 OCEAN BLVD #321
San Diego, CA 92109

LEARNING ASSISTANCE CENTER MANAGEMENT
Phil Gonvers
Mesa Community College
Mesa, Arizona

HISPANIC INTERESTS
Pedro Ramirez
California State University, Fresno
Shaw & Cedar Avenues
Fresno, CA 93722-0044

LEARNING DISABLED STUDENT
Mary Taylor-Payne
Amarillo College
Box 447
Amarillo, Texas 79178

PEER TUTORING SIG
Karan Hancock
8102 Harvest Circle
Anchorage, Alaska 99502

EVALUATION/RESEARCH
Wes Brown
Learning Resources Center
CI 2150
California State University, Hayward
Hayward, CA 94542

MATHEMATICS TUTORIAL PROGRAMS
Margaret Anne Rogers
Mathematics Learning Center
Shoreline Community College
16101 Greenwood Ave North
Seattle, WA 98133

TRIO
SUZY HAMPTON
SPECIAL SERVICES
UNIVERSITY OF MONTANA
MISSOULA, MONTANA 59812

INTERNATIONAL LEARNING
DONNA MANSKE
EDUCATIONAL SUPPORT
MEMPHIS STATE UNIVERSITY
143 DUNN
MEMPHIS, TN 38152

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

SUMMARY OF BUDGET 1988-89

BUDGET ITEM	1988-89 APPROVED	1989-90 REQUESTED	1989-90 APPROVED
I. OPERATING BUDGET			
A. Board	$ 9,435.00	$10,080.00	
B. Publications	12,750.00	13,575.00	
C. Gen. Operating Expense	6,670.00	9,625.00	
D. Committees	2,825.00	4,425.00	
E. State and Regional	4,503.00	4,630.00	
TOTAL OPERATING BUDGET	$36,183.00	$42,335.00	
II. CONFERENCE BUDGET			
A. Conference Management	$ 4,140.00	$ 3,950.00	
B. General Conference Expenses	6,243.00	5,700.00	
C. Conference Program	2,300.00	2,600.00	
D. Food Functions	3,400.00	2,700.00	
TOTAL CONFERENCE BUDGET	$16,083.00	$14,950.00	
TOTAL BUDGET	$52,266.00	$61,915.00	

COLLEGE READING AND LEARNING ASSOCIATION BUDGET OP

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
I. OPERATING BUDGET	36,183	32,624.44	3,558.56	42,335	
A. BOARD TOTAL	9,435	6,789.03	2,645.97	10,080	
President (Total)	2,485	879.39	1,605.61	2,435	
Travel	1,200	383.80	816.20	1,200	
Hotels and Food	500	253.57	246.43	500	
Telephone Expense	200	-0-	200.00	200	
Postage	75	41.65	33.35	100	
Print and Publish.	150	-0-	150.00	50	
Clerical Wages and Fees		145.00	<145.00>	150	
Supplies	175	14.59	160.41	100	
Advert. and Promo.					
Miscellaneous	50	-0-	50.00		
Other (Specify)					
1. Awards	75	2.11	72.89	75	
Mailing Service	60	38.67	21.33	60	
President Elect (Total)	2,945	2,962.49	<17.49>	3,000	
Travel	2,045	2,427.13	<382.13>	1800	
Hotels and Food	700	513.07	186.93	700	
Telephone Expense	50	-0-	50.00	50	
Postage	50	-0-	50.00	150	
Print & Publish.					
Clerical Wages and Fees					
Supplies					
Advert.& Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	100	22.29	77.71	100	
				2,850	

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Secretary (Total)	1,105	863.86	241.14	1,050	
Travel	200	110.00	90.00	200 ~~310~~	
Hotels and Food	100	8.59	91.41	100	
Telephone Expense					
Postage	25	86.76	<61.76>	30	
Print. & Publish.	150	213.20	<63.20>	100	
Wages and Fees					
Supplies	25	8.59	16.41	25	
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	25	46.42	<21.42>	25	
Excess Baggage	80		80.00	60	
Equipment	500	390.30	109.70	400	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
				$1,595	
Treasurer (Total)	1,700	1,152.87	547.13	~~2,195~~	
Travel	1,300	1,028.00	272.00	~~500~~	
Hotels and Food	200	12.49	187.51	~~200~~	
Telephone Expense	10	-0-	10.00		
Postage	50	86.02	<36.02>	100	
Print. & Publish.	75	26.36	48.64	30	
Clerical Wages and Fees				1,350	
Supplies	20	-0-	20.00		
Advert. & Promo.					
Miscellaneous	15	-0-	15.00		
Other (Specify)					
Mailing Service	30	-0-	30.00	200 ~~15~~	
General Board Expenses (Total)	1,200	930.42	269.58	~~1,400~~ 2900	
Travel		16.60	<16.60>	1500	
Hotels and Food	1,200	753.38	446.62	1,200	
Telephone Expense		160.44	<160.44>	200	
Postage					
Print.& Publish.					
Wages and Fees					
Supplies					
Advert. and Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
B. PUBLICATIONS TOTAL	12,750	11,791.90	958.10	13,~~575~~ 870	
Newsletter (Total)	5,200	4,689.44	510.56	~~5,200~~	
Travel	380	389.00	<9.00>	0	
Hotels and Food	75	277.38	<202.38>	0	
Telephone Expense					
Postage	85	71.54	13.46	100	
Print. & Publish.	4,000	3,922.50	77.50	4,400	
Clerical					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	660	29.02	630.98	~~720~~	
JCRL (Total)	7,550	7,102.46	447.54	8,~~375~~650	
Travel		959.82	<959.82>	600	
Hotels and Food		185.60	<185.60>	200	
Telephone Expense	300		300.00	300	
Postage	400	88.73	311.27	200	
Print. & Publish.	6,200	5,223.73	976.27	6,600	
Clerical					
Wages and Fees		25.00	<25.00>	50 ~~25~~	
Supplies					
Advert. & Promo.	200		200.00		
Miscellaneous	400	600.00	<200.00>	300 (New Logo for JCR	
Other (Specify)					
Mailing Service	50	19.58	30.42	~~7~~700	
Editorial Luncheon					
at Conference				~~150~~	

COLLEGE READING AND LEARNING ASSOCIATION BUDGET 0

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
C. GEN. ORG. EXPENSE TOTAL	6,670	8,498.52	<1,828.52>	14- ~~9,625~~	
Travel					
Hotels and Food					
Telephone Expense					
Postage	850	33.73	816.27	200 ~~50~~	
Print. & Publish. (~~Brochure~~)	1,200	803.11	396.89	0 ~~1,200~~ ~~600~~	
Clerical					
Wages and Fees					
Supplies	400		400.00		
Advert. & Promo.		25.65	<25.65>	~~850~~ ~~30~~	
Miscellaneous	75	43.19	31.81	75	
Other (Specify)					
Mailing Service	2,050	5,439.57	<3,389.57>	5,600	
Bond	320		320.00	320	
~~Brochure~~/Stationery	500	521.19	<21.19>	600	
Scholarships	500	500.00	-0-	~~500~~ 1000	
Research ~~Other~~ Awards	775	315.00	460.00	400	
~~Journal Subscription~~		~~817.08~~	~~<817.08>~~	~~850~~	
Plaques - Long & outstanding Award				75	
Brochures				800	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
D. COMMITTEES TOTAL	2,825	2,706.91	118.09	4,425	
Awards & Fundraising (Total)	175	-0-	175.00	175	
Travel					
Hotels and Food					
Telephone Expense					
Postage	50	-0-	50.00	50	
Print. & Publish.	50	-0-	50.00	50	
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	75	-0-	75.00	75	
Archives (Total)	410	346.00	64.00	400 ~~150~~	
Travel					
Hotels and Food					
Telephone Expense					
Postage	60	200.00	<140.00>		
Print. & Publish.					
Wages and Fees					
Supplies	350		350.00	400 ~~150~~	
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Furniture		146.00	<146.00>		

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Bylaws (Total)	50	-0-	50.00	50	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Site Selection (Total)	1,100	848.95	251.05	~~2,150~~	
Travel	900	753.58	146.42	1,000	
Hotels and Food		95.37	<95.37>	~~900~~ 500	
Telephone Expense	100		100.00	100	
Postage	50		50.00	50	
Print. & Publish.				50	
Wages and Fees					
Supplies	50		50.00	50	
Advert & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET C

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
MAC (Total)				~~200~~ 215	
Travel	200	-0-	200.00		
Hotels and Food					
Telephone Expense				50	
Postage				50	
Print. & Publish.				50	
Wages and Fees					
Supplies				50	
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service				15	
Nominations & Elect. (Total)	490	411.14	78.86	~~500~~ 515	
Travel					
Hotels and Food					
Telephone Expense	100		100.00	100	
Postage	200	183.00	17.00	200	
Print. & Publish.	175	210.74	<35.74>	200	
Clerical					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	15	17.40	<2.40>	15	

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Placement (Total)	300	204.17	95.83	50 ~~300~~	
Travel					
Hotels and Food					
Telephone Expense					
Postage		75.25	<75.25>		
Print. & Publish.		73.08	<73.08>	25	
Wages and Fees					
Supplies		15.84	<15.84>	25	
Advert. & Promo.					
Miscellaneous		40.00	<40.00>		
Other (Specify)	300		300.00		
Answering Machine				~~300~~	

COLLEGE READING AND LEARNING ASSOCIATION BUDGET 01

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Operating Budget					
Ad Hoc Committees (Total)	100	896.65	<796.65>	900	
Terminology (Total)	100	750.00	<650.00>	500	
Travel	100	502.00	<402.00>	400	
Hotels and Food		207.50	<207.50>		
Telephone Expense					
Postage		40.50	<40.50>	100	
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Tutor Certification (Total)	-0-	146.65	<146.65>	400	
Travel					
Hotels and Food					
Telephone Expense					
Postage		146.65	<146.65>	250	
Print. & Publish.				150	
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
E. STATE & REGIONAL TOTAL	4,503	2,838.08	1,664.92	4,630	
Coordinator (Total)	1,553	1,109.21	443.79	1,580	
Travel	913	797.00	116.00	850	
Hotels and Food	220	117.45	102.55	250	
Telephone Expense	50	20.54	29.46	50	
Postage	50		50.00	50	
Printing & Publish.	100	119.00	<19.00>	100	
Clerical Wages and Fees					
Supplies		3.35	<3.35>	30	
Advert. & Promo.					
~~Miscellaneous~~	~~100~~	~~51.87~~	~~48.13~~	~~100~~	
Other (Specify)					
Mailing Service	120		120.00	150	
Area's Plaque				100	
Directors (Total)	2,950	1,728.87	1,221.13	3,050	
Travel					
Hotel and Food		34.15	<34.15>		
Telephone Expense		32.53	<32.53>		
Postage		51.15	<51.15>		
Print. & Publish.		25.00	<25.00>		
Wages and Fees					
Supplies		20.41	<20.41>		
Advert. & Promo.					
Miscellaneous					
Other (Specify) Special				~~$500~~	
~~Washington~~ Mid Atlantic	500	500.00	-0-	~~1,500~~	
~~Kansas, Nebraska~~ Midwest	500	500.00	-0-	350	
Regular Group @ ~~$50.00~~ 75.00	1,450		1,450.00	2100 ~~1,450~~	
Mailing Service		86.04	<86.04>	100	

SIG Coordinator

Critical Thinking	100
Computers	60
print	25
postage	25
Supplies	05

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
II. CONFERENCE TOTAL	16,083			14,950.00	
A. CONFERENCE MGT. TOTAL	4,140			3,950.00	
CHAIRMAN (Total)	1,270			2,400.00	
Travel	420			300.00	
Hotels and Food	200			200.00	
Telephone and Expense	150			150.00	
Postage	100			100.00	
Print. & Publish.				~~450.00~~	
Wages and Fees	200			300.00	
Supplies	200			200.00	
~~Advert. & Promo.~~				~~2,950.00~~	
Miscellaneous					
Other (Specify)					
Bank Fees					
Committee Reward				200.00	
On Site Manager (Total)	2,750			1,550.00	
Travel	650			~~200.00~~	
Hotels and Food	1,000			500.00	
Telephone Expense	200				
Postage	50				
Print & Publish.	50				
Wages and Fees				300	
Supplies	350				
Advert. & Promo.	150			400.00	
Miscellaneous					
Other (Specify)					
Committee Lunch	100			150.00	
Bank Fees					
~~Clerical~~	200			~~300.00~~	

COLLEGE READING AND LEARNING ASSOCIATION BUDGET CO

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Program Committee (Total)	70				
Travel	50				
Hotels and Food					
Telephone Expense	20				
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET C

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Exhibits Chairman (Total)	50			75	
Travel					
Hotels and Food					
Telephone Expense	25			25	
Postage	25			50	
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Publicity Chairman (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET CON

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
B. GENERAL CONF. EXPENSES					
(TOTAL)	6,243			5,700.00	
Programs (Total)	2,000			2,000.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage				100	
Print. & Publish.	2,000			2,000.00	
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
*Amounts include calls, programs and reg. forms					
Registration Packets (Total)	600			1,000.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.				500	
Wages and Fees					
Supplies				500	
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET CON

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
				650	
Calls to Conf. (Total)	400			~~500~~.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage	100			200.00	
Print. & Publish.	300			450 ~~300.00~~	
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET C(

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Other Gen. Exp. (Total)	3,243			2,200.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies	100			200.00	
Advert. & Promo.	693				
Miscellaneous					
Other (Specify)					
Xerox Rental	100			200	
Decorations	250				
Photography	200			200.00	
Entertainment	500			600.00	
Audio-visual & Mechanical	1,000			1,000.00	
Evaluation	200			200.00	
*Interpretor	200				
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

*Interpreter for the deaf.

COLLEGE READING AND LEARNING ASSOCIATION BUDGET CO

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
C. CONFERENCE PROGRAM TOTAL	2,300			2,600.00	
Speakers (Total)	1,800			2,200.00	
Travel	500			700.00	
Hotels and Food	300			300.00	
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees	1,000			1,200.00	
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Institutes (Total)	500			800 ~~400~~.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Section Mtgs. (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Computer Fair (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
D. FOOD FUNCTIONS (TOTAL)	3,400			2,700.00	
Hospitality (Total)	2,000			1,000.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Publisher's Brk. (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Editor's Lunch (Total)	150			200.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
State Director's Dinner (Total)	550			650.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 88/89	SPENT AT 6/30/89	BALANCE	REQUESTED FOR 89/90	APPROVED FOR 89/90
Coffee Breaks (Total)	400			500.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Newcomers Reception	300			350.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

Past Presidents Breakfast 250

College Reading and Learning Association

Proposed Budget, Newsletter, 1989-1990

Budget is based on the assumption of four issues during the year, 1,100 copies printed with 1,075 being sent to the mailing outlet in Santa Fe Springs, CA, for mailing through the outlet. Average number of pages will be 12. (Typically this has been two issues of 12 pages each, one issue of 8 pages, and one issue of 16 pages.)

Printing	$ 4,400
Shipping to mail outlet	100
Mailing service/postage	720
Travel (Summer board meeting)	~~350~~
Hotel/food (Summer board meeting)	~~75~~
Total requested	$ 5,645

Incidental costs for phone, supplies, correspondence (clerical work and postage), etc. have been borne by my institution as part of their commitment to my professional service. I anticipate this courtesy will continue this year.

CRLA STATE/REGION FUNDING REQUEST FORM

Name of State/Region Ill - Midwest

Statement of Purpose for Funding Request To hold a contact hour at Ill. Association of Learning Programs in Oct at the Allerton conference center to solicit membership in CRLA.

Itemize Projected Expenses

Item(s)	Amount
70 people @ $5.00 each for meals + drinks	$350.00

TOTAL AMOUNT REQUESTED $350.00

Mailing Address Lee Vogel
Harper College
Palatine Ill 60067

Work Phone (312) 397 3000 Home Phone (312) 934 1171

The budget for CRLA is approved by the Board of Directors each year at the Summer Board meeting. These special funding requests should be submitted to the Coordinator of State/Regions by June 30th to be considered for inclusion in the budget. Requests received after the Summer Board meeting will be evaluated on a "funds available" basis.

Lee Vogel (Kogan)
signature of State/Region Director or Chapter President

sd/6/89

LEARNING RESOURCES CENTER
RANDOLPH-MACON WOMAN'S COLLEGE
LYNCHBURG, VIRGINIA 24503

June 14, 1989

To: Susan Deese

From: Tom Pasternack Tom Pasternack

Subj: Funding Request for the Mid-Atlantic Region

Although our plans are still indefinite, I would like the Board to consider the possibility of funding a visit of a CRLA representative (Karen Agee, Martha Maxwell - she lives in Maryland, yourself, or someone else) to a conference that has tentatively been scheduled for October 20, 1989 in Lynchburg, Virginia.

Nine of us (people who work with students in various ways) from six Virginia colleges met at Randolph-Macon in late May to discuss what we were doing at our respective schools. We decided that more dialogue was needed among us and with our colleagues at other schools. As a first step, we have scheduled, a one-day sharing conference at Lynchburg College to which we will invite learning assistance people from all private colleges in Virginia.

I would guess that we might attract 50-60 people. Having someone from CRLA as a keynote speaker could make our first conference even more special. Most people in Virginia who provide learning assistance have probably learned through a process of trial and error. With very few exceptions, they have not heard of CRLA (or WCRLA).

When I became Director of the Mid-Atlantic Region in March 1988, there were only two members from Virginia. Now there are six. I suspect we are currently the fastest growing state in CRLA and there is obviously room for a lot more growth. Providing funding for a keynote speaker could help CRLA's efforts to become a truly national organization.

I appreciate whatever support you're able to give in helping our organization to get off to a good start.

CRLA STATE/REGION FUNDING REQUEST FORM

Name of State/Region MID-ATLANTIC REGION

Statement of Purpose for Funding Request FUNDING A KEYNOTE SPEAKER FOR A STATE CONFERENCE (SEE ATTACHED SHEET)

Itemize Projected Expenses

Item(s)	Amount
AIRFARE	350
LODGING & MEALS	75
HONORARIUM	75

TOTAL AMOUNT REQUESTED $500 (It is possible that we won't need all of it)

Mailing Address Box 947
RANDOLPH-MACON WOMAN'S COLLEGE
LYNCHBURG, VA 24503

Work Phone (804) 846-7392 Home Phone (804) 384-1984

The budget for CRLA is approved by the Board of Directors each year at the Summer Board meeting. These special funding requests should be submitted to the Coordinator of State/Regions by June 30th to be considered for inclusion in the budget. Requests received after the Summer Board meeting will be evaluated on a "funds available" basis.

Thomas L. Pasternack
signature of State/Region Director or Chapter President

sd/6/89

RANDOLPH-MACON WOMAN'S COLLEGE
LYNCHBURG, VIRGINIA 24503-1526
804/846-7392

Learning Resources Center

July 12, 1989

TO: Susan Deese, CRLA Coordinator of State/Regions

FROM: Tom Pasternack, Director, Mid-Atlantic Region

SUBJ: Funding Request

I contacted Martha Maxwell as you had suggested and she has agreed to be the keynote speaker at the inaugral conference of the Virginia College Learning Association. In fact, she would also like to lead a discussion/question and answer session on evaluation. At this point, I'm hoping that your assumption that the Board will approve my request is correct.

The amount of the honorarium that we will give to Martha will depend on the amount of the other expenses related to her visit. Honorarium, travel, meals, lodging, etc. will total approximately $500.

I believe this conference will provide CRLA with many more members from Virginia. I look forward to receiving good news from you in August, and promise not to kill the messenger if it's bad.

COLLEGE READING AND LEARNING ASSOCIATION

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. 34710 - El Paso Teacher's Federal Credit Union

AT June 30, 1989

BALANCE PER BANK STATEMENT		$5,700.63
Add: Deposits in transit		
Other (specify):		
Deduct: Outstanding Checks		189.00
Other (specify)		
CORRECTED BALANCE		$5,511.63
BALANCE PER BOOKS		5,544.98
Add: Unrecorded deposits		
Other (specify):		
Interest		33.65
Deduct: Service Charges		15.00
NSF Checks		52.00
Other (specify):		
CORRECTED BALANCE		$5,511.63

CASH STATUS

Checking	$ 5,511.63
Share Account	75.78
C.D.	40,000.00
	$45,587.41

COLLEGE READING AND LEARNING ASSOCIATION

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. 34710 - El Paso Teacher's Federal Credit Union

AT May 31, 1989

BALANCE PER BANK STATEMENT		$4,604.62
Add:	Deposits in transit	
	Other (specify):	
Deduct:	Outstanding Checks	471.20
	Other (specify)	
CORRECTED BALANCE		$4,133.42
BALANCE PER BOOKS		4,133.42
Add:	Unrecorded deposits	
	Other (specify):	
	Interest	
Deduct:	Service Charges	
	NSF Checks	
	Other (specify):	
CORRECTED BALANCE		$4,133.42

COLLEGE READING AND LEARNING ASSOCIATION

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. 34710 - El Paso Teacher's Federal Credit Union

AT April 30, 1989

BALANCE PER BANK STATEMENT		$10,847.23
Add:	Deposits in transit	
	Other (specify):	
Deduct:	Outstanding Checks	<2,189.45>
	Other (specify):	
CORRECTED BALANCE		$ 8,657.78
BALANCE PER BOOKS		8,624.95
Add:	Unrecorded deposits	
	Other (specify):	
	Interest	33.63
Deduct:	Other (specify)	
	Error in check stub entry	<.80>
Deduct:	Service Charges	
	NSF Checks	
	Other (specify):	
CORRECTED BALANCE		$ 8,657.78

609	50.00+	
610	25.00+	
695	25.00+	
696	12.00+	
697	50.00+	
698	12.00+	
699	20.00+	
675	25.00+	
668	14.00+	
676	574.37+	
677	20.56+	
678	50.00+	
680	105.41+	
681	49.89+	
685	50.35+	
686	25.00+	
687	53.26+	
688	40.00+	
689	25.00+	
690	12.00+	
691	25.00+	
692	12.00+	
693	40.32+	
694	140.50+	
698	35.00+	
699	25.00+	
699	25.00+	
700	13.00+	
701	25.00+	
702	22.29+	
703	19.58+	
705	554.92+	
706	15.00+	
	2,189.45*	

apr 30 1989

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COLLEGE READING AND LEARNING ASSOCIATION

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. 34710 - El Paso Teacher's Federal Credit Union

AT March 31, 1989

BALANCE PER BANK STATEMENT	$ 2,311.05
Add: Deposits in transit	
Other (specify):	
Deduct: Outstanding Checks	<2,916.63>
Other (specify):	
CORRECTED BALANCE	$ <605.58>
BALANCE PER BOOKS	<645.21>
Add: Unrecorded deposits	
Other (specify):	
Interest	39.63
Deduct: Service Charges	
NSF Checks	
Other (specify):	
CORRECTED BALANCE	<$605.58>

26 JULY 1989

DR. BECKY PATTERSON, PRESIDENT
COLLEGE READING & LEARNING ASSOCIATION
ENGLISH DEPARTMENT - BLDG K
UNIVERSITY OF ALASKA ANCHORAGE
3211 PROVIDENCE DRIVE
ANCHORAGE, ALASKA 99508

Becky:

Enclosed please find: 1) a two page letter addressed to me from Brian F. Kane, Director, Peer Tutoring, Leland High School; 2) a newspaper article from the SAN JOSE MERCURY NEWS title "Helping their peers: Teen tutoring gains national recognition;" and 3) a newspaper article from the ALMADEN TIMES titled "Leland Tutors 'Make a Difference.'" Based upon the information provided in these enclosures and upon my own extensive work and discussions with Mr. Kane concerning the Leland High School Tutor Program I recommend that the CRLA Board grant the Leland High School Tutor Program status as a "Model High School Tutor Program."

Before that Board can do that, however, it needs to approve and/or ammend the following standards for a "Model High School Tutor Program." These standards are as follows.

COLLEGE READING & LEARNING ASSOCIATION'S STANDARDS FOR A MODEL HIGH SCHOOL TUTOR PROGRAM

1) Certification on the Regular/Level 1 level by the CRLA Tutor Certification Committee;

2) networking with other local and state tutor programs;

3) helping establish other local and state tutor programs;

4) on-going development/expansion of its own tutor program independently and/or in cooperation with other tutor programs; and

5) having a desire to promote peer tutoring on the local, state, and national level through CRLA.

The Leland High School Tutor Program fulfills all the requirements of the above standards. Briefly a point-by-point examination of this fulfillment follows.

1) Certification on the Regular/Level 1 level by the CRLA Tutor Certification Committee (certified June 1989);

2) networking with other local and state tutor programs (see points #3, 4, 5, 9, and 16 in Mr. Kane's letter);

3) helping establish other local and state tutor programs (see points #6, 7, and 8 in Mr. Kane's letter);

4) on-going development/expansion of its own tutor program independently and/or in cooperation wilth other tutor programs (see points #10, 11, 12, 13, and 14 in Mr. Kane's letter); and

5) having a desire to promote peer tutoring on the local, state, and national level through CRLA (see points #15, 17 and 18 in Mr. Kane's letter; also, Mr. Kane is now a member of CRLA Tutor Certification Committee).

In conslusion, I recommend that the CRLA Board: 1) either adopt the standards as now presented or adopt an amended version of these standards; and 2) grant the status of a Model High School Tutor Program to the Leland High School Tutor Program. The reasoning behind my endorsement of the Leland High School Tutor Program is twofold. One, they obviously deseve such recognition. During all my interactions with Mr. Kane and others at Leland High School I have been totally impressed by both the quality of the program and the dedication and expertise of its staff. Second, since the CRLA Board decided at its March meeting in Seattle to certify High School Tutor Programs I believe that granting the Leland High School Tutor Program status as a model program sets clear standard for all other High School Tutor Programs that wish to apply for such certification.

I thank the CRLA Board for the time and thoughtful consideration that I know will be given to both the proposed standards and the granting of the status of model program. I will be glad to offer any clarification if needed, the best way to reach me would be at my home number.

Sincerely,

Tom Gier

Tom Gier
Chair, CRLA Tutor Certification Committee
English Department - Building K
University of Alaska Anchorage
2533 Providence Avenue
Anchorage, Alaska 99508-4670
WORK: (907) 786-1926
HOME: (907) 349-7128

Dr. Tom Gier
Chairman CRLA Tutor Program SIG
University of Alaska
Anchorage, Alaska

Dear Tom:

First let me thank you very much for all the encouragement and support you have given to us. We appreciate it very much!

This is the information we discussed re: becoming a national high school model tutor program. I will list the essential information about our program. The list is concise. We will gladly supply elaboration or examples to anyone who requests them.

1. Our program is recommended by Dr. Tom Gier, Chairman CRLA Tutor SIG.

LELAND HIGH SCHOOL'S PEER TUTORING PROGRAM:

2. Is the first CRLA certified high school tutor program.

3. Maintains tutor program information exchanges with programs at high school, community college and 4 year college levels.

4. Sent out surveys to all public and private schools from high school through college level in Santa Clara County to create an up to date tutor program information bank.

5. Started a county-wide high school / college consortium to exchange " best practice " information and to provide tutor seminars for all interested groups.

6. Was instrumental in the training and establishment of a tutor program at Tracy High School in Tracy, California.

7. Trained tutors for other San Jose Unified School District schools.

8. Is currently working with Pioneer High School, San Jose, to help establish a tutor program.

9. Has visited many tutor programs in the Bay Area and in Northern California.

LELAND HIGH SCHOOL'S PEER TUTORING PROGRAM:

10. Is working to develop a complete tutor scheduling and record keeping computer program. We are exchanging information with Chico State University, Chico CA and receiving help from IBM.

11. Is currently developing two new services: (1.) SAT and PSAT Test tutoring assistance and (2.) college search, evaluation and application aid.

12. Is a program that has grown from 30 tutors to over 80 in three years.

13. Answered over 400 tutor requests this school year.

14. Serves the needs of our diverse student body.

15. Has been publicized in articles in the San Jose Mercury News and Almaden Times newspapers.

16. Has been visited by many schools, including the University of Santa Clara and Monterey Peninsula College.

17. Remains enthusiastic and ready to promote peer tutoring, exchange information and best practices with others and to serve as a national high school peer tutoring model.

18. Is very interested in giving a section on building bridges between the high school and college levels at the CRLA Conference in Irvine.

Sincerely,

Brian F. Kane

Brian F. Kane
Director Peer Tutoring
Leland High School
6677 Camden Avenue
San Jose, CA 95120

Dear Tom,

I hope this will help and is what you had in mind when we discussed this. Please feel free to adjust or edit this in anyway you see fit.

Thanks!

Brian

SAN JOSE MERCURY NEWS
WEST SECTION
JULY 12, 1989

Helping their peers

Teen tutoring gains national recognition

By Deborah Kerr
Special to Extra

Wei-Hau Chien became a peer tutor at Leland High School because it was an extension of what he was already doing.

"I was helping my friends before the program was enacted," said Chien. He tutored classmates in math, chemistry, biology and conversational English for three years.

Chien, who graduated in June, said peers tutors have the advantage of empathy. "Someone your own age ... understands what you're going through at the same time," he said.

In June, the school's peer tutoring program was accredited by the College Learning and Reading Association (CLRA), making it possibly the first certified high school student tutorial program in the nation.

"It's the first high school to be accredited by the organization I'm with," said Tom Gier, chairman of the reading association's Tutor Certification Committee based in Anchorage, Alaska. "To my knowledge, there isn't any other tutor certification organization at this time."

Gier also said that he has recommended to the association's board of directors that Leland's tutoring program be used as a national model.

See TUTORS, Page 2

Teens help out by tutoring peers

TUTORS, from Page 1

"I'm extremely impressed with the program," Gier said. "Not only is it an outstanding high school program, but it matches up very well with college programs."

To become a student tutor, said program secretary Sue Martinsky, a student must maintain at least a "B" grade in the tutor subject, have an overall grade point average of 2.7, participate in eight hours of training, and attend a monthly two-hour meeting.

"In turn, they're given a credit of one unit for every 15 hours of tutoring," she said.

During the 1988-89 school year, 81 Leland student tutors answered over 400 tutoring requests, Martinsky said.

Leland teacher Brian Kane, Vice Principal Edward Freed and Career Center Director Susan Monahan launched the program three years ago.

"Being accredited means our high school tutors can go on to college with a certificate that shows they are trained and nationally recognized tutors," Kane said. "Now they can take their training with them and colleges can employ them in their tutorial centers."

> "We have gained from people ahead of us, and we have helped people not as far along as us."
>
> — *Brian Kane*

Student Deborah Borsi received tutoring in chemistry and algebra during her lunch breaks last year, and said she may need to request a tutor for biology in the fall.

"My tutor really helped me a lot," she said. "He tried to help me overcome my fear. Me and chemistry don't mix."

The program has been so successful, Kane said, that other schools, such as Pioneer High School, have looked to them when starting their own tutoring programs. "We have gained from people ahead of us," he said, "and we have helped people not as far along as us."

Dear Tom

This is from the Mercury News. A nice article but our secretary misquoted the training hours.

Brian

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August 3-5, 1989
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Attachment F
Page 6 of 6

Leland Tutors 'Make a Difference'

By Eugenia Thornton

Over 400 Leland High School students have benefited from the time spent by 84 fellow students who have tutored them in math, English, foreign languages, science, and social studies.

Principal Don Bell and Vice-Principal Edward Freed, administrator of the program, invited all peer tutors to a breakfast early one morning last month. They thanked the students for their efforts in helping their peers polish skills to strengthen their knowledge in an area of need.

"One of the best ways to learn is to teach others," said Bell. "You have really made a difference."

Tutors must maintain a B-average and have a teacher's recommendation before applying to be a tutor. They establish their own hours, with no minimums set for availability. Weu-Hau Chien spent 72 hours tutoring this year, more than anyone else.

Mark Stromberg, 10th-grader, is an example of the students who enjoy tutoring others. He offers his talents in life science, biology, and math. "I became a tutor in eighth grade at Bret Harte. My sister tutored here, so I just followed her."

The tutoring program, completing its third year, encourages tutors to develop listening, learning and teaching skills.

"The kids do a great job," said Brian Kane, teacher advisor to the program. "Next year we will be able to show improvement by having grades before and after tutoring."

Kane said that Leland's program may receive national accreditation. Students currently receive 1.5 credits for every 20 hours of tutoring.

They also have applied to become the model high school, the first in the nation, by the College Reading and Learning Association.

"We have helped establish similar programs at Tracy High School and Santa Clara University," continued Kane. "We have exchanged information with other schools and colleges to improve the programs." *

---

*

Dear Tom -

This is from the Almaden Times. I did not say we helped establish a program at Santa Clara. We just helped since we were further along than Santa Clara.

Brian

To: Becky Patterson
CRLA Board of Directors

June 20, 1989

From: Wes Brown, Nominations Committee Chair
Re: CRLA Officer Nominees

The nominations committee submits the following individuals for approval as candidates for 1989-90 CRLA officers:

President-Elect	Michael O'Hear Joyce Weinsheimer
Treasurer	Kathy Carpenter Patti Dozen

I've enclosed their written statement agreeing to run if the nomination is approved by the Board.

By the way, if for any reason you need to contact me I will be Incommunicado until approximately July 25th at which time my new address will be.

BeechLake Apartments, 8F
4800 University Drive
Durham, NC 27707

Sincerely,

Wes Brown

TO= BECKY PATTERSON
FROM= ANNA-MARIE SCHLENDER
RE= PLACEMENT
11 JUNE 1989

IT'S THE LAST WEEK OF CLASSES, AND I'M EXHAUSTED! HOW ABOUT YOU? I HOPE YOUR SCHOOL YEAR ENDED WELL!

I'M ENCLOSING TWO CURRENT ADVERTISEMENTS SHOWING PHONE ANSWERING MACHINE COMBINATIONS. THIS IS TO GIVE YOU AN IDEA ON COST HERE IN THE BAY AREA. ALSO, IT WILL COST $37.75 TO INSTALL/CONNECT THE PHONE, AND SINCE I WON'T BE CALLING MUCH, WE CAN GET A $4.45 MONTH MEASURED RATE. WE CAN HAVE AN UNLISTED NUMBER TOO! WHAT DO YOU THINK?

WHAT I WANT TO DO IS THIS- IF WE DECIDE ON THE PHONE LINE. I WOULD LIKE TO DESIGN A BROCHURE TO SEND TO THE INSTITUTIONS THAT WE WOULD DECIDE ON. THE BROCHURE WOULD EXPLAIN THE SERVICE AND WHO WE ARE. I WOULD LIKE TO SEND A COVER LETTER TOO MAYBE SIGNED BY BOTH OF US. I WILL WAIT ON THIS TOO UNTIL I HEAR FROM YOU. (I AM GETTING VERY FEW JOBS- AND WHEN I DO GET THEM THE CLOSING DATE IS A WEEK AWAY.)

IN ADDITION, I'M SENDING YOU THE COPY I SENT TO WAYNE TO PUT IN THE NEWSLETTER. BOY WAS I SURPRISED!

KEEP ME INFORMED ABOUT DECISIONS MADE. ALSO, I HAVE NOT HEARD FROM GWYN ABOUT/AND PAPERS TO GIVE MY ADMINISTRATION ON SPONSORING THE CONFERENCE.

PIEMBER RABBIT SENDS HIS BEST.

A FUNNY THING HAPPENED ON THE WAY TO TAKE THE JOB INFORMATION OFF THE JOB BOARD AT THE CONFERENCE IN SEATTLE. THE JOB BOARD WAS NO WHERE IN SIGHT; IN FACT, A NEW GROUP HAD SET UP DISPLAYS! THE JOB BOARD HAD BEEN DISMANTLED AND CLEANED OFF BY THE HOTEL STAFF! HORRORS! ALL THE JOB DESCRIPTIONS AND SIGN-UP LIST FOR PLACEMENT INFORMATION HAD BEEN DISPOSED OF. MY APOLOGIES TO ANY AND ALL OF YOU INTERESTED IN PLACEMENT INFORMATION. PLEASE SEND ME INFORMATION IF YOU WANT TO BE SENT JOB INFORMATION; GOOD LUCK TO YOU ALL IN FINDING WORK!

CRLA Minutes
August 3-5, 1989
Irvine, CA
Attachment I
Page 1 of 1

Cosponsored Meetings of the International Reading Association at the Atlanta Convention

Fact Sheet

Your professional organization is invited to cosponsor a meeting during the IRA Annual Convention which will be held May 6-10, 1990 in Atlanta, Georgia.

Each meeting should be planned for one hour on Tuesday, Wednesday, or Thursday, May 8-10. Exact times and meeting rooms will be allotted on a first-come first-served basis. Please note that all available rooms were used last year, so it is best to make your arrangements quickly. Please estimate the number of people who will attend your meeting when you request a meeting room.

An organizer should be named, and his/her name and address provided to IRA by August 15, 1989. All correspondence will be conducted with this person, and housing forms, registration materials, etc., will be sent to the organizer for distribution to your program participants.

Program participants who are not IRA members will receive complimentary registration. Members of your organization will be admitted to your meeting by showing their membership card, and special persons who are not card-carrying members can gain admittance with a letter on your organization's stationery.

Your program deadline is September 15, 1989. This will enable your chairperson, speakers, topics, panelists, etc., to be included in the preliminary program which will be sent to all IRA members in January. Please plan to use the following style:

Topic in as few words as possible
Cosponsored by: Your organization's official name
Program organizer: Name, affiliation
Chairperson: Name, affiliation
Speaker: Name, affiliation, title of presentation
Discussant: Name, affiliation OR Chairperson: Name, affiliation
Panel: Name and affiliation of panelists

Other program formats are always welcome, but the great majority of our cosponsored professional meetings have featured either speakers or panels in the past.

While there is no specific restriction on having individuals who are already on the convention program appear on cosponsored programs, we hope that you will be able to invite speakers who will attract fresh attention to your meeting.

Final program copy must be in our hands by December 31, 1989. Any changes received after that date may not be reflected in the program available to the conferees in New Orleans.

Please address cosponsored professional meeting correspondence to:

Conferences Division, Attn: Carol DeSantis
International Reading Association
800 Barksdale Road, PO Box 8139
Newark, Delaware 19714-8139

6/89
Ref.0023E

Association Inter
Asociación Intern

800 Barksdale Ro
Newark, Delawar

June 1, 1989

Ms. Susan C. Brown President
Western College Reading and Learning Ass.
Box 5278 New Mexico State University
Las Cruces, NM 88003

Dear Ms. Brown:

To help celebrate the North American initiative of the International Literacy Year, the International Reading Association, in collaboration with some selected organizations very actively involved in the literacy effort, is sponsoring a Conference on Adult and Adolescent Literacy with the theme of Tackling the Problem Together at the Washington Hilton Hotel, January 12-14, 1990.

The goals of the Conference are:

1. To bring together a spectrum of constituencies to enhance energies and efforts to promote literacy among adults and at-risk adolescents;
2. To share promising practices and materials;
3. To disseminate strategies for effective program management and evaluation;
4. To expand an awareness of resources and programs available;
5. To solicit increased support for literacy efforts in both the private and public sectors;
6. To take another step toward finding workable solutions to current literacy needs.

The conference is viewed as the unique opportunity to bring together in the Nation's Capitol persons from all sectors who are working in the cause of literacy. The program is planned to provide opportunities for interaction, discussion, and collaboration. We are inviting some professional groups and organizations to serve as Cooperating Organizations of this important event. We hope that your organization will assist us in the conference.

The International Reading Association therefore, is inviting your organization to become a Cooperating Organization of the conference. No financial commitment is expected (unless your organization will elect to purchase exhibit space). You may wish to have a co-sponsored program session for one hour. In your program slot we invite you to deal with one of the following issues:

- Identifying effective practices, methods, and materials
- Presenting effective program models
- Developing curricula for adults and at-risk adolescents
- Assessing the impact and uses of technology
- Discussing appropriate options for trained professionals (for example, reading specialists) and volunteers
- Responding proactively to issues of professionalism
- Presenting effective training models for teachers and tutors
- Exploring public policy issues
- Serving non-native speakers, learning disabled, institutionalized, single teen parents, and other special needs groups
- Adapting the functional context of work, parenting, consumerism, and civic participation for literacy instruction
- Building coalitions among the various constituencies in a community and state for adult and adolescent literacy.

President
Dale D. Johnson
Instructional Research and Development Institute
Brookline, Massachusetts

Vice President
Carl Braun
University of Calgary
Calgary, Alberta, Canada

Vice President-elect
Judith N. Thelen
Frostburg State University
Frostburg, Maryland

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Kent, Ohio

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An Incorporated Nonprofit Professional Organization
Telephone: 302-731-1600
Telex: 5106002813 READING
Cable:
Reading Newark, Delaware
Fax: 302-731-1057

We also ask that Cooperating Organizations publicize the conference through printing press releases (provided by IRA) in your newsletters as often as feasible. In return, your organization will be listed in the press release and conference program as a Cooperating Organization. Attached is a Call for Proposals which provides more information about the conference. (You do not need to fill out the form, but please send me your response in a letter.)

We need to have your commitment to be a Cooperating Organization by June 30, 1989. We need to have your requests for program slots by July 30, including a request for room size. Please respond to me as program chair at the Institute for the Study of Adult Literacy, The Pennsylvania State University, 248 Calder Way, Suite 307, University Park, PA 16801, (814) 863-3777.

We are looking forward to working with you in celebrating International Literacy Year through this important event.

Sincerely,

Eunice N. Askov

Eunice N. Askov
Professor of Education
Director, Institute for the
Study of Adult Literacy

cc: Dale Johnson, President, International Reading Association
Ronald Mitchell, Executive Director, International Reading Association
Richard Long, Governmental Relations, International Reading Association
Betty Yarborough, Conference Chair

National Center for Developmental Education
Reich College of Education
Appalachian State University
Boone, North Carolina 28608
704/262-3057

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Journal of Developmenta

Kellogg Institute
Review of Research in Developmental Education
Telementoring Project

May 16, 1989

Dr. Becky Patterson
English Department
University of Alaska - Anchorage
3211 Providence Drive
Anchorage, Alaska 99508

Dear Becky:

This letter is a follow-up to my meeting with the CRLA Executive Board and our conversations following that meeting. After reviewing various issues with our Exxon project officer and our staff here at the Center, I am prepared to make the following responses to issues raised by you and the executive board members.

Advisory Board Membership

We are prepared to invite a member of the CRLA Executive Board to serve as a member of our national advisory board. We anticipate that this will involve attendance at two meetings during the 1989-90 academic year. We will pay transportation, food, and lodging expenses for attendance at these meetings and provide an honorarium of $300.00. We can offer to pay these expenses for the 1989-90 academic year but, after that, we may require that the CRLA board pick up some of these expenses.

Advisory board members will be expected to provide advice and consultation on research policy and procedures, interpretation of data, and dissemination of results. We would also expect them to be available for telephone consultation as the need arises.

Unless you have objections, I would prefer that Dr. Carol Clymer-Walvekar serve as the CRLA representative. I realize that other CRLA board members have qualifications equal to Carol's but there are other considerations that would make her appointment advisable for us. She has, for instance, a strong background in research and evaluation, and is published in this area. She is also from a community col-

lege and we would like to strengthen our representation from this segment of higher education.

Conference Co-Sponsorship

We are planning to hold a national conference on research in developmental education and learning assistance in the fall of 1991. We would like to have CRLA assist us in identifying individuals who have been engaged in substantive research in these areas and who might serve as presenters. We would also like CRLA to appoint a liaison to work with us in conference planning. We would not expect CRLA to pay for any conference expenses but we would appreciate assistance in the planning, promotion, and identification of presenters. We would, however, credit CRLA as one of the conference sponsors in our promotional activities and during the conference. We could also arrange for special tracks at the conference which could be designated for CRLA interests (you might, for instance, wish to organize a series of programs on reading and/or study skills research).

Co-Sponsorship of Publications

We anticipate that several monographs should be published as a result of our research. If CRLA wishes to identify a research and writing team, we would be happy to share our data, provide editorial assistance, and arrange for publication of a joint CRLA/NCDE monograph.

Information and Data Sharing

We will be happy to share our research plan with the CRLA Executive Board, have members review our data collection and survey instruments, and assist us in analyzing and interpreting data. At some point, we anticipate that much of our raw data will be stored on computer disks. We would also be happy to share these disks with CRLA for use in your own research activities.

Data Collection

If institutions identified in our sample have developmental or learning assistance programs staffed by CRLA members, we would appreciate their assistance in the data gathering process. The collection of accurate data is important to the success of our research and it would be quite useful to have on-site enumerators to assist us in the data collection stage.

As you will note, there are a variety of ways in which the

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Irvine, CA
Attachment K
Page 3 of 5

College Reading and Learning Association can be involved with this project. Such involvement will not require any investment of the association's funds. It will, however, require a rather substantial amount of time on the part of individuals. I realize that you will need to balance this investment of time against the time needed for other association priorities. So please give my proposals your most serious consideration and let me know where, how, and if you would like to participate in any of the ways suggested.

In order for us to plan appropriately for our activities next year, I would appreciate it if you could provide a reply to this letter by July 15, 1989. In order to facilitate this, I have taken the liberty of sending a copy of this letter to the other members of the CRLA Executive Board.

By the way, Becky, I should probably point out that in order to include a CRLA member on our advisory board, I had to: 1) reallocate funds to support travel, lodging, and honoraria for an additional board member, 2) secure permission for such reallocation from our project officer in New Jersey, and 3) clear all of this with my staff. In essence, I am willing to expend our funds to support a CRLA representative's participation on our board next year. I hope this will serve as evidence of my good faith and our desire to work with you in a professional and collegial manner.

Sincerely,

Hunter R. Boylan, Ph.D.
Director, N.C.D.E.

cc: Carol Clymer-Walvekar
Denise McGinty
Becky Johnen
Dee Tadlock

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Reich College of Education
Appalachian State University
Boone, North Carolina 28608
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Kellogg Institute
Review of Research in Developmental Education
Telementoring Project

May
~~April~~ 14, 1989

Dr. Becky Patterson
President, College Reading and Learning Association
University of Alaska-Anchorage
Department of English/ASL/ESL
3211 Providence Drive
Anchorage, AK 99508

Dear Becky:

I have read your letter to Hunter expressing your concern and confusion about increases in the base price of the JOURNAL OF DEVELOPMENTAL EDUCATION. His verbal proposal, confirmed by letter, to establish $4.76 as the discounted per unit cost to CRLA for Volume 13 solves the dilemma for this year. The problem seems to result from the lack of a written explanation of "base price" and the increases in that price.

The per unit price reflects our actual production costs for publishing the JOURNAL. These are calculated on a three-volume basis as specified in the NADE contract. Our expenses for publishing the JOURNAL are dependent on costs of services provided by outside vendors (typesetting, paste-up, printing, paper, etc.). At this time we have no reason to anticipate that the increases we experience every year will be decreasing.

A definition of "base price" will be added to the agreement (see enclosed) to insure there will be no confusion in future years. Although it was my impression that both Gwyn and Susan understood the base price would increase, I appreciate your bringing my oversight of including the definition as part of the written agreement to my attention.

I am pleased that CRLA plans to continue advertising in the JDE, unfortunately, I cannot confirm inside front cover placement for the fall issue as it is already under contract. As an alternative I could offer the inside back cover which has not yet been sold. Please let me know if it will be a suitable alternative as soon as pobbile and I will draw up a contract for 1 full page and 2 half page ads. Should Dr. Tadlock's name appear on the contract? Deadlines are June 15, September 1 and November 1 for camera-ready copy if our 3 X contract is in place by June 1.

Talked to Dee - all ok

Dr. Becky Patterson
April 14, 1989

Do by Sept. 1 wrote S

I also need to know your plans for the "CRLA News" column and if you have a new logo to be used. Feel free to contact me at home Becky, (919-982-3990) if I'm not at the office.

Thanks,

Barbara J. Calderwood

Barbara J. Calderwood
Managing Editor

cc: Dr. Dee Tadlock

MEETING REPORT
NADE ADVISORY BOARD TO THE
JOURNAL OF DEVELOPMENTAL EDUCATION
FRIDAY, MARCH 11, 1988
ORLANDO, FLORIDA

PRESENT: NADE Representatives Phoebe Helm, Curtis Miles, and Yvonne Carranza; JDE Representatives Elaini Bingham and Bunk Spann with Managing Editor Barbara Calderwood acting as recording secretary.

Discussion of Authors' Award

Adoption by NADE. It was pointed out that, although the NADE Board is aware that the award is in the formative stage and they have voiced tentative support for the project, no actual vote for acceptance can be made until a final document is presented containing all details for selection and presentation of the award.

Selection criteria & process. The evaluation criteria and selection panel process as drafted and circulated by Miles were discussed. Evaluation criteria were agreed to stand as submitted. The only question in this area, raised by Helm, was whether the four categories, CONTENT COVERAGE, ORGANIZATION/CLARITY, DOCUMENTATION, and IMPORT FOR DEVELOPMENTAL EDUCATION, should all carry equal weight. It was decided members of the selection panel could adjust their independent evaluation (holistic) score of a particular article in order to reflect an opinion that one of the categories was particularly important to a specific article.

The Board approved the suggestion that the number of articles selected for final consideration should remain flexible (usually no more than 3 or so) in order to avoid a forced elimination of an article which scored very close to its "competitor." (#4) They also agreed that articles written by JDE Editorial Board members should be eligible to receive the award but that officers or panel members from any organizations participating in the selection panel (NADE, WCRLA, perhaps NCEOA) would not be eligible to receive the award if their article is published in the Volume under consideration. (#10)

The procedure for panel selection was amended as follows in order to better represent the original purpose of the award which was to elicit superior writing from authors:

1) The panel for the selection of the outstanding article will be organized by JDE staff and members will consist of representatives from NADE, WCRLA, and any other participating national organization.
2) Membership on the panel will include:
   a) 2 individuals representing NADE publications
   b) 2 individuals representing WCRLA publications
   c) 2 individuals representing any other participating organization's publications
   d) recipient of the previous year's Authors' Award (Board member Curtis Miles to fill this position for the first year).

3) The Editor or Managing Editor of the JDE will serve as a non-voting chair.

In reference to a timetable for the selection process the Board agreed the process should begin in August and conclude no later than mid December (before Christmas break) to allow ample time to notify selected authors before the spring conference. Articles considered would be those published in the immediate past volume of the JOURNAL, i.e., the award to be presented in 1989 would go into the selection process in August of 1988 and thereby include articles published in Volume 11.

JOURNAL OF DEVELOPMENTAL EDUCATION
published 3 times per year
Academic year 1989-90

Participation Rate		Unit Cost JDE/Vol. 13	Unit Cost JDE/Vol. 14
75% plus	cost + 5%	$4.58	$5.04
65%	cost + 7%	4.67	5.13
55%	cost + 9%	4.76	5.23
45%	cost + 12%	4.89	5.37
35% or less	cost + 15%	5.02	5.52
		*Base cost $4.37/issue	*Base cost $4.80/issue

*NOTE: NADE agreement states base cost plus + 5% to any other organization.

The JOURNAL OF DEVELOPMENTAL EDUCATION "base price" represents actual production cost of each issue of the publication. This cost is based on vendor services (typesetting, printing, printing, etc.) as well as salaries and therefore increases every year. The base price for any given volume included in a CRLA subscription agreement will be calculated and stated on the cost chart of the subscription agreement.

RRiDE
published 5 times per year
Academic year 1989-90

Participation Rate		Unit cost Vol. 7
75% plus	cost or	$1.26
65%	cost + 5%	1.32
55%	cost + 7%	1.35
45%	cost + 9%	1.37
35% or less	cost + 12%	1.41

NOTE: Base price of Volume 7 is $1.26 per issue.

NOTE: Retail JOURNAL OF DEVELOPMENTAL EDUCATION for academic year 1989-90 = $17.00

Retail RRiDE for academic year 1989-90 = $9.50

REVIEW OF RESEARCH IN DEVELOPMENTAL EDUCATION is published on the university campus and production costs have thusly been held down. Any increases we incurr for production of RRiDE would result in an increase in base price with increases stated on the publication cost chart of the subscription agreement.

EVALUATION OF CRLA CONFERENCE
MARCH 15-18, 1989
SEATTLE, WASHINGTON

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Computerized Section Meeting/Institute Evaluations	31-104

Submitted By
Rose Wassman
June 1, 1989

GENERAL SUMMARY

1. A computerized summary of the Conference Evaluations begins page 22 preceded by Rose Wassman's analysis and categorization of the general data derived from the 67 respondents.

2. Individualized computer summaries and commentaries for the Section Meeting/Institute Evaluation begin on page 32. Institute evaluations appear first, followed by section meetings in time order.

3. A summary of the number of evaluations by time slots is on page 30.

4. Conference evaluation N = 67.

5. Sectional evaluation - highest N = 58
   Sectional evaluation - lowest N = 5
   Institute evaluation - highest N = 45
   Institute evaluation - lowest N = 6

6. No evaluations were submitted for 15 sectionals and 2 institutes. They were as follows:

   INSTITUTES: Wednesday, March 15 at 9 am - Broderick/Caverly,
   Wednesday, March 15 at 1:30 - Smith

   SECTIONALS: Thursday, March 16: 9:20 (Wood); 10:40 (Wright; Carrick); 3:30 (O'Hear)
   Friday, March 17: 8:15 (Martinez; Starr); 10:45 (Eliason; Blumenthal); 3:00 (Harmon) 4:15 (White; Olson-Fallon; Ritchey)
   Saturday, March 18: 8:15 (Christ); 9:30 (Waddell); 10:45 (Piccinino)

   Although 2,500 sectional/institute evaluation forms were printed for the conference, Jane Lehmann, Coordinator of Chairpersons said that forms ran out on the second day. The forms used to respond to the 10 institutes and 63 sectionals tallied in this report totaled 1,558. While there is no way of determining what actually happened to the unaccounted-for 1,000 unused copies, a number of possibilities exist: for example, some chairpersons took more forms than they needed to sessions, and some forms were left in meeting rooms where they were eventually discarded. Also, some chairpersons may not have turned in completed forms; one set of evaluations was received SIX WEEKS after the conference!

7. Prior conference attendance:

0	times	24%
2-5	times	24%
6-10	times	21%
10+	times	19%
1	time	12%

8. 88% of the respondents are members of CRLA; 12% are not.

GENERAL SUMMARY (continued)

9. State of employment:

California	26%
Washington	11%
Texas	9%
Arkansas, Oregon	6%
Nevada, Alberta	5%

The remaining 16 states and 2 Canadian provinces had 1 or 2 individuals from each state (See Computerized Summary of States on page 22).

I raise a question about the meaningfulness of this and other demographic data since only about 12% of the people in attendance at the conference returned completed evaluation forms.

10. Position held:

Instructor	61%
Administrator	21%
Other	13%
Counselor	5%

Although I recognize the statistical variants, still it is interesting to note that of the 101 respondents in 1988, 55% were Instructors, 18% Other, 5% Administrators, and 2% Counselors, while in 1987, of the 41 respondents, 48% were Instructors, 30% Administrators, 8% Counselors, and 7% Other. In examining the results of three years, there seems to be some increase in attendance of instructors and decrease in administrators.

11. Area of employment:

Reading	45%
Learning Asst.	24%
Other	14%
Tutorial	8%
Writing	6%
Math	3%

Again, in comparison with the previous two years, I note that in 1988, 45% of the respondents indicated their area as being Reading, 27% Learning Assistance, 12% Other, 10% Tutorial, 5% Writing, and 1% Math, while in 1987, 40% were Learning Assistants, 25% Reading Instructors, 20% Other, 8% each were Tutorial and Writing, and 3% Math. The percentages for 1988 and 1989 reveal little signifcant differences in the make-up of area of employment.

12. Type of Institution:

2 yr. Jr. or Community College	= 51%
4 yr. College or University	= 49%

In 1988, 52% of the respondents were from 2 year colleges and 48% from 4 year; in 1987, 54% were from 2 year colleges and 46% from 4 year. Thus, there appears to be little significant difference between type of school from 1988 to 1989.

GENERAL SUMMARY (continued)

13. Major events of the conference were evaluated by assigning a numerical value to verbal ratings as follows:

E = Excellent (4); G = Good (3); A = Average (2); P = Poor (1); N = No response = no value assigned.

14. More than half the respondents (66%) rated the keynote speaker, Dr. Carol Tavris, as being "Excellent," 16% thought she was "Good," and the remaining 18% withheld comment.

15. Most section meetings, institutes and other meetings received many accolades and excellent ratings. For example, high praise was given to the institutes presented by Tom Gier's group, Kate Sandberg, and Frank Smith. On the other hand, some negative feedback, with some poor/average ratings, were received for institutes led by Susan Eiland-Rickman, Roberta Kerns, and Lois Burrill.

Sectionals which received exceptional praise included those led by Carolyn Clark, Lauren Cohen, Tom Gier, Susanne Kita, Susan Lesyk, Joan Smith, and Lee Vogel. Some negative feedback, with poor/average ratings, were received by John Call, Marie Provencio, Linda Sugnet, and James Walker.

16. Several respondents recommended that the sectional led by Jerry Chandler be repeated in Irvine and that Patricia Mulcahy's research on reading should be updated and presented annually.

17. A number of enthusiastic respondents felt that the following sectionals/speakers should be encouraged to expand their presentations to institutes in the future:

Rhonda Atkinson, "Dynamic Group Learning"
Carolyn Clark, "Creating Professional Growth"
Lauren Cohen, "From Empathy to Expectation"
Constance Katasse, "College Learning in ESL"
Linda Sugnet, "Teamwork"(yet got some poor rankings too)
Mary Lee Taylor, "Opening 'The Eyes' in Reading"
Carol Tavris, Keynoter
Lee Vogel/Jane Lehmann, "Critical Thinking"

18. 56% of the respondents ranked the section meeting topics as "Excellent," while 39% thought they were "Good." High marks also went to section meeting scheduling with 61% ranking them as "Excellent" and 31% as "Good." Institute topics and scheduling received lower rankings than sectionals; the topics were considered "Excellent" by 48% and "Good" by 32; the scheduling was rated "Excellent" by 41% and "Good" by 35%.

19. Overall, speakers were found to be exemplary; approximately 50 of the speakers were listed in the commentary section as being "most valuable."

GENERAL SUMMARY (continued)

20. Ratings of activities were sparse, raising a question about conference attendees' participation in these actities. The Hospitality Suite, Publishers Exhibits, SIG Breakfast, and Saturday Luncheon received fairly positive responses, while the Campus Tour and Canadian Dinner did not seem to be activities which attracted many participants.

21. Services and Planning overall were rated very highly. The strongest praise was given to the program printing, layout and information, followed by the Site location, Registration, and hotel room accommodations. The computerized summary (page 23) showed a "xero" ranking for "Hospitality;" the computer program apparently failed to accept the data, yet most conference participants indicated on their forms that they were pleased with the hospitality in Seattle.

    As can be seen in the commentary section (pages 18-19), people did not want to be housed at an alternate hotel, wanted to congregate together more, and would have preferred greater proximity of registration to meeting rooms. Many people said the section meeting rooms were inadequate in size and were either noisy, and too warm/too cold! A number suggested having tables in meeting rooms rather than chairs, particularly for institutes.

22. A recurring criticism was that presenters ran out of handouts.

23. A number of people felt the time allocated to sessions was insufficient and would like to see some one-and-one-half hour sessions.

24. I enlisted the aid of Tom Parker from the University of New Mexico in computing the data from the Evaluation forms. He developed a computer program which can be modified and used in the future. The Board, however, should be aware that it took me more than six hours to input all the data for the 67 Conference Evaluation forms; these results appear on pages 22-29. Since the computer listed comments randomly and space is limited for typing comments, subsequently, I analyzed all the comments manually and typed them separately for ease of review which involved another 4-5 hours.(pages 12-21) Also, it took more than 20 hours to input the data from the 1,558 Section/Institute Evaluation forms.

    Tom and I discussed the possibility that a Scantron system might be developed in the future which would be more time efficient.

25. As in previous years, the number of people who completed conference evaluation forms was disappointing. In 1987, 41 evaluations were submitted; in 1988, there were 101 evaluations done, and this year, 67 were returned. Of those received for 1989, about 35 were actually turned in on-site in Seattle; the remainder were mailed in during the month following the conference. Recommendations to encourage more participation in completing evaluations appear on the next page.

RECOMMENDATIONS

CONFERENCE EVALUATIONS:

1. Shorten the Conference Evaluation form to one page since it is quite long and since some of the information requested also appears on the Sectional/Institutes forms. Since only 67 Conference Evaluation forms were completed but 1,558 sectional and institutes forms were submitted, the latter form yields more revelant significant information presently.

   a. I recommend that the "Demographic Information" section be removed completely from the Conference Evaluation form and that it be included as part of the Registration form. (See page 6) Anyone attending the conference WILL complete the registration form. If this is done, then significant demographic data would be gathered.

   b. Make the Conference Evaluation a one page, easy-to-fill-out form to encourage more responses. I have submitted a sample on page 7 but this could be pared down even further.

2. Include the Conference Evaluation form at the front or back in the program itself so it doesn't get lost in a packet of loose papers.

3. Have extra copies of the form everywhere: at the Registration Desk, in the Meeting Rooms, by the Coffee Urns, etc.

4. Announce and encourage at the General Sessions the completion of the form; introduce the Coordinator and recommend s/he collect them at the end of major events, like the Saturday luncheon.

5. Have a door prize drawing or goodies (like candy at the registration desk) for turning in evaluations!!

CHAIRPERSONS:

1. The Coordinator of Chairpersons should make clear at the Orientation what to do with the evaluation forms; a number of chairs were confused about which copy to give whom, etc. I recommend that the original be given to the Conference Evaluations Chairperson.

2. The Section/Institute forms should be counted out in packets of 25 prior to Orientation and handed to each chairperson. Chairpersons should not be relied upon to simply pick up packets of forms but should be given these forms by the Coordinator.

3. Have a designated place where extra forms can be obtained.

PRESENTERS:

The Board might want to use Tom Parker's computer program to keep track of annual presenters and the ratings they received to assist them in planning for future conferences when they assess presentation proposals. It is apparent that many of the same people make presentations at the annual conferences.

KEYNOTE SPEAKER:

The letter on the next page from Lakeland College contains a strong recommendation for a keynoter for the Irvine conference.

1913–1988
LAKELAND COLLEGE
T0B 4M0
Telephone: (403) 853-8400
An Alberta/Saskatchewan Interprovincial College

March 21, 1989

I am intrigued by your theme for next year's conference. Have you heard of the book Women's Ways of Knowing : the Development of Self, Voice and Mind by Mary Field BELENKY et al (BASIC BOOKS, NEW YORK, N.Y., 1986 ISBN 0-465-09212-8)? In it, 4 female psychologists analyze results of case studies of 100+ (or is it 200+ ?) women whom they have interviewed. They tie in these their development with Perry's model, but make a case for the difference being female in a traditionally paternalistic society makes. "Finding One's Voice" strikes me as being exactly what the researchers found as being the turning point or at least a milestone in many women's lives.

I would suggest that you consider one of the 4 co-authors to speak at next year's conference. I feel this would be applicable because: 1. the book ties in exactly with the conference theme,
2. Many, if not most, of our students would identify with the subjects of the book and
3. Many of us in our predominantly female organization would identify personally with the elements of the book.

Respectfully submitted

RECOMMENDATION SAMPLE (1)

I suggest this information be included with Registration.

DEMOGRAPHIC INFORMATION

1. How many prior WCRLA conferences have you attended?
   Check one: _____ 0 _____ 1 _____ 2-5 _____ 6-10 _____ 10+

2. (A) Are you a member of WCRLA? _____Yes_____No

   (B) If not, how did you learn of this conference?
   _____ colleague _____ mailing _____ Journal of Developmental Ed.
   _____ WCRLA newsletter _____ Other/Specify: _____

3. In which state are you currently employed? _____

4. What type of position do you hold? Check one: _____ Instructor
   _____ Administrator _____ Counselor ____ Other/Specify: _____

5. What is the main area of your employment? _____ Reading _____ Writing
   _____ Math ____ Learning Assistance _____ Tutorial
   _____ Other/Specify: _____

6. In what type of institution do you work?
   _____ 2 Yr. Jr. or Community College _____ 4 Yr. College or University

RECOMMENDATION SAMPLE (2)
COLLEGE READING AND LEARNING ASSOCIATION
1990 CONFERENCE EVALUATION FORMAT

CRLA seeks your assistance in helping conference planners improve future annual meetings. Please answer the following questions and return the evaluation to the box at the REGISTRATION DESK before leaving the conference site.

EVALUATION OF EVENTS

Please rate each of the following items by circling (E) for excellent, (G) good, (A) average, (P) poor. Use (N) for no response, if you did not attend an event or do not wish to respond.

FEATURED SPEAKERS					
1. Thursday:	E	G	A	P	N
2. Friday:	E	G	A	P	N
SECTION MEETINGS/INSTITUTES/OTHER MEETINGS					
1. Section meeting topics	E	G	A	P	N
2. Section meeting scheduling	E	G	A	P	N
3. Overall quality of section meetings	E	G	A	P	N
4. Institute topics	E	G	A	P	N
5. Institute scheduling	E	G	A	P	N
6. Overall quality of institutes	E	G	A	P	N
7. State/Region meetings	E	G	A	P	N
8. Special Interest Groups	E	G	A	P	N
9. CRLA Board Meetings	E	G	A	P	N
ACTIVITIES					
1. Campus tour	E	G	A	P	N
2. Dinner/Social	E	G	A	P	N
3. Dinner on the Town	E	G	A	P	N
4. Tours	E	G	A	P	N
5. Hospitality Suite	E	G	A	P	N
6. Lunch with a Mentor	E	G	A	P	N
7. Newcomers' Reception	E	G	A	P	N
8. Publishers' Breakfast	E	G	A	P	N
9. Publishers' Exhibits	E	G	A	P	N
10. Saturday Luncheon	E	G	A	P	N
11. Scholarship Reception	E	G	A	P	N
12. Special Interest Group:	E	G	A	P	N
Breakfast (specify group)_____	E	G	A	P	N
Luncheon (specify group)_____	E	G	A	P	N
13. Thursday Conference Banquet	E	G	A	P	N

EVALUATION OF SERVICES AND PLANNING

1. Conference facilities	E	G	A	P	N
2. Program printing, layout and information	E	G	A	P	N
3. Registration	E	G	A	P	N
4. Chairpersons	E	G	A	P	N
5. Pre-conference publicity	E	G	A	P	N
6. Cost of conference	E	G	A	P	N
7. Conference Schedule (Wednesday-Saturday)	E	G	A	P	N

COMMENTS: Use reverse side for ADDITIONAL COMMENTS and ANY OTHER SUGGESTIONS, such as future speakers, or ideas you have that will help conference planners to improve the annual meeting of CRLA.
THANK YOU! Return to the conference registration desk or MAIL TO:

Important

WCRLA College Reading & Learning Association

WESTERN COLLEGE READING AND LEARNING ASSOCIATION
1989 CONFERENCE EVALUATION: SEATTLE, WASHINGTON

SAMPLE CURRENT FORM

WCRLA seeks your assistance in helping conference planners improve future annual meetings. Please answer the following questions, include comments, where appropriate, and return the evaluation to the box at the REGISTRATION DESK before leaving the conference site. THANKS FOR YOUR HELP.

DEMOGRAPHIC INFORMATION

1. How many prior WCRLA conferences have you attended?
   Check one: ___ 0 ___ 1 ___ 2-5 ___ 6-10 ___ 10+

2. (A) Are you a member of WCRLA? ____Yes___No

   (B) If not, how did you learn of this conference?
   ___ colleague ___ mailing ___ Journal of Developmental Ed.
   ___ WCRLA newsletter ___ Other/Specify: _____

3. In which state are you currently employed? _____

4. What type of position do you hold? Check one: ___ Instructor
   ___ Administrator ___ Counselor ___ Other/Specify: _____

5. What is the main area of your employment? ___ Reading ___ Writing
   ___ Math ___ Learning Assistance ___ Tutorial
   ___ Other/Specify: _____

6. In what type of institution do you work?
   ___ 2 Yr. or Jr. or Community College ___ 4 Yr. College or University

EVALUATION OF EVENTS

Please rate each of the following items by circling (E) for excellent, (G) good, (A) average, (P) poor. Use (N) for no response, if you did not attend an event or do not wish to respond.

FEATURED SPEAKERS

1. Thursday: Dr. Carol Tarvis	E	G	A	P	N
2. Friday: Dr. Susan Deese	E	G	A	P	N

SECTION MEETINGS/INSTITUTES/OTHER MEETINGS

1. Section meeting topics	E	G	A	P	N
2. Section meeting scheduling	E	G	A	P	N
3. Overall quality of section meetings	E	G	A	P	N
4. Institute topics	E	G	A	P	N
5. Institute scheduling	E	G	A	P	N
6. Overall quality of institutes	E	G	A	P	N
7. State/Region meetings	E	G	A	P	N
8. Special Interest Groups	E	G	A	P	N
9. WCRLA Board Meetings	E	G	A	P	N

COMMENTS:

(SEE REVERSE SIDE, PLEASE)

SAMPLE CURRENT FORM

ACTIVITIES

1.	Campus tour	E	G	A	P	
2.	Canadian Dinner/Social	E	G	A	P	N
3.	Dinner on the Town	E	G	A	P	N
4.	Harbor Tour to Tillicum Island	E	G	A	P	N
5.	Hospitality Suite	E	G	A	P	N
6.	Lunch with a Mentor	E	G	A	P	N
7.	Newcomers' Reception	E	G	A	P	N
8.	Publishers' Breakfast	E	G	A	P	N
9.	Publishers' Exhibits	E	G	A	P	N
10.	Saturday Luncheon	E	G	A	P	N
11.	Scholarship Reception	E	G	A	P	N
12.	Special Interest Group:	E	G	A	P	N
	Breakfast (specify group)_____	E	G	A	P	N
	Luncheon (specify group)_____	E	G	A	P	N
13.	Thursday Conference Banquet	E	G	A	P	N

Please LIST the names of speakers, titles of section meetings or institutes, or activities that you thought were most valuable for you.

EVALUATION OF SERVICES AND PLANNING

1.	Conference facilities	E	G	A	P	N
2.	Hotel room accommodations (not meeting rooms)	E	G	A	P	N
3.	Hospitality	E	G	A	P	N
4.	Program printing, layout and information	E	G	A	P	N
5.	Registration	E	G	A	P	N
6.	Chairpersons	E	G	A	P	N
7.	Pre-conference publicity	E	G	A	P	N
8.	Cost of conference	E	G	A	P	N
9.	Site (Stouffer-Madison/Seattle)	E	G	A	P	N
10.	Conference Schedule (Wednesday-Saturday)	E	G	A	P	N

COMMENTS:

Please write ANY OTHER SUGGESTIONS, such as future speakers, or ideas you have that will help conference planners to improve the annual meeting of WCRLA.

THANK YOU! Return to the conference registration desk

OR MAIL TO: Rose Wassman
Reading Coordinator,
Language Arts Division
DeAnza College
21250 Stevens Creek Blvd.
Cupertino, CA 95014

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B

COLLEGE READING AND LEARNING ASSOCIATION
1989 CONFERENCE EVALUATION SUMMARY

DEMOGRAPHIC INFORMATION

1. How many prior WCRLA conferences have you attended?
   Check one: 16 (% 24) 0 | 8 (12) 1 | 16 (24) 2-5 | 14 (21) 6-10 | 13 (19) 10+ = 67 (100%) Total No.

2. (A) Are you a member of WCRLA? 58 (% 88) Yes | 8 (12) No = 66 (100%) Total No.

   (B) If not, how did you learn of this conference?
   7 (% 88) colleague | 0 (0) mailing | 0 (0) Journal of Developmental Ed.
   0 (% 0) WCRLA newsletter | 1 (12) Other/Specify: _____ = 8 (100%) Total No.

3. In which state are you currently employed? See Computer Report

4. What type of position do you hold? Check one: 38 (% 61) Instructor
   13 (% 21) Administrator | 3 (5) Counselor | 8 (13) Other/Specify:___ = 62 (100%) Total No.

5. What is the main area of your employment? 30 (% 45) Reading | 4 (6) Writing
   2 (% 3) Math | 16 (24) Learning Assistance | 5 (8) Tutorial
   9 (% 14) Other/Specify: _____ = 66 (100%) Total No.

6. In what type of institution do you work?
   32 (% 51) 2 Yr. Jr. or Community College | 31 (49) 4 Yr.Col.or Univer.= 63 (100%) Total No.

EVALUATION OF EVENTS

Please rate each of the following items by circling (E) for excellent, (G) good, (A) average, (P) poor. Use (N) for no response, if you did not attend an event or do not wish to respond.

	Percent					
FEATURED SPEAKERS	E	G	A	P	N	No.
1. Thursday: Dr. Carol Tavris	66	16	0	0	18	62
2. Friday: Dr. Susan Deese	4	2	4	0	90	48
SECTION MEETINGS/INSTITUTES/OTHER MEETINGS						
1. Section meeting topics	56	39	5	0	0	62
2. Section meeting scheduling	61	31	6	2	0	62
3. Overall quality of section meetings	44	48	8	0	0	61
4. Institute topics	48	32	3	0	17	60
5. Institute scheduling	41	35	3	3	18	61
6. Overall quality of institutes	37	37	5	0	21	57
7. State/Region meetings	18	38	12	2	30	57
8. Special Interest Groups	25	25	12	9	29	59
9. CRLA Board Meetings	10	9	0	2	79	57

COLLEGE READING AND LEARNING ASSOCIATION
1989 CONFERENCE EVALUATION SUMMARY

ACTIVITIES	Percent					
	E	G	A	P	N	No.
1. Campus tour	2	2	2	0	94	51
2. Canadian Dinner/Social	10	4	2	0	84	51
3. Dinner on the Town	15	6	0	4	75	52
4. Harbor Tour to Tillicum Island	15	13	5	2	65	46
5. Hospitality Suite	28	22	2	0	48	54
6. Lunch with a Mentor	13	12	0	0	75	52
7. Newcomers' Reception	17	19	7	2	55	54
8. Publishers' Breakfast	22	24	10	0	44	54
9. Publishers' Exhibits	28	37	19	2	14	57
10. Saturday Luncheon	24	22	2	0	52	50
11. Scholarship Reception	12	14	6	0	68	49
12. Special Interest Group:	13	22	0	3	62	37
Breakfast (specify group)_____	40	14	6	3	43	35
Luncheon (specify group) _____	13	30	18	3	36	39
13. Thursday Conference Banquet	19	26	25	2	28	53

EVALUATION OF SERVICES AND PLANNING

1. Conference facilities	40	45	12	3	0	58
2. Hotel room accommodations (not meeting rooms)	55	26	4	0	15	54
3. Hospitality	0	0	0	0	0	0
4. Program printing, layout and information	87	11	0	2	0	62
5. Registration	63	29	5	3	0	59
6. Chairpersons	47	39	11	0	3	57
7. Pre-conference publicity	50	33	12	3	2	58
8. Cost of conference	28	53	16	3	0	58
9. Site (Stouffer-Madison/Seattle)	74	17	5	4	0	57
10. Conference Schedule (Wednesday-Saturday)	63	29	4	4	0	57

CRLA EVALUATION COMMENTS
ACTIVITIES

Please LIST names of speakers, titles of section meetings or institutes, activities that you thought were most valuable for you.

SPEAKERS CITED:

ATKINSON, et.al.: Dynamic Group Learning
Expand to Institute next year

AUSTIN, Delores (3)

BLEWETT: Collaborative Learning

BRODERICK, Bill

BURNETT/Donahue

CARTER-WELLS, et.al.: Critical Reading/Thinking Institute (2)

CAVERLY/Ashmore (2)

CHANDLER: Confessions of a Learning Disabled College Graduate

CHANG and Noe (2)

CLARK

COHEN: From Empathy to Expecation
Great

CRAIG, JEANNE: Self-Directed Learning

CROUSE & Stafford: Whole Language Writing Strategies (2)

DELANEY: The 3 C's

EILAND-RICKMAN, Susan

FEDERICI, Linda

GIER, Hampton, Hancock, Carpenter, Shaw, Wild: Tutoring Solutions for the '90s (3)

HARMON: Teaching Computer via Modeling

HENDERICKS: Assessment

HENRY, Marcia: SJSU-Decoding

HERMANN

HOOPER/Lewis: Critical Reading

KATASSE: Collaborative Learning in ESL classes

KEATING, George
George Keating was smashed, I think

CRLA EVALUATION COMMENTS
ACTIVITIES

SPEAKERS CITED:(continued)

KELLY, Sue

KITA: Model Tutor Training (4)

KRAUSE: Utilizing newspaper in classroom (2)

LESYK (2)
By far, the best presenter of the conference.

MORACHE, Jette: Dyslexic

MULCAHY: Rutgers, Research (2)

O'HEAR: Time Management (2)

OLSON-FALLON, et.al.

PARRISH (2)

ROLLER,Cheryl: From Plato to Jung (3)

SANDBERG, Kate (2)

SCHLENDER

SMILKSTEIN-PHIPPS: Teaching Critical/Creative Thinking (3)
Good

SMITH, Frank (4)
Frank Smith was not worth $30.
Frank Smith was absolutely terrific.
The best part was being able to personally interact with him.

SMITH and Flanders (2)

STARR, Joan

TAVRIS, Carol (8)
How about a repeat or having Dr. Tavris present an institute or sectional?
Dr Carol Tavris' talk was wonderful!

VILLENEUVE and Elliott (2)

VOGEL/GINARIS (2)

VOGEL and Lehmann: Critical Thinking Workshop (9)
This should be an institute.

CRLA EVALUATION COMMENTS
ACTIVITIES

TITLES OF SECTION MEETINGS OR INSTITUTES CITED:

Challenging High Risk Students

Collaborative Bridge Program

Colored lenses as a Treatment for Reading Disabilities-Institute
Especially informative

Creative Approach to Reach Students

Dynamic Group Learning Strategies

How Your Tutor Program Can Receive WCRLA Certification (5)

IRA/College Reading Improvement SIG
Model Tutorial Program

It Works: Creative Way to Reach Students--Very Good

Measurement
Section was well presented

Presenting at a Conference

Self-directed learning: It Works

Teaching Critical/Creative Thinking

ACTIVITIES CITED:

Campus Tour

Networking with colleagues

Publishers' exhibits

GENERAL COMMENTS ON ACTIVITIES:

BANQUET(THURSDAY):

Banquet music wasn't my cup of tea
No program??? Poor food but music--fine.
Music was a waste; good band, but I couldn't visit with my tablemates
Thursday entertainment was not very good. My favorite was the jazz ensemble two years ago (or was it last year?) Let's have adult enterainment next year, not youngsters'.
Food great but music too loud

CANADIAN DINNER:

misconstrued--this was for Americans, hosted by Canadians.

CRLA EVALUATION COMMENTS
ACTIVITIES

GENERAL COMMENTS ON ACTIVITIES: (continued)

DINNER ON THE TOWN:

The most poorly organized and managed event of the conference.

HOSPITALITY:
The hospitality suite was wonderful for sharing ideas and meeting people.

HOTEL:

Hotel food (barring desserts) at our sit-down meals was ghastly.

LUNCHEON (SATURDAY):

always fun

NEWCOMERS:

Newcomers' Reception needs more structure--give history of the organization

PUBLISHERS' BREAKFAST:

Publishers' Breakfast: superb--best in years.
Oh, how I remember San Francisco! No one can match that.

PUBLISHERS' EXHIBITS:

Publishers' Exhibits--great showing; good layout with coffee at both ends
lighting poor
they left too early!

TOURS:
Victoria Tour: Most things closed (Empress Hotel) Sunday!

CRLA EVALUATION COMMENTS
EVALUATION OF EVENTS

COMMENTS ON SECTION MEETINGS/INSTITUTES/OTHER MEETINGS

INSTITUTES:

Institute Scheduling--Not opposite sessions!
Institute scheduling was extremely poor--I did not attend an institute due to the limited or non-existent options. Section meetings should have been included on Wednesday.

The flier I saw only had institutes listed--I didn't realize there would be much else also until I called for info--then I didn't realize there would be only institutes on Wed.

Institutes should be held in larger rooms and in rooms with ventilation. Lots on reading, not enough on learning assistance.

More like Frank Smith

Great Computer Institute on Wed. A.M.

SECTION MEETINGS:

How many people are interested in math?

Too few activites (sections-institutes) on Tutoring. All were overbooked, too full, sold out. Even when I went early space and materials had run out.

Some meetings scheduled too early for me.

I like the idea that institute and sectionals were scheduled at different times.

We still get disappointed by no-shows. I went to three such sessions, two of which were cancelled so late that there was no notice.

O'Hear's presentation was awful-or worse.

Cohen, L--Stand and Deliver-was outstanding.

Student-athlete sectional badly missed mark.

The quality of the speakers was rather uneven. The ones I listed (Vogel, Parrish, Roller, Noe, Villeneuve) were interesting, organized, focused. Others should have worked a little harder on preparing their handouts, organizing their talk, thinking about desired outcomes of their presentations. Particularly disappointing were Gregory, Delaney, Taylor.

Not enough handouts.

OTHER MEETINGS:

BOARD: ARE WCRLA Board Meetings only for Board members?

BUSINESS: The business meeting was poor (Friday 1:30). It seems like parlimentary Procedure became our master rather than our servant and as we got hyper in the end, due to time pressure, the name change was railroaded through.

CRLA EVALUATION COMMENTS
EVALUATION OF EVENTS

OTHER MEETINGS: (continued)

PLENARY: The plenary session is a wonderful way for us to get our ideas before the Board.

SIG'S: The SIG's are great!

STATE/REGION MEETINGS: State directors were told name change would NOT be voted on; better leadership and communication needed. Name change represents POOR process.

OTHER GENERAL COMMENTS:

Generally WCRLA still holds the best, most useful and applicable information for me in my current possiton.

100-1, women to men! What's happening to WCRLA? I think it's dying on the vine. Where are the university and 4-year people? Where's the intellectual excitment? The vast exhibits we used to have? My own editor (Wadsowrth) was down at the 4 C's conference at the Sheraton-much more excitement down there!!

Am really disappointed that this conference conflicts with College Composition and Communication.

Keep the same program format forever--it needs no improvement.

Evaluations are helpful especially receiving immediate feedback but it's difficult to know just WHY when you've been given a slightly lower rating in one area and therefore it's difficult to know exactly how to improve a presentation that you've made.

CRLA EVALUATION COMMENTS
EVALUATION OF SERVICES AND PLANNING

BANQUET: Dancing is fun, but with odds of female to male about 3 to 1, it isn't as fun!
The food was excellent.

CHAIRPERSONS: one didn't even show!
Some missing; others barely audible.

CONFERENCE FACILITIES: too many floors, hard to run into people.
Meeting rooms on four different levels made it difficult to see a lot of people.
Conference rooms too small; I sat on the floor a few times.
Needed better room assignments; many much too small
Needed coffee and tea available on third floor throughout conference.

CONFERENCE SCHEDULE: Wed.-Sat. : Fine
Would prefer Tuesday through Friday (3)

COST OF CONFERENCE: A little high.
Only one free general session.
Less expensive location

EVALUATIONS: I did not receive my session evaluations because the chairperson did not give them to me.

HANDOUTS: Nearly every presenter I heard ran out of handouts before all attendees received a set--all promised to mail them later but I think this should be remedied before we all leave conference--maybe in the future?
Insufficient number of handouts.

HOTEL: Wonderful hotel and all but VERY expensive.
Hotel staff to be commended--excellent
Disliked 3 hotel "meals" in one day--i.e.--SIG breakfast, SIG lunch and banquet all on Thursday.
I am terribly disappointed in not being at the hotel where the conference is being held. The Hilton is not as hospitable or accommodating as the Stouffer. Isolation is the word.
The Hilton was not an appropriate alternative--average facility.
Preferred to be in the Stouffer-Madison
Stouffer was not accommodating when block of rooms was taken.

LUNCHEONS were VERY expensive.

NEWCOMERS: It appeared that most attendees have attended for years and know one another.
It appeared very "cliquish" --little or no attempt was made to include "lone" attendees or NEWCOMERS--more effort should be made in this area.

PRE-CONFERENCE PUBLICITY: Needs to get out earlier
Everything was out early and clear information was available

CRLA EVALUATION COMMENTS
EVALUATION OF SERVICES AND PLANNING

PROGRAM PRINTING, LAYOUT & INFORMATION: new format took a little work to get used to
The best ever: Program printing, layout and information (4)
Program format was super--easy to read and make session choices.
I thought the program/handbook was excellent; it was well-organized. The matrix summary of workshops were very useful. Also, the planner/map was an ingenious idea.

REGISTRATION: The people staffing this table were not as helpful or (kind) as they could have been!
Registration-swift
Registration was sort of disorganized
Pre-registration was so easy.

SECTION MEETINGS: The section meetings seem to schedule same strands at same times. For example, 10:45 Friday had 3 sections about adult learners and 3 on collaborative learning while the 9:30 section choices had neither adult learners nor collab. learning.

SPEAKERS: I especially liked NOT having a guest speaker for the Saturday luncheon.

SITE: A great city but Stouffer--mediocre.
Outstanding job on the on-site logistics

"WALKS AROUND TOWN" was great (3 stapled green sheets)--I especially liked the "City Picnics" restaurant.
Detailed walking maps--nice
Liked the walking tours and service info--used both a lot.

OTHER GENERAL COMMENTS

Excellent. Thank you for the "extras"--special diet plan, roommate arrangements

Excellent Conference; I'll be back with more people from my campus next year.

Overall an excellent conference--I love WCRLA.

Pat yourselves on the back!! It was great.

WCRLA again excellent for networking and new ideas--keep up the good work with the difficult challenge of conference planning.

Everyone did a super job of planning and following through. Hats off to Dee and her group.

The conference presenters were overall stimulating--good ideas, etc.

An excellent conference

CRLA EVALUATION COMMENTS
SUGGESTIONS FOR FUTURE CONFERENCES

BANQUET ACTIVITIES:

Why have dances when we're mostly women and some of us can't dance anyway? Why not stand up comedian or a casino where we gamble for prizes?

CHAIRPERSONS:

When briefing conference chairs, be sure to emphasize starting and ending on time, even if it means interrupting the speaker.

CONFERENCE SCHEDULE:

Current air fare structure encourages staying over Sunday. It might be a good idea to re-open the Sunday brunch ending.

Suggest Tuesday-Friday--Professionals should not have to work on Saturdays.

Don't have any meetings on Wednesday; just have institutes

EVALUATIONS:

How about evaluation of the evaluations? A little more detail would be appreciated for this one.

HOTEL:

Get ALL participants to stay at same hotel--hotel should not overbook.

How about a roommate clearing place for people who lose/need a roommate during conference to save dollars.

INFORMATION:

Thanks for the addresses of presenters in back of program: Please add college names next time.

Please put the name of the institution next to presenters' names in the schedule. Need a list of ALL conference participants in the registration packet.

Have ALL presenters names and addresses in appendix, not just one--it makes it easier to find people from different institutions and different parts of the country.

Could we please have an on-site list of conference participants by the second conference day?

MENTOR:

Let's have more lunch with a mentor sessions and even breakfast meetings

Expand mentor program.

PROGRAM:

Room map and planner should be on cover or back cover for easy access.

SECTIONALS:

Some sessions should have been longer--maybe there could be 1-1/2 hour sessions for some.

Try to not have all meetings with similar interest at one time slot--reading and learning assistance, LD, etc.

Better planning for numbers; spread out the meetings (all four days)

SIGs:

Need more active leadership: SIG leaders need more support from WCRLA.

Special Interest Group MEETING scheduled at a poor time--WED. 4:45--fewer people here on Wed.--no advanced notice--few people were aware of meeting time. Schedule for Thursday/Friday

CRLA EVALUATION COMMENTS
SUGGESTIONS FOR FUTURE CONFERENCES

SPEAKERS:
Let's have another keynoter--but not a WCRLA officer.

TOPICS:
Macintosh Software demos
More sections on math (3)
Assessment tools--reading, writing, especially quick informal or quick formal.
Future topics might include areas of interest to development LAB teachers.

OTHER MISCELLANEOUS SUGGESTIONS

Give transportation from airport info sooner--got mine the day before I left.

For Registration, Chairpersons and Pre-conference publicity: explanation that sectionals would be held.

Please include membership for non-members so it can be paid all at once at one location.

Do you want a date on the WCRLA certificate?

How about Colorado for a possible site?

Separation of Registration area and session area awkward.

Sell T-shirts

Receipts should be made out ahead of time if possible.

Tables would be nice in ALL meeting rooms. Taking notes while juggling books, packets, purse, coat--no easy taks. Not very comfortable especially for the length of institutes.

Arrangements for vegetarian meals, please.

I'd like some industry people or ex-developmental students.

There were so many interesting reference materials and books mentioned that I was eager to find and starting reading immediately. It would be nice if a spot to buy such materials and books at the conference were set up.

Re: Carol Tavris: I would have liked a tape of her talk. Do you want to start such a library?

DUTIES OF THE COORDINATOR OF STATES AND REGIONS

As Out-Going President:

February

1. Check with the current Coordinator of States and Regions for recommendations of new State/Regional Directors to appoint and for confirmations of continuing State/Regional Directors to reappoint.

2. Write letters of appointment to new State/Regional Directors:

   a. Ask them to send you the name and address of an administrator at their school if they wish to send a letter of acknowledgment.
   b. Invite (strongly encourage) them to attend the State/Regional Directors' meetings at the upcoming conference to facilitate the transition between current and new State/Regional Directors.

For the Conference

3. Assist the current Coordinator of States and Regions in planning the State/Regional Directors workshop.

At the Conference

4. Attend State/Regional Directors' (Chapter Presidents') meetings at the annual conference.

As Coordinator of States and Regions (Past-President):

5. Remind Secretary to send summaries of Board meetings to State/Regional Directors (Chapter Presidents).

Right after Conference

6. Contact the WCRLA Mailing Service to have an undated list of members and labels in zip code order sent to you. Mail the relevant list to each State/Regional Director (Chapter President) as soon as possible.

April/May

7. Write letters to noncontinuing State/Regional Directors, thanking them for their services and asking that they forward their WCRLA materials and records to their successors.

8. Write letters of acknowledgment to institutional administrators designated by new State/Regional Directors.

By Mid-May

9. Send an initial "group letter" to all State/Regional Directors (Chapter Presidents):

   a. Include any follow-up information from recent conference.
   b. Checklist of materials and supplies they should have on hand (acquired from predecessor or request extras from you).

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As Coordinator of States and Regions (Past-President): (cont.)

c. Suggest they start making plans for fall mini-conference now.
d. Tell them they should have received (or will) updated mailing lists and summaries of minutes.
e. Mention budget and reimbursement procedures.
f. Send them lists of any members who have indicated on Membership Resources Form a willingness to help with state/regional activities (or do this in second letter).
g. Remind them to send you (and the Newsletter) copies of agenda and news from state mini-conferences, etc.

Late August

10. Send a second updated membership list or labels to all State/Regional Directors (Chapter Presidents) the first week in September.

Early September

11. Remind Secretary to send summaries from summer/fall Board meeting to State/Regional Directors (Chapter Presidents). Remind President-elect to send extras of conference mailings to State/Regional Directors (Chapter Presidents) to be used in recruiting new members.

12. Work with Program Chair and Conference Manager to arrange for State/Regional Directors' (Chapter Presidents') workshop and luncheon and state/regional meetings at the annual conference.

13. Send a second "group letter" to all State/Regional Directors (Chapter Presidents):

a. Highlight early conference information and any other important news/issues from the summer/fall Board meeting.
b. Tell them to send new membership recruitment letters, now.
c. Tell them to contact nonrenewals when they receive their updated mailing list.
d. Remind them of membership benefits.
e. Ask for news of their fall meetings.
f. Remind them that they can request additional updated mailing lists (or labels) if needed during the year, but that cost will come from their budget.

Late December/
Early January

14. Send a third "group letter":

a. Ask them about availability/recommendations for next year's State/Regional Directors' appointment. Enclose self-addressed postcard for prompt response.
b. Remind them of February 1 deadline for annual report.
c. Request items for State/Regional Directors' (Chapter Presidents') meeting agenda at the conference and issues for Board agenda, too.

As Coordinator of States and Regions (Past-President): (cont.)

15. Request one complete updated membership list from WCRLA Mailing Service to represent the membership as of December 31 to be mailed to you in early January. This will give you the information to report the year's base membership count in various state/regions to the Board at the annual conference. It will also provide the figure for determining a quorum of the Association, should that be needed at the annual conference.

Early February

16. Contact members whom you wish to appoint as State/Regional Directors for the coming year. Request recommendations from outgoing State/Regional Directors, consult Membership Resources Forms, etc.

17. Write letters to prospective State/Regional Directors:

    a. Ask if they are interested in serving.
    b. Enclose a copy of the State/Regional Director's job description.
    c. Ask them to respond in writing within a given deadline (self-addressed postcards facilitate this process).
    d. Ask them to send you their home and office addresses and phone numbers.

18. Send recommendations for next year's State/Regional Directors' appointments to current President. Send items for Board agenda, too.

19. Prepare a list of names, addresses, and phone numbers of all appointed State/Regional Directors and distribute this list to WCRLA Board members, the Newsletter editor, other State/Regional Directors, and the WCRLA Mailing Service.

Late February

20. Send a fourth "group letter":

    a. Ask for annual reports if not yet received.
    b. Finalize meeting times for State/Regional Directors (Chapter Presidents) at conference.
    c. Enclose a self-addressed postcard to indicate if State/Regional Directors (Chapter President) will be there or who substitute will be.
    d. Mention some agenda items for the meetings.
    e. Final request for reimbursement of expenses on this year's budget must be in by May 31.
    f. Save and transfer your materials to your successor.

21. Contact the President and brief him or her on the State/Regional Directors' (Chapter Presidents') workshop planned for the conference. Arrange for current and recent Board members to attend state/regional meetings at annual conference to represent the Board and act as resource persons re: Association issues.

As Coordinator of States and Regions (Past-President): (cont.)

At the Conference

22. Conduct State/Regional Directors' (Chapter Presidents') meeting/workshop:

    a. Summarize state/regional annual reports.
    b. Summarize items from pre-conference Board meetings.
    c. Suggest agenda items for their state/regional meetings.
    d. Ask for their evaluations, recommendations.

23. Coordinate State/Regional Directors' (Chapter Presidents') meeting with WCRLA Board.

After the Conference

24. Assemble files and transfer to next Coordinator of State Directors.

25. Breathe a sigh of relief and fade away . . . before moving into the role of Conference Site-Selection Chairperson!

Periodically as Needed:

26. Serve as advisor to current President.

Province changed to Regional, April 1987
Director dropped from title, March 1988
Revised March 1988

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ELECTIONS COMMITTEE CHAIRPERSON

JOB DESCRIPTION

Pre-Conference:

October

1. By this time, President should have appointed new Chair who, ideally, should be the same Past-President who served as a member of the committee the previous year.

November

2. Check upcoming Newsletter deadlines, and write a brief article encouraging suggestions for nominations and informing members of the open meeting at the conference. There are usually few, if any, responses to this article, but at least all members will have been invited to submit nominations if they wish.

January

3. Work with the President-elect/Program Chair to schedule at least two committee meetings at the annual conference. Try to avoid times when State Directors and/or the Board meet because of scheduling conflicts with prospective committee members. Typically, the first of these meetings is not listed in the conference program and is for committee members to set ground rules, make tentative procedural plans, etc. The second meeting should be set toward the end of the conference at a time when conflicts are few, so that the first half-hour may be listed in the conference program as an open meeting for members to make suggestions for nominations. The second part of this meeting, which is closed to all but committee members, lasts as long as necessary to develop a prioritized list of candidates.

4. Begin to select committee members and secure Presidential approval of committee composition. NOTE: The Bylaws are presently silent on the composition of the committee, except to indicate the inclusion of a Past-President who can take over the chairpersonship in the following year. Most recent committees have had five or six members including the Chair. Factors such as geographic location, two-year/four-year college, ethnicity, sex, length of WCRLA membership, service to the Association and familiarity with its membership can be considered in assembling a representative committee. However, try to avoid appointing someone to the committee who is a likely candidate for office since that person would have to resign from the committee at the moment his/her name was considered for nomination.

February

5. Remind President that a brief introduction of Election Committee members should be included on agenda of first general session.

During the Conference:

6. Make final arrangements with President to introduce the Elections Committee members at the first general session.

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During the Conference: (cont.)

7. The initial committee meeting should include a discussion of the ways in which the committee will work, particularly stressing the confidential nature of the work and that, while talking to various members to ascertain their interest in running for office, committee members should make it clear that these are initial inquiries only and that any actual offer of nomination will ultimately be made by the Chair after the committee deliberates. A very initial list of possible candidates might also be "brainstormed" at this meeting just to begin to get as many names as possible for ultimate consideration.

8. The second meeting should be "open" for a half-hour as indicated in the conference program to hear from any members who wish to suggest nominees. The confidential session follows at which priority lists for nominees are developed. The committee should strive to develop as long a list of truly acceptable potential nominees as possible and should leave the Chair with some general guidelines for developing as balanced a slate as possible depending upon which potential nominees accept/reject candidacy as the Chair proceeds through the prioritized lists after the conference.

Post-Conference:

April

9. Obtain from the WCRLA Mailing Service an updated membership list with names, addresses, phone numbers (home and work) for those on priority lists.

April - October

10. Contact potential candidates in priority order, provide those considering nomination with job description information and updated copy of Bylaws, and obtain written consent from those candidates who agree to run for office.

May

11. Respond to request from President to prepare and submit a budget request for the next fiscal year prior to the Board's summer meeting.

Oct. 1 or Earlier

12. Submit to the Board for approval a slate containing two candidates for each elective office and the Elections Committee Report. When approved, notify candidates and request information and photos for the election mailing.

October

13. Send a copy of this job description to the next Elections Committee Chairperson so that he/she can begin pre-conference preparations for selecting the next slate of candidates.

14. It is also helpful to update and send copies of two items from the Elections Committee notebook: the list of winning/losing candidates in recent elections and the list of members of past Elections committees.

Post-Conference: (cont.)

November - December	15.	Prepare ballot, candidate information brochure, and return envelopes, and arrange for printing. (Check with WCRLA Mailing Service for estimate of number needed and forewarn them that a complete set of mailing labels will be needed on December 15.)
December 15	16.	WCRLA Mailing Service prepares and sends an updated set of mailing labels to the Elections Committee Chair, keeping in mind holiday addresses and mail delays. Arrangements are made to update the list, if necessary, with a phone call in early January so that all members as of Dec. 31 will actually receive ballots. (There are usually three or four new names plus a few address changes.)
On or before January 15	17.	Elections Committee Chair mails ballots for return by February 15. A final letter to candidates advises them of dates for mailing, return, and counting of ballots--and that they will be notified of results by WCRLA President. Candidates for President-elect are also advised to begin thinking of a conference theme so that, if elected, they can work quickly with the next On-Site Conference Manager to prepare a one page publicity flyer to be distributed at the preceding (upcoming) conference.
February 15 +	18.	If sufficient envelopes are returned to constitute a quorum (10% of the membership as of December 31), all ballots received on or before February 15 are counted by the Committee Chair and at least two other WCRLA members in the Chair's locale. Inform the President of the election results by phone and send the counted ballots to the President who will hold them, unopened, through the installation of officers at the annual conference. If there is a challenge to the election results, the President will open the ballots and order a re-count.
	19.	President announces the results to the candidates. Remind President to (a) invite new officers to all pre-conference and conference Board meetings, (b) send new officers a complete set of minutes from the Board meetings of the most recent year in order to prepare them for these meetings, and (c) put new President-elect in touch with the next year's conference On-Site Manager to begin working on a promotional conference flyer.
March/April	20.	The out-going Chair prepares an article for the post-conference Newsletter announcing the election results, updates the Election Chair's job description, if necessary, and updates the Elections notebook before passing it on to the incoming Chair.
	RELAX!	This is really the last official responsibility of WCRLA Past-, Past-, Past-Presidents!

Revised January 1988
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DUTIES OF THE JCRL EDITOR

Annually until May 1	1. Solicit manuscripts for possible publication in JCRL.
May 1 - Sept. 1	2. Distribute manuscripts for review, editing to assistant editors.
	3. Correspond with authors as needed regarding content of articles.
	4. Write acceptance/rejection letters to authors.
	5. Correspond with editor of "other" articles (other than those presented at conference) for incorporation of those articles into JCRL.
	6. Proofread and compile entire volume.
	7. Write front and end pages, index articles, and arrange order for presentation to printer.
Sept. - December	8. Proofread first galleys and blue line of volume.
	9. Consult with Executive Editor on overall design and length.
	10. Correspond with President-elect regarding convention (keynote speakers, letter to presenters, cover sheet, editorial luncheon).
January - March	11. Select new editors and/or reappoint current editors.
	12. Chair the Editorial Advisory Board and preside at the editorial luncheon.
Throughout Year	13. Write the articles for Newsletter.

Revised March 1988

DUTIES OF JCRL EXECUTIVE EDITOR

Until May	1.	Solicit advertisers interested in placing ads in JCRL.
May - September	2.	Select printer with reasonable bid.
	3.	Prepare JCRL budget for summer Board meeting.
Sept. - December	4.	Correspond with Oxford Mailing Service regarding complimentary copies, expected completion date.
	5.	Consult with JCRL editor on cover design and length of volume.
December - March	6.	Place ads for new JCRL volume and for library sets of past volume.
	7.	Arrange for shipping JCRL to Oxford Mailing.
	8.	Prepare annual report to WCRLA Board of Directors.
Throughout Year	9.	Authorize payment of JCRL related expenses.
	10.	Authorize complementary copies of JCRL for increased exposure of the journal.

New March 1988

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DUTIES OF AWARDS COMMITTEE

1. Form a committee to review awards (3-4 people). The President will have names of possible candidates. Selecting one or two people from your region is advisable.

2. Assume responsibility for disseminating information regarding WCRLA scholarships and awards.

   a. Write and article for each Newsletter including specific information about the awards. Put application for the scholarship in the summer Newsletter. In the fall Newsletter, solicit nominations for the Long and Outstanding Service award.
   b. Make the scholarship application form available at the annual conference too as well as the information regarding nominations for the Long and Outstanding Service award.

3. On an annual basis, recommend recipients for award(s) and scholarship(s). When you receive applications and/or nominations, distribute them to your committee with the appropriate evaluation form(s). When evaluating scholarship applications, request certification of the selected recipient's enrollment in a graduate program. Collect information from the committee and make recommendations to the Executive Board for all awards at least one month prior to the conference. The President will announce awards during the annual conference.

4. After a person is awarded the scholarship, suggest the awardee report on his/her progress towards degree completion. If a person is awarded a grant to do research, request the awardee report his/her progress and final results as well.

5. Award plagues for Long and Outstanding Service and for the outgoing President need to be purchased. Coordinate the Long and Outstanding Service plaque with the President and the outgoing President's plague with the Past-President. Have plaques prepared in advance; bring them to the spring conference.

6. Coordinate any scholarship or award fund-raising activities to take place at the annual conference with the On-Site Conference Manager or his/her designee. Activities should be both profitable and appropriate.

7. Request a projected budget prior to July 1 since the annual budget is established at the summer/fall Board meeting. The cost of the two should be submitted at about $35.00 each. Include some estimates for supplies above and beyond what your institution can provide.

Revised March 1988

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WCRLA
Board of Directors Meeting
Stouffer Madison Hotel
Seattle, Washington
August 5-7, 1988

AGENDA

Friday, August 5, 1988

2:30 - 6:30 pm

1. Approve agenda/additions
2. Approve 1987-88 minutes
3. Reports
   Secretary - B. Johnen
   Treasurer - G. Shaw
   Newsletter - W. Herlin
   JCRL - V. Orlando
   MAC - W. Brown
   Archives - K. Smith
   Awards - J. Weinsheimer
   Elections - S. Brown
   Placement - A. Schlender
   Site Selection - W. Brown
4. 1988 Conference Managers Reports - N. Tooker
5. 1988 Conference Evaluation - S. Deese
6. Coordinator of Chairpersons Report - P. Glenn

7:00 pm — Dinner in Seattle

Saturday, August 6, 1988

8:30 am - 12:00 noon

1. Conference Scheduling - petition from members - S. Deese
2. President-Elect's/Program Chair's Report - B. Patterson
3. 1989 Conference Managers Report - D. Tadlock, B. Rihn

Petition

We petition the board of WCRLA to consider changing the date of the annual conference so that it will not conflict with members' Spring Break

Bernice Rihn
Becky Patterson
Del Tadlock
Tom Parker
Dorothy Weaver Parker
Jerry Kirsch Chandler
Bob Petty
Susan E. Brown
Rose Wasson
Ilene Showers
Sharlyn Russell
Marilyn White
Marcia Hensley
David Cavedy

Susan,
I collected these in one hour between sessions. I forgot to give two to you in SACRAMENTO.
Bernie

P.S. Great Conference! Thanks.

6 copy.

WCRLA BUDGET REQUEST

Requested by TADLOCK / Rohn

BUDGET ITEMS	APPROVED FOR	SPENT	APPROVED	REQUESTED FOR	APPROVED FOR
Conference Site	1986-87	1986-87	1987-88	1988-89	
Travel				650	
Hotels & Food				2000	
Telephone Expense				200	
Postage				50	
Print. & Publish.				50	
Clerical & other Fees or Wages				200	
Supplies				350	
Advert. & Promo.				150	
Mailing Service					
Miscellaneous					
Coffee Breaks				400	
Steak Dinner Lunch				550	
Publishers BrK				1000	
Editorium				150	
Other (Specify)					
Entertainment				800	
Photography				200	
Decorations				250	
AV Equipment				1000	
Interpreters Fees				200	
Signs				100	
Hospitality				2000	
Xerox Machine				100	

California State University, Sacramento
6000 J STREET, SACRAMENTO, CALIFORNIA 95819-2694

July 5, 1988

Dear Susan,

Here's the final accounting for our end of the WCRLA conference. I apologize for not getting it to you sooner, but as you know, things have been abnormally crazy here. Joe has resigned from the Learning Skills Center to teach in English, so I've continued to cover his position and my own! At the same time, we've been disrupted for painting, shuffling of offices, etc. so the Center is a mess and I'm still operating out of boxes. But, things are gradually getting better.

I hope that you had a more restful end of the semester after all your hard work on the conference. You asked for my Dean's name--Dr. William J. Sullivan, Dean, School of Arts and Sciences.

I've included Jerry's notes on the conference A-V, as I've already mentioned to you, I really believe that we should contract out the A-V needs for the conference (or at least the computer needs). Having the fundraising operations run out of registration was also a problem for us. I'd suggest not even involving the site people with fund raising; the accounting was a nightmare and we are still a little fuzzy about which source brought in which monies. We felt that all other aspects ran smoothly, though, and most individuals I've talked with were very positive about the conference. You certainly made my job easier, I appreciate all the guidance and support you provided. The next time WCRLA comes to Sacramento--we'll be ready!

Thanks, Susan. Have a restful summer, I guess your work is just beginning again.

Sincerely,

Nancy

WCRLA ON-SITE CONFERENCE MANAGER REPORT
Submitted by Nancy Tooker, June 30, 1988

I. General Information

Dates: March 23-27, 1988 City/State: Sacramento, CA
Hotel: Capitol Plaza Holiday Inn

Officers:		
	Gwen Enright	President
	Susan Deese	President-Elect
	Wes Brown	Past President
	Becky Johnen	Secretary
	Gladys Shaw	Treasurer

On-site Conference Manager: Nancy Tooker
Keynote Speaker: Richard Paul

II. Registration Information

		Subtotal
Total number of people registered	355	
Total pre-registration	301	
Total on-site registration	54	
Members ($40)	290	$11,600
Non-members ($65)	65	4,225
Full conference registrations	324	
One-day registrations ($25)	31	775
Late fee ($5)	96	480
Registration Total Collected		$17,080

Conference Registration Hours:

10:00 to 8:00 p.m. Wednesday
7:00 to 5:00 p.m. Thursday
7:00 to 5:00 p.m. Friday
8:00 to 11:30 p.m. Saturday

Peak Registration Periods:

10:00 to 2:00 p.m. Wednesday
5:00 to 7:00 p.m. Wednesday
7:00 to 10:00 a.m. Thursday

III. Tours

Tour SSC & UCD	Tickets Sold (Cost)	Actual Served	$ Amount Collected	$ Cost	$ Balance
	39 ($6)	39	$234	207.26	26.74

IV. Institutes

348 ($12) $4,176

V. Food Functions

Function	Tickets Sold (Cost)	Guaranteed/ Served	$ Amount Collected (Budgeted)	$ Cost	$ Balance
Publishers Breakfast	0	unknown	($1,000)	$813.44	$186.56
State Dir. Dinner	0	38/36	($500)	$553.55	-53.55
Banquet	207 ($15)	196/189	-$2,940	3,094.07	-154.07
Luncheon	119 ($10)	114/119	-$1,190	1,153.24	36.76
SIG Breakfast	95 ($6.5)	85/78	-$617.50	581.60	35.90
SIG Luncheon	134 ($8.5)	130/134	-$1,139	1,138.52	0.48
Coffee Breaks	0	unknown	(300)	94.72	205.28
Hospitality	0	(Host Donations)	$250 (1200)	1,300.00	-100.00
Wine Tasting	65($4)	65	$260	$270	-10.00
Music			($650)	$600	50.00
Decorations			($200)	($230)	-30.00
				Net Total Balance:	194.10

VI. Fund Raisers

	Cost	Collected	Profit
WCRLA Journals			$216
T-Shirts	$600	$990	390
Raffles			272
			$878.00

VII. Membership Funds

Received 16	$400.00

Total Collected $28,914.50

Balance of Savings Acct.
(including interest)

$29,002.00	
-28,000.00	sent to Gladys - 5/4/88
1,002.00	
- 971.21	sent to Gladys - 6/26/88
$30.79	difference between bank and me - includes charge for bounced checks and cashier's checks.

Balance of Checking Acct.
(advanced $2,500)

Chair's lunch	$110.03	
	-76.10	
	33.93	returned to Gladys

Other:

Campus Contributions -

CSUS Phone	$250
CSUS Registration Packet Folders	200
CSUS Student Assistant	2000
CSUS Xerox	50
CSUS (UMS) Media Equipment	
CSUS (Biology Dept.) Computers	
SCC Media Center Computer Projector Extension Cords	

(T:71)

April 14, 1988

TO NANCY TOOKER:

REPORT ON THE A-V DIMENSION OF THE 1988 WCRLA CONFERENCE

My assisstant and I were able to handle all that was required in the way of A-V equipment without renting anything. However, we discovered that having a professional computer expert on hand to make sure all the computer presentations go off well is a must. In one case, even though we provided a computer and a computer projector, they did not engage each other. An IBM person on hand was able to engage them; at that point one of the computers involved failed (hard disk problem). The IBM person then provided WCRLA with one of his own computers. And so, even though an institute had to be delayed for forty-five minutes, a disaster was averted. The institute was presented (only one person left before the show went on).

We also discovered that solid information is the heart of the A-V dimension. We received quite a few items of mis-information from New Mexico that made things much more difficult. I suggest that a form concerning A-V equipment be sent to each potential presenter. It must be a form that elicits real world information so that the A-V people can actually determine what is needed. Furthermore, the form MUST HAVE SPACES FOR THE NAME AND PHONE NUMBERS AND THE TIMES WHEN THE POTENTIAL PRESENTER WILL BE AT THOSE NUMBERS. Thus, the A-V people can call the potential present to check on the nature of the equipment required. Furthermore, the form should state that even though the A-V people will do all in their power to accomodate the needs of the presenters, it is simply not possible to make endless changes and additions. A hard date must be given in the form beyond which no equipment changes or add-ons will be accomodated.

A LIST OF THE EQUIPMENT USED FOLLOWS:

3 Slide projectors with SYNCH(1 with remote control)

2 mike stands

5 cassette recorders

1 television plus VHS vcr

4 IBM or IBM clone computers

6 Apple IIE computers

Extra extension cords

Extra strips

1 Computer Projector

8 overhead projectors

Western College Reading & Learning Association

Job Description

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Job Title	

Timeframe	Work Performed

Job Description

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Duties of the Treasurer:
(Revised July, 1986)

A concise overview

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

Detailed comments on specific duties

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

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

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

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

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

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

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

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

The Treasurer should balance the checkbook after every entry (deposit or withdrawal) and should check the bank statement every month to make sure his/her balance in the checkbook agrees with the bank statement. The Board members should be sent copies of the monthly reconciliation

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

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

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

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

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

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

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

Is there a deadline for this? I got these in July the year?

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

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

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

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

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

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

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

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

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

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

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

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

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

Western College Reading and Learning Association Seattle, Wa

1987-88 Audit Report
(year)

PROCEDURE	COMMENTS/DIFFERENCES	INITIALS
I. General		
A. Cash balance reported agrees with the bank reconciliation at June 30.	✓	
B. Financial Statement Balances agree with ledger balances.	✓	
C. Selected postings from the General Journal were traced to the Ledger Accounts:	✓	
-explanations of entries were examined and entries appear valid.	yes	
II. Cash Receipts		
A. A selected random sample of column totals from the Cash Receipts Journal in the amount of $ 33,040 were verified for accuracy and traced to the General Ledger.	✓	
B. Cash receipts in the amount of $17,819.57 were traced to deposit slips and/or documentation (Recommended: approximately 50% of total year's receipts)	✓	
- deposits are accurately recorded in the Cash Receipts Journal.	✓	
- receipts appear to be from valid transactions.	✓	
- receipts appear to be properly classified as to source.	✓	

PROCEDURE	COMMENTS/DIFFERENCES	INITIALS
III. Expenditure Cycle		
A. A selected random sample of column totals from the Cash Payments journal in the amount of $10,143.41 were verified for accuracy and traced to the General Ledger.	✓	
B. The numerical sequence of checks was accounted for.	✓	
C. Individual checks in the amount of $10,992.80 were traced from the Cash Payments Journal to the Original documents. (Recommended: All items over $1,000 plus a random sample of 20-30% of remaining disbursements.)	✓	
- checks were issued for valid expenditures.	✓	
- checks to the order of the treasurer were authorized by another officer.	✓	
- amounts of checks were accurately recorded.	✓	
- in general expenditures appear to be properly classified.	✓	

In our opinion the financial statements fairly reflect the receipts expenditures and financial position of the organization for the fiscal year ended June 30, 1988.

Signed Dee Paddock

Date of Audit 8/5/88

Bernice Rehm
8/5/88

WESTERN COLLEGE READING AND LEARNING ASSOC.

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. 34710 - El Paso Teacher's Federal Credit Union

AT June 30, 1988

BALANCE PER BANK STATEMENT	$5,257.93
Add: Deposits in transit	
Other (specify):	
Deduct: Outstanding Checks	547.65
Other (specify):	
CORRECTED BALANCE	$4,710.28
BALANCE PER BOOKS	$4,710.28
Add: Unrecorded deposits	
Other (specify):	
Deduct: Service Charges	
NSF Checks	
Other (specify):	
CORRECTED BALANCE	$4,710.28

WESTERN COLLEGE READING AND LEARNING ASSOC.

BANK STATEMENT RECONCILIATION

FOR ACCOUNT NO. Savings

AT June 30, 1988

BALANCE PER BANK STATEMENT	$25.00
Add: Deposits in transit	
Other (specify):	
Deduct: Outstanding Checks	
Other (specify):	
CORRECTED BALANCE	$25.00
BALANCE PER BOOKS	$25.00
Add: Unrecorded deposits	
Other (specify):	
Deduct: Service Charges	
NSF Checks	
Other (specify):	
CORRECTED BALANCE	$25.00

statement of account

El Paso Teachers Federal Credit Union
6610 Continental Drive El Paso, Texas 79925 779-3336
5835 N. Mesa El Paso, Texas 79912 581-4416
4545 Hondo Pass El Paso, Texas 79924 751-6457

WESTERN COLLEGE ASSOC
G SHAW JR & DEESE
6241 SNOW HEIGHTS CT
EL PASO, TX 79912

NOTICE:
SEE REVERSE SIDE FOR IMPORTANT INFORMATION REGARDING YOUR RIGHTS TO DISPUTE BILLING ERRORS.

SEND INQUIRIES TO:
El Paso Teachers Federal Credit Union
6610 Continental Drive
El Paso, Texas 79925

NOTICE:
SEE REVERSE SIDE FOR IMPORTANT INFORMATION REGARDING YOUR RIGHTS TO DISPUTE REGULATION ERRORS

Your savings insured to $100,000
NCUA
National Credit Union Administration, a U.S. Government Agency

(915)779-3336

PAGE	SOCIAL SECURITY NUMBER	STATEMENT PERIOD FROM	STATEMENT PERIOD TO	ACCOUNT NUMBER
01	000 00 0000	04/01/83	06/30/83	34710-04

DIVIDENDS 381.54 FINANCE CHARGE 0.00

PLEASE LOOK FOR IMPORTANT INFORMATION ENCLOSED WITH THIS STATEMENT CONCERNING NEW DIVIDEND RATES ON SAVINGS AND CHECKING ACCOUNTS FOR THE SECOND QUARTER OF THIS YEAR (APRIL - MAY - JUNE).

TRANS DATE MO	TRANS DATE DAY	EFFECTIVE DATE MO	EFFECTIVE DATE DAY	EFFECTIVE DATE YR.	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	BALANCE
					SHARE ACCOUNT — PREVIOUS BALANCE		25.00
					DIVIDEND PAID YTD: 17.13 — NEW BALANCE		25.00
					DRAFT ACCOUNT — PREVIOUS BALANCE		5389.12
06	01				EFT DIVIDEND	(P) 82.20	5971.32
06	01				DEPOSIT	300.00	6271.32
06	02				DEPOSIT	695.00	6966.32
06	02				ITEM # 417	12.00-	6954.32
06	02				ITEM # 441	13.00-	6941.32
06	02				ITEM # 405	20.00-	6921.32
06	02				ITEM # 431	32.70-	6888.62
06	02				ITEM # 367	350.00-	6538.62
06	03				ITEM # 451	20.00-	6518.62
06	06				DEPOSIT	113.00	6631.62
06	06				ITEM # 402	32.26-	6599.36
06	06				ITEM # 452	38.00-	6561.36
06	06				ITEM # 460	759.26-	5802.10
06	07				ITEM # 461	6.50-	5795.60
06	08				ITEM # 483	295.76-	5499.84
06	08				ITEM # 442	12.00-	5487.84
06	09				ITEM # 434	43.65-	5444.19
06	12				ITEM # 435	46.85-	5397.34
06	12				ITEM # 467	12.00-	5385.34
06	12				ITEM # 487	50.07-	5335.27
06	13	06	12	83	ITEM # 404	35.00-	5300.27
06	13	06	12	83	ITEM # 486	38.50-	5261.77
06	14				DEPOSIT	15.00	5276.77
06	14				ITEM # 488	18.84-	5257.93
					DIVIDEND PAID YTD: 364.33 — NEW BALANCE		5257.93

ITEMS CLEARED THIS STATEMENT PERIOD

ITEM	AMOUNT	ITEM	AMOUNT	ITEM	AMOUNT
367	350.00	450	20.00	434	43.65
405	20.00	467	12.00	435	46.85
404	35.00	461	6.50	486	38.50
417	12.00	460	759.26	487	50.07
452	38.00	481	32.70	488	18.84

EACH LOAN MARKED * IS OPEN END CREDIT. THE DAILY PERIODIC RATE AND THE **ANNUAL PERCENTAGE RATE** USED TO COMPUTE THE **FINANCE CHARGE** FOR EACH OF THESE LOANS IS PRINTED UNDER THE LAST TRANSACTION RELATING TO THAT LOAN. THE DAILY PERIODIC RATE IS APPLIED TO YOUR BALANCE FOR EACH DAY SUCH BALANCE IS OUTSTANDING. YOUR BALANCE CHANGES AS NEW AMOUNTS ARE BORROWED AND AS PAYMENTS ARE MADE OR CREDITS GIVEN.

statement of account

El Paso Teachers Federal Credit Union
6610 Continental Drive El Paso, Texas 79925 779-3336
5835 N. Mesa El Paso, Texas 79912 581-4416
4545 Hondo Pass El Paso, Texas 79924 751-6457

WESTERN COLLEGE ASSOC
G SHAW OR D DELOE
6241 SNOW HEIGHTS CT
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PAGE	SOCIAL SECURITY NUMBER	STATEMENT PERIOD FROM	STATEMENT PERIOD TO	ACCOUNT NUMBER	
02	333 33 3333	06 01 83	06 30 83	34713-04	(915)779-3336

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PLEASE LOOK FOR IMPORTANT INFORMATION ENCLOSED WITH THIS STATEMENT CONCERNING NEW DIVIDEND RATES ON SAVINGS AND CHECKING ACCOUNTS FOR THE SECOND QUARTER OF THIS YEAR (APRIL - MAY - JUNE).

TRANS. DATE MO	TRANS. DATE DAY	EFFECTIVE DATE MO	EFFECTIVE DATE DAY	EFFECTIVE DATE YR	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	BALANCE
					441 12.33- 442 32.26		
					442 12.33- 443 295.76-		
					12 ITEMS CLEARED 1,336.39- PREVIOUS BALANCE 5,889.12		
					0 WITHDRAWALS 0.00 NET CHANGE 631.19-		
					3 DEPOSITS 1,205.20		
					NET CHANGE 631.19- NEW BALANCE 5,257.93		
					91 DAY CERTIFICATE PREVIOUS BALANCE		5000000
					NEW BALANCE		5000000
					RATE: 6.250% REF NO. 14556		

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FINANCIAL REPORTS

Fiscal Year 1987-88

Respectfully Submitted
by
Gladys R. Shaw, C.P.A., Treasurer

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF FINANCIAL CONDITION

June 30, 1988

ASSETS

Cash Accounts:		
El Paso Teachers Federal Credit Union Checking		$ 4,710.28
El Paso Teachers Federal Credit Union Savings		25.00
Certificate of Deposit		38,000.00
Scholarship Fund, Sears Savings		849.58
Journal Advance		300.00
Total Cash Accounts		$43,884.86
Accounts Receivable (Schedule A)		1,429.70
TOTAL ASSETS		$45,314.56

LIABILITIES AND FUND BALANCE

Accounts Payable (Schedule B)		$ 388.39
FUND BALANCE:		
Beginning Balance, July 1, 1987	$42,575.42	
Prior Period Adjustments (Schedule C)	123.00	
Corrected July 1 Balance	42,698.42	
1988 Net Revenue	2,227.75	
FUND BALANCE, June 30, 1988		$44,926.17
Total Liabilities and Fund Balance		$45,314.56

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF RECEIPTS AND EXPENSES

For The Period July 1, 1987 through June 30, 1988

RECEIPTS			
Members Dues		$15,241.00	
Journal Sales		432.00	
Interest earned:			
Scholarship Fund	$ 43.20		
Bank Accounts and CD's	2,103.37	2,146.57	
Royalties		84.10	
Net 1988 Conference Earnings (Sch. D)		11,752.05	
Miscellaneous Revenue		54.25	
Total Receipts			$29,709.97
EXPENDITURES			
Travel	$ 6,345.72		
Hotels and Food	3,215,12		
Telephone	429.78		
Postage and Shipping Charges	2,319.20		
Printing and Publishing	8,762.89		
Supplies	669.18		
Advertising and Promotion	1,179.00		
Mailing Service Fees	2,817.95		
Clerical	215.00		
Member Awards	981.50		
Miscellaneous	546.88		
Total Expenditures			$27,482,22
NET REVENUES			$ 2,227.75

Schedule A - Accounts Receivable

Conference Site Manager, Nancy Tooker		
Advance Funds (Schedule D2b)	$ 33.93	
Conference Receipts (Schedule D1a)	991.21	$1,025.14
Conference Chair Advance, Susan Deese (Schedule D2a)		404.56
		$1,429.70

Schedule B - Accounts Payable

Scholarships Fund - Citicorp for net fundraising Revenues (Schedule D4)	$ 388.39

Schedule C - Prior Period Adjustments

1987 Conference Expense paid to Dale Haynes (CP1)	$ 45.00
1987 Conference Fee Payment Received from Wyoming Community College (CR1)	$ 168.00
Net addition to June 30, 1987 Fund Balance	$ 123.00

Western College Reading and Learning Association Schedule D

Statement of 1988 Conference Receipts and Expenditures
June 30, 1987

Ajusted Conference Cash Receipts (Schedules D-1 and D-1a)

Registrations		$16,949.00		
Institutes		4,200.00		
Food Functions:				
Banquet	$2,970.00			
Luncheon	1,200.00			
SIG Luncheon	1,147.50			
SIG Breakfast	624.00			
Wine Tasting	264.00	6,205.50		
Campus Tours		234.00		
Exhibits		2,050.00		
Miscellaneous		50.82		
Program Advertising		350.00		
Cash Contributions (Hospitality)		250.00		
Interest on Conference Accounts		107.92		
Total Cash Receipts			$30,397.24	
Less refunds			1,382.00	
Net Cash Receipts				$29,015.24
Contributed services (Schedule D-3)				2,500.00
Conference Expenditures adjusted for contributions Schedule D-2, D2a, D2b, and D-3)				$31,515.24
Travel	$ 532.06			
Hotels & Food	9,907.71			
Telephone	499.95			
Supplies	684.34			
Postage	56.74			
Printing	2,208.08			
Speaker fees	1,450.00			
Clerical fees	2,630.00			
Entertainment	650.00			
Photography	200.00			
Decorations	265.00			
Equipment	371.61			
Interpreter fees	187.00			
Evaluation	96.20			
Bank fees	24.50			
Total Conference Expenditures				$19,763.19
Net Earnings from Conference				$11,752.05

1988 Conference Receipts Subsidiary for R-4 Ak

Item		Contrib	Reg Fees	Institute Fees	Exhibit Fees	Food Functions	Cont+ Fraud	Interest	Other	Explanation
R1	1200 ~~00~~				1200 -					
R2	1100 ~~00~~	250.00			500 -				350 -	Program Advert
R3 Exs	Reg. Fees		45 - (a)	24 - (a)	350 -	44 - (a)				
R3	Banquet					15				
R3	(b) 21,619 24		16,904 -	4176 -		64650	234 -	10792	5082	Sub. 0110-2
		250.00	16,949	4200 -	2050	62050	234 -	10792	4000 52	

Paid to Pat

contrd R/c Bell

(a) Membership fees of $400, fund raising $990 transferred to appropriate accounts before making the distribution

(b) This registration received directly by treasurer without details therefore distribution is assumed as catered.

Reconciliation of Conference Receipts
June 30, 1988

Per Site Manager's Receipts

Registrations	$17,080.00
Campus Tours	234.00
Institutes	4,176.00
Banquet	2,940.00
Luncheon	1,190.00
SIG Breakfasts	617.50
SIG Luncheons	1,139.00
Wine Tasting	260.00
Fund raiser (AJE 7 and Sched. D-4)	990.00
Member fees (AJE 6)	400.00
Total Per Site Report Collections	$29,026.50 (a)
Unlocated Difference (Misc.)	50.82 (2)
Conference receipts deposited	$29,077.32 (1)
Less NSF Checks	<168.00>
	28,909.32
Interest Earned on Account	93.39
Total Funds to be remitted	29,002.71
Less Remittance 5/22 (CR3)	<28,000.00>
	$ 1,002.71
Less Postage and Check Charge (AJE 5)	<3.50>
Due from Site Manager at 6/30/88 (AJE 4)	$ 991.21

1. Bank Book Balance 4/28 $29,002.71
   Deduct Interest <93.39>
   Add Book NSF Checks 168.00
   Total deposited by Site Manager $29,077.32

2. Deposited by Site Manager $29,077.32
   Total Per Site Report: 29,026.50 (a)
   Diff. Deposited and listed $ 50.82

(a) Please note this differs from the total quoted on the Site Report of $28,914.50 by $112.00. Also the banquet line item does not compute. Either the number sold is in error or the amount collected. For the number shown, the amount should be $3,105.00, a difference $165.00 more than the amount stated.

1987-88 Conference Expense Subsidiary

Wilson Jones
Form 10-16

	A. Conf Management		B. General Conference Expenses					C. Programs		
	Conf Chair	Site Chair	Programs	Registration	Conf. Calls	Brochures	Other	Tours	Speakers	Materials
Travel	27230							20726	5250	
Hotels + Food		22440							32427	
Telephone	21048								3747	
Postage	5674									
Printing		1617	156246	10639		18069				39047
Fees + Badges		30-		600-					1450-	
Supplies	4360	1521C		28858						
Advt + Promo										
Decorations										
Entertainment										
Equipment										28161
Other:										
Signwork										
Local							1620			
Com Lunch		7610								
Bank Fees	600	1850								
References							1382 -			
Photog							500 -			
Interpreter							187 -			
	58912	51783	156246	99487		18069	186520	20726	182427	57408

87-88 Conference Expenditures - Auxiliary, Cont.

Food Functions

	Other		Banquet	Luncheon	Hospitality	Pub	Book	Coffee Breaks	St. Div Lunch	Editors Lunch
Rent + Transp										
Hotels + Food	wine tasting	261 43	2 91 892	1 08 796	187750	76940		19425	52222	35.22
Telephone					200					
Postage										
Printing										
Fees/wages										
Supplies										
Ads + Promo										
Decorations			265-							
Entertainment	wine tasting	50-	600-							
Equipment			45-	45-						
Other										
SIGNALS		161803								
		1929 46	382893	113296	187950	76940		19425	52222	35.22
		^	^	^	^	^		^	^	^

Check w/ Customer, Acct

Bank Expenses Statement

Refunds

Western College Reading and Learning Association Schedule D-2a

Reconciliation of 1988 Conference Manager's Advance
June 30, 1988

Total Cash Advance			$2,500.00
Conference Expenses Paid			
Phone (U.N.M. A/C)		$ 210.48	
Travel (U.N.M. A/C)		50.00	
Postage (Checks 130,132,138)		56.74	
Brochures (Cash $60, Checks 124,125, 134)		180.69	
Programs (Checks 136,137,139,142)		1,562.46	
Supplies (Checks 127,131,133,140)		43.60	
Bank Fees		6.00	$2,109.97
Due from Conference Manager			$ 390.03
Account Balance 7/1/78			
U.N.M. A/C Balance	$239.52		
Credit Union	165.04		404.56
Interest earned on account			14.53

AJE 2

Western College Reading and Learning Association Schedule D2b

Reconciliation of 1988 Conference Site Manager's Advance
June 30, 1988

Cash Advance		$2,500.00
Conference Expenses Paid		
Bank fees on inadequate balance	$ 15.00	
Committee Luncheon	76.10	
Registration packets	394.87	
Supplies & Miscellaneous	88.52	
Musical entertainment - Wine Tasting	50.00	
Band - Banquet	600.00	
Campus Tours - Bus	207.26	
Hospitality Food/Drinks	400.00	
Equipment	32.71	
Fund raiser expenses	601.61	2.466.07
Due from Site Manager		$ 33.93

AJE 3

Schedule D-3

1987-88 Non-Cash Conference Contributions to Site Chair

Phone expenses	$ 250.00
Registration folders	200.00
Student help	2,000.00
Copying	50.00
	$2,500.00

Use of Computers, A-V equipment, and extension cords were also contributed by CSUS and SCC.

Schedule D-4

Fund raising activities

Collections by Site Manager (Schedule D1a)	$990.00
Expenses paid by Site Manager (Schedule D2b)	601.61
Net Fundraising Revenue payable to Scholarship Fund (Schedule B)	338.39

Simplified Recordkeeping Procedures

for

Western College Reading and Learning Association

Prepared by

Gladys R. Shaw, C.P.A., Treasurer

June 30, 1988

Western College Reading and Learning Association

The Chart of Accounts and the General Ledger and Journals

1. The account system is simply alphnumeric as follows:

   A = The account classification

   No. = its numerical place within the classification

   (Example: A-3 is the 3rd asset account in the ledger)

   L = Liabilities

   F = The Func Account

   R = Receipts

   E = Expenses

2. Receipts and Expense Accounts each have a subsidiary detail ledger to enable you to compile information by budget category. It is usually easier and less time consuming to make this distribution balance if you make the subsidiary posting when you do the posting to the main account.

3. If entries are "balanced" as you go, you will save yourself hours and hours of time because you can readily locate any differences. Later it becomes a matter of sifting through many entries to find "the one" that is in error.

4. Three journals are used:

   Cash Payments
   Cash Receipts
   General Journal

As a rule all entries should go into either the Cash Receipts or Cash Payments Journal since they save many posting entries by summarizing data by account.

The General Journal should be used for adjusting entries to correct accounts and for closing entries at the end of the period.

Western College Reading and Learning Association

Cash Disbursement Procedures

1. Every check issued must be authorized either by being a budgeted expense item and/or a reimbursement request.

2. Requests and Invoices should be reviewed for accuracy and authorization before they are paid.

3. Checks for $1,000 or more must be co-signed by the President.

4. The check number, date and amount should be recorded on the supporting documents, and the check stubs should be completed at the time the check is issued. (Examples in checkbook and Paid Bills File). Paid items can be recorded as issued or can be held in a suspense folder then recorded in the Cash Payments Journal at a convenient time. (See #6 below)

5. When payments are made for conference expenditures or advances, copies of the documentation with payment notations should be made and also filed in the special conference file. The "Conference File" folder can be examined to illustrate this.

6. If not recorded in the Cash Payments Journal as paid, then periodically the cash disbursements should be recorded in the Cash Disbursements Journal using the check register, and the documentation. A posting reference should be made on the documentation to indicate the item paid has been journalized. (See examples in paid Bills File).

7. Paid bills that have been journalized should be filed in numerical sequence by check, last number on top. (See file for "Paid Bills").

8. Periodically, usually when financial statements are needed or sooner, the Cash Disbursements Journal should be footed and posted to the General ledger and the subsidiary ledgers.

Western College Reading and Learning Association

Cash Receipts Procedures

Step 1. Deposit all receipts intact.

Step 2. Retain all Deposit Slips with Appropriate Documentation or notations as to source.

* Oxford Mailing Service will send listings of direct deposits which identify the sources of the funds. These should be held until the deposit receipt arrives from the bank. Oxford's list and the bank receipts for the deposits should be stapled together by deposit transaction. (Example in Bank Reconciliations File)

* Canadian items are sent separately by Oxford because some have to be sent for collection by the bank. Take these to the bank to determine which can be given immediate credit and which must be sent for collection. You will be given a deposit receipt for any items given immediate credit. Be sure to get copies of those sent for collection along with a copy of the collection form. Hold these in suspense until notice is received that they have been collected. The notice that collection has been made should include a deposit slip and a copy of the item/s sent for collection. (The bank has been asked to do that to enable us to locate the specific items processed, but they may need to be reminded from time to time).

The source or sources for each receipt must be identified in order to determine the proper classification under which to record it in the journal and ledger. (Example: A total receipt $90 of which classification should be made for Member-

ship fees of $50 and Journal sales of $40.) Oxford provides excellent classifications but for funds that come to you directly, it is a good idea to copy the check before depositing it so you do have backup documentation as to source when you get the deposit receipt.

For Receipts related to a conference, it is recommended copies of the check, documents, and the deposit receipt be made and placed in a special conference folder. (See Conference folder)

Step 3. Deposits you make should be recorded in the checkbook immediately and you should note on the deposit receipt the check stub where it was entered. (See old deposit receipts)

The information received for deposits sent directly to the bank by Oxford Mailing Service should be held in suspense until the deposit slip is received then enter the deposit in the checkbook.

Step 4. File deposit receipts with documentation attached in a specific suspense file until the Bank Statement arrives. (A Bank Reconciliation folder can serve for this purpose as well as for completed reconciliation).

Step 5. Prepare a Reconciliation of the Bank Statement and Checkbook Balances. Attach all related deposit receipts and their documentation to the bank reconciliation and then place in a permanent bank reconciliation file. (See file)

Step 6. Send a copy of the Reconciliation and the related bank statement to each Board Member.

Step 7. Record the month's cash receipts by individual deposit receipt in the Cash Receipts Journal. Use some symbol to note on each deposit receipt that the item was recorded in the journal. (I use a "P" for posted)

Step 8. You will also need to record any monthly interest or bank debits as they appear on the bank statements.

Step 9. Periodically, usually when financial reports are needed or sooner, the Cash Receipts Journal should be footed and posted to the General Ledger Accounts and the subsidiary ledgers.

Western College Reading and Learning Association

Bank Reconciliations

When you receive the bank statement, its balance will not usually agree with the checkbook balance because of outstanding checks that haven't been paid, deposits the bank hasn't received or had time to record, interest earned on the account, and errors by either of you. The following is a suggested procedure for someone who has not reconciled before. Once you understand the process, you would not have to do the steps in the specific order presented here.

Step 1. Enter the Bank and the Checkbook Balances on the reconciliation form.

Step 2. Record the interest earned as an addition to the checkbook balance.

Step 3. Compare the paid checks listed by the bank to your check stubs. All those paid should be checked off.

Step 4. List and total the outstanding checks and deduct that total from the bank statement balance.

Step 5. Check your recorded deposits against those recorded by the bank. Those they do not show should be added to their statement balance.

Step 6. If the two do not agree at this point you will need to consider the following

- are there bank debits for collections or NSF checks deposited? If yes, have you deducted those from the checkbook balance.
- Has the bank collected an item or recorded any other deposit that you haven't?

Step 7. If still out of balance, did the bank pay an amount on any check that is different from the amount you recorded? Did they record something in savings that you have in checking? It simply becomes an item by item elimination at this point.

Western College Reading and Learning Association

Financial Reports

Annual financial reports are required for the Summer Board Meeting and interim reports are required for the annual spring conference.

Before preparing reports, all transactions should be journalized and all journals should be posted to the General Ledger.

Step 1. First make sure all completed transactions have been journalized in the Cash Payments and Cash Receipts Journals.

Step 2. Make adjusting entries in the General Journal for any needed corrections for errors, items not received or collected, or expenditures pending payment. These should then be posted to the Ledger. This will bring the accounts up to date so the statements will accurately reflect the year's activities.

Step 3. Run a tape of account balances to verify that debits and credits balance. Plus in debits and subtract credits and your balance should be zero.

Step 4. The organization's accountant or the Treasurer can then prepare Financial Statements in the form represented in the files.

It is recommended the accountant do the annual statements since the tax return will need to be prepared from those.

Interim statements can be prepared in the following steps

1. Prepare the Statement of Receipts and Expenditures first using models on file.

2. Prepare a Statement of Financial Condition using the account balances in the ledger except that the Fund Balance from the ledger will be adjusted for the net receipts or expenditures.

(See example on file)

Statements presented to the board should be accompanied by a Budget Report showing the amounts budgeted, spent to date, and current balances. Examples are on file and it is for these that you keep details of the expenses and receipts in the subsidiary ledgers.

Western College Reading & Learning Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

M E M O R A N D U M

TO: WCRLA Board of Directors

FROM: Elections Committee
Susan Brown, New mexico State University, Chair
Wes Brown, California State University, Hayward
Kathy Carpenter, Kearney State College
Nancy Moreland, Amarillo College
Jim Prager, Yuba College

DATE: June 23, 1988

RE: Slate of Nominees, 1989-90

The Elections Committee is pleased to present the following slate of nominees as candidates for office, 1989-90 for your approval:

President Elect: Delores Tadlock, Yakima Valley Community College
Gladys Shaw, El Paso Community College

Secretary: Pat Jonason, Johnson County Community College
Denise McGinty, University of Texas at Austin

The Election Committee feels very fortunate to be able to present such an outstanding slate of officers. The nominees all have expressed enthusiasm for being candidates for office and all have indicated that they have received the support of their supervisors, deans, and/or presidents.

As soon as I receive approval of the slate, I will contact each of the nominees and initiate the printing of the elections flyer, the ballot and the envelopes.

To: Board of Directors,WCRLA
From: Wes Brown, Site Selection
Date: August 2, 1988

I reserved a room at the Ramada Renaissance and the Irvine Hilton, and I spent one night and was given a tour of each. I was given a "hard hat" tour of the Sheraton and toured the Hyatt Regency as a board member of ACCTLA who will hold its conference there in December.

Facilities

Ramada Renaissance

Space is the primary concern here. Two of the six breakout rooms are on the small side, and our ability to use partitioned sections of the ballroom depends on the timing of events and the ability of the hotel crew to convert the space into breakout rooms and back again. If we assume more SIG activity (e.g., breakfast, luncheon, etc. meetings) in the future, there is reason to be skeptical about the facilities. Much of the flexability is based on the use of the foyer for publishers exhibits.

Irvine Hilton

Meeting space is adequate. The conference theatre, with approximately 30 individual microphone hook-ups and complete audio-visual facilities, opens a number of possibilities for some unique presentations. Diane Ashby sent a videotape presentation of the hotel which I've enclosed.

Sheraton

Space is not a problem here. Because it is new, the facilities are "state-of-the-art," designed in anticipation of groups requiring lots of space.There are enough meeting rooms to accomodate us and most break-out rooms open onto an outside deck with sliding glass doors.

Hyatt

When I toured the Hyatt I was not considering it a possible site for our conference because, at that time, they couldn't accomodate the dates we normally reserve for the conference. Therefore, I really didn't pay too close attention to the meeting space, although from what I remember and from the layout sent by Brad Eng, there appears to be enough room to accomodate our needs. Mr. Eng has offered to show me the facilities if I wish.

Accomodations

It is difficult to assess accomodations because they must appeal to a wide range of expectations and tastes. On the whole, however, the rooms are adequate, tastefully furnished and decorated.

Surroundings

The Hyatt, Sheraton, and Ramada are all located in downtown Long Beach within easy walking distance of shopping, the beach, and other amenities. The Hiltonm provides a free shuttle service to sites within 5

miles (corrected from "blocks" as I said in my earlier letter to Susan) of the hotel.

Personalities

Diane Ashby at the Hilton is very congenial and eager for our business; she seems willing to negotiate. Vicki Rumsey at the Ramada is nice. Gunnar Christensen is very "businesslike" and, because he is probably corporate and part of the "startup crew," he may be rigid and ungiving. Brad Eng is a question mark. ACCTLA is negotiating with the Hyatt for their conference and there was some speculation that he 1) misrepresented the contract, 2) was not completely truthful about penalties for falling below room pickups, and 3) was not particularly accomodating. I'm not clear about the details, but contact either Elaine Reed at Cal State Long Beach or John Matsui at U.C. Berkeley.

Intangibles

Transporation to none of the hotels is convenient from LAX, which is probably the least expensive to fly into. The additional cost to members flying into either John Wayne, Long Beach airports must be weighed against the cost of ground transportation from LAX to each of the hotels.

I've enclosed all of my correspondence with the representative of each hotel, including the contract proposal I submitted to each(note: my proposal, as you will notice, is the same to each hotel) and the responses they returned. I've not yet heard from the Sheraton.

All things being equal, I'd recommend the Sheraton because of its superior faciltities and location; it is going to be spectacular. I don't think, however, all things will be equal. As I said previously, Gunnar Christensen may be unwilling to negotiate room rates and to make other concessions. But, you might try. The Hyatt Regency is a possibility, if the location of the Hilton in Irvine is a concern.

Nonetheless, I truly liked the Irvine Hilton, not simply because of the facilities but also because Diane Ashby has shown that the hotel is eager to do business with us. She has expressed a desire to negotiate and accomodate our organization as much as possible. Furthermore, the Hilton has16 rooms especially for the handicapped, a population we have expressed an interest in attracting to the conference.

Finally I've enclosed the statements of support from Bill Broderick's college and the letter from Maranda Montgomery.

Other News

I received a proposal from San Antonio for 1991, which I sent to Susan. I also expect to receive a proposal from Nebraska/Kansas and possibly from Tucson for 1991. I'm also planting seeds for a proposal from Oakland for 1992, if I can persuade Anna Marie Schlender to be on-site manager.

Well that's it. If you have questions my new home telephone number is (415) 658-3789 and my work number is the same. Take care and have wonderful time in Seattle.

WCRLA

WCRLA MINUTES
August 5-7, 1988
Seattle, WA

WESTERN COLLEGE READING AND LEARNING ASSOCIATION
1988 CONFERENCE EVALUATION - SACRAMENTO, CALIFORNIA

Your evaluation will help conference planners to improve future annual meetings. Please answer the following questions, include your comments, where appropriate, and return the evaluation to the box at the registration desk before leaving the conference. Thank you for your cooperation.

DEMOGRAPHIC INFORMATION

1. How many prior WCRLA conferences have you attended?
   Check one. 0 0 24 1 15 2-5 32 6-10 21 10+

2. Are you a member of WCRLA? 91 Yes 10 No

3. In which state are you currently employed? _____

4. What type of position do you hold? Check one. 56 Instructor
   25 Administrator 2 Counselor 18 Other/Specify _____

5. What is the main area of your employment? 45 Reading 5 Writing
   1 Math 27 Learning Assistance 10 Tutorial 13
   Other/Specify _____

6. In what type of institution do you work?
   53 2 Yr. Jr. or Community College 48 4 Yr. College or University

EVALUATION OF EVENTS

Please rate each of the following items by circling (E) excellent, (G) good, (A) average, (P) poor. Use (N) no response, if you did not attend an event or do not wish to respond.

FEATURED SPEAKERS

1.	Wednesday: Assemblyman John Vasconcellos	E	(G)	A	P	N=6
2.	Thursday: Dr. Richard Paul	(E)	G	A	P	N=1

SECTION MEETINGS/ INSTITUTES/ OTHER MEETINGS

1.	Section meeting topics	(E)	G	A	P	N=1
2.	Section meeting scheduling	E	(G)	A	P	N=1
3.	Overall quality of section meetings	E	(G)	A	P	N=2
4.	Institute topics	(E)	G	A	P	N=7
5.	Institute scheduling	E	(G)	A	P	N=8
6.	Overall quality of institutes	E	(G)	A	P	N=11
7.	State meeting	E	(G)	A	P	N=21
8.	Special Interest Groups	E	(G)	A	P	N=31
9.	WCRLA Board Meetings	(E)	G	A	P	N=65

COMMENTS:

(SEE REVERSE SIDE)

101 respondents

ACTIVITIES

1.	Campus tours (specify) _____	E	(G)	A	P	N=63
2.	Computer Fair	E	(G)	A	P	N=32
3.	Publisher's exhibits	E	(G)	A	P	N=8
4.	Lunch with a Mentor	(E)	G	A	P	N=55
5.	Newcomer's Reception	(E)	G	A	P	N=51
6	Multi-cultural Forum	E	(G)	A	P	N=62
7.	Banquet	E	(G)	(A)	P	N=27
8.	Saturday Luncheon	(E)	G	A	P	N=38
9.	Dinner on the Town	(E)	G	A	P	N=46
10.	Wine Tasting	E	(G)	A	P	N=45
11.	Special Interest Group Meal Function (specify)_____	E	(G)	A	P	N=28

COMMENTS:

Please list the name of speakers, titles of section meetings or institutes, or activities that you thought were outstanding.

EVALUATION OF SERVICES AND PLANNING

1.	Conference facilities	(E)	G	A	P	N=0
2.	Room accommodations (not meeting/session rooms)	(E)	G	A	P	N=5
3.	Hospitality	(E)	G	A	P	N=3
4.	Program printing, layout and information	(E)	G	A	P	N=0
5.	Registration	(E)	G	A	P	N=0
6.	Chairpersons	(E)	G	A	P	N=2
7.	Pre-conference publicity	(E)	G	A	P	N=2
8.	Cost of conference	E	(G)	A	P	N=1
9.	Hotel Service	E	(G)	A	P	N=1
10.	Conference Schedule (Wednesday - Saturday)	(E)	G	A	P	N=0

COMMENTS:

Please write any other suggestions or comments that will help conference planners to improve the annual meeting of WCRLA.

THANK YOU! Return to the conference registration desk
OR MAIL TO: Carol Clymer Walvekar
P.O. Box 20500
El Paso Community College
El Paso, TX 79998

1988 WCRLA CONFERENCE - GENERAL EVALUATION COMMENTS

Not enough variety - too many presentations on computers, evaluations and tutoring. Few or none on listening, notetaking, memory, spelling, vocabulary. etc.

Keep a running list of "excellent" presenters and "poor" presenters from year-to-year, so those who aren't appropriate don't keep reappearing.

There were conflicts of the same types of subjects at the same time and then nothing on the topic at another time. Titles were unclear as to level of topic presentation and whether 2 or 4 year school.

There was not much left to attend on Saturday.

Would prefer scheduling of institutes prior to conference rather than after. I'd like to see WCRLA Conferences get away from Saturday scheduling - a professional organization should meet during professional (work) week.

Computer fair getting better!

Very well organized conference. Appreciate hotel letting us into our rooms early. I really missed pool and sauna facilities. Nautilus is not my thing! Hope we'll have pool (indoor) in Seattle. Albuquerque was great!!

Always one of the best conferences I attend each year. I'd like to see some relationship between WCRLA and CA Academic Semester (cc and state university) to improve our political clout! I'd also like to use conference time to develop some position papers from the association.

I wish the institutes didn't conflict with sections. How about pre- and post-conference. The section topics seemed light on classroom techniques, ESL, and study skills. Institutes were the best ever!

We were denied access to some workshops/sessions due to no interpreter for the deaf.

Any way we could offer campus tours twice? My institute presentation was at same time.

Please schedule conference a little later, so much conflict with Palm Sunday or spring break.

We should know beforehand a list of section meetings and topics/times.

Sessions dealing with the same topic were scheduled at the same time. Sessions should not be competing against one another.

Suggest you include audience appeal for sessions, i.e., community college emphasis vs. 4-year colleges/universities. There is a difference!

Knowing the section titles and time would have made it easier to pre-register for institutes.

I didn't feel much was accomplished at the Critical Thinking Breakfast - perhaps because I was new.

A real strength of this conference is the friendliness and networking! A fine organization by the Sacramento planners! Congratulations! I'm more enthused than ever about the possibilities of teaching reading at the college level. Thanks to all for a super conference!

Kay Thomas and Leonard Bliss really gave of themselves in their sessions!

Presenters should not have to pay registration fees!

I had to leave Friday morning due to prior commitments at home. I missed 4 session in particular that I would like to have attended. If I'd known before the conference when these sessions were scheduled, I could have changed my plans at home and stayed longer at the conference. It would be very helpful to have the conference schedule (complete) prior to the conference.

Section meeting scheduling -- should have some on Wednesday pm.

This conference had presentations leaning toward 4 year institutions and learning center assistance. Don't forget 2 year institution folks and have more on reading.

There is an obvious decline in section content quality this year. "Evaluation" as a theme area was missed. If a student answered an exam question with the same correlation as the WCRLA presented sessions/institutes on each theme; an honest academic would have to score as "D." SIG luncheons informative. Banquet food = inferior. Lead singer = inappropriate for academic (rude, crude, out of place). Musicians = very entertaining. Due to arrangement of sessions and institutes and selection of topics, I only attended 7 sessions (including 2 institutes) - this is far few than last year in Albuquerque where I must have attended over 15.

Seeing some of the workshops (not just the institutes) in spring before arriving would have been very helpful.

It saddens me to see someone like Jerry Fishman acting as a leader in Critical Thinking. He is very narrow in his thinking and for some reason has to undermine those who may view the world from a different perspective.

In reference to Dr. Richard Paul: Rape is not funny, should not be used in a comedic fashion even as an illustration of a vague point. Dr. Paul's somewhat cavalier use of rape as an example was offensive, repugnant, and sexist not to mention totally uncalled for. He should use another type of example and drop the reference from his talk. It marred an otherwise excellent presentation.

Acoustics very poor - sound from other rooms very disconcerting and disruptive.

It keeps getting better each year. FANTASTIC!!

Dr. Paul's talk was exceptional. I appreciate the fact that the program committee could bring in such a recognized authority on critical thinking.

It would be nice to have a conference in Canada in the near future.

More sections needed on effective & novel approaches to reading instruction.

Tuesday - Friday?

Use date headers on each page of conference program - easier referencing.

Make section meeting 1 hr. 15 min. with 15 min. break - sessions were rushed and time between too short.

Perhaps do not overlap institutes and sections so as to force exclusive choice.

I really got a lot out of this conference.

Good facility in general.

Need longer hours for publisher's exhibits and computer fair.

Conference registration folks were very helpful! Thanks.

Institutes should not be scheduled at the same time that sessions are scheduled. During each session slot, try to separate topics - i.e. - one on computers, one on reading, one on critical thinking, etc. The color coding in the schedule was great!

3 full meals in 1 day was too much! Professional entertainment was EXCELLENT!

This conference was superb improvement in coordination and organization. Then handbook for the conference was done marvelously (finally!). I liked 1) the color coding 2) the map of hotel rooms on inside cover 3) the day-at-a-glance pages. What I did not like was the ad on the back cover. Here's an idea: leave one or several pages blank for "autographs," i.e. business addresses, notes, etc.

Improvements for next year? Here are some suggestions: 1. Name of state on name tag (or country). 2. Please schedule daily aerobic classes & provide juice with tea/coffee, not only for fitness freaks, but to encourage a more healthful way of living! After all, we want to maximize and encourage a wholesome approach to living and learning! 3. Proposals/ abstracts for sessions should include intended audience and level of sophistication. For example, a new LAC manager will have different needs and expectations from a presentation than an experienced one, just as a computer illiterate from a computer buff-yet both will attend the same session.

It's difficult to decide which institutes to pre-register for, when section meeting topics and schedules are not known, but perhaps it's impossible to have that info far enough ahead of time.

Address in back of conference schedule really good idea-maybe alphabetical would be better.

Thanks for all the hard work and the excellent conference.

The book publishers should have stayed through Saturday.

Canadians are concerned about US-Canadian dollar exchange. Can something be done to smooth the process of submitting fees without having such a great rate of exchange?

Have more time for breakfasts without other meetings overlapping or schedule lunch meeting or some other time. We just got started when it was time to go.

I think you should send information to non-members who have attended previous conferences.

I really appreciated the color coded program.

Use free space in Chronicle of Higher Ed to advertise conference - pay a little to publicize the conference beyond the membership. Canonize the conference manager - this year Nancy Tooker! What great lady and great job - super assistants.

Hotel and food arrangements person - kudos!

The person responsible for AV and room set up simply didn't do the job!

It would be helpful, if possible to give us a list of section meetings (times and titles) as well as institutes prior to registration. This would make it much easier to make choices.

All ok!

Institutes should not be scheduled in conflict with section meetings.

I like the color coded sections for the various days. I commend you for the lunch with a mentor. I would encourage you to sponsor a first timers breakfast or another meeting to introduce first timers - perhaps asking them to stand at each general session. Asking specific people to especially greet them - perhaps a first timers coordinator. Ask mentors to attend newcomers meeting and encourage sign-ups.

For Newsletter Editor: Have a section for personnel changes, i.e., members at new work sites - helps us keep in touch.

My favorite activity was meeting with the Board! Love the t-shirts!

I attended Institute #4. I resent paying $12 for a 3 hours commercial. It's a good presentation and program - despite the delay of over 1/2 hour, but she was encouraging people to buy her product and I am bitter that I spent so much time and money on advertising.

This conference was well planed. Many kudos to Susan Deese and to Nancy Tooker for all-right arrangements.

Very good conference plans. This is the best organizational plan I have seen. However, we need to have sections at least one to two hours before evening activities.

Hotel employees at registration desk were uniformly rude, unwilling to be accommodating to special requests. This includes the manager as well. Room request was for 2 beds only one was in our room.

Include on hotel reservation card a section for roommate requests!! Many members wanted to share a room and didn't know who to contact.

Maybe fewer section meetings and longer time.

Thanks for the excellent planning and conference.

Let us have a better idea of the scheduled presentations before getting to the conference. Thanks for letting me know my chosen institute was closed before I came to the conference.

Overall - nice job!

I liked having Sunday free to catch my breath.

During certain schedule times, it seemed that there was not a wide selection of offerings. More variety at, say, Saturday 10:30-11:30 would have been nice.

It might be a good idea to suggest that presenters have 50 rather than 25 handouts. Also, if a copier were available, it would be less likely that presenters would run out of handouts. The handout problem accursed in nearly every workshop 2 attended.

Please, please consider scheduling 2 sections morning, and 2 afternoon. Most presenters have difficulty presenting in 50 minutes. If there is a delay for any reason (equipment, room set-up) presenter must omit valuable info. 10 minutes between sessions creates hustle and chaos in halls, etc., and there is no time to question presenter afterwards. Several sessions were very overcrowded. More offerings at a given time would alleviate this. Most of us can process only so much information in a day's work. So many sessions puts some of us in mental overload.

I go to several conferences per year. I love the people of WCRLA, but the scheduling (daily) really must be changed! Please consider this!

Ask for vegetarian/low-cholesterol meal needs . Print what kind of weather to expect.

Some section meetings were excellent - several were bad - poor delivery, not enough handouts (with a presentation dependent on the handout!) and a presentation that was not like the description.

I couldn't come on Wednesday and probably never will.

Is it possible to provide a listing of presentations in Feb/Jan, so that persons unfamiliar with possibilities can make a more informed decision to come/not come?

Do we need a better way to screen? A video?

Extremes - some wonderful, a couple awful!

Pay attention to availability of copy capability!!

Need to print up ahead what sections will be about. And, maybe repeat the more popular ones.

Next time get hotel that has airport shuttle service.

Don't have it on a weekend that is the beginning of a vacation break. People have too much to do before they get away or they leave here easier than normal.

Tell members if they have special dietary requests to announce that to the hotel when the person registers.

As a newcomer knowing no one at WCRLA, I had really hoped for a more structured and organized reception with a time to break into smaller groups to introduce and chat with a few people. Instead, the reception was disorganized and filled with inside jokes, memories etc. Really disappointing to me.

I'd suggest that you have a newcomer's lunch or dinner with several long time members who are interested in orienting people to WCRLA.

Do not put red dots on newcomers/non-members tags. I know the intention is good, but I feel like Hester Prine!!

Institutes were too late in the day.

We need more "overload" breaks, more water and coffee at sections.

How about an institute devoted to refining (supportive critique) and expanding (exploring replications) of masters, doctoral, and action research proposals/reports. Would be stimulating, and could provide helpful feedback for presenters and models for participants. Would encourage "teacher as researcher."

No time Friday night for a break. Sessions should not be schedule past 5pm if sessions start at 8:30.

Suggestion: If a two-hour sessions is scheduled at the same time as one-hour sessions, please indicate in overview that it is two hours so that appropriate planning can occur.

I especially like completing the conference on Saturday noon.

The speakers needs a little more time for the presentations.

I would much prefer returning to the old conference schedule (Thursday to Friday). I have to take off an extra day from school to attend. I can't do that. I miss the campus tours.

Excellent conference. This is a wonderful place to have a conference. Location is so interesting and so much to do. Looking forward to Seattle.

There were several times when institutes overlapped the same time period that had many section meetings which I'd like to have attended.

Coming from the midwest, I was often tired by 9:00 when the hospitality room usually opened. Would it be possible for the room to open 1 night at 8:00 instead? (I do realize that on Wednesday the room was open at 5:00)

The choice of the hotel's location in Sacramento was excellent because of the easy accessibility to recreational/tourist/dining activities

Being a newcomer to the convention as well as to WCRLA, I would have appreciated have a one-on-one luncheon with an individual who has belonged to WCRLA for a considerable amount of time, so that I could get a more in-depth view of the organization itself.

Everything was beautiful and was a fine introduction to WCRLA except 1 thing: your AV coverage was a disaster.

Great conference well-organized and managed.

Location excellent.

These activities are hard to participate in when you're alone and a person of color.

Networking with others in learning centers was the best part for me. Overall, it was an excellent conference.

I came for a Wednesday institute. I was tired by Friday and ready to go home. I will pace myself better next year.

Thanks for spreading out and repeating some.

Institute #4 Computer Assisted Instruction was excellent. Speaker was working under most unfortunate conditions - hope she will present in Seattle!

Good use of colored pages to differentiate days.

On evaluation forms, print numbers next to responses to facilitate responding.

Difficult to evaluate a panel of presenters on one form - an "average" response may not reflect an individual's ratings on each of the dimensions.

I don't recommend individual forms for each presenter but possibly spaces for each presenter on one form in which a letter rating is written in and not circled.

1 hour is too short; 3 hours is too long.

Computer fair closed too early. Publisher's exhibits closed too early.

It would have been very nice to know before I came that the Sat. Institute for which I had registered was full!

It would have been good to know about the section meetings ahead of time.

Fabulous arena for exchange.

Thanks.

I enjoyed the meeting and conversations but I did not enjoy the food. It would have been good to have had a choice of meals.

It would have been good to have had information sooner - for answers were slow in coming. Also, it would have been handy to have networking (especially through local regions) to find out about possibilities of sharing accommodations.

The banquet chicken was terrible!

I always learn much at these conferences. Thanks to all of you who work so hard.

What happened to the LD SIG?

WCRLA STATE/REGION DIRECTORS

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Morgan Hill CA 95037
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Jim Prager
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No phone number

Char Mansfield
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Butte College
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Minneapolis MN 55455
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Rhea Ashmore
Reading and Study Skills Program
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University of Montana
Missoula MT 59812
(406) 243-5415

Judi Haney
McCook Community College
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(308) 345-6303

Jacqueline Grose
Western Nevada Community College
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Kay Thomas
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Miami University
Oxford OH 45056
(513) 529-4157

Lois Phillips
Office of Learning Assistance
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Oxford OH 45056
(513) 529-4157

Bess Jenkins
El Reno Junior College
1300 Country Club Road
Box 370
El Reno OK 73036
(405) 262-2552

Dee Tadlock
P.O. Box 1647
Yakima WA 98907
(509) 575-2344

22 JULY 1988

BECKY JOHNEN
CHEMEKATA COMMUNITY COLLEGE
4000 LANCASTER Dr, NE
PO BOX 14007
SALEM, OR 97309

Becky:

I hope you are having an enjoyable summer so far. Enclosed you will find the information that the SIG leaders have forwarded to me. I will go through each of the SIGs so you will know you which SIGs have turned in the WCRLA SIG GUIDELINES form and which SIGs are still working on them.

==========

1. COGNITIVE PSYCHOLOGY - PAT MULCAHY
   WCRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in.

==========

2. COLLEGE READING - CHAR MANSFIELD and TOM GIER
   WCRLA SPECIAL INTEREST GROUP GUIDELINES form turned in but the SIG is still in the process of developing goals and compiling a mailing list. This information will be forwarded to you when it is completed, probably in late Fall.

==========

3. COMPUTER TECHNOLOGY - BILL BRODERICK
   No WCRLA SPECIAL INTEREST GROUP GUIDELINES form as of this time, but I know I will be getting something from Bill in the near future and I will forward that information to you.

==========

4. CRITICAL THINKING - SUSANNE MANOVILL
   No WCRLA SPECIAL INTEREST GROUP GUIDELINES form as of this time, but I have received correspondence from Susanne and I know that she is busy updating the goals and a mailing list for Critical Thinking. I know that I will be receiving the WCRLA SPECIAL INTEREST GROUP GUIDELINES form in the near future and will forward it to you.

==========

5. HISPANIC ASSISTANCE - MANUAL OLGIN
   No WCRLA SPECIAL INTEREST GROUP GUIDELINES form as of this time but I know that Manual is working on them and I will forward them to you when I receive them.

==========

6. INTERNATIONAL LEARNING PROCESSES -DONNA MANSKE & ROBERT LEMELIN
   No WCRLA SPECIAL INTEREST GROUP GUIDELINES form as of this time but I know from my own experiences of starting up a new SIG how slow it can be getting members and input in order to complete the WCRLA SPECIAL INTEREST GROUP GUIDELINES form. I will forward information when I recieve it.

==========

7. LEARNING ASSISIANCE CENTER MANAGEMENT - DOROTHY POULSEN
   No WCRLA SPECIAL INTEREST GROUP GUIDELINES form as of this time but I know Dorothy, who is the new SIG leader, is working on it. I have sent her some information she requested on her SIG. I will forward to you the SIG's form when I recieve it.

==========

8. LEARNING DISABLED STUDENT - MARY LEE TAYLOR
WCRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in.

==========

9. MATHEMATICS - NO LEADER
I am hoping that the information in the Summer and Fall issues of the WCRLA NEWSLETTER will encourage someone to step forward and volunteer to be SIG leader.

==========

10. PEER TUTORING - TOM GIER
WCRLA SPECIAL INTEREST GROUP GUIDELINES form completed and turned in. The mailing list is not included since this SIG is charging the $3 fee for the first time and thus there will be a turn over in SIG membership. A completed mailing list should be forwarded to you by late September.

==========

11. EVALUATION/RESEARCH - CAROL CLYMER WALVEKAR
No WCRLA SPECIAL INTEREST GROUP GUIDELINES form as of this time, but I know I will be getting something from Carol in the near future and I will forward that information to you.

==========

In conclusion, the following is included in this mailing:

1) Cognitive Psychology WCRLA SPECIAL INTEREST GROUP GUIDELINES form;

2) College Reading WCRLA SPECIAL INTEREST GROUP GUIDELINES form;

3) Learning Disabled Student WCRLA SPECIAL INTEREST GROUP GUIDELINES form; and

4) PEER TUTORING WCRLA SPECIAL INTEREST GROUP GUIDELINES form.

Becky, have a nice summer; I'll be corresponding with you as I get additional SIG information.

Sincerely,

Tom Gier

Tom Gier
WCRLA SIG COORDINATOR
Building B, West Campus
University of Alaska Anchorage
2533 Providence Avenue
Anchorage, Alaska 99508-4670
WORK: (907) 786-1926
HOME: (907) 349-7128

cc: Susan Deese
Becky Patterson

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1988-1989

DIRECTIONS: Please complete this form and return to Tom Gier, SIG Coordinator, The Learning Center, Bldg B, University of Alaska Anchorage, 2533 Providence Avenue, Anchorage, Alaska 99508-4670. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

DEADLINE: JUNE 15, 1988

Special Interest Group Name: COGNITIVE PSYCHOLOGY

1988-89 SIG LEADER:

PATRICIA MULCAHY
NAME

2136 FRY STREET #4
ADDRESS

ROSEVILLE, MN 55113

NOTE: I should be changing my address in the fall.

(612) 625-9367* (612) 636-3581
Work Phone **Home Phone**

*Leave a message.

Special Interest Group Purpose:

The Cognitive Psychology SIG's main purpose is to communicate research in areas such as learning, memory, reading, writing, cognitive styles, problem solving, and study skills to facilitate discussion among WCRLA members about the implications of research in these areas for teaching students in academic support programs.

Goals for 1988-89:

1. Publish the interactive newsletter three times per year.
2. Present workshop(s)/session(s) at the annual WCRLA conference.
3. Promote active membership in this SIG.

RLA COGNITIVE PSYCHOLOGY SIG (JUNE, 1988)

Wes Brown
1035 E 20th St
Oakland, CA 94606

Neelan Canto-lugo ENG
Yuba College
2088 N Beale Road
Marysville, CA 95901

Gretchen Cupp LRC
Fresno State
Cedar at Shaw
Fresno, CA 93740-0044

Barbara Dawson
Sierra College
5000 Rocklin Rd
Rocklin, CA 95677

Sirkka Gudan LAC
Schoolcraft College
18600 Haggerty
Livonia, MI 48152

Georgine Materniak LSC
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Mike McHargue
Foothill College
12345 El Monte Road
Los Altos Hills, CA 94022

Pat Mulcahy CRLPC
204 Elliott Hall
Univ of Minn
Minn, MN 55455

Sharlyn Russell LSC
Univ of Puget Sound
Howarth 109
Tacoma, WA 98416

Cliff Uejio CLAS
Long Beach City College
4901 E Carlson St
Long Beach, CA 90808

Tom Gier
Anchorage Com College
2533 Providence Ave
Anchorage, AK 99508-4670

Please send any address changes to Pat Mulcahy. Thank-you.

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1988-1989

DIRECTIONS: **Please complete this form and return to Tom Gier, SIG Coordinator, Building B, West Campus, University of Alaska Anchorage, 2533 Providence Avenue, Anchorage, Alaska 99508-4670. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the August meeting.**

DEADLINE: July 15, 1988

Special Interest Group Name: COLLEGE READING

1988-89 SIG CO-LEADERS: CHAR MANSFIELD AND TOM GIER
NAME

CONTACT PERSON: TOM GIER

Building B, West Campus
UNIVERSITY OF ALASKA ANCHORAGE
2533 Providence Ave
Anchorage, Alaska 99508-4670

ADDRESS

(907) 786-1926 **Work Phone**

(907) 349-7128 **Home Phone**

Special Interest Group Purpose:

"To improve college reading programs"

Goals for 1988-89:

Since this is a brand new SIG the goals are still being worked on by the members. When the goals are completed, which may not be until late Fall, a copy will be sent to the SIG Coordinator and WCRLA Board Secretary.

-over-

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1988-1989

DIRECTIONS: **Please complete this form and return to Tom Gier, SIG Coordinator, The Learning Center, Bldg B, University of Alaska Anchorage, 2533 Providence Avenue, Anchorage, Alaska 99508-4670. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.**

DEADLINE: **JUNE 15, 1988**

Special Interest Group Name: Learning Disabled Student

1988-89 SIG LEADER:

Mary Lee Taylor

NAME

Amarillo College, P.O. Box 447

ADDRESS

Amarillo, TX 79178

(806) 371-5429 (806) 352-1784

Work Phone **Home Phone**

Special Interest Group Purpose:

To share information and expertise on the learning disabled college student.

Goals for 1988-89:

1. To continue to provide information to the professional working with the LD student.
2. To coordinate an institute presentation and two SIG meetings in 1989 at Seattle.
3. To engage membership in planning of institutes and section meetings related to the LD college student for 1990.
4. To provide an informative newletter for members in 1988 and 1989.

1988

LEARNING DISABILITIES

WCRLA SIG MEMBERSHIP

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ALICE ZELLHUBER
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ADULT BASIC EDUCATION
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OR
JOANN PAYNE
LANE COMMUNITY COLLEGE
DOWNTOWN CENTER
1059 WILLAMETTE ST.
EUGENE, OR 97401

OR
SHERRIE SHERRILL
GEORGE FOX COLLEGE
NEWBERG, OR 97132

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LEARNING SKILLS CENTER
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PITTSBURGH, PA 15260

Pa
Georgine Materniak
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TX Leader
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OR
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OR
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We
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ROCK SPRINGS, WY 82901

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1988-1989

DIRECTIONS: **Please complete this form and return to Tom Gier, SIG Coordinator, Building B, West Campus, University of Alaska Anchorage, 2533 Providence Avenue, Anchorage, Alaska 99508-4670. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the August meeting.**

DEADLINE: July 15, 1988

Special Interest Group Name: Peer Tutoring

1988-89 SIG LEADER:

Tom Gier
NAME

Building B, West Campus
UNIVERSITY OF ALASKA ANCHORAGE
2533 Providence Ave
Anchorage, Alaska 99508-4670

ADDRESS

(907) 786-1926 (907) 349-7128
Work Phone **Home Phone**

Special Interest Group Purpose:

"To improve peer tutoring programs"

Goals for 1988-89:

1. To increase tutor recruitment;
2. To improve tutor training;
3. To improve tutor evaluation;
4. To increase faculty involvement;
5. To improve tutor delivery systems;
6. To explore different types of tutoring programs;
7. To assist in setting-up new tutoring programs; and
8. To keep informed about the latest research concerning tutoring.

-over-

Proposed Activities for 1988-89:

1. To continue to publish a national newsletter, "The Tutoring Exchange;"

2. To continue to pursue the establishment of WCRLA National Tutoring Certificates;

3. To present a tutor training institute at the Seattle Conference;

4. To hold both breakfast and business meetings at the Seattle Conference; and

5. To continue to act as a clearinghouse for tutoring ideas and information on a national level.

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

Please attach a membership list.

No membership list is available at this time since this SIG is requesting the $3.00 membership fee for the first time. The notice of membership fee was mailed out to members in late June. When an updated list is ready, approximately the end of September, it will be forwarded to the SIG Coordinator and WCRLA Board Secretary.

Tom Grier — 7-15-88

SIG Leader — Date

Tom Grier — 7-15-88

SIG Coordinator — Date

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1988-1989

DIRECTIONS: Please complete this form and return to Tom Gier, SIG Coordinator, The Learning Center, Bldg B, University of Alaska Anchorage, 2533 Providence Avenue, Anchorage, Alaska 99508-4670. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

DEADLINE: JUNE 15, 1988

Special Interest Group Name: Critical Thinking and Problem Solving

1988-89 SIG LEADER:

Susanne Manovill
NAME

University of Prince Edward Island
ADDRESS

Charlottetown, P.E.I. Canada C1A 4P3

(902) 566-0581 (902) 672-2714
Work Phone Home Phone

Special Interest Group Purpose:

To promote critical and creative thinking by an exchange of ideas and experiences of the SIG's members via an Interactive Newsletter and conference programs.

Goals for 1988-89:

Contact SIG members to set up a network to achieve the SIG's purpose as outlined above.

Proposed Activities for 1988-89:

Work on achieving the goals by an interchange of ideas and suggestions through the Interactive Newsletter. Hopefully, have a program suggestion for the '89 Conference.

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

*Would like to raise this for next year because of increased postage.

Please attach a membership list.

Will supplement the enclosed list which represents members who signed up in Sacramento at the breakfast as soon as they can be verified.

Susanne Manovill — Susanne Manovill — 15 July 1988

SIG Leader — **Date**

Tom Geier — 7-22-88

SIG Coordinator — **Date**

List of Members of the Critical Thinking and Problem Solving SIG Who Signed up at the Breakfast in Sacramento

Elaine V. Batenhorst
Kearney State College
Kearny NE 68849

Theria Beverly
P.O.Box 18529
Tucson AZ 85731

Janeta M. Condon
Loma Linda University
School of Nursing
Loma Linda CA 92354

Archie Davis
Box 790
Metamora Ill 61548

Mary Ann DeAmond
8523 Maybrook Woods
San Antonio TX 78249

Mary Edel Denman
Academic Skills Center
San Diego State Univ.
San Diego CA 92182

Gina Duron
USC Learning Center
3375 S.Hoover St.,Ste.E
Los Angeles CA 90007

Janet Ewart Eddy
375 S.Hoover St.Ste.E
Los Angeles CA 90007

Diane S.C. Ferreira
Hua Leahi No.306
3071 Pualei Circle
Honolulu HI 96815

Jerry Fishman
English Department
Sacramento City College
3835 Freeport Blvd.
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Liz Fleming
SU Disabled Stud.Serv
Chico CA 95929-076

Wayne R. Herlin
Brigham Young Univ.
165 SWKT
Provo UT 84602

Midori Hiyama
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Jessie G. Isenegger
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Edmonton Alta T5N 2B5

Laurel Ittelson
Disabled Student Servs
California State Univ.
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Elizabeth A. Karzag
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Mike McHargue
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Cupertino CA 95014

Frances L. McMurtray
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San Antonio TX 78217

Susanne Manovill
Univ.of PEI
Charlottetown PEI C1A 4P3

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Memphis TN 38152

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1301 16 Ave.
Calgary ALTA T2M 0L4

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3001 Harmony Dr.
Bakersfield CA 93306

Carol R.T. Wills
2825 Juniper St.
San Mateo CA 94403

.T. Z. Gordy
)02 W.72 St.
'airie Villag.KS 66208

)rothy H. Gray
iite 907,10030-114 St.
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ary M. Henrikson
)llege of Charleston
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iarleston SC 29424

Kate Sandberg
2533 Providence Dr.
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2729 Canfield Ave.
Los Angeles CA 90034

Frank J. Torres
1587 Brentwood Ave.
Upland CA 91786

Vaun Waddell
Adm.215 Ricks College
Rexburg ID 83440

25 July 1988

SUSAN DEESE
CENTER for ACADEMIC PROGRAM SUPPORT
ZIMMERMAN LIBRARY
UNIVERSITY OF NEW MEXICO
ALBUQUERQUE, NEW MEXICO 87131

Susan:

Please find the following enclosed:

1) "Recommendations For National Certification Of Tutor Programs: An Update" (three pages);

2) "Western College Reading & Learning Association's National Certification Of Tutor Programs: Purpose, Procedures, & Guidelines" (one page);

3) "Western College Reading & Learning Association's Application For Certification Of Tutor Programs" (two pages);

4) "Western College Reading & Learning Association's Requirements For National Certification Of Tutor Programs" (three pages);

5) "Western College Reading & Learning Association's National Certification Of Tutor Programs, Annual Verification Update" (one page);

6) a variety of rough draft "tutoring certificates" that include two institutional/program certificates plus one for each of the three levels for individual tutors; and

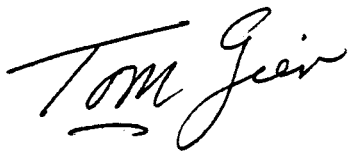
7) the "Special Interest Group Guidelines" from the Critical Thinking and Problem Solving SIG, this information arrived too late to be included in the SIG packet I sent you on 22 July 1988.

Susan, I am very proud of the work that my committee, the WCRLA National Tutor Certification (NTC) Committee, did in updating and developing the enclosed guidelines, procedures, and forms. The input you gave, in addition to that of Barbara King, Gladys Shaw, Becky Johnen, Alene Showers, and Elaine Smith, was outstanding. This input was varied and diverse enough so that I was able to develop what I believe is a series of documents that are both excellent in depth and flexibility.

I realize that there will still be problems to deal with as the certification process progresses but I believe that with the recommendations, procedures, etc. that I have proposed and with the assistance of the NTC Committee I will able to meet and successfully solve these problems. In fact, I look forward to the unforeseen because they will help make this a better and stronger process.

Please call me if there are any questions I can answer concerning any of the enclosed documents.

Sincerely,



Tom Gier, Chair WCRLA National Tutor Certification Committee
UNIVERSITY OF ALASKA ANCHORAGE
WEST CAMPUS, BUILDING B
2533 PROVIDENCE AVENUE
ANCHORAGE, ALASKA 99508
home phone: (907) 349-7128
office phone: (907) 786-1926

CC: Becky Johnen
Becky Patterson

Recommended Procedures for the Inter-organizational Sponsorship of Professional Conferences

It is often more advantageous in terms of facilities, costs, program quality, and human resources for one or more professional organizations within the same geographic area to co-sponsor a conference or other professional activity than for any single organization to do it alone. However, when the organizations are somewhat competitive by nature, conflict may arise, especially in the areas of responsibility, visibility, and recognition. The following procedures, if agreed to in advance and adhered to in practice, would prevent such conflict and permit cooperative efforts that provide the highest possible quality of professional experiences for members of the organizations.

General Recommendations:

1. A cooperative Steering and Planning Committee with equal representation from each sponsoring organization should be established for each co-sponsored activity.

Committee members could be elected or appointed as each organization desires. For large functions such as a conference, there should be at least two to three members from each organization appointed to the committee.

2. The Steering/Planning Committee would be charged with determining the activity site and assigning specific responsibilities.

3. If the activity, such as a conference, is repeated year after year, the Steering Committee should be appointed for the subsequent year during the current conference. It should have its first meeting regarding plans for the subsequent year before

leaving the current conference. Appointments or elections of committee members can be made in organizational business meetings scheduled before or early in the conference.

4. Each organization contributes equal seed money to fund the activity. or equivalent services

5. All publicity would provide absolutely equal visibility and recognition for each organization involved.

6. Funds should be promptly and equitably accounted for after each activity.

Suggested Committee Guidelines:

1. No one organization takes precedence in terms of responsibilities regardless of differences in organizational structure. Rather, major responsibilities are rotated annually. For example if organization "A" is in charge of program one year, organization "B" will have that responsibility the following year.

2. The Steering and Planning committee would make a site selection and major responsibility assignments for the subsequent year before leaving the conference or activity during the current year. Chairmen for significant responsibilities may be the members of the Steering and Planning committee but not necessarily so.

3. The Site Chairman for each activity should account for activity funds on an ongoing basis using bank reconciliations and statements of receipts and expenditures.

4. Immediately after the conference, or activity full and complete accounting and a final equal distribution of funds (or additional billings if applicable) should be made to each co-sponsoring organization.

5. Immediately after the conference or activity, each of the other chairmen involved, such as Program Chairman, Registration Chairman, Entertainment Chairman, etc., should also prepare and distribute a final report to the officers or designated official representatives of each organization involved.

An example of this procedure follows using the 1988 Texas Conference for Academic Support Programs as the activity and WCRLA and TADE as the co-sponsors.

Step 1. WCRLA and TADE each have a business meeting early in the conference and elect 2-3 members to the Steering and Planning Committee for the 1989 Conference.

Step 2. The Steering and Planning Committee meets before leaving the conference and

- selects the Program Chairman. Since TADE had the Program Chair in 1988, a WCRLA representative should have it in 1989.
- selects the site and site chairman. For 1989, this should be a TADE representative.
- gives the committee descriptions and history to the chairmen selected.
- determines a calendar of deadlines for calls for proposals, program finalization, and printing.

Step 3. The Steering and Planning Committee issues the first call for proposals by the end of the current conference.

Consultation & Technical Assistance
Information Brokering Service
Journal of Developmental Education

National Center for Developmental Education
Reich College of Education
Appalachian State University
Boone, North Carolina 28608
704/262-3057

Kellogg Institute
Review of Research in Developmental Education
Telementoring Project

June 28, 1988

Dr. Susan Deese
CAPS Zimmerman Library
University of New Mexico
Albuquerque, NM 87131

Dear Susan:

Since I know you are officially out of the office until July 1, I thought it might be best to write to you rather than have you return a call. I have been in contact with Becky Patterson and believe we have things worked out as far as WCRLA advertising in the JOURNAL OF DEVELOPMENTAL EDUCATION for Volume 12.

Becky did not think she could have an ad typeset quickly on her campus so she opted to send the information to me and have our typesetter do the layout. I have sent the information, as well as my ideas for layout, to our typesetter and am planning on placing a 1/2 page ad in this issue. Since we know your request for a 1/2 page three-time insertion can be met in all three issues of Volume 12, a contract reflecting this is attached.

Becky also mentioned she would like to submit copy for our "Commercial Notes" page. I suggested that she find out which issue you planned to run your WCRLA news column in so that we may run the Commercial Notes piece in a different issue. If you have not heard from her about this matter, perhaps you can contact her.

Any word on your number of subscribers yet? I'd appreciate it if you let me know once you have tabulated those figures. Thanks for everything Susan, and I'll talk to you soon.

Sincerely,

Barbara J. Calderwood
Managing Editor

Attachment

DEADLINE SCHEDULE
JOURNAL OF DEVELOPMENTAL EDUCATION

	MAILING DATE	ADVERTISING INSERTION	CAMERA-READY/ TO TYPESETTER	TO PRINTER
ISSUE 1	Sept. 1	June 1	June 15	July 15
ISSUE 2	Nov. 16	Aug. 1	Sept. 1	Oct. 2
ISSUE 3	Jan. 25	Oct. 15	Nov. 2	Dec. 7

University of Pittsburgh
LEARNING SKILLS CENTER
University Counseling Service
Division of Student Affairs

June 8, 1988

Susan Deese
CAPS
Zimmerman Library
University of New Mexico
Albuquerque, NM 87131

Dear Susan:

Congratulations of becoming the President of WCRLA. I hope that you have a successful and enjoyable term of office.

As you may know, I have been communicating with Gwen Enright about the CAS Standards and Guidelines for Learning Assistance Programs to explore how WCRLA may want to become involved in the first scheduled revision of the standards which is to occur next year. Audrey Williams and I have spent most of this past year contacting national groups such as NADE, the College Reading Association (CRA), the Long Island Center Conference group, the Center for Developmental Education and WCRLA to alert the profession of the existence of the document and to inquire how we may work together in the revision of the standards. Our hope is to encourage as much participation as possible by the profession-at-large and to lay the foundation of that effort before the actual revision process begins.

I would like to bring you up-to-date, as the current President of WCRLA, of some recent events regarding this effort. In addition, I would also like to respond to the suggestions and comments of the WCRLA Board.

In March, I attended the annual conference of NADE in Orlando and had the opportunity to meet the members of the NADE Standards Committee. Diane Vukovich, the President of NADE, stated that the issue of standards would be a priority of the organization this year. At her request, I recently sent Diane information about the Council for the Advancement of Standards (CAS), the consortium of national organizations that produced the CAS Standards and Guidelines for Student Services/Development Programs. Bunk Spann of the National Center for Developmental Education also asked for information about membership in CAS. I have not heard if either of the groups has proceeded beyond inquiry about membership. However, I felt that you may want to know about this and I am going to share the same information with you that was given to Bunk Spann and Diane Vukovich.

When I spoke to Ted Miller, the President of CAS, he informed me that the CAS Secretary is responsible for membership as part of her role and to contact

Dr. Sara Looney
Associate Vice President
Office of the Vice President of Services
George Mason University
4400 University Drive
Fairfax, Virginia 22030
Telephone: (703) 323-2134.

Ted also explained that membership is $200 a year and open to any national organization that has an interest in student development and student services. As a member, an organization can send two delegates and have one vote on the Council. If you would like additional information about CAS in general, you can contact Ted Miller at

University of Georgia
408 Aderhold Hall
Athens, GA 30602
Telephone: (404) 542-1812.

I am very encouraged by this interest in exploring CAS as a vehicle for pulling our efforts together to improve the document of standards for our profession. Whether or not the organizations actually decide to join CAS officially, it is clear that there are strong feelings about the importance and desirability of standards for our profession and that a unified effort is necessary to give a document strength.

I was very pleased to receive the WCRLA Board of Director's suggestions and comments about the standards in January. I assured Gwen that my delay in responding is because I wanted to give the Board's efforts the time and thought that they obviously gave. Attached is a letter to you and the Board which I hope you will share since I do not have a list of the Board.

Finally, I have also included a copy of the letter sent recently to Dr. Mary Rubin about the Task Force on Terminology. This work is very important to the profession and can be of great help to the standards project. As mentioned in my letter to Mary and in the letter to the Board, terminology posed a problem in the drafting of the original document and I anticipate that it will continue to be an issue in the revision of the standards. I hope that we may use the work of Mary and her Task Force on Terminology as a resource.

Again, I congratulate you. If you have any questions or need further information about the above, please do not hesitate to contact me. I look forward to working with you and WCRLA.

Sincerely,

Georgine Materniak

Georgine Materniak
Coordinator

cc: Gwen Enright, Past President of WCRLA
Marie Byrnes, Chairperson, ACPA Commission XVI
Sara Looney, Secretary of CAS
Ted Miller, President of CAS
Audrey Williams, Co-Chairperson, Commission XVI Standards Committee

University of Pittsburgh
LEARNING SKILLS CENTER
University Counseling Service
Division of Student Affairs

June 8, 1988

Susan Deese
President, WCRLA
Board of Directors, WCRLA
CAPS
Zimmerman Library
University of New Mexico
Albuquerque, NM 87131

Dear Susan and Members of the Board:

On behalf of Commission XVI, I want to express our gratitude for the careful thought and consideration you gave to the comments and suggestions regarding the CAS Standards and Guidelines for Learning Assistance Programs. Some of your comments reinforce concerns that we share. The suggestions about issues that are missing (omissions) are helpful. In addition, some items need to be discussed further and clarified. To make it easier to follow the response below, I have numbered the WCRLA Board's suggestions and comments made in Gwen's letter of January 5, 1988.

COMMENT 1

The lack of precision in terms has been a problem from the beginning and we expect that to continue to be an issue during the revision process. We hope to find some solution but it could be difficult.

In the early drafts of 1980 and 1981, we tried to deal with the lack of precision in the terminology of our field by actually using all the words that were being used, words like "remedial" or "developmental" or "preventative". However, the terms were so controversial in people's responses to the drafts that we decided to eliminate them wherever possible in the document in our final recommendations to the CAS Board. CAS recognized this suggestion but, for some unknown reason, the word "remedial" was not eliminated from the Mission Statement, P. 63, IA. The WCRLA Board's suggestion is, in fact, similar to the one the Commission made to CAS, i.e., to eliminate "remedial" and insert "services". WCRLA's suggestion gives us further reinforcement to have that change made in the future revision.

However, that does not solve the problem which is the issue of terminology or the lack of terminology which our profession has neglected. I am very interested in the work of Mary Rubin and her task force for this reason. Unless, we, as a profession, come to terms with terms (excuse the pun), we cannot clearly communicate who we are among ourselves let alone to anyone outside of the field. Of course, the lack of consistent terminology is a direct reflection of the diversity of our profession. We have created programs and services that meet the needs of our specific student populations and institutions. This is the richness of our profession. However, the diversity has also created many terms which we feel describe what we do. In many hours of discussion during the draft process,

311 WILLIAM PITT UNION, PITTSBURGH, PA 15260 (412) 648-7920

people expressed a dislike with certain terms even though the terms are commonly used and no one could come up with terminology that everyone could accept as agreeable and universal. I fully agree with and support the suggestion of Mary Rubin that an inter-associational effort is needed to tackle this issue and to come to some understanding. It will be a tough job. We need to be cautious that we do not fragment the profession into specified groups in an attempt to reach universal meaning of terms. It is important to preserve our diversity but to be united in our agreement of what that diversity is.

COMMENTS 2 and 7

The issue of whether or not the standards apply to a separate learning assistance program as well as to a comprehensive program (comment 2) and the standards viewed as endorsing only one model (comment 7) are related and, so, I will discuss them together.

When we initially became involved in the standards project, one of the first decisions that had to be made was whether or not one document could effectively address the diversity of programs in our profession. Could one document have something meaningful to say to learning support programs in different administrative lines (academic or student affairs), in different institutions (two or four year, private or public, urban or rural, etc.), that either do or do not award credit, and are funded by hard or soft money? Combine these questions with the variety of skills taught by these programs which include reading, study skills, ESL, math, writing, critical thinking, tutoring, etc. and is there anything that could be said that would apply to all? We, then, considered the alternative which would be to deal only with one type of program, i.e., a non-credit learning assistance program in a student affairs unit. After much thought and debate, we concluded that there would be a real danger in writing a document that would only deal with one type of program because it would serve to divide a profession that thrives on diversity. We also concluded that there are some fundamental issues and philosophical notions that transcend our differences and which bind and unite us. If this were not so, how is it that membership in our organizations and attendance at our conferences attracted peers from all types of program configurations? We feared, and I personally still do, that if separate documents are created for each type of program, we will fragment the profession.

Actually, the generality of the topics which CAS instructed us to address (although problematic at times because of our heterogeneity) was helpful because we were forced to deal with universal issues that should be applicable to all types of programs. Other organizations which have attempted to draft standards have been unsuccessful primarily because they cannot reach agreement on what is general and what is specific. Reading specialists argue for things that pertain primarily to their practices while math specialists, tutorial coordinators, study skills specialists, etc. all have their agendas.

In response to the Board's comment 2, I do think we had a comprehensive learning assistance program in mind in creating the document as opposed to separate instructional support services. However, could not separate learning assistance services extract notions from the document recognizing and taking into account the limits of the purpose or mission of their particular service?

The alternative would be to create documents for each separate type of service which is beyond the scope of this project. However, we have at times thought about appending standards for specific practices to the main document. If, for example, reading specialists or tutorial coordinators, or any other specialists typically found in learning assistance created standards for their particular practice, those documents can be referred to in the main document and this would be acceptable to CAS.

In response to comment 7, we are concerned that there is an impression that the standards support only one particular model of learning assistance. We made every effort to be comprehensive and to avoid the exclusion of different types of programs. We need the Board's help in identifying the elements of the document that give this impression and in clarifying the particular model that is perceived to be predominant. Also, any help the Board can give in identifying recognized models of learning assistance would be appreciated. Again, there was no intention to exclude models and we need to know what models were not included.

COMMENT 3

Assuming the impression that requirements for those who teach in learning assistance programs are minimal or nonexistent is in reference to the "Human Resources" section of the document, again, this is not the impression that we want to convey. Unlike other professional groups, there is no **one** way in which people prepare to enter learning assistance.

To deal with this problem, we tried to say that people should at least be educated and skilled in the disciplines they teach. For example, reading specialists should have a degree in reading, math specialists should have a background in math or math education, counselors in counseling, etc. However, some practices within learning assistance are not that clear. There are no specific education programs, for example, to train study skills specialists or tutorial coordinators but we can say that they should have certain expertise and skill. So our approach to this section was based on these notions. Any recommendations that the Board can make as to how the document could be improved to eliminate the impression that requirements are nonexistent or minimal, taking into account the diversity of our backgrounds, would be very helpful. In other words, how do we say that learning assistance professionals need to be educated, experienced, and skilled but without saying that there is only one particular set of requirements which would exclude certain professionals? How do we reduce vagueness and add precision?

COMMENT 4

Again, we are pleased with the Board's reaction to the Program section, p. 63, II-1 because this was an item that we suggested be eliminated as a "must" statement because it is inappropriate. Although we would like to encourage learning assistance programs to work with faculty, this cannot be mandated because it is not appropriate for certain institutions for a variety of reasons. We do not know why CAS did not follow our recommendations for this section but the Board's response gives us support for having it changed.

COMMENT 5

Under "Organization and Administration", we state that learning assistance programs do exist under different administrative units depending on the particular institution. This was included to recognize that where the program exists administratively is not an issue and that it would be inappropriate to say that a program had to exist in either instructional services or student services. Therefore, the intent of the wording is not to be unclear but to be flexible in recognizing the reality that there is no one way in which a learning assistance program is housed administratively.

COMMENT 6

When CAS inserted the "must" and "should" statements, we were concerned that some of the statements became too limiting or problematic. Particularly, we requested that the Program section, p. 63, II-1 (comment 4 above), not be expressed as a "must" statement because it was inappropriate. We also requested, in our final draft, that CAS seriously consider dropping this format. As I mentioned above, we do not know why the Program section statement was not changed as recommended but we did learn why CAS used and kept the "must" and "should" format. This is a format that is used in creating documents that can serve in an accreditation process. CAS has **no** intention of becoming an accreditation agency but it did have the insight to recognize that other organizations and associations may want to adopt the standards as tools for accreditation. The Council on Postsecondary Accreditation (COPA), which served as a consultant to CAS, advised that the standards be written in the "must" and "should" format which is the form most commonly used for accreditation purposes.

COMMENTS 8 and 9

Both suggestions for inclusion in the revision are excellent and will be recommended. One of the reasons for the periodic revision is to update the document to reflect current practices and concerns. We anticipate that other suggestions for inclusion will be made to reflect changes that have occurred over the past several years.

COMMENT 10

Sorry, but I need further explanation on what is meant by an academic program of basic skills and an outreach component. I'm hazy on what is being referred to on both points so I need more information.

Thank you for bearing with this lengthy response. As you probably know, this type of communication is difficult to do in written form but our distances make this the best option.

Thank you and the WCRLA Board for the reactions and suggestions. They are on file and I look forward to further discussion resulting from this correspondence.

Please remember the official revision process will not begin until next year so there is still plenty of time for more ideas and suggestions.

Sincerely,

Georgine Materniak

Georgine Materniak
Co-Chair, Commission XVI
Standards Committee

cc: Marie Byrnes, Chairperson, ACPA Commission XVI
Gwen Enright, Past President, WCRLA
Gladys Shaw, Commission XVI Standards Committee
Audrey Williams, Co-Chair, Commission XVI Standards Committee

PRELIMINARY WCRLA PROFESSIONAL PRESENTATION/ PUBLIC RELATIONS POLICY

STATUS REPORT

7/15/88
J. Carter-Wells

PURPOSE/NEED : To develop a professional "look" and method of presentation for all communication and/or organizational documents; this professional presentation policy would be a complement of a focused and more formal public relations policy.

PROCESS: 1). Reassess organizational goals and related public relations goals.
STATUS: BOARD COMPLETED 10-25/87

2). Identify key concepts/terms that epitomize goals /future directions.
STATUS: BOARD COMPLETED 10/25/87 - Identity, Visibility, Credibility

3). Identify those written communication needs or organizational documents and link with overall public relations goals.
STATUS: Journal, stationery, business cards, state director's correspondence, ads, news letters - WCRLA and SIGs, brochure

4). Identify audience receiving these documents or communication sent out by organizational representatives (officers, state directors, SIG leaders, etc.).
STATUS: Board members, state directors, SIG leaders, WCRLA members, other national organizations, conference related - hotels, airlines, etc.

5). Design organizational look based on 1-4 and review with members and officers.
STATUS: Suggest logo change (variation) as appropriate with name change (#10 + 11 of fall retreat minutes); look should not be changed until and if organization makes a name change - most organizations reassess look and presentation every 7-10 years; professional presentation, consistency and procedures can be established now, however, and would be in place for a future major

change; current suggested color changes to blue and white are appropriate but then should not be changed with a logo change; the blue/white scheme is similar to early 70s look before the change to brown which was very professional and contemporary for that time; if blue is chosen, then the correct ink color number needs to be communicated to all those under #3 and #4 above - currently, the new brochure(Gwyn's) of a light teal blue is PMS# 304U and the current JCRL is PMS# 293U.

6). Develop formal policy for professional presentation by the organizational representatives that becomes part of duties/responsibilities statement.
STATUS: Add to recent Board policy - #10 - for state organizations as well as prepare a general board policy.

7). Provide camera-ready logos and mastheads for these same representatives for their communication needs.
STATUS: Secretary could be responsible for this coordination which would include camera-ready logos and mastheads and correct PMS numbers.

Requests Topics not format

WCRLA MEMBERSHIP SURVEY

DEMOGRAPHICS

geographic region (by WCRLA definition)

age

sex

highest educational level and subject area

type of program -- classroom instruction, tutorial, ABE, etc.

number of years employed in developmental ed, learning assistance, etc.

employment at what type of institution (business)
- 2 year public/private
- 4 year baccalaureate only public/private
- 4 year Masters only public/private
- 4 year doctoral public/private
- private sector

% of time responsible for classroom instruction/ administration/other

how many years a WCRLA member?

who pays dues? employer/self/combination

other professional organizations?

MEMBER SERVICES

Attend conference in past three years?

Factors related to attending conference -- program theme, quality of program, location of conference, speakers, registration fee, date

If you do attend conference, who pays for costs? employer, self, combination (including %s)

If you have attended conferences, should activity be increased, decreased, or remain the same in these areas: general sessions, peer interaction, social activities, sessions, institutes, exhibit viewing, career opportunities, state/region meetings, SIG meetings.

If have not attended, why? budget constraints, inconvenient locations, too expensive, inconvenient scheduling, theme not of interest, quality of speakers, employer does not give time off, attends conference other than WCRLA, employer does not pay expenses

Meeting in California every other year?

Meeting location ideas?

PUBLICATIONS (rating scale for value -- not read to very valuable)

Newsletter (most valuable sections)

JCRL (Have you ever submitted an article?)

PLACEMENT SERVICE Have you ever used?

PUBLIC RELATIONS (rating scale -- level of agreement)

I feel WCRLA's public relations program could improve the image of the profession vis-a-vis the developmental education/learning assistance community.

vis-a-vis my employer

Name of Association should be changed to eliminate the word Western.

Name of Association should be changed to eliminate the word reading.

Name of Association should be changed to eliminate both reading and Western.

Name of Association should not be changed.

DUES (rating scale -- level of agreement)

Membership dues should be increased to support scholarship fund.

Membership dues should be increased to support additional issues of JCRL.

Membership dues should be increased to raise more money for conference speakers.

Membership dues should be increased to support more advertising for the Association.

Membership dues should not be increased.

Western College Reading and Learning Association
Budget Summary 1987-88

Budget Category	Approved	Spent	Balance
I. Operating Budget			
A. Board	7,550	7,423.55	126.45
B. Publications	13,300	10,240.19	3,059.81
C. Gen. Op. Expense	5,000	4,803.01	196.99
D. Committees	4,950	1,967.13	2,982.87
E. State & Regional Org.	2,850	3,048.84	<198.84>
Total Operating Budget	33,650	27,482.72	6,167.28
II. Conference Budget			
A. Conference Management	2,900	1,106.45	1,793.88
B. General Conference Expenses	6,770	4,507.83	2,262.17
C. Conference Programs	3,250	2,156.71	1,093.29
D. Food Functions	3,250	3,660.02	<410.02>
Total Conference Budget	16,170	11,431.01	4,738.99
TOTAL BUDGET	49,820	38,913.73	10,906.27

WESTERN COLLEGE READING AND LEARNING ASSOCIATION BUDGET OP-1

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
1. OPERATING BUDGET	33,650	27,482.72	6,167.28		
* A. BOARD TOTAL	7,550	7,423.55	126.45		
President (Total)	3,500	2,296.12	1,203.88	2,300.00	
Travel	1,690	1,327.50	362.50	1,200.00	
Hotels and Food	1,375	490.47	884.53	500.00	
Telephone Expense	120	39.36	80.64	200.00	
Postage	50	85.79	(35.79)	~~50~~ 75.00	
Print. & Publish.		45.56	(45.56)	150.00	
Clerical Wages & Fees					
Supplies		90.94	(90.94)	175.00	
Advert.& Promo.					
Miscellaneous	165	25.00	140.00	50.00	
Other (Specify)					
1. Awards	100	131.50	(31.50)	~~25~~ 50.00	
Mailing Service		60.00	(60.00)	60.00	
1. May want to consider including these in the budget for the Awards Committee.					
President Elect (Total)	1,300	1,634.40	(334.40)	2,395.00	
Travel	925	1,157.22	(232.22)	2,045.00	
Hotels and Food	325	358.38	(33.38)	~~300~~ 350.00	
Telephone Expense	50	---	50.00	50.00	
Postage		23.70	23.70	50.00	
Print. & Publish.					
Clerical Wages & Fees					
Supplies					
Advert.& Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service		95.10	(95.10)	100.00	

*These figures do not include individual expenses of the State/Regional Coordinator. Those appear in Section E of the budget. Does this procedure need to be changed?

WESTERN COLLEGE READING AND LEARNING ASSOCIATION BUDGET OP-2

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR1988-89
Secretary (Total)	1,000	1,325.19	325.19	1085.00	1185.00
Travel		1,159.20		200	
Hotels and Food		---		[illegible]	100
Telephone Expense		---			
Postage		64.88		85	
Print. & Publish.		63.98		150	
Wages & Fees					
Supplies		6.99		85	
Advert.& Promo.					
Miscellaneous		11.00			
Other (Specify)					
Mailing Service		19.14		25	
Exam Baggage Fee				80	
Microfiche Reader				500	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages & Fees					
Supplies					
Advert.& Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Treasurer (Total)	1,000	1,074.60	<74.60>	1200	1700
Travel		627.45		800	1300
Hotels and Food		157.85		200.00	
Telephone Expense		9.19		10.00	
Postage		48.26		50.00	
Print. & Publish.		71.68		75.00	
Clerical Wages and Fees					
Supplies		43.17		20.00	
Advert. & Promo.					
Miscellaneous		12.00		15.00	
Other (Specify)					
Mailing Service		30.00		30.00	
AZADE Reg. Fees		75.00			
General Board Expenses (Total)	750	1,093.24	<343.24>	1,200.00	
Travel					
Hotels and Food		1,093.24		1,200.00	
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
B. PUBLICATIONS TOTAL	13,300	10,240.19	3,059.81	14,100.00	
Newsletter (Total)	4,700	4,048.95	651.05	5,200.00	
Travel		541.00		380.00	
Hotels and Food				75.00	
Telephone Expense					
Postage		568.70		85.00	
Print. & Publish.		2,593.54		4,000.00	
Clerical Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service		345.71		660.00	
JCRL (Total)	8,100	6,191.24	1,908.76	8,900.00	
Travel	800	957.72	(157.72)	1,600.00	
Hotels and Food		222.18	(222.18)		
Telephone Expense	300	175.00	125.00	300.00	
Postage	400	8.59	391.41	400.00	
Print. & Publish.	6,200	4,497.75	1,702.25	6,200.00	
Clerical Wages and Fees		200.00	(200.00)		
Supplies					
Advert. & Promo.		100.00	(100.00)		200
Miscellaneous	400		400.00	400.00	
Other (Specify)					
Mailing Service		30.00	(30.00)		50

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR1988-89
*Brochures (Total)	500		500.00	500.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

*Who has responsibility for these? Do we need to reclassify them as a part of General Operating expenses or whose expenses? They need to be some place where we can track their cost easily. They also need to be distinguished from conference brochures and that information is not always clear.

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
C. GEN. ORG. EXPENSE TOTAL	5,000	4,803.01	196.99	5,245.00	
(Membership Services)					
Travel					
Hotels and Food					
Telephone Expense					
Postage		830.36		850.00	
Print. & Publish.		1,148.27		1,200.00	
Clerical Wages and Fees					
Supplies		401.20		400.00	
Advert. & Promo.					
Miscellaneous		72.38		75.00	
Other (Specify)					
Mailing Service		2,031.80		2,050.00	
Bond		319.00		320.00	
*Accounting and Tax		---		400.00	
Brochure					500
Add brochure expense line/category to above					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Scholarship				500	
Research					
Other				225	

what Hal sends to general membership

*Since few members have accounting experience, the organization should have an accountant for end of year work and tax preparation who could also answer questions the treasurer might have throughout the year regarding how to handle unusual transactions.

Other than bond + accounting, primarily Cyfn! Mailing Service costs

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
D. COMMITTEES TOTAL	4,950	1,967.13	2,982.87		
Awards & Fundraising (Total)	2,750	1,018.56	1,731.44	1,375.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage	70	96.52	<26.52>	50.00	
Print. & Publish.	30		30.00	50.00	
Wages and Fees					
Supplies	800		800.00		
Advert. & Promo.					
Miscellaneous	50		50.00		
Other (Specify)					
Scholarship	500	500.00	---	500.00	Move to Other Awards
Other Awards	1,300	350.00	950.00	775.00	75
Mailing Service		72.04	<72.04>		
*Fundraising Seed Money					
Archives (Total)	350	---	350.00	410.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage				60.00	
Print. & Publish.					
Wages and Fees					
Supplies	350	---	350.00	350.00	
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

*To be considered. See the chairman's letter.

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Bylaws (Total)	50		50.00		50
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
*Publicity (Total)	500		500.00		650.00
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.				650.00	~~650.00~~
Miscellaneous					
Other (Specify)					

*What does this committee do? Should they do Brochures, Advertising, etc.? Do we need?

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Site Selection (Total)	450	309.01	140.99	1,000.00	
Travel	400	158.97	241.03	900.00	
Hotels and Food					
Telephone Expense	50	76.91	<26.91>	100.00	
Postage		23.50	<23.50>		50
Print. & Publish.					
Wages and Fees					
Supplies		49.63	<49.63>		50
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
MAC (Total)	200	65.20	134.80	200.00	
Travel		65.20	<65.20>		
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Nominations & Elect. (Total)	400	295.35	104.65		
Travel					
Hotels and Food	100		100.00		
Telephone Expense				100	
Postage	155	157.60	3.40	200	
Print. & Publish.	120	128.75	(8.75)	175	
Clerical Wages and Fees	25		25.00		
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service		15.00	(15.00)		
Placement (Total)	150	279.01	(129.01)	300.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage		123.78			
Print. & Publish.		141.89			
Wages and Fees					
Supplies		13.34			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Operating Budget					
Ad Hoc Committees	100				
Terminology	100	---	100.00		100
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
E. STATE & REGIONAL TOTAL	2,850	3,048.84	198.84		
Coordinator (Total)	1,000	1,839.90	(839.90)	1550	
Travel	500	351.46	148.54	213	
Hotels and Food	400	893.00	(493.00)	320	
Telephone Expense		129.82	(129.82)	50	
Postage		129.45	(129.45)	50	
Print. & Publish.		47.01	(47.01)	100	
Clerical Wages and Fees		15.00	(15.00)		
Supplies		43.50	(43.50)		
Advert. & Promo.		79.00	(79.00)		
Miscellaneous	100	32.50	67.50	100	
Other (Specify)					
Mailing Service		119.16	(119.16)		120
Directors (Total)	1,850	1,208.94	641.06		
Travel					
Hotels and Food					
Telephone Expense					
Postage		164.07	(164.07)		
Print. & Publish.		24.46	(24.46)		
Wages and Fees					
Supplies		20.41	(20.41)		
Advert. & Promo.					
Miscellaneous					
Other (Specify) Special Funding				500.00*	500
Colorado	100	---	100.00		
Montana	200	---	200.00		
Washington	500	500.00	---		
Arizona		500.00	500.00		
Regular Group @ $50.00	1,050	---	1,050.00	1450	1450

*Texas

Kansas - Nebraska 500 500

Washington 500 500

WESTERN COLLEGE READING AND LEARNING ASSOCIATION BUDGET CONF-1

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
II. CONFERENCE TOTAL	16,170	11,431.01	4,738.99		
A. CONFERENCE MGT. TOTAL	2,900	1,106.45	1,793.55		
Chairman (Total)	1,350	589.12	760.88	1,270.00	
Travel	500	272.30	227.70	420.00	
Hotels and Food	200		200.00	200.00	
Telephone Expense	150	210.48	<60.48>	150.00	
Postage	100	56.74	43.26	100.00	
Print. & Publish.					
Wages and Fees	200		200.00	200.00	
Supplies	200	43.60	1,564.00	200.00	
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Bank fees		6.00	<6.00>		
On Site Manager (Total)	1,550	517.33	1,032.67		
Travel				650	
Hotels and Food	550	224.40	325.60	2000	1200
Telephone Expense	250		250.00	200	
Postage				50	
Print. & Publish.		16.17	<16.17>	50	
Wages and Fees	400	30.00	370.00		
Supplies	250	152.16	97.84	350	
Advert. & Promo.				150	
Miscellaneous					
Other (Specify)					
Committee Lunch	100	76.10	23.90	100	
Bank fees		18.50	<18.50>		
Clerical				200	

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR1988-89
Program Committee (Total)				70.00	
Travel				50.00	
Hotels and Food					
Telephone Expense				20.00	
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Exhibits Chairman (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					25
Print. & Publish.					
Wages and Fees					
Supplies					25
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Publicity Chairman (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
B. GENERAL CONF. EXPENSES (TOT)	6,770	4,507.83	2,262.17		
Programs (Total)	2,000	1,562.46	437.54	2,000	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.	2,000	1,562.46	437.54	2,000	
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
*Amounts include calls, programs and reg. forms					
Registration Packets (Total)	600	994.87	<394.87>	600	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.		106.29			
Wages and Fees		600.00			
Supplies		288.58			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
*Calls to Conf. (Total)	400		400.00	400.00	
Travel					
Hotels and Food					
Telephone Expense					
Postage	100			100.00	
Print. & Publish.	300			300.00	
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
* Conf. Brochures & Reg. Forms (tot)	400	180.69	219.31		
Travel					
Hotels and Food					
Telephone Expense					
Postage	100		100.00		
Print. & Publish.	300	180.69	119.31		
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

*The Board needs to consider how to identify these so they can be classified as General Conference expenses.

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Other Gen. Exp. (Total)	3,370	1,769.81	1,600.19		
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees	270	187.00*	83.00	200*	
Supplies				100	
Advert. & Promo.	500		500.00	643	
Miscellaneous					
Other (Specify)					
Decorations	300	265.00	35.00	250	
Photography	250	200.00	50.00	200	
Entertainment	750	650.00	100.00	800	500
Audio-visual & Mechanical	1,200	371.61	828.39	1000	
Evaluation	100	96.20	3.80	200	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Xerox Machine				100	

*Interpreter for the deaf.

✓ for signs

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
C. CONFERENCE PROGRAM TOTAL	3,250	2,156.71	1,093.29		
Speakers (Total)	2,750	1,864.24	885.76	3,000	
Travel	450	52.50	397.50	500	
Hotels and Food	300	324.27	⟨24.27⟩	300	
Telephone Expense		37.47	37.47		
Postage					
Print. & Publish.					
Wages and Fees	2,000	1,450.00	550.00	* ~~2,200~~ 1000	1000
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Institutes (Total)	500	292.47	207.53	500	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

* decreased to 1000 due to Frank Smith conducting institute, not a keynoter, puts us 1200 limit

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Section Mtgs. (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Computer Fair (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
D. FOOD FUNCTIONS TOTAL	3,250	3,660.02	<410.02>		
Hospitality (Total)	1,250	1,879.50	<629.50>	2000.00	
Travel					
Hotels and Food		1,877.50			
Telephone Expense		2.00			
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Publisher's Brk. (Total)	1,000	767.40	232.60	1000	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR 1988-89
Editor's Lunch (Total)	150	35.22	114.78	150	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
State Director's Lunch (Total)	500	522.22	<22.22>	550	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 87/88	SPENT AT 6/30/88	BALANCE	REQUESTED FOR 1988-89	APPROVED FOR1988-89
Coffee Breaks (Total)	350	194.25	155.75	400	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Reception Scholarship Luncheon		261.43	(261.43)		300
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

WCRLA JOB DESCRIPTIONS

for the archivist files

President . . . . . .

President-elect 4

Secretary 6
(Revised July/1986)

Treasurer 9
(Revised July/1986)

Coordinator of States and Regions 12
(Title Change March/1988)

Conference Site Selection Chairperson 16
(Title Change July/1985)

Elections Committee Chair 17
(Revised March/1988)

JCRL Editor 19
(Revised March/1988)

JCRL Executive Editor 19A

Newsletter Editor 20

State/Regional Director 21

SIG Coordinator 24

SIG Leader 25

MAC Chair 26

Archivist 29

Liaison 30

Bylaws Committee Chair 31

Parliamentarian 32

Awards Committee 33
(Revised March/1988)

Placement Bureau Director 34

Audit Committee 35

Model for Standing Committee 36

March 1988

12:00 noon - 1:00 pm	Lunch
1:00 - 4:00 pm	1. State/Region Report - G. Enright 2. SIGS - T. Gier Tutor Certification SIG Newsletter Guidelines 3. WCRLA/NADE - S. Deese 4. JDE Subscription - S. Deese 5. Learning Assistance Standards - S. Deese 6. JoAnn Carter-Wells Report 7. Membership Survey

<u>Sunday, August 7, 1988</u>

8:30 am - 12:00 noon	1. Budget 1988-89 2. Wrap-up

section; sessions - section meetings, general business sessions, featured speakers; if not attended, why?; add JDE and RRIDE options; other features would like in the Newsletter; placement service - why or why not used; willing to pay for expanded services (e.g., telephone hotline); public relations - leave off first 2 items; add a write-in area for name suggestions; dues - change wording to membership dues should be increased. if yes.....; ask if ever presented at a WCRLA Annual Conference; add to member services - section meetings conducted by members; general sessions by national speakers; add an other comments section.

Susan will pilot the survey with the Board and with colleagues at the University of New Mexico.

The meeting was adjourned at 5:30 p.m.

Respectfully submitted

Becky Johnen, Secretary

(These minutes have not been approved.)

WCRLA BOARD MINUTES
Seattle, Washington
Stouffer Madison Hotel
August 7, 1988

Board Members Present: Susan Deese, president; Becky Patterson, president-elect; Gwyn Enright, coordinator of state/regional directors; Becky Johnen, secretary; Carol Clymer, treasurer.

Others Present: Gladys Shaw, 1986-88 treasurer

Susan Deese called the meeting to order at 8:40 a.m.

I. Budget 1989-90

Gladys Shaw distributed copies of the proposed 1989-90 budget (Attachment U). In addition to notes made throughout the attachment, the following comments apply to the proposed budget:

a. Susan clarified that the Association covers Board expenses for time at meetings above and beyond regular conference time.

b. The Association will cover on-site manager expenses for travel to the site to set-up conference arrangements. (One fall trip for one person; one winter trip.) It will not cover normally incurred expenses, such as travel to the conference itself.

c. Presidential travel budget covers the Seattle summer Board meeting and trips to Calgary and New Orleans (IRA).

d. In addition to summer Board travel, the President-elect's travel budget covers a trip to Washington (conference arrangements), Colorado and to NADE.

e. Newsletter budget reflects an increase due to additional pages.

f. State/regional Coordinator's travel budget reflects trips to summer Board, Kansas/Nebraska and S. California.

g. Becky requests an IBM (or clone) for the conference. Susan will write to Dee and Bernie regarding this.

h. Conference publicity chair is Lucy MacDonald. No specific budget has been developed as Chemeketa Community College will pick up routine costs.

g. The Board discussed difficulties with the conference master account in past years with keynoters charging phone calls to the room thereby having them billed to the master account. To avoid this problem in the future, keynoters rooms will not be placed on the master account.

h. Operating budget requested for 1989-90 came to $54,273; after Board discussion, amount totaled $52,291.

(M) Gwyn Enright: to approve an operating budget of $52,291 for the 1989-90 year
(S) Becky Patterson

PASSED

II. Follow-up to Sacramento minutes

The minutes reflected discussion on the formation of a task force to assist with attracting disabled individuals to the Association. It was decided that this would best be handled through the Association's liaisons with other professional organizations.

At Sacramento there was discussion on a possible leadership training workshop to be done in Seattle. It was decided that the state directors meeting, as originally discussed, was not the forum for this. Susan will pursue for 1990.

Becky Johnen will provide resources on the Salem Leadership Training and National Leadership Training Workshops.

The meeting was adjourned at 11:20 a.m.

Respectfully submitted

Becky Johnen, Secretary

(These minutes have not been approved.)