

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING Monday, November 2, 1998 Salt Lake City, Utah Summary of Minutes

Salt Lake City Hilton

Board Room

Members present: Kathy Carpenter, *President*; Michael O'Hear, *In-coming President*; Pat Jonason, *President-elect*; Sylvia Mioduski, *Treasurer*; Lorraine Dreiblatt, *Secretary*; Vince Orlando, *Past president*; Roz Bethke, *Newsletter editor*; Rosalind Lee, *Membership chair*

The meeting was called to order at 8:30 a.m.

1. Agenda

Kathy asked Board members to look over Conference Flow Charts and Committee Reports. Phone cards and minutes format were added to Tuesday's agenda.

2. Hotel evaluation

Mike presented the memorandum for Jennifer Seelos, hotel staff to describe AV order and room, set-ups. A discussion followed regarding inadequacies of the hotel.

The Board members met with the hotel staff from 9:30 - 11:15 a.m.

3. Conference report

As a result of the meeting the hotel staff agreed to the following:

- The general manager will apologize at opening session for conditions of hotel
- A heated food tent will be erected on Thursday to serve lunch and liquor until 9:00 p.m.
- A Mac computer will be available in the Business Center.
- Signs will be posted to direct people to various locations.
- There will be no increases in prices for meals
- Ice cream toppings for sundaes will be provided for Newcomer's Social
- Lunch with a Mentor will be held in the ballroom.

Mike also reported that there are 367 registrants and 200+ for institutes. There will be no bus on Saturday for institutes. There will be 23 exhibitors and one local exhibitor with three corporate sponsors. John Gardner's expenses include \$1500 fee plus expenses for Wednesday and Thursday.

The Board discussed the future use of credit cards for registration and membership. Gretchen will be asked to investigate costs and report back to Board at Spring Board meeting.

4. Awards

The Board formally recognized the major award winners: Mark Rodel, Outstanding Tutor, Craig Stern and Tom Dayton - Board Special Recognition Awards; Karan Hancock-Griffin Long and Outstanding Award.

5. Certificates of Appreciation

Kathy thanked each of the Board members and passed out Certificates of Appreciation. Future certificates will have year and Board position included.

Lunch break was taken from 12:00 - 1:30 p.m.

6. Budgets

Sylvia distributed CRLA Operating Budget: 1997-1998, Sacramento 1997: Conference Account, 1999 New Orleans Conference Account. She reported that closing balance as of June 30, 1998 of the operating budget is \$23,631.86. Two CD's will be coming due soon and transferred to Gretchen for her to reinvest.

Income from the Sacramento conference was \$41,945 with a \$26,975 profit from the exhibitors. CRLA did not purchase conference insurance. Several checks NSF were received which were not justified. It was decided that the names of those whose checks were returned will be given to the registration workers who will be instructed not to accept personal checks from these people..

Sylvia will complete the IRS report to reflect expenditures from July 1 - December 31, 1998. Gretchen will then be responsible for the 1998 budget. The Board approved changing the IRS reporting year to January 1-December 31 to better reflect CRLA's operations.

The Board approved expenses for Sylvia to attend the Spring Board meeting. Meal compensation at which in-coming officers are installed at the Conference was also approved. **Sylvia was commended for her outstanding efforts as treasurer.**

7. Open Board Positions

Rosalind distributed notebooks of all job descriptions copies of each chair's position to be available at Conference. It was suggested that a job descriptions of Board members stating compensations also be added to job descriptions.

Rosalind was commended for collating and distributing job descriptions.

No applicants have been obtained for Executive Assistant Position. Vince volunteered and was appointed by the Board to assume this position for one year to establish parameters until a permanent person is found to serve for the three-year appointment. The Board felt that this position should be filled by a former Board member to ensure familiarity with CRLA policies. The plan is to select the new person by June to work with Vince until the 1999 Conference.

The Board suggested that Susan Halter be relieved as Website chair because of the enormous responsibilities involved in her position as on-site chair for the 1999 Conference. Vince volunteered to assume this position until a replacement is found.

The position of membership chair remains open. Board members were encouraged to solicit applicants to assume responsibilities by June, 1999 when Rosalind will step down. The

Board accepted Rosalind's agreement to serve as membership coordinator for one year to establish the parameters of this position while the Board actively seek another candidate.

A discussion was held regarding compensations for the JCRL editor and potential candidates. The Board approved two new budget lines allocated to JCRL, \$500 for travel and \$500 for food and hotel for attendance at the annual CRLA conference.

8. Newsletter

Roz referred to her report included in the CRLA Annual Committee Reports, 1997-98. She agreed to work with the future editor to facilitate a smooth transition. The next issue will be published in March to include corrections and additions to the organizational chart included in the last issue.

Roz was commended for her outstanding work. A round of applause was given by the Board.

9. Conference Programs

Mike distributed Conference programs.

The meeting was adjourned at 5:00 p.m.

The minutes were approved December 9, 1998.

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING Monday, November 2, 1998 Salt Lake City, Utah Minutes

Salt Lake City Hilton

Board Room

Members present: Kathy Carpenter, *President*; Michael O'Hear, *In-coming President*; Pat Jonason, *President-elect*; Sylvia Mioduski, *Treasurer*; Lorraine Dreiblatt, *Secretary*; Vince Orlando, *Past President*; Roz Bethke, *Newsletter Editor*; Rosalind Lee, *Membership chair*

The meeting was called to order at 8:30 a.m

1. Agenda (Attachment A)

Kathy asked Board members to look over Conference Flow Charts (*Attachment B*) Committee reports (*Attachment C*). Phone cards and minutes format were added to Tuesday's agenda.

2. Hotel evaluation

Mike presented the memorandum from Jennifer Seelos, hotel staff to describe AV order and room, set-ups. (*Attachment D*) A discussion was held regarding the inadequacies of the hotel, namely: the closure of pathways to meeting rooms, inadequate food facilities, lack of places to congregate and Mac computers in the Business Center, and poor shuttle service.

The Board members met with the hotel staff from 9:30 - 11:15 a.m.

3. Conference Report

Mike reported the following outcomes as a result of the meeting with the hotel staff.

1. The general manager will apologize at the opening session for the conditions of the hotel.
2. A food tent will be set up on Thursday which will be heated and serve lunch and liquor until 9 p.m. A Mac computer will be available in the Business Center.

3. Signs will be posted to direct people to various areas.

4. All prices for meals have been guaranteed; therefore, there will be no increases.

5. Ice cream toppings for sundaes will be provided for the Newcomer's social, Thursday evening.

6. Lunch with a Mentor will be held in the ballroom.

He also reported that 367 registrations have been received with 200+ for institutes; one institute was canceled due to poor response. Also, registrations for post-institutes are adequate. There will be no bus on Saturday for the institutes. We have obtained 23 exhibitors and one local exhibitor with three corporate sponsors. It is essential for all Board members to notify registration workers about meals they are attending, to permit accurate account of meals needed.

John Gardner's expenses will be a \$1500 fee plus expenses for his stay of Wednesday night through Thursday afternoon.

A discussion was then held regarding credit card use for registration and membership fees. Gretchen will be asked to investigate costs for next year registration and membership fees. She will report back to the Board at the Spring Board meeting.

4. Awards

The Board formally recognized the major award winners:

Outstanding Tutor - Mark Rodel

Board Special Recognition Awards - Craig Stern and Tom Dayton

Griffin Long and Standing- Karan Hancock

5. Certificates of Appreciation

Kathy thanked each of the Board members and passed out certificates of appreciation. It was suggested that in the future the certificates have the year and Board position included. Mike agreed to take care of changes for future certificates.

Lunch break was taken by Board from 12:00 - 1:30 p.m.

Sylvia moved that the IRS reporting year be changed from July 1 - June 30 to January 1 - December 31 to better reflect CRLA's operations. Vince seconded. PASSED

6. Budgets

Sylvia distributed CRLA Operating Budget: 1997-1998 (*Attachment E*), *Sacramento, 1997 Final Report (Attachment F)*; and CRLA 1999 New Orleans Conference Account Worksheet (*Attachment G*). Two CD's will come due in the next six months, in November, 1998, and April, 1998. The CD's and the balance of the operating and conference accounts will be transferred to Gretchen for her to reinvest. Sylvia will complete the IRS report to reflect expenditures from July 1 - December 31, 1998. Gretchen will then be responsible for the 1999 budget to be finalized at the December, 1998, Conference Call. **Sylvia was commended for her outstanding efforts as treasurer.**

Vince moved that Sylvia attend the Spring Board meeting at the expense of the Board. Mike seconded. PASSED.

The Board took break from 3:30 - 3:45 p.m.

Mike moved that in-coming officers get compensated for the meal at the Conference in which they are installed. Sylvia seconded. PASSED.

7. Open Board Positions

Rosalind distributed notebooks of all job descriptions (*Attachment H*). She stated that copies of each chair's position will be distributed. Time lines for president-elect for conference planning is not included.

Kathy commended Rosalind for collating and distributing job descriptions.

The Board suggested that a statement should be added to all job descriptions of Board members to state that all costs are paid for Board meetings and conferences. Also to be added are any additional perks which are included with each job.

A. Executive Assistant

No applicants have been obtained for the Executive Assistant Position. Vince volunteered to assume this position until June, 1999, and volunteered to assist in getting this position started for one year to set up parameters for the job and recruit applicants. The Board felt that this position should be filled by a former Board member to ensure familiarity with CRLA policies.

Mike moved that Vince be appointed executive assistant for one year to establish the parameters until a permanent person is found to serve for the three-year appointment. Sylvia seconded. PASSED with one abstention.

The plan is to select the new person by June who will work with Vince until the 1999 Conference.

B. Website Chair

The Board suggested that Susan Halter be relieved of this duty because of the responsibilities involved her position as on-site chair for the 1999 Conference. Vince volunteered to assume this position until a replacement is found.

C. Membership chair

This position remains open. All Board members were encouraged to solicit applicants at this conference to assume responsibilities by June, 1999. Rosalind volunteered to accept position for one year to assist new person after June.

It was decided that a top priority of the conference is to identify candidates for all positions and encourage applications. Rosalind agreed to copy job descriptions of open positions for Board members to facilitate this recruitment process.

Sylvia moved to accept Rosalind's agreement to serve as membership coordinator for one year to enable the establishment of parameters of this position while the Board actively seek another candidate. Lorraine seconded. PASSED with one abstention.

D. JCRL Editor

A discussion of compensations which should be paid by CRLA and potential candidates was held.

Vince moved that two new budget lines be allocated to JCRL, \$500 for travel and \$500 for food and hotel for attendance at the annual CRLA conference. Sylvia seconded. PASSED.

8. Newsletter

Roz referred the Board to her report included in CRLA Annual Committee Reports, 1997-1998. She said that she will work with the future editor to facilitate a smooth transition.. The next issue will be published in March. An organizational chart was included in the last issue for which additions and corrections by members will be solicited.

Kathy congratulated Roz for her outstanding work. A round of applause was given by the Board.

9. Conference Programs

Mike distributed Conference Programs (*Attachment I*).

The meeting was adjourned at 5:00 p.m.

The minutes were approved December 9, 1998.

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING Monday, November 2, 1998 Salt Lake City, Utah

List of Attachments to Minutes

- A. Agenda
- B. Conference Flow Charts
- C. Annual Committee Reports, 1997-1998
- D. Memorandum, Jennifer Seelos
- E. CRLA Operating Budget: 1997-1998 Final Report
- F. Sacramento 1997: CRLA Conference Account, Final Report
- G. CRLA 1999 New Orleans Conference Account: Worksheet
- H. CRLA Job Descriptions
- I. Conference Program

Here is the preliminary agenda for our board meetings. Please be sure to bring your agenda (mailed with mid-year report) to the board meeting. If you have any suggested changes, please bring them to the meeting on Oct. 27, or wait until we meet in SLC as I will be leaving early next Wednesday morning, arriving in SLC on Friday evening.

CRLA BOARD AGENDA
Salt Lake City, Utah

Monday, November 2, 1998

- 8:30-8:45 Organization of Agenda
- 8:45-9:00 Approval of Minutes
- 9:00-9:30 Board meets hotel staff
- 9:30-10:45 Conference overview with hotel staff - Kathy & Mike
Rest of board will review their rolls
- 10:45-11:00 Break
- 11:00-12:00 Conference Report - Mike
Discuss feasibility of use of credit cards for conference registration
Congratulate all major award winners to be recorded in minutes
Updating of list of award winners in all categories to be sent out to board members
- 12:00-1:30 Lunch
- 1:30-3:00 Budgets - Sylvia
- 3:00-3:15 Break
- 3:15-4:00 Discussion of Open Positions
Executive Assistant to the Board
Membership Chair
JCRL Editor
JCRL Managing Editor
- 4:00-4:30 Newsletter - Roz Bethke
- 4:30-5:00

Tuesday, Nov. 3, 1998

- 8:30-9:00 Membership/Mailing Service - Rosalind
stationery/envelopes (Auburn address?)
- 9:00-9:15 Harvard Report - Mike
- 9:15-9:30 CRLA/NADE Summer Symposium - Kathy
- 9:30-10:00 Phone Card, Minutes Format
- 10:00-10:15 Break
- 10:15-11:00 Criteria for Board Special Recognition Award

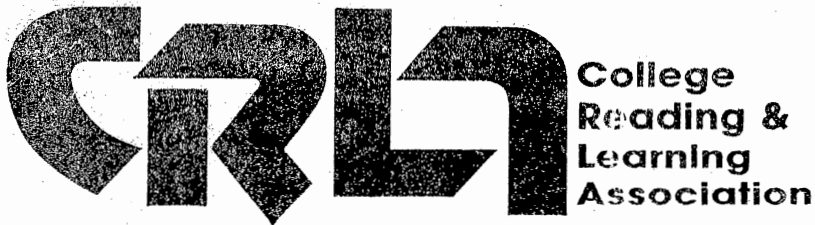
11:00-12:00	Discussion of Committee Reports
12:00-1:30	Lunch
1:30-2:00	Websites - Vince
2:00-2:30	Overview of Conference Flow Charts
2:30-3:30	CRLA goals for 1998-99 (Strategic Plan)
3:30-4:00	
4:00	Break and Dinner
7:00-7:30	Awards and Scholarship -Valerie S. S. & Tom Gier
7:30-8:00	POC - Susan Deese and Karen Smith
8:00-8:15	Donna Wood - Exhibits
8:15-8:30	

Friday, Nov. 6, 1998

3:00-3:15	Site Selection - Sue Brown
3:15-3:45	CAS/PALs - Becky Johnen (strategic plan)
3:45-4:00	LAC Monograph - Frank Christ, Karen Smith, Rick Sheets
4:00-4:45	NADE President - T. Clifford Bibb
4:45-5:00	ITCP/IMCP - Gladys Shaw, Robin Melton

Saturday, Nov. 7, 1998

2:00-2:30	SIGS - Patti Dozen
2:30-3:00	NCDE & JDE - Hunter Boylan & Elaini Bingham
3:00-3:15	Break
3:15-3:30	Elections - Vince
3:30-3:45	Requests from States/Regions - Vince
3:45-4:00	Report on ACDEA meetings - Kathy
4:00-4:30	
4:30-5:00	



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Conference Flow Charts

and

Seating Arrangements

for the

1998 Annual Conference

of the College Reading & Learning Association

in

Salt Lake City, Utah

Compiled by

Kathy Carpenter

First General Session

Thursday, November 5, 1998
9:00 am - 10:30 am

Presider: Dr. Kathy Carpenter, CRLA President

Introductions

Welcome to the Conference

Dr. Michael O'Hear, CRLA President-Elect and Conference Program Chair

Grant Richards, Conference On-Site Co-Chairs

Regie Holdaway, Registration Chair

Dr. Kerry Romesburg

Keynote Presentation

by

John Gardner, University of South Carolina

Director of National Center for the Freshman Year Experience and Students in Transition

Conference Flow Charts

1998 Annual Conference

First General Session
Thursday, November 5, 1998
9:00 am - 10:30 am

Head Table (9):

Officers (5), Grant Richards, Kerry Romesburg,
John Gardner, Valerie Smith Stephens

Kathy Carpenter
President

Open Conference & Session
Introduce Current & New Board
Members (sitting in front)
Recognize CRLA Members
Presenters & Session Chairs
State/Region/Chapter Presidents
SIGs/PALs
Committee Chairs
Publications Editors
~~Conference Attendees~~
Newcomers & International
Members
Recognize Executive Officers from:
(seated in front)
NADE - T. Clifford Bibb
MCLCA - LuAnn Momenee, Shevawn
Eaton
NCDE - Hunter Boylan, Elaini Bingham
NTA - ~~Jack Truschel~~, Sandi Ayez

Michael O'Hear
President-Elect

Welcome Members to Conference
Introduce On-Site Chair
Kenneth Shore, Hotel Manager

Grant Richards
av-Site Chair

Welcome to Conference
Recognize Registration Chair - Regie Holdaway
Introduce Dr. Kerry D. Romesburg

Dr. Kerry D. Romesburg

Welcome to Conference

Mike O'Hear
President-Elect

Introduce John Gardner
Keynote Speaker

John Gardner

Give Presentation

Kathy Carpenter

Thank John Gardner
Introduce Vince Orlando, Elections Chair

Vince Orlando
Past-President/Elections Chair

Introduce Election Committee - *Intro. Mike*
Introduce Jan Norton -(Remind participants
about conference evaluations.)
Introduce Grant Richards

Grant Richards
On-Site Chair

Valerie Smith Stephens
Awards & Scholarships Chair

Kathy Carpenter
President

Conference Updates
Introduce Valerie Smith Stephens

Auction Information

Announce times and locations of Board
Meetings, invite members to attend, and check
programs for locations of state/regional meetings.
Adjourn Session

Second General Session

Friday, November 6, 1998

8:45 am - 10:30 am

Annual CRLA Business Meeting

Presider: Dr. Kathy Carpenter, CRLA President

Vince Orlando, CRLA Past President and Coordinator of Chapters States and Regions

Annual reports from Kathy Carpenter, CRLA President, Lorraine Dreiblat, CRLA Secretary, and Sylvia Mioduski, CRLA Treasurer, will be presented during the first section of this general session, followed by the annual business meeting. Items to be discussed and voted on include changes to the Bylaws and a strategic plan for the organization.

Presidential Address

Dr. Kathy Carpenter, CRLA President

"Two Steps to 2000-Personally and Professionally"

Conference Flow Charts

1998 Annual Conference

Second General Session
Friday, November 6, 1998
8:45 am - 10:30 am

Presider: Dr. Kathy Carpenter, CRLA President

Head Table (8):
Officers (5), Denise McGinty Swann,
Becky Johnen, Grant Richards

Kathy Carpenter
President

Opens Session
Presidential Report

Vincent Orlando
Past-President

States/Regions Report

Lorraine Dreiblatt
Secretary

Secretary's Annual Report

~~Sandra Evans~~
Sylvia Mioduski
Treasurer

Treasurer's Annual Report

Michael O'Hear
President-Elect

Conference Report

Kathy Carpenter
President

Business Meeting

Denise Swann

By-Laws

Becky Johnen

Strategic Plan

Kathy Carpenter

Request for Other Business items

Mike O'Hear
President-Elect

Introduce Kathy Carpenter

Kathy Carpenter
President

Presidential Address

Grant Richards
On-Site Chair

Conference Announcements
Reminder about Conference Evaluations

Kathy Carpenter
President

Adjourn Session

Awards Banquet

Friday, November 6, 1998

6:30 pm - 9:00 pm

Presider: Dr. Kathy Carpenter, CRLA President

Welcome to the Awards Banquet

(Menu)

Awards Ceremony

Chairs: Dr. Kathy Carpenter, CRLA President

Valerie Smith Stephens, Awards & Scholarships Committee Chair

The CRLA Scholarship Award

The CRLA Research Awards

The Tom Pasternak Outstanding Tutor Award

Special Recognition Awards

The Robert Griffin Long and Outstanding Service Awards

Entertainment

The UVSC Ballroom Dance Company

Conference Flow Charts

1998 Annual Conference

Awards Banquet
Friday, November 6, 1998
6:30 pm - 9:00 pm

Head Table (7):
Officers (5), Valerie Smith Stephens,
~~Gladys Shaw~~ Robin Melton

Kathy Carpenter
President

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

Introduce Valerie Smith Stephens (7:30)

Valerie Smith Stephens
Awards & Scholarships Chair

Present CRLA Scholarship Awards &
CRLA Research Awards
Introduce ~~Gladys Shaw~~ Robin Melton

Robin Melton
~~Gladys Shaw~~
ITCP Co-Chair

Present The Tom Pasternak Outstanding
Tutor Award

Kathy Carpenter
President

Present the Board Special Recognition
Awards (2)
Present The Robert Griffin Long and
Outstanding Service Award (1)

Mike O'Hear
President-Elect

Introduce the entertainment 8:00

Recognition and Auction

Saturday, November 7, 1998

10:00 am - 11:00 am

Presider: Dr. Kathy Carpenter, CRLA President
Welcome

Recognition of Committee Chairs
and Committees

Scholarship Auction

Valerie Smith Stevens
Awards & Scholarship Chair

Conference Flow Charts

1998 Annual Conference
Recognition and Auction
Saturday, November 7, 1998
10:30 am - 11:00 am
Head Table (6):
5 Officers & Valerie Smith Stephens

Kathy Carpenter
President

Welcome

Recognition (the following individuals will stand to be recognized. Please hold applause until all have been recognized)

- Officers (current and incoming)
- JCRL Editors - Jim Ball, ~~Maureen Hewlett, and Lynn Bonn~~
- Newsletter - Roz Bethke
- SIG Coordinator - Patti Dozen & SIG Leaders
- State/Regional Directors & Presidents
- Professional Association Liaison Chair - Becky Johnen & PALs
- CAS Chair - Becky Johnen - Georgine Materniak (alt.)
- Past Officer Council Chair - Susan Deese-Roberts & POC members
- Archives - Karen Smith
- ITCP Co-Chairs - Gladys Shaw & Robin Melton & Committee (also new IMCP Co-Chairs)
- ~~Membership Chair - Rosalind Lee~~
- Parliamentarian - Carmen Springer-Davis
- Site Selection Chair - Sue Brown
- By-Laws - Denise McGinty Swann
- Political Action Chair - Gail Platt & Committee
- Professional Development Chair - Karen Agee & Committee
- LAC Monograph Co-Chairs - Frank Christ, Rick Sheets, and Karen Smith
- Membership Chair - Rosalind Lee
- Evaluations Chair - Jan Norton
- Conference Program Chair - Michael O'Hear & Committee
- Conference On-Site Chair - Grant Richards & Committee
- Conference Website Editor - Vince Orlando
- Home Page Website Editor - Susan Halter
- Home Page Website Managing Editor - Joe Millsap
- Exhibits Chair - Donna Wood
- Election Chair - 1997-1998 Pat Mulcahy-Ernt & Committee
- 1998-1999 Vince Orlando & Committee
- Awards & Scholarship Chair - Valerie Smith Stephens & Committee

Valerie Smith Stephens
Awards & Scholarships

Auction

Kathy Carpenter
President

Adjourn

On to New Orleans Luncheon

Saturday, November 7, 1998

12:00 pm - 1:45 pm

Luncheon Speaker

Amy Carmer

Manager of Public Policy for the Western Governors University

Previews of the CRLA 1999 Annual Conference

Conference Flow Charts

1998 Annual Conference

On to New Orleans Luncheon

Saturday, November 7, 1998

12:00 noon - 1:45 pm

Head Table (9):

Officers (5), incoming officers (2)

Grant Richards, Amy Carmer

Kathy Carpenter
President

Welcome to the Luncheon
Remind participants about conference evaluations
Recognize Michael as Conference Program Chair

Michael O'Hear
President-Elect

Recognize Conference Program Committee-
Present Grant Richards with Conference On-Site Plaque
and CRLA pin

Grant Richards
On-Site Chair

Recognize On-Site Committee

Kathy Carpenter
President

Induction of Officers
Introduce Lorraine Dreiblat as continuing Secretary
Present Vince, out-going Board Members & Past
President with CRLA lifetime membership, Pin and
gift

Vince Orlando
Past-President

Present Kathy as ~~a~~ new Coordinator of
States/Regions/Chapters

Kathy Carpenter
President

Inducts Michael O'Hear as President & presents
Presidential Plaque and gavel plus traditional gift

Michael O'Hear
President-Elect

Presents Kathy with Personal CRLA Presidential
Plaque and gift

Inducts Pat Jonason as President-Elect and gives
gift

Introduces out-going treasurer Sylvia Mioduski &
presents lifetime membership, pin & plaque

Sylvia Mioduski

Inducts Gretchen Starks-Martin as ~~secretary~~ ^{treasurer} &
presents gift

Michael O'Hear
President-Elect

Invites Lunch to be served (12:30 pm)

Induction: "At this time I would like to present to you as the incoming" "Do you
promise to serve as, uphold the CRLA Constitution and By-Laws, and serve the CRLA
membership to the best of your ability?" "I do."

Michael O'Hear
President-Elect

Introduce speaker Amy Carmer (1:00 pm)

Amy Carmer

Luncheon Speech

Michael O'Hear
President-Elect

Thank Amy Carmer
Introduce Pat Jonason (1:30 pm)

Pat Jonason
President-Elect

Promotion of New Orleans
1999 Conference

Michael O'Hear
President-Elect

Afternoon Post-Conference Institutes
Board Meeting times and place
Adjourn Luncheon & Conference

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING Tuesday, November 3, 1998 Salt Lake City, Utah Summary of Minutes

Salt Lake City Hilton

Board Room

Members present: Kathy Carpenter, *President*; Michael O'Hear, *In-coming President*; Pat Jonason, *President-elect*; Sylvia Mioduski, *Treasurer*; Lorraine Dreiblatt, *Secretary*; Vince Orlando, *Past President*; Roz Bethke, *Newsletter Editor*; Rosalind Lee, *Membership Chair*; Gretchen-Starks-Martin, *In-coming Treasurer*

The meeting was called to order at 8:15 a.m.

1. Mailing Service

Rosalind distributed glossy CRLA brochure and insert for the ITCP. Changes to glossy may mean must be rewritten. ESG have printed membership applications, membership cards, and letter heads. It was decided that each of these will remain as is. Envelopes will not be printed unless a bulk mailing, as with the bylaws is done by ESG. Life-time membership cards were discussed.

Rosalind was thanked for the site visit and obtaining the mailing service.

2. Room numbers of Board members

A list was compiled of Board members' hotel rooms.

3. Harvard Report

Mike reported that the conference at Harvard was mainly an introduction and discussion of developmental education for elementary and secondary teachers in the area.

4. CRLA/NADE Summer Symposium

The CRLA committee consists of Tom Gier, Susan Deese-Roberts, and Sue Brown. NADE's committee includes Don Garnett, Gladys Shaw and Nancy Snouffer. Other than the \$1000 appropriation from NADE, which has not been received by CRLA, plans seem to be stalled by NADE. Further encouragement will be given to NADE to further planning.

5. Phone Card exchange

The exchange of cards to new Board members will take place Saturday afternoon.

6. Committee Reports

The Board expressed its approval for and accepted the committee report digest as collated by Kathy for the Conference. It also approved that a similar digest be published annually.

The Board took a break from 10:00 - 10:15 a.m.

7. Criteria for Board Special Recognition Award

The following were established as the criteria for those receiving the Board Special Recognition Award:

- A. Must be a CRLA member in good standing.
- B. Must have displayed outstanding contributions to the national organization during the past five years.
- C. Has not been a previous recipient of this award.
- D. Has made contributions other than those related to being an elected Board member.
- E. Contributions may include:
 - State/regional leadership
 - SIG leadership
 - Conference presenter
 - Editorship
 - Author
 - Conference committee member or chair
 - Other contributions to CRLA

Lunch break from 12:00 - 1:30 p.m.

8. Websites

Vince reported that there have been over 600 unique visitors and from 700 viewers to the conference websites. He recommended that an attachment is best for the Conference website and that the address be published in all conference publicity. Mike and Vince will meet with Susan Halter about CRLA website.

Vince was commended for the Websites.

9. Conference Flow Chars and Overview Report

The Board carefully reviewed with Kathy these two documents and procedures for the Conference.

The Board took a break from 2:30 - 3:00 p.m.

10. Strategic Plan

This Plan which will be presented at the business meeting was developed over the past three years and finalized by the Board at the Spring meeting, 1998, under the leadership of Becky Johnen. The specific focuses for 1999 will be:

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- 1. c. Encourage networking. . . .
- f. Explore possibilities of conferences in each geographical area. . . .
- 2. b. Expand CRLA award . . . add \$500 to budget for two awards instead of one

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3. a. Continue development of website
- b. Use websites for conferences
- f. Encourage investigation of Internet. . . .
- g. Promote research of on-line courses. . . .
- I. Explore video conferencing. . . .
- j. Support use of e-mail for communication . . .
- k. Investigate development of electronic forms for membership
- l. Explore need for use of listserves for specific areas of learning
- m. Explore methods for providing website assistance
- n. Evaluate, communicate, and educate members on latest technology trends and issues

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4. f. Establish new collaborative agreements with similar organizations
- h. Hold training program for political advocacy
- I. Establish political liaison network

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7. f. Appoint Executive Assistant

This Plan will be reviewed, evaluated and updated on an annual basis with the goals and review included as part of the presidential report.

The meeting was adjourned at 3:35 p.m. for a dinner break and reconvened at 7:10 p.m.

11. Awards and Scholarship

Valerie Smith-Stevens and Tom Gier joined the meeting. Valerie encouraged all members to buy raffle tickets. Two winners will be recognized for the Research Assistance Awards, and one for Long and Out Standing.

The Board commended and applauded Valerie for her efforts.

12. Past Officers' Council

Susan Deese-Roberts distributed information about the Council with address lists. She also announced that the name, *Past officers Council*, will be changed to *Past Officers' Council*. Tom Gier has been selected as chair-elect for 1999; Karen Smith will become chair at the end of this conference. Susan requested that a business meeting be scheduled for the 1999 Conference. Members of POC will be greeters at the exhibit opening.

She announced that a separate account will be initiated for the seed money for the joint symposium with NADE. The goal is for 250 attendees.

Susan was commended for her efforts.

13. Conference exhibits

Donna Wood, chair joined the meeting and distributed information about exhibitors. She

reported that there will be 26 exhibitors and three corporate sponsors for the Conference. Expenditures thus far total \$910; assets \$13,165.23. CRLA will also get ten percent of profits from two exhibitors and will make about \$20,000.

The Board expressed its appreciation for Donna's tremendous efforts.

14. Website report

It was decided that the Website master's position should extend for three years. Board members were encouraged to solicit applications.

The meeting was adjourned at 9:00 p.m.

The minutes were approved on December 9, 1998.

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING Tuesday, November 3, 1998 Salt Lake City, Utah Minutes

Salt Lake City Hilton

Board Room

Members present: Kathy Carpenter, *President*; Michael O'Hear, *In-coming President*; Pat Jonason, *President-elect*; Sylvia Mioduski, *Treasurer*; Lorraine Dreiblatt, *Secretary*; Vince Orlando, *Past President*; Roz Bethke, *Newsletter Editor*; Rosalind Lee *Membership Chair*; Gretchen Starks-Martin, *In-coming Treasurer*

The meeting was called to order at 8:15 a.m.

1. *Mailing service*

Rosalind distributed glossy CRLA brochure and insert for the ITCP (*Attachments A, B*). Because of changes, the glossy may have to be rewritten. Membership applications have been printed by ESG. It was decided that the 1999 membership cards and letterheads (*Attachments C, D*) will remain as is. A discussion ensued about printing envelopes for ESG mailing. It was decided not to have envelopes printed unless ESG does a bulk mailing, as with the bylaws..

Sylvia reported that most recent invoice from ESG was \$786 for letterhead, membership cards, envelopes and bylaw changes. A copy of bills from EGS will be sent to Rosalind so that costs can be monitored.

Life-time membership cards were discussed. It was decided to use present cards for those recipients (past board members) at this Conference. The discussion was tabled; Vince was requested to find the remainder of cards printed in former years.

Kathy thanked Rosalind for the site visit and obtaining mailing service.

2. *Room numbers of Board members*

A list was developed of Board members' hotel

rooms.

3. Harvard Report

Mike reported that the conference at Harvard was mainly an introduction and discussion of developmental education for elementary and secondary teachers in the area.

4. CRLA/NADE Summer Symposium

The CRLA committee for this symposium consists of Tom Gier, Susan Deese-Roberts, and Sue Brown. NADE's committee includes Don Garnett, Gladys Shaw and Nancy Snouffer. Plans seem to be stalled presently because of lack of action by NADE. Other than the \$1000 appropriation, which has not been sent to CRLA, no reports have been made. Further encouragement will be given to NADE to further planning.

5. Phone card exchange

The exchange of phone cards to new Board members will take place Saturday afternoon.

6. Committee Reports

The board expressed its approval of the committee report digest as collated by Kathy for this conference.

Mike moved that the committee report digest be published annually. Sylvia seconded. PASSED.

Sylvia moved that the committee reports be accepted. Mike seconded. PASSED.

The Board took a break from 10:00 - 10:15 a.m.

7. Criteria for Board Special Recognition Award

After a lengthy discussion, the following were established as the criteria for those receiving the Board Special Recognition Award:

- A. Must be a CRLA member in good standing.
- B. Must have displayed outstanding contributions to the national organization during the past five years.
- C. Has not been a previous recipient of this award.

D. Has made contributions other than those related to being an elected Board member.

E. Contributions may include:

State/regional leadership

SIG leadership

Conference presenter

Committee member or chair

Editorship

Author

Conference committee member or chair

Other contributions to CRLA

Vince moved that the Board approve the criteria for the Special Recognition Award. Sylvia seconded. PASSED.

Lunch break was taken by Board from 12:00 - 1:30 p.m.

8. Websites

Vince reported that there have been over 600 unique visitors, from 700 viewers to the conference website. It is a three page website. Vince recommended that a disk or attachment for Conference is best. He also recommended that the address be published in all conference publicity.

Kathy commended Vince on the website.

Mike and Vince will meet with Susan Halter about CRLA website.

9. Conference Flow Chart (Attachment B, Nov. 2) and Overview Report (Attachment F, Nov. 2)

The Board carefully reviewed with Kathy these two documents and procedures for the Conference.

The Board took a break from 2:30 - 3:00 p.m.

10. Strategic Plan

This Plan (*Attachment F*) which will be presented at the business meeting was developed over the past three years and finalized by the Board at the Spring meeting, 1998 under the leadership of Becky Johnen. The specific focuses for this year will be:

Page 10-

1. c. Encourage networking ...
 - f. Explore possibilities of conferences in each geographical area...
2. b. Expand CRLA Award...Add \$500 to budget for two awards instead of one.

Page 11-

3. a. Continue development of website...
 - b. Use websites for conferences....
 - f. Encourage investigation of Internet
 - g. Promote research of on-line courses....
 - i. Support use of e-mail for communication
 - j. Investigate development of electronic forums....
 - k. Investigate development of electronic forms for membership
 - l. Explore need for use of listserves for specific areas of learning
 - m. Explore methods for providing website assistance
 - n. Evaluate, communicate, and educate members on latest technology trends and issues

Page 12-

4. f. Establish new collaborative agreements with similar organizations
 - h. Hold training program for political advocacy
 - i. Establish political liaison network
5. a. Establish overall membership goal

Page 13-

7. f. Appoint Executive Assistant

This Plan will be reviewed, evaluated and updated on an annual basis with the goals and review included as part of the presidential

The meeting was adjourned at 3:35 p.m. for a dinner break and reconvened at 7:10 p.m.

11. Awards and Scholarship

Valerie Smith-Stephens and Tom Gier joined the meeting.

Valerie asked that all members be encouraged to buy raffle tickets. One winner will be recognized for the Research Assistance Awards and one for the Long and Out Standing Award. As stated in the Strategic Plan (2.A) the CRLA award for Distinguished Research will be expanded to two awards, one for qualitative and one for quantitative research.

The Board commended and applauded Valerie for her efforts.

12. Past Officers' Council

Susan Deese-Roberts distributed information about the group with address lists (*Attachment G, H*). Tom Gier has been selected as chair-elect for 1999. Karen Smith will become chair at the end of this conference. Susan requested that a business meeting be scheduled for the 1999 conference. Members of POC will be greeters at the exhibit opening. Concerns have been raised by the council as to the effect of moving the conference to the fall. It was suggested that the Board confirm the decision has been healthy for the organization by examining attendance at conference and financial status.

A separate account will be initiated for the seed money for the joint symposium. The goal is for 250 attendees for the symposium to be scheduled during June of 2000.

The name, *Past officers Council*, will be changed to *Past Officers' Council*.

Susan was commended for her efforts.

13. Conference exhibits

Donna Wood, chair, joined the meeting. She exhibited the bag of goodies to be given to each exhibitor. Also distributed other information to be given to exhibitors (*Attachment I*) She reported that there will be 26 exhibitors and three corporate sponsors for the Conference. The expenditures total \$910; assets \$13,165.23. CRLA will get ten percent of profits from two exhibitors and will make about \$20,000.

The Board expressed its appreciation for Donna's tremendous efforts.

14. Website report

It was decided that the Website master's position should extend for three years. All Board members were encouraged to solicit applications at the Conference. Further discussion will take place at meeting on Saturday afternoon.

The meeting was adjourned at 9:00 p.m.

The minutes were approved December 9, 1998.

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING Tuesday, November 3, 1998 Salt Lake City, Utah

List of Attachments to Minutes

- A. CRLA brochure
- B. ITCP Insert
- C. Membership Application for 1999
- D. 1999 Membership Card
- E. CRLA Letterhead
- F. Strategic Plan
- G. Past Officers' Council Description
- H. Past Officers' Council Address List
- I. Exhibitors Information and List

APPLICATION FOR 1999 CRLA MI

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

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

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

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

Name of College / University / Business _____
Business Address _____
No. _____ Street _____
City _____ State _____ Zip _____
Phone: (____) _____

Current position/title _____
Fax # (____) _____ E-Mail address _____

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

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

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

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

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

I hereby give my permission for CRLA to give/sell my name and address to outside educational publications and organizations for mailing purposes.

☐ Yes ☐ No Date _____ Signature _____

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Susan Halter
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CRLA Board Meeting
November 3, 1998
Salt Lake City, UT
Attachment E
1 page(s)

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

College Reading & Learning Association



STRATEGIC PLAN

Developed 1998

THE COLLEGE READING AND LEARNING ASSOCIATION STRATEGIC PLAN

INTRODUCTION

The College Reading and Learning Association (CRLA) views strategic planning as the process by which it will envision its future and develop the necessary procedures and operations to achieve that future. The Association recognizes that strategic planning is a future-oriented behavior concerned with the dynamic and complex relationship of the organization and its environment. CRLA is using a strategic planning process to determine its direction and to assist the Association in embracing and accommodating the changing educational arena. It is hoped that the strategic planning process will also provide a measure of continuity and cohesiveness to the Association. This strategic plan is envisioned as a three-year plan (1999-2001) and will be reviewed and updated on an annual basis.

In developing its strategic plan, CRLA used a five-step process model developed by Becky Johnen. Components of the process included: conceptualizing the Association, auditing the environment, navigating the audit results, developing the strategic profile, and operationalizing the strategic plan.

Comments on the strategic plan are encouraged and should be sent to Becky Johnen, CRLA Strategic Planning Committee Chair, West Virginia Northern Community College, 1704 Market Street, Wheeling, WV 26003.

CONCEPTUALIZING THE ASSOCIATION

Planning to Plan

In 1992-93 the framework for the Association's strategic plan was developed. The 1995-96 and 1996-97 Executive Boards reviewed the framework and determined that in order to operationalize the plan, goals needed to be updated and strategies, action plans, and timelines to meet the goals needed to be established.

Three past CRLA presidents (Becky Johnen, 1992-93; Pat Mulcahy-Ernt, 1995-96; and Karen Smith, 1982-83), in July 1997, drafted goals and strategies as a step toward operationalizing the plan's framework. The work of this group was reviewed during the October 1997 annual conference by those who participated in the strategic planning and plenary sessions.

During a strategic planning retreat held in February 1998, the initial goals and strategies were developed into a full strategic plan by Roz Bethke, Newsletter Editor; Kathy Carpenter, President; Lorraine Dreiblatt, Secretary; Becky Johnen, Process Facilitator; Rosalind Lee, Membership Coordinator; Sylvia Mioduski, Treasurer; Mike O'Hear, President-Elect; and Vince Orlando, Coordinator of States and Regions.

Procedures and Timelines

1. March-April 1998
February 1998 planning process group will finalize the draft plan
2. July 1998
Draft plan will be mailed to the membership with the presidential letter
3. July-September 1998
Membership responds to the draft
4. September-October 1998
Final revisions made to the plan
5. November 1998
CRLA membership votes on the plan at the annual conference
6. November 1998-October 1999
Plan implementation year 1
7. October or November 1999
Evaluate year 1 of plan; prepare report; update plan
8. November 1999-October 2000
Plan implementation year 2

9. October or November 2000

Evaluate year 2 of plan; prepare report; update plan

10. November 2000-October 2001

Plan implementation of year 3

11. October or November 2001

Evaluate year 3 of plan; prepare report; update plan

Creating the Culture

Members of this strategic planning team are committed to the process and to ensuring that the strategic planning document is a working document. This commitment will be relayed to the membership in several ways:

- 1.) presidential update each summer
- 2.) plan progress/updates in the Newsletter
- 3.) dissemination of an annual report
- 4.) state chapter/region communiqué
- 5.) use of the web site, e-mail, and list serves to relay information related to the plan

Association Self-Assessment

Three areas were examined in the Association's self-assessment: purpose (including looking at why to we exist, what is our most important function, and what do we do differently than other similar organizations), values, and vision.

Purpose

Why do we exist?

- * to assist students to be successful in higher education
- * provide service to members (professional development; create an avenue for the possibility of advancement on our campuses)
- * collegiality (networking)
- * provide leadership in learning assistance, developmental education, tutorial services, reading, writing, math, orientation, freshman year seminar, supplemental instruction
- * provide opportunities for the community to convene
- * promote research
- * represent members to the wider community (political, social, administrative)
- * act as a resource to others

What is our most important function?

To facilitate our members in assisting students to be successful in college. This is done by providing professional development opportunities (primarily through an annual conference), resources, and information to our members. This is done in a climate of collegiality and in a sense of community.

How are we different from or what do we do differently than other similar organizations?

- * size (collegiality, opportunity to meet experts, less elitism)
- * caring atmosphere
- * cost (membership, conference)
- * western hospitality (less formal)
- * conference held mid-west to western U.S.
- * more inclusive
- * less hierarchy
- * maturity (30 years old)
- * focus on higher education

Values

College Reading and Learning Association members seek to develop a sense of community and establish resourceful and cooperative arrangements with each other and others in the field. We promote research and innovative approaches to teaching and learning. We seek to sustain a climate of caring and respect for all members of our profession. We are facilitative, responsive, and collegial in our approach.

Vision

- * professionals assisting students
- * professional development for learning assistance educators (conferences)
- * collegial support organization
- * consistent communication with membership through a mailing service
- * creative leadership
- * lighting the fire of idealism
- * professionalism that works
- * leading the field of excellence in higher education
- * students taught by CRLA members are successful in their academic pursuits (e.g., recipients of degrees)
- * strong, vibrant community of learning assistance professionals
- * Association president invited to speak before Senate Committee (i.e., national recognition; advice is sought by others)
- * membership is no less than 1,000 and no more than 1,500
- * membership is more inclusive and more representative of students served in "our" programs
- * Association has a home address

- * ability to assist with institutional, state, and national political issues
- * users of technology: to communicate with membership; to make the special interest groups more viable; distance learning; on-line tutoring; on-line classes; communication with students; research; training on the use of technology
- * state chapters and regions are strong components of the Association
- * focus: tutorial; study strategies; learning center management; reading, math, writing (integrated); supplemental instruction; community of learners

AUDITING THE ENVIRONMENT

Chronological Audit

Historical Mission

CRLA (formerly named WCRA and WCRLA) was officially organized in 1967 to meet the problems and challenges which are unique in teaching reading at the postsecondary level. A College Conference on Reading was held in November 1966, at San Bernardino Valley College and plans for CRLA emerged. Since its formation, CRLA has expanded its programming to include the related areas of learning assistance, study skills, developmental education, and tutorial assistance.

Mission

The mission of the College Reading and Learning Association (CRLA) is to provide a forum for the interchange of ideas, methods, and information to improve teaching, learning, and research in postsecondary educational environments.

As a dynamic community of professionals who provide learning improvement services, courses, and programs, we seek to give practical application to research and to promote the implementation of innovative strategies that enhance college teaching and student learning.

External Audit

Demographic

1. Increasing numbers of students from all levels of academic preparation will request learning assistance
2. About one half of all entering students need to enroll in one or more developmental education courses
3. More students with disabilities will be enrolled in college
4. There will be an increase in the number of 18 to 22 year old college students until 2002; a decline in this age group is then expected
5. An increasing proportion of college students will be part-time and returning adults
6. More than 60,000 adjunct or full-time staff and faculty work in developmental education and learning assistance centers. The majority of these persons are adjunct faculty.

7. Increased numbers of African Americans and Asian Americans in postsecondary education programs

Educational

1. Increasing role of emerging technologies for instructional delivery, assessment, and communication
2. Increasing number of linked/paired courses (content courses and a learning strategies - study skills, etc. — courses)
3. Institutional establishment of teaching/learning centers (that assist with faculty development)
4. Evolution of “full service learning centers” from developmental education departments
5. Development and dissemination of standards and credentialing programs for developmental educators (e.g., CAS)

Technological

1. Increasing role of emerging technologies for instructional delivery, assessment, and communication
2. Increasing role of technology in student tracking/recordkeeping
3. Increase in use of web sites and list serves
4. Increase in use of e-mail as a communication tool
5. Requirement in many schools to have a technology-related course in the general education core
6. Computerization of dormitories
7. Rapid changes in technology make it difficult to stay on the cutting edge

Social/Cultural

1. The role television has played in expanding entertainment and educational opportunities
2. Rise of “edutainment”
3. Change in workforce demands — by 2000, 20% of available jobs classified as professional; 15%, unskilled; 65%, skilled
4. Globalization — one village
5. Proliferation of political correctness

Political

1. Most political and policy battles concerning developmental education will occur at the institutional and state level (e.g., Texas and New York)
2. Increased accountability regarding college budget expenditures and student outcomes
3. Many states legislating that developmental education courses in public four-year institutions be decreased or eliminated (New York advocating no developmental education at two-year institutions)
4. Opinion by many policymakers that higher high school graduation requirements and higher college entrance requirements will eliminate the need for academic

assistance and developmental education

5. Policy makers expecting research-based solutions for academic problems and issues
6. Political center moving to the right

Economic

1. Diminishing federal financial support for higher education
2. Many institutions implementing fee-based academic support programs
3. Departments/programs documenting increased student academic performance receiving stable or increasing financial support
4. Limited travel/professional development funds
5. Increase in international student programs due to revenue they can generate
6. Outsourcing and/or privatization of learning assistance services

Internal Audit

1. Current Association dues and conference fees are less expensive than other national groups with same focus
2. There will be increased interest in state-wide associations due to limited travel funds

NAVIGATING THE AUDIT RESULTS

Internal

Strengths

- ☐ Openness
- ☐ Inclusiveness
- ☐ Responsiveness to members' needs and input
- ☐ Respect for individuals' worth
- ☐ Quality of people and ideas
- ☐ Collegiality
- ☐ Unpretentious
- ☐ Friendliness
- ☐ Supportive
- ☐ Collaboration
- ☐ Professional Development
- ☐ Networking
- ☐ Diversity of interests and activities
- ☐ Multi-disciplined
- ☐ Inspirational
- ☐ Dedication of its members to student success
- ☐ Special interest groups
- ☐ Scholarship opportunities
- ☐ History of the organization
- ☐ Publications
- ☐ Encouragement for risk taking

- ☐ Opportunities
- ☐ Recognition for professional achievement
- ☐ Professionalism
- ☐ Creative
- ☐ Innovative
- ☐ Size
- ☐ Purpose
- ☐ Sharing of resources
- ☐ Conference fee
- ☐ Financially secure
- ☐ Leadership opportunities

Weaknesses

- ☐ Distribution of information
- ☐ Cultural diversity
- ☐ Political action
- ☐ Activities of special interest groups
- ☐ Lack of involvement by graduate students
- ☐ Lack of involvement by adjunct faculty
- ☐ Membership numbers
- ☐ Continuity of initiatives
- ☐ One year terms of offices
- ☐ Lack of a "home" address
- ☐ State-level participation
- ☐ Inclusion of national trends in the newsletter
- ☐ Marketing of the Association
- ☐ Name recognition

External

Opportunities

- ☐ joint conferences
- ☐ linkage with teacher education programs
- ☐ collaboration with the National Association for Developmental Education
- ☐ networking
- ☐ sharing of information and expertise
- ☐ use of technology
- ☐ linkage with the American Council of Developmental Education Associations
- ☐ certification programs (e.g., NADE's learning assistance centers)
- ☐ access to research
- ☐ use of grants to support Association activities
- ☐ increasing institutional memberships
- ☐ linkage with other state-level organizations

Threats

- ☐ related conference costs (e.g., hotel, airfare)
- ☐ limited/lack of institutional travel resources
- ☐ federal budget cuts
- ☐ state budget cuts
- ☐ number of organizations with similar missions (causes talk of mergers; heightens competitiveness for members)
- ☐ student enrollment trends
- ☐ political decisions that affect funding areas
- ☐ misperceptions/lack of awareness about the profession

DEVELOPING THE STRATEGIC PROFILEIdentify the Strategic Issues

- a. Increasing role of emerging technologies for instructional delivery, assessment, and communication
- b. Development and dissemination of standards and credentialing programs for developmental educators (e.g., CAS)
- c. Many states legislating that developmental education courses in public four-year institutions be decreased or eliminated (New York advocating no developmental education at two-year institutions)
- d. Limited travel/professional development funds
- e. Distribution of information within the Association
- f. Cultural diversity
- g. Political action
- h. Activities of special interest groups
- i. Lack of involvement by graduate students
- j. Lack of involvement by adjunct faculty
- k. Membership numbers
- l. Lack of a "home" address
- m. State-level participation
- n. Marketing of the Association
- o. Name recognition
- p. Number of organizations with similar missions (causes talk of mergers; heightens competitiveness for members)
- q. Misperceptions/lack of awareness about the profession
- r. Continuity

Formulate Strategies to Manage Issues

The College Reading and Learning Association will:

1. Provide high quality professional development opportunities.
2. Foster inquiry on topics that influence student learning in postsecondary environments and disseminate findings to the educational community.
3. Promote the effective and ethical use of technology.
4. Cultivate a diverse membership.
5. Collaborate with other professional organizations in order to promote dialogue, political activism, research, and professional development.
6. Enhance the effective and efficient management of the Association.
7. Increase the visibility of Association projects, programs, and publications.

OPERATIONALIZING THE STRATEGIC PLAN

Establishing Annual Objectives

1. Provide high quality professional development opportunities.
 - a. Hold an annual conference to serve as a premier opportunity for learning about current research, pedagogy, programs, and emerging technology relevant to the organization's focus in postsecondary-level education.
 - b. Promote networking and collaboration at the state chapter and regional level.
 - c. Encourage annual regional and state conferences in each geographical area of North America.
 - d. Maintain current special interest groups and develop new groups based on specific interests of the membership.
 - e. Inform the membership of research in the field and activities of the organization via the Newsletter, the Journal of College Reading and Learning, and websites.
 - f. Explore the possibilities of offering symposia on teaching and learning.
2. Foster inquiry on topics that influence student learning in postsecondary environments and disseminate findings to the educational community.
 - a. Encourage research and presentations through all components of the organization (journal, newsletter, sigs, task force groups, monographs, conferences).
 - b. Expand the CRLA Award for Distinguished Research, with one award presented for qualitative and one for quantitative research. (Presented at the 1999 conference)
 - c. Encourage SIGs to initiate research and inquiry into their specific and unique areas of interest and to publicize findings.
 - d. Investigate the feasibility of publishing member research with a dedicated professional publisher.

e. Encourage members to identify key topics on new developments in learning. (Address through the task forces or conference strands)

3. Promote the effective and ethical use of technology.

- a. Continue the development of the CRLA website and expand its informational base, including the listing of officers, state and regional leaders, SIG leaders, and committee chairs with their addresses, phone numbers, and e-mail addresses and a description of each of the committees. (January 1999)
- b. Use merged websites to promote the conference and conference presentations. (July 1999)
- c. Update SIG developments and States/Regions activities through the website.
- d. Support/enhance existing electronic list of resources, people, and sites using emerging technologies for the purpose of encouraging members to educate themselves with regard to learning about new technological developments.
- e. Promote communication with sister organizations through the website.
- f. Encourage the investigation of the Internet as a teaching tool and the implications that this development will have on the provision of services by members in their institutions. (November 1999)
- g. Promote research to assess the effectiveness of on-line courses, services, and programs. (November 1999)
- h. Support responsible and ethical use of technology for teaching and conducting research.
- i. Explore video conferencing. (November 1999)
- j. Support the use of e-mail as a communication means for SIGs, task forces, committees, and state/regional organizations. (January 1999)
- k. Investigate the implications of and support the development of electronic forums for discussion among the membership (LRNASST). (January 1999)
- l. Explore the need for and potential use of dedicated listserves to focus on specific areas of learning issues. (January 1999)
- m. Explore new methods and procedures for providing website learners with assistance; learn about research and exploration capacities through the web. (November 1999)
- n. Establish a group to evaluate software and hardware, communicate educators' technology needs to designers, and educate members on the latest technology trends and issues. (November 1999)

4. Collaborate with other professional organizations in order to promote dialogue, political activism, research, and professional development.

- a. Support collaborative efforts of those in the field, including national research conferences and institutes.
- b. Conduct joint conferences, symposiums, seminars at the state, regional, and national level with organizations of similar interests on a periodic basis.
- c. Support the efforts of the American Council of Developmental Education Associations. (Send an Executive Board member to all meetings; host a Council meeting at each annual conference)
- d. Support the efforts of the Council for the Advancement of Standards. (Disseminate endorsed guidelines and standards.)
- e. Maintain current collaborative agreements attained through the Professional Association Liaison (PAL) Committee and Executive Board actions.
- f. Establish at least five new collaborative agreements with organizations of similar professional interest by November 2001.
- g. Represent annually the Association at annual conferences, display information, promote the Association through an exhibit or conference session, meet with leaders of that organization, and report outcomes. (PALS rep with informal agreement)
- h. Hold a training program for Association members and leaders concerning political advocacy. (November 1999)
- i. Establish a political liaison network. (November 2000)
- j. Disseminate information, on a periodic basis, concerning policy issues and pending legislation to all members and collaborating organizations. (November 2001)
- k. Share information related to the Association's efforts with policy makers at the state and national level. (Exec Board)
- l. Serve as an information resource for policy makers at the state and national levels by giving testimony, drafting legislative language, and by conducting research about policy issues. (Exec Board, Political Liaison Network) (November 2001)

5. Cultivate a diverse membership.

- a. Establish an overall membership goal and state/regional membership goals on an annual basis.
- b. Develop a recruitment plan by January 2000. (Discuss at leadership roundtable; publish in the newsletter)
- c. Encourage state and regional networks and conferences to generate diverse membership.
- d. Incorporate a recruitment function into the Professional Liaison Committee.
- e. Distribute the Call to Conference to all relevant departments of postsecondary institutions within the state hosting the annual conference.

- f. Disseminate information about the Association to developmental education, learning assistance, and tutorial programs.
6. Increase the visibility of Association projects, programs, and publications.
 - a. Participate on the LRNASST listserv. (Exec Board member)
 - b. Continue efforts to place the Journal in college and university libraries.
 - c. Work to get the Journal indexed in leading indices.
 - d. Market the International Tutor Certification Program.
 - e. Market the Glossary of Terms.
 - f. Market the Learning Center Management Monograph.
 7. Enhance the effective and efficient management of the Association.
 - a. Establish an Association address.
 - b. Establish an 800 telephone number.
 - c. Implement an annual review and update of the strategic plan.
 - d. Create a standardized format for committee and organizational annual reports.
 - e. Develop strategies to disseminate board actions and committee reports to all members.
 - f. Appoint an Executive Assistant who will promote smooth leadership transitions and timely job performance.
 - g. Create a master calendar of national and regional events and publish in the Newsletter.
 - h. Increase use of electronic communication for on-going general membership dialogue to be initiated by board members, committee chairs, chapter presidents, regional directors, and SIG leaders.
 - i. Investigate means of increasing revenue in order to support new initiatives. (Exec Board)

Developing Action Plans Related to the Association Priorities

Once the Association goals are approved by the membership, the Strategic Planning Committee will work with the membership to develop specific action plans to achieve the goals/priorities.

Budget Planning

The allocation of resources for the action plans will be done at a later date.

Assessment

The strategic plan will be reviewed, evaluated, and updated on an annual basis.

PAST OFFICERS COUNCIL

NAME

Past Officers Council.

CHARGE

To serve as an advisory group for the CRLA Board by responding to requests for information and advice and by proposing and coordinating Board-approved special projects directly related to CRLA needs and goals.

Possible areas for special projects include political action and visibility; professional standards; designing workshops held outside the annual conference; long-range planning; and recruiting new members.

MEMBERSHIP

All elected officers of the Association who have served the complete term of office for which they were elected and who are not current members of the Board serving in either another elected position or in an Ad Hoc position. Membership is automatic; however, past officers as defined here may request to be excluded from the group.

ORGANIZATION

Chairperson/Chairperson-elect

The chairperson is responsible for (1) serving as contact person with Board President for the purpose of gathering information from group as requested and reporting to the Board as well as for the purpose of soliciting information from the Board; (2) working with CRLA President-Elect to coordinate group participation in conference program as needed; (3) chairing meeting of group at conference; (4) coordinating with the Board any special project(s) initiated by the group or Board; and (5) overseeing selection of Chair-elect as determined by guidelines. The Chair must attend the conference at which she/he comes chair-elect and the conference at which she/he serves as Chair. (See selection process below.)

The chair-elect will assist the chair as needed in fulfilling the chair's duties or stepping in to fulfill all duties of the chair if the chair is not able to complete his/her term.

Eligibility

The group will elect the Chairperson and Chairperson-elect from within the group. There will be a three year period between time served on Board and eligibility to run for Chair-elect.

[For the 1998-99 year, no later than June 30, a chair-elect will be selected to begin serving as chair after the 1998 CRLA conference. At the conference, the chair-elect will be announced for the coming year.]

Selection Process

The Chair will solicit nominations from the group no later than two months prior to CRLA conference. Nominations require willingness to run from the person nominated. No more than four names will appear on the ballot. If more than four people are nominated, the chair and most immediate past chair will serve as an informal nominating committee and select the four names to include on the ballot. The Chair will distribute ballots to all active CRLA past officers via US mail at least four weeks prior to conference and will inform candidates of results prior to conference. A formal announcement will be made during conference. [Board can determine timing of announcement.]

Past Officers Council Address List

SLA Board Meeting
November 3, 1998
Salt Lake City, UT
Attachment H
4 page(s)

Adams, W. Royce (retired/Santa Barbara College)	adamswr@Silcom.com	
Agee, Karen	karen.agee@uni.edu	
Agin, Avis	No address/email	
Baugh, Jim	No address/email	
Beldin, H.O.	No address/email	
Bogue-Feinour, Carole		Canada College 4200 Farm Hill Blvd Redwood City, CA 94061
Bonner, Jacquie	No address/email	
Brown, Sue	subrown@nmsu.edu	
Brown, Wes		U of NC, Learning Skills Center CD#5135, Phillips Annex Chapel Hill, NC 27599
Carpenter, Kathy	carpenter@platte.unk.edu	
Christ, Frank	flchris@primenet.com	
Clymer, Carol	No address/email	
Coda-Messerle, Margaret	MMESSERLE@research.csudh.edu	
Coil, Ann	No address/email	
Cunningham, Mary	No address/email	
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Dempsey, June		10550 Highland Lane Olathe, KS 66061

Enright, Gwyn	<u>genright@sdccd.cc.ca.us</u>	
Evans, Sandra	<u>sevans@campus.mainland.cc.tx.us</u>	
Faulkner, Anne	<u>faulkner@dcccd.edu</u>	
Fillyaw, Harold	No address/email	
Gier, Tom	<u>tomgier@webtv.net</u>	
Hall, Rosa		Antelope Valley College 3041 West Avenue K Lancaster, CA 93536
Heard, Pat	DELETED PER REQUEST	
(retired/U of Texas)		2203 Onion Creek Parkway #9 Austin, TX 78747
Hess, Mary (retired/Ricks College)		275 South 2 nd East Rexburg, ID 83440
Hiyama, Midori		1117 Swanston Drive Sacramento, CA 95818
Hollingworth, Paul	***MAILED RETURNED***	1041 S 500 W Orem, UT 84058
Holmes, E. Ann	No address/email	
Joffe, Irwin		4171 W Post Road Chandler, AZ 85226
Johnen, Becky	<u>bjohnen@nccvax.wvnet.edu</u>	
Johnson, Elizabeth	No address/email	
Kaman, Mitch	<u>mitch@mash.colorado.edu</u>	
Kersteins, Gene	<u>gkerstie@admin.elcamino.cc.ca.us</u>	
Lee, Rosalind	<u>rosalind@kwantlen.bc.ca</u>	

Lehmann, Jane	<u>jlehmann@mail.elgin.cc.il.us</u>	
Levinson, Betty K. (retired/UCLA)	<u>betlev@aol.com</u>	
Lyman, Dick	No address/email	
Marksheffel, Ned	No address/email	
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McKewon, Suzanne		3531 Milliken Avenue San Diego, CA 92122
Miodoski, Sylvia	<u>mioduski@ccit.arizona.edu</u>	
Moreland, Nancy	<u>NAMORELA@ipgate.ACTX.EDU</u>	
Mulcahy-Ernt, Patricia	<u>mulcahyp@cse.bridgeport.edu</u>	
Mullen, Jo-Ann	<u>jmullen@bentley.univnorthco.edu</u>	
Oakman, Barbara	No address/email	
Orlando, Vincent	<u>orlandov@mscd.edu</u>	
Patterson, Becky	<u>afbhp@uaa.alaska.edu</u>	
Purdy, Ruth	DELETED PER REQUEST	1422 Merion Way, Apt 59A Seal Beach, CA 90740-4874
Rainwater, Jerry		828 A 26 th Avenue SW Norman, OK 73069
Shaw, Gladys	<u>gshaw@utep.edu</u>	
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McGinty Swann, Denise	<u>denise.swann@usa.net</u>	

Tadlock, Dee	DELETED PER REQUEST	310 West Birch St #2 Shelton, WA 98584
Walker, Carrie	No address/email	
Weinsheimer, Joyce	<u>weinsheimer@mister.ucs.umn.edu</u>	
William, Gil		5262 King Street Riverside, CA 92507
Wooley, John	No address/email	
Yamomoto, Don	No address/email	

November 1998

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

Date: 08-Oct-1998 14:17 CST
From: DONNA WOOD

DWOOD
Dept: DEVELOPMENTAL STUDIES
Tel No: 383-4161

TO: DONNA WOOD

(DWOOD)

Subject: CRLA 1998 Exhibitors

CRLA 1998 EXHIBITORS

Susan Saris-----781-455-1290-----inside booth
Allyn & Bacon
160 Gould Street
Needham, MA 02194

Peter Stevens-----716-626-9044-----inside booth
Cambridge Stratford, Ltd.
8560 Main Street
Williamsville, NY 14221

Bruce Deal-----212-713-8112-----inside booth
College Board
45 Columbus Avenue
New York, NY 10023

Maria Dolegowski-----800-559-7587-----corner booth
Educational Testing Service/Learning Plus
33 S. Delaware Avenue Suite 202
Yardley, PA 19067

Karen Hackworth-----813-442-7760-----inside booth
H&H Publishing
1231 Kapp Drive
Clearwater, FL 33765

Stephen Dalphin-----817-334-7854-----inside booth
Harcourt Brace College Publishers
301 Commerce Street Suite 3700
Fort Worth, TX 76102

Rhonda GLiksman-----617-351-5843-----corner and 2 inside booth
Houghton-Mifflin Company
222 Berkeley Street 6th Floor
Boston, MA 02116

Jim Bell-----250-960-6330-----inside booth

University of No. British Columbia
3333 University Way
Prince George, BC. Canada V2N429

Kendall-Hunt Publishing Company-----sign only-----

Leilani Garcia-----781-944-3700-----corner booth
Addison-Wesley-Longman
One Jacob Way
Reading, CA 91867

MCLCA-----Jackie Robertson-----765-285-8107-----inside booth
North Quad 323
Ball State University
Muncie, IN 47306

Mary Jo Donnelly-----212-512-2892-----inside booth
McGraw Hill
1221 Avenue of Americas
New York, NY 10020

NADE-----T.C. Bibb-----334-229-4479-----inside booth
Advancement Studies
Alabama State University
915 S. Jackson
Montgomery, AL 36101

Tess Greenup-----1-800-582-2516-----inside booth
Newsweek Education Programs
2280 Grass Valley HWy #308
Auburn, CA 95603

M.L.Jakala-----847-679-5500-----corner booth
NTC/contemporary/Jamestown Publishing
4255 Touhy Avenue
Lincolnwood IL 60646

Elena Picinic-----201-236-7283-----corner booth
Prentice Hall
1 Lake Street
Upper Saddle River, NY 07458

Jacqui Seltzer-----212-475-6000-----inside booth
St. Martin's Press
(Worth Publishers)
33 Irving Place
New York City, NY 10003

Kay Patterson-----816-235-1179-----inside booth
Supplemental Instruction
5014 Rockhill Road
Kansas City, MO 64110

Cancel Gus Peek-----650-962-1211-----inside booth

T.H. Peek Publisher
897 Independence Ave. #1A
Mountain View, CA 94043

George Henry-----609-753-0554-----corner and 2 inside booths
Townsend Press
1038 Industrial Drive
W. Berlin, NJ 08091

Miriam Home-----650-595-2350-----corner and 2 inside booths
Wadsworth Publishing
10 Davis Drive
Belmont, CA 94002

Jaime McCracken-----940-383-3060-----inside booth
RonJon Publishing, Inc.
4127 Mesa Drive
Denton, TX 76207

Elaini Bingham-----828-262-6102-----corner booth
National Center for Developmental Education
Appalachian State University
Boone, NC 28608

Dr. William White, Jr.-----318-274-2162----- inside booth
Grambling State University
Dept. of Educational Leadership
Grambling, LA 71245

Jack Truschel-----717-422-3658-----inside booth
National Tutoring Association
East Stroudsburg University
East Stroudsburg, PA 18301

SoftBoard Computer Co.----- -----inside booth
Salt Lake City, Utah

Ken Nottingham-----801-446-0790---bringing own 3/4 rolling carts
Books Are Fun
1801 Western Chase Drive
Riverton, Utah 84065

Karla: I am working with about 3 crafts exhibitors who may
need tables. I'll let you know.

I do not have a number for the Softboard Computer Co., but
they are in Salt Lake City.

CRLA
Annual Committee Reports
1997 - 1998

31st Annual Conference
November 4th - 7th, 1998
Salt Lake City, Utah

PROFESSIONAL DEVELOPMENT COMMITTEE

Karen Agee, Chair

COMMITTEE GOAL

The Committee's purpose is to review a "Tentative Outline of a National Certification Program for Developmental Education Professionals" and recommend action to the Board.

COMMITTEE ACCOMPLISHMENTS

1. Reviewed the document and proposed to the Board a list of critical questions in response to the document.
2. Reviewed the document's lists of basic and advanced competencies and proposed to the Board a number of critical questions in response to the lists.
3. Contact analogous committees of NADE and MCLCA to determine these groups' response to the document.

SUGGESTIONS FOR FUTURE COMMITTEE ACTIONS

1. Attend the ACDEA meeting at the Salt Lake City CRLA conference, if permitted, to consider new information concerning the proposal and hear the originators' response to the committee's questions.
2. Acquire a copy of the forthcoming MCLCA journal article by Shevawn Eaton concerning the proposed National Certification Program.
3. Suggest to the authors of the draft document that a revised version be offered for publication in the "Journal of College Reading and Learning".
4. Consider Martha Maxwell's "fellows in learning assistance" proposal, to be presented at the Salt Lake City conference.

Editor, Journal of College Reading and Learning

Jim Bell, Editor

Maureen Hewlett, Managing Editor

Goals:

To publish on time issues of the Journal of College Reading and Learning.

Accomplishments:

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

* "Call for Manuscripts" advertisements were placed in the following journals:

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

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

Future Actions:

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

- non-CRLA members who have had articles published in back issues of JCRL (i.e., 1990 to 1997)
- authors of articles published in some back issues of the *Journal of Developmental Education*
- individuals who have presented posters or presentations related to our field of interest at conferences (e.g., AHEAD, NADE, Canadian Psychological Association)
- assistant professors and graduate students at various postsecondary institutions in the USA and Canada.

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

CRLA Newsletter
Roslyn Bethke, Editor

Goals:

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

Accomplishments:

- * Three newsletters: Spring 98, Summer 98, and Fall 98.
- * Dates Size Front Page Headlines
- * Spring, 1998 28 pages "Celebrating CRLA's 30th Conference"
(Issue included 12-page 1998 CRLA Directory)
- * Summer, 1998 12 pages "CRLA Welcomes Three New Officers"
- * Fall, 1998 16 pages "Bags Packed for Salt Lake City?"
"CRLA Selects New Mailing Service" (Issue included 4-page Call for Papers)
- * Each issue contains standard features: Columns for the President and President-Elect; Ads for Positions; SIG News; Tutoring News; PAL News; JCRL News; CAS News; Research News from ERIC, Ask CaRLA, and membership form.
- * By having a mailing service which meets the new postal regulations (bar codes for bulk mail), issues should arrive much more quickly. This will greatly enhance the communication process. Newsletters were taking a month to arrive after they were printed and mailed out.
- * For the past year I have worked with a different typesetter. She is also someone who works in desktop publishing as a sideline business. Her full time job is here at the college in the Graphics Dept. Our proximity has been extremely beneficial.

Future Action:

There are several recommendations I want to make to the next newsletter editor since the 1999 conference will serve as the transition period for the editorship.

- 1) Investigate whether your institution will support the newsletter by printing it on their own presses; actual materials and postage can be charged back to CRLA.

(Future Action continued)

- 2) If your institution will print the newsletter, attempt to find a typesetter from the campus publicity staff who also has a sideline desktop publishing business.
- 3) Find a group of people (at least seven) at your institution who are willing to proofread diligently when the deadlines occur.
- 4) Consider the system in place for printing professional documents. For example, the Graphics Dept. at JCCC uses Quark Express (Macintosh) as its professional software. Quark has been easier than Pagemaker for me to work with (i.e., the typesetter can make more changes during the proofreading process with less frustration.) In addition, I (a PC user) have found that I can cut and paste documents into email and send it to my typesetter. She can retrieve the copy on her Macintosh through Outlook Explorer at home. She can arrange the copy at home according to my specifications and bring it to work to put it on film (which the college supports). This process has worked well this year for both her and me. My institution would not agree to do the actual typesetting and graphics due to the expense. The present typesetter charges \$30 per page and \$10 per picture scan. The present procedure is a good deal for CRLA and minimizes the headaches for JCCC.
- 5) With the new mailing service, I was able to have Executive Services Group email me the file of address labels needed by my institution. I then merely had to send the file to the appropriate department. This eliminated work for everyone concerned because my institution can now address the newsletters electronically with the proper bar codes, etc. for quicker mailing.
- 6) I will be happy to work with the future editor to ensure a smooth transition.

Site Selection

Sue Brown, Chair

Goals:

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

Accomplishments:

I have worked with Maureen Cronin from the University of Nevada in Reno and Tina Dakin from Western Nevada Community College in Fallon to develop a bid for the annual conference in 2000. We have a contract from John Ascuaga's Nugget in Reno. This is a family owned hotel and casino, catering to conventions. The convention center and hotel are next to the casino. I visited this hotel in June and we are in the final stages of negotiating the contract.

I have been contacted by the Aston Wailea Resort in Maui and while in Hawaii in May, I visited the resort. I have spoken to an individual who might be interested in hosting a conference in Hawaii. I would like to explore this possibility.

I have also been approached about the possibility of having an eastern conference in New Jersey or Philadelphia. Valerie Stephens from Rutgers has been investigating sites.

Future Actions:

I would suggest that we survey the membership to find out where they would like to have the conferences, how far away from the traditional sites they are willing to go and how much they are willing to spend on hotels.

We also need to find more people who are interested in hosting conferences. Perhaps we could do a session on what's involved in hosting a conference. We may need to more actively inform the membership about the benefits of hosting a conference. The Board should consider providing incentives to the conference workers such as reduced or waived conference fees.

School budgets are getting leaner and it is more difficult to provide resources and services to the conference on-site chairpersons. In the future there may be a greater need for CRLA to provide secretarial assistance, audio visual rental support, etc., to the on-site chairpersons.

Upcoming Conferences:

New Orleans, Louisiana	November 3-7,	1999
Reno, Nevada	November 8-12	2000 (pending)

PAST OFFICERS COUNCIL
Susan Deese-Roberts, Chair

COMMITTEE GOALS

1. To organize their group into a new "committee" of the organization with expressed purpose of serving as a consultant group to the Board.

COMMITTEE ACCOMPLISHMENTS

1. Created a "charter" for the new committee along with group name, charge, and procedures for selecting chairpersons and chairpersons-elect.
2. Selected Karen Smith as Chair-elect for the 1997-98 and will begin her term as Chairperson after the 1998 conference.
3. Formed a group of past officers to work with the Board on a joint meeting with NADE. Volunteers included Tom Gier, Sue Brown, and Susan Deese-Roberts.

SUGGESTIONS FOR FUTURE COMMITTEE ACTIONS

1. During 1998-99, the POC will explore areas in which it can make contributions to CRLA and present those ideas to the Board.

SPECIAL INTEREST GROUPS

Patti Dozen, Coordinator

COMMITTEE GOALS

1. To oversee Special Interest Group Leaders and communicate regularly with them, act as a liaison for them to the President and President-Elect.
2. To publicize SIG activities through the CRLA newsletter and at the annual conference.

COMMITTEE ACCOMPLISHMENTS

1. At the request of the President-Elect, arranged and scheduled SIG meetings and breakfasts.
2. Printed handouts of the SIG directory for the conferees.
3. Wrote articles about SIG activities for the newsletter.
4. Participated in the Leadership workshop at the conference.
5. Wrote the annual report and gave the report at the conference board meeting in Sacramento.
6. Set up the SIG display at the conference.
7. Visited the SIG meetings and breakfasts at the conference.
8. Arranged for the establishment of two new SIGs, Paired Course and Distance Learning.
9. Substituted for SIG leaders who planned activities but were not able to attend due to emergencies.

SUGGESTIONS FOR FUTURE COMMITTEE ACTIONS

1. To make email and listserve communication available within the organization. This would allow SIG leaders to provide easier communication to the SIG members without the strain of creating a newsletter.

Webpage
Susan Halter, Editor
Joe Millsap, Managing Editor

Goals:

To maintain and update information for the CRLA website page.

Accomplishments:

The website is up and running, but not very informative. We had a number of problems with it this year, prompting me to wonder whether the position was a cursed one!

We had major..MAJOR..equipment problems this year. Most are resolved, it seems, but over the last few weeks Bell South, who maintains our lines out to the world, has had equipment failures, shutting us down completely. Power outages related to three hurricanes in September and a generally wet summer also created problems for them. A few times, pages I posted mysteriously disappeared--mostly for my class, but possibly for the organization's site. I have been assured that the server had not gone down and had a backed-up version posted, but that is what it kept looking like to me.

Additionally, I found it difficult to determine what needed to be on the site. I do not have the long-term or in-depth experience with CRLA to effectively make decisions as to what needs to go up on the web and what doesn't, and even when I do know what needs to go, I'm not always sure where to find it. My expectation was that people would send me stuff I could scan in and post to the web. I've edited enough newsletters that I should have known better, but maybe I've learned.

To further complicate matters, I have had little professional time to devote to anything but a major conference in New Orleans that I'm in charge of.

Future Action:

As of early Fall, we acquired a web-literate tutor (at our institution?) who would be delighted, I am sure, to earn an extra \$500. I'm wondering if it would help if we continued to host the site for a while, and even put the information up there, but if we found somebody to do the general design and gather the information and make decisions about it? I will present this idea to the Board at the Conference in November.

COUNCIL FOR THE ADVANCEMENT OF STANDARDS

Becky Johnen, Representative to the CAS Board

CAS GOALS

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

CAS ACCOMPLISHMENTS

1. Released the revised edition of the *CAS Book of Professional Standards for Higher Education* (Blue Book).
2. Worked on correcting the "Standards for Learning Assistance Programs" contained in the 'Blue Book'.
3. Revised the self-assessment guides for learning assistance programs.
4. Drafted a proposal for a CAS Colloquium.
5. Shared the final report of the quality assurance committee.
6. Authorized development of a CAS web page.
7. Submitted, on a regular basis, articles to the CRLA Newsletter regarding CAS.
8. Presented (with the NADE representative to CAS) at the 1998 CRLA Annual Conference a session on the work of CAS and standards and self-assessment guides for learning assistance programs and the relationship between the work of CAS and CRLA's tutor certification and NADE's self-assessment guides.

SUGGESTIONS FOR FUTURE CAS ACTION

1. Continue the Association's relationship with the CAS Board.
2. Continue to work with the CAS Board to achieve accuracy in all materials related to learning assistance programs and in all references to CRLA.
3. Publish (after October 1998) in the Journal of College Reading and Learning the learning assistance program standards.

PROFESSIONAL ASSOCIATION LIAISON COMMITTEE

Becky Johnen, Chair

COMMITTEE GOALS

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

COMMITTEE ACCOMPLISHMENTS

1. Added nine professional organizations to the database, bringing the total to 23 (CASP, College Composition Communication Conference, Texas Association of Developmental Association, Teachers of English to Students of Other Languages, and the five listed in the establishment of liaison agreements).
2. Signed five new liaison agreements: Interstate Development Reading Association, Mid-Atlantic College Reading Association, New Jersey Learning Centers Association, New Jersey Association of Developmental Educators, Pennsylvania Association of Developmental Educators.
3. Revised the quarterly reporting cycle and updated the report form.
4. Revised the "Agreement of Collaboration" and "Liaison Agreement" forms.
5. Surveyed liaisons to determine ways to strengthen the committee.
6. Submitted, on a regular basis, articles to the CRLA Newsletter.
7. Conducted, by liaisons, seven co-sponsored sessions at conferences.

SUGGESTIONS FOR FUTURE PALS COMMITTEE ACTION

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

MEMBERSHIP

Rosalind Lee, Coordinator

COMMITTEE GOALS

1. To maintain the records of the membership.
2. To answer inquiries about membership from potential and current members.
3. To maintain labels and stationery and provide the same to CRLA officers.
4. To handle inquiries regarding back issues of the JCRL.
5. To advise the board on external mailing service contractor and to monitor same.

COMMITTEE ACCOMPLISHMENTS

These are in addition to the regular maintenance duties listed above.

1. Recovered lost database and records from neighborhood Data and Mail (During this period (October 1997) the CRLA MAC hard drive I was supplied with crashed and the CRLA inkjet printer I had been using no longer worked. The board authorized me to purchase new equipment. Meanwhile, my college installed a new PowerMAC in a faculty common area. I was able to use this for the database and did not make the authorized purchase of hardware; those dollars remain in the CRLA budget.)
2. Purchased Filemaker Pro 4, upgrading the software used for the database.
3. Assisted board in looking for another contractor.
4. Assisted board in site investigation of 2 companies and made recommendations.

SUGGESTIONS FOR FUTURE COMMITTEE ACTIONS

1. Next year will obviously be transitional as CRLA begins to use Executive Services Group (ESG). Most of the routine tasks of the membership coordinator may be taken over by ESG. Additionally, ESG may increase their services to CRLA, e.g. by sending out SIG Newsletters. The move to ESG will result in increasing expenses which will need to be closely monitored.
2. The role and duties of the Membership Coordinator may change from being primarily clerical to assisting the board in planning recruitment strategies.

ELECTIONS COMMITTEE

Patricia Mulcahy-Ernt, Chair

COMMITTEE GOALS

1. To seek candidates for the annual election for the open positions on the CRLA Executive Board. During the 1998 election year these positions were for President-Elect and for Treasurer.
2. To manage the elections process in accordance with the CRLA Constitution and Bylaws.

COMMITTEE ACCOMPLISHMENTS

1. Solicited nominations for President-Elect and for Treasurer.
2. During the 1997 conference met with potential candidates.
3. Provided each person interested in running for office a job description and discussed the roles and responsibilities of those elected as President-Elect (and subsequently President and then Coordinator of States and Regions) and Treasurer.
4. Verified nominees willingness to serve, if elected.
5. Prepared a slate of Board-approved candidates.
6. Collected appropriate supporting documentation for the nominations, including letters of institutional support, photographs for the ballot, and related statements for the ballot, such as descriptions of educational attainment, work experience, CRLA leadership roles, and goals for CRLA.
7. Prepared election information for the CRLA Newsletter.
8. Created the election brochure and ballot.
9. Had the election brochures, ballots, and return envelopes printed.
10. Obtained the set of mailing labels from the Membership Chair and prepared the ballots for mailing.
11. In accordance with the Executive Board's approved timeline for the election, posted the return date on the ballots and mailed the ballots.
12. Collected the returned ballots.
13. Tabulated the returned ballots with a committee of three CRLA members.
14. Prepared a final report for the President and other members of the Executive Board about the election results. This report included the final tally for each candidate and included the tally of returned ballots from each state and Canada.
15. Mailed all ballots to the President along with the final election report.

SUGGESTIONS FOR FUTURE COMMITTEE ACTIONS

1. Revise the CRLA by-laws, as needed, for the election timeline.
2. Review the mailing process, particularly for international members.
3. Investigate additional ways of soliciting members to run for office on the Executive Board.

EVALUATIONS

Jan Norton, Chair

COMMITTEE GOALS

My immediate goal is to get through the Salt Lake conference, for which I will be doing the evaluations, one research presentation with a student, one panel discussion, one SIG-sponsored presentation with two other learning center managers, providing one-third of an institute, and heading the SIG meeting.

COMMITTEE ACCOMPLISHMENTS

Depending on what kind of stock CRLA has of its current evaluation form, I'd like to see about changing it to get away from the "easy A" responses (e.g., just circling all five's in one big circle, perhaps without really assessing each item's merits). At the least, I'd like to see if this is an issue for presenters or conference organizers; perhaps I'm in the minority in my preference for more thoughtful, specific feedback.

I would like to look into adding other data codes to track trends or preferred topics or delivery methods or whatever else the Board might want to know about.

When I talk with the session moderators, I hope to convince them to remind session attendees to keep in mind how much people like and depend on feedback: I would like to have attendees fill out the session/conference evaluations with the same encouraging honesty and focus on improvement that they bring to assessing their own students.

SUGGESTIONS FOR FUTURE ACTIONS

Actually, I would like to gather some sort of committee, though perhaps what I'm really thinking of is more like a temporary focus group to help look into some concerns and give me more than my own voice in decisions. For example, I'd be interested in some sort of post-conference evaluation, something to get at what really turned out to be helpful when the person got back to work. Such a thing requires time and money.

I also would like to look into issues of anonymity with the conference session evaluations. The carbon forms are convenient and they let the presenter get some quick feedback, but I wonder if there are circumstances. I know that I have simply not filled out the form when I'm one of only a handful of people at a less-than-wondrous session--who wants to be the downer, especially if your opinions are unique or your handwriting is recognizable?

CRLA Political Action Committee
Gail Platt, Chair

Goals:

The issues surrounding developmental education ("Should taxpayers pay twice for beginning algebra - once in high school and again in college?", "Who *belongs* in college?", "Is open-access compatible with academic standards?") are political issues. The Political Action committee has been formed to address these concerns.

Accomplishments:

- Collecting information concerning political issues, state-by-state as well as nationally.
- Providing a forum for CRLA members to share their concerns and voice proactive strategies for disseminating information about developmental education and college academic support services.
- Providing information to the CRLA Board concerning timely and appropriate responses of the organization to current political trends and policies.

Future Actions:

The committee will have its first meeting at the 1998 Salt Lake City CRLA Conference. Although some chapters have appointed members to the committee, the chair of the committee wishes to invite all CRLA members who are interested in political issues influencing the future of developmental education to attend this meeting.

The meeting will include organizational activities as well as identifying focus groups for 1999.

**International Tutor Certification Program
and
International Mentor Certification Program**
Co-Chairs, Gladys Shaw and Robin Melton

Goals:

The general goals of the Certification programs are:

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

Accomplishments:

In 1998, a Mentor Certification Program was added to the certification program and the name was changed to the International Tutor Certification Program and International Mentor Certification Program. In 1997-98 the committee requested and the Board approved a fee increase from \$25 to \$50 for the five year certification. The fees are the same for each certification program: \$50 first year; \$25 three-year renewal; \$50 five-year renewal. The new Mentor Certification program now also has in place a complete set of forms and guidelines, evaluator's packet and presentation module.

This year the committee continued to function as a participative decision-making body and as individual and cooperative conference presenters as well as evaluators. The coordinators and committee members will present a second annual institute for tutor trainers at the 1998 Annual Conference. Other presentations by the coordinators and committee members included presentations at the Texas Conference for Academic Support Programs, NADE, NTA, MRADE, TNADE, ARKADE, MCLCA, SCADE, and NMCRLA. Mentoring contacts totaled in the hundreds. In addition to the presentations noted above, the Certification Program was publicized in national and state newsletters of NADE, CRLA, Commission XVI, the CRLA Tutoring Exchange, and at the advanced Kellogg Institute.

The Second Annual Institute for Tutor Trainers will be presented in Salt Lake City, and the first Tutor Training Leadership Institute for training tutors will be piloted at the 1998 CASP Conference in Dallas in October, 1998. The coordinators worked closely with Dr. Russ Hodges to implement this pilot and participating tutors will receive certification credit of four hours.

Additional achievements included the following:

- 1) Resource Guide of publicity ideas
- 2) Tutor Training Bibliography
- 3) Statement of Missions and Goals
- 4) Purchased an embosser for seals for program certificates with Boards approval and financing.
- 5) Revised the web page information twice
- 6) Prepared an information insert for the membership form
- 7) Pilot project of gift items for certified tutors carrying the CRLA logo

Future Actions:

- 1) Obtain endorsements of other professional organizations for the Mentor Certification Program.
- 2) Update presentation modules for Tutor Certification with new data.
- 3) Try again to interest the Board in getting our programs included in the Kellogg, Winter and MCLCA Institutes and to help finance presentations at State and Regional Conferences.
- 4) Organize a third annual Training Institute for Tutor Trainer and organize or assist a second state training institute for tutors at CASP.
- 5) Make the Program Committee meeting a regularly scheduled meeting at the annual conference so it doesn't have to be rethought, etc., every year.

Archivist
Karen Smith, Chair

Goals:

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

Accomplishments:

1. A consultant was found who designed a feasible computerized archival program using Lotus Notes.
2. A contract was negotiated and approved.
3. Display Board was prepared and delivered.

Not Accomplished: The actual computerizing of the archives was never initiated. The consultant left the area and took a position in which he was no longer a Lotus Notes Partner. Another contractor has not been found at this time.

Future Actions:

1. Advertise for a computer consultant who can develop an appropriate and efficient system for the archives.
2. Initiate a contract that meets the approval of the Board.
3. Place the basic informational materials in the computerized archives: Board meetings and other primary information, such as guides for developing a conference proposal, application for tutor certification, etc.

Parliamentarian
Carmen Springer-Davis, Chair

Goals:

1. Upon appointment of CRLA President with Board consent, serve as ex-officio member of the board.
2. Serve as ex-officio member of any ad hoc Bylaws committee whose chair has been appointed by the President.
3. Maintain on file the most up-to-date copies of CRLA Bylaws.
4. Serve as consultant for all questions of procedure relating to the Bylaws or to the conduct of a meeting.
5. Route suggestions for revision of Bylaws through the board.
6. Attend all official meetings of the general membership.
7. Maintain records for budget allocation when provided; submit financial report to the Board during one of the annual fall Board meetings; submit proposed budget to the Treasurer by May 31st.
8. Retain membership in the Association.
9. Send copies of appropriate correspondence regularly to the Archivist.
10. Update this job description at end of term of office.

Accomplishments:

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

- A) Attended all official meetings of the general membership.
- B) Retained membership in the Association.
- C) Asked for questions or comments from the floor during the business meetings of the 1997 conferences.

There were no expenditures, correspondence or Bylaw revisions.

Future Actions:

I think that routing suggestions for revision of Bylaws through the Board might be better performed by the Bylaws Chair .

AWARDS AND SCHOLARSHIP COMMITTEE

Dr. Valerie Smith Stephens, Chair

COMMITTEE GOALS

1. To provide financial support to CRLA members pursuing professional development.
2. To recognize contributions of CRLA members who have provided outstanding leadership and service to the organization.

COMMITTEE ACCOMPLISHMENTS

1. Revised the Scholarship Raffle held at the Annual CRLA conference.
2. Increased the awareness of and the participation in Scholarship Raffle.
3. Recruited four new members to the committee.
4. Created new application forms for the Research, Distinguished Research, Kellogg, Long and Outstanding Service and General Scholarship Awards.

SUGGESTIONS FOR FUTURE AWARDS AND SCHOLARSHIP COMMITTEE ACTION

1. Promote ways to increase nominations for the Long and Outstanding Service Award.
2. Increase the amount of items to be auctioned off at the Scholarship Raffle.

CRLA BYLAWS COMMITTEE
Denise McGinty Swann, Chair

COMMITTEE GOALS

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

COMMITTEE ACCOMPLISHMENTS

1. Reviewed all previous bylaws to determine inconsistencies, inaccuracies or omissions and recommended changes.
2. Reviewed election procedures and recommended changes.

SUGGESTIONS FOR FUTURE BYLAW COMMITTEE ACTION

1. Give to each CRLA member a copy of the bylaws when they join the organization.
2. Work with the CRLA secretary to ensure that board actions resulting in bylaw changes are communicated and voted upon by the membership.

CONFERENCE EXHIBITS

Donna Wood, Chair

COMMITTEE GOAL

The purpose of the exhibits committee is to manage the major aspects of the annual conference exhibits.

COMMITTEE ACCOMPLISHMENTS

1. Sent packet of information to potential exhibitors.
2. Encouraged exhibitors to become corporate sponsors.
3. Collected fees from exhibitors for conference participation.
4. Prepare list of exhibitors for drayage company.
5. Send copies of checks and bank statements to CRLA treasurer.
6. Maintain communication with president and president-elect.
7. Oversee exhibits during conference and provide small gifts for the exhibitors.

SUGGESTIONS FOR FUTURE COMMITTEE ACTIONS

1. Have ads sent directly to president-elect.
2. Start early to attract corporate sponsors.
3. Keep abreast of publishing mergers.



**College
Reading &
Learning
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

CRLA Board Meeting
November 2, 1998
Salt Lake City, UT
Attachment **B**
14 page(s)

Conference Flow Charts
and
Seating Arrangements
for the
1998 Annual Conference
of the College Reading & Learning Association
in
Salt Lake City, Utah

Compiled by
Kathy Carpenter

First General Session

**Thursday, November 5, 1998
9:00 am - 10:30 am**

Presider: Dr. Kathy Carpenter, CRLA President

Introductions

Welcome to the Conference

Dr. Michael O'Hear, CRLA President-Elect and Conference Program Chair

Grant Richards, Conference On-Site Co-Chairs

Regie Holdaway, Registration Chair

Dr. Kerry Romesburg

Keynote Presentation

by

John Gardner, University of South Carolina

Director of National Center for the Freshman Year Experience and Students in Transition

Conference Flow Charts

1998 Annual Conference

First General Session
Thursday, November 5, 1998
9:00 am - 10:30 am

Head Table (9):

Officers (5), Grant Richards, Kerry Romesburg,
John Gardner, Valerie Smith Stephens

Kathy Carpenter
President

Open Conference & Session
Introduce Current & New Board
Members (sitting in front)
Recognize CRLA Members
Presenters & Session Chairs
State/Region/Chapter Presidents
SIGs/PALs
Committee Chairs
Publications Editors
Conference Attendees
Newcomers & International
Members
Recognize Executive Officers from:
(seated in front)
NADE - T. Clifford Bibb
MCLCA - LuAnn Momenee, Shevawn
Eaton
NCDE - Hunter Boylan, Elaini Bingham
NTA - Jack Truschel, Sandi Ayez

Michael O'Hear
President-Elect

Welcome Members to Conference
Introduce On-Site Chair

Grant Richards
av-Site Chair

Welcome to Conference
Recognize Registration Chair - Regie Holdaway
Introduce Dr. Kerry D. Romesburg

Dr. Kerry D. Romesburg

Welcome to Conference

Mike O'Hear
President-Elect

Introduce John Gardner
Keynote Speaker

John Gardner

Give Presentation

Kathy Carpenter

Thank John Gardner
Introduce Vince Orlando, Elections Chair

Vince Orlando
Past-President/Elections Chair

Introduce Election Committee
Introduce Jan Norton -(Remind participants
about conference evaluations.)
Introduce Grant Richards

Grant Richards
On-Site Chair

Conference Updates
Introduce Valerie Smith Stephens

Valerie Smith Stephens
Awards & Scholarships Chair

Auction Information

Kathy Carpenter
President

Announce times and locations of Board
Meetings, invite members to attend, and check
programs for locations of state/regional meetings.
Adjourn Session

Second General Session

Friday, November 6, 1998

8:45 am - 10:30 am

Annual CRLA Business Meeting

Presider: Dr. Kathy Carpenter, CRLA President

Vince Orlando, CRLA Past President and Coordinator of Chapters States and Regions

Annual reports from Kathy Carpenter, CRLA President, Lorraine Dreiblatt, CRLA Secretary, and Sylvia Mioduski, CRLA Treasurer, will be presented during the first section of this general session, followed by the annual business meeting. Items to be discussed and voted on include changes to the Bylaws and a strategic plan for the organization.

Presidential Address

Dr. Kathy Carpenter, CRLA President

"Two Steps to 2000-Personally and Professionally"

Conference Flow Charts

1998 Annual Conference Second General Session Friday, November 6, 1998 8:45 am - 10:30 am

Presider: Dr. Kathy Carpenter, CRLA President

Head Table (8):
Officers (5): Denise McGinty Swann,
Becky Johnen, Grant Richards

Kathy Carpenter
President

Opens Session
Presidential Report

Vincent Orlando
Past-President

States/Regions Report

Lorraine Dreiblatt
Secretary

Secretary's Annual Report

Sandra Evans
Treasurer

Treasurer's Annual Report

Michael O'Hear
President-Elect

Conference Report

Kathy Carpenter
President

Business Meeting

Denise Swann

By-Laws

Becky Johnen

Strategic Plan

Kathy Carpenter

Request for Other Business items

Mike O'Hear
President-Elect

Introduce Kathy Carpenter

Kathy Carpenter
President

Presidential Address

Grant Richards
On-Site Chair

Conference Announcements
Reminder about Conference Evaluations

Kathy Carpenter
President

Adjourn Session

Awards Banquet

Friday, November 6, 1998

6:30 pm - 9:00 pm

Presider: Dr. Kathy Carpenter, CRLA President

Welcome to the Awards Banquet

(Menu)

Awards Ceremony

Chairs: Dr. Kathy Carpenter, CRLA President

Valerie Smith Stephens, Awards & Scholarships Committee Chair

The CRLA Scholarship Award

The CRLA Research Awards

The Tom Pasternak Outstanding Tutor Award

Special Recognition Awards

The Robert Griffin Long and Outstanding Service Awards

Entertainment

The UVSC Ballroom Dance Company

Conference Flow Charts

1998 Annual Conference

Awards Banquet
Friday, November 6, 1998
6:30 pm - 9:00 pm

Head Table (7):
Officers (5), Valerie Smith Stephens,
Gladys Shaw

Kathy Carpenter
President

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

Introduce Valerie Smith Stephens (7:30)

Valerie Smith Stephens
Awards & Scholarships Chair

Present CRLA Scholarship Awards &
CRLA Research Awards
Introduce Gladys Shaw

Gladys Shaw
ITCP Co-Chair

Present The Tom Pasternak Outstanding
Tutor Award

Kathy Carpenter
President

Present the Board Special Recognition
Awards (2)
Present The Robert Griffin Long and
Outstanding Service Award (1)

Mike O'Hear
President-Elect

Introduce the entertainment 8:00

Recognition and Auction

Saturday, November 7, 1998
10:00 am - 11:00 am

Presider: Dr. Kathy Carpenter, CRLA President
Welcome

Recognition of Committee Chairs
and Committees

Scholarship Auction

Valerie Smith Stevens
Awards & Scholarship Chair

Conference Flow Charts

1998 Annual Conference Recognition and Auction Saturday, November 7, 1998 10:00 am - 11:00 am

Head Table (6):
5 Officers & Valerie Smith Stephens

Kathy Carpenter
President

Welcome

Recognition (the following individuals will stand to be recognized. Please hold applause until all have been recognized)

- Officers (current and incoming)
- JCRL Editors - Jim Ball, Maureen Hewlett, and Lyn Benn
- Newsletter - Roz Bethke
- SIG Coordinator - Patti Dozen & SIG Leaders
- State/Regional Directors & Presidents
- Professional Association Liaison Chair - Becky Johnen & PALs
- CAS Chair - Becky Johnen - Georgine Materniak (alt.)
- Past Officer Council Chair - Susan Deese-Roberts & POC members
- Archives - Karen Smith
- ITCP Co-Chairs - Gladys Shaw & Robin Melton & Committee (also new IMCP Co-Chairs)
- Membership Chair - Rosalind Lee
- Parliamentarian - Carmen Springer-Davis
- Site Selection Chair - Sue Brown
- By-Laws - Denise McGinty Swann
- Political Action Chair - Gail Platt & Committee
- Professional Development Chair - Karen Agee & Committee
- LAC Monograph Co-Chairs - Frank Christ, Rick Sheets, and Karen Smith
- Membership Chair - Rosalind Lee
- Evaluations Chair - Jan Norton
- Conference Program Chair - Michael O'Hear & Committee
- Conference On-Site Chair - Grant Richards & Committee
- Conference Website Editor - Vince Orlando
- Home Page Website Editor - Susan Halter
- Home Page Website Managing Editor - Joe Millsap
- Exhibits Chair - Donna Wood
- Election Chair - 1997-1998 Pat Mulcahy-Ernt & Committee
- 1998-1999 Vince Orlando & Committee
- Awards & Scholarship Chair - Valerie Smith Stephens & Committee

Valerie Smith Stephens
Awards & Scholarships

Auction

Kathy Carpenter
President

Adjourn

On to New Orleans Luncheon

**Saturday, November 7, 1998
12:00 pm - 1:45 pm**

Luncheon Speaker

Amy Carmer
Manager of Public Policy for the Western Governors University

Previews of the CRLA 1999 Annual Conference

Conference Flow Charts

1998 Annual Conference

On to New Orleans Luncheon

Saturday, November 7, 1998

12:00 noon - 1:45 pm

Head Table (9):

Officers (5), incoming officers (2)

Grant Richards, Amy Carmer

Kathy Carpenter
President

Welcome to the Luncheon
Remind participants about conference evaluations
Recognize Michael as Conference Program Chair

Michael O'Hear
President-Elect

Recognize Conference Program Committee-
Present Grant Richards with Conference On-Site Plaque
and CRLA pin

Grant Richards
On-Site Chair

Recognize On-Site Committee

Kathy Carpenter
President

Induction of Officers
Introduce Lorraine Dreiblatt as continuing Secretary
Present Vince, out-going Board Members & Past
President with CRLA lifetime membership, Pin and
gift

Vince Orlando
Past-President

Present Kathy as a new Coordinator of
States/Regions/Chapters

Kathy Carpenter
President

Inducts Michael O'Hear as President & presents
Presidential Plaque and gavel plus traditional gift

Michael O'Hear
President-Elect

Presents Kathy with Personal CRLA Presidential
Plaque and gift

Inducts Pat Jonason as President-Elect and gives
gift

Introduces out-going treasurer Sylvia Mioduski &
presents lifetime membership, pin & plaque

Sylvia Mioduski

Inducts Gretchen Starks-Martin as secretary &
presents gift

Michael O'Hear
President-Elect

Invites Lunch to be served (12:30 pm)

Induction: "At this time I would like to present to you as the incoming" "Do you
promise to serve as, uphold the CRLA Constitution and By-Laws, and serve the CRLA
membership to the best of your ability?" "I do."

Michael O'Hear
President-Elect

Introduce speaker Amy Carmer (1:00 pm)

Amy Carmer

Luncheon Speech

Michael O'Hear
President-Elect

Thank Amy Carmer
Introduce Pat Jonason (1:30 pm)

Pat Jonason
President-Elect

Promotion of New Orleans
1999 Conference

Michael O'Hear
President-Elect

Afternoon Post-Conference Institutes
Board Meeting times and place
Adjourn Luncheon & Conference

Conference Flow Charts

1998 Annual Conference

Saturday, November 7, 1998
12:00 noon - 1:45 pm

Kathy Carpenter
President

Welcome to the Luncheon

Michael O'Hear
President-Elect

Recognize Program Committee
Present Plaque to On-Site Chair

Grant Richards
On-Site Chair

Introduce On-Site Committee

Kathy Carpenter
President

Induction of Officers:

Introduce Lorraine Dreiblatt as the Continuing
Secretary

Present Vince Orlando as Outgoing Board
Member with Lifetime Membership, pin
& gift

Vince Orlando
Past President

Present Kathy Carpenter as Coordinator of
States/Regions

Note Sylvia Mioduski as an Outgoing Board
Member: Present Lifetime Membership
& pin

Sylvia Mioduski
Treasurer

Induct Gretchen Starks-Martin as the Incoming
Treasurer

Kathy Carpenter
President

Induct Michael O'Hear as the Incoming
President; present Presidential Plaque,
gavel, and traditional gift

Michael O'Hear
President-Elect

Present Kathy Carpenter with personal CRLA
Presidential Plaque/gift

Induct Pat Jonason as the Incoming
President-Elect

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING Monday, November 2, 1998 Salt Lake City, Utah

List of Attachments to Minutes

- A. Agenda
- B. Conference Flow Charts
- C. Annual Committee Reports, 1997-1998
- D. Memorandum, Jennifer Seelos
- E. CRLA Operating Budget: 1997-1998 Final Report
- F. Sacramento 1997: CRLA Conference Account, Final Report
- G. CRLA 1999 New Orleans Conference Account: Worksheet
- H. CRLA Job Descriptions
- I. Conference Program

Here is the preliminary agenda for our board meetings. Please be sure to bring your (mailed with mid-year report) to the board meeting. If you have any suggested changes, please bring them to the meeting on Oct. 27, or wait until we meet in SLC as I will be leaving early next Wednesday morning arriving in SLC on Friday evening.

CRLA Board Meeting
November 2, 1998
Salt Lake City, UT
Attachment A
2 page(s)

CRLA BOARD AGENDA
Salt Lake City, Utah

Monday, November 2, 1998

- 8:30-8:45 Organization of Agenda
- 8:45-9:00 Approval of Minutes
- 9:00-9:30 Board meets hotel staff
- 9:30-10:45 Conference overview with hotel staff - Kathy & Mike
Rest of board will review their rolls
- 10:45-11:00 Break
- 11:00-12:00 Conference Report - Mike
Discuss feasibility of use of credit cards for conference registration
Congratulate all major award winners to be recorded in minutes
Updating of list of award winners in all categories to be sent out to board members
- 12:00-1:30 Lunch
- 1:30-3:00 Budgets - Sylvia
- 3:00-3:15 Break
- 3:15-4:00 Discussion of Open Positions
Executive Assistant to the Board
Membership Chair
JCRL Editor
JCRL Managing Editor
- 4:00-4:30 Newsletter - Roz Bethke
- 4:30-5:00

Tuesday, Nov. 3, 1998

- 8:30-9:00 Membership/Mailing Service - Rosalind
stationery/envelopes (Auburn address?)
- 9:00-9:15 Harvard Report - Mike
- 9:15-9:30 CRLA/NADE Summer Symposium - Kathy
- 9:30-10:00
- 10:00-10:15 Break
- 10:15-11:00 Criteria for Board Special Recognition Award

11:00-12:00 Discussion of Committee Reports
12:00-1:30 Lunch
1:30-2:00 Websites - Vince
2:00-2:30 Overview of Conference Flow Charts
2:30-3:30 CRLA goals for 1998-99 (Strategic Plan)
3:30-4:00
4:00 Break and Dinner
7:00-7:30 Awards and Scholarship -Valerie S. S. & Tom Gier
7:30-8:00 POC - Susan Deese and Karen Smith
8:00-8:15 Donna Wood - Exhibits
8:15-8:30

Friday, Nov. 6, 1998

3:00-3:15 Site Selection - Sue Brown
3:15-3:45 CAS/PALs - Becky Johnen (strategic plan)
3:45-4:00 LAC Monograph - Frank Christ, Karen Smith, Rick Sheets
4:00-4:45 NADE President - T. Clifford Bibb
4:45-5:00 ITCP/IMCP - Gladys Shaw, Robin Melton

Saturday, Nov. 7, 1998

2:00-2:30 SIGS - Patti Dozen
2:30-3:00 NCDE & JDE - Hunter Boylan & Elaini Bingham
3:00-3:15 Break
3:15-3:30 Elections - Vince
3:30-3:45 Requests from States/Regions - Vince
3:45-4:00 Report on ACDEA meetings - Kathy
4:00-4:30
4:30-5:00

**Sacramento 1997: CRLA Conference Account
Final Report**

CRLA Board Meeting
November 2, 1998
Salt Lake City, Utah
Attachment G

6 Page(s)

	A	B	C		
1		INCOME	Budgeted	Actuals	Variance
2					
3		BEGINNING BALANCE	10,000.00	10,000.00	
4					
5		6100 REGISTRATION			
6		6110 Full Conference Fees			
7		6111 (\$100) FC Member		32,200.00	
8		6112 (\$150) FC Non-member		11,550.00	
9		6113 (\$ 75) FC Student		675.00	
10					
11		6120 One-Day Only Fees			
12		6121 (\$ 75) OD Member		150.00	
13		6122 (\$100) OD Non-Member		1,000.00	
14		6123 (\$ 60) OD Student		0.00	
15					
16		6130 On-Site Registration Fees (8)			
17		6131 (\$125) LR Member		6,750.00	
18		6132 (\$175) LR Non-member		1,050.00	
19		6133 (\$100) LR Student			
20					
21		6140 One Day On-Site Registration Fees			
22		6141 (\$100) 1997 Members		300.00	
23		6142 (\$125) NonMembers			
24		6143 (\$ 75) Students			
25					
26		63 Publishers/Exhibitors -- comped?			
27					
28		TOTAL REGISTRATION	45,000.00	53,675.00	
29					
30		6210 PRE-CONFERENCE INSTITUTES			
31		6211 PI A		735.00	
32		6212 PI B		630.00	
33		6213 PI C		455.00	
34		6214 PI D		875.00	
35		6215 PI E		225.00	
36		6216 PI F		225.00	
37		6217 PI G		200.00	
38		6218 PI H		75.00	
39		6219 PI I		875.00	
40		6220 PI J		245.00	
41		6221 PI K		770.00	
42		6222 PI L		325.00	
43		6223 PI M		1,075.00	
44		6224 PI N		400.00	
45		6225 PI O		600.00	
46		6226 PI P		125.00	
47		6227 PI Q		700.00	
48		6228 PI R		450.00	
49		6229 PI S		225.00	
50		TOTAL PRE-CONFERENCE INSTITUTES	5,000.00	9,210.00	
51					

**Sacramento 1997: CRLA Conference Account
Final Report**

	A	B	C	D	E
52					
53					
54		INCOME (cont)	BUDGETED	ACTUALS	VARIANCE
55		6260 FOOD FUNCTIONS			
56		6261 F Awards Luncheon (225)		3,240.00	
57		6262 F Banquet (131)		3,225.00	
58		6263 F Lunch/Mentor (93)		1,395.00	
59		6264 F Publishers' Breakfast		0.00	
60		6265 F SIG Breakfast (106)		1,248.00	
61		6266 F SIG Lunch		0.00	
62		6267 F Lunch @ American River (41)	500.00	410.00	
63		TOTAL FOOD FUNCTIONS		9,518.00	
64					
65					
66		6300 OTHER CONFERENCE FUNCTIONS			
67		6310 ADS		0.00	
68		6320 AWARDS		0.00	
69		6330 EXHIBITORS	4,000.00	26,975.00	
70		6340 MEMBERSHIP		11,440.00	
71		6350 RESOURCE ROOM	250.00	0.00	
72		6360 SIG's		745.00	
73		6370 SCHOLARSHIP		1,115.00	
74		6380 TOTE BAG SALES/T Shirts/Tutor Hbks		1,450.00	
75		6390 TOUR & ENTERTAINMENT		0.00	
76		6391 TE American River CC Tour		220.00	
77		6392 TE Riverboat Cruise (127)		0.00	
78				0.00	
79		TOTAL OTHER CONFERENCE FUNCTION	4,250.00	41,945.00	
80					
81		TOTAL CONFERENCE INCOME	54,650.00	114,348.00	
82		TOTAL ASSETS/CONFERENCE INCOME	64,650.00	124,348.00	
83					
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**Sacramento 1997: CRLA Conference Account
Final Report**

	A	B	C	D	E
103		EXPENSES	BUDGETED	ACTUALS	VARIANCE
104	A	General Conference Expenses			
105		7000 GC Refunds	0.00	1,641.00	(1,641.00)
106		7001 GC Banking Fees (incl returned checks)	50.00	253.64	(203.64)
107		7002 GC Conference Insurance	400.00	0.00	400.00
108		7003 GC Bounced (NSF) checks	0.00	1,039.00	(1,039.00)
109	A	Total General Conference Expenses	450.00	2,933.64	(2,483.64)
110					
111					
112	B	Conference Management			
113		7010 CONFERENCE CHAIR (Pres-Elect)			
114		7011 C Travel	500.00	389.00	111.00
115		7012 C Hotel/Food	500.00	195.10	304.90
116		7012 C Telephone	250.00	231.58	18.42
117		7013 C Postage	300.00	288.79	11.21
118		7014 C Photocopying	300.00	283.93	16.07
119		7015 C Clerical Assistance	800.00	2,000.00	(1,200.00)
120		7016 C Supplies	200.00	24.29	175.71
121		7017 C Miscellaneous	400.00	207.95	192.05
122		7018 C Committee Expenses	200.00	0.00	200.00
123		7019 C Call Paper/Print	200.00	0.00	200.00
124		7020 C Call Paper/Postage	100.00	0.00	100.00
125		7021 C Call Computer Layout	1,000.00	1,000.00	0.00
126		7022 C Plaques	300.00	291.78	8.22
127		TOTAL CONFERENCE CHAIR (Pres-Elect)	5,050.00	4,912.42	137.58
128					
129					
130		7030 ON-SITE MANAGER			
131		7031 OS Hotel/Food	800.00	194.65	605.35
132		7032 OS Telephone	100.00	6.29	93.71
133		7033 OS Postage	25.00	130.63	(105.63)
134		7034 OS Photocopying	50.00	59.94	9.94
135		7035 OS Clerical Assistance	300.00	0.00	300.00
136		7036 OS Supplies	200.00	189.07	10.93
137		7037 OS Signs	350.00	466.87	(116.87)
138		TOTAL ON-SITE MANAGER	1,825.00	1,047.45	797.43
139					
140					
141		7050 EXHIBITS CHAIR			
142		7051 E Telephone	50.00	0.00	50.00
143		7052 E Postage	100.00	0.00	100.00
144		7053 E Decorations	100.00	0.00	100.00
145		7054 E Draping	1,500.00	2,976.18	(1,476.18)
146		7055 E Exhibit Hall	100.00	0.00	100.00
147		7056 E Printing	50.00	0.00	50.00
148		7056 E Speaker's Books	50.00	0.00	50.00
149		7057 E Supplies	400.00	0.00	400.00
150		7058 E Miscellaneous	50.00	0.00	50.00
151		TOTAL EXHIBITS CHAIR	2,400.00	2,976.18	(576.18)
152					
153	B	TOTAL CONFERENCE MANAGEMENT	9,275.00	8,936.05	358.83

**Sacramento 1997: CRLA Conference Account
Final Report**

	A	B	C	D	E
154		EXPENSES (cont)	Budgeted	Actuals	Variance
155	C	CONFERENCE PLANNING EXPENSES			
156		7100 PROGRAMS			
157		7101 P Postage	300.00	0.00	300.00
158		7102 P Printing/Publishing	2,500.00	1,975.39	524.61
159		TOTAL PROGRAMS	2,800.00	1,975.39	824.61
160					
161					
162		7110 REGISTRATION			
163		7111 R Printing/Publishing	700.00	287.72	412.28
164		7112 R Paid Registration Help(was under OthGenl)	200.00	481.00	(281.00)
165		7113 R Supplies	1,000.00	334.33	665.67
166		7114 R Ribbons/Name Tags	250.00	312.41	(112.41)
167		7115 R Miscellaneous	200.00	14.94	185.06
168		TOTAL REGISTRATION	2,350.00	1,430.40	869.60
169					
170					
171		7120 CALL TO CONFERENCE			
172		7121 CC Postage	250.00	425.00	(175.00)
173		7122 CC Printing/Postage	2,000.00	2,222.00	(222.00)
174		7123 CC Advertising	1,200.00	1,290.60	(90.60)
175		7124 CC Ad (Journal of Reading)	500.00	430.20	69.80
176		7125 CC Miscellaneous	100.00	0.00	100.00
177		TOTAL CALL TO CONFERENCE	4,050.00	4,367.80	(317.80)
178					
179					
180		7130 - 7149 OTHER EXPENSES			
181		7131 OG Advertising & Promotion	300.00	0.00	300.00
182		7132 OG Audiovisual	3,200.00	514.80	2,685.20
183		7133 OG Conference Website Maintenance	300.00	200.00	100.00
184		7134 OG Decorations	200.00	200.00	0.00
185		7135 OG Entertainment for Banquet	750.00	725.00	25.00
186		7136 OG Evaluation	200.00	19.95	180.05
187		7137 OG Film/Processing	200.00	109.88	90.12
188		7138 OG Phone Equipment	200.00	0.00	200.00
189		7139 OG Postage	100.00	0.00	100.00
190		7140 OG Printing	300.00	0.00	300.00
191		7141 OG Room Rent (Hospitality)	600.00	398.72	201.28
192		7142 OG Supplies	100.00	13.73	86.27
193		7143 OG Xerox Rental	200.00	176.00	24.00
194		7144 OG Miscellaneous	400.00	40.00	630.00
195		7145 OG T- Shirts	0.00	727.31	(727.31)
196		TOTAL OTHER EXPENSES	7,050.00	3,125.39	4,194.61
197					
198	C	TOTAL CONFERENCE PLANNING EXPENSES	16,250.00	10,898.98	5,571.02
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**Sacramento 1997: CRLA Conference Account
Final Report**

	A	B	C	D	E
205		EXPENSES (cont)	Budgeted	Actuals	Variance
206	D	CONFERENCE PROGRAM			
207		7200 SPEAKERS			
208		7201 S Travel	1,000.00	1,716.73	(716.73)
209		7202 S Hotel/Food	400.00	176.53	223.47
210		7203 S Honorarium	2,500.00	2,500.00	0.00
211		7204 S Photocopying (handouts)	300.00	0.00	300.00
212		TOTAL SPEAKERS	4,200.00	4,393.26	(193.26)
213					
214		7210 INVITED INSTITUTES			
215		7211 INV Travel (Busses for Am Rvr Tech Day)	0.00	1,322.58	(1,322.58)
216		7212 INV Wages/Fees	500.00	0.00	500.00
217		7213 INV Miscellaneous	150.00	761.15	(611.15)
218		TOTAL INVITED INSTITUTES	650.00	2,083.73	(1,433.73)
219					
220		7220 INSTITUTES			
221		7221 INS Materials	300.00	50.00	250.00
222		TOTAL INSTITUTES	300.00	50.00	250.00
223					
224		7230 COORDINATOR OF CHAIRS			
225		7231 CC Telephone	50.00	0.00	50.00
226		7232 CC Postage	50.00	107.64	(57.64)
227		TOTAL COORDINATOR OF CHAIRS	100.00	107.64	(7.64)
228					
229		7240 COMPUTER ROOM			
230		7241 CF Wages/Fees	200.00	358.40	(158.40)
231		7242 CF Travel	50.00	0.00	50.00
232		7243 CF Computer Rentals	250.00	0.00	250.00
233		7244 CF Electrical Hook-up	750.00	0.00	750.00
234		7245 CF Miscellaneous	400.00	0.00	400.00
235		TOTAL COMPUTER FAIR	1,650.00	358.40	1,291.60
236					
237		7250 TOURS & ENTERTAINMENT			
238		7251 TE Event (Riverboat Cruise)	750.00	1,698.77	(948.77)
239		7252 TE Food (Riverboat Cruise Dinner)	0.00	1,371.88	(1,371.88)
240		7253 TE Transportation	1,500.00	263.81	1,236.19
241		TOTAL TOURS & ENTERTAINMENT	2,250.00	3,334.46	(1,084.46)
242					
243	D	TOTAL CONFERENCE PROGRAM	9,150.00	10,327.49	(1,177.49)
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**Sacramento 1997: CRLA Conference Account
Final Report**

	A	B	C	D	E
256		EXPENSES (cont)	Budgeted	Actuals	Variance
257	E	7260 - 7279 FOOD FUNCTIONS			
258		7261 F Awards Luncheon	350.00	4,012.92	(3,662.92)
259		7262 F Banquet	700.00	3,944.04	(3,244.04)
260		7263 F Coffee Breaks	3,000.00	1,460.58	1,539.42
261		7264 F Editors' Luncheon	75.00	0.00	75.00
262		7265 F Hospitality	500.00	50.68	449.32
263		7266 F Leadership Luncheon	750.00	514.94	235.06
264		7267 F Lunch with a Mentor	250.00	1,536.85	(1,286.85)
265		7268 F Newcomers' Reception	750.00	1,951.68	(1,201.68)
266		7268a F Newcomers' Miscellaneous	250.00	0.00	250.00
267		7269 F Past Board Breakfast	300.00	128.15	171.85
268		7270 F Publishers' Breakfast	2,500.00	3,497.12	(997.12)
269		7269 F Publishers' Opening	700.00	997.45	(297.45)
270		7268 F SIG Breakfast	200.00	1,123.97	(923.97)
271		7269 F Am Rvr Technology Day -- lunch	0.00	428.31	(428.31)
272		7270 F Am Rvr Technology Day -- break	0.00	282.84	(282.84)
273	E	TOTAL FOOD FUNCTIONS	10,325.00	19,929.53	(9,604.53)
274					
275	F	NEXT CONFERENCE EXPENSES			
276		7320 NEXT CONFERENCE CHAIR			
277		7321 NC Printing/Publishing	750.00	298.35	461.65
278		7322 NC Postage	150.00	0.00	150.00
279		7323 NC Advertising	150.00	0.00	150.00
280		TOTAL NEXT CONFERENCE CHAIR EXPENSE	1,050.00	298.35	761.65
281					
282					
283		7330 SITE SELECTION			
284		7331 SS Travel	700.00	975.50	(275.50)
285		7332 SS Hotel/Food	150.00	146.80	3.20
286		7333 SS Telephone	50.00	0.00	50.00
287		7334 SS Postage	50.00	0.00	50.00
288		7335 SS Supplies	50.00	0.00	50.00
289		TOTAL SITE SELECTION	1,000.00	1,122.30	(122.30)
290	F	TOTAL NEXT CONFERENCE EXPENSES	2,050.00	1,420.65	639.35
291					
292	A	Total General Conference Expenses	450.00	2,933.64	(2,483.64)
293	B	Total Conference Management	9,275.00	8,936.05	358.83
294	C	Total Conference Planning Expenses	16,250.00	10,898.98	5,571.02
295	D	Total Conference Program	9,150.00	10,327.49	(1,177.49)
296	E	Total Conference Food Functions	10,325.00	19,929.53	(9,604.53)
297	F	Total Next Conference Expenses	2,050.00	1,420.65	639.35
298		TOTAL CONFERENCE EXPENSES	47,500.00	54,446.34	(6,696.46)
299					
300			64,650.00	114,348.00	49,698.00
301		TOTAL CONFERENCE EXPENSES	(47,500.00)	(54,446.34)	(6,946.34)
302		Maintain Conference Account		(10,000.00)	
303		Transfer to Operating Budget	17,150.00	49,901.66	32,401.66
304					
305					
306					

**Sacramento 1997: CRLA Conference Account
Final Report**

CRLA Board Meeting
November 2, 1998
Salt Lake City, UT
Attachment F
6 page(s)

	A	B	C		
1		INCOME	Budgeted	Actuals	Variance
2					
3		BEGINNING BALANCE	10,000.00	10,000.00	
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6		6110 Full Conference Fees			
7		6111 (\$100) FC Member		32,200.00	
8		6112 (\$150) FC Non-member		11,550.00	
9		6113 (\$ 75) FC Student		675.00	
10					
11		6120 One-Day Only Fees			
12		6121 (\$ 75) OD Member		150.00	
13		6122 (\$100) OD Non-Member		1,000.00	
14		6123 (\$ 60) OD Student		0.00	
15					
16		6130 On-Site Registration Fees (8)			
17		6131 (\$125) LR Member		6,750.00	
18		6132 (\$175) LR Non-member		1,050.00	
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20					
21		6140 One Day On-Site Registration Fees			
22		6141 (\$100) 1997 Members		300.00	
23		6142 (\$125) NonMembers			
24		6143 (\$ 75) Students			
25					
26		63 Publishers/Exhibitors -- comped?			
27					
28		TOTAL REGISTRATION	45,000.00	53,675.00	
29					
30		6210 PRE-CONFERENCE INSTITUTES			
31		6211 PI A		735.00	
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48		6228 PI R		450.00	
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50		TOTAL PRE-CONFERENCE INSTITUTES	5,000.00	9,210.00	
51					

**Sacramento 1997: CRLA Conference Account
Final Report**

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52					
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59		6264 F Publishers' Breakfast		0.00	
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61		6266 F SIG Lunch		0.00	
62		6267 F Lunch @ American River (41)	500.00	410.00	
63		TOTAL FOOD FUNCTIONS		9,518.00	
64					
65					
66		6300 OTHER CONFERENCE FUNCTIONS			
67		6310 ADS		0.00	
68		6320 AWARDS		0.00	
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70		6340 MEMBERSHIP		11,440.00	
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73		6370 SCHOLARSHIP		1,115.00	
74		6380 TOTE BAG SALES/T Shirts/Tutor Hbks		1,450.00	
75		6390 TOUR & ENTERTAINMENT		0.00	
76		6391 TE American River CC Tour		220.00	
77		6392 TE Riverboat Cruise (127)		0.00	
78				0.00	
79		TOTAL OTHER CONFERENCE FUNCTION	4,250.00	41,945.00	
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81		TOTAL CONFERENCE INCOME	54,650.00	114,348.00	
82		TOTAL ASSETS/CONFERENCE INCOME	64,650.00	124,348.00	
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108		7003 GC Bounced (NSF) checks	0.00	1,039.00	(1,039.00)
109	A	Total General Conference Expenses	450.00	2,933.64	(2,483.64)
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112	B	Conference Management			
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114		7011 C Travel	500.00	389.00	111.00
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117		7013 C Postage	300.00	288.79	11.21
118		7014 C Photocopying	300.00	283.93	16.07
119		7015 C Clerical Assistance	800.00	2,000.00	(1,200.00)
120		7016 C Supplies	200.00	24.29	175.71
121		7017 C Miscellaneous	400.00	207.95	192.05
122		7018 C Committee Expenses	200.00	0.00	200.00
123		7019 C Call Paper/Print	200.00	0.00	200.00
124		7020 C Call Paper/Postage	100.00	0.00	100.00
125		7021 C Call Computer Layout	1,000.00	1,000.00	0.00
126		7022 C Plaques	300.00	291.78	8.22
127		TOTAL CONFERENCE CHAIR (Pres-Elect)	5,050.00	4,912.42	137.58
128					
129					
130		7030 ON-SITE MANAGER			
131		7031 OS Hotel/Food	800.00	194.65	605.35
132		7032 OS Telephone	100.00	6.29	93.71
133		7033 OS Postage	25.00	130.63	(105.63)
134		7034 OS Photocopying	50.00	59.94	9.94
135		7035 OS Clerical Assistance	300.00	0.00	300.00
136		7036 OS Supplies	200.00	189.07	10.93
137		7037 OS Signs	350.00	466.87	(116.87)
138		TOTAL ON-SITE MANAGER	1,825.00	1,047.45	797.43
139					
140					
141		7050 EXHIBITS CHAIR			
142		7051 E Telephone	50.00	0.00	50.00
143		7052 E Postage	100.00	0.00	100.00
144		7053 E Decorations	100.00	0.00	100.00
145		7054 E Draping	1,500.00	2,976.18	(1,476.18)
146		7055 E Exhibit Hall	100.00	0.00	100.00
147		7056 E Printing	50.00	0.00	50.00
148		7056 E Speaker's Books	50.00	0.00	50.00
149		7057 E Supplies	400.00	0.00	400.00
150		7058 E Miscellaneous	50.00	0.00	50.00
151		TOTAL EXHIBITS CHAIR	2,400.00	2,976.18	(576.18)
152					
153	B	TOTAL CONFERENCE MANAGEMENT	9,275.00	8,936.05	358.83

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	A	B	C	D	E
154		EXPENSES (cont)	Budgeted	Actuals	Variance
155	C	CONFERENCE PLANNING EXPENSES			
156		7100 PROGRAMS			
157		7101 P Postage	300.00	0.00	300.00
158		7102 P Printing/Publishing	2,500.00	1,975.39	524.61
159		TOTAL PROGRAMS	2,800.00	1,975.39	824.61
160					
161					
162		7110 REGISTRATION			
163		7111 R Printing/Publishing	700.00	287.72	412.28
164		7112 R Paid Registration Help (was under OthGenl)	200.00	481.00	(281.00)
165		7113 R Supplies	1,000.00	334.33	665.67
166		7114 R Ribbons/Name Tags	250.00	312.41	(112.41)
167		7115 R Miscellaneous	200.00	14.94	185.06
168		TOTAL REGISTRATION	2,350.00	1,430.40	869.60
169					
170					
171		7120 CALL TO CONFERENCE			
172		7121 CC Postage	250.00	425.00	(175.00)
173		7122 CC Printing/Postage	2,000.00	2,222.00	(222.00)
174		7123 CC Advertising	1,200.00	1,290.60	(90.60)
175		7124 CC Ad (Journal of Reading)	500.00	430.20	69.80
176		7125 CC Miscellaneous	100.00	0.00	100.00
177		TOTAL CALL TO CONFERENCE	4,050.00	4,367.80	(317.80)
178					
179					
180		7130 - 7149 OTHER EXPENSES			
181		7131 OG Advertising & Promotion	300.00	0.00	300.00
182		7132 OG Audiovisual	3,200.00	514.80	2,685.20
183		7133 OG Conference Website Maintenance	300.00	200.00	100.00
184		7134 OG Decorations	200.00	200.00	0.00
185		7135 OG Entertainment for Banquet	750.00	725.00	25.00
186		7136 OG Evaluation	200.00	19.95	180.05
187		7137 OG Film/Processing	200.00	109.88	90.12
188		7138 OG Phone Equipment	200.00	0.00	200.00
189		7139 OG Postage	100.00	0.00	100.00
190		7140 OG Printing	300.00	0.00	300.00
191		7141 OG Room Rent (Hospitality)	600.00	398.72	201.28
192		7142 OG Supplies	100.00	13.73	86.27
193		7143 OG Xerox Rental	200.00	176.00	24.00
194		7144 OG Miscellaneous	400.00	40.00	630.00
195		7145 OG T- Shirts	0.00	727.31	(727.31)
196		TOTAL OTHER EXPENSES	7,050.00	3,125.39	4,194.61
197					
198	C	TOTAL CONFERENCE PLANNING EXPENSES	16,250.00	10,898.98	5,571.02
199					
200					
201					
202					
203					
204					

**Sacramento 1997: CRLA Conference Account
Final Report**

	A	B	C	D	E
205		EXPENSES (cont)	Budgeted	Actuals	Variance
206	D	CONFERENCE PROGRAM			
207		7200 SPEAKERS			
208		7201 S Travel	1,000.00	1,716.73	(716.73)
209		7202 S Hotel/Food	400.00	176.53	223.47
210		7203 S Honorarium	2,500.00	2,500.00	0.00
211		7204 S Photocopying (handouts)	300.00	0.00	300.00
212		TOTAL SPEAKERS	4,200.00	4,393.26	(193.26)
213					
214		7210 INVITED INSTITUTES			
215		7211 INV Travel (Busses for Am Rvr Tech Day)	0.00	1,322.58	(1,322.58)
216		7212 INV Wages/Fees	500.00	0.00	500.00
217		7213 INV Miscellaneous	150.00	761.15	(611.15)
218		TOTAL INVITED INSTITUTES	650.00	2,083.73	(1,433.73)
219					
220		7220 INSTITUTES			
221		7221 INS Materials	300.00	50.00	250.00
222		TOTAL INSTITUTES	300.00	50.00	250.00
223					
224		7230 COORDINATOR OF CHAIRS			
225		7231 CC Telephone	50.00	0.00	50.00
226		7232 CC Postage	50.00	107.64	(57.64)
227		TOTAL COORDINATOR OF CHAIRS	100.00	107.64	(7.64)
228					
229		7240 COMPUTER ROOM			
230		7241 CF Wages/Fees	200.00	358.40	(158.40)
231		7242 CF Travel	50.00	0.00	50.00
232		7243 CF Computer Rentals	250.00	0.00	250.00
233		7244 CF Electrical Hook-up	750.00	0.00	750.00
234		7245 CF Miscellaneous	400.00	0.00	400.00
235		TOTAL COMPUTER FAIR	1,650.00	358.40	1,291.60
236					
237		7250 TOURS & ENTERTAINMENT			
238		7251 TE Event (Riverboat Cruise)	750.00	1,698.77	(948.77)
239		7252 TE Food (Riverboat Cruise Dinner)	0.00	1,371.88	(1,371.88)
240		7253 TE Transportation	1,500.00	263.81	1,236.19
241		TOTAL TOURS & ENTERTAINMENT	2,250.00	3,334.46	(1,084.46)
242					
243	D	TOTAL CONFERENCE PROGRAM	9,150.00	10,327.49	(1,177.49)
244					
245					
246					
247					
248					
249					
250					
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255					

**Sacramento 1997: CRLA Conference Account
Final Report**

	A	B	C	D	E
256		EXPENSES (cont)	Budgeted	Actuals	Variance
257	E	7260 - 7279 FOOD FUNCTIONS			
258		7261 F Awards Luncheon	350.00	4,012.92	(3,662.92)
259		7262 F Banquet	700.00	3,944.04	(3,244.04)
260		7263 F Coffee Breaks	3,000.00	1,460.58	1,539.42
261		7264 F Editors' Luncheon	75.00	0.00	75.00
262		7265 F Hospitality	500.00	50.68	449.32
263		7266 F Leadership Luncheon	750.00	514.94	235.06
264		7267 F Lunch with a Mentor	250.00	1,536.85	(1,286.85)
265		7268 F Newcomers' Reception	750.00	1,951.68	(1,201.68)
266		7268a F Newcomers' Miscellaneous	250.00	0.00	250.00
267		7269 F Past Board Breakfast	300.00	128.15	171.85
268		7270 F Publishers' Breakfast	2,500.00	3,497.12	(997.12)
269		7269 F Publishers' Opening	700.00	997.45	(297.45)
270		7268 F SIG Breakfast	200.00	1,123.97	(923.97)
271		7269 F Am Rvr Technology Day -- lunch	0.00	428.31	(428.31)
272		7270 F Am Rvr Technology Day -- break	0.00	282.84	(282.84)
273	E	TOTAL FOOD FUNCTIONS	10,325.00	19,929.53	(9,604.53)
274					
275	F	NEXT CONFERENCE EXPENSES			
276		7320 NEXT CONFERENCE CHAIR			
277		7321 NC Printing/Publishing	750.00	298.35	461.65
278		7322 NC Postage	150.00	0.00	150.00
279		7323 NC Advertising	150.00	0.00	150.00
280		TOTAL NEXT CONFERENCE CHAIR EXPENSE	1,050.00	298.35	761.65
281					
282					
283		7330 SITE SELECTION			
284		7331 SS Travel	700.00	975.50	(275.50)
285		7332 SS Hotel/Food	150.00	146.80	3.20
286		7333 SS Telephone	50.00	0.00	50.00
287		7334 SS Postage	50.00	0.00	50.00
288		7335 SS Supplies	50.00	0.00	50.00
289		TOTAL SITE SELECTION	1,000.00	1,122.30	(122.30)
290	F	TOTAL NEXT CONFERENCE EXPENSES	2,050.00	1,420.65	639.35
291					
292	A	Total General Conference Expenses	450.00	2,933.64	(2,483.64)
293	B	Total Conference Management	9,275.00	8,936.05	358.83
294	C	Total Conference Planning Expenses	16,250.00	10,898.98	5,571.02
295	D	Total Conference Program	9,150.00	10,327.49	(1,177.49)
296	E	Total Conference Food Functions	10,325.00	19,929.53	(9,604.53)
297	F	Total Next Conference Expenses	2,050.00	1,420.65	639.35
298		TOTAL CONFERENCE EXPENSES	47,500.00	54,446.34	(6,696.46)
299					
300			64,650.00	114,348.00	49,698.00
301		TOTAL CONFERENCE EXPENSES	(47,500.00)	(54,446.34)	(6,946.34)
302		Maintain Conference Account		(10,000.00)	
303		Transfer to Operating Budget	17,150.00	49,901.66	32,401.66
304					
305					
306					

CRLA Operating Budget:1997-1998 Final

CRLA Board Meeting
November 2, 1998
Salt Lake City, UT
Attachment E
5 page(s)

	B	E	
1	ASSETS/INCOME	Budgeted	
2		1997-98	1997-98
3	1000 ASSETS		
4	1100 Opening Operating Balance (July 1)	65,895.74	65,895.74 0.00
5	1101 Opening Conference Balance		10,000.00
6	1200 Certificates of Deposit		
7	1201 2 year CD	55,000.00	55,000.00 0.00
8	1202 6 month CD	20,000.00	35,000.00 15,000.00
9	TOTAL ASSETS	140,895.74	165,895.74 15,000.00
10			
11	2000 GENERAL INCOME		
12	2001 Conference Income Profit	17,150.00	49,901.66 32,751.00
13	2002 Awards/Scholarships	1,050.00	1,339.00 289.00
14	2003 Dues	30,000.00	31,745.00 1,745.00
15	2004 Interest Income	500.00	3,933.23 3,433.23
16	2005 International Tutor Certification	3,000.00	6,525.00 3,525.00
17	2006 Mailing Labels	375.00	100.00 (275.00)
18	2007 Misc. Income	0.00	204.59 204.59
19	TOTAL GENERAL INCOME	52,075.00	93,748.48 41,672.82
20			
21	2010 PUBLICATIONS INCOME		
22	2011 Glossary	50.00	50.00 0.00
23	2012 JCRL (journal)	500.00	985.00 485.00
24	2013 Tutor Handbook	2,000.00	2,050.00 50.00
25	TOTAL PUBLICATIONS INCOME	2,550.00	3,085.00 535.00
26			
27	3000 SIG INCOME		
28	3001 SIG 1 Cognitive Psych		55.00
29	3002 SIG 2 College Reading		425.00
30	3003 SIG 3 Computer Technology		160.00
31	3004 SIG 4 Counseling/Helping		25.00
32	3005 SIG 5 Critical Thinking		170.00
33	3006 SIG 6 Dev/Basic Writing		140.00
34	3007 SIG 7 Emot/Motiv Aspects		130.00
35	3008 SIG 8 ESL/EFL		105.00
36	3009 SIG 9 Research/Evaluation		130.00
37	3010 SIG 10 Learning Center Managment		390.00
38	3011 SIG 11 Learning Disabilities		215.00
39	3012 SIG 12 Liberal Arts Colleges/Universities		40.00
40	3013 SIG 13 Math Tutorial Programs		60.00
41	3014 SIG 14 Multicultural		100.00
42	3015 SIG 15 Peer Tutoring		365.00
43	3016 SIG 16 Workplace Literacy		40.00
44	3017 SIG 17 Teaching Excellence		95.00
45	3018 Unidentified SIGS		1,205.00
46	TOTAL SIG INCOME	2,500.00	3,850.00
47			
48	TOTAL INCOME	59,675.00	100,683.48
49			
50	TOTAL ASSETS	140,895.74	165,895.74
51			
52			
53			

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	B	E	F	G
54	EXPENSES	Budgeted	Actuals	Variance
55	5000 BOARD EXPENSES			
56	5100 PRESIDENT			
57	5101 P Travel	1,000.00	2,481.29	(1,481.29)
58	5102 P Hotels & Food	1,000.00	1,245.98	(245.98)
59	5103 P Telephone Expense	500.00	104.98	395.02
60	5104 P Postage	200.00	93.37	106.63
61	5105 P Printing & Publishing	200.00	181.17	18.83
62	5106 P Clerical Assistance	300.00	0.00	300.00
63	5107 P Supplies	200.00	0.00	200.00
64	TOTAL PRESIDENT	3,400.00	4,106.79	(706.79)
65				
66	PRESIDENT-ELECT (in conference account)			
67				
68	5120 SECRETARY			
69	5121 S Travel	500.00	326.31	173.69
70	5122 S Hotels & Food	500.00	0.00	500.00
71	5123 S Telephone /E-mail Expense	750.00	231.06	518.94
72	5124 S Postage	250.00	0.00	250.00
73	5125 S Printing & Publishing	250.00	105.72	144.28
74	5126 S Supplies	100.00	115.42	(15.42)
75	5128 S Clerical	50.00	0.00	50.00
76	5129 S Baggage & Shipping	100.00	268.34	(168.34)
77	TOTAL SECRETARY	2,500.00	1,046.85	1,453.15
78				
79	5130 TREASURER			
80	5131 T Travel	50.00	0.00	50.00
81	5132 T Hotel & Food	500.00	500.00	0.00
82	5133 T Telephone Expense	100.00	25.89	74.11
83	5134 T Postage	100.00	34.98	65.02
84	5135 T Printing & Publishing	50.00	100.00	(50.00)
85	5136 T Clerical Assistance	700.00	100.00	600.00
86	5137 T Supplies	250.00	315.14	(65.14)
87	5138 T Other (Auditor)	2,000.00	1,075.00	925.00
88	TOTAL TREASURER	3,750.00	2,151.01	1,598.99
89				
90	5140 EXECUTIVE ASSISTANT -- (New 1998-99)			
91	5141 EA Clerical Assistance	NA	NA	
92	5142 EA Phone	NA	NA	
93	5143 EA Postage	NA	NA	
94	5144 EA Printing	NA	NA	
95	5145 EA Supplies	NA	NA	
96	5146 EA Miscellaneous	NA	NA	
97	TOTAL EXECUTIVE ASSISTANT	NA	NA	
98				
99				
100				
101				
102				
103				
104				
105				
106				

CRLA Operating Budget:1997-1998 Final Report

	B	E	F	G
	EXPENSES (cont)	Budgeted	Actuals	Variance
107				
108				
109	5150 GENERAL BOARD EXPENSES			
110	5151 GB Transfer out to set up Conference Acct	10,000.00	10,047.42	(47.42)
111	5152 GB Travel	6,000.00	6,834.72	(834.72)
112	5153 GB Hotel & Food	6,000.00	10,075.47	(4,075.47)
113	5154GB CRLA Website Maintenance	300.00	200.00	100.00
114	5155 GB Insurance	1,800.00	1,761.88	38.12
115	5156 GB Teleconferences	1,500.00	870.16	629.84
116	5157 GB New Initiatives	NA	NA	NA
117	5158 GB Misc	400.00	1,073.28	(673.28)
118	5159 GB Computer Repair	0.00	200.00	(200.00)
119	TOTAL GENERAL BOARD EXPENSES	26,000.00	31,062.93	(5,062.93)
120				
121	TOTAL BOARD EXPENSES	32,450.00	38,367.58	(2,717.58)
122				
123	5160 GENERAL ORGANIZATION EXPENSES			
124	5161 G Postage	50.00	417.83	(367.83)
125	5162 G Supplies	50.00	411.63	(361.63)
126	5163 G CAS Dues	200.00	200.00	0.00
127	5164 G Bonding	450.00	264.00	186.00
128	5165 G Banking/Check Exp	200.00	359.92	(159.92)
129	5166 G Miscellaneous (incl refunds)	150.00	551.15	(401.15)
130	5167 G Computer Hardware/Software	0.00	2,953.04	(2,953.04)
131	TOTAL GENERAL ORGANIZATION EXPENSES	1,100.00	5,157.57	(4,057.57)
132				
133	5200 PUBLICATIONS			
134	5210 NEWSLETTER			
135	5211 NL Telephone & FAX	50.00	13.00	37.00
136	5212 NL Publishing (printing/postage/supplies)	3,400.00	1,550.59	1,849.41
137	5213 NL Layout/Graphics	2,000.00	1,946.00	54.00
138	5214 NL Editor's Postage: US & UPS	100.00	0.00	100.00
139	5215 NL Supplies	40.00	0.00	40.00
140	5216 NL Miscellaneous	200.00	0.00	200.00
141	TOTAL NEWSLETTER	5,790.00	3,509.59	2,280.41
142				
143	5220 JOURNAL OF COLLEGE READING & LEARNING (JCRL)			
144	5221 J Telephone	100.00	0.00	100.00
145	5222 J Postage	1,500.00	5,186.95	(3,686.95)
146	5223 J Printing & Publishing	8,200.00	4,201.52	3,998.48
147	5224 J Clerical	1,000.00	1,063.00	(63.00)
148	5225 J Supplies	200.00	200.00	0.00
149	5226 J Advertising (addl. \$2000 for '97-98 only)	3,000.00	1,200.00	1,800.00
150	5227 J Miscellaneous	1,000.00	1,442.34	(442.34)
151	TOTAL JCRL (Journal)	15,000.00	13,293.81	1,706.19
152				
153	5230 TUTOR HANDBOOK			
154	5231 TH Postage	250.00	297.28	(47.28)
155	5232 TH Printing & Publishing	500.00	2,083.47	(1,583.47)
156	TOTAL TUTOR HANDBOOK	750.00	2,380.75	(1,630.75)
157				
158	TOTAL PUBLICATIONS	21,540.00	19,184.15	2,355.85
159				

CRLA Operating Budget:1997-1998 Final Report

	B	E	F	G
	EXPENSES (cont)	Budgeted	Actuals	Variance
160				
161				
162	5400 COMMITTEES			
163	5410 AWARDS & FUND RAISING			
164	5411 AF Plaques	600.00	362.00	238.00
165	5412 AF Postage	50.00	38.95	11.05
166	5413 AF Printing & Publishing	100.00	0.00	100.00
167	5414 AF CRLA Scholarship	1,000.00	1,000.00	0.00
168	5415 AF CRLA Research Awards	500.00	600.00	(100.00)
169	5416 AF Outstanding Tutor Award (Tom Pasternac	250.00	250.00	0.00
170	5417 AF Outstanding Tutor Plaque	30.00	73.12	(43.12)
171	TOTAL AWARDS & FUND RAISING	2,530.00	2,324.07	205.93
172				
173	5420 ARCHIVES			
174	5421 AR Postage/Shipping	75.00	101.48	(26.48)
175	5422 AR Supplies	60.00	84.16	(24.16)
176	5423 AR Conversion	500.00	0.00	500.00
177	TOTAL ARCHIVES	635.00	185.64	449.36
178				
179	5430 NOMINATIONS & ELECTIONS			
180	5431 NE Telephone	50.00	189.94	(139.94)
181	5432 NE Postage	350.00	543.92	(193.92)
182	5433 NE Printing & Publishing	300.00	878.60	(578.60)
183	5434 NE Clerical	50.00	100.00	(50.00)
184	TOTAL NOMINATIONS & ELECTIONS	750.00	1,712.46	(962.46)
185				
186	5440 TUTOR CERTIFICATION			
187	5441 TC Clerical	900.00	925.00	(25.00)
188	5442 TC Postage	500.00	296.30	203.70
189	5443 TC Printing & Publishing	100.00	372.75	(272.75)
190	5445 TC Supplies	50.00	276.92	(226.92)
191	5446 TC Telephone	50.00	33.57	16.43
192	TOTAL TUTOR CERTIFICATION	1,600.00	1,904.54	(304.54)
193				
194	5450 OTHER COMMITTEES/REPRESENTATION			
195	5451 OCR Political Action Coordinator	50.00	0.00	50.00
196	5452 OCR Professional Association Liaison Coordi	100.00	85.08	14.92
197	5453 OCR CAS Representative (Ad Hoc)	800.00	0.00	800.00
198	5453a CAS Travel	(100.00)	0.00	
199	5453b CAS Hotel & Food	(300.00)	0.00	
200	5453c CAS Registration	(125.00)	0.00	
201	5453d CAS Representative's Misc	(75.00)	0.00	
202	5454 OCR Missions & Goals (Ad Hoc)	500.00	0.00	500.00
203	5455 OCR Strategic Planning Task Force (Ad Hoc)	500.00	314.30	185.70
204	5456 OCR Curriculum Standards Ad-hoc Comm	500.00	0.00	500.00
205	5457 OCR Communications Task Force Ad-hoc Co	250.00	0.00	250.00
206	Past Officers Group	NA	NA	NA
207	TOTAL OTHER COMMITTEES/REPRESENTATI	2,700.00	399.38	2,300.62
208	TOTAL COMMITTEES	8,215.00	6,526.09	1,688.91
209				
210				
211				
212				

CRLA Operating Budget:1997-1998 Final Report

	B	E	F	G
	EXPENSES (cont)	Budgeted	Actuals	Variance
213				
214				
215	5500 MEMBERSHIP/STATES & REGIONS			
216	5510 MEMBERSHIP COORDINATOR			
217	5511 MC Clerical Assistance	2,000.00	202.00	1,798.00
218	5512 MC Computer Supplies	200.00	0.00	200.00
219	5513 MC Membership Service	0.00	0.00	0.00
220	5514 MC Postage	500.00	103.09	396.01
221	5515 MC Printing & Publishing	600.00	63.10	536.90
222	5516 MC Supplies	500.00	16.15	483.85
223	5517 MC Telephone & FAX	1,000.00	25.00	975.00
224	5518 MC Miscellaneous	0.00	280.40	(280.40)
225	TOTAL MEMBERSHIP COORDINATOR	4,800.00	689.74	4,110.26
226				
227	5520 STATES & REGIONS COORDINATOR			
228	5521 SR Travel	650.00	0.00	650.00
229	5522 SR Hotel & Food	200.00	0.00	200.00
230	5523 SR Telephone	200.00	281.25	(81.25)
231	5524 SR Postage	200.00	171.00	29.00
232	5525 SR Supplies	325.00	373.31	(48.31)
233	TOTAL STATES & REGIONS COORDINATOR	1,575.00	825.56	749.44
234				
235	5530 DIRECTORS			
236	5531 DI Special Requests	2,500.00	1,233.53	1,266.47
237	5532 DI Supplies/printing	500.00	9.98	490.02
238	5533 DI Board Travel to States & Regions	1,500.00	0.00	1,500.00
239	5434 DI Misc	50.00	0.00	50.00
240	TOTAL DIRECTORS	4,550.00	1,243.51	3,306.49
241				
242	5540 SIG COORDINATOR			
243	5541 SC Postage	125.00	0.00	125.00
244	5542 SC Supplies	125.00	292.93	(167.93)
245	5543 SC Telephone	25.00	0.00	25.00
246	TOTAL SIG COORDINATOR	275.00	292.93	(17.93)
247				
248	5550 SIG LEADERS			
249	5551 SL Postage	600.00	41.82	558.18
250	5552 SL Printing & Publishing	700.00	0.00	700.00
251	5553 SL Supplies	100.00	13.37	86.63
252	5554 SL Miscellaneous	100.00	0.00	100.00
253	TOTAL SIG LEADERS	1,500.00	55.19	1,444.81
254				
255	TOTAL MEMBERSHIP/STATE & REGIONS	12,700.00	3,106.93	9,593.07
256				
257	TOTAL BOARD EXPENSES	32,450.00	38,367.58	(2,717.58)
258	TOTAL GENL ORGANIZATIONAL EXPENSES	1,100.00	5,157.57	(4,057.57)
259	TOTAL PUBLICATIONS	21,540.00	19,184.15	2,355.85
260	TOTAL COMMITTEES	8,215.00	6,526.09	1,688.91
261	TOTAL MEMBERSHIP/STATE & REGION	12,700.00	3,106.93	9,593.07
262	TOTAL EXPENSES	76,005.00	72,342.32	6,862.68
263	TOTAL INCOME	59,675.00	100,683.48	41,008.48
264	TOTAL EXPENSES	(76,005.00)	(72,342.32)	3,662.68
265	Closing Balance 6/30/98		23,631.86	

Memorandum

To: Dave Blaisdell, Webb AV
CC:
From: Jennifer Seelos
Date: November 1, 1998
Re: College Reading and Learning Conference

Here is the audio visual order for the conference:

- (3) 6' screens @ \$25.00++ each - Wednesday in Mk. Street, Granary, & Smokehouse
- (10) 6' screens @ \$25.00++ each - Thursday, Friday, & Saturday
- (1) 12' screen @ \$75.00++ - Saturday in 3 seasons (Lunch)
- (1) CD Player @ \$50.00++
- (1) Mixer @ \$40.00++ - Friday in 3 Seasons (Dinner)

Podium Mics for General Sessions & Lunches

HILTON SALT LAKE
150 WEST 500 SOUTH
SALT LAKE CITY, UTAH 84101
(801) 532-3344 / (801) 534-3450 FAX

NEW

BANQUET EVENT ORDER

EVENT COORDINATOR: Mr. Michael O' Hear
PHONE/FAX: 219-481-6817/ 219481-6880
MAILING ADDRESS: 4727 Raleigh Court
Fort Wayne, IN 46835

EVENT DATE: Monday, November 2, 1998
GROUP NAME: College Reading & Learning Assoc.
EVENT TITLE:
ON-SITE CONTACT: Mr. Michael O'Hear

MEETING

9:00am-5:00pm/ Meeting/ Boardroom/ 9 people

Room as set
Water and glasses at each seat

No audio visual needed

9:00am-11:00am/ Precon Meeting/ Executive B/ 15 people

Conference style seating
Water and glasses at each seat

No audio visual needed

People requested to attend:

Jennifer Seelos
Marcus Rochester
Paul Bejot
Raymond Alexander
Dave Blaisdell
John Galland - Restaurant supervisor
Jennifer Talley

7:00am-6:00pm/ Storage Room/ Autumn/ Flow

Group may need some tables for materials

FOOD & BEVERAGE

8:45am/ Break/ Boardroom/ 9 people

(1) gallon regular coffee @ \$30.00++ per gallon
(1) pot hot water for tea @ \$15.00++ per pot
(1) doz. VIP asst. pastries @ \$25.00++ per dozen
(6) pieces whole fruit @ \$2.00++ each

Noon-1:00pm/ Group on own for lunch/ 9 people

2:00pm/ Break/ Boardroom/ 9 people

(9) Asst. soft drinks @ \$2.00++ each
(1) doz. Cookies @ \$18.00++ per dozen

Rm 194 / office

MEETING ROOM RENTAL: Waived

PAYMENT ARRANGEMENTS: Direct Bill #: 230408

CUSTOMER APPROVAL: X _____

Crla/js

HILTON SALT LAKE
150 WEST 500 SOUTH
SALT LAKE CITY, UTAH 84101
(801) 532-3344 / (801) 534-3450 FAX

BANQUET EVENT ORDER

EVENT COORDINATOR: Mr. Michael O' Hear
PHONE/FAX: 219-481-6817/ 219481-6880
MAILING ADDRESS: 4727 Raleigh Court
Fort Wayne, IN 46835

EVENT DATE: Tuesday, November 3, 1998
GROUP NAME: College Reading & Learning Assoc.
EVENT TITLE:
ON-SITE CONTACT: Mr. Michael O'Hear

MEETING

FOOD & BEVERAGE

Suite #194/ Office

8:30am-9:00pm/ Chairperson Orientation/ Market West/ 20

Conf
9:00am-5:00pm/ Meeting/ Boardroom/ 9 people

Room as set

Water and glasses at each seat

No audio visual needed

5:00pm-9:00pm/ Registration/ Seasons Lobby/ Flow

*See diagram

Need corkboard and easel

8:45am/ Break/ Boardroom/ 9 people

(1) gallon regular coffee @ \$30.00++ per gallon

(1) pot hot water for tea @ \$15.00++ per pot

(1) doz. VIP asst. pastries @ \$25.00++ per dozen

(6) pieces whole fruit @ \$2.00++ each

Noon-1:00pm/ Group on own for lunch/ 9 people

2:00pm/ Break/ Boardroom/ 9 people

(9) Asst. soft drinks @ \$2.00++ each

(1) doz. Cookies @ \$18.00++ per dozen

MEETING ROOM RENTAL: See Jennifer on Nov. 7

PAYMENT ARRANGEMENTS: Direct Bill #: 230408

CUSTOMER APPROVAL: X _____

2 Crla/js

HILTON SALT LAKE
150 WEST 500 SOUTH
SALT LAKE CITY, UTAH 84101
(801) 532-3344 / (801) 534-3450 FAX

BANQUET EVENT ORDER

EVENT COORDINATOR: Mr. Michael O' Hear
PHONE/FAX: 219-481-6817/ 219481-6880
MAILING ADDRESS: 4727 Raleigh Court
Fort Wayne, IN 46835

EVENT DATE: Wednesday, November 4, 1998
GROUP NAME: College Reading & Learning Assoc.
EVENT TITLE:
ON-SITE CONTACT: Mr. Michael O'Hear

MEETING

Suite # 194/ Office

Suite # 154/ Hospitality Room

8:00am-8:00pm/ Registration/ Seasons Lobby/ Flow

*See diagram

Need corkboard and easel

8:00am-5:00pm/ Resource Room/ Summer/ Flow

*Room on 24 hour hold

8:00am-8:30am/ Chairperson Orientation/ Market West/ 20

9:00am-5:00pm/ Storage/ Boardroom/ Flow

9:00am-Noon/ Pre-conference Meeting/ Autumn/ 20

*Phone line @ \$25.00++ *Cerm*

9:00am-Noon/ Pre-Conference Meeting/ Smokehouse/ 20 *Cerm*

9:00am-Noon/ Pre-Conference Meeting/ Granary/ 20 *36 Cerm*

9:00am-Noon/ Pre-conference Meeting/ Market Street/ 20 *Cerm*

9:00am-Noon/ Pre-conference Meeting/ Market West/ 20 *Cerm*

1:00pm-1:30pm/ Chairperson Orientation/ Market West/ 20

1:30pm-5:00pm/ Pre-conference Meeting/ Autumn/ 20

*Phone Line *Cerm*

1:30pm-4:30pm/ Pre-conference Meeting/ Smokehouse/ 20 *Cerm*

1:30pm-4:30pm/ Pre-conference Meeting/ Granary/ 20 *36 Cerm*

1:30pm-4:30pm/ Pre-conference Meeting/ Market Street/ 20 *Cerm*

1:30pm-4:30pm/ Pre-conference Meeting/ Market West/ 20 *Cerm*

5:00pm/ Modern display to set exhibits

Seasons North

Weights and Measures

Rap of the Gavel

10:00pm - Harvest

*2 phone lines - Dial 9

FOOD & BEVERAGE

7:30am/ Break/ Registration/ 10 people

To be advised

Noon-1:00pm/ Group on own for lunch/ 200 people

Noon-4:30pm/ Leadership Luncheon/ Seasons South/ 30

Round tables of 10

Hotel centerpieces

DELI BUFFET(DOUBLE SIDED) @ \$14.99++ PER PERSON

TOSSED GARDEN SALAD WITH ASST. TOPPINGS

RANCH AND BLEU CHEESE VINAIGRETTE

POTATO SALAD

COLE SLAW

ASST. BREADS AND ROLLS

ROAST BEEF, TURKEY, AND HAM

CHEDDAR AND SWISS CHEESE

PICKLES, TOMATOES, ONIONS, AND LETTUCE

MUSTARD AND MAYONNAISE

POTATO CHIPS WITH DIP

CHEF'S SELECTION OF DESSERTS

HARVEST PUNCH

COFFEE SERVICE

7:00pm-9:00pm/ Welcome Reception/ Seasons South/ 250

Old Fashioned Ice Cream Break @ \$7.99++ per person

Vanilla, Chocolate, and Strawberry Ice cream

Ice Cream Cones

*Served by hotel staff

No Toppings!

Chocolate chip cookies with fudge brownies

Root beer and lemonade

*Sponsored by Wadsworth?

Semi RO'S

MEETING ROOM RENTAL: See Jennifer Nov. 7

PAYMENT ARRANGEMENTS: Direct Bill #: 230408

CUSTOMER APPROVAL: X _____

3 Crla/js

HILTON SALT LAKE
150 WEST 500 SOUTH
SALT LAKE CITY, UTAH 84101
(801) 532-3344 / (801) 534-3450 FAX

BANQUET EVENT ORDER

Page: 1 of 2

EVENT COORDINATOR: Mr. Michael O' Hear
PHONE/FAX: 219-481-6817/ 219481-6880
MAILING ADDRESS: 4727 Raleigh Court
Fort Wayne, IN 46835

EVENT DATE: Thursday, November 5, 1998
GROUP NAME: College Reading & Learning Assoc.
EVENT TITLE:
ON-SITE CONTACT: Mr. Michael O'Hear

Suite 194
Suite 194

MEETING

FOOD & BEVERAGE

7:00am/ Exhibit set up/ Seasons North Thru Rap
Modern display to handle all set up

7:30am-8:45am/ SIG Business Meetings/ 20 each
Autumn- Phone line @ \$25.00+ 15
City Creek
Little Cottonwood Conf
Millcreek
Parleys
Emigration

8:00am-6:00pm/ Registration/ Seasons Lobby/ Flow
*See diagram
Need corkboard and easel

8:00am-5:00pm/ Resource Room/ Summer/ Flow
*Room on 24 hour hold

8:00am-8:30am/ Chairperson Orientation/ Market West/ 20 Conf
8:00am-8:30am/ Elections Committee/ Market Street/ 20 Conf

9:00am-10:30am/Opening General Session/ 3 Seasons/ 350
Theater Style seating
Water station at back of room
Standing Podium with mic on a riser

10:45am-11:45am/ Chapter, State & Regional Meetings/ 20 ea.
Autumn- Phone line - Cerm
Summer (2 groups)
City Creek
Little Cottonwood
Millcreek
Parleys
Emigration
Market West (2 groups) 3 Seasons (5 separate groups)
Market Street Seasons South (4 separate groups)
Granary Room 154 (hospitality)
Smokehouse Cerm Executive A > conf 30
Executive B
Boardroom

7:00am/ Break/ Registration/ 10 people
To be advised

7:00am-8:45am/ SIG Breakfast Meetings/ Seasons South/ 50 people
Round tables of 10
Hotel Centerpieces
All American Plated @ \$10.99++ per person
Scrambled eggs with cheese
Ham and breakfast potatoes
Assorted pastries
Orange juice
Coffee station in room

* Need extra room
for large group

10:30am-10:45am/ Break/ Seasons Lobby/ 350 people
Coffee, Decaf, Tea, @ \$30.00++ per gallon
20 total

Noon-1:00pm/ Group on own for lunch/ 400 people

Noon-1:30pm/ Snack Bar/ Seasons Lobby/ 200 Flow
Boxed Lunches @ \$5.00 Each inclusive
Includes:
Sandwich
Chips
Cookie
Soda

MEETING ROOM RENTAL: See Jennifer on Nov 7

PAYMENT ARRANGEMENTS: Direct Bill #: 230408

CUSTOMER APPROVAL: X _____

4 Crla/js

HILTON SALT LAKE
150 WEST 500 SOUTH
SALT LAKE CITY, UTAH 84101
(801) 532-3344 / (801) 534-3450 FAX

BANQUET EVENT ORDER

Page 2 of 2

EVENT COORDINATOR: Mr. Michael O' Hear
PHONE/FAX: 219-481-6817/ 219481-6880
MAILING ADDRESS: 4727 Raleigh Court
Fort Wayne, IN 46835

EVENT DATE: Thursday, November 5, 1998
GROUP NAME: College Reading & Learning Assoc.
EVENT TITLE:
ON-SITE CONTACT: Mr. Michael O'Hear

MEETING

1:00pm-1:30pm/ Chairperson Orientation/ Market West/ 20

1:30pm-5:00pm/ Concurrent Break out Sessions/ 20 ea.

Autumn- Phone line
Little Cottonwood
Millcreek
Parleys
Emigration
Market West
Market Street
Granary - Conf 35
Smokehouse - CIRM
Executive A > Conf 30
Executive B
Boardroom

1:30pm-2:30pm/ Election Committee Meeting/ Suite 154

1:30pm-4:30pm/ American Council of Dev. Ed. Assoc./ City
Creek/ 10

5:15pm-8:30pm/ Grand Opening of Exhibits/ Seasons North
thru Rap of the Gavel/ Flow

FOOD & BEVERAGE

1:30pm/ Break/ Boardroom/ 12

(12) Asst. Soft drinks @ \$2.00++ each

(1) doz cookies @ \$18.00++

2:30pm-2:45pm/ Break/ Seasons Lobby/ 350 people

6 Coffee, Decaf, Tea, @ \$30.00++ per gallon

200 Assorted Soft drinks @ \$2.00++ each

2:30pm/ Refresh water stations in break out rooms

3:45pm/ Refresh water stations in break out rooms

5:15pm-6:15pm/ Publishers Reception/ Seasons North/ 250

Bronze Package @ \$7.99++ per person

Assorted party sandwiches on silver dollar rolls

Cheese and cracker display

Fresh sliced fruit display

Vegetable crudite with dip

Fruit Punch

MEETING ROOM RENTAL: ~~Waived~~ See Jennifer

PAYMENT ARRANGEMENTS: Direct Bill #: 230408

CUSTOMER APPROVAL: X _____

40 Crla/js

HILTON SALT LAKE
150 WEST 500 SOUTH
SALT LAKE CITY, UTAH 84101
(801) 532-3344 / (801) 534-3450 FAX

BANQUET EVENT ORDER

Page 1 of 2

EVENT COORDINATOR: Mr. Michael O' Hear
PHONE/FAX: 219-481-6817/ 219481-6880
MAILING ADDRESS: 4727 Raleigh Court
Fort Wayne, IN 46835

EVENT DATE: Friday, November 6, 1998
GROUP NAME: College Reading & Learning Assoc.
EVENT TITLE:
ON-SITE CONTACT: Mr. Michael O'Hear

MEETING

Suite #194/ Office
Suite #154/ Hospitality Room

7:00am-5:00pm/ Exhibits/ Seasons North Thru Rap/ Flow

7:30am-8:30am/ Political Action Committee Mtg./Autumn/ 20

8:00am-4:00pm/ Registration/ Seasons Lobby/ Flow

Need corkboard and easel

*CRLA Scholarship Auction

8:00am-5:00pm/ Resource Room/ Summer/ Flow

*Room on 24 hour hold

8:00am-8:30am/ Chairperson Orientation/ Market West/ 20

8:15am-8:30am/ Nominations - Elections Committee/ Market Street/ 20

8:45am-10:30am/ General Session/ 3 Seasons/ 350

Theater Style seating

Water station at back of room

Standing Podium with mic on a riser

10:45am-4:00pm/ Concurrent Break out Sessions/ 20 ea.

Autumn- Phone line - *Cerm*

Little Cottonwood

Millcreek

Parleys

Emigration

Market West

Market Street - *40*

Granary - *35*

Smokehouse - *Cerm*

Executive A

Executive B *> 30*

1:15pm-1:30pm/ Chairperson Orientation/ Market West/ 20

FOOD & BEVERAGE

7:00am-8:30am/ Publishers Break/ Seasons North/ 200 people

DELUXE CONTINENTAL @ \$8.99++ PP

COFFEE, DECAF, TEA, AND HOT CHOCOLATE

ORANGE, GRAPEFRUIT, AND CRANBERRY JUICE

ASST. MUFFINS, DANISH, AND CROISSANTS

BAGELS WITH CREAM CHEESE

FRESH SLICED FRUIT

10:30am-10:45am/ Break/ Seasons North/ 350 people

____ Coffee, ____ Decaf, ____ Tea, @ \$30.00++ per gallon

Noon-1:00pm/ Group on own for lunch/ 400 people

Noon-1:30pm/ Lunch with a Mentor/ 3 Seasons / 100

Round tables of *10 8*

Hotel centerpieces

Beefsteak tomato salad with dressing

Chicken croissant @ \$12.99++ per person

Served with coleslaw and fresh fruit

Cheesecake with strawberry sauce

Harvest punch

Iced Tea with lemons

Coffee service

____ Vegetarian Meal: Pasta Primavera

Noon-1:30pm/ Peer Tutoring Lunch/ 3 Seasons / 46

Noon-1:30pm/ Past Officers Lunch / Seasons South / 20

Noon-1:30pm/ Editorial Board Lunch / City Creek / 10

Conf

- Brkt?

MEETING ROOM RENTAL: Waived *See Jennifer*

PAYMENT ARRANGEMENTS: Direct Bill #: 230408

CUSTOMER APPROVAL: X _____

5 Crla/js

HILTON SALT LAKE
150 WEST 500 SOUTH
SALT LAKE CITY, UTAH 84101
(801) 532-3344 / (801) 534-3450 FAX

BANQUET EVENT ORDER

Page 2 of 2

EVENT COORDINATOR: Mr. Michael O' Hear
PHONE/FAX: 219-481-6817 / 219-481-6880
MAILING ADDRESS: 4727 Raleigh Court
Fort Wayne, IN 46835

EVENT DATE: Friday, November 6, 1998
GROUP NAME: College Reading & Learning Assoc.
EVENT TITLE:
ON-SITE CONTACT: Mr. Michael O'Hear

MEETING

1:45pm-2:45pm/ PAL's Meeting/ Seasons South/ 20
Ro & 10
2:00pm-5:00pm/ Meeting/ City Creek / 20 18
Cont
3:00pm-4:00pm/ Tutor Certification / Parleys/ 20 15
Cont
3:00pm-4:00pm/ Executive Board Meeting/ Boardroom/10
4:00pm-5:00pm/ Kellogg Corner/ Market Street/ Flow
4:00pm-5:00pm/ 98 & 99 Chairs Meeting/ Granary/ 20 30
Cont
5:00pm/ Modern Display to tear down all exhibits

FOOD & BEVERAGE

2:45pm/ Refresh water in break out rooms
2:45pm-3:00pm/ Break/ Seasons North/ 350 people
____ Coffee, ____ Decaf, ____ Tea, @ \$30.00++ per gallon
____ Assort. Soft Drinks @ \$2.00++ each
6:00pm-10:00pm/ Dressing Rooms for entertainment
Weights and Measures - Women
Rap of the Gavel - Men
Coat racks in room
6:00-6:30pm/ Social/ 3 Seasons/ 125 people
CASH BAR/ EXTENDED CLUB LICENCE
(2) BARTENDERS @ \$25.00+ PER HOUR PER BARTENDER
MIXED DRINKS @ \$4.00 EACH
WINE @ \$4.00 EACH
DOMESTIC BEER @ \$3.00 EACH
IMPORTED BEER @ \$4.00 EACH
SOFT DRINKS @ \$1.50 EACH
JUICE @ \$2.00 EACH
6:30pm-9:00pm/ Awards Dinner/ 3 Seasons / 125
Round tables of 10
Hotel centerpieces
Standing Podium with mic on a riser
30 x 30 Dance floor (as large as possible)
Audio visual:
CD Player @ \$50.00++
Mixer @ \$40.00++
Serve dinner at 7:00pm
Hilton seasonal salad with tomato vinaigrette
____ NY Steak @ \$22.99++ pp
-or-
____ Atlantic Salmon @ \$22.99++ pp
Served with Chef's Choice Starch and Vegetable
Rolls and Butter
Chocolate Mousse
Harvest Punch
Iced tea with lemons
Coffee service

MEETING ROOM RENTAL: See Jennifer on Nov. 7

PAYMENT ARRANGEMENTS: Direct Bill #: 230408

CUSTOMER APPROVAL: X _____

Sa Crla/js

HILTON SALT LAKE
150 WEST 500 SOUTH
SALT LAKE CITY, UTAH 84101
(801) 532-3344 / (801) 534-3450 FAX

BANQUET EVENT ORDER

EVENT COORDINATOR: Mr. Michael O' Hear
PHONE/FAX: 219-481-6817/ 219481-6880
MAILING ADDRESS: 4727 Raleigh Court
Fort Wayne, IN 46835

EVENT DATE: Saturday, November 6, 1998
GROUP NAME: College Reading & Learning Assoc.
EVENT TITLE:
ON-SITE CONTACT: Mr. Michael O'Hear

MEETING

Suite # 194/ Office

Suite # 154/ Hospitality Room

7:30am-8:30am/ SIG Business Meetings/ 20 each

Autumn- Phone line @ \$25.00+

Little Cottonwood

Market Street

Granary

Smokehouse

8:00am-5:00pm/ Resource Room/ Summer/ Flow

8:00am-8:30am/ Chairperson Orientation/ Market West/ 20

8:45am-Noon/ Concurrent Break out Sessions/ 20 ea.

Autumn- Phone line - *Cerm*

Little Cottonwood

Millcreek

Parleys

Emigration

Market West

Market Street

Granary - *Cerm*

Smokehouse

Executive A ~ 30

Executive B

10:00am-11:00am/ Auction & Recognition Session/ Seasons South/ 200

2:00pm-5:00pm/ Post conference Meetings/ 20 each

Autumn - Phone line - *Cerm*

Market street - *Cerm*

Smokehouse - *Cerm*

2:00pm-5:00pm/ Board Meeting/ Boardroom/ 10

FOOD & BEVERAGE

7:00am-8:30am/ SIG Breakfast Meetings/ Seasons South/ 30

people

Round tables of 10

Hotel Centerpieces

All American Plated @ \$10.99++ per person

Scrambled eggs with cheese

Ham and breakfast potatoes

Assorted pastries

Orange juice

Coffee station in room

9:45am-10:00am/ Break/ Seasons South/ 350 people

10 _____ Coffee, _____ Decaf, _____ Tea, @ \$30.00++ per gallon

Noon-1:00pm/ Group on own for lunch/ 200 people

Noon-1:30pm/ Closing Luncheon/ 3 Seasons / 125

Round Tables of 10

Hotel centerpieces

Head Table for 10 people on a riser

Standing podium with mic centered on head table

Audio visual: 12' screen @ \$75.00++

Mixed greens & citrus fruit salad with poppy seed dressing

Oriental chicken stir fry @ \$12.99++ per person

Rolls and butter

Pecan Pie

Harvest punch

Iced tea with lemons

Coffee service

_____ Vegetarian Meal: 4 Pepper Penne Pasta

2:00pm/ Break/ Boardroom/ 9

(9) Asst. Soft drinks @ \$2.00++ each

(1) Doz. Cookies @ \$18.00++

MEETING ROOM RENTAL: See Jennifer on Nov. 7

PAYMENT ARRANGEMENTS: Direct Bill #: 230408

CUSTOMER APPROVAL: X _____

Crla/js

CRLA 1999 New Orleans Conference Account: W

CRLA BOARD MEETING

November 2, 1998

Salt Lake City, Utah

Attachment G, 6 Page(s)

	B	D	E
1	INCOME	SAC Actuals	SLC Budge
2		1997	1998
3	Asset: BEGINNING BALANCE	10,000.00	10,000.00
4			
5	6100 REGISTRATION		
6	6110 Full Conference Fees		
7	6111 (\$100) FC Member	32,200.00	40,000.00
8	6112 (\$150) FC Non-member	11,550.00	
9	6113 (\$ 75) FC Student	675.00	
10			
11	6120 One-Day Only Fees		
12	6121 (\$ 75) OD Member	150.00	
13	6122 (\$100) OD Non-Member	1,000.00	
14	6123 (\$ 60) OD Student	0.00	
15			
16	6130 On-Site Registration Fees (8)		
17	6131 (\$125) LR Member	6,750.00	
18	6132 (\$175) LR Non-member	1,050.00	
19	6133 (\$100) LR Student	0.00	
20			
21	6140 One Day On-Site Registration Fees		
22	6141 (\$100) 1997 Members	300.00	
23	6142 (\$125) NonMembers	0.00	
24	6143 (\$ 75) Students	0.00	
25			
26			
27			
28	TOTAL REGISTRATION	53,675.00	40,000.00
29			
30	6210 PRE-CONFERENCE INSTITUTES		
31	6211 PI A	735.00	
32	6212 PI B	630.00	
33	6213 PI C	455.00	
34	6214 PI D	875.00	
35	6215 PI E	225.00	
36	6216 PI F	225.00	
37	6217 PI G	200.00	
38	6218 PI H	75.00	
39	6219 PI I	875.00	
40	6220 PI J	245.00	
41	6221 PI K	770.00	
42	6222 PI L	325.00	
43	6223 PI M	1,075.00	
44	6224 PI N	400.00	
45	6225 PI O	600.00	
46	6226 PI P	125.00	
47	6227 PI Q	700.00	
48	6228 PI R	450.00	
49	6229 PI S	225.00	
50	TOTAL PRE-CONFERENCE INSTIT	9,210.00	5,000.00
51			
52			
53			
54			
55			

CRLA 1999 New Orleans Conference Account: Working Draft

	B	D	E	F
56	INCOME (cont)	SAC Actuals	SLC Budgeted	N'OrlProjected
57		1997	1998	1999
58	6260 FOOD FUNCTIONS			
59	6261 F Awards Luncheon (225)	3,240.00	2,340.00	
60	6262 F Banquet (131)	3,225.00	2,650.00	
61	6263 F Lunch/Mentor (93)	1,395.00	1,040.00	
62	6264 F Publishers' Breakfast	0.00		
63	6265 F SIG Breakfast (106)	1,248.00	300.00	
64	6266 F SIG Lunch	0.00		
65	6267 F Lunch @ American River (41)	410.00	6,330.00	
66	TOTAL FOOD FUNCTIONS	9,518.00	6,330.00	
67				
68				
69	6300 OTHER CONFERENCE FUNCTIONS			
70	6310 Ads	0.00		
71	6320 Awards	0.00		
72	6330 Exhibitors	26,975.00	15,000.00	
73	6340 Membership	11,440.00	10,000.00	
74	6350 Resource Room	0.00	250.00	
75	6360 SIG's	745.00	700.00	
76	6370 Scholarship	1,115.00	1,000.00	
77	6380 Tote Bag Sales/T Shirts/Tutor Hndbks	1,450.00	1,000.00	
78	6390 TOURS & ENTERTAINMENT			
79	6391 TE American River CC Tour	220.00	NA	
80	6392 TE Riverboat Cruise (127)		NA	
81				
82	TOTAL OTHER CONFERENCE FUNDS	41,945.00	27,950.00	
83				
84	TOTAL CONFERENCE INCOME	114,348.00	79,280.00	
85	TOTAL ASSETS/CONFERENCE INC	124,348.00	89,280.00	
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CRLA 1999 New Orleans Conference Account: Working Draft

	B	D	E	F
111	EXPENSES	SAC Actuals	SLC Budgeted	N'OrlProjected
112		1997	1998	1999
113	General Conference Expenses			
114	7000 GC Refunds	1,641.00	1,500.00	
115	7001 GC Banking (returned checks)	253.64	50.00	
116	7002 GC Conference Insurance	0.00	NA	
117	7003 GC Bounced (NSF) checks	1,039.00	500.00	
118	Total General Conference Expenses	2,933.64	2,050.00	
119				
120				
121	Conference Management			
122	7010 CONFERENCE CHAIR (Pres-Elect)			
123	7011 C Travel	389.00	900.00	
124	7012 C Hotel/Food	195.10	500.00	
125	7012 C Telephone	231.58	250.00	
126	7013 C Postage	288.79	300.00	
127	7014 C Photocopying	283.93	300.00	
128	7015 C Clerical Assistance	2,000.00	1,000.00	
129	7016 C Supplies	24.29	100.00	
130	7017 C Miscellaneous	207.95	400.00	
131	7018 C Committee Expenses	0.00	200.00	
132	7019 C Call Paper/Print	0.00	200.00	
133	7020 C Call Paper/Postage	0.00	100.00	
134	7021 C Call Computer Layout	1,000.00	NA	See Call to Conf
135	7022 C Plaques	291.78	300.00	
136	TOTAL CONFERENCE CHAIR (Pres-	4,912.42	4,550.00	
137				
138				
139	7030 ON-SITE MANAGER			
140	7031 OS Hotel/Food	194.65	600.00	
141	7032 OS Telephone	6.29	200.00	
142	7033 OS Postage	130.63	100.00	
143	7034 OS Photocopying	59.94	50.00	
144	7035 OS Clerical Assistance	0.00	300.00	
145	7036 OS Supplies	189.07	250.00	
146	7037 OS Signs	466.87	300.00	
147	TOTAL ON-SITE MANAGER	1,047.45	1,800.00	
148				
149				
150	7050 EXHIBITS CHAIR			
151	7051 E Telephone	0.00	50.00	
152	7052 E Postage	0.00	100.00	
153	7053 E Decorations	0.00	100.00	
154	7054 E Draping	2,976.18	3,000.00	
155	7055 E Exhibit Hall	0.00	100.00	
156	7056 E Printing	0.00	50.00	
157	7056 E Speaker's Books	0.00	NA	
158	7057 E Supplies	0.00	400.00	
159	7058 E Miscellaneous	0.00	50.00	
160	TOTAL EXHIBITS CHAIR	2,976.18	3,850.00	
161				
162	TOTAL CONFERENCE MANAGEME	8,936.05	10,200.00	
163				
164				
165				

CRLA 1999 New Orleans Conference Account: Working Draft

	B	D	E	F
166	EXPENSES (cont)	SAC Actuals	SLC Budgeted	N'OrlProjected
167		1997	1998	1999
168	CONFERENCE PLANNING EXPENSES			
169	7100 PROGRAMS			
170	7101 P Postage	0.00	300.00	
171	7102 P Printing/Publishing	1,975.39	2,200.00	
172	TOTAL PROGRAMS	1,975.39	2,500.00	
173				
174				
175	7110 REGISTRATION			
176	7111 R Printing/Publishing	287.72	600.00	
177	7112 R Paid Registration Help(was under Ot	481.00	500.00	
178	7113 R Supplies	334.33	700.00	
179	7114 R Ribbons/Name Tags	312.41	300.00	
180	7115 R Miscellaneous	14.94	200.00	
181	TOTAL REGISTRATION	1,430.40	2,300.00	
182				
183				
184	7120 CALL TO CONFERENCE			
185	7121CC Call Computer Layout	Line 134	1,000.00	
186	7122 CC Postage	425.00	400.00	
187	7123 CC Printing/Postage	2,222.00	2,500.00	
188	7124 CC Advertising	1,290.60	1,000.00	
189	7125 CC Ad (Journal of Reading)	430.20	NA	
190	7126 CC Miscellaneous	0.00	100.00	
191	TOTAL CALL TO CONFERENCE	4,367.80	5,000.00	
192				
193				
194	7130 - 7149 OTHER EXPENSES			
195	7131 OG Advertising & Promotion	0.00	200.00	
196	7132 OG Audiovisual	514.00	3,000.00	
197	7133 OG Conference Website Maintenance	200.00	300.00	
198	7134 OG Decorations	200.00	250.00	
199	7135 OG Entertainment for Banquet	725.00	750.00	
200	7136 OG Evaluation	19.95	200.00	
201	7137 OG Film/Processing	109.88	300.00	
202	7138 OG Phone Equipment	0.00	200.00	
203	7139 OG Postage	0.00	100.00	
204	7140 OG Printing	0.00	200.00	
205	7141 OG Room Rent (Hospitality)	398.72	500.00	
206	7142 OG Supplies	13.73	100.00	
207	7143 OG Xerox Rental	176.00	200.00	
208	7144 OG Miscellaneous	40.00	100.00	
209	7145 OG T- Shirts	727.31	?	
210	TOTAL OTHER EXPENSES	3,124.59	6,400.00	
211				
212	TOTAL CONFERENCE PLANNING EXPENSE	10,898.18	16,200.00	
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CRLA 1999 New Orleans Conference Account: Working Draft

	B	D	E	F
221	EXPENSES (cont)	SAC Actuals	SLC Budgeted	N'OrlProjected
222		1997	1998	1999
223	CONFERENCE PROGRAM			
224	7200 SPEAKERS			
225	7201 S Travel	1,716.73	1,500.00	
226	7202 S Hotel/Food	176.53	350.00	
227	7203 S Honorarium	2,500.00	2,000.00	
228	7204 S Photocopying (handouts)	0.00	NA	
229	TOTAL SPEAKERS	4,393.26	3,850.00	
230				
231	7210 INVITED INSTITUTES			
232	7211 INV Travel (Busses for Am Rvr Tech	1,322.58	500.00	
233	7212 INV Wages/Fees	0.00	150.00	
234	7213 INV Miscellaneous	761.15		
235	TOTAL INVITED INSTITUTES	2,083.73	650.00	
236				
237	7220 INSTITUTES			
238	7221 INS Materials	50.00	500.00	
239	TOTAL INSTITUTES	50.00	500.00	
240				
241	7230 COORDINATOR OF CHAIRS			
242	7231 CC Telephone	0.00	50.00	
243	7232 CC Postage	107.64	100.00	
244	TOTAL COORDINATOR OF CHAIRS	107.64	150.00	
245				
246	7240 COMPUTER ROOM			
247	7241 CF Wages/Fees	358.40	500.00	
248	7242 CF Travel	0.00	50.00	
249	7243 CF Computer Rentals	0.00	500.00	
250	7244 CF Electrical Hook-up	0.00	750.00	
251	7245 CF Miscellaneous	0.00	400.00	
252	TOTAL COMPUTER FAIR	358.40	2,200.00	
253				
254	7250 TOURS & ENTERTAINMENT			
255	7251 TE Event (Riverboat Cruise)	1,698.77	NA	
256	7252 TE Food (Riverboat Cruise Dinner)	1,371.88	NA	
257	7253 TE Transportation	263.81	0.00	
258	TOTAL TOURS & ENTERTAINMENT	3,334.46	NA	
259	TOTAL CONFERENCE PROGRAM	10,327.49	7,350.00	
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CRLA 1999 New Orleans Conference Account: Working Draft

	B	D	E	F
276	EXPENSES (cont)	SAC Actuals	SLC Budgeted	N'OrlProjected
277		1997	1998	1999
278	7260 - 7279 FOOD FUNCTIONS			
279	7261 F Awards Luncheon	4,012.92	1,311.00	
280	7262 F Banquet	3,944.04	3,339.00	
281	7263 F Coffee Breaks	1,460.58	3,550.00	
282	7264 F Editors' Luncheon	0.00	130.00	
283	7265 F Hospitality	50.68	500.00	
284	7266 F Leadership Luncheon	514.94	454.00	
285	7267 F Lunch with a Mentor	1,536.85	1,311.00	
286	7268 F Newcomers' Reception	1,951.68	1,650.00	
287	7268a F Newcomers' Miscellaneous	0.00	0.00	
288	7269 F Past Board Breakfast	128.15	200.00	
289	7270 F Publishers' Breakfast	3,497.12	2,700.00	
290	7269 F Publishers' Opening	997.45	2,400.00	
291	7268 F SIG Breakfast	1,123.97	1,021.00	
292	7269 F Am Rvr Technology Day -- lunch	428.31	NA	
293	7270 F Am Rvr Technology Day -- break	282.84	NA	
294	TOTAL FOOD FUNCTIONS	19,929.53	18,566.00	
295				
296	NEXT CONFERENCE EXPENSES			
297	7320 NEXT CONFERENCE CHAIR			
298	7321 NC Printing/Publishing	298.35	700.00	
299	7322 NC Postage	0.00	200.00	
300	7323 NC Advertising	0.00	150.00	
301	TOTAL NEXT CONFERENCE CHAIR E	298.35	1,050.00	
302				
303				
304	7330 SITE SELECTION			
305	7331 SS Travel	975.50	700.00	
306	7332 SS Hotel/Food	146.80	200.00	
307	7333 SS Telephone	0.00	50.00	
308	7334 SS Postage	0.00	50.00	
309	7335 SS Supplies	0.00	50.00	
310	TOTAL SITE SELECTION	1,122.30	1,050.00	
311	TOTAL NEXT CONFERENCE EXPE	1,420.65	2,100.00	
312				
313	Total General Conference Expenses	2,933.64	2,050.00	
314	Total Conference Management	8,936.05	10,200.00	
315	Total Conference Planning Expenses	10,898.18	16,200.00	
316	Total Conference Program	10,327.49	7,350.00	
317	Total Conference Food Functions	19,929.53	18,566.00	
318	Total Next Conference Expenses	1,420.65	2,100.00	
319	TOTAL CONFERENCE EXPENSES	54,445.54	56,466.00	
320				
321	TOTAL INCOME	114,348.00	79,280.00	
322	TOTAL CONFERENCE EXPENSES	(54,445.54)	(56,466.00)	
323	Maintain Conference Account	(10,000.00)	(10,000.00)	
324	Transfer to Operating Budget	49,902.46	12,814.00	

**Sacramento 1997: CRLA Conference Account
Final Report**

CRLA BOARD MEETING
November 2, 1998
Salt Lake City, Utah
Attachment F, 6 Page(s)

	A	B	C		
1		INCOME	Budgeted	Actuals	Variance
2					
3		BEGINNING BALANCE	10,000.00	10,000.00	
4					
5		6100 REGISTRATION			
6		6110 Full Conference Fees			
7		6111 (\$100) FC Member		32,200.00	
8		6112 (\$150) FC Non-member		11,550.00	
9		6113 (\$ 75) FC Student		675.00	
10					
11		6120 One-Day Only Fees			
12		6121 (\$ 75) OD Member		150.00	
13		6122 (\$100) OD Non-Member		1,000.00	
14		6123 (\$ 60) OD Student		0.00	
15					
16		6130 On-Site Registration Fees (8)			
17		6131 (\$125) LR Member		6,750.00	
18		6132 (\$175) LR Non-member		1,050.00	
19		6133 (\$100) LR Student			
20					
21		6140 One Day On-Site Registration Fees			
22		6141 (\$100) 1997 Members		300.00	
23		6142 (\$125) NonMembers			
24		6143 (\$ 75) Students			
25					
26		63 Publishers/Exhibitors -- comped?			
27					
28		TOTAL REGISTRATION	45,000.00	53,675.00	
29					
30		6210 PRE-CONFERENCE INSTITUTES			
31		6211 PI A		735.00	
32		6212 PI B		630.00	
33		6213 PI C		455.00	
34		6214 PI D		875.00	
35		6215 PI E		225.00	
36		6216 PI F		225.00	
37		6217 PI G		200.00	
38		6218 PI H		75.00	
39		6219 PI I		875.00	
40		6220 PI J		245.00	
41		6221 PI K		770.00	
42		6222 PI L		325.00	
43		6223 PI M		1,075.00	
44		6224 PI N		400.00	
45		6225 PI O		600.00	
46		6226 PI P		125.00	
47		6227 PI Q		700.00	
48		6228 PI R		450.00	
49		6229 PI S		225.00	
50		TOTAL PRE-CONFERENCE INSTITUTES	5,000.00	9,210.00	
51					

**Sacramento 1997: CRLA Conference Account
Final Report**

	A	B	C	D	E
52					
53					
54		INCOME (cont)	BUDGETED	ACTUALS	VARIANCE
55		6260 FOOD FUNCTIONS			
56		6261 F Awards Luncheon (225)		3,240.00	
57		6262 F Banquet (131)		3,225.00	
58		6263 F Lunch/Mentor (93)		1,395.00	
59		6264 F Publishers' Breakfast		0.00	
60		6265 F SIG Breakfast (106)		1,248.00	
61		6266 F SIG Lunch		0.00	
62		6267 F Lunch @ American River (41)	500.00	410.00	
63		TOTAL FOOD FUNCTIONS		9,518.00	
64					
65					
66		6300 OTHER CONFERENCE FUNCTIONS			
67		6310 ADS		0.00	
68		6320 AWARDS		0.00	
69		6330 EXHIBITORS	4,000.00	26,975.00	
70		6340 MEMBERSHIP		11,440.00	
71		6350 RESOURCE ROOM	250.00	0.00	
72		6360 SIG's		745.00	
73		6370 SCHOLARSHIP		1,115.00	
74		6380 TOTE BAG SALES/T Shirts/Tutor Hbks		1,450.00	
75		6390 TOUR & ENTERTAINMENT		0.00	
76		6391 TE American River CC Tour		220.00	
77		6392 TE Riverboat Cruise (127)		0.00	
78				0.00	
79		TOTAL OTHER CONFERENCE FUNCTION	4,250.00	41,945.00	
80					
81		TOTAL CONFERENCE INCOME	54,650.00	114,348.00	
82		TOTAL ASSETS/CONFERENCE INCOME	64,650.00	124,348.00	
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**Sacramento 1997: CRLA Conference Account
Final Report**

	A	B	C	D	E
103		EXPENSES	BUDGETED	ACTUALS	VARIANCE
104	A	General Conference Expenses			
105		7000 GC Refunds	0.00	1,641.00	(1,641.00)
106		7001 GC Banking Fees (incl returned checks)	50.00	253.64	(203.64)
107		7002 GC Conference Insurance	400.00	0.00	400.00
108		7003 GC Bounced (NSF) checks	0.00	1,039.00	(1,039.00)
109	A	Total General Conference Expenses	450.00	2,933.64	(2,483.64)
110					
111					
112	B	Conference Management			
113		7010 CONFERENCE CHAIR (Pres-Elect)			
114		7011 C Travel	500.00	389.00	111.00
115		7012 C Hotel/Food	500.00	195.10	304.90
116		7012 C Telephone	250.00	231.58	18.42
117		7013 C Postage	300.00	288.79	11.21
118		7014 C Photocopying	300.00	283.93	16.07
119		7015 C Clerical Assistance	800.00	2,000.00	(1,200.00)
120		7016 C Supplies	200.00	24.29	175.71
121		7017 C Miscellaneous	400.00	207.95	192.05
122		7018 C Committee Expenses	200.00	0.00	200.00
123		7019 C Call Paper/Print	200.00	0.00	200.00
124		7020 C Call Paper/Postage	100.00	0.00	100.00
125		7021 C Call Computer Layout	1,000.00	1,000.00	0.00
126		7022 C Plaques	300.00	291.78	8.22
127		TOTAL CONFERENCE CHAIR (Pres-Elect)	5,050.00	4,912.42	137.58
128					
129					
130		7030 ON-SITE MANAGER			
131		7031 OS Hotel/Food	800.00	194.65	605.35
132		7032 OS Telephone	100.00	6.29	93.71
133		7033 OS Postage	25.00	130.63	(105.63)
134		7034 OS Photocopying	50.00	59.94	9.94
135		7035 OS Clerical Assistance	300.00	0.00	300.00
136		7036 OS Supplies	200.00	189.07	10.93
137		7037 OS Signs	350.00	466.87	(116.87)
138		TOTAL ON-SITE MANAGER	1,825.00	1,047.45	797.43
139					
140					
141		7050 EXHIBITS CHAIR			
142		7051 E Telephone	50.00	0.00	50.00
143		7052 E Postage	100.00	0.00	100.00
144		7053 E Decorations	100.00	0.00	100.00
145		7054 E Draping	1,500.00	2,976.18	(1,476.18)
146		7055 E Exhibit Hall	100.00	0.00	100.00
147		7056 E Printing	50.00	0.00	50.00
148		7056 E Speaker's Books	50.00	0.00	50.00
149		7057 E Supplies	400.00	0.00	400.00
150		7058 E Miscellaneous	50.00	0.00	50.00
151		TOTAL EXHIBITS CHAIR	2,400.00	2,976.18	(576.18)
152					
153	B	TOTAL CONFERENCE MANAGEMENT	9,275.00	8,936.05	358.83

**Sacramento 1997: CRLA Conference Account
Final Report**

	A	B	C	D	E
154		EXPENSES (cont)	Budgeted	Actuals	Variance
155	C	CONFERENCE PLANNING EXPENSES			
156		7100 PROGRAMS			
157		7101 P Postage	300.00	0.00	300.00
158		7102 P Printing/Publishing	2,500.00	1,975.39	524.61
159		TOTAL PROGRAMS	2,800.00	1,975.39	824.61
160					
161					
162		7110 REGISTRATION			
163		7111 R Printing/Publishing	700.00	287.72	412.28
164		7112 R Paid Registration Help (was under OthGenl)	200.00	481.00	(281.00)
165		7113 R Supplies	1,000.00	334.33	665.67
166		7114 R Ribbons/Name Tags	250.00	312.41	(112.41)
167		7115 R Miscellaneous	200.00	14.94	185.06
168		TOTAL REGISTRATION	2,350.00	1,430.40	869.60
169					
170					
171		7120 CALL TO CONFERENCE			
172		7121 CC Postage	250.00	425.00	(175.00)
173		7122 CC Printing/Postage	2,000.00	2,222.00	(222.00)
174		7123 CC Advertising	1,200.00	1,290.60	(90.60)
175		7124 CC Ad (Journal of Reading)	500.00	430.20	69.80
176		7125 CC Miscellaneous	100.00	0.00	100.00
177		TOTAL CALL TO CONFERENCE	4,050.00	4,367.80	(317.80)
178					
179					
180		7130 - 7149 OTHER EXPENSES			
181		7131 OG Advertising & Promotion	300.00	0.00	300.00
182		7132 OG Audiovisual	3,200.00	514.80	2,685.20
183		7133 OG Conference Website Maintenance	300.00	200.00	100.00
184		7134 OG Decorations	200.00	200.00	0.00
185		7135 OG Entertainment for Banquet	750.00	725.00	25.00
186		7136 OG Evaluation	200.00	19.95	180.05
187		7137 OG Film/Processing	200.00	109.88	90.12
188		7138 OG Phone Equipment	200.00	0.00	200.00
189		7139 OG Postage	100.00	0.00	100.00
190		7140 OG Printing	300.00	0.00	300.00
191		7141 OG Room Rent (Hospitality)	600.00	398.72	201.28
192		7142 OG Supplies	100.00	13.73	86.27
193		7143 OG Xerox Rental	200.00	176.00	24.00
194		7144 OG Miscellaneous	400.00	40.00	630.00
195		7145 OG T- Shirts	0.00	727.31	(727.31)
196		TOTAL OTHER EXPENSES	7,050.00	3,125.39	4,194.61
197					
198	C	TOTAL CONFERENCE PLANNING EXPENSES	16,250.00	10,898.98	5,571.02
199					
200					
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**Sacramento 1997: CRLA Conference Account
Final Report**

	A	B	C	D	E
205		EXPENSES (cont)	Budgeted	Actuals	Variance
206	D	CONFERENCE PROGRAM			
207		7200 SPEAKERS			
208		7201 S Travel	1,000.00	1,716.73	(716.73)
209		7202 S Hotel/Food	400.00	176.53	223.47
210		7203 S Honorarium	2,500.00	2,500.00	0.00
211		7204 S Photocopying (handouts)	300.00	0.00	300.00
212		TOTAL SPEAKERS	4,200.00	4,393.26	(193.26)
213					
214		7210 INVITED INSTITUTES			
215		7211 INV Travel (Busses for Am Rvr Tech Day)	0.00	1,322.58	(1,322.58)
216		7212 INV Wages/Fees	500.00	0.00	500.00
217		7213 INV Miscellaneous	150.00	761.15	(611.15)
218		TOTAL INVITED INSTITUTES	650.00	2,083.73	(1,433.73)
219					
220		7220 INSTITUTES			
221		7221 INS Materials	300.00	50.00	250.00
222		TOTAL INSTITUTES	300.00	50.00	250.00
223					
224		7230 COORDINATOR OF CHAIRS			
225		7231 CC Telephone	50.00	0.00	50.00
226		7232 CC Postage	50.00	107.64	(57.64)
227		TOTAL COORDINATOR OF CHAIRS	100.00	107.64	(7.64)
228					
229		7240 COMPUTER ROOM			
230		7241 CF Wages/Fees	200.00	358.40	(158.40)
231		7242 CF Travel	50.00	0.00	50.00
232		7243 CF Computer Rentals	250.00	0.00	250.00
233		7244 CF Electrical Hook-up	750.00	0.00	750.00
234		7245 CF Miscellaneous	400.00	0.00	400.00
235		TOTAL COMPUTER FAIR	1,650.00	358.40	1,291.60
236					
237		7250 TOURS & ENTERTAINMENT			
238		7251 TE Event (Riverboat Cruise)	750.00	1,698.77	(948.77)
239		7252 TE Food (Riverboat Cruise Dinner)	0.00	1,371.88	(1,371.88)
240		7253 TE Transportation	1,500.00	263.81	1,236.19
241		TOTAL TOURS & ENTERTAINMENT	2,250.00	3,334.46	(1,084.46)
242					
243	D	TOTAL CONFERENCE PROGRAM	9,150.00	10,327.49	(1,177.49)
244					
245					
246					
247					
248					
249					
250					
251					
252					
253					
254					
255					

**Sacramento 1997: CRLA Conference Account
Final Report**

	A	B	C	D	E
256		EXPENSES (cont)	Budgeted	Actuals	Variance
257	E	7260 - 7279 FOOD FUNCTIONS			
258		7261 F Awards Luncheon	350.00	4,012.92	(3,662.92)
259		7262 F Banquet	700.00	3,944.04	(3,244.04)
260		7263 F Coffee Breaks	3,000.00	1,460.58	1,539.42
261		7264 F Editors' Luncheon	75.00	0.00	75.00
262		7265 F Hospitality	500.00	50.68	449.32
263		7266 F Leadership Luncheon	750.00	514.94	235.06
264		7267 F Lunch with a Mentor	250.00	1,536.85	(1,286.85)
265		7268 F Newcomers' Reception	750.00	1,951.68	(1,201.68)
266		7268a F Newcomers' Miscellaneous	250.00	0.00	250.00
267		7269 F Past Board Breakfast	300.00	128.15	171.85
268		7270 F Publishers' Breakfast	2,500.00	3,497.12	(997.12)
269		7269 F Publishers' Opening	700.00	997.45	(297.45)
270		7268 F SIG Breakfast	200.00	1,123.97	(923.97)
271		7269 F Am Rvr Technology Day -- lunch	0.00	428.31	(428.31)
272		7270 F Am Rvr Technology Day -- break	0.00	282.84	(282.84)
273	E	TOTAL FOOD FUNCTIONS	10,325.00	19,929.53	(9,604.53)
274					
275	F	NEXT CONFERENCE EXPENSES			
276		7320 NEXT CONFERENCE CHAIR			
277		7321 NC Printing/Publishing	750.00	298.35	461.65
278		7322 NC Postage	150.00	0.00	150.00
279		7323 NC Advertising	150.00	0.00	150.00
280		TOTAL NEXT CONFERENCE CHAIR EXPENSE	1,050.00	298.35	761.65
281					
282					
283		7330 SITE SELECTION			
284		7331 SS Travel	700.00	975.50	(275.50)
285		7332 SS Hotel/Food	150.00	146.80	3.20
286		7333 SS Telephone	50.00	0.00	50.00
287		7334 SS Postage	50.00	0.00	50.00
288		7335 SS Supplies	50.00	0.00	50.00
289		TOTAL SITE SELECTION	1,000.00	1,122.30	(122.30)
290	F	TOTAL NEXT CONFERENCE EXPENSES	2,050.00	1,420.65	639.35
291					
292	A	Total General Conference Expenses	450.00	2,933.64	(2,483.64)
293	B	Total Conference Management	9,275.00	8,936.05	358.83
294	C	Total Conference Planning Expenses	16,250.00	10,898.98	5,571.02
295	D	Total Conference Program	9,150.00	10,327.49	(1,177.49)
296	E	Total Conference Food Functions	10,325.00	19,929.53	(9,604.53)
297	F	Total Next Conference Expenses	2,050.00	1,420.65	639.35
298		TOTAL CONFERENCE EXPENSES	47,500.00	54,446.34	(6,696.46)
299					
300			64,650.00	114,348.00	49,698.00
301		TOTAL CONFERENCE EXPENSES	(47,500.00)	(54,446.34)	(6,946.34)
302		Maintain Conference Account		(10,000.00)	
303		Transfer to Operating Budget	17,150.00	49,901.66	32,401.66
304					
305					
306					

November 2, 1998

Salt Lake City, Utah

Attachment E, 5 Page (s)

CRLA Operating Budget:1997-1998 Final Rep

	B	E	F	
1	ASSETS/INCOME	Budgeted	Actuals	
2		1997-98	1997-98	1997-98
3	1000 ASSETS			
4	1100 Opening Operating Balance (July 1)	65,895.74	65,895.74	0.00
5	1101 Opening Conference Balance		10,000.00	
6	1200 Certificates of Deposit			
7	1201 2 year CD	55,000.00	55,000.00	0.00
8	1202 6 month CD	20,000.00	35,000.00	15,000.00
9	TOTAL ASSETS	140,895.74	165,895.74	15,000.00
10				
11	2000 GENERAL INCOME			
12	2001 Conference Income Profit	17,150.00	49,901.66	32,751.00
13	2002 Awards/Scholarships	1,050.00	1,339.00	289.00
14	2003 Dues	30,000.00	31,745.00	1,745.00
15	2004 Interest Income	500.00	3,933.23	3,433.23
16	2005 International Tutor Certification	3,000.00	6,525.00	3,525.00
17	2006 Mailing Labels	375.00	100.00	(275.00)
18	2007 Misc. Income	0.00	204.59	204.59
19	TOTAL GENERAL INCOME	52,075.00	93,748.48	41,672.82
20				
21	2010 PUBLICATIONS INCOME			
22	2011 Glossary	50.00	50.00	0.00
23	2012 JCRL (journal)	500.00	985.00	485.00
24	2013 Tutor Handbook	2,000.00	2,050.00	50.00
25	TOTAL PUBLICATIONS INCOME	2,550.00	3,085.00	535.00
26				
27	3000 SIG INCOME			
28	3001 SIG 1 Cognitive Psych		55.00	
29	3002 SIG 2 College Reading		425.00	
30	3003 SIG 3 Computer Technology		160.00	
31	3004 SIG 4 Counseling/Helping		25.00	
32	3005 SIG 5 Critical Thinking		170.00	
33	3006 SIG 6 Dev/Basic Writing		140.00	
34	3007 SIG 7 Emot/Motiv Aspects		130.00	
35	3008 SIG 8 ESL/EFL		105.00	
36	3009 SIG 9 Research/Evaluation		130.00	
37	3010 SIG 10 Learning Center Managment		390.00	
38	3011 SIG 11 Learning Disabilities		215.00	
39	3012 SIG 12 Liberal Arts Colleges/Universities		40.00	
40	3013 SIG 13 Math Tutorial Programs		60.00	
41	3014 SIG 14 Multicultural		100.00	
42	3015 SIG 15 Peer Tutoring		365.00	
43	3016 SIG 16 Workplace Literacy		40.00	
44	3017 SIG 17 Teaching Excellence		95.00	
45	3018 Unidentified SIGS		1,205.00	
46	TOTAL SIG INCOME	2,500.00	3,850.00	
47				
48	TOTAL INCOME	59,675.00	100,683.48	
49				
50	TOTAL ASSETS	140,895.74	165,895.74	
51				
52				
53				

CRLA Operating Budget:1997-1998 Final Report

	B	E	F	G
54	EXPENSES	Budgeted	Actuals	Variance
55	5000 BOARD EXPENSES			
56	5100 PRESIDENT			
57	5101 P Travel	1,000.00	2,481.29	(1,481.29)
58	5102 P Hotels & Food	1,000.00	1,245.98	(245.98)
59	5103 P Telephone Expense	500.00	104.98	395.02
60	5104 P Postage	200.00	93.37	106.63
61	5105 P Printing & Publishing	200.00	181.17	18.83
62	5106 P Clerical Assistance	300.00	0.00	300.00
63	5107 P Supplies	200.00	0.00	200.00
64	TOTAL PRESIDENT	3,400.00	4,106.79	(706.79)
65				
66	PRESIDENT-ELECT (in conference account)			
67				
68	5120 SECRETARY			
69	5121 S Travel	500.00	326.31	173.69
70	5122 S Hotels & Food	500.00	0.00	500.00
71	5123 S Telephone /E-mail Expense	750.00	231.06	518.94
72	5124 S Postage	250.00	0.00	250.00
73	5125 S Printing & Publishing	250.00	105.72	144.28
74	5126 S Supplies	100.00	115.42	(15.42)
75	5128 S Clerical	50.00	0.00	50.00
76	5129 S Baggage & Shipping	100.00	268.34	(168.34)
77	TOTAL SECRETARY	2,500.00	1,046.85	1,453.15
78				
79	5130 TREASURER			
80	5131 T Travel	50.00	0.00	50.00
81	5132 T Hotel & Food	500.00	500.00	0.00
82	5133 T Telephone Expense	100.00	25.89	74.11
83	5134 T Postage	100.00	34.98	65.02
84	5135 T Printing & Publishing	50.00	100.00	(50.00)
85	5136 T Clerical Assistance	700.00	100.00	600.00
86	5137 T Supplies	250.00	315.14	(65.14)
87	5138 T Other (Auditor)	2,000.00	1,075.00	925.00
88	TOTAL TREASURER	3,750.00	2,151.01	1,598.99
89				
90	5140 EXECUTIVE ASSISTANT -- (New 1998-99)			
91	5141 EA Clerical Assistance	NA	NA	
92	5142 EA Phone	NA	NA	
93	5143 EA Postage	NA	NA	
94	5144 EA Printing	NA	NA	
95	5145 EA Supplies	NA	NA	
96	5146 EA Miscellaneous	NA	NA	
97	TOTAL EXECUTIVE ASSISTANT	NA	NA	
98				
99				
100				
101				
102				
103				
104				
105				
106				

CRLA Operating Budget:1997-1998 Final Report

	B	E	F	G
	EXPENSES (cont)	Budgeted	Actuals	Variance
107				
108				
109	5150 GENERAL BOARD EXPENSES			
110	5151 GB Transfer out to set up Conference Acct	10,000.00	10,047.42	(47.42)
111	5152 GB Travel	6,000.00	6,834.72	(834.72)
112	5153 GB Hotel & Food	6,000.00	10,075.47	(4,075.47)
113	5154GB CRLA Website Maintenance	300.00	200.00	100.00
114	5155 GB Insurance	1,800.00	1,761.88	38.12
115	5156 GB Teleconferences	1,500.00	870.16	629.84
116	5157 GB New Initiatives	NA	NA	NA
117	5158 GB Misc	400.00	1,073.28	(673.28)
118	5159 GB Computer Repair	0.00	200.00	(200.00)
119	TOTAL GENERAL BOARD EXPENSES	26,000.00	31,062.93	(5,062.93)
120				
121	TOTAL BOARD EXPENSES	32,450.00	38,367.58	(2,717.58)
122				
123	5160 GENERAL ORGANIZATION EXPENSES			
124	5161 G Postage	50.00	417.83	(367.83)
125	5162 G Supplies	50.00	411.63	(361.63)
126	5163 G CAS Dues	200.00	200.00	0.00
127	5164 G Bonding	450.00	264.00	186.00
128	5165 G Banking/Check Exp	200.00	359.92	(159.92)
129	5166 G Miscellaneous (incl refunds)	150.00	551.15	(401.15)
130	5167 G Computer Hardware/Software	0.00	2,953.04	(2,953.04)
131	TOTAL GENERAL ORGANIZATION EXPENSES	1,100.00	5,157.57	(4,057.57)
132				
133	5200 PUBLICATIONS			
134	5210 NEWSLETTER			
135	5211 NL Telephone & FAX	50.00	13.00	37.00
136	5212 NL Publishing (printing/postage/supplies)	3,400.00	1,550.59	1,849.41
137	5213 NL Layout/Graphics	2,000.00	1,946.00	54.00
138	5214 NL Editor's Postage: US & UPS	100.00	0.00	100.00
139	5215 NL Supplies	40.00	0.00	40.00
140	5216 NL Miscellaneous	200.00	0.00	200.00
141	TOTAL NEWSLETTER	5,790.00	3,509.59	2,280.41
142				
143	5220 JOURNAL OF COLLEGE READING & LEARNING (JCRL)			
144	5221 J Telephone	100.00	0.00	100.00
145	5222 J Postage	1,500.00	5,186.95	(3,686.95)
146	5223 J Printing & Publishing	8,200.00	4,201.52	3,998.48
147	5224 J Clerical	1,000.00	1,063.00	(63.00)
148	5225 J Supplies	200.00	200.00	0.00
149	5226 J Advertising (addl. \$2000 for '97-98 only)	3,000.00	1,200.00	1,800.00
150	5227 J Miscellaneous	1,000.00	1,442.34	(442.34)
151	TOTAL JCRL (Journal)	15,000.00	13,293.81	1,706.19
152				
153	5230 TUTOR HANDBOOK			
154	5231 TH Postage	250.00	297.28	(47.28)
155	5232 TH Printing & Publishing	500.00	2,083.47	(1,583.47)
156	TOTAL TUTOR HANDBOOK	750.00	2,380.75	(1,630.75)
157				
158	TOTAL PUBLICATIONS	21,540.00	19,184.15	2,355.85
159				

CRLA Operating Budget:1997-1998 Final Report

	B	E	F	G
	EXPENSES (cont)	Budgeted	Actuals	Variance
160				
161				
162	5400 COMMITTEES			
163	5410 AWARDS & FUND RAISING			
164	5411 AF Plaques	600.00	362.00	238.00
165	5412 AF Postage	50.00	38.95	11.05
166	5413 AF Printing & Publishing	100.00	0.00	100.00
167	5414 AF CRLA Scholarship	1,000.00	1,000.00	0.00
168	5415 AF CRLA Research Awards	500.00	600.00	(100.00)
169	5416 AF Outstanding Tutor Award (Tom Pasternac	250.00	250.00	0.00
170	5417 AF Outstanding Tutor Plaque	30.00	73.12	(43.12)
171	TOTAL AWARDS & FUND RAISING	2,530.00	2,324.07	205.93
172				
173	5420 ARCHIVES			
174	5421 AR Postage/Shipping	75.00	101.48	(26.48)
175	5422 AR Supplies	60.00	84.16	(24.16)
176	5423 AR Conversion	500.00	0.00	500.00
177	TOTAL ARCHIVES	635.00	185.64	449.36
178				
179	5430 NOMINATIONS & ELECTIONS			
180	5431 NE Telephone	50.00	189.94	(139.94)
181	5432 NE Postage	350.00	543.92	(193.92)
182	5433 NE Printing & Publishing	300.00	878.60	(578.60)
183	5434 NE Clerical	50.00	100.00	(50.00)
184	TOTAL NOMINATIONS & ELECTIONS	750.00	1,712.46	(962.46)
185				
186	5440 TUTOR CERTIFICATION			
187	5441 TC Clerical	900.00	925.00	(25.00)
188	5442 TC Postage	500.00	296.30	203.70
189	5443 TC Printing & Publishing	100.00	372.75	(272.75)
190	5445 TC Supplies	50.00	276.92	(226.92)
191	5446 TC Telephone	50.00	33.57	16.43
192	TOTAL TUTOR CERTIFICATION	1,600.00	1,904.54	(304.54)
193				
194	5450 OTHER COMMITTEES/REPRESENTATION			
195	5451 OCR Political Action Coordinator	50.00	0.00	50.00
196	5452 OCR Professional Association Liaison Coordi	100.00	85.08	14.92
197	5453 OCR CAS Representative (Ad Hoc)	800.00	0.00	800.00
198	5453a CAS Travel	(100.00)	0.00	
199	5453b CAS Hotel & Food	(300.00)	0.00	
200	5453c CAS Registration	(125.00)	0.00	
201	5453d CAS Representative's Misc	(75.00)	0.00	
202	5454 OCR Missions & Goals (Ad Hoc)	500.00	0.00	500.00
203	5455 OCR Strategic Planning Task Force (Ad Hoc)	500.00	314.30	185.70
204	5456 OCR Curriculum Standards Ad-hoc Comm	500.00	0.00	500.00
205	5457 OCR Communications Task Force Ad-hoc Co	250.00	0.00	250.00
206	Past Officers Group	NA	NA	NA
207	TOTAL OTHER COMMITTEES/REPRESENTATI	2,700.00	399.38	2,300.62
208	TOTAL COMMITTEES	8,215.00	6,526.09	1,688.91
209				
210				
211				
212				

CRLA Operating Budget:1997-1998 Final Report

	B	E	F	G
	EXPENSES (cont)	Budgeted	Actuals	Variance
213				
214				
215	5500 MEMBERSHIP/STATES & REGIONS			
216	5510 MEMBERSHIP COORDINATOR			
217	5511 MC Clerical Assistance	2,000.00	202.00	1,798.00
218	5512 MC Computer Supplies	200.00	0.00	200.00
219	5513 MC Membership Service	0.00	0.00	0.00
220	5514 MC Postage	500.00	103.09	396.01
221	5515 MC Printing & Publishing	600.00	63.10	536.90
222	5516 MC Supplies	500.00	16.15	483.85
223	5517 MC Telephone & FAX	1,000.00	25.00	975.00
224	5518 MC Miscellaneous	0.00	280.40	(280.40)
225	TOTAL MEMBERSHIP COORDINATOR	4,800.00	689.74	4,110.26
226				
227	5520 STATES & REGIONS COORDINATOR			
228	5521 SR Travel	650.00	0.00	650.00
229	5522 SR Hotel & Food	200.00	0.00	200.00
230	5523 SR Telephone	200.00	281.25	(81.25)
231	5524 SR Postage	200.00	171.00	29.00
232	5525 SR Supplies	325.00	373.31	(48.31)
233	TOTAL STATES & REGIONS COORDINATOR	1,575.00	825.56	749.44
234				
235	5530 DIRECTORS			
236	5531 DI Special Requests	2,500.00	1,233.53	1,266.47
237	5532 DI Supplies/printing	500.00	9.98	490.02
238	5533 DI Board Travel to States & Regions	1,500.00	0.00	1,500.00
239	5434 DI Misc	50.00	0.00	50.00
240	TOTAL DIRECTORS	4,550.00	1,243.51	3,306.49
241				
242	5540 SIG COORDINATOR			
243	5541 SC Postage	125.00	0.00	125.00
244	5542 SC Supplies	125.00	292.93	(167.93)
245	5543 SC Telephone	25.00	0.00	25.00
246	TOTAL SIG COORDINATOR	275.00	292.93	(17.93)
247				
248	5550 SIG LEADERS			
249	5551 SL Postage	600.00	41.82	558.18
250	5552 SL Printing & Publishing	700.00	0.00	700.00
251	5553 SL Supplies	100.00	13.37	86.63
252	5554 SL Miscellaneous	100.00	0.00	100.00
253	TOTAL SIG LEADERS	1,500.00	55.19	1,444.81
254				
255	TOTAL MEMBERSHIP/STATE & REGIONS	12,700.00	3,106.93	9,593.07
256				
257	TOTAL BOARD EXPENSES	32,450.00	38,367.58	(2,717.58)
258	TOTAL GENL ORGANIZATIONAL EXPENSES	1,100.00	5,157.57	(4,057.57)
259	TOTAL PUBLICATIONS	21,540.00	19,184.15	2,355.85
260	TOTAL COMMITTEES	8,215.00	6,526.09	1,688.91
261	TOTAL MEMBERSHIP/STATE & REGION	12,700.00	3,106.93	9,593.07
262	TOTAL EXPENSES	76,005.00	72,342.32	6,862.68
263	TOTAL INCOME	59,675.00	100,683.48	41,008.48
264	TOTAL EXPENSES	(76,005.00)	(72,342.32)	3,662.68
265	Closing Balance 6/30/98		23,631.86	

Memorandum

To: Dave Blaisdell, Webb AV
CC:
From: Jennifer Seelos
Date: November 1, 1998
Re: College Reading and Learning Conference

Here is the audio visual order for the conference:

- (3) 6' screens @ \$25.00++ each - Wednesday in Mk. Street, Granary, & Smokehouse
- (10) 6' screens @ \$25.00++ each - Thursday, Friday, & Saturday
- (1) 12' screen @ \$75.00++ - Saturday in 3 seasons (Lunch)
- (1) CD Player @ \$50.00++
- (1) Mixer @ \$40.00++ - Friday in 3 Seasons (Dinner)

Podium Mics for General Sessions & Lunches

HILTON SALT LAKE
150 WEST 500 SOUTH
SALT LAKE CITY, UTAH 84101
(801) 532-3344 / (801) 534-3450 FAX

NEW

BANQUET EVENT ORDER

EVENT COORDINATOR: Mr. Michael O' Hear
PHONE/FAX: 219-481-6817/ 219481-6880
MAILING ADDRESS: 4727 Raleigh Court
Fort Wayne, IN 46835

EVENT DATE: Monday, November 2, 1998
GROUP NAME: College Reading & Learning Assoc.
EVENT TITLE:
ON-SITE CONTACT: Mr. Michael O'Hear

MEETING

9:00am-5:00pm/ Meeting/ Boardroom/ 9 people

Room as set
Water and glasses at each seat

No audio visual needed

9:00am-11:00am/ Precon Meeting/ Executive B/ 15 people

Conference style seating
Water and glasses at each seat

No audio visual needed

People requested to attend:

Jennifer Seelos
Marcus Rochester
Paul Bejot
Raymond Alexander
Dave Blaisdell
John Galland – Restaurant supervisor
Jennifer Talley

7:00am-6:00pm/ Storage Room/ Autumn/ Flow

Group may need some tables for materials

Rm 194 / office

FOOD & BEVERAGE

8:45am/ Break/ Boardroom/ 9 people

(1) gallon regular coffee @ \$30.00++ per gallon
(1) pot hot water for tea @ \$15.00++ per pot
(1) doz. VIP asst. pastries @ \$25.00++ per dozen
(6) pieces whole fruit @ \$2.00++ each

Noon-1:00pm/ Group on own for lunch/ 9 people

2:00pm/ Break/ Boardroom/ 9 people

(9) Asst. soft drinks @ \$2.00++ each
(1) doz. Cookies @ \$18.00++ per dozen

MEETING ROOM RENTAL: Waived

PAYMENT ARRANGEMENTS: Direct Bill #: 230408

CUSTOMER APPROVAL: X_____

Crla/js

HILTON SALT LAKE
150 WEST 500 SOUTH
SALT LAKE CITY, UTAH 84101
(801) 532-3344 / (801) 534-3450 FAX

BANQUET EVENT ORDER

EVENT COORDINATOR: Mr. Michael O' Hear
PHONE/FAX: 219-481-6817/ 219481-6880
MAILING ADDRESS: 4727 Raleigh Court
Fort Wayne, IN 46835

EVENT DATE: Tuesday, November 3, 1998
GROUP NAME: College Reading & Learning Assoc.
EVENT TITLE:
ON-SITE CONTACT: Mr. Michael O'Hear

MEETING

FOOD & BEVERAGE

Suite #194/ Office

8:30am-9:00pm/ Chairperson Orientation/ Market West/ 20

Conf

9:00am-5:00pm/ Meeting/ Boardroom/ 9 people

Room as set

Water and glasses at each seat

No audio visual needed

5:00pm-9:00pm/ Registration/ Seasons Lobby/ Flow

*See diagram

Need corkboard and easel

8:45am/ Break/ Boardroom/ 9 people

(1) gallon regular coffee @ \$30.00++ per gallon

(1) pot hot water for tea @ \$15.00++ per pot

(1) doz. VIP asst. pastries @ \$25.00++ per dozen

(6) pieces whole fruit @ \$2.00++ each

Noon-1:00pm/ Group on own for lunch/ 9 people

2:00pm/ Break/ Boardroom/ 9 people

(9) Asst. soft drinks @ \$2.00++ each

(1) doz. Cookies @ \$18.00++ per dozen

MEETING ROOM RENTAL: See Jennifer on Nov. 7

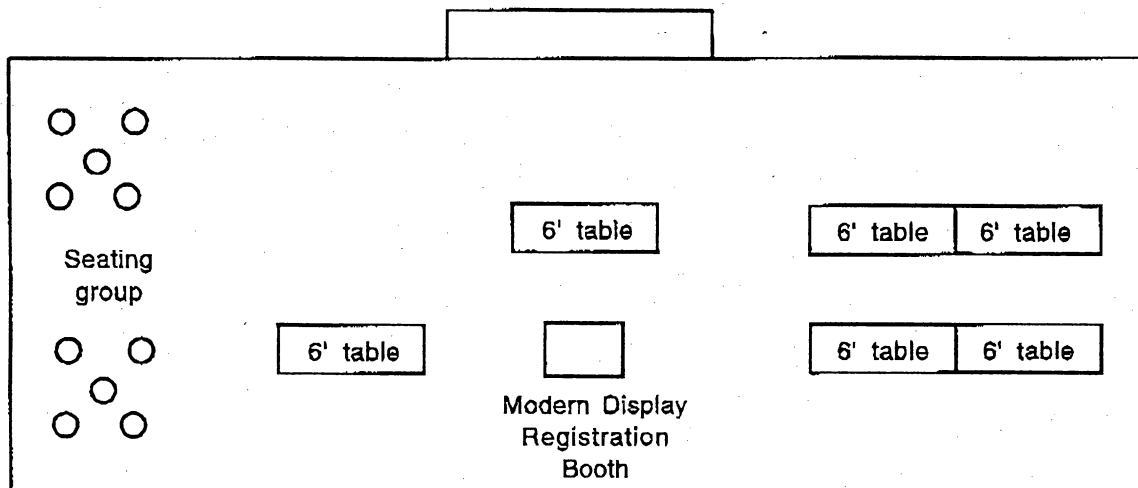
PAYMENT ARRANGEMENTS: Direct Bill #: 230408

CUSTOMER APPROVAL: X _____

2 Crla/js

**REGISTRATION SET-UP
CRLA CONFERENCE
NOV. 4-7, 1998**

Seasons Lobby



HILTON SALT LAKE
150 WEST 500 SOUTH
SALT LAKE CITY, UTAH 84101
(801) 532-3344 / (801) 534-3450 FAX

BANQUET EVENT ORDER

EVENT COORDINATOR: Mr. Michael O' Hear
PHONE/FAX: 219-481-6817/ 219481-6880
MAILING ADDRESS: 4727 Raleigh Court
Fort Wayne, IN 46835

EVENT DATE: Wednesday, November 4, 1998
GROUP NAME: College Reading & Learning Assoc.
EVENT TITLE:
ON-SITE CONTACT: Mr. Michael O'Hear

MEETING

Suite # 194/ Office
Suite # 154/ Hospitality Room

8:00am-8:00pm/ Registration/ Seasons Lobby/ Flow

*See diagram
Need corkboard and easel

8:00am-5:00pm/ Resource Room/ Summer/ Flow

*Room on 24 hour hold

8:00am-8:30am/ Chairperson Orientation/ Market West/ 20

9:00am-5:00pm/ Storage/ Boardroom/ Flow

9:00am-Noon/ Pre-conference Meeting/ Autumn/ 20

*Phone line @ \$25.00++ *Cerm*

9:00am-Noon/ Pre-Conference Meeting/ Smokehouse/ 20 *Cerm*

9:00am-Noon/ Pre-Conference Meeting/ Granary/ 20 *36 Cerm*

9:00am-Noon/ Pre-conference Meeting/ Market Street/ 20 *Cerm*

9:00am-Noon/ Pre-conference Meeting/ Market West/ 20 *Cerm*

1:00pm-1:30pm/ Chairperson Orientation/ Market West/ 20

1:30pm-5:00pm/ Pre-conference Meeting/ Autumn/ 20

*Phone Line *Cerm*

1:30pm-4:30pm/ Pre-conference Meeting/ Smokehouse/ 20 *Cerm*

1:30pm-4:30pm/ Pre-conference Meeting/ Granary/ 20 *36 Cerm*

1:30pm-4:30pm/ Pre-conference Meeting/ Market Street/ 20 *Cerm*

1:30pm-4:30pm/ Pre-conference Meeting/ Market West/ 20 *Cerm*

5:00pm/ Modern display to set exhibits

Seasons North
Weights and Measures
Rap of the Gavel

10:00pm - Harvest

**2 phone lines - Dial 9*

FOOD & BEVERAGE

7:30am/ Break/ Registration/ 10 people

To be advised

Noon-1:00pm/ Group on own for lunch/ 200 people

Noon-4:30pm/ Leadership Luncheon/ Seasons South/ 30

Round tables of 10

Hotel centerpieces

DELI BUFFET(DOUBLE SIDED) @ \$14.99++ PER PERSON

TOSSED GARDEN SALAD WITH ASST. TOPPINGS

RANCH AND BLEU CHEESE VINAIGRETTE

POTATO SALAD

COLE SLAW

ASST. BREADS AND ROLLS

ROAST BEEF, TURKEY, AND HAM

CHEDDAR AND SWISS CHEESE

PICKLES, TOMATOES, ONIONS, AND LETTUCE

MUSTARD AND MAYONNAISE

POTATO CHIPS WITH DIP

CHEF'S SELECTION OF DESSERTS

HARVEST PUNCH

COFFEE SERVICE

7:00pm-9:00pm/ Welcome Reception/ Seasons South/ 250

Old Fashioned Ice Cream Break @ \$7.99++ per person

Vanilla, Chocolate, and Strawberry Ice cream

Ice Cream Cones

*Served by hotel staff

No Toppings!

Chocolate chip cookies with fudge brownies

Root beer and lemonade

*Sponsored by Wadsworth?

Semi RD's

MEETING ROOM RENTAL: See Jennifer Nov. 7

PAYMENT ARRANGEMENTS: Direct Bill #: 230408

CUSTOMER APPROVAL: X _____

3 Crla/js

HILTON SALT LAKE
150 WEST 500 SOUTH
SALT LAKE CITY, UTAH 84101
(801) 532-3344 / (801) 534-3450 FAX

BANQUET EVENT ORDER

Page: lot 2

EVENT COORDINATOR: Mr. Michael O' Hear
PHONE/FAX: 219-481-6817/ 219481-6880
MAILING ADDRESS: 4727 Raleigh Court
Fort Wayne, IN 46835

EVENT DATE: Thursday, November 5, 1998
GROUP NAME: College Reading & Learning Assoc.
EVENT TITLE:
ON-SITE CONTACT: Mr. Michael O'Hear

Suite 194
Suite 154

MEETING

FOOD & BEVERAGE

7:00am/ Exhibit set up/ Seasons North Thru Rap
Modern display to handle all set up

7:30am-8:45am/ SIG Business Meetings/ 20 each

Autumn- Phone line @ \$25.00+ 15

City Creek

Little Cottonwood

Millcreek

Parleys

Emigration

Conf

8:00am-6:00pm/ Registration/ Seasons Lobby/ Flow

*See diagram

Need corkboard and easel

8:00am-5:00pm/ Resource Room/ Summer/ Flow

*Room on 24 hour hold

8:00am-8:30am/ Chairperson Orientation/ Market West/ 20 Conf

8:00am-8:30am/ Elections Committee/ Market Street/ 20 Conf

9:00am-10:30am/Opening General Session/ 3 Seasons/ 350

Theater Style seating

Water station at back of room

Standing Podium with mic on a riser

10:45am-11:45am/ Chapter, State & Regional Meetings/ 20 ea.

Autumn- Phone line - Cerm

Summer (2 groups)

City Creek

Little Cottonwood

Millcreek

Parleys

Emigration

Market West (2 groups)

Market Street

Granary

Smokehouse Cerm

3 Seasons (5 separate groups)

Seasons South (4 separate groups)

Room 154 (hospitality)

Executive A

Executive B

Boardroom

> conf 30

7:00am/ Break/ Registration/ 10 people

To be advised

7:00am-8:45am/ SIG Breakfast Meetings/ Seasons South/ 50 people

Round tables of 10

Hotel Centerpieces

All American Plated @ \$10.99++ per person

Scrambled eggs with cheese

Ham and breakfast potatoes

Assorted pastries

Orange juice

Coffee station in room

* Need extra room
for large group

10:30am-10:45am/ Break/ Seasons Lobby/ 350 people

Coffee, Decaf, Tea, @ \$30.00++ per gallon

20 total

Noon-1:00pm/ Group on own for lunch/ 400 people

Noon-1:30pm/ Snack Bar/ Seasons Lobby/ 200 Flow

Boxed Lunches @ \$5.00 Each inclusive

Includes:

Sandwich

Chips

Cookie

Soda

MEETING ROOM RENTAL: See Jennifer on Nov 7

PAYMENT ARRANGEMENTS: Direct Bill #: 230408

CUSTOMER APPROVAL: X _____

4 Crila/js

HILTON SALT LAKE
150 WEST 500 SOUTH
SALT LAKE CITY, UTAH 84101
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BANQUET EVENT ORDER

Page 2 of 2

EVENT COORDINATOR: Mr. Michael O' Hear
PHONE/FAX: 219-481-6817/ 219481-6880
MAILING ADDRESS: 4727 Raleigh Court
Fort Wayne, IN 46835

EVENT DATE: Thursday, November 5, 1998
GROUP NAME: College Reading & Learning Assoc.
EVENT TITLE:
ON-SITE CONTACT: Mr. Michael O'Hear

MEETING

1:00pm-1:30pm/ Chairperson Orientation/ Market West/ 20

1:30pm-5:00pm/ Concurrent Break out Sessions/ 20 ea.

Autumn- Phone line
Little Cottonwood
Millcreek
Parleys
Emigration
Market West
Market Street
Granary - Conf 35
Smokehouse - CIRM
Executive A > Conf 30
Executive B
Boardroom

1:30pm-2:30pm/ Election Committee Meeting/ Suite 154

1:30pm-4:30pm/ American Council of Dev. Ed. Assoc./ City
Creek/ 10

5:15pm-8:30pm/ Grand Opening of Exhibits/ Seasons North
thru Rap of the Gavel/ Flow

FOOD & BEVERAGE

1:30pm/ Break/ Boardroom/ 12

(12) Asst. Soft drinks @ \$2.00++ each
(1) doz cookies @ \$18.00++

2:30pm-2:45pm/ Break/ Seasons Lobby/ 350 people

6 Coffee, Decaf, Tea, @ \$30.00++ per gallon
200 Assorted Soft drinks @ \$2.00++ each

2:30pm/ Refresh water stations in break out rooms

3:45pm/ Refresh water stations in break out rooms

5:15pm-6:15pm/ Publishers Reception/ Seasons North/ 250

Bronze Package @ \$7.99++ per person
Assorted party sandwiches on silver dollar rolls
Cheese and cracker display
Fresh sliced fruit display
Vegetable crudite with dip
Fruit Punch

MEETING ROOM RENTAL: ~~Waived~~ See Jennifer

PAYMENT ARRANGEMENTS: Direct Bill #: 230408

CUSTOMER APPROVAL: X _____

40a Crla/js

HILTON SALT LAKE
150 WEST 500 SOUTH
SALT LAKE CITY, UTAH 84101
(801) 532-3344 / (801) 534-3450 FAX

BANQUET EVENT ORDER

Page 1 of 2

EVENT COORDINATOR: Mr. Michael O' Hear
PHONE/FAX: 219-481-6817/ 219481-6880
MAILING ADDRESS: 4727 Raleigh Court
Fort Wayne, IN 46835

EVENT DATE: Friday, November 6, 1998
GROUP NAME: College Reading & Learning Assoc.
EVENT TITLE:
ON-SITE CONTACT: Mr. Michael O'Hear

MEETING

Suite #194/ Office
Suite #154/ Hospitality Room

7:00am-5:00pm/ Exhibits/ Seasons North Thru Rap/ Flow

7:30am-8:30am/ Political Action Committee Mtg./Autumn/ 20

8:00am-4:00pm/ Registration/ Seasons Lobby/ Flow

Need corkboard and easel

*CRLA Scholarship Auction

8:00am-5:00pm/ Resource Room/ Summer/ Flow

*Room on 24 hour hold

8:00am-8:30am/ Chairperson Orientation/ Market West/ 20

8:15am-8:30am/ Nominations - Elections Committee/ Market Street/ 20

8:45am-10:30am/ General Session/ 3 Seasons/ 350

Theater Style seating

Water station at back of room

Standing Podium with mic on a riser

10:45am-4:00pm/ Concurrent Break out Sessions/ 20 ea.

Autumn- Phone line - *Cerm*

Little Cottonwood

Millcreek

Parleys

Emigration

Market West

Market Street - *40*

Granary - *35*

Smokehouse - *Cerm*

Executive A

Executive B - *30*

1:15pm-1:30pm/ Chairperson Orientation/ Market West/ 20

FOOD & BEVERAGE

7:00am-8:30am/ Publishers Break/ Seasons North/ 200 people

DELUXE CONTINENTAL @ \$8.99++ PP

COFFEE, DECAF, TEA, AND HOT CHOCOLATE

ORANGE, GRAPEFRUIT, AND CRANBERRY JUICE

ASST. MUFFINS, DANISH, AND CROISSANTS

BAGELS WITH CREAM CHEESE

FRESH SLICED FRUIT

10:30am-10:45am/ Break/ Seasons North/ 350 people

___ Coffee, ___ Decaf, ___ Tea, @ \$30.00++ per gallon

Noon-1:00pm/ Group on own for lunch/ 400 people

Noon-1:30pm/ Lunch with a Mentor/ 3 Seasons / 100

Round tables of *10*

Hotel centerpieces

Beefsteak tomato salad with dressing

Chicken croissant @ \$12.99++ per person

Served with coleslaw and fresh fruit

Cheesecake with strawberry sauce

Harvest punch

Iced Tea with lemons

Coffee service

___ Vegetarian Meal: Pasta Primavera

Noon-1:30pm/ Peer Tutoring Lunch/ 3 Seasons / 46

Noon-1:30pm/ Past Officers Lunch / Seasons South / 20

Noon-1:30pm/ Editorial Board Lunch /City Creek / 10

Conf

> Bkft?

MEETING ROOM RENTAL: Waived *See Jennifer*

PAYMENT ARRANGEMENTS: Direct Bill #: 230408

CUSTOMER APPROVAL: X _____

5 Crla/js

HILTON SALT LAKE
150 WEST 500 SOUTH
SALT LAKE CITY, UTAH 84101
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BANQUET EVENT ORDER

Page 2 of 2

EVENT COORDINATOR: Mr. Michael O' Hear
PHONE/FAX: 219-481-6817/ 219-481-6880
MAILING ADDRESS: 4727 Raleigh Court
Fort Wayne, IN 46835

EVENT DATE: Friday, November 6, 1998
GROUP NAME: College Reading & Learning Assoc.
EVENT TITLE:
ON-SITE CONTACT: Mr. Michael O'Hear

MEETING

1:45pm-2:45pm/ PAL's Meeting/ Seasons South/ 20
RO & 10
2:00pm-5:00pm/ Meeting/ City Creek / 20 18
Conf
3:00pm-4:00pm/ Tutor Certification / Parleys/ 20 15
Conf
3:00pm-4:00pm/ Executive Board Meeting/ Boardroom/10
4:00pm-5:00pm/ Kellogg Corner/ Market Street/ Flow
4:00pm-5:00pm/ 98 & 99 Chairs Meeting/ Granary/ 20 35
Conf
5:00pm/ Modern Display to tear down all exhibits

FOOD & BEVERAGE

2:45pm/ Refresh water in break out rooms
2:45pm-3:00pm/ Break/ Seasons North/ 350 people
____ Coffee, ____ Decaf, ____ Tea, @ \$30.00++ per gallon
____ Assort. Soft Drinks @ \$2.00++ each
6:00pm-10:00pm/ Dressing Rooms for entertainment
Weights and Measures – Women
Rap of the Gavel – Men
Coat racks in room
6:00-6:30pm/ Social/ 3 Seasons/ 125 people
CASH BAR/ EXTENDED CLUB LICENCE
(2) BARTENDERS @ \$25.00+ PER HOUR PER BARTENDER
MIXED DRINKS @ \$4.00 EACH
WINE @ \$4.00 EACH
DOMESTIC BEER @ \$3.00 EACH
IMPORTED BEER @ \$4.00 EACH
SOFT DRINKS @ \$1.50 EACH
JUICE @ \$2.00 EACH
f. South?
6:30pm-9:00pm/ Awards Dinner/ 3 Seasons / 125
Round tables of 10
Hotel centerpieces
Standing Podium with mic on a riser
30 x 30 Dance floor (as large as possible)
Audio visual:
CD Player @ \$50.00++
Mixer @ \$40.00++
Serve dinner at 7:00pm
Hilton seasonal salad with tomato vinaigrette
____ NY Steak @ \$22.99++ pp
-or-
____ Atlantic Salmon @ \$22.99++ pp
Served with Chef's Choice Starch and Vegetable
Rolls and Butter
Chocolate Mousse
Harvest Punch
Iced tea with lemons
Coffee service

MEETING ROOM RENTAL: See Jennifer on Nov. 7

PAYMENT ARRANGEMENTS: Direct Bill #: 230408

CUSTOMER APPROVAL: X _____

Sa Crla/js

HILTON SALT LAKE
150 WEST 500 SOUTH
SALT LAKE CITY, UTAH 84101
(801) 532-3344 / (801) 534-3450 FAX

BANQUET EVENT ORDER

EVENT COORDINATOR: Mr. Michael O' Hear
PHONE/FAX: 219-481-6817/ 219481-6880
MAILING ADDRESS: 4727 Raleigh Court
Fort Wayne, IN 46835

EVENT DATE: Saturday, November 6, 1998
GROUP NAME: College Reading & Learning Assoc.
EVENT TITLE:
ON-SITE CONTACT: Mr. Michael O'Hear

MEETING

Suite # 194/ Office

Suite # 154/ Hospitality Room

7:30am-8:30am/ SIG Business Meetings/ 20 each

Autumn- Phone line @ \$25.00+

Little Cottonwood

Market Street

Granary

Smokehouse

8:00am-5:00pm/ Resource Room/ Summer/ Flow

8:00am-8:30am/ Chairperson Orientation/ Market West/ 20

8:45am-Noon/ Concurrent Break out Sessions/ 20 ea.

Autumn- Phone line - *Cerm*

Little Cottonwood

Millcreek

Parleys

Emigration

Market West

Market Street

Granary - *Cerm*

Smokehouse

Executive A *230*

Executive B

10:00am-11:00am/ Auction & Recognition Session/ Seasons South/ 200

2:00pm-5:00pm/ Post conference Meetings/ 20 each

Autumn - Phone line - *Cerm*

Market street - *Cerm*

Smokehouse - *Cerm*

2:00pm-5:00pm/ Board Meeting/ Boardroom/ 10

FOOD & BEVERAGE

7:00am-8:30am/ SIG Breakfast Meetings/ Seasons South/ 30 people

Round tables of 10

Hotel Centerpieces

All American Plated @ \$10.99++ per person

Scrambled eggs with cheese

Ham and breakfast potatoes

Assorted pastries

Orange juice

Coffee station in room

9:45am-10:00am/ Break/ Seasons South/ 350 people

10 Coffee, Decaf, Tea, @ \$30.00++ per gallon

Noon-1:00pm/ Group on own for lunch/ 200 people

Noon-1:30pm/ Closing Luncheon/ 3 Seasons / 125

Round Tables of 10

Hotel centerpieces

Head Table for 10 people on a riser

Standing podium with mic centered on head table

Audio visual: 12' screen @ \$75.00++

Mixed greens & citrus fruit salad with poppy seed dressing

Oriental chicken stir fry @ \$12.99++ per person

Rolls and butter

Pecan Pie

Harvest punch

Iced tea with lemons

Coffee service

Vegetarian Meal: 4 Pepper Penne Pasta

2:00pm/ Break/ Boardroom/ 9

(9) Asst. Soft drinks @ \$2.00++ each

(1) Doz. Cookies @ \$18.00++

MEETING ROOM RENTAL: See Jennifer on Nov. 7

PAYMENT ARRANGEMENTS: Direct Bill #: 230408

CUSTOMER APPROVAL: X _____

Crla/js

CRLA
Annual Committee Reports
1997 - 1998

31st Annual Conference
November 4th - 7th, 1998
Salt Lake City, Utah

PROFESSIONAL DEVELOPMENT COMMITTEE

Karen Agee, Chair

COMMITTEE GOAL

The Committee's purpose is to review a "Tentative Outline of a National Certification Program for Developmental Education Professionals" and recommend action to the Board.

COMMITTEE ACCOMPLISHMENTS

1. Reviewed the document and proposed to the Board a list of critical questions in response to the document.
2. Reviewed the document's lists of basic and advanced competencies and proposed to the Board a number of critical questions in response to the lists.
3. Contact analogous committees of NADE and MCLCA to determine these groups' response to the document.

SUGGESTIONS FOR FUTURE COMMITTEE ACTIONS

1. Attend the ACDEA meeting at the Salt Lake City CRLA conference, if permitted, to consider new information concerning the proposal and hear the originators' response to the committee's questions.
2. Acquire a copy of the forthcoming MCLCA journal article by Shevawn Eaton concerning the proposed National Certification Program.
3. Suggest to the authors of the draft document that a revised version be offered for publication in the "Journal of College Reading and Learning".
4. Consider Martha Maxwell's "fellows in learning assistance" proposal, to be presented at the Salt Lake City conference.

Editor, Journal of College Reading and Learning

Jim Bell, Editor

Maureen Hewlett, Managing Editor

Goals:

To publish on time issues of the Journal of College Reading and Learning.

Accomplishments:

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

* "Call for Manuscripts" advertisements were placed in the following journals:

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

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

Future Actions:

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

- non-CRLA members who have had articles published in back issues of JCRL (i.e., 1990 to 1997)
- authors of articles published in some back issues of the *Journal of Developmental Education*
- individuals who have presented posters or presentations related to our field of interest at conferences (e.g., AHEAD, NADE, Canadian Psychological Association)
- assistant professors and graduate students at various postsecondary institutions in the USA and Canada.

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

CRLA Newsletter
Roslyn Bethke, Editor

Goals:

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

Accomplishments:

- * Three newsletters: Spring 98, Summer 98, and Fall 98.
- * Dates Size Front Page Headlines
- * Spring, 1998 28 pages "Celebrating CRLA's 30th Conference"
(Issue included 12-page 1998 CRLA Directory)
- * Summer, 1998 12 pages "CRLA Welcomes Three New Officers"
- * Fall, 1998 16 pages "Bags Packed for Salt Lake City?"
"CRLA Selects New Mailing Service" (Issue included 4-page Call for Papers)
- * Each issue contains standard features: Columns for the President and President-Elect; Ads for Positions; SIG News; Tutoring News; PAL News; JCRL News; CAS News; Research News from ERIC, Ask CaRLA, and membership form.
- * By having a mailing service which meets the new postal regulations (bar codes for bulk mail), issues should arrive much more quickly. This will greatly enhance the communication process. Newsletters were taking a month to arrive after they were printed and mailed out.
- * For the past year I have worked with a different typesetter. She is also someone who works in desktop publishing as a sideline business. Her full time job is here at the college in the Graphics Dept. Our proximity has been extremely beneficial.

Future Action:

There are several recommendations I want to make to the next newsletter editor since the 1999 conference will serve as the transition period for the editorship.

- 1) Investigate whether your institution will support the newsletter by printing it on their own presses; actual materials and postage can be charged back to CRLA.

(Future Action continued)

- 2) If your institution will print the newsletter, attempt to find a typesetter from the campus publicity staff who also has a sideline desktop publishing business.
- 3) Find a group of people (at least seven) at your institution who are willing to proofread diligently when the deadlines occur.
- 4) Consider the system in place for printing professional documents. For example, the Graphics Dept. at JCCC uses Quark Express (Macintosh) as its professional software. Quark has been easier than Pagemaker for me to work with (i.e., the typesetter can make more changes during the proofreading process with less frustration.) In addition, I (a PC user) have found that I can cut and paste documents into email and send it to my typesetter. She can retrieve the copy on her Macintosh through Outlook Explorer at home. She can arrange the copy at home according to my specifications and bring it to work to put it on film (which the college supports). This process has worked well this year for both her and me. My institution would not agree to do the actual typesetting and graphics due to the expense. The present typesetter charges \$30 per page and \$10 per picture scan. The present procedure is a good deal for CRLA and minimizes the headaches for JCCC.
- 5) With the new mailing service, I was able to have Executive Services Group email me the file of address labels needed by my institution. I then merely had to send the file to the appropriate department. This eliminated work for everyone concerned because my institution can now address the newsletters electronically with the proper bar codes, etc. for quicker mailing.
- 6) I will be happy to work with the future editor to ensure a smooth transition.

Site Selection
Sue Brown, Chair

Goals:

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

Accomplishments:

I have worked with Maureen Cronin from the University of Nevada in Reno and Tina Dakin from Western Nevada Community College in Fallon to develop a bid for the annual conference in 2000. We have a contract from John Ascuaga's Nugget in Reno. This is a family owned hotel and casino, catering to conventions. The convention center and hotel are next to the casino. I visited this hotel in June and we are in the final stages of negotiating the contract.

I have been contacted by the Aston Wailea Resort in Maui and while in Hawaii in May, I visited the resort. I have spoken to an individual who might be interested in hosting a conference in Hawaii. I would like to explore this possibility.

I have also been approached about the possibility of having an eastern conference in New Jersey or Philadelphia. Valerie Stephens from Rutgers has been investigating sites.

Future Actions:

I would suggest that we survey the membership to find out where they would like to have the conferences, how far away from the traditional sites they are willing to go and how much they are willing to spend on hotels.

We also need to find more people who are interested in hosting conferences. Perhaps we could do a session on what's involved in hosting a conference. We may need to more actively inform the membership about the benefits of hosting a conference. The Board should consider providing incentives to the conference workers such as reduced or waived conference fees.

School budgets are getting leaner and it is more difficult to provide resources and services to the conference on-site chairpersons. In the future there may be a greater need for CRLA to provide secretarial assistance, audio visual rental support, etc., to the on-site chairpersons.

Upcoming Conferences:

New Orleans, Louisiana	November 3-7,	1999
Reno, Nevada	November 8-12	2000 (pending)

PAST OFFICERS COUNCIL
Susan Deese-Roberts, Chair

COMMITTEE GOALS

1. To organize their group into a new "committee" of the organization with expressed purpose of serving as a consultant group to the Board.

COMMITTEE ACCOMPLISHMENTS

1. Created a "charter" for the new committee along with group name, charge, and procedures for selecting chairpersons and chairpersons-elect.
2. Selected Karen Smith as Chair-elect for the 1997-98 and will begin her term as Chairperson after the 1998 conference.
3. Formed a group of past officers to work with the Board on a joint meeting with NADE. Volunteers included Tom Gier, Sue Brown, and Susan Deese-Roberts.

SUGGESTIONS FOR FUTURE COMMITTEE ACTIONS

1. During 1998-99, the POC will explore areas in which it can make contributions to CRLA and present those ideas to the Board.

SPECIAL INTEREST GROUPS

Patti Dozen, Coordinator

COMMITTEE GOALS

1. To oversee Special Interest Group Leaders and communicate regularly with them, act as a liaison for them to the President and President-Elect.
2. To publicize SIG activities through the CRLA newsletter and at the annual conference.

COMMITTEE ACCOMPLISHMENTS

1. At the request of the President-Elect, arranged and scheduled SIG meetings and breakfasts.
2. Printed handouts of the SIG directory for the conferees.
3. Wrote articles about SIG activities for the newsletter.
4. Participated in the Leadership workshop at the conference.
5. Wrote the annual report and gave the report at the conference board meeting in Sacramento.
6. Set up the SIG display at the conference.
7. Visited the SIG meetings and breakfasts at the conference.
8. Arranged for the establishment of two new SIGs, Paired Course and Distance Learning.
9. Substituted for SIG leaders who planned activities but were not able to attend due to emergencies.

SUGGESTIONS FOR FUTURE COMMITTEE ACTIONS

1. To make email and listserve communication available within the organization. This would allow SIG leaders to provide easier communication to the SIG members without the strain of creating a newsletter.

Webpage
Susan Halter, Editor
Joe Millsap, Managing Editor

Goals:

To maintain and update information for the CRLA website page.

Accomplishments:

The website is up and running, but not very informative. We had a number of problems with it this year, prompting me to wonder whether the position was a cursed one!

We had major..MAJOR..equipment problems this year. Most are resolved, it seems, but over the last few weeks Bell South, who maintains our lines out to the world, has had equipment failures, shutting us down completely. Power outages related to three hurricanes in September and a generally wet summer also created problems for them. A few times, pages I posted mysteriously disappeared--mostly for my class, but possibly for the organization's site. I have been assured that the server had not gone down and had a backed-up version posted, but that is what it kept looking like to me.

Additionally, I found it difficult to determine what needed to be on the site. I do not have the long-term or in-depth experience with CRLA to effectively make decisions as to what needs to go up on the web and what doesn't, and even when I do know what needs to go, I'm not always sure where to find it. My expectation was that people would send me stuff I could scan in and post to the web. I've edited enough newsletters that I should have known better, but maybe I've learned.

To further complicate matters, I have had little professional time to devote to anything but a major conference in New Orleans that I'm in charge of.

Future Action:

As of early Fall, we acquired a web-literate tutor (at our institution?) who would be delighted, I am sure, to earn an extra \$500. I'm wondering if it would help if we continued to host the site for a while, and even put the information up there, but if we found somebody to do the general design and gather the information and make decisions about it? I will present this idea to the Board at the Conference in November.

COUNCIL FOR THE ADVANCEMENT OF STANDARDS

Becky Johnen, Representative to the CAS Board

CAS GOALS

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

CAS ACCOMPLISHMENTS

1. Released the revised edition of the *CAS Book of Professional Standards for Higher Education* (Blue Book).
2. Worked on correcting the "Standards for Learning Assistance Programs" contained in the 'Blue Book'.
3. Revised the self-assessment guides for learning assistance programs.
4. Drafted a proposal for a CAS Colloquium.
5. Shared the final report of the quality assurance committee.
6. Authorized development of a CAS web page.
7. Submitted, on a regular basis, articles to the CRLA Newsletter regarding CAS.
8. Presented (with the NADE representative to CAS) at the 1998 CRLA Annual Conference a session on the work of CAS and standards and self-assessment guides for learning assistance programs and the relationship between the work of CAS and CRLA's tutor certification and NADE's self-assessment guides.

SUGGESTIONS FOR FUTURE CAS ACTION

1. Continue the Association's relationship with the CAS Board.
2. Continue to work with the CAS Board to achieve accuracy in all materials related to learning assistance programs and in all references to CRLA.
3. Publish (after October 1998) in the Journal of College Reading and Learning the learning assistance program standards.

PROFESSIONAL ASSOCIATION LIAISON COMMITTEE

Becky Johnen, Chair

COMMITTEE GOALS

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

COMMITTEE ACCOMPLISHMENTS

1. Added nine professional organizations to the database, bringing the total to 23 (CASP, College Composition Communication Conference, Texas Association of Developmental Association, Teachers of English to Students of Other Languages, and the five listed in the establishment of liaison agreements).
2. Signed five new liaison agreements: Interstate Development Reading Association, Mid-Atlantic College Reading Association, New Jersey Learning Centers Association, New Jersey Association of Developmental Educators, Pennsylvania Association of Developmental Educators.
3. Revised the quarterly reporting cycle and updated the report form.
4. Revised the "Agreement of Collaboration" and "Liaison Agreement" forms.
5. Surveyed liaisons to determine ways to strengthen the committee.
6. Submitted, on a regular basis, articles to the CRLA Newsletter.
7. Conducted, by liaisons, seven co-sponsored sessions at conferences.

SUGGESTIONS FOR FUTURE PALS COMMITTEE ACTION

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

MEMBERSHIP
Rosalind Lee, Coordinator

COMMITTEE GOALS

1. To maintain the records of the membership.
2. To answer inquiries about membership from potential and current members.
3. To maintain labels and stationery and provide the same to CRLA officers.
4. To handle inquiries regarding back issues of the JCRL.
5. To advise the board on external mailing service contractor and to monitor same.

COMMITTEE ACCOMPLISHMENTS

These are in addition to the regular maintenance duties listed above.

1. Recovered lost database and records from neighborhood Data and Mail (During this period (October 1997) the CRLA MAC hard drive I was supplied with crashed and the CRLA inkjet printer I had been using no longer worked. The board authorized me to purchase new equipment. Meanwhile, my college installed a new PowerMAC in a faculty common area. I was able to use this for the database and did not make the authorized purchase of hardware; those dollars remain in the CRLA budget.)
2. Purchased Filemaker Pro 4, upgrading the software used for the database.
3. Assisted board in looking for another contractor.
4. Assisted board in site investigation of 2 companies and made recommendations.

SUGGESTIONS FOR FUTURE COMMITTEE ACTIONS

1. Next year will obviously be transitional as CRLA begins to use Executive Services Group (ESG). Most of the routine tasks of the membership coordinator may be taken over by ESG. Additionally, ESG may increase their services to CRLA, e.g. by sending out SIG Newsletters. The move to ESG will result in increasing expenses which will need to be closely monitored.
2. The role and duties of the Membership Coordinator may change from being primarily clerical to assisting the board in planning recruitment strategies.

ELECTIONS COMMITTEE

Patricia Mulcahy-Ernt, Chair

COMMITTEE GOALS

1. To seek candidates for the annual election for the open positions on the CRLA Executive Board. During the 1998 election year these positions were for President-Elect and for Treasurer.
2. To manage the elections process in accordance with the CRLA Constitution and Bylaws.

COMMITTEE ACCOMPLISHMENTS

1. Solicited nominations for President-Elect and for Treasurer.
2. During the 1997 conference met with potential candidates.
3. Provided each person interested in running for office a job description and discussed the roles and responsibilities of those elected as President-Elect (and subsequently President and then Coordinator of States and Regions) and Treasurer.
4. Verified nominees willingness to serve, if elected.
5. Prepared a slate of Board-approved candidates.
6. Collected appropriate supporting documentation for the nominations, including letters of institutional support, photographs for the ballot, and related statements for the ballot, such as descriptions of educational attainment, work experience, CRLA leadership roles, and goals for CRLA.
7. Prepared election information for the CRLA Newsletter.
8. Created the election brochure and ballot.
9. Had the election brochures, ballots, and return envelopes printed.
10. Obtained the set of mailing labels from the Membership Chair and prepared the ballots for mailing.
11. In accordance with the Executive Board's approved timeline for the election, posted the return date on the ballots and mailed the ballots.
12. Collected the returned ballots.
13. Tabulated the returned ballots with a committee of three CRLA members.
14. Prepared a final report for the President and other members of the Executive Board about the election results. This report included the final tally for each candidate and included the tally of returned ballots from each state and Canada.
15. Mailed all ballots to the President along with the final election report.

SUGGESTIONS FOR FUTURE COMMITTEE ACTIONS

1. Revise the CRLA by-laws, as needed, for the election timeline.
2. Review the mailing process, particularly for international members.
3. Investigate additional ways of soliciting members to run for office on the Executive Board.

EVALUATIONS

Jan Norton, Chair

COMMITTEE GOALS

My immediate goal is to get through the Salt Lake conference, for which I will be doing the evaluations, one research presentation with a student, one panel discussion, one SIG-sponsored presentation with two other learning center managers, providing one-third of an institute, and heading the SIG meeting.

COMMITTEE ACCOMPLISHMENTS

Depending on what kind of stock CRLA has of its current evaluation form, I'd like to see about changing it to get away from the "easy A" responses (e.g., just circling all five's in one big circle, perhaps without really assessing each item's merits). At the least, I'd like to see if this is an issue for presenters or conference organizers; perhaps I'm in the minority in my preference for more thoughtful, specific feedback.

I would like to look into adding other data codes to track trends or preferred topics or delivery methods or whatever else the Board might want to know about.

When I talk with the session moderators, I hope to convince them to remind session attendees to keep in mind how much people like and depend on feedback: I would like to have attendees fill out the session/conference evaluations with the same encouraging honesty and focus on improvement that they bring to assessing their own students.

SUGGESTIONS FOR FUTURE ACTIONS

Actually, I would like to gather some sort of committee, though perhaps what I'm really thinking of is more like a temporary focus group to help look into some concerns and give me more than my own voice in decisions. For example, I'd be interested in some sort of post-conference evaluation, something to get at what really turned out to be helpful when the person got back to work. Such a thing requires time and money.

I also would like to look into issues of anonymity with the conference session evaluations. The carbon forms are convenient and they let the presenter get some quick feedback, but I wonder if there are circumstances. I know that I have simply not filled out the form when I'm one of only a handful of people at a less-than-wondrous session--who wants to be the downer, especially if your opinions are unique or your handwriting is recognizable?

CRLA Political Action Committee
Gail Platt, Chair

Goals:

The issues surrounding developmental education ("Should taxpayers pay twice for beginning algebra - once in high school and again in college?", "Who *belongs* in college?," "Is open-access compatible with academic standards?") are political issues. The Political Action committee has been formed to address these concerns.

Accomplishments:

- Collecting information concerning political issues, state-by-state as well as nationally.
- Providing a forum for CRLA members to share their concerns and voice proactive strategies for disseminating information about developmental education and college academic support services.
- Providing information to the CRLA Board concerning timely and appropriate responses of the organization to current political trends and policies.

Future Actions:

The committee will have its first meeting at the 1998 Salt Lake City CRLA Conference. Although some chapters have appointed members to the committee, the chair of the committee wishes to invite all CRLA members who are interested in political issues influencing the future of developmental education to attend this meeting.

The meeting will include organizational activities as well as identifying focus groups for 1999.

**International Tutor Certification Program
and
International Mentor Certification Program**
Co-Chairs, Gladys Shaw and Robin Melton

Goals:

The general goals of the Certification programs are:

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

Accomplishments:

In 1998, a Mentor Certification Program was added to the certification program and the name was changed to the International Tutor Certification Program and International Mentor Certification Program. In 1997-98 the committee requested and the Board approved a fee increase from \$25 to \$50 for the five year certification. The fees are the same for each certification program: \$50 first year; \$25 three-year renewal; \$50 five-year renewal. The new Mentor Certification program now also has in place a complete set of forms and guidelines, evaluator's packet and presentation module.

This year the committee continued to function as a participative decision-making body and as individual and cooperative conference presenters as well as evaluators. The coordinators and committee members will present a second annual institute for tutor trainers at the 1998 Annual Conference. Other presentations by the coordinators and committee members included presentations at the Texas Conference for Academic Support Programs, NADE, NTA, MRADE, TNADE, ARKADE, MCLCA, SCADE, and NMCRLA. Mentoring contacts totaled in the hundreds. In addition to the presentations noted above, the Certification Program was publicized in national and state newsletters of NADE, CRLA, Commission XVI, the CRLA Tutoring Exchange, and at the advanced Kellogg Institute.

The Second Annual Institute for Tutor Trainers will be presented in Salt Lake City, and the first Tutor Training Leadership Institute for training tutors will be piloted at the 1998 CASP Conference in Dallas in October, 1998. The coordinators worked closely with Dr. Russ Hodges to implement this pilot and participating tutors will receive certification credit of four hours.

Additional achievements included the following:

- 1) Resource Guide of publicity ideas
- 2) Tutor Training Bibliography
- 3) Statement of Missions and Goals
- 4) Purchased an embosser for seals for program certificates with Boards approval and financing.
- 5) Revised the web page information twice
- 6) Prepared an information insert for the membership form
- 7) Pilot project of gift items for certified tutors carrying the CRLA logo

Future Actions:

- 1) Obtain endorsements of other professional organizations for the Mentor Certification Program.
- 2) Update presentation modules for Tutor Certification with new data.
- 3) Try again to interest the Board in getting our programs included in the Kellogg, Winter and MCLCA Institutes and to help finance presentations at State and Regional Conferences.
- 4) Organize a third annual Training Institute for Tutor Trainer and organize or assist a second state training institute for tutors at CASP.
- 5) Make the Program Committee meeting a regularly scheduled meeting at the annual conference so it doesn't have to be rethought, etc., every year.

Archivist
Karen Smith, Chair

Goals:

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

Accomplishments:

1. A consultant was found who designed a feasible computerized archival program using Lotus Notes.
2. A contract was negotiated and approved.
3. Display Board was prepared and delivered.

Not Accomplished: The actual computerizing of the archives was never initiated. The consultant left the area and took a position in which he was no longer a Lotus Notes Partner. Another contractor has not been found at this time.

Future Actions:

1. Advertise for a computer consultant who can develop an appropriate and efficient system for the archives.
2. Initiate a contract that meets the approval of the Board.
3. Place the basic informational materials in the computerized archives: Board meetings and other primary information, such as guides for developing a conference proposal, application for tutor certification, etc.

Parliamentarian
Carmen Springer-Davis, Chair

Goals:

1. Upon appointment of CRLA President with Board consent, serve as ex-officio member of the board.
2. Serve as ex-officio member of any ad hoc Bylaws committee whose chair has been appointed by the President.
3. Maintain on file the most up-to-date copies of CRLA Bylaws.
4. Serve as consultant for all questions of procedure relating to the Bylaws or to the conduct of a meeting.
5. Route suggestions for revision of Bylaws through the board.
6. Attend all official meetings of the general membership.
7. Maintain records for budget allocation when provided; submit financial report to the Board during one of the annual fall Board meetings; submit proposed budget to the Treasurer by May 31st.
8. Retain membership in the Association.
9. Send copies of appropriate correspondence regularly to the Archivist.
10. Update this job description at end of term of office.

Accomplishments:

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

- A) Attended all official meetings of the general membership.
- B) Retained membership in the Association.
- C) Asked for questions or comments from the floor during the business meetings of the 1997 conferences.

There were no expenditures, correspondence or Bylaw revisions.

Future Actions:

I think that routing suggestions for revision of Bylaws through the Board might be better performed by the Bylaws Chair .

AWARDS AND SCHOLARSHIP COMMITTEE

Dr. Valerie Smith Stephens, Chair

COMMITTEE GOALS

1. To provide financial support to CRLA members pursuing professional development.
2. To recognize contributions of CRLA members who have provided outstanding leadership and service to the organization.

COMMITTEE ACCOMPLISHMENTS

1. Revised the Scholarship Raffle held at the Annual CRLA conference.
2. Increased the awareness of and the participation in Scholarship Raffle.
3. Recruited four new members to the committee.
4. Created new application forms for the Research, Distinguished Research, Kellogg, Long and Outstanding Service and General Scholarship Awards.

SUGGESTIONS FOR FUTURE AWARDS AND SCHOLARSHIP COMMITTEE ACTION

1. Promote ways to increase nominations for the Long and Outstanding Service Award.
2. Increase the amount of items to be auctioned off at the Scholarship Raffle.

CRLA BYLAWS COMMITTEE
Denise McGinty Swann, Chair

COMMITTEE GOALS

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

COMMITTEE ACCOMPLISHMENTS

1. Reviewed all previous bylaws to determine inconsistencies, inaccuracies or omissions and recommended changes.
2. Reviewed election procedures and recommended changes.

SUGGESTIONS FOR FUTURE BYLAW COMMITTEE ACTION

1. Give to each CRLA member a copy of the bylaws when they join the organization.
2. Work with the CRLA secretary to ensure that board actions resulting in bylaw changes are communicated and voted upon by the membership.

CONFERENCE EXHIBITS

Donna Wood, Chair

COMMITTEE GOAL

The purpose of the exhibits committee is to manage the major aspects of the annual conference exhibits.

COMMITTEE ACCOMPLISHMENTS

1. Sent packet of information to potential exhibitors.
2. Encouraged exhibitors to become corporate sponsors.
3. Collected fees from exhibitors for conference participation.
4. Prepare list of exhibitors for drayage company.
5. Send copies of checks and bank statements to CRLA treasurer.
6. Maintain communication with president and president-elect.
7. Oversee exhibits during conference and provide small gifts for the exhibitors.

SUGGESTIONS FOR FUTURE COMMITTEE ACTIONS

1. Have ads sent directly to president-elect.
2. Start early to attract corporate sponsors.
3. Keep abreast of publishing mergers.

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING Friday, November 6, 1998 Salt Lake City, Utah Summary of Minutes

Salt Lake City Hilton

Board Room

Members present: Kathy Carpenter, *President*; Michael O'Hear, *In-coming President*; Pat Jonason, *President-elect*; Sylvia Mioduski, *Treasurer*; Lorraine Dreiblatt, *Secretary*; Vince Orlando, *Past President*; Roz Bethke, *Newsletter Editor*; Rosalind Lee, *Membership chair*; Gretchen Starks-Martin, *In-coming Treasurer*

The meeting was called to order at 3:00 p.m.

1. Site selection for the 2000 Conference

Tina Dakin and Maureen Cronin, appointed conference site chairs for 2000 joined the Board. They passed out literature about the proposed site in Reno, Nevada at John Ascuga's Nugget Hotel. A discussion followed about AV equipment rental, food, etc. The Board accepted the bid for the Reno Conference to be held Nov. 8-11, 2000.

2. PALS

Becky Johnen reported a low turnout for the meeting held this morning. The goal of the committee is to continue to develop new linkages with other organizations and boards.

3. CAS

Becky reported that this committee meets twice a year; Georgine Materniak, alternate will attend the meeting next week. Proposed changes in the self-assessment guide standards are now available to published in the journal and on the website. Becky will write an introduction for CRLA to be published in the journal.

4. Strategic Plan

This will be a main item at the spring Board meeting. The Strategic Planning Committee of five to seven members with committee chairs involved with appropriate action will have specific action plans for each goal. The Board approved a three-year term for this committee with Becky as chairperson. Progress will be regularly reported to the Board with the approved Plan published in the next newsletter.

The Board offered special recognition to Becky for the development of the Strategic Plan.

5. LAC Monograph

Frank Christ, Karen Smith and Rich Sheets joined the meeting. A copy of the Monograph will be provided to the Board by March 1. The Board will decide who will write the preface. The

Monograph will be published by H & H Publishing Co. And become CRLA property with royalties returned to the organization. After Board approval, Karen will work with the publishing company to refine the contract. The Board approved expenses of not to exceed \$600 for Karen to meet with Rick Sheets and Frank Christ in February.

The Board extended its appreciation to the committee.

6. Archives

Karen Smith is updating the history of CRLA. Access to the archives will be limited to Karen and one Board member. The Board requested that Karen complete a selective history by May 1, 1999, with another company since the first one with whom she contracted has gone out of business.

Karen also reported that the display board will be ready for Mike to take to the NADE Conference. She also distributed the brochure for the Winter Institute '99 encouraging all to attend.

7. Journal editor

Vince reported a lack of applicants for editor, but will attempt to solicit applicants at the Conference.

8. Tutor Certification

Gladys Shaw and Robin Melton distributed the *CRLA Selected Bibliography for Tutor Training and Supervision, The Final Report, and Resource Guide*. Gladys also displayed the new certification with the embossed seal. She reported that currently over 400 certified programs are operating. A discussion followed about the continuity of tutoring certification. Gladys agreed to continue in her position as chair until the next Newsletter.

9. Mentor Certification Program

Gladys agreed to chair the combined program through the next conference. She also agreed to survey the present committee to see if separate committees for each program are desired and request volunteers to serve for the mentoring program. She suggested certifying tutor trainers. The Board was reminded that NTA now certifies individuals and noninstitutional tutoring programs. It was decided to include this topic in the member survey. The Board approved funds for Gladys to attend the Developmental Association meeting in South Carolina on November 9, 1998, to promote ITCP and also to add future requests through a budget proposal.

10. Elections

Pat Mulcahy-Ernt joined the meeting and gave Vince the election notebook which she created. She announced that she is currently serving as the director of the New England Regional Chapter and is planning a one-day conference for the members.

The meeting was adjourned at 5:30 p.m.

The minutes were approved December 9, 1998.

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING Friday, November 6, 1998 Salt Lake City, Utah Minutes

Salt Lake City Hilton

Board Room

Members present: Kathy Carpenter, *President*; Michael O'Hear, *In-coming President*; Pat Jonason, *President-elect*; Sylvia Mioduski, *Treasurer*; Lorraine Dreiblat, *Secretary*; Vince Orlando, *Past President*; Roz Bethke, *Newsletter Editor*; Rosalind Lee, *Membership chair*; Gretchen Starks-Martin, *In-coming Treasurer*

The meeting was called to order by Kathy, President at 3:00 p.m.

1. *Site selection for 2000 Conference*

Tina Dakin and Sue Brown joined the Board meeting to discuss the Conference of 2000. They passed out literature about the proposed site in Reno, Nevada at John Ascugua's Nugget Hotel (*Attachment A,B*). A discussion about AV equipment rental, food, etc. followed.

Vince moved that we accept the bid for the Reno Conference to be held Nov. 8-11, 2000. Mike seconded. PASSED.

Sylvia moved that Tina Dakin and Maureen Cronin be appointed conference site chairs for 2000. Mike seconded. PASSED.

2. PALS

Becky Johnen joined the meeting. She reported a low turnout for the meeting held this morning. The goal of the committee is to continue to develop new linkages with other organizations and boards.

3. *CAS*

Becky also reported that this committee meets twice a year; Georgine Materniak, alternate will attend the meeting next week. Proposed changes in the self-assessment guide standards are now available to be published in the journal and on the website. Kathy asked Becky to write an introduction for CRLA to be published in the journal.

4. *Strategic Plan*

Will be main item at spring board meeting. Strategic Planning Committee will have specific action plans for each goal. This committee includes five to seven members with committee chairs involved with appropriate action.

Vince moved that a committee be formed for a three year term under Becky Johnen to formulate action plan for the Strategic Plan. Sylvia seconded. PASSED.

Progress will be regularly reported to the Board. The committee members will be chosen before the December conference call. The approved Plan will be published in the next newsletter.

Lorraine moved that the Board offer special recognition to Becky for the development of the Strategic Plan. Mike seconded. PASSED.

5. *LAC Monograph*

Frank Christ, Karen Smith and Rick Sheets joined the meeting. They stated that a paper copy of the Monograph will be provided to the Board by March 1. The Board will decide who will write the preface. It will be published by H & H Publishing Co and become the property of CRLA; royalties will be returned to organization. After Board approval, Karen will deal with publishing company. Mike will sign the contract.

A copy of the NADE contract with H & H will be reviewed before the final contract with CRLA is presented at Spring Board meeting. Karen asked the Board for financial support to meet with Rick Sheets and Frank Christ.

Vince moved that CRLA support a trip, with expenses not to exceed \$600, for Karen Smith to meet with Rick Sheets and Frank Christ in February. Sylvia seconded. PASSED.

The Board extended its appreciation to the committee.

6. *Archives*

Karen Smith is updating the history of CRLA. Access to archives will be limited to Karen and one person from the Board. The Board requested that Karen complete a selective history by May 1, 1999 with another company since the first one with whom she contacted has gone out of business..

Karen also reported that the display board will be ready for Mike to take to the NADE Conference.

She also distributed brochures for the Winter Institute '99(*Attachment D*) encouraging all to attend.

7. *Journal editor*

Vince reported a lack of applicants for editor of the Journal. He will attempt to solicit applications at the Conference.

8. *Tutor Certification*

Gladys Shaw and Robin Melton joined the meeting. They distributed the *CRLA Selected Bibliography for Tutor Training and Supervision (Attachment E)*, *The Final Report (Attachment F)* and *Resource Guide (Attachment G)*. Gladys also displayed the new certification with the embossed seal. Gladys reported that currently there are over 400 certified programs. A discussion followed about the continuity of tutoring certification. Gladys agreed to continue in her position as chair until the next Newsletter.

9. *Mentor Certification Program*

A discussion was held regarding this program. Gladys agreed to chair the combined program through the next conference. She will also survey the present committee to see if separate committees for each program are desired and request volunteers to serve for the mentoring program.

Gladys suggested certifying tutor trainers. The Board was reminded that NTA now certifies individuals. Certifying noninstitution tutoring programs was discussed. It was decided that this topic will also be included in the member survey.

Gladys requested \$600 for expenses to attend the Developmental Association meeting in South Carolina on November 9, 1998 to promote ITCP. She also requested that additional funds be allocated to attend professional conferences in the next year.

Mike moved that CRLA provide funds for Gladys to attend the meeting in South Carolina and also to add future requests through a budget proposal. Vince seconded. PASSED. (Attachment I)

10. Elections

Pat Mulcahy-Ernt joined the meeting. The Election notebook which she created was handed to Vince. She announced that she is currently serving as the director of the North-east Regional Chapter and is planning a one-day conference for the members.

The meeting was adjourned at 5:30 p.m.

The minutes were approved December 9, 1998.

COLLEGE OF READING AND LEARNING ASSOCIATION

BOARD MEETING Friday, November 6, 1998 Salt Lake City, Utah

List of Attachments

- A. Reno, Sparks - Lake Tahoe, 1998 Visitor Planner
- B. John Ascuaga's Nugget Booklet
- C. Contract for Reno Conference
- D. Brochure for Winter Institute '99
- E. A Selected Bibliography for Tutor Training and Supervision
- F. Annual Report of the International Tutor and Mentor Certification Program
- G. A Resource Guide by ITCP
- H. Certification of Mentor Programs: Purpose, Procedures, & Guidelines
- I. Request from Gladys Shaw for expense money to attend South Carolina Developmental Education Conference

CENTER FOR LEARNING ASSISTANCE

MSC 5278
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001
Telephone: (505) 646-3136



October 13, 1998

Dear Kathy:

I am faxing you the contract for John Ascuaga's Nugget in Reno. It's a very nice hotel with quite a large convention area. The hotel and convention center are separate from the casino. You don't have to go through the casino to attend the conference which is nice for those people who don't like casinos. It also is not located on the strip so there would be fewer distractions for our members. Overall, I was very impressed with the facilities and think it would be a great place for a CRLA conference.

There are a couple of things to note:

1. All equipment must be rented through the hotel except for laptop computers. I've listed the equipment that was used in Sacramento and compared the rental prices for the two hotels. Except for the data projectors and CD audio players, everything is cheaper to rent in Reno. I wasn't able to get the cost for the computers because it will depend on what type we need.
2. We do have to use their beverages and food in the hospitality room.

Please look everything over and let me know what you think. If you need more information, I will send it.

I'll look forward to hearing from you.

Sincerely,

Susan C. Brown

**Estimated Cost of Equipment
for CRLA Annual Conference**

	Rented in Sacramento	Rented in Reno
2 computers	\$100/day 600	? ?
1 audio tape player	\$30/day 90	\$25/day 75
11 overhead projectors	\$75/day 2,475	\$25/day 825
5 projection screens (6')	\$25/day 450	\$15/day 225
1 projection screen (8')	\$30/day 90	\$20/day 60
4 data projectors (NEC)	\$400/day 4,800	\$450/day 5,400
8 wheeled carts for AV equip. & moving items	\$15/day 360	\$15/day 360
4 VCR packages (player+monitor+cart)	\$185/day 2,220	\$150/day 1,800
7 power cords and power splits	\$5/day 105	\$3/day 63
1 slide projector	\$70/day 210	\$35/day 105
1 CD audio player	\$45/day 135	\$60/day 180
11 flip charts/whiteboards	\$45/day 1,386	\$24/day 792
Total =	<u>12,921</u>	<u>9,885</u>



RECEIVED SEP 28 1998
 1100 Nugget Avenue, Post Office Box 7
 Sparks, Nevada 89432-07
 (702) 358-3300/1-800-843-24
 Room Reservations Only 1-800-648-1

September 22, 1998 -- Revised

Dr. Susan Brown, Site Selection Chair
 COLLEGE READING AND LEARNING ASSOCIATION
 P.O. Box 3001, Dept. 5278
 Las Cruces, NM 88003

Dear Susan:

John Ascuaga's Nugget is pleased to confirm the following arrival/departure pattern for the November 2000 convention of the College Reading and Learning Association:

<u>DATES</u> - 2000	<u>ARRIVALS</u>	<u>TOTAL ROOMS</u>	<u>DEPARTURES</u>
Tuesday, November 7	80	80	
Wednesday, November 8	120	200	
Thursday, November 9		200	
Friday, November 10	25	225	
Saturday, November 11		150	75
Sunday, November 12		5	145
Monday, November 13			5

NOTE: The above room block may be adjusted based upon the 1998 conference of the College Reading and Learning Association.

RATES

Our 2000 convention rate is \$96.00, single or double occupancy, subject to prevailing sales tax.

The above group rates will apply three (3) days before and three (3) days after the convention dates on a space available basis.

COMPLIMENTARY POLICY

John Ascuaga's Nugget will provide one (1) complimentary room night for every fifty (50) rooms occupied, to be taken from total rooms utilized on a cumulative basis. John Ascuaga's Nugget also provides complimentary meeting and function space; complimentary shuttle service to and from the airport; complimentary self and valet parking; and complimentary use of the fitness center, pool and spas.

Over and above the one per fifty, if the contracted room block is picked up, John Ascuaga's Nugget will also provide three (3) Petite Suites at the Convention Rate; five (5) staff rooms at fifty percent of the Convention Rate and one complimentary one-bedroom suite.

College Reading and Learning Association
September 23, 1998
page 2

The Hotel will also provide four (4) amenities to VIPs to be determined, as well as four (4) limousine transfers to and from the airport.

SUITES

A sufficient number of parlors, to be included in the above commitment, will be available to your group to be used with suites of all types. A one-bedroom suite is the equivalent of two (2) regular rooms, a two-bedroom suite is the equivalent of three (3) regular rooms, and the VIP Suite is equivalent to four (4) regular rooms. A limited number of special suite types may be available but must be reserved and cleared in advance through this office. These include the Deluxe and Petite suites.

MEETING AND FUNCTION SPACE

Based upon the utilization of the above room block, we will hold proportionate space for your group. There is no charge for our meeting, function or exhibit space. You agree to abide by John Ascuaga's Nugget Policies and Procedures for meeting and function space. The enclosed convention brochure includes diagrams which graphically depict the public space available here at John Ascuaga's Nugget.

CONVENTION PROGRAM

The College Reading and Learning Association will furnish John Ascuaga's Nugget a tentative schedule at least six (6) months in advance of the convention and a firm and detailed program sixty (60) days in advance of the convention. If the above schedules are not provided within each of the above specified times, John Ascuaga's Nugget shall only be obligated to provide meeting functions space on an availability basis.

AGENDA

Appropriate meeting and function space will be set aside to accommodate your meeting requirements, including 8-10 breakout rooms; one room for your Board meetings; exhibit room; general sessions for 350-600 people; office; and all catering and function requirements.

College Reading and Learning Association
September 23, 1998
page 3

We have your meeting agenda on file and, upon finalization of a contract, a member of our Convention Services Department will contact you to discuss and confirm all arrangements.

FOOD AND BEVERAGE

I am enclosing our current banquet menus. Catered menu prices will be quoted six (6) months prior to your meeting. Should you have any questions, please contact our Catering Department, 702/356-3300, Ext. 3371.

AUDIO/VISUAL

It is a policy of John Ascuaga's Nugget that all audio/visual equipment will be rented from the Nugget's in-house Audio/Visual Department. Please note the enclosed list of current charges.

CORKAGE

It is the policy of John Ascuaga's Nugget, as a full-service hotel, and having been issued a food and liquor license from the Liquor Commission, that no beverages or food may be brought into the hotel from the outside. We ask that you convey this information to all of your attendees and especially those who plan to have hospitality suites.

ROOM RESERVATIONS

John Ascuaga's Nugget will provide the Association with 1500 reservation cards to be mailed to potential attendees. These cards will then be mailed to the Nugget's Reservations Department via the enclosed self-addressed envelope.

Please indicate if you would like reservations to be made by telephone direct by attendees and if the Association will be submitting a rooming list of VIPS and staff.

CUT-OFF DATE

The cut-off date for reservations is thirty (30) days prior to the first arrival dates. All rooms not accounted for thirty (30) days prior to the start of your meeting must be released back to the hotel. However, we will be happy to review all remaining rooms, excluding suites, on your cut-off date and work with you to retain a sufficient amount. All requests for reservations will then be confirmed subject to room availability.

College Reading and Learning Association
September 23, 1998
page 4

DEPOSIT POLICY

John Ascuaga's Nugget requires a one night's room deposit, per room, to guarantee accommodations. We accept all major credit cards as a deposit. This deposit is completely refundable if accommodations are cancelled at least 24 hours prior to arrival. Please note, check-in time is 3:00 p.m. The deposit guarantees your room until 12:00 Midnight on the requested arrival date.

PREFERRED BILLING PROCEDURE

We would appreciate your advising us of your preferred billing procedure, namely:

1. Each individual will be responsible for their own account, i.e., room, room tax, food, beverage and incidental charge.
2. A master account will be established for your group. A Billing Request/Credit Application will be sent to you you approximately four months prior to your group's arrival. Requests must be returned at least sixty (60) days in advance and must be signed by an authorized officer of your organization. After review of the application, a determination will be made for billing requirements and payment policies.

PAYMENT POLICY

Based on the estimated charges of your functions and the financial information provided, a minimum of thirty percent (30%) prepayment MAY be required prior to your group's arrival. If a Direct Billing account is not established, the remaining balance must be paid at check-out by appointment with John Ascuaga's Nugget's Convention Billing Department.

John Ascuaga's Nugget requires that payment of all master account billing charges be made in full upon receipt of the statement. After thirty (30) days, any unpaid balance will be subject to a 1.5% finance charge.

ATTRITION CLAUSE

1. The rates and terms in this agreement are based on your guest room commitment and the meeting/function space and/or catered food and beverage events anticipated.
2. John Ascuaga's Nugget will allow your group to reduce,

College Reading and Learning Association
September 23, 1998
page 5

without penalty, the guest room commitment to eighty percent (80%) of its original total. If the actual room usage by your group falls below eighty percent (80%), you will be charged an amount equal to the room rates times the difference between eighty percent (80%) and the actual rooms utilized based upon a sliding scale.

3. Should your group not pick-up at least eighty percent (80%) of the anticipated room block, John Ascuaga's Nugget reserves the right to either reduce the amount of meeting space it is holding for your group or to charge a reasonable rental for the space used.

CANCELLATION POLICY

The College Reading and Learning Association agrees that should it change its meeting site to another hotel, or otherwise cancel this commitment, actual damages would be difficult to determine. The following schedule represents a reasonable effort on behalf of John Ascuaga's Nugget to establish its actual damages for such cancellation. It is agreed that such schedule shall represent liquidated damages to be paid by the College Reading and Learning Association for cancellation of this agreement.

Cancellation of the agreement within two (2) years of the convention date:

- o Forty percent (40%) of anticipated gross revenues (derived from sleeping rooms, food and beverage functions and auxiliary enterprises) if the meeting were held as scheduled.

Cancellation of the agreement within one (1) year of the convention date:

- o Eighty percent (80%) of anticipated gross revenues (derived from sleeping rooms, food and beverage functions and auxiliary enterprises) if the meeting were held as scheduled.

ACTS OF GOD

Neither party shall be responsible for any failure or performance due to Acts of God, labor disputes, shortage of commodities or supplies to be furnished by John Ascuaga's Nugget, accidents, government regulation, disaster, civil disorder, curtailment of transportation facilities, or any other emergency making it illegal or impossible to provide facilities or hold the conference.

College Reading and Learning Association
September 23, 1998
page 6

AUXILIARY AIDS

John Ascuaga's Nugget represents, and the College Reading and Learning Association acknowledges that, beginning on January 1, 1992, and continuing thereafter in accordance with the compliance dates established or required under Title III of the Americans With Disabilities Act, and the regulations promulgated thereunder ("ADA"), John Ascuaga's Nugget facilities being rented to the College Reading and Learning Association under this agreement, its guest rooms, common areas and its transportation services will be in compliance with the public accommodation requirements of the ADA.

The College Reading and Learning Association agrees that by thirty (30) days in advance of the meeting, it will furnish to John Ascuaga's Nugget a list of any auxiliary aids needed in any meeting room or function space by its attendees. Should such auxiliary aids be required, the College Reading and Learning Association shall pay all charges associated with the acquisition, rental or provision of such aids.

When sleeping room reservations are made, please ask your attendees to notify John Ascuaga's Nugget of their auxiliary aid needs so that we may notify you as to the names of the businesses with which you may contract to obtain those aids.

HOLD HARMLESS

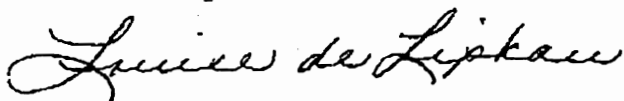
The College Reading and Learning Association will be responsible for any damages or loss to the premises, the building, or John Ascuaga's Nugget's equipment, decorations or fixtures, due to the activities of the guests attending the College Reading and Learning Association convention except in cases of willful misconduct by an attendee. John Ascuaga's Nugget will be held harmless by the College Reading and Learning Association for any loss of or damage or destruction including theft or mysterious disappearance of any or all equipment owned by or leased to the College Reading and Learning Association except in cases of willful misconduct by a hotel employee. If the affair is held on any premises other than John Ascuaga's Nugget premises, John Ascuaga's Nugget will not be held responsible for any loss of or damage to any property where John Ascuaga's Nugget is not negligent.

If you are in agreement with this letter and wish to place this booking on a definite basis, please sign where indicated below

College Reading and Learning Association
September 23, 1998
page 7

and return for acceptance by John Ascuaga's Nugget.

Sincerely,



LOUISE de LIPKAU
Sales Manager

Accepted By _____

Title _____

For _____

Date _____



CEIVED JUL 06 11

Office of the
Vice President for Student Services
Mail Stop 009
Reno, Nevada 89557-1072
(702) 784-6196
FAX: (702) 784-1089

June 29, 1998

Dr. Susan Brown
Site Selection Chair
College Reading & Learning Association
PO Box 30001, Dept 5278
Las Cruces NM 88003

Dear Dr. Brown:

On behalf of the University of Nevada, Reno, I would be pleased to welcome the College Reading and Learning Association to the City of Reno for their national conference in the year 2000. Maureen Cronin, a staff member, has volunteered to serve as conference co-chair along with Tina Dakin from Western Nevada Community College. Several other staff members have expressed interest in working on the conference committee to support the planning and conference activities.

I am offering to provide the conference with up to 200 folders for registration materials, limited use of audio/visual equipment and computer signage for the conference site. Unfortunately, the University is unable to provide phone usage or postage. The College Reading and Learning Association must agree to reimburse the University for these expenses.

Again, I encourage you to choose Reno as your conference site and would look forward to welcoming your membership to our city and our campus.

Sincerely yours,

A handwritten signature in black ink, appearing to read "David Hansen", written over a horizontal line.

David Hansen
Acting Vice President for Student Services

DH/js

cc: Maureen Cronin
Barbara King

RECEIVED AUG 19 1998

UNIVERSITY
OF NEVADA

Academic Support Services/078
Office of Student Services
107 Thompson Student Services
Reno, Nevada 89557-0077

August 13, 1998

Susan C. Brown, Ed.D.
Director Center for Learning Assistance and
Ronald E. McNair Post-Baccalaureate Achievement Program
Box 30001
Department 5278
Las Cruces, New Mexico 88003-8001

Dear Dr. Brown:

We are willing to accept the responsibility for co-chairing the 2000 College Reading and Learning Association National Conference in Reno, Nevada. Two institutions will be involved: the University of Nevada, Reno and Western Nevada Community College.

The University of Nevada, Reno and Western Nevada Community College will provide release time for professional staff serving on the site committee. Both institutions are willing to provide clerical assistance, copying at cost, and graphics for the conference site. However, both institutions will require reimbursement for phone and postage costs. Neither will provide audio/visual or computer equipment.

Our proposal assumes that you, as the National Site Selection Chair, have accepted the Nugget's bid to host the conference.

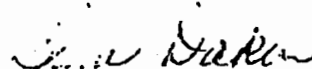
You have received a letter of support from Dr. Dave Hansen at the University of Nevada, Reno. Letters of support from Executive Dean Michelle Dondero of Western Nevada Community College and Gloria Brown of the Reno-Sparks Convention and Visitors Authority are enclosed.

We look forward to hosting the CRLA Conference in 2000 and to hearing from you soon.

Sincerely,



Maureen Cronin
University of Nevada, Reno



Tina Dakin
Western Nevada Community College



**Western Nevada
Community College**

RECEIVED AUG 19 1998

Teaching Student Suc

FALLON CAMPUS

August 14, 1998

Susan Brown
Center for Learning Assistance
Box 30001, Dept 5278
New Mexico State University
Las Cruces, NM 88003-8001

Dear Ms. Brown:

Western Nevada Community College would like to extend an invitation to the College Reading and Learning Association to hold its 2000 National Conference in Reno, Nevada.

WNCC is willing to provide clerical support and release time for professional staff serving on the committee. Copying will be provided as needed at cost. Phone and postage costs, however, will require reimbursement.

Please advise me if you need additional information or documentation.

Best regards,

Michelle Dondero
Assistant to the President and Executive Dean

cc: President Jim Randolph



RECEIVED SEP 10 1998

1100 Nugget Avenue, Post Office Box
Sparks, Nevada 89432-1
(702) 356-3300 / 1-800-843-
Room Reservations Only 1-800-648-

September 2, 1998

Dr. Susan Brown, Site Selection Chair
COLLEGE READING AND LEARNING ASSOCIATION
P.O. Box 3001, Department 5278
Las Cruces, NM 88003

Dear Sue:

It was a pleasure talking with you the other day. Thank you for taking the time to review the contract with me. I should have the additions and changes made and a revised contract to you within a day or two.

Per our discussion regarding your planning meeting, I am pleased to offer you the following:

1. Five (5) upgraded rooms at \$75.00, single or double occupancy;
2. Two (2) complimentary upgraded rooms; and
3. Complimentary meeting space for your planning meeting(s).

It is my understanding that this meeting will be held three to six months prior to your November 2000 convention and will be two days in duration.

Please call me at 702/356-3362 if you have any questions.

Sincerely,

T D K A H



Reno's Year-Round Casino Resort

LOUISE de LIPKAU
SALES MANAGER
Direct Dial 702-356-3362

Post Office Box 30030
Reno, Nevada 89520-0030
(702) 356-3300
1-800-843-2427
FAX (702) 356-3434
Internet <http://janugget.com>



Nugget Avenue, Post Office Box
Sparks, Nevada 89432
(702) 356-3300 / 1-800-843
Room Reservations Only 1-800-646

October 21st, 1998

Dr. Sue Brown
COLLEGE READING AND LEARNING ASSOCIATION
P.O. Box 3001, Dept. 5278
Las Cruces, NM 88003

Dear Sue:

It was, as always, a pleasure talking with you. As we discussed, some of the items previously reviewed are just not possible for me to honor at this time.

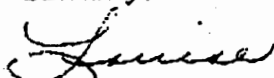
The contract dated September 22, 1998, remains the same, as does the letter dated September 2, 1998, with reference to your planning the meeting.

Additionally, I am pleased to offer five hundred (500) complimentary reservation cards and complimentary space for thirty (30) 2.5' X 8' table top displays.

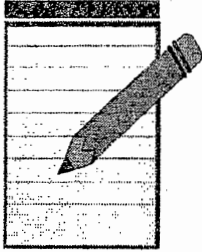
John Ascuaga's Nugget is unable to provide a complimentary hospitality suite. As a full-service hotel, it is our policy to provide, through our catering department, all liquor and food for such events.

All of us do hope to host the College Reading and Learning Association in November 2000. I'll look forward to talking with you shortly after your November Board meeting.

Sincerely,


Louise de Lipkau
Sales Manager

LDL:dh



**College
Reading &
Learning
Association**

PUBLICIZING TUTOR CERTIFICATION

A RESOURCE GUIDE

By

The International Tutor Certification Program (ITCP)

of the

College Reading and Learning Association (CRLA)

Fall, 1998

PUBLICIZING TUTOR CERTIFICATION

A RESOURCE GUIDE

Introduction

Certification of a tutor training program through the International Tutor Certification Program (ITCP) sponsored by the College Reading and Learning Association (CRLA) should not be ignored or kept quiet; such certification denotes an adherence to high professional standards which can bring a great deal of prestige to your program. It must however be highly publicized for that to occur.

Publicizing the certification of tutors achieves visibility and creates greater credibility for the tutoring program; it also speaks of the professionalism of the program staff to colleagues, students and the community; and it provides non-monetary recognition and rewards for the tutors.

The following ideas for publicizing the certified status of your tutoring program were contributed by your professional colleagues who have used them and found them good. The names of the contributors are listed in the appendix. Readers are encouraged to send additional ideas to the address also provided in the appendix.

CONTRIBUTED IDEAS

- Prominently display your original certificates.
- Publicize the program certifications as they occur.
- Reproduce the certificate on appropriate paper media such as brochures.
- Make a poster of an enlarged certificate for display.
- Take photos of the tutors receiving their new certificates and display them.
- Prepare a "We're Proud" display that showcases returning certified tutors each semester.
- Include names of certified tutors, especially at the master's level, in honors' listings.
- Present certificates during the institution's honors convocation.
- Highlight the certification on all program publicity fliers, bookmarks, brochures, etc.
- Discuss the certified status of the tutors in annual reports.
- Use certification as the focus for news releases to the local media and campus newspapers.
- Mention your certification in all tutor recruiting fliers and presentations.
- Talk about it in classes and workshops taught in your center.
- Be sure to mention that your tutors are internationally certified in every conversation and oral presentation possible.
- Include it on a fact sheet about the program.
- Save a spot for it in your center's newsletter.
- Have a presentation ceremony for awarding tutor certificates and invite VIP's.
- Create post-it pads that highlight certification and stick them on correspondence with faculty.
- Prepare a list of certified tutors by discipline and send to appropriate faculty members.
- Have a tutor contest for posters publicizing certification. They can get very creative.
- Ask departments and faculty to include information about your certified tutors in their course syllabi.
- Include information about certification in the documentation that is submitted to evaluators and accreditation boards.
- List the certificates as academic honors in the graduation program.
- Include information about your certified status on your web page.
- Seek opportunities to speak at administrative forums, departmental meetings, etc, to discuss your tutors and emphasize the certification.
- Have buttons or other specialty items as giveaways that highlight the fact tutors are certified.
- Hang banners around the center and the campus advertising the availability of certified tutors.
- Participate in orientation events to disseminate information about availability of certified tutors.

- Provide badges for individual tutors designating their certified status.
- Tape a PR video professionally, or have tutors do it, that publicizes the certification status and qualifications of tutors.
- Get yourself invited to talk about your certified tutors on the campus radio, at civic, Greek and other organizational meetings, and to the students in the residence halls.
- Participate in new student recruitment to showcase tutoring by internationally certified tutors as a reason to attend your university.

APPENDIX

Contributors
ITCP Address

Address of the International Tutor Certification Program

Gladys R. Shaw, Chair
Tutoring & Learning Center
300 Library
U.T. El Paso
El Paso, TX 79968
(915) 747-5366
Fax: (915) 747-5486
E-mail: gshaw@utep.edu

Robin Melton, Assistant Chair
SOAR Cost Share Tutorial
Box 19509
U. T. Arlington
Arlington, TX 76109
(817) 272-2617
Fax: (817) 272-3770
E-mail: melton@uta.edu

DATA SHEET

The GPA requirement for mentors is 3.0. Please correct all 2.5 GPA re

Add to Elective List – Working with Learning Disabled Students

ferences to 3.0.

CRLA Board Meeting

Salt Lake City, UT

November 6, 1998

Attachment H

15 Page(s)

The International Mentor Certification Program

of the

**International Tutor Certification Program
And
International Mentor Certification Program**



Sponsored by the

CRLA College
Reading &
Learning
Association

Dear Colleague:

Thank you for your recent inquiry concerning CRLA's International Mentor Certification Program. Enclosed please find the following document packets: I) College Reading & Learning Association's Certification of Mentor Programs: Purpose, Procedures, and Guidelines, etc.; II) CRLA Requirements for Certification of Mentor Programs at each level and III) the CRLA Application for Certification.

Some specific suggestions are included in the postscript below, but if a problem or question arises please do not hesitate to contact me. Please mail all correspondence to: **Gladys R. Shaw, U.T. El Paso, Tutoring and Learning Center, 300 Library, El Paso, TX 79968.**

Sincerely

Gladys R. Shaw, Coordinator
CRLA International Mentor Certification
Program

P.S. Be sure to **send three complete sets of all** your materials. That is, send the original set and two copies. **Three (3) complete sets** are needed because the original is kept on file with the Coordinator of the CRLA Tutor Certification Committee and the other copies are for evaluators. Because we have to mail your application packets to various places, brevity is appreciated but completeness is a must. **PLEASE CONDENSE** documentation wherever possible. For example, please do not send materials in large, heavy, 3-ring binders; please do not send videos, audio-tapes, computer disks, etc. If each packet exceeds 1/2 inch in depth, you should see if you can combine, delete, and otherwise abbreviate what you're submitting without omitting information essential to the evaluators.

Documentation is mandatory. It consists of patterns of evidence to support your application, i.e., syllabi, objectives, lesson plans, narrative, examples, agendas, etc. Please cross reference documentation as requested in the verification form.

**COLLEGE READING AND LEARNING ASSOCIATION'S
CERTIFICATION OF MENTOR PROGRAMS:
PURPOSE, PROCEDURES, & GUIDELINES**

1. PURPOSE: The purpose of establishing a series of mentor certificates is twofold. First, it allows mentors to receive recognition and positive reinforcement for their successful work from an international organization, CRLA. Secondly, the certificates help set up a standard for the minimum skills and training a mentor needs to be successful.

2. PROCEDURES FOR HAVING A PROGRAM CERTIFIED

- A) An institution that wishes to have a mentor training program or programs certified should designate one individual per mentor program or group of mentor programs who will act as liaison between the CRLA Mentor Certification Committee (MCC) and that institution's program or programs;
- B) the designated individual should complete and submit three sets of the application packets for **each program to be certified** consisting of 1) CRLA Application for Certification of Mentor Program; 2) the necessary "Verification of Mentor Program forms; 3) plus the necessary documentation concerning how the institution's mentor program(s) meets the criteria outlined in "CRLA's REQUIREMENTS FOR CERTIFICATION OF MENTOR PROGRAMS";
- C) One set of the application packet and documentation will remain on file with the Chair of CRLA's Mentor Certification Program.

3. GENERAL INFORMATION

- A) Once an institution's mentor program is certified, that **program** will receive a certificate and be authorized to issue individual CRLA mentoring certificates. A master copy of the individual certificate for each certified level will also be included.
- B) There are three levels of individual certification: Level I, Regular; Level II Advanced; and Level III/Master. Certification can be requested for a program for Level I, for more than one level such as Level I and Level II, or for all Levels at the same time. Appropriate training must be in place for each level requested.
- C) The initial program certification will be for a one year period. The cost is \$50.
- D) There will be one renewal certification for three years. **(New levels for the same program and/or brand new programs cannot be combined with or included in recertification applications. However, if additional levels are obtained prior to a recertification, all will be renewed on the renewal date.** The three-year renewal fee is \$25.
- E) After the three year renewal certification there will be recertifications for five years. **(New levels for the same program and/or brand new programs cannot be combined with or included in recertification applications. However, if additional levels are obtained prior to a recertification date all will be renewed on the renewal data.** The five-year renewal fee is \$50.
- F) During the initial certification period certification of mentors will be retroactive for one year from date of application.
- G) Certification periods will be July 1 through June 30 regardless of the month the certification is granted. Applications approved before December 31 are backdated to the prior July 1. After January 1 they are dated for the following July 1.

4. IMPORTANT NOTES

CRLA certifies programs not individual mentors. In other words, CRLA certifies that a particular mentor training program is qualified to issue CRLA certificates to individual mentors at a certain level or levels. The responsibility for tracking an individual mentor's training and experience and for issuing certificates when a mentor qualifies lies with the mentoring program certified. Each program must keep a record for each of its certified mentors that is subject to review by CRLA if the need arises.

CRLA MENTOR CERTIFICATION....Consider the POSSIBILITIES!

CRLA Mentor Certification offers numerous benefits for individual mentors, coordinators, and programs. The following is a partial list of the opportunities/benefits that are possible with CRLA Mentor Certification:

1. Develop a super mentoring program from scratch by utilizing certification guidelines.
2. Utilize allotted time for development of an individual certification plan to carefully rethink your whole existing mentoring program: an opportunity for a fresh perspective.
3. Using CRLA guidelines, organize separate training sessions into a coherent curriculum and possibly a credit course.
4. Create a spirit of teamwork in your department by involving colleagues in mentor training curriculum design, actual mentor training, and mentor evaluation.
5. Generate interest in the community about your program by giving a press release to local and campus newspapers about your CRLA Certified Program. Include CRLA CERTIFIED MENTOR on all of your program advertisements.
6. Secure greater student and faculty confidence and respect for your staff and program.
7. Attract attention and interest among other services on campus. May stimulate interaction for the betterment of both programs such as working together on training.
8. Attract highly motivated mentors with CRLA Certification credentials and extensive training.
9. Tie wage rates to CRLA Certification levels in order to provide incentive for additional training and experience. This also helps with retention of mentors.
10. Involve upper level mentors in developing and/or conducting segments of lower level mentor training. This creates excitement and motivation for ALL mentors and staff.
11. Honor certified mentors by hosting a ceremony/party in their honor. Invite all mentors, tutors, selected faculty and staff.
12. Emphasize the transferability of CRLA Mentor Certification to other certifying colleges and universities. In other words, a Level I Certificate earned at one institution would be recognized at another.
13. Encourage mentors to add CRLA Mentor Certification to their resumes and to talk about their training and experience in job interviews.
14. Add to your own resume with items such as authored certification proposal, developed and conducted mentor training and maintained certification records.

(Adapted from a similar list for tutor certification developed by Robin Melton, Assistant Coordinator of ITCP, 1996-99).

FACT SHEET

The International Mentor Training Certification Program

- * Is sponsored by the College Reading and Learning Association
- * Mentor Certification began in 1998
- * Certifies programs at three levels
- * Requires 15 hours of training at Level I, 25 accumulated hours at Level II, and 35 accumulated hours at Level III
- * Requires 50 hours of experience at Level I, 75 accumulated hours at Level II, and 100 accumulated hours at Level III
- * Costs \$50 for the initial one-year certification at one, two, or all three levels
- * Costs \$25 for recertification for three years and \$50 for five years
- * Provides professional standards for mentor training
- * May be integrated with Level I Tutor Training for Level I Mentor Certification
- * Rewards mentors
- * Establishes credibility for mentoring programs
- * Is coordinated by Gladys R Shaw, U.T. El Paso, Tutoring and Learning Ctr., 300 Library, El Paso, TX 79968, (915) 747-5366, (fax) (915) 747-5486, e-mail gshaw@utep.edu

COLLEGE READING AND LEARNING ASSOCIATION MENTOR TRAINING CERTIFICATION SELF-ASSESSMENT

Please complete this self-assessment prior to Application for Certification. This assessment will help you determine whether or not your program meets certification requirements before you submit your application. Complete the assessment for each level of certification for which you are applying.

A. Amount of Training for Level _____

REQUIRED: 15 HRS. :

Option One: Level I Tutor certification plus 5 additional hours.

Option Two: 15 hours of Mentor Training

We have in place _____ hrs. consisting of

B. Training Format (one required)

_____ Workshops

_____ Quarter or Semester Courses

_____ A combination of one of the above with no more than 3 hours of individualized, self-paced training

How can we document? (A training syllabus that specifies a course, workshop, etc. would be an example)

C. Which training topics do we include:

Option One

_____ Level I Tutor Certification

_____ The Role of the Peer Mentor

_____ Peer Mentoring Do's and Don'ts

_____ Professional Ethics for Peer Mentors

_____ Establishing Rapport & Motivating Mentees

_____ Electives to total 15 hours

Option Two

_____ The Role of the Peer Mentor

_____ Peer Mentoring Do's and Don'ts

_____ Professional Ethics for Peer Mentors

_____ Establishing Rapport & Motivating Mentees

_____ Questioning and Listening Skills

_____ Preparing to Study: Organization, Class

_____ Analysis, and Time Management

_____ Campus & Community Resources &

_____ Referrals

_____ Electives to total 15 hours

Total we have in place _____

How can we document? (Course syllabus, training syllabus, etc.)

D. Mentoring Experience:

_____ Option I (25 hours of tutoring experience for Level I certification plus 25 hours for mentoring.)

_____ Option II (50 hours of mentoring experience.)

How do we document experience? (Ex.: Appointment sheets, time cards, etc)

E. Mentor Selection: **The first three criteria are required.**

Which of the following criteria do we use?

_____ 1. Two or more references from faculty, former supervisors, or counselors.

_____ 2. Interview with the mentor.

_____ 3. GPA of 2.5 or higher.

_____ 4. An assessment of personality type (recommended but not required)

How can we document? (application form, recruiting letter, job description would be examples).

F. Mentor Evaluation: **All Required.**

Which do we have in place?

_____ 1. An evaluation process is in place.

_____ 2. Evaluation occurs at least annually.

_____ 3. The results of the evaluation process are made known to the mentors.

_____ 4. Evaluation includes mentees' evaluation of mentors.

How can we document? (Examples would be an evaluation calendar, a copy of the form used, a policy statement or evaluation and/or an example of a memo communicating results to mentors)

**COLLEGE READING & LEARNING ASSOCIATION'S REQUIREMENTS
FOR CERTIFICATION OF MENTOR PROGRAMS –LEVEL I**

I. REQUIREMENTS FOR LEVEL I/REGULAR CERTIFICATION

A. AMOUNT/DURATION OF MENTOR TRAINING: (a minimum of 15 hours).

Option #1 - Level I Tutor Certification plus 5 hours of Mentor Training

Option #2 – 15 hours of mentor training

B. TRAINING FORMATS (ONE OR MORE REQUIRED)

1. Workshops
2. Quarter or Semester Courses
3. A combination of one of the above with no more than 3 hours of individualized, self-paced training

C. AREAS/TOPICS TO BE COVERED IN MENTOR TRAINING:

Option One (Required):

1. Level I Tutor Certification plus
2. The Role of the Peer Mentor
3. Peer Mentoring Do's and Don'ts
4. Professional Ethics for Peer Mentors
5. Establishing Rapport & Motivating Mentees
6. Plus Electives to total 15 hours (See list of electives at the end of this document packet)

Option Two (Required):

1. The Role of the Peer Mentor
2. Peer Mentoring Do's and Don'ts
3. Professional Ethics for Peer Mentors
4. Establishing Rapport & Motivating Mentees
5. Questioning and Listening Skills
6. Preparing to Study: Organization, Class Analysis, and Time Management
7. Campus & Community Resources & Referrals
8. Plus Electives to total 15 hours (See list of electives at the end of this document packet)

D. REQUIRED EXPERIENCE (50 TOTAL HOURS REQUIRED)

Option #1 – 25 hours of tutoring experience plus 25 hours of mentoring experience

Option #2 – 50 hours of mentoring experience

E. MENTOR SELECTION CRITERIA (1, 2, and 3 REQUIRED)

1. GPA of 2.5 or higher.
2. Interview with the mentor, trainer/supervisor
3. Two or more references from faculty, former supervisors, or counselors.
4. Personality type assessment (Recommended but optional)

F. MENTOR EVALUATION CRITERIA (ALL REQUIRED)

1. An evaluation process is in place
2. Evaluation occurs at least annually
3. The evaluation process includes mentees' evaluation of mentors
4. The results of the evaluation process are made known to the mentors

II. REQUIREMENTS FOR LEVEL 2/ADVANCED CERTIFICATION

(NOTE: MENTOR MUST HAVE COMPLETED LEVEL I CERTIFICATION REQUIREMENTS).

A. AMOUNT/DURATION OF MENTOR TRAINING: (TOTAL OF 25).

1. Level I Certification plus 10 additional hours of training to total 25 accumulated hours

B. TRAINING FORMATS (ONE OR MORE REQUIRED)

1. Workshops
2. Quarter or Semester Courses
3. A combination of one of the above with no more than 3 hours of individualized, self-paced training

C. AREAS/TOPICS TO BE COVERED IN MENTORS TRAINING:

1. Level I required training topics in Option I or II plus
2. Conflict Resolution
3. Mentoring Boundaries
4. Ways of Mentoring
5. Cultural Awareness
6. Academic Majors and Advising
7. Electives: To total 25 hours of accumulated training including Level I training (See list of electives at the end of this document packet)

D. REQUIRED MENTORING EXPERIENCE (TOTAL OF 75 HOURS)

Level I Certification (50 minimum) plus experience to total 75 accumulated hours.

E. MENTOR SELECTION CRITERIA

Met at Level I

F. MENTOR EVALUATION CRITERIA

Met at Level I

CONTRIBUTORS

Rachel Bein, Beth Lawrence and Beth St. Jean, Academic Enrichment Center, McMurray University.

Ronnie Bordene, Dean, Learning Support Services/Special Programs, Baker College.

Dee Bost, Coordinator of the Sears Learning Center, Hardeng University.

Dee Anna, Calabrese, Program Assistant, Chaminade University Academic Achievement Program.

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Brenda Hanna, Director of the Learning Center, CSU.

Gloria Geeselman, Learning Center, University of Nebraska at Kearney.

Angela Henderson, Bucks County Community College.

Jennifer Hurd, Project CAP, Hardening University.

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Helen Page, Program Director, Bradford College.

Sheila Sparbeck, Mathematics Department Tutoring Center, Wayne State University.

Carolyn Smith, Academic Skills, University of Southern Indiana.

Jane Speer, Tutoring Coordinator, Teaching/Learning Center, Delta College.

Sarah Westerberg, Coordinator, Tutoring Services, Brigham Young University.

III. REQUIREMENTS FOR LEVEL 3/MASTER CERTIFICATION

(NOTE: MENTOR MUST HAVE COMPLETED LEVEL I AND II CERTIFICATION REQUIREMENT).

A. AMOUNT/DURATION OF MENTOR TRAINING: (TOTAL OF 35).

1. Level II Certification plus 10 additional hours to total 35.

B. MODES OF MENTOR TRAINING (ONE OR MORE REQUIRED)

1. Workshops
2. Quarter or Semester Course
3. A combination of one of the above with no more than 3 hours of individualized, self-paced training

C. AREAS/TOPICS TO BE COVERED IN MENTOR TRAINING:

1. Levels I and II required training topics plus
2. Conferencing Skills
3. Constructive Criticism
4. Gender Issue Awareness
5. Leadership Styles
6. Additional Electives to total 35 hours of accumulated training. (See list of electives at the end of this document packet)

D. REQUIRED MENTORING EXPERIENCE (TOTAL OF 100 HOURS)

Level I and Level II requirements (75 minimum plus experience to total 100 accumulated hours)

E. MENTOR SELECTION CRITERIA

Met at Level I

F. MENTOR EVALUATION CRITERIA

Met at Level II

Elective Topics

This is a list of possible training topics in addition to the required specific ones listed in the application. Once the stated requirements are met at each level, elective topics may be applied to any level of Peer Mentor Certification, and elective topics already taken in a Tutor Training Program will transfer to this program.

- Stress Management
- Confrontation Skills
- Wellness Training
- Conflict Resolution
- Assertiveness
- Public Speaking
- Conferencing Skills
- Establish liaisons with faculty
- Learning Styles
- Advocacy for students: when, what, how much
- Goal Setting
- Community Resources and Referral
- Critical Thinking Skills
- Personality Types
- Administering and Using Self Assessments with Mentees, i.e., Inventory, Learning Styles, Study Skills
- Accelerated Learning Strategies
- Brain Based Learning Strategies
- Team Building
- Problem Solving Strategies
- Giving Constructive Criticism
- Accessing and Utilizing Student Records
- Academic Majors and Advising
- Dealing with Personal Issues of Students
- Sexual Harassment
- Personal Safety
- HIV Awareness
- Gender Issues Awareness
- Leadership Styles
- Compliance with the Privacy Act
- Administrative Policies and Procedures
- Record Keeping and Reporting
- Ways of Mentoring
- Mentoring Boundaries: Care Giving is Care Taking
- Cultural Awareness
- Other as determined by needs of specific program

COLLEGE READING AND LEARNING ASSOCIATION'S
APPLICATION COVER SHEET
FOR CERTIFICATION OF MENTOR PROGRAM(S)

GENERAL INFORMATION
(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

1. PROGRAM LIAISON/CONTACT PERSON AND MAILING ADDRESS:

PHONE # _____ FAX _____ E-MAIL _____

INSTITUTION AND PROGRAM(S) TO BE CERTIFIED: _____

2. CERTIFICATION LEVELS REQUESTED (please check appropriate box/boxes):

____ LEVEL I/REGULAR ____ LEVEL II/ADVANCED ____ LEVEL III/MASTER

3. APPLICATION FEE: \$50.00

Please submit a check for \$50.00 payable to "CRLA Mentor Certification." Attach check to this application form. Thank you.

4. Information and Document Checklist: Please complete this checklist before mailing to make sure your application is complete.

NOTE: YOU MAY APPLY FOR MORE THAN ONE LEVEL FOR ANY ONE PROGRAM AT THE SAME TIME, BUT IF YOU ARE APPLYING FOR MORE THAN ONE PROGRAM, YOU MUST SUBMIT COMPLETE APPLICATIONS FOR EACH PROGRAM SEPARATELY. DO NOT SUBMIT APPLICATIONS FOR NEW LEVELS OR NEW PROGRAMS TOGETHER WITH A RECERTIFICATION APPLICATION.

- ____ 1. Contact Person, Institution, and Program to be certified is identified above in each copy of the application.
- ____ 2. Certification Levels requested are checked above.
- ____ 3. Check for application fee of \$50 is attached to this page on the original copy of the application.
- ____ 4. 1-2 page narrative overview follows this page in each copy of the application.
- ____ 5. Verifications follows the narrative in each copy of the application.
- ____ 6. Labeled Documentation is tabbed and cross referenced to each verification category in each copy of the application.

Mail to: Gladys R. Shaw, ITCP/ITMP Coordinator, Tutoring & Learning Ctr., U.T. El Paso, 300 Main Library, El Paso, TX 79968

OVERVIEW OF THE MENTOR PROGRAM(S) TO BE CERTIFIED

Please provide an overview, one to five pages, explaining how your mentor training program fulfills the requirements of the level or levels checked. The purpose of this overview is to provide the committee members with the appropriate background information necessary to certify your program. This overview should provide the following information: Program history, program objectives, reporting lines, sources of funding, services and students served, program location and facility, training guidelines, and how you generally conduct your training.

PROGRAM NARRATIVE

Program Overview, Continued

VERIFICATION FORM

This form must be completed and included with the application **for each mentoring program** you want certified. For example, if you wish to have Program A certified at Levels I & II, then you would complete the verification for Levels I & II for Program A's application. If you also have a Program B that you wish to have certified at Level I, then you would complete a separate application for Program B, Level I that would also include a separate verification form. Please do not combine separate programs in an application.

Please refer to the document titled "CRLA'S REQUIREMENTS FOR CERTIFICATION OF MENTOR PROGRAMS" for a complete listing of all the LEVEL I, II, AND III requirements for each program to be certified.

The "necessary documentation" called for under each criteria consists of patterns of evidence of the what, how, and when of the training program. It could/should include any or all of the following: 1) course syllabi; 2) titles of textbooks used; 3) flyers/posters/memos; 4) sample training agenda; and 5) handouts, worksheets, etc. that can help the CRLA Mentor Certification Committee verify your program(s). The better documentation you provide the easier it will be for the committee to certify your program(s); however, brevity is appreciated due to mailing requirements, so condensed but **complete** documentation is requested.

VERIFICATION OF MENTOR PROGRAM(S)

INSTITUTION/PROGRAM: _____

PROGRAM LIAISON/CONTACT PERSON: _____

Please refer to the Certification Requirements to complete the verification.

A. AMOUNT/DURATION OF MENTOR TRAINING

1) List the number of hours involved in your mentor training: Level I ____ Level II ____ Level III ____
(Hrs) (Hrs) (Hrs)

2) Extent of Compliance. Check all that apply.

The requirements of Level I (15 total required) are	Met ____	Exceeded ____
The requirements of Level II (25 total required) are	Met ____	Exceeded ____
The requirements for Level III (35 total required) are	Met ____	Exceeded ____

3) Documentation that will verify the fulfillment of this requirement is attached and labeled as checked below. (Example - A Training Syllabus.) Check all that apply.

See Document/s A.3 Level I ____ A.3 Level II ____ A.3 Level III ____

B. MODES OF MENTOR TRAINING

1. Check the training formats you use in your training:

<u>LEVEL I</u>	<u>LEVEL II</u>	<u>LEVEL III</u>
<input type="checkbox"/> Workshops	<input type="checkbox"/> Workshops	<input type="checkbox"/> Workshops
<input type="checkbox"/> Quarter or Semester Class	<input type="checkbox"/> Quarter or Semester Class	<input type="checkbox"/> Quarter or Semester Class
<input type="checkbox"/> A combination of one of the above with no more than 3 hours of individualized, self-paced training	<input type="checkbox"/> A combination of one of the above with no more than 3 hours of individualized, self-paced training	<input type="checkbox"/> A combination of one of the above with no more than 3 hours of individualized, self-paced training
<input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Other (Specify) _____

2. Extent of compliance; Check all that apply. The requirements of

<u>Level I</u>	<u>Level II</u>	<u>Level III</u>
Met <input type="checkbox"/> Exceeded <input type="checkbox"/>	Met <input type="checkbox"/> Exceeded <input type="checkbox"/>	Met <input type="checkbox"/> Exceeded <input type="checkbox"/>

3. The necessary documentation to verify the above is attached and labelled as follows: Check all that apply. (A Training Syllabus is an excellent example)

See Document/s B.3 Level I ☐ B.3 Level II ☐ B.3 Level III ☐**C. AREAS/TOPICS TO BE COVERED IN MENTOR TRAINING**

1. List which topics you cover in your training:

<u>Level I</u>	<u>Level II</u>	<u>Level III</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Extent of Compliance; Check all that apply.

<u>Level I</u>	<u>Level II</u>	<u>Level III</u>
Met <input type="checkbox"/> Exceeded <input type="checkbox"/>	Met <input type="checkbox"/> Exceeded <input type="checkbox"/>	Met <input type="checkbox"/> Exceeded <input type="checkbox"/>

3. The necessary documentation to verify the above is attached and labeled as follows: (Example: Training or course syllabus.) Check all that apply.

See Document/s C.3 Level I ☐ C.3 Level II ☐ C.3 Level III ☐

D. REQUIRED MENTORING EXPERIENCE

1. Explain how you keep track of your mentors' actual mentoring experience. (Ex. time cards, etc)

<u>Level I</u>	<u>Level II</u>	<u>Level III</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Extent of compliance; Check all that apply.

Level I (50 hrs. required)**Level II (75 hrs. required)****Level III (100 hrs. required)**

Meets criteria _____

Meets criteria _____

Meets criteria _____

Exceeds criteria _____

Exceeds criteria _____

Exceeds criteria _____

of the CRLA requirements for tracking mentoring experience.

3. The necessary documentation to verify the above is attached and labeled as checked below. Check all that apply. (Example: time logs.)

See Document/s D.3 Level I _____

D.3 Level II _____

D.3 Level III _____

E. MENTOR SELECTION CRITERIA

1. Check how your mentors are selected.

<u>Level I</u>	<u>Level II</u>	<u>Level III</u>
____ GPA 2.5 or higher	____ Met at Level I	____ Met at Level I
____ Interview		
____ Two references		
____ (Optional but recommended – Personality Type Assessment)		

2. This selection procedure

<u>Level I</u>	<u>Level II</u>	<u>Level III</u>
Meets criteria _____	____ Met at Level I	____ Met at Level I
Exceeds criteria _____		

3. The necessary documentation to verify the above is attached and labelled as checked below. (Example: job description or application form that specifies qualifications.) Check all that apply.

____ See Documentation
Labeled Level I, E.3

____ Documentation Met
at Level I

____ Documentation Met
at Level II

F. MENTOR EVALUATION CRITERIA

1. How are your mentors evaluated? Check all that apply.

<u>Level I</u>	<u>Level II</u>	<u>Level III</u>
<input type="checkbox"/> an evaluation process is in place	<input type="checkbox"/> Met at Level I	<input type="checkbox"/> Met at Level I
<input type="checkbox"/> it occurs at least annually		
<input type="checkbox"/> it includes an evaluation of mentors by mentees		
<input type="checkbox"/> results of Evaluation are shared with mentors		

2. Extent of compliance; Check all that apply.

Meets criteria <input type="checkbox"/>	<input type="checkbox"/> Met at Level I	<input type="checkbox"/> Met at Level I
Exceeds criteria <input type="checkbox"/>		

3. The necessary documentation to verify the above is attached and labeled as checked below.
(Examples: evaluation calendar, evaluation forms, policy statement, copy of communication of
results, etc.) Check all that apply.

<input type="checkbox"/> See Documentation Labeled Level I, E.3	<input type="checkbox"/> Documentation Met at Level I	<input type="checkbox"/> Documentation Met at Level II
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**GROUP SALES CONTRACT
REVISED**

Date Prepared: December 2, 1997

Group Name: COLLEGE READING & LEARNING ASSOCIATION

Group Contact: Susan Brown

Title: Chairperson, Conference Site Selection

Address: Box 30001, Department 5278
Las Cruces, New Mexico 88003-8001

Telephone #: (505) 646-5137
Fax #: (505) 646-6082

Function Name: CRLA Annual Meeting

Official Event Dates: October 31 - November 8, 1999

Hyatt Sales Manager: Stephani Alexander, CMP
Title: Sales Manager

**COLLEGE READING AND LEARNING ASSOCIATION ("Group") and HYATT
REGENCY NEW ORLEANS ("Hotel") agree as follows:**

The Hotel agrees to hold the space listed below on a tentative basis until December 31, 1997. If the Hotel and the Group do not have a fully executed contract on December 31, 1997, the Hotel will release the space for sale to the public. If a request is received more than (72) seventy-two hours in advance of this date by another party, the Hotel will notify the Group and the Group will have seventy-two (72) hours from the time of notification by the Hotel to confirm by signature of this agreement or release the space.

ROOM BLOCK

DAY	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
DATE	10/31/99	11/1/99	11/2/99	11/3/99	11/4/99	11/5/99	11/6/99	11/7/99
ROOMS	5	15	120	210	240	230	140	5
SUITES	1	1	1	1	1	1	1	1
TOTAL ROOMS	6	16	121	211	241	231	141	6

The Hotel and the Group agree that the above room block shall be reserved for the Group at the guest room rates agreed to by the parties in this contract subject to the terms and conditions of this contract.

ROOM AND SPACE BLOCK REVIEW

The Group and the Hotel agree to review the room and space commitment on or before the following dates:

A: November 30, 1998 Eleven (11) Months Out

On these dates the parties will evaluate the room and space commitments based on research of the Group's previous usage, current pick-up to date and other relevant factors. If necessary, and subject to availability, the Hotel and the Group shall mutually agree to any adjustments to the room and space block. All room and space commitments will be finalized on the date set forth in (A) above. The Hotel shall confirm in writing any changes to the contract which result from the review by the Group and the Hotel of the room and space commitments agreed to and outlined in the Schedule of Events, which is attached and made part of this agreement. Any adjustments to the room block will result in a proportionate adjustment in the Group's meeting and function space block.

GROUP COMMITMENT

The Hotel will provide all of the outlined function and meeting space on a complimentary basis based on the Group's actual use of at least eighty percent (80%) of the total room block commitment detailed in the original room block provision. If the Group and the Hotel have mutually agreed to adjust the room block, then the Group will receive complimentary meeting space if the Group utilizes eighty percent (80%) of the adjusted room block. In the event that the total room nights fall below eighty percent (80%) of that total room block, meeting/function room rental fees will be assessed according to the following scale:

79% - 70%	\$2000.00 per day
69% - 60%	\$4000.00 per day
59% or below	\$6000.00 per day

Function/Meeting room rental fees are assessed separately and are not in lieu of any liquidated damages for room revenue or food and beverage revenue set forth herein.

All function and meeting space is assigned by the Hotel according to the number of persons guaranteed to attend the Group's function. The Hotel reserves the right to reassign the space listed on the Schedule of Events to accommodate both the Group and all other groups or parties using the Hotel's facilities during the Group's meeting. A failure to submit a finalized Schedule of Events to the Hotel by the date required by the terms of this Contract may result in a release by the Hotel of the space being held by the Group and/or a reassignment to space more suitable for the finalized Schedule of Events once submitted. The Group agrees to promptly notify the

Contract for CRLA

Page 3

Hotel of any changes in its function or meeting space requirements. All fees for meeting and function space are subject to appropriate federal, state and local taxes.

The Hotel is currently holding function space based on the attached Schedule of Events. This is considered to be a firm commitment by the Group and any increase or decrease to that commitment may result in additional charges by the Hotel.

PRE/POST CONFERENCE RATES

The special guest room rates agreed to below will apply three (3) days before and three (3) days after the official dates of the Group's meeting. These rates are subject to availability of guest rooms in excess of the scheduled meeting dates shown on the Room Block.

GUEST ROOM RATES

The Hotel's 1997 rack rates are as follows:

Single Occupancy:	\$185.00
Double Occupancy:	\$210.00
Triple Occupancy:	\$235.00
Quad Occupancy:	\$260.00
One-bedroom Loyola:	\$375.00
One-bedroom VIP Suite:	\$500.00
Two-bedroom VIP Suite:	\$600.00

PRICING:

We are pleased to confirm the following guest room rates for 1999:

Single	\$158.00
Double	\$158.00
Triple	\$178.00
Quad	\$173.00

Regency Club accommodations are offered at an additional charge of \$35.00 per room based on availability.

Business Plan accommodations are offered at an additional charge of \$15.00 per room based on availability.

~~The Hotel agrees to offer the Group a rate equal to the rates above escalated by five percent (5%) compounded annually for each year between the date of this contract and the meeting dates. Final rate will be determined one year out.~~

SA - rates confirmed above

All suite prices are quoted with one bedroom. These rates are subject to the appropriate state, local and any occupancy taxes in effect at the time of the Group's meeting. These taxes are currently eleven percent (11%) and \$3.00 per room night.

The rates provided for the Group have been negotiated based on the needs and the size of the Group, as well as the number of food and beverage functions and meeting space required over the dates specified.

COMMISSIONABLE/NON-COMMISSIONABLE

These rates are confirmed on a net non-commissionable basis.

COMPLIMENTARY ROOMS

The Hotel agrees to provide the Group with one (1) complimentary unit per every fifty paid rooms occupied on a cumulative basis by the Group's attendees over the official dates of the Group's meeting at the convention rate. The official dates of the meeting are those dates listed on the first page of the contract. This shall be computed by adding together the total paid room usage per night during the meeting period and dividing by fifty (50). These credits for units may be applied as follows:

<u>Room Type</u>	<u>Units Applied</u>
One Guest Room	1 unit
One Loyola Suite	2 units
One-bedroom VIP Suite	3 units
Two-bedroom VIP Suite	4 units
Regency Club Room	2 units

Complimentary room units may not be used as credit. Complimentary room nights not used have no value.

In the event that the Group picks up a minimum of ninety percent (90%) of the aforementioned room block, the Hotel, as a special consideration to the Group, will provide the following for use by the Group over and above the complimentary rooms above:

- One (1) VIP + 2 suite, over and above per arrival November 1, 1999 and departure November 7, 1999.
- Ten (10) Chef's Selection welcome amenities.
- Five (5) Airport transfers via hotel town car, based on availability.
- One (1) Complimentary microphone and podium per session room, as long as group utilizes in-house audio/visual company.
- Ten (10) upgrades to Gold Passport rooms for officers.
- Complimentary coffee and tea service for Board meetings, up to twenty (20) people.

Not tied to room pick-up are the following concessions:

1. Complimentary lodging and meeting space for twelve (12) people for CRLA Board of Directors for two day weekend board meeting, approximately six (6) months before the conference. The maximum rooms required would be seven (7). This meeting is based on availability.
2. One (1) complimentary room for program chair for two (2) nights to finalize conference arrangements.
3. Conference rate and room availability for board members (up to 10 rooms) beginning Sunday preceding conference

RESERVATIONS

The Hotel will provide your office with complimentary reservation cards totaling three times the amount of peak room nights. Should you require additional cards, they will be at the expense of the organization and charged to the master account. These cards will be imprinted with the name of your organization, dates of the meeting, and the guest room rates. As soon as the completed cards are received by the hotel, confirmation will be forwarded to your attendees. Reservation cards received after your cut-off date, will be honored on a space available basis.

Please allow two (2) weeks for delivery once the order has been placed with our printer.

CUT-OFF DATE

The "cut-off date" is September 30, 1999. Reservation requests received after the cut-off date will be accepted on a space and rate availability basis up to the Group block. If the group rate is not available after the cut-off date, the prevailing rack rates will apply for any reservations confirmed.

The master account rooming list, showing VIP Rooms and Complimentary Room assignments, must be received on September 30, 1999, in order to properly input to list and avoid and embarrassment to your attendees at the Front Desk.

DEPOSITS

First night room plus tax for each of the confirmed rooms will be due from individuals attending the meeting/event fourteen (14) days after room is confirmed by the Hotel but no later than the cut-off date specified above. All deposits for individual room reservations are fully refundable if a room is canceled seven (7) days or more prior to the arrival date. Personal checks, money orders or a valid American Express, Diners Club, Visa or Mastercard number and expiration date will be needed for the deposit. The Group remains bound, however, by any liquidated damages provision of this agreement. .

CREDIT ARRANGEMENTS

Individuals shall be responsible for their own room, tax, incidental charges, and any other charges not authorized by the Group to be billed to the Master Account. All charges incurred are to be paid upon check-out. The Group's Master Account is limited to charges for meeting/function room rental, food and beverage functions and other requested services.

In the event that the Group wishes to set up direct billing for the Master Account, a credit application must be completed and returned no later than August 30, 1999 in order to be processed for approval. Credit procedures are provided by the Hotel upon the request of the Group for a credit application.

In the event that credit is not requested or is not approved, payment of the Group's total estimated Master Account will be due to the Hotel on September 30, 1999. Failure to remit the appropriate payment on a timely basis will result in cancellation of all arrangements outlined in this contract and the Group shall be liable for amounts as described in the cancellation provision.

The outstanding Master Account balance is due in full no later than thirty (30) days from receipt of the bill. The Hotel reserves the right to assess interest charges equal to one and one-half percent (1 1/2%) or the maximum allowed by law for all undisputed amounts which are not paid within thirty (30) days after the Group's receipt of the final Hotel bill.

OFF PREMISES CATERING

The Hotel offers a full service off-premises catering operation to service events held at major New Orleans locations. The Group agrees to provide the Hotel with the first option to provide catering services at any off-premise event sponsored by the Group during or in conjunction with the Group's meeting.

EXHIBITOR CLAUSE

The Hotel requires that the Group provide to the Hotel a fully completed data sheet for each Exhibitor that rents a booth for its event. The Group is responsible for submitting to the Hotel by September 30, 1999, a summary of its requirements for the exhibit area which shall include the number of exhibits, the floor load and square footage requirements for each booth and total for the exhibit hall.

There will be approximately twenty (20) booths.

The current exhibit hall rental is ^{40.00}~~\$65.00~~ per booth. Definite rental will be set one (1) year prior to the commencement date of the Group's convention. This rate will be based on a guarantee of ninety-five percent (95%) of the booths estimated above. All booths are subject to prevailing state and local taxes; currently these equal eleven percent (11%).

Exhibit Rental includes:

1. set-up and dismantle days
2. general lighting
3. standard heating and/or air conditioning

Exhibit Rental does not include:

1. drayage
2. decoration
3. labor
4. guard/security service
5. cleaning or janitorial services

FLOOR PLANS

Floor Plans must be approved by the Hyatt Regency New Orleans and the New Orleans Fire Prevention Bureau. Copies must be sent to the Exhibit Hall Manager prior to final printing, and shall be submitted prior to the sale of exhibit booths to prospective exhibitors.

LIABILITY

The Group is responsible for submitting an executed release of liability from each Exhibitor or its third party representative in charge of providing installation and dismantling services prior to set-up. The release must include the following language:

Exhibitor shall be fully responsible to pay for any and all damages to property owned by Hyatt Regency New Orleans, its owners or managers which results from any act or omission of Exhibitor. Exhibitor agrees to defend, indemnify and hold harmless, Hyatt Regency New Orleans, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor's use of the property.

Exhibitor's liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor's occupancy and use of the exhibition premises, the Hotel or any part thereof.

CANCELLATION OPTION

Either the Hotel or the Group may cancel this contract without cause upon written notice to the other party at any time prior to the event and upon payment of an amount based on the following scale:

More than twenty four (24) months	\$ 30,000.00
Twenty four (24) months to Twelve (12) months	\$ 60,000.00
Eleven (11) months or less	\$ 100,000.00

The exercise by the canceling party of the option to cancel is agreed by the parties to constitute the exercise of a contractual option and not a default, and in no event shall the canceling party be liable for more than the option price paid hereunder.

Payment due as a result of cancellation of this contract under this provision shall be made by the canceling party to the non-canceling party at the time the contract is canceled by written notice.

The Hyatt Regency New Orleans agrees to credit the cancellation charge to the master account if College Reading and Learning re-books a similar conference within one year.

RIGHTS OF TERMINATION FOR CAUSE

Except as otherwise provided in the Contract, neither party shall have the right to terminate their obligations under this Contract. This Contract is, however, subject to termination for cause without liability to the terminating party, under any of the following conditions:

- a. The parties' performance under this Contract is subject to acts of God, war, government regulation, terrorism, disaster, strikes, civil disorder, curtailment of transportation facilities, or any other emergency beyond the parties' control, making it inadvisable, illegal or which materially affects a party's ability to perform its obligations under this Contract. Either party may terminate this Contract for any one or more of such reasons upon written notice to the other party within three (3) days of such occurrence or receipt of notice of any of the above occurrences.
- b. In the event that either party shall make a voluntary or involuntary assignment for the benefit of creditors or enter into bankruptcy proceedings, become insolvent or subject to foreclosure, or take any other action for the benefit of creditors or relief of debtors prior to the date of the Group's meeting, the other party shall have the right to cancel this contract without liability upon written notice to the other.
- c. The Hotel shall promptly notify the Group if there is a change in the management company which operates the Hotel prior to the meeting, and the Group shall have the right to terminate this Contract without liability upon written notice to the Hotel.
- d. The phrase "without liability" wherever used in this Contract shall be deemed to include a refund by the Hotel of all deposits and prepayments made within thirty days of the notice of termination.

INDEMNIFICATION AND HOLD HARMLESS

The Hotel and the Group each agree to defend, indemnify and hold harmless the other party from and against all claims, actions or causes of action, liabilities, including attorneys' fees, and costs

arising from the defense of any claim, action, cause of action or liabilities arising out of or resulting from any act taken or committed by the Hotel or the Group pursuant to the performance of each party's obligations hereunder. The Hotel and the Group each agree to defend, indemnify and hold harmless the other party for any claim, action, cause of action and liabilities which may be asserted by third parties arising out of the performance of either party's obligations pursuant to this Contract, except for the willful misconduct or gross negligence of the other party.

AMERICANS WITH DISABILITIES ACT

Compliance by the Hotel - The Hotel shall be responsible for complying with the public accommodations requirements of the Americans with Disabilities Act ("ADA") not otherwise allocated to the Group in this agreement, including: (i) the "readily achievable" removal of physical barriers to access to the meeting rooms (e.g. speakers' platform and public address systems), sleeping rooms, and common areas (e.g., restaurants, rest rooms, and public telephones); (ii) the provision of auxiliary aids and services where necessary to ensure that no disabled individual is treated differently by the Hotel other than other individuals (e.g., Braille room services menus or reader); and (iii) the modification of the Hotel's policies, practices, and procedures applicable to all guests and/or groups as necessary to provide goods and services to disabled individuals (e.g., emergency procedures and policy of holding accessible rooms for hearing and mobility impaired open for disabled individuals until all remaining rooms are occupied). Any extraordinary costs for special auxiliary aids requested by the Group shall be borne by the Group provided the Hotel notifies the Group in writing.

Compliance by the Group - The Group shall be responsible for complying with the following public accommodations requirements of ADA: (i) the "readily achievable" removal of physical barriers within the meeting rooms utilized by the Group which the Group would otherwise create (e.g., set-up of exhibits in an accessible manner) and not controlled or mandated by the Hotel; (ii) the provision of auxiliary aids and services where necessary to ensure effective communication of the Group's program to disabled participants (e.g., Braille or enlarged print handouts, interpreter or simultaneous videotext display); and (iii) the modification of the Group's policies, practices and procedures applicable to participants as required to enable disabled individuals to participate equally in the program.

Mutual Cooperation in Identifying Special Needs - The Group shall attempt to identify in advance any special needs of disabled registrants, faculty and guests requiring accommodation by the Hotel and will notify the Hotel in writing of such needs for accommodation as soon as they are identified to the Group. Whenever possible, the Group shall copy the Hotel on correspondence with attendees who indicate special needs as covered by ADA. The Hotel shall notify the Group in writing of requests for accommodation which it may receive otherwise than through the Group to facilitate identification by the Group of its own accommodation obligations or needs as required by ADA.

INSURANCE

The Hotel and the Group shall obtain and maintain and provide evidence of insurance upon request in amounts sufficient to provide coverage for any liabilities arising out of or resulting from the respective obligations pursuant to this contract.

BINDING AGREEMENT

The Group Sales Contract, along with the attachments called "Schedule of Events" and Hotel Policies and Procedures are all of the terms agreed to by the parties. Any changes to these terms must be made in writing and signed by both parties to be effective. All prior agreements, verbal or written, are no longer effective once this Contract is signed by the parties.

NOTICE

Any notice required or permitted by the terms of this Contract should be made in writing. Notice must be delivered through one of the following methods in order to be deemed given:

- 1) Certified Mail, return receipt requested.
- 2) Registered Mail, return receipt requested.
- 3) Overnight Delivery, with a signature signifying receipt.

All notices must be addressed to the person named on the first page of this Contract as that party's contact/representative. The notice shall be deemed effective as of the date shown on the receipt signifying delivery of such notice to the party to whom it is addressed.

ATTORNEYS FEES

In the event any legal action is taken by either party against the other party to enforce any of the terms and conditions of this Contract, it is agreed that the unsuccessful party to such action shall pay to the prevailing party therein all court costs, attorneys' fees and expenses incurred by the prevailing party. In addition, the Group shall be responsible for payment of attorneys' fees and interest associated with the Hotel's efforts to collect monies owed under the terms of this Agreement.

ADDENDA

If there are any terms and conditions contained in any attachment to this Contract hereto which are inconsistent with the terms and conditions contained in the body of this Contract, the terms and conditions of this Contract shall prevail.

HEADINGS

The headings and numbers appearing in this Contract have been inserted as a matter of convenience. If there is any conflict between the headings and numbers and the text of this Contract, the text will control.

WAIVER

If one party agrees to waive its right to enforce any term of this Contract, it does not waive its right to enforce such term or any or all other terms of this Contract at any other time.

GOVERNING LAW

This Contract shall be governed by and construed under the laws of the State of Louisiana. If any provision of the Contract is unenforceable under applicable law, the remaining provisions shall continue in full force and effect.

This signature page may be signed by the parties and sent by electronic transmission (facsimile) and shall be acceptable to the Hotel to hold the space for seventy-two (72) hours provided that the Hotel receives the fully executed agreement with the original signature by mail without any further changes within seventy-two (72) hours of the date shown on the facsimile signature page.

When signed by representatives of both parties, this Contract, which includes The Schedule of Events, and the Hotel's Policies and Procedures which are incorporated by reference will constitute a binding agreement between the Group and the Hotel.

By the Group's
Authorized Representatives

Susan C Brown

Susan Brown
Chairperson, Conference Site Selection
**COLLEGE READING AND
LEARNING ASSOCIATION**

12/15/97

Date

By the Hotel's
Authorized Representative

Stephani Alexander

Stephani Alexander, CMP
Sales Manager
HYATT REGENCY NEW ORLEANS

12/23/97

Date

Kathy Carpenter

Kathy Carpenter
President
**COLLEGE READING AND
LEARNING ASSOCIATION**

12/16/97

Date



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

CRLA Board Meeting
Salt Lake City, UT
November 6, 1998
Attachment I
1 Page(s)

November 3, 1998

TO: Executive Board
College Reading and Learning Association

FROM: Gladys R. Shaw

SUBJECT: Presentation on Certification

I will be presenting the certification Program to the South Carolina Developmental Education Association on Monday, November 9. We only have seven programs certified in South Carolina. I hope to encourage several more with my presentation.

Estimated Expenses include airfare	\$336
3 days per diem (state authorized rate) @ \$94 (Sat., Sun., & Mon.)	282
Car Rental 2 days @ \$40	<u>80</u>
	\$698

I respectfully request CRLA to pay all or some of these expenses. I did send a request for advance approval via e-mail, which apparently did not get delivered to President Kathy Carpenter and I understand she has experienced some problems with this. I apologize for not following up on this sooner, but it was a detail that simply got lost in the preparation for three conferences back to back.

If reimbursement is approved, I will submit a request with receipts upon my return.

Thank you for your consideration.

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING Saturday, November 7, 1998 Salt Lake City, Utah Summary of Minutes

Members present: Michael O'Hear, *President*; Kathy Carpenter, *Past-president*; Pat Jonason, *President-elect*; Sylvia Mioduski, *Past-treasurer*; Lorraine Dreiblatt, *Secretary*; Vince Orlando, *Past-president*; Roz Bethke, *Newsletter Editor*; Rosalind Lee, *Membership chair*

The meeting was called to order by Mike at 2:10 p.m.

1. SIGS

Patti Dozen, SIG chair joined the meeting and distributed the annual report for the Learning Assistance Center Management SIG and summary handout which will be available at the Conference. The SIG leaders met this morning and asked that the following requests be brought to the Board:

1. Separate rooms for meetings of each SIG group with food carts or food available to take to rooms for meetings.
2. More days and times for meetings; lunch meetings preferred.
3. Some interest was expressed for resurrecting a round table discussion.
4. SIG sponsored lunch with mentor.
5. SIG far so that new members can get information.
6. Leadership workshop was discussed.

She also reported that the leaders enjoyed reading the proposals for presentations and would like this tradition continued.

The Board extended its appreciation to Patti for her efforts.

2. NCDE AND JDE

Hunter Boylan joined the meeting to report that a conference for research in developmental education sponsored by NCDE was in the planning stages. Proposed dates were discussed. The Board approved to co-sponsor the forthcoming research conference with NADE.

3. Elections

Vince requested that the Board discuss the topic of elections.

The Board reconvened after a fifteen minutes (3:00 - 3:15 p.m.) executive session.

The agenda topic, "Requests from States/Regions" was tabled to the December conference call.

4. ACDEA

Kathy reported that the members endorse the Mentor Program. She stated that Hunter

that three people, the president, pas-president, and president-elect should attend ACDE and NADE conferences for continuity in discussions and plans.

5. CRLA relationship to Kellogg

The relationship of CRLA to the Kellogg Institute was discussed. Publicity and the sponsorship of a booth for NCDEA was also discussed.

6. Websites

Vince reported that new managers are being sought for the CRLA home page.

7. Phone cards

An exchange of phone cards among new and old officers was completed.

8. CRLA Operating Budget: 4 Year Comparison

Sylvia distributed this comparison which is to be considered before the December conference call. An updated budget for revisions and additions for the period of January - December, 1999 will be faxed to Board members.

9. December conference call

Scheduled for December 9, 3:00 p.m. EST.

10. CRLA conference rates for Canadian members

A length discussion was held regarding the cost of conferences for Canadian members due to the present exchange rate. The Board agreed that some reduction is appropriate; the exact amount to be finalized during the December conference call.

The meeting was adjourned at 4:30 p.m.

The minutes were approved on December 9, 1998.

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING Saturday, November 7, 1998 Salt Lake City, Utah Minutes

Salt Lake City Hilton

Board Room

Members present: Kathy Carpenter, *President*; Michael O'Hear, *In-coming President*; Pat Jonason, *President-elect*; Sylvia Mioduski, *Treasurer*; Lorraine Dreiblatt, *Secretary*; Vince Orlando, *Past President*; Roz Bethke, *Newsletter Editor*; Rosalind Lee, *Membership chair*

The meeting was called to order by Mike at 2:10 p.m.

1. SIGS

Patti Dozen, SIG chair joined the meeting and distributed the annual report for the Learning Assistance Center Management SIG (*Attachment A*). She also distributed a summary handout (*Attachment B*) which will be available at the Conference. She reported that the following is a list of requests from SIG leaders which was discussed at their meeting during the Conference:

1. Separate rooms for meetings of each SIG group with food carts or food available to take to rooms for meetings.
2. More days and times for meetings; lunch meetings preferred.
3. Some interest was expressed for resurrecting a round table discussion.
4. SIG sponsored lunch with mentor.
5. SIG fair so that new members can get information.
6. Leadership workshop was discussed.

Patti also reported that the leaders enjoyed reading the proposals for presentations and would like this tradition continued.

The Board extended its appreciation to Patti for her efforts.

2. *NCDE and JDE*

Hunter Boylan joined the meeting. He reported that a conference for research in developmental education sponsored by NCDE was in the planning stages. Proposed dates were discussed. He requested co-sponsorship by CRLA and NADE.

Kathy moved that CRLA join NADE as a co-sponsor for the forthcoming research conference. Lorraine seconded. **PASSED.**

3. *Elections*

Vince requested that the Board discuss the topic of elections.

The Board reconvened after a fifteen minute (3:00 - 3:15 p.m.) executive session.

The agenda topic "Requests from States/Regions" was tabled to the December conference call.

4. *ACDEA*

Kathy reported that the members endorse the Mentor Program. She stated that Hunter suggests \$500 per organization each year to help support ACDEA activities. She also suggested that three people-the president, past president, and president-elect should attend ACDEA and NADE meetings for continuity in discussions and plans.

5. *CRLA relationship to Kellogg*

A discussion was held regarding CRLA's relationship and publicity at the Kellogg Institute. The sponsorship of a booth for NCDEA was also discussed.

6. *Websites*

Vince reported that new managers are being sought for the CRLA home page..

7. *Phone cards*

An exchange of phone cards among new and old officers was completed. A new card will be obtained for Vince.

8. CRLA Operating Budget: 4 Year Comparison

Sylvia distributed this comparison which is to be considered before the December conference call (*Attachment C*). She will fax updated budget for consideration after input from Board members. She requested that revisions and additions be considered for the period of January- December, 1999.

9. December conference call

Scheduled for December 9, 3:00 p.m. EST.

10. CRLA conference rates for Canadian members

The Board discussed at length the cost of conferences for Canadian members. Due to the present exchange rate it has become very costly. The Board agreed that some reduction is appropriate; the exact amount will be finalized at the December conference call.

Pat moved the meeting be adjourned. Lorraine seconded. PASSED.

The meeting was adjourned at 4:30 p.m.

The minutes were approved December 9, 1998.

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING
Saturday, November 7, 1998
Salt Lake City, Utah

List of Attachments to Minutes

- A. Annual report for the Learning Assistance Center Management SIG.
- B. Special Interest Groups handout.
- C. CRLA Operating Budget: 4 Year Comparison



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Learning Assistance Center Management SIG Report for 1998

Leader:

Jan Norton, Director
Center for Academic Support
Missouri Western State College
St. Joseph, MO 64507

SIG Purpose:

- To provide a forum that will allow the membership to build a collaborative, interdependent, and supportive network of members united by the goals of improving individual performance as well as meeting learning center management goals and needs.
- Activities include a newsletter and the exchange and sharing of ideas through SIG-sponsored conference activities, including a concurrent session and group meeting.

Activities for 1998:

1. Distribution of three newsletters: February (conference information), May (best resource recommendations from members, publication opportunities), and October (learning center mission statements)
2. Participation in tutor training research; results being presented at 1998 conference.
3. SIG-sponsored concurrent session at the 1998 conference: panel presentation by SIG members Gen Ramirez, Carolyn Smith, and Jan Norton about "What Works: Practical Tips from Learning Center Managers"
4. Breakfast meeting at Salt Lake City

Plans for 1999:

1. Revise statement of purpose based on member input at the Salt Lake City conference.
2. Elect SIG leader for 1999-2001, to begin at Fall 1999 national conference.
3. Produce and distribute quarterly newsletters (August, November, February, and May) with 'guest column' and/or some form of member participation in each newsletter.
4. Find/create/publicize an on-line index of learning center web sites.
5. Additional goals as determined by members attending the Salt Lake City SIG breakfast/meeting.

SPECIAL INTEREST GROUPS
COLLEGE READING AND LEARNING ASSOCIATION
1998-1999

CRLA Board Meeting
November 7, 1998
Salt Lake City, UT
Attachment B
2 page(s)

Special interest groups (SIG's) were developed to provide CRLA members with a means of networking throughout the year, not just during the conference. Each group reflects the current issues and interests of CRLA membership and maintains the flexibility, openness, and commitment to professionalism of the organization. CRLA members are encouraged to visit with Board members or with the SIG coordinators (Pat Jonason and Patti Dozen) regarding the formation of new SIG's that might reflect current issues related to CRLA.

Membership in SIG is \$5.00, payable with CRLA membership fees. General information regarding each SIG is listed below. For more specific information, contact the leader of each SIG.

Cognitive Psychology

37

Position Open

Purpose: To share research about learning processes, especially research related to how adults learn in an academic setting. The SIG publishes a newsletter that informs members about current research in reading theory and instruction, reading processes, adult literacy, problem solving, and cognitive models describing how adults learn and remember. It also serves as an important communications tool among SIG members about research ideas, events, and periodicals pertinent to the SIG and to CRLA professional interests.

Activities: Activities include publishing two interactive newsletters each year and sponsoring SIG-related institutes, sessions, roundtables and a luncheon at the annual CRLA conference.

College Reading

177

Carol Wills, 381 Nova Lane, Menlo Park, CA 94025

W: (415) 574-6612, H: (415) 325-0268, FAX: (415) 328-5147

E-mail: crtwills@pacbell.net

Purpose: To provide a vehicle for sharing ideas about methods of teaching reading and study skills at the college level.

Activities: Activities include exchange of information and sharing of ideas through SIG-sponsored conference activities and newsletter.

Computer Technology

73

Lucy Tribble MacDonald, Chemeketa Community College, 4717 Antelope Valley, Salem, OR 97305

W: (503) 399-5242 H: (503) 390-6376 FAX: (503) 399-5038

E-mail: lucy@chemek.u.or.us, litlucy@aol.com

Purpose: To share information, exchange news of methods, techniques, and technology to promote effective use of computers to deliver instruction and to communicate.

Activities: Activities include exchange of information and sharing of ideas through E-mail, using an electronic distribution list, LRNASST, on the Internet and through SIG-sponsored conference activities, including a SIG breakfast and a roundtable. Members are encouraged to join LRNASST in order to take part in on-line discussions and are also encouraged to participate in the process of developing a WEB page for college learning centers.

Counseling and Helping Relationships

22

Position Open

Purpose: To provide a discussion and resource forum for counselors and learning assistance personnel working in the areas of guidance, developmental studies, nontraditional student services, and learning support.

Activities: Activities include publishing a newsletter to provide a forum for counseling issues and a source of successful ideas for counselors interested in developmental education and student success.

Harry Mayo, English Dept., American River College 4700 College Oak Dr., Sacramento, CA. 95841

W: (916)484-8241

E-mail: mayoh@arc.losrios.cc.ca.us

Purpose: To stimulate, encourage, and enhance the processes of critical awareness in the individual; to promote professional recognition of the importance of critical awareness---socially and educationally; to contribute to the development and exchange of strategies and curriculum designed for the infusion of critical awareness in the education process.

Activities: Activities include the publication of a SIG newsletter and the exchanging of information and sharing of ideas through SIG-sponsored conference activities, including institutes, sessions, roundtables, and a SIG luncheon.

Developmental / Basic Writing

51

Dagmar Corrigan, Dept. of English Suite 1040 S, University of Houston, Downtown

One Main Street, Houston, TX 77002, W: (713) 221-8297 FAX: (713) 226-5205 E-mail: corrigan@zeus.dtu.edu

Purpose: To promote a more global understanding of the issues in developmental writing and to promote the advancement of more dynamic strategies for addressing the challenges. To engage members in discussion of pressing concerns in the field. To examine the multicultural nature of basic writing in graduate programs in rhetoric and composition. To respond to concerns of all SIG members as they are presented.

Activities: Activities include a newsletter and the exchange and sharing of ideas through SIG-sponsored conference activities.

Distance Learning

2

Janet Maker, Ph.D., Professor/Reading Specialist, Los Angeles Trade Technical College

400 West Washington Bl., Los Angeles, CA 90015, Home: 925 Malcom Ave., Los Angeles, 90024

H: (213) 744-9455 - (310) 470-4482 - FAX: (310) 475-3396

E-mail: JanetA.Maker@laccd.cc.ca.us Jamaker@gte.net

Brenda K. Phillips, State Technical Institute at Memphis, 5983 Macon Cove, Memphis, TN 38134-7693

W: (910) 383-4315 E-mail: bphillips@stim.tec.tn.us

Purpose: To share information and ideas about effective uses of distance learning, technology, resources and methods.

Activities: Activities include exchange of information and ideas through E-mail, www., newsletter, and conference activities

Emotional / Motivational Aspects of Learning

50

Position Open

Purpose: To provide a vehicle for the exchange of resources and ideas on helping students with motivational and emotional aspects of student effectiveness.

Activities: Activities include the publication of a SIG newsletter and the exchange of information and sharing of ideas through SIG-sponsored conference activities, including institutes, sessions, roundtables, and a SIG luncheon.

English as a Foreign/Second Language

44

Anna-Marie Schlender, American Language Program California State University Hayward, Hayward, CA 94542-3012

(W): (510) 728-2020 FAX: (510) 885-2020 E-mail: aschlend@csuhayward.edu

Purpose: To exchange information on testing, textbooks, techniques of teaching EFL/ESL. To evaluate and act as a clearing house for materials and resources.

Activities: Activities include the publication of a SIG newsletter, serving as a clearing house for materials and resources, and the exchange and sharing of ideas through SIG-sponsored conference activities, including a business meeting.

1998: Sponsored Institute at annual conference, SIG breakfast, Item for raffle/scholarship fund

1999: 3 issues for the newsletter. Sponsored sessions or institutes at conference in New Orleans.

Jan Norton, Missouri Western State College , 4525 Downs Drive , St. Joseph, MO 64507

W: (816) 271-4536 FAX: (816) 271-4574 E-mail: norton@griffon.mwsc.edu

Purpose: To provide a forum that will allow the membership to build a collaborative, interdependent, and supportive network of members united by the goals of improving individual performance as well as meeting learning center management goals and needs.

Activities: Activities include a newsletter and the exchange and sharing of ideas through SIG-sponsored conference activities, including a concurrent session and group meeting.

Learning Disabilities**82**

Zanette Douglas , Westark Community College :5210 Grand Avenue, Vines 112A, P.O. Box 3649, Fort Smith, AR 72913-3649

W: (501) 788-7667 H: (501) 452-2665 FAX: (501) 788-7003 E-mail: zdouglas@systema.westark.edu

Purpose: To share information, exchange ideas, and develop techniques to assist the student with a learning disability to acquire skills and knowledge for success in higher education. To share information on policies and procedures used in accommodating learning disabled students created in accordance with the ADA law.

Activities: Activities include publishing an interactive newsletter and a membership directory, sponsoring SIG-related conference activities, and encouraging participation in the CRLA Conference by offering related sessions. This SIG encourages members to form a network for formulating, creating, and sharing policies and procedures for accommodations.

Liberal Arts Colleges and Universities**22****Position Open**

Purpose: To foster communication and networking among educators involved in academic support programs in a liberal arts setting.

Activities: Activities include publishing a newsletter and a membership directory.

Mathematics Tutorial Programs**34**

Gertrud Konings Ph.D.; Learning Specialist III , Library-Room 332 Univ. of Texas

El Paso, TX 79968-0611

FAX: (915) 747-5486 , (915) 747-5325 , E-mail: Gkonings@utep.edu

Purpose: To provide an opportunity for communication among those providing tutorial services in mathematics. To encourage presentation of papers at CRLA conference and participation in related conference activities.

Activities: Activities include publishing a newsletter and a membership list and the exchange and sharing of ideas through SIG-sponsored conference activities, including sessions, a SIG luncheon, and a roundtable.

Multicultural Issues**33**

Cynthia Linton , CSU San Bernardino , 5500 University Parkway , San Bernardino, CA 92407

W: (909) 880-5038 E-mail: clinton@wiley.csusb.edu

Purpose: To increase awareness of and to provide a means of sharing various multicultural issues.

Activities: Activities include publishing a newsletter and a membership list and the exchange of information and sharing of ideas through networking at the conference and through SIG-sponsored conference activities, such as SIG luncheon, sessions, and a roundtable.

Paired Courses**2**

Elaine Byrd, Utah Valley State College :800 W 1200 S, Orem, UT 84058 ,

H: (801) 222-8275 E-mail: byrdel@uvsc.edu

Purpose: To share ideas about how to effectively create, market, and teach paired courses.

Activities: None since last year, but hope to plan some during the breakfast meeting at the CRLA conference.

Nancy Kosmicke, Mesa State College, PO Box 2647, Grand Junction, CO 81502
W: (970) 248-1878 E-mail: nKosmick@mesa5.mesa.colorado.edu

Purpose: To improve peer tutoring programs by providing information which will increase tutor recruitment, improve tutor training, improve tutor education, increase faculty involvement, improve tutor delivery systems, explore different types of tutoring programs, assist in setting up new tutoring programs, and keep members informed about the latest research concerning tutoring.

Activities: Activities include publishing a SIG newsletter *The Tutor Exchange*, coordinating institutes and/or sessions at the national conference, serving as a clearing house for tutoring ideas, and promoting the CRLA Tutor Certification Program.

1998: Breakfast meeting - Sacramento Fall and Spring newsletters mentors

1999: Lunch meeting - Salt Lake, 3hr Institute - Salt Lake, Fall and Spring newsletters

Research and Evaluation

52

Dean R. Foster, Pennsylvania College of Technology, PennState, One College Ave. Williamsport, PA 17701-5799
E-mail: dfoster@csrlink.net

Purpose: To encourage CRLA members to become researchers, to aid in the development of a research base in developmental education, and to disseminate information on current research and evaluation issues.

Activities: Activities include publishing a newsletter which includes a book review, a listing of classic references in educational research, and new publications by Sage Publications, networking through a shared membership list, and sponsoring conference activities such as a SIG breakfast and business meeting.

Teaching Excellence

40

Kate O' Dell, School of Education, University of Alaska, 3211 Providence Dr., Anchorage, Alaska 99508
W: (907) 786-4444 FAX: (907) 786-4434 E-mail: AFKDO@uaa.alaska.edu

Purpose: To provide a vehicle for the exchange of ideas to foster excellence in teaching.

Activities: Activities include publishing a newsletter and a membership directory and promoting opportunities to network at the national conference through the SIG luncheon.

1998: SIG dinner on the town in Sacramento, Fall 1997 Newsletter, Fall 1998

1999: SIG breakfast, Fall 1998, Newsletters, Spring and late-Summer or early-Fall

Sponsor session and/or institute for Fall 1999 Conference, Change SIG classification (from "administrative")

Workforce Literacy

21

Vicki Papineau, Reading Lab, Central Community College, Hastings, NE 68902-1024
W: (402) 461-2478 FAX: (402) 461-2454 E-mail: paphcom@cccadm.gi.cccneb.edu

Purpose: To provide a discussion and resource forum that will encourage the sharing of ideas and the exchange of information regarding workforce literacy.

Activities: Activities for 1998-1999 include exchange of information through e-mail, newsletters, and SIG-sponsored conference activities.

1998: A newsletter was sent out to members in February and September. At the Salt Lake City conference and informal SIG breakfast is planned for Thursday, Nov. 5th at 7:30 a.m.

1999: Tentatively, a newsletter is planned to be sent to members in February and September

SIG Coordinator for 1998

Patti Dozen, Moorpark College : 7075 Campus Rd., Moorpark, CA 93021
W: (805) 378-1590 FAX: (805) 378-1499 E-mail: pdozen@sunny.vcccd.cc.ca.us

Questions or concerns regarding SIG membership or activities regarding the formation of a new SIG should be directed to the SIG coordinators or to the CRLA Board members. The SIG's are in existence to promote the interests of CRLA members and to provide an opportunity to network with professionals who share interests.

CRLA Operating Budget: 4 Year Comparison -- 1996-97, 1997-98, 1998 (6 mos), FY

CRLA Board Meeting
November 7, 1998
Salt Lake City, UT
Attachment C
8 page(s)

	B	D	E	F	G	J		
1	ASSETS/INCOME	Actuals	BUDGETED	Actuals	Variance	BUDGETED		
2		1996-97	1997-98	1997-98	1997-98	1998-99	Jul 98-Dec98	FY 99
3	1000 ASSETS							
4	1100 Opening Operating Balance (July 1)	61,982.00	65,895.74	65,895.74	0.00	23,631.86		
5	1101 Opening Conference Balance			10,000.00		59,901.66		
6	1200 Certificates of Deposit							
7	1201 2 year CD	55,546.95	55,000.00	58,879.14	0.00	50,000.00		
8	1202 6 month CD	20,172.61	20,000.00	35,259.85	15,000.00	36,000.00		
9	TOTAL ASSETS	137,701.56	140,895.74	170,034.73	15,000.00	179,533.52		
10								
11	2000 GENERAL INCOME							
12	2001 Conference Income Profit	17,800.00	17,150.00	49,901.66	32,751.00	20,000.00		
13	2002 Awards/Scholarships	1,132.00	1,050.00	1,339.00	289.00	1,000.00		1,000.00
14	2003 Dues	28,810.00	30,000.00	31,745.00	1,745.00	30,000.00		30,000.00
15	2004 Interest Income	4149	500.00	3,933.23	3,433.23	1,200.00		4,000.00
16	2005 International Tutor Certification	5,850.00	3,000.00	6,525.00	3,525.00	5,000.00		
17	2006 Mailing Labels	0.00	375.00	100.00	(275.00)	500.00		500.00
18	2007 Misc. Income	10.00	0.00	204.59	204.59	0.00		100.00
19	TOTAL GENERAL INCOME	39,951.00	52,075.00	93,748.48	41,672.82	37,700.00		
20								
21	2010 PUBLICATIONS INCOME							
22	2011 Glossary	10.00	50.00	50.00	0.00	50.00		50.00
23	2012 JCRL (journal)	872.00	500.00	985.00	485.00	750.00		750.00
24	2013 Tutor Handbook	3,306.00	2,000.00	2,050.00	50.00	3,000.00		
25	TOTAL PUBLICATIONS INCOME	4,188.00	2,550.00	3,085.00	535.00	3,800.00		
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CRLA Operating Budget: 4 Year Comparison -- 1996-97, 1997-98, 1998 (6 mos), FY 1999

	B	D	E	F	G	J	K	L
42	INCOME (cont)	Actuals	Budgeted	Actuals	Variance	Budgeted	Actuals	Budgeted
43		1996-97	1997-98	1997-98	1997-98	1998-99	Jul 98-Dec98	FY 99
44	3000 SIG INCOME							
45	3001 SIG 1 Cognitive Psych			55.00				
46	3002 SIG 2 College Reading			425.00				
47	3003 SIG 3 Computer Technology			160.00				
48	3004 SIG 4 Counseling/Helping			25.00				
49	3005 SIG 5 Critical Thinking			170.00				
50	3006 SIG 6 Dev/Basic Writing			140.00				
51	3007 SIG 7 Emot/Motiv Aspects			130.00				
52	3008 SIG 8 ESL/EFL			105.00				
53	3009 SIG 9 Research/Evaluation			130.00				
54	3010 SIG 10 Learning Center Managment			390.00				
55	3011 SIG 11 Learning Disabilities			215.00				
56	3012 SIG 12 Liberal Arts Colleges/Universities			40.00				
57	3013 SIG 13 Math Tutorial Programs			60.00				
58	3014 SIG 14 Multicultural			100.00				
59	3015 SIG 15 Peer Tutoring			365.00				
60	3016 SIG 16 Workplace Literacy			40.00				
61	3017 SIG 17 Teaching Excellence			95.00				
62	3018 Unidentified SIGS			1,205.00				
63	TOTAL SIG INCOME	4,655.00	2,500.00	3,850.00		3,000.00		
64								
65	TOTAL INCOME	48,794.00	59,675.00	100,683.48		44,500.00		
66								
67	TOTAL ASSETS	137,701.56	140,895.74	170,034.73		179,533.52		
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CRLA Operating Budget: 4 Year Comparison -- 1996-97, 1997-98, 1998 (6 mos), FY 1999

	B	D	E	F	G	J	K	L
83	EXPENSES	Actuals	Budgeted	Actuals	Variance	Budgeted	Actuals	Budgeted
84	5000 BOARD EXPENSES	1996-97	1997-98	1997-98	1997-98	1998-99	Jul 98-Dec98	FY1999
85	5100 PRESIDENT							
86	5101 P Travel	566.35	1,000.00	2,481.29	(1,481.29)	1,000.00		
87	5102 P Hotels & Food	946.32	1,000.00	1,245.98	(245.98)	1,000.00		
88	5103 P Telephone Expense	1,357.29	500.00	104.98	395.02	500.00		
89	5104 P Postage	254.62	200.00	93.37	106.63	200.00		
90	5105 P Printing & Publishing	0.00	200.00	181.17	18.83	200.00		
91	5106 P Clerical Assistance	100.00	300.00	0.00	300.00	300.00		
92	5107 P Supplies	0.00	200.00	0.00	200.00	200.00		
93	TOTAL PRESIDENT	3,224.58	3,400.00	4,106.79	(706.79)	3,400.00		
94								
95	PRESIDENT-ELECT (in conference account)							
96								
97	5120 SECRETARY							
98	5121 S Travel	741.41	500.00	326.31	173.69	500.00		
99	5122 S Hotels & Food	561.80	500.00	0.00	500.00	500.00		
100	5123 S Telephone /E-mail Expense	83.26	750.00	231.06	518.94	750.00		
101	5124 S Postage	0.00	250.00	0.00	250.00	500.00		
102	5125 S Printing & Publishing	104.60	250.00	105.72	144.28	250.00		
103	5126 S Supplies	39.60	100.00	115.42	(15.42)	200.00		
104	5128 S Clerical	120.00	50.00	0.00	50.00	50.00		
105	5129 S Baggage & Shipping	132.60	100.00	268.34	(168.34)	200.00		
106	TOTAL SECRETARY	1,783.27	2,500.00	1,046.85	1,453.15	2,950.00		
107								
108	5130 TREASURER							
109	5131 T Travel	0.00	50.00	0.00	50.00	50.00		50.00
110	5132 T Hotel & Food	0.00	500.00	500.00	0.00	500.00		500.00
111	5133 T Telephone Expense	202.53	100.00	25.89	74.11	100.00		
112	5134 T Postage	235.03	100.00	34.98	65.02	200.00		200.00
113	5135 T Printing & Publishing	0.00	50.00	100.00	(50.00)	50.00		100.00
114	5136 T Clerical Assistance	154.00	700.00	100.00	600.00	1,000.00		1,000.00
115	5137 T Supplies	33.74	250.00	315.14	(65.14)	250.00		250.00
116	5138 T Other (Auditor)	1,900.00	2,000.00	1,075.00	925.00	1,200.00		
117	TOTAL TREASURER	2,525.30	3,750.00	2,151.01	1,598.99	3,350.00		2,100.00
118								
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CRLA Operating Budget: 4 Year Comparison -- 1996-97, 1997-98, 1998 (6 mos), FY 1999

	B	D	E	F	G	J	K	L
124	EXPENSES (cont)	Actuals	Budgeted	Actuals	Variance	Budgeted	Actuals	Budgeted
125		1996-97	1997-98	1997-98	1997-98	1998-99	Jul 98-Dec98	FY 1999
126	5140 EXECUTIVE ASSISTANT -- (New 1998-99)							
127	5141 EA Clerical Assistance	NA	NA	NA		100.00		
128	5142 EA Phone	NA	NA	NA		300.00		
129	5143 EA Postage	NA	NA	NA		200.00		
130	5144 EA Printing	NA	NA	NA		200.00		
131	5145 EA Supplies	NA	NA	NA		100.00		
132	5146 EA Miscellaneous	NA	NA	NA		50.00		
133	TOTAL EXECUTIVE ASSISTANT	NA	NA	NA		950.00		
134								
135	5150 GENERAL BOARD EXPENSES							
136	5151 GB Transfer out to set up Conference Acct.		10,000.00	10,047.42	(47.42)	10,000.00	10000.00	10,000.00
137	5152 GB Travel	3,246.12	6,000.00	6,834.72	(834.72)	6,000.00		
138	5153 GB Hotel & Food	2,416.44	6,000.00	10,075.47	(4,075.47)	6,000.00		
139	5154GB CRLA Website Maintenance	NA	300.00	200.00	100.00	300.00		
140	5155 GB Insurance	3,308.35	1,800.00	1,761.88	38.12	1,600.00		1,700.00
141	5156 GB Teleconferences	1,292.08	1,500.00	870.16	629.84	1,500.00		
142	5157 GB New Initiatives	NA	NA	NA	NA	1,000.00		
143	5158 GB Misc	697.18	400.00	1,073.28	(673.28)	200.00		
144	5159 GB Computer Repair	NA	0.00	200.00	(200.00)	0.00		
145	TOTAL GENERAL BOARD EXPENSES	10,960.17	26,000.00	31,062.93	(5,062.93)	26,600.00		
146								
147	TOTAL BOARD EXPENSES	15,268.74	32,450.00	38,367.58	(2,717.58)	34,050.00		
148								
149	5160 GENERAL ORGANIZATION EXPENSES							
150	5161 G Postage	50.00	50.00	417.83	(367.83)	50.00		100.00
151	5162 G Supplies	0.00	50.00	411.63	(361.63)	50.00		100.00
152	5163 G CAS Dues	0.00	200.00	200.00	0.00	200.00		200.00
153	5164 G Bonding	135.00	450.00	264.00	186.00	450.00	0.00	450.00
154	5165 G Banking/Check Exp	201.50	200.00	359.92	(159.92)	200.00		300.00
155	5166 G Miscellaneous (incl refunds)	0.00	150.00	551.15	(401.15)	150.00		300.00
156	5167 G Computer Hardware/Software		0.00	2,953.04	(2,953.04)	0.00		3,000.00
157	TOTAL GENERAL ORGANIZATION EXPENS	386.50	1,100.00	5,157.57	(4,057.57)	1,100.00		4,450.00
158								
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CRLA Operating Budget: 4 Year Comparison -- 1996-97, 1997-98, 1998 (6 mos), FY 1999

	B	D	E	F	G	J	K	L
165	EXPENSES (cont)	Actuals	Budgeted	Actuals	Variance	Budgeted	Actuals	Budgeted
166		1996-97	1997-98	1997-98	1997-98	1998-99	Jul 98-Dec 98	FY 1999
167	5200 PUBLICATIONS							
168	5210 NEWSLETTER							
169	5211 NL Telephone & FAX	0.00	50.00	13.00	37.00	50.00		
170	5212 NL Publishing (printing/postage/supplies)	2,257.50	3,400.00	1,550.59	1,849.41	3,400.00		
171	5213 NL Layout/Graphics	1,310.00	2,000.00	1,946.00	54.00	2,000.00		
172	5214 NL Editor's Postage: US & UPS	0.00	100.00	0.00	100.00	100.00		
173	5215 NL Supplies	0.00	40.00	0.00	40.00	40.00		
174	5216 NL Miscellaneous	0.00	200.00	0.00	200.00	200.00		
175	TOTAL NEWSLETTER	3,567.50	5,790.00	3,509.59	2,280.41	5,790.00		
176								
177	5220 JOURNAL OF COLLEGE READING & LEARNING (JCRL)							
178	5221 J Telephone	0.00	100.00	0.00	100.00	100.00		100.00
179	5222 J Postage	552.96	1,500.00	5,186.95	(3,686.95)	1,500.00		
180	5223 J Printing & Publishing	10,535.87	8,200.00	4,201.52	3,998.48	12,000.00		
181	5224 J Clerical	150.00	1,000.00	1,063.00	(63.00)	1,000.00		
182	5225 J Supplies	0.00	200.00	200.00	0.00	200.00		
183	5226 J Advertising (addl. \$2000 for '97-98 only)	NA	3,000.00	1,200.00	1,800.00	1,000.00		1,000.00
184	5227 J Travel to annual CRLA Conference					NA	NA	500.00
185	5228 J Hotel & Food at annual CRLA Conf					NA	NA	500.00
186	5227 J Miscellaneous	1,094.73	1,000.00	1,442.34	(442.34)	1,100.00		
187	TOTAL JCRL (Journal)	12,333.56	15,000.00	13,293.81	1,706.19	16,900.00		
188								
189	5230 TUTOR HANDBOOK							
190	5231 TH Postage	860.30	250.00	297.28	(47.28)	500.00		
191	5232 TH Printing & Publishing	1,131.11	500.00	2,083.47	(1,583.47)	500.00		
192	TOTAL TUTOR HANDBOOK	1,991.41	750.00	2,380.75	(1,630.75)	1,000.00		
193								
194	TOTAL PUBLICATIONS	17,892.47	21,540.00	19,184.15	2,355.85	23,690.00		
195								
196	5400 COMMITTEES							
197	5410 AWARDS & FUND RAISING							
198	5411 AF Plaques	295.00	600.00	362.00	238.00	600.00		400.00
199	5412 AF Postage	43.88	50.00	38.95	11.05	50.00		
200	5413 AF Printing & Publishing	0.00	100.00	0.00	100.00	100.00		
201	5414 AF CRLA Scholarship	1,000.00	1,000.00	1,000.00	0.00	1,000.00		1,000.00
202	5415 AF CRLA Research Awards	100.00	500.00	600.00	(100.00)	500.00		500.00
203	5416 AF Outstanding Tutor Award (Tom Paster	250.00	250.00	250.00	0.00	250.00		250.00
204	5417 AF Outstanding Tutor Plaque	50.00	30.00	73.12	(43.12)	75.00		
205	TOTAL AWARDS & FUND RAISING	1,738.88	2,530.00	2,324.07	205.93	2,575.00		

CRLA Operating Budget: 4 Year Comparison -- 1996-97, 1997-98, 1998 (6 mos), FY 1999

	B	D	E	F	G	J	K	L
206	EXPENSES (cont)	Actual	Budgeted	Actuals	Variance	Budgeted	Actuals	Budgeted
207		1996-97	1997-98	1997-98	1997-98	1998-99	Jul 98 - Dec 98	FY 1999
208	5420 ARCHIVES							
209	5421 AR Postage/Shipping	9.14	75.00	101.48	(26.48)	75.00		
210	5422 AR Supplies	0.00	60.00	84.16	(24.16)	60.00		
211	5423 AR Conversion	0.00	500.00	0.00	500.00	2,000.00		
212	TOTAL ARCHIVES	9.14	635.00	185.64	449.36	2,135.00		
213								
214	5430 NOMINATIONS & ELECTIONS							
215	5431 NE Telephone	0.00	50.00	189.94	(139.94)	50.00		
216	5432 NE Postage	330.40	350.00	543.92	(193.92)	350.00		
217	5433 NE Printing & Publishing	184.54	300.00	878.60	(578.60)	300.00		
218	5434 NE Clerical	54.00	50.00	100.00	(50.00)	100.00		
219	TOTAL NOMINATIONS & ELECTIONS	568.94	750.00	1,712.46	(962.46)	800.00		
220								
221	5440 TUTOR CERTIFICATION							
222	5441 TC Clerical	900.00	900.00	925.00	(25.00)	900.00		
223	5442 TC Postage		500.00	296.30	203.70	500.00		
224	5443 TC Printing & Publishing	0.00	100.00	372.75	(272.75)	800.00		
225	5445 TC Supplies	32.12	50.00	276.92	(226.92)	350.00		
226	5446 TC Telephone	48.04	50.00	33.57	16.43	50.00		
227	TOTAL TUTOR CERTIFICATION	980.16	1,600.00	1,904.54	(304.54)	1,500.00		
228								
229	5450 OTHER COMMITTEES/REPRESENTATION							
230	5451 OCR Political Action Coordinator	0.00	50.00	0.00	50.00	50.00		50.00
231	5452 OCR Professional Association Liaison Co	254.50	100.00	85.08	14.92	100.00		100.00
232	5453 OCR CAS Representative (Ad Hoc)	625.32	800.00	0.00	800.00	800.00		600.00
233	5453a CAS Travel	0.00	(100.00)	0.00				
234	5453b CAS Hotel & Food	(270.76)	(300.00)	0.00				
235	5453c CAS Registration	(140.00)	(125.00)	0.00				
236	5453d CAS Representative's Misc	(14.56)	(75.00)	0.00				
237	5454 OCR Missions & Goals (Ad Hoc)	NA	500.00	0.00	500.00	0.00		
238	5455 OCR Strategic Planning Task Force (Ad H	NA	500.00	314.30	185.70	250.00		
239	5456 OCR Curriculum Standards Ad-hoc Comm	0.00	500.00	0.00	500.00	0.00		
240	5457 OCR Communications Task Force Ad-hoc	0.00	250.00	0.00	250.00	0.00		
241	Past Officers Group	NA	NA	NA	NA	500.00		500.00
242	TOTAL OTHER COMMITTEES/REPRESENT	454.50	2,700.00	399.38	2,300.62	1,500.00		
243	TOTAL COMMITTEES	3,751.62	8,215.00	6,526.09	1,688.91	8,510.00		
244								
245								
246								

CRLA Operating Budget: 4 Year Comparison -- 1996-97, 1997-98, 1998 (6 mos), FY 1999

	B	D	E	F	G	J	K	L
247	EXPENSES (cont)	Actual	Budgeted	Actuals	Variance	Budgeted	Actuals	Budgeted
248		1996-97	1997-98	1997-98	1997-98	1998-99	Jul 98-Dec 98	FY 1999
249	5500 MEMBERSHIP/STATES & REGIONS							
250	5510 MEMBERSHIP COORDINATOR							
251	5511 MC Clerical Assistance	359.13	2,000.00	202.00	1,798.00	300.00		
252	5512 MC Computer Supplies	100.00	200.00	0.00	200.00	200.00		
253	5513 MC Membership Service	NA	0.00	0.00	0.00	5,000.00		
254	5514 MC Postage	154.58	500.00	103.09	396.01	500.00		
255	5515 MC Printing & Publishing	216.87	600.00	63.10	536.90	600.00		
256	5516 MC Supplies	27.87	500.00	16.15	483.85	500.00		
257	5517 MC Telephone & FAX	400.00	1,000.00	25.00	975.00	500.00		
258	5518 MC Miscellaneous	246.55	0.00	280.40	(280.40)	0.00		
259	TOTAL MEMBERSHIP COORDINATOR	1,505.00	4,800.00	689.74	4,110.26	7,600.00		
260								
261	5520 STATES & REGIONS COORDINATOR							
262	5521 SR Travel	0.00	650.00	0.00	650.00	650.00		
263	5522 SR Hotel & Food	0.00	200.00	0.00	200.00	200.00		
264	5523 SR Telephone	242.27	200.00	281.25	(81.25)	200.00		
265	5524 SR Postage	348.51	200.00	171.00	29.00	200.00		
266	5525 SR Supplies	200.00	325.00	373.31	(48.31)	400.00		
267	TOTAL STATES & REGIONS COORDINATOR	790.78	1,575.00	825.56	749.44	1,650.00		
268								
269	5530 DIRECTORS							
270	5531 DI Special Requests	1,000.00	2,500.00	1,233.53	1,266.47	3,500.00		3,500.00
271	5532 DI Supplies/printing	25.89	500.00	9.98	490.02	NA		
272	5533 DI Board Travel to States & Regions	356.32	1,500.00	0.00	1,500.00	1,500.00		1,500.00
273	5434 DI Misc	0.00	50.00	0.00	50.00	50.00		50.00
274	TOTAL DIRECTORS	1,382.21	4,550.00	1,243.51	3,306.49	5,050.00		
275								
276	5540 SIG COORDINATOR							
277	5541 SC Postage	31.24	125.00	0.00	125.00	125.00		
278	5542 SC Supplies	0.00	125.00	292.93	(167.93)	300.00		
279	5543 SC Telephone	0.00	25.00	0.00	25.00	25.00		
280	TOTAL SIG COORDINATOR	31.24	275.00	292.93	(17.93)	450.00		
281								
282	5550 SIG LEADERS							
283	5551 SL Postage	20.50	600.00	41.82	558.18	600.00		
284	5552 SL Printing & Publishing	31.01	700.00	0.00	700.00	700.00		
285	5553 SL Supplies	1.71	100.00	13.37	86.63	100.00		
286	5554 SL Miscellaneous	0.00	100.00	0.00	100.00	NA		
287	TOTAL SIG LEADERS	53.22	1,500.00	55.19	1,444.81	1,400.00		

CRLA Operating Budget: 4 Year Comparison -- 1996-97, 1997-98, 1998 (6 mos), FY 1999

	B	D	E	F	G	J	K	L
288	EXPENSES (cont)	Actual	Budgeted	Actuals	Variance	Budgeted	Actuals	Budgeted
289		1996-97	1997-98	1997-98	1997-98	1998-99	Jul 98-Dec 98	FY 1999
290	TOTAL MEMBERSHIP/STATE & REGIONS	3,762.45	12,700.00	3,106.93	9,593.07	16,150.00		
291								
292	TOTAL BOARD EXPENSES	15,268.74	32,450.00	38,367.58	(2,717.58)	34,050.00		
293	TOTAL GENL ORGANIZATIONAL EXPENSE	386.50	1,100.00	5,157.57	(4,057.57)	1,100.00		
294	TOTAL PUBLICATIONS	17,892.47	21,540.00	19,184.15	2,355.85	23,690.00		
295	TOTAL COMMITTEES	3,751.62	8,215.00	6,526.09	1,688.91	8,510.00		
296	TOTAL MEMBERSHIP/STATE & REGIONS	3,762.45	12,700.00	3,106.93	9,593.07	16,150.00		
297	TOTAL EXPENSES	41,061.78	76,005.00	72,342.32	6,862.68	83,500.00		
298	TOTAL INCOME	48,794.00	59,675.00	100,683.48	41,008.48	44,500.00		
299	TOTAL EXPENSES	(41,061.78)	(76,005.00)	(72,342.32)	3,662.68	(83,500.00)		

COLLEGE READING AND LEARNING ASSOCIATION

ANNUAL BUSINESS MEETING

Friday, November, 6, 1998

Salt Lake City, Utah

Salt Lake City Hilton

Three Seasons

The meeting was called to order by President, Kathy Carpenter at 8:55 a.m.

1. President's Report

Kathy reported the following accomplishments for 1998:

- Update of job descriptions
- Support for state and regions
- Dissemination of information about Board meetings
- Support for Journal and CRLA Newsletter
- Initiated mid-year presidential report
- Developed committee report booklet
- Initiated exhibit chair as three year position
- Established Post Officers' Council
- Formed Professional Development Committee
- Begun selected history by archivist
- Adopted ITMCP
- Created Executive Assistant position
- Secured mailing service
- Initiated planning for joint symposium with NADE
- Changes to bylaws
- Developed Strategic Plan

2. Vince Orlando's report

He reported that in 1998 nine regional joint conferences with NADE chapters and 22 state/regions conferences were held.

3. Conference report

Mike O'Hear, Conference chair reported Conference registrations numbered 411. He also asked the members to recognize the efforts of Donna Wood, Exhibits chair.

4. *Secretary's report*

Lorraine Dreiblatt, Secretary reported that copies of Summaries of Minutes are available on the table at the back of the room for members. Also, a copy of the full minutes for the past year are in the Resource Room and available for reading.

5. *Treasurer's report*

Sylvia Mioduski reported that copies of the Treasurer's Report is also available at the back of the room.

6. *Bylaws*

Kathy asked for a motion to accept proposed changes of bylaws mailed to members in September.

It was moved and seconded that the proposed changes of the bylaws be accepted PASSED.

7. *Strategic Plan*

A discussion of the proposed Strategic Plan (*Attachment A*) led by Becky Johnen was held

It was moved and seconded to adopt the Strategic Plan. PASSED.

Kathy reported that the Board has discussed the plans for implementing goals for 1999.

The meeting was adjourned at 9:35 a.m.

The minutes were approved December 9, 1998.

CRLA READING AND LEARNING ASSOCIATION

ANNUAL BUSINESS MEETING

Friday, November 6, 1998

Salt Lake City, Utah

List of Attachments to Minutes

A. Proposed Strategic Plan

College Reading & Learning Association



PROPOSED STRATEGIC PLAN

November 1998

THE COLLEGE READING AND LEARNING ASSOCIATION

STRATEGIC PLAN

Developed 1998

INTRODUCTION

The College Reading and Learning Association (CRLA) views strategic planning as the process by which it will envision its future and develop the necessary procedures and operations to achieve that future. The Association recognizes that strategic planning is a future-oriented behavior concerned with the dynamic and complex relationship of the organization and its environment. CRLA is using a strategic planning process to determine its direction and to assist the Association in embracing and accommodating the changing educational arena. It is hoped that the strategic planning process will also provide a measure of continuity and cohesiveness to the Association. This strategic plan is envisioned as a three-year plan (1999-2001) and will be reviewed and updated on an annual basis.

In developing its strategic plan, CRLA used a five-step process model developed by Becky Johnen. Components of the process included: conceptualizing the Association, auditing the environment, navigating the audit results, developing the strategic profile, and operationalizing the strategic plan.

Comments on the strategic plan are encouraged and should be sent to Becky Johnen, CRLA Strategic Planning Committee Chair, West Virginia Northern Community College, 1704 Market Street, Wheeling, WV 26003.

CONCEPTUALIZING THE ASSOCIATION

Planning to Plan

In 1992-93 the framework for the Association's strategic plan was developed. The 1995-96 and 1996-97 Executive Boards reviewed the framework and determined that in order to operationalize the plan, goals needed to be

updated and strategies, action plans, and timelines to meet the goals needed to be established.

Three past CRLA presidents (Becky Johnen, 1992-93; Pat Mulcahy-Ernt, 1995-96; and Karen Smith, 1982-83), in July 1997, drafted goals and strategies as a step toward operationalizing the plan's framework. The work of this group was reviewed during the October 1997 annual conference by those who participated in the strategic planning and plenary sessions.

During a strategic planning retreat held in February 1998, the initial goals and strategies were developed into a full strategic plan by Roz Bethke, Newsletter Editor; Kathy Carpenter, President; Lorraine Dreiblat, Secretary; Becky Johnen, Process Facilitator; Rosalind Lee, Membership Coordinator; Sylvia Mioduski, Treasurer; Mike O'Hear, President-Elect; and, Vince Orlando, Coordinator of States and Regions.

Procedures and Timelines

1. March-April 1998

February 1998 planning process group will finalize the draft plan

2. July 1998

Draft plan will be mailed to the membership with the presidential letter

3. July-September 1998

Membership responds to the draft

4. September-October 1998

Final revisions made to the plan

5. November 1998

CRLA membership votes on the plan at the annual conference

6. November 1998-October 1999

Plan implementation year 1

7. October or November 1999

Evaluate year 1 of plan; prepare report; update plan

8. November 1999-October 2000

Plan implementation year 2

9. October or November 2000

Evaluate year 2 of plan; prepare report; update plan

10. November 2000-October 2001

Plan implementation of year 3

11. October or November 2001

Evaluate year 3 of plan; prepare report; update plan

Creating the Culture

Members of this strategic planning team are committed to the process and to ensuring that the strategic planning document is a working document. This commitment will be relayed to the membership in several ways:

- 1.) presidential update each summer
- 2.) plan progress/updates in the Newsletter
- 3.) dissemination of an annual report
- 4.) state chapter/region communiqué
- 5.) use of the web site, e-mail, and list serves to relay information related to the plan

Association Self-Assessment

Three areas were examined in the Association's self-assessment: purpose (including looking at why to we exist, what is our most important function, and what do we do differently than other similar organizations), values, and vision.

Purpose

CRLA exists to:

- * to assist students to be successful in higher education
- * provide members with an avenue for professional development
- * collegiality and networking
- * provide leadership in learning assistance, developmental education, tutorial services, reading, writing, math, orientation, freshman year seminar, supplemental instruction, and technology in developmental education

- * provide opportunities for the community to convene
- * promote research
- * represent members to the wider community (political, social, administrative)
- * act as a resource to educators and interested individuals

CRLA's most important function is: to facilitate our members in assisting students to be successful in college by providing professional development opportunities (primarily through an annual conference), resources, and information to our members.

CRLA differs from other similar organizations in the following ways:

- * size (collegiality, opportunity to meet experts, less elitism)
- * caring atmosphere
- * cost (membership, conference)
- * western hospitality (less formal)
- * conference held mid-west to western U.S. and Canada
- * more inclusive
- * less hierarchy
- * maturity (30 years old)
- * focus on higher education

Values

College Reading and Learning Association members seek to:

- * develop a sense of community and establish resourceful and cooperative arrangements with each other and others in the field
- * promote research and innovative approaches to teaching, learning, AND DATA COLLECTION
- * seek to sustain a climate of caring and respect for all members of our profession
- * be facilitative, responsive, and collegial in our approach

Vision

If CRLA successfully implements its strategies and achieves its full potential, as an organization it will have the following look and feel:

- * professionals assisting students
- * professional development for learning

assistance educators (conferences)

- * collegial support organization
- * consistent communication with membership through a mailing service
- * creative leadership
- * light the fire of idealism
- * professionalism that works
- * lead the field of excellence in higher education
- * students taught by CRLA members are successful in their academic pursuits (e.g., recipients of degrees)
- * strong, vibrant community of learning assistance professionals
- * Association president invited to speak before Senate Committee (i.e., national recognition; advice is sought by others)
- * membership is no less than 1,000 and no more than 1,500
- * membership is more inclusive and more representative of students served in "our" programs
- * Association has a home address
- * ability to assist with institutional, state, and national political issues
- * users of technology: to communicate with membership; to make the special interest groups more viable; distance learning; on-line tutoring; on-line classes; communication with students; research; training on the use of technology
- * state chapters and regions are strong components of the Association
- * focus: tutorial; study strategies; learning center management; reading, math, writing (integrated); supplemental instruction; community of learners

AUDITING THE ENVIRONMENT

Chronological Audit

Historical Mission

CRLA (formerly named WCRA and WCRLA) was officially organized in 1967 to meet the problems and challenges which are unique in teaching reading at the postsecondary level. A College Conference on Reading was held in November 1966, at San Bernardino Valley College and plans for CRLA emerged. Since its formation, CRLA has expanded its programming to include the related areas of learning assistance: study skills, developmental

education, and tutorial assistance.

Mission

The mission of the College Reading and Learning Association (CRLA) is to provide a forum for the interchange of ideas, methods, and information to improve teaching, learning, and research in postsecondary educational environments.

As a dynamic community of professionals who provide learning improvement services, courses, and programs, we seek to give practical application to research and to promote the implementation of innovative strategies that enhance college teaching and student learning.

External Audit

Demographic

1. Increasing numbers of students from all levels of academic preparation will request learning assistance
2. About one half of all entering students need to enroll in one or more developmental education courses
3. More students with disabilities will be enrolled in college
4. There will be an increase in the number of 18 to 22 year old college students until 2002; a decline in this age group is then expected
5. An increasing proportion of college students will be part-time and returning adults
6. More than 60,000 adjunct or full-time staff and faculty work in developmental education and learning assistance centers. The majority of these persons are adjunct faculty.
7. Increased numbers of African Americans, Asian Americans, and Hispanic Americans in postsecondary education programs
8. Increased numbers of International students

Educational

1. Increasing role of emerging technologies for instructional delivery, assessment, and communication

2. Increasing number of linked/paired courses (content courses and a learning strategies - study skills, etc. — courses)
3. Institutional establishment of teaching/learning centers (that assist with faculty development)
4. Evolution of “full service learning centers” from developmental education departments
5. Development and dissemination of standards and credentialing programs for developmental educators (e.g., CAS, NADE)

Technological

1. Increasing role of emerging technologies for instructional delivery, assessment, and communication
2. Increasing role of technology in student tracking/recordkeeping
3. Increase in use of web sites and list serves
4. Increase in use of e-mail as a communication tool
5. Requirement in many schools to have a technology-related course in the general education core
6. Computerization of dormitories
7. Rapid changes in technology make it difficult to stay on the cutting edge

Social/Cultural

1. The role television has played in expanding entertainment and educational opportunities
2. Rise of “edutainment”
3. Change in workforce demands — by 2000, 20% of available jobs classified as professional; 15%, unskilled; 65%, skilled
4. Globalization — one village
5. Proliferation of political correctness

Political

1. Most political and policy battles concerning developmental education will occur at the institutional and state level (e.g., Texas and New York)
2. Increased accountability regarding college

budget expenditures and student outcomes

3. Many states legislating that developmental education courses in public four-year institutions be decreased or eliminated (New York advocating no developmental education at two-year institutions)
4. Opinion by many policymakers that higher high school graduation requirements and higher college entrance requirements will eliminate the need for academic assistance and developmental education
5. Policymakers expecting research-based solutions for academic problems and issues
6. Political center moving to the right

Economic

1. Diminishing federal financial support for higher education
2. Many institutions implementing fee-based academic support programs
3. Departments/programs that document increased student academic performance receiving stable or increasing financial support
4. Limited travel/professional development funds
5. Increase in international student programs due to revenue they can generate
6. Outsourcing and/or privatization of learning assistance services

Internal Audit

1. Current Association dues and conference fees are less expensive than other national groups with same focus
2. There will be increased interest in state-wide associations due to limited travel funds

NAVIGATING THE AUDIT RESULTS

Internal

Openness
Inclusiveness
Responsiveness to members' needs and input

Strengths

Respect for individuals' worth
Quality of people and ideas
Collegiality
Unpretentious
Friendliness
Supportive
Collaboration
Professional Development
Networking
Diversity of interests and activities
Multi-disciplined
Inspirational
Dedication of its members to student success
Special interest groups
Scholarship opportunities
History of the organization
Publications (Journal, Newsletter, Glossary of Terms)
Encouragement for risk taking
Recognition for professional achievement
Professionalism
Creative
Innovative
Size
Purpose
Sharing of resources
Conference fee
Financially secure
Leadership opportunities
Linkage with other professional organizations and publications
funding and awards for members for professional development

Weaknesses

Distribution of information
Cultural diversity
Political action
Activities of special interest groups
Lack of involvement by graduate students
Lack of involvement by adjunct faculty
Membership numbers
Continuity of initiatives
One year terms of offices
Lack of a “home” address
State-level participation
Inclusion of national trends in the newsletter
Marketing of the Association
Name recognition

External

Opportunities

Joint conferences
 Linkage with teacher education programs
 Collaboration with NADE, NTA, NCDE, ACDE
 and other groups developed through
 PALS
 Networking
 Sharing of information and expertise
 Use of technology
 Linkage with the American Council of
 Developmental Education Associations
 Certification programs (e.g., NADE's learning
 assistance centers)
 Access to research
 Use of grants to support Association activities
 Increasing institutional memberships
 Linkage with other state-level organizations
 Stronger political voice through collaborations
 with other professional associations

Threats

Related conference costs (e.g., hotel, airfare)
 Limited/lack of institutional travel resources
 Federal budget cuts
 State budget cuts
 Number of organizations with similar missions
 (causes talk of mergers; heightens
 competitiveness for members)
 Student enrollment trends
 Political decisions that affect funding areas
 Misperceptions/lack of awareness about the
 profession

DEVELOPING THE STRATEGIC PROFILE

Identify the Strategic Issues

Issues identified as a result of information
 gathered in the Association 'audit' process are:

- Increasing role of emerging technologies for
 instructional delivery, assessment,
 and communication
- Development and dissemination of standards
 and credentialing programs for
 developmental educators (e.g., CAS)
- Many states legislating that developmental
 education courses in public four-year
 institutions be decreased or
 eliminated (New York advocating no

developmental education at two-year
 institutions)

- Limited travel/professional development
 funds
- Distribution of information within the
 Association
- Cultural diversity
- Political action
- Activities of special interest groups
- Lack of involvement by graduate students
- Lack of involvement by adjunct faculty
- Membership numbers
- Lack of a "home" address
- State-level participation
- Marketing of the Association
- Name recognition
- Number of organizations with similar
 missions (causes talk of mergers;
 heightens competitiveness for
 members)
- Misperceptions/lack of awareness about the
 profession
- Continuity

Formulate Strategies to Manage Issues

Goals, developed from the identified strategic
 issues, are:

- Provide high quality professional
 development opportunities.
- Foster inquiry on topics that influence
 student learning in postsecondary environments
 and disseminate findings to the educational
 community.
- Promote the effective and ethical use of
 technology.
- Cultivate a diverse membership.
- Collaborate with other professional
 organizations in order to promote dialogue,
 political activism, research, and professional
 development.
- Enhance the effective and efficient
 management of the Association.

- Increase the visibility of Association projects,
 programs, and publications.

OPERATIONALIZING THE STRATEGIC PLAN

Establishing Annual Objectives

Objectives to achieve each identified goal
 include:

- Provide high quality professional
 development opportunities.*
 - Hold an annual conference to serve as a
 premier opportunity for learning about current
 research, pedagogy, programs, and emerging
 technology relevant to the organization's focus
 in postsecondary-level education.
 - Promote networking and collaboration at the
 state chapter and regional level.
 - Encourage annual regional and state
 conferences in each geographical area of North
 America.
 - Maintain current special interest groups and
 develop new groups based on specific interests of
 the membership.
 - Inform the membership of research in the
 field and activities of the organization via the
 Newsletter, the Journal of College Reading and
 Learning, and websites.
 - Explore the possibilities of offering symposia
 on teaching and learning.
- Foster inquiry on topics that influence
 student learning in postsecondary
 environments and disseminate findings to the
 educational community.*
 - Encourage research and presentations
 through all components of the organization
 (journal, newsletter, sigs, task force groups,
 monographs, conferences).
 - Expand the CRLA Award for Distinguished
 Research, with one award presented for
 qualitative and one for quantitative research.
 - Encourage SIGs to initiate research and
 inquiry into their specific and unique areas of
 interest and to publicize findings.
 - Investigate the feasibility of publishing
 member research with a dedicated professional
 publisher.
 - Encourage members to identify key topics on
 new developments in learning. (Address through

the task forces or conference strands)

3. Promote the effective and ethical use of technology.

- a. Continue the development of the CRLA website and expand its informational base, including the listing of officers, state and regional leaders, SIG leaders, and committee chairs with their addresses, phone numbers, and e-mail addresses and a description of each of the committees.
- b. Use merged websites to promote the conference and conference presentations.
- c. Update SIG developments and States/Regions activities through the website.
- d. Support/enhance existing electronic list of resources, people, and sites using emerging technologies for the purpose of encouraging members to educate themselves with regard to learning about new technological developments.
- e. Promote communication with sister organizations through the website.
- f. Encourage the investigation of the Internet as a teaching tool and the implications that this development will have on the provision of services by members in their institutions.
- g. Promote research to assess the effectiveness of on-line courses, services, and programs.
- h. Support responsible and ethical use of technology for teaching and conducting research.
- i. Explore video conferencing.
- j. Support the use of e-mail as a communication means for SIGs, task forces, committees, and state/regional organizations.
- k. Investigate the implications of and support the development of electronic forums for discussion among the membership (LRNASST).
- l. Explore the need for and potential use of dedicated listserves to focus on specific areas of learning issues.
- m. Explore new methods and procedures for providing website learners with assistance; learn about research and exploration capacities through the web.
- n. Establish a group to evaluate software and hardware, communicate educators' technology needs to designers, and educate members on the latest technology trends and issues.

4. Collaborate with other professional organizations in order to promote dialogue, political activism, research, and professional development.

- a. Support collaborative efforts of those in the field, including national research conferences and institutes.
- b. Conduct joint conferences, symposiums, seminars at the state, regional, and national level with organizations of similar interests on a periodic basis.
- c. Support the efforts of the American Council of Developmental Education Associations. (Send an Executive Board member to all meetings; host a Council meeting at each annual conference)
- d. Support the efforts of the Council for the Advancement of Standards. (Disseminate endorsed guidelines and standards.)
- e. Maintain current collaborative agreements attained through the Professional Association Liaison (PAL) Committee and Executive Board actions.
- f. Establish at least five new collaborative agreements with organizations of similar professional interest.
- g. Represent annually the Association at annual conferences, display information, promote the Association through an exhibit or conference session, meet with leaders of that organization, and report outcomes. (PALS rep with informal agreement)
- h. Hold a training program for Association members and leaders concerning political advocacy.
- i. Establish a political liaison network.
- j. Disseminate information, on a periodic basis, concerning policy issues and pending legislation to all members and collaborating organizations.
- k. Share information related to the Association's efforts with policy makers at the state and national level. (Exec Board)
- l. Serve as an information resource for policy makers at the state and national levels by giving testimony, drafting legislative language, and by conducting research about policy issues. (Exec Board, Political Liaison Network)

5. Cultivate a diverse membership.

- a. Establish an overall membership goal and

state/regional membership goals on an annual basis.

- b. Develop a recruitment plan by January 2000. (Discuss at leadership roundtable; publish in the newsletter)
- c. Encourage state and regional networks and conferences to generate diverse membership.
- d. Incorporate a recruitment function into the Professional Liaison Committee.
- e. Distribute the Call to Conference to all relevant departments of postsecondary institutions within the state hosting the annual conference.
- f. Disseminate information about the Association to developmental education, learning assistance, and tutorial programs.

6. Increase the visibility of Association projects, programs, and publications.

- a. Participate on the LRNASST listserv. (Exec Board member)
- b. Continue efforts to place the Journal in college and university libraries.
- c. Work to get the Journal indexed in leading indices.
- d. Market the International Tutor Certification Program.
- e. Market the Glossary of Terms.
- f. Market the Learning Center Management Monograph.

7. Enhance the effective and efficient management of the Association.

- a. Establish an Association address.
- b. Establish an 800 telephone number.
- c. Implement an annual review and update of the strategic plan.
- d. Create a standardized format for committee and organizational annual reports.
- e. Develop strategies to disseminate board actions and committee reports to all members.
- f. Appoint an Executive Assistant who will promote smooth leadership transitions and timely job performance.
- g. Create a master calendar of national and regional events and publish in the Newsletter.
- h. Increase use of electronic communication for on-going general membership dialogue to be initiated by board members, committee chairs,

chapter presidents, regional directors, and SIG leaders.

i. Investigate means of increasing revenue in order to support new initiatives. (Exec Board)

Developing Action Plans Related to the Association Priorities

Once the Association goals are approved by the membership, the Strategic Planning Committee will work with the membership to develop specific action plans to achieve the goals/priorities.

Budget Planning

The allocation of resources for the action plans will be done at a later date.

Assessment

The strategic plan will be reviewed, evaluated, and updated on an annual basis.

CRLA Board Meeting

November 3, 1998

Salt Lake City, UT

Attachment A

1 page(s)

COLLEGE READING & LEARNING ASSOCIATION

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

COLLEGE READING AND LEARNING ASSOCIATION

CRLA (formerly WCRLA) is a group of student-oriented professionals active in the fields of reading, learning assistance, developmental education, and tutorial services at the college/adult level. Inherently diverse in membership, CRLA's most vital function and overall purpose is to provide a forum for the interchange of ideas, methods, and information to improve student learning and to facilitate the professional growth of its members.

CRLA members give practical application to their research and promote the implementation of innovative strategies to enhance student learning. In a spirit of community, members share each other's successful experience so that they can benefit from it and learn from other's critical research so efforts will not be duplicated.

We invite any individual who belongs to a faculty or administration of a public or private college or university and who has an interest in college learning assistance and developmental education to join the College Reading and Learning Association. A membership application is included in this brochure.

GOALS

The goals of CRLA are to continue to provide mediums for dialogue among professionals; to cooperate and coordinate with other professional organizations in these and related fields; to increase the tools available to improve student learning; to provide information and consultants to bodies enacting legislation directly related to college reading, learning assistance, developmental education and tutorial services; and to act to ensure an environment where effective learning can take place.

SERVICES

To meet these goals, CRLA offers the following services to its membership:

- ★ opportunities to share research and ideas through publications
 - ☆ the *Journal of College Reading and Learning*
 - ☆ the *Newsletter*
- ★ opportunities for professional growth and job improvement
 - ☆ the annual CRLA conference: institutes and sectionals, publishers' exhibits, lunch with a mentor, campus on-site visits, campus program exhibits, computer fair
 - ☆ regional meetings
- ★ opportunities to pursue specific areas of interest through Special Interest Groups, such as:
 - ☆ Cognitive Psychology
 - ☆ Computer Technology
 - ☆ Learning Assistance Center Management
 - ☆ Peer Tutoring
- ★ opportunities to adopt and adapt practices
 - ☆ program guidelines
 - ☆ program evaluation services
- ★ opportunities for career development
- ★ opportunities to contribute to a growing professional organization through the membership resources directory.



HISTORY

CRLA (formerly named WCRLA) was officially organized in 1967 to meet the problems and challenges which are unique in teaching reading at the post-secondary level. While other educational organizations had addressed the problems of elementary and secondary reading instruction, college reading teachers felt a need for professional interchange with colleagues in reading and related areas. A College Conference on Reading was held in November 1966, at San Bernadino Valley College and plans for CRLA emerged. A charter was drawn and the constitution adopted in March 1967, for the organization known originally as the Western College Reading Association. In order to reflect the interests and geographical location of the membership, the name was changed at the annual business meeting in 1983 to Western College Reading and Learning Association and finally in 1989 to the College Reading and Learning Association.

In recent years, CRLA has expanded its programming to include the related areas of learning assistance, study skills, developmental education, and tutorial assistance. CRLA has membership from all regions in the United States, the Canadian provinces and several European and Asian countries.

** Visit our home page: www.dcc.edu/~crla
and our conference site: clem.mscd.edu/~crla
for the latest information.*

CRLA is a Member of CAS (Council for the Advancement of Standards in Higher Education).

November 3, 1998

INTERNAT Salt Lake City, UT

CERTIFICA Attachment **B**
_____ page(s)

Purpose: To establish minimum standards for tutor training and provide tutors with the minimum skills and training they need to be successful.

ITCP Provides:

- professional standards for tutor training
- a coherent tutor training curriculum
- program credibility
- tutor motivation
- teamwork
- program visibility

ITCP facts:

- began in 1989
- has certified over 300 programs
- certifies programs at three levels: regular, advanced, and master's levels
- requires 10 hours of training and 25 hours of experience for each certification level
- is cost effective
- rewards tutors

For information or an application packet, visit the CRLA website or contact:

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College
Reading &
Learning
Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

On the enclosed membership application you can also order our other publications:

Glossary of Developmental Education Terms

\$5 US

Tutor Training Handbook

Tom Gier and Karan Hancock, Editors,

\$20 US

CRLA Board Meeting

November 3, 1998

Salt Lake City, UT

Attachment D

1 page(s)

1999 MEMBER

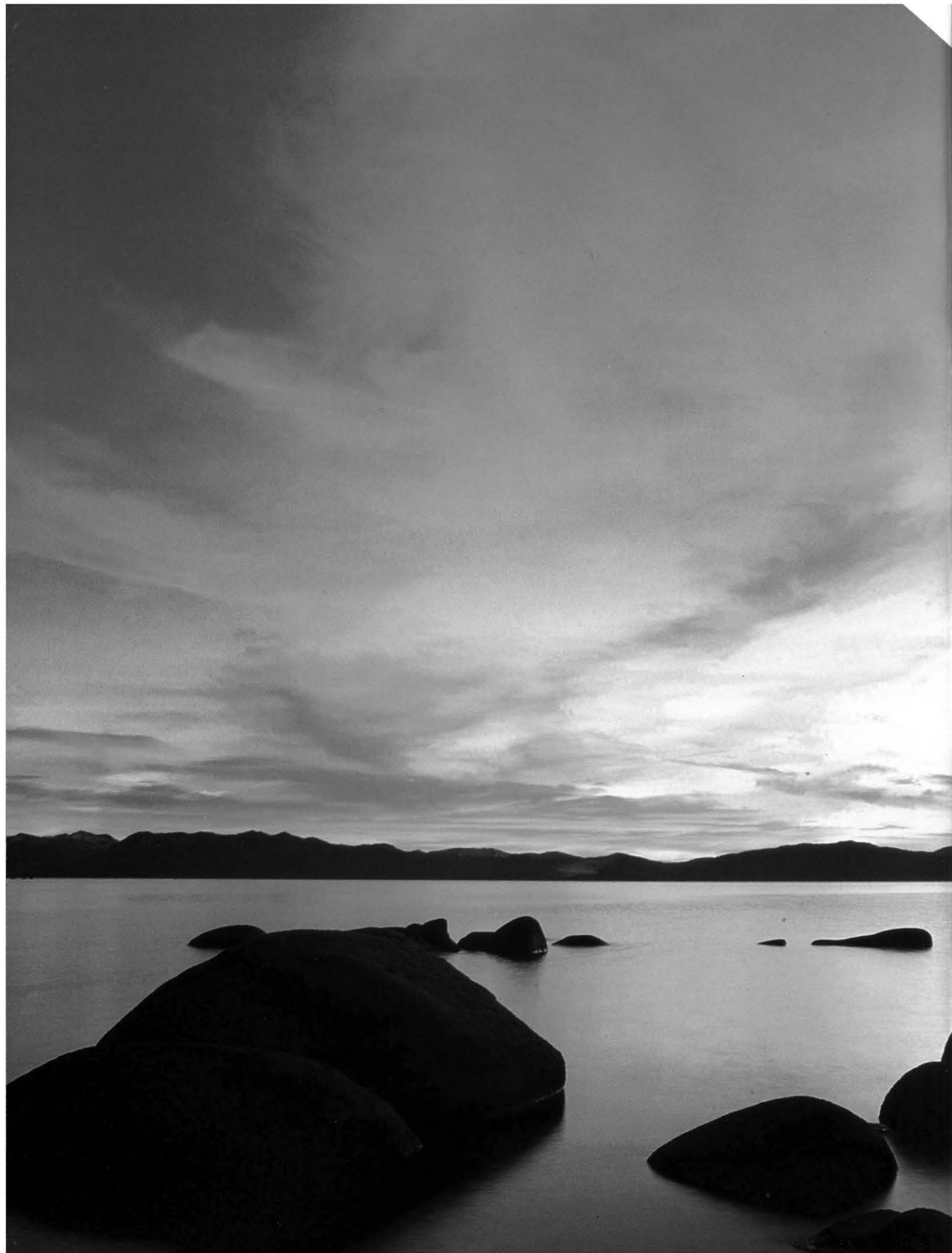
MEMBER'S SIGNATURE

CRLA Board Meeting
November 6, 1998
Salt Lake City, UT
Attachment A
_____ page(s) *Booklet*

Sparks • Lake Tahoe

1998 VISITOR PLANNER





Take the best in gaming action, entertainment, dining, and accommodations. Add real Western hospitality and every type of outdoor activity you can imagine. Combine them with a stunning natural setting, and what do you have? Quite simply the finest vacation destination around — Reno/Sparks/Lake Tahoe, the ultimate playground. ■ This Visitor Planner is your guide to enjoying it all. Read on and see for yourself why Reno/Sparks/Lake Tahoe is the place with more ways to play. Or join us on-line at our web site at www.playreno.com for the very latest on what's happening in the Biggest Little City.



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Cover Photos: Reno Cityscape; Canoeing at Lake Tahoe; Victorian Square Downtown, Sparks; Wildcreek Golf Course; Great Reno Balloon Races; Sierra Skiing.

**RENO**
SPARKS • LAKE TAHOE

800-FOR-RENO® or
www.playreno.com

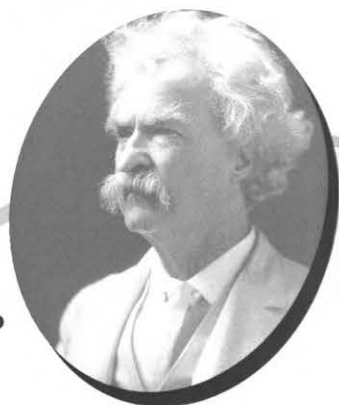
Reno/Sparks: From Lake's Crossing to the Biggest Little City in the World

From its earliest days, Reno/Sparks/Lake Tahoe has lured travelers with the promise of wealth and excitement. ■ Settlement of Reno began in 1857 when a toll bridge was constructed over the Truckee River.

The area became known as Lake's Crossing, and hundreds of pioneers passed through on their way to a new life in California. The discovery of silver in 1859 convinced many to stay. Silver from the rich Comstock Lode helped to finance Union efforts in the Civil War giving Nevada the nickname of the "Battle Born" state. Railroads and silver soon turned

Reno into a bustling town and spawned the neighboring town of Sparks. ■ Named for Nevada Governor John Sparks, the town of Sparks was established in 1904 as the site for the Southern Pacific Railroad's roundhouse and maintenance shops. The railroad offered employees 50 x 140 foot lots to build homes on. Selling for just \$1 per lot, the land went quickly. In a single day, the town of Sparks was born.

Silver Mines. Iron Horses. And Gold Rings.



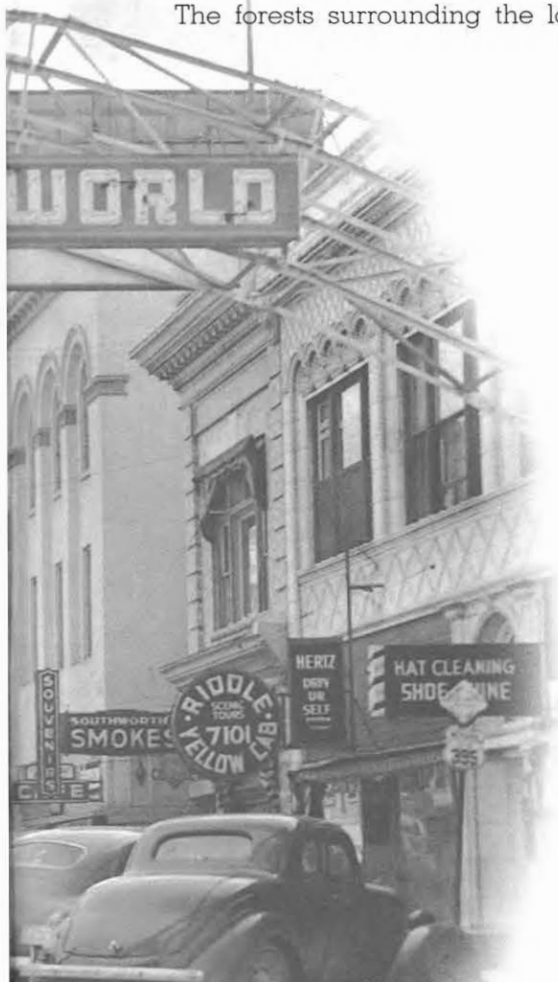
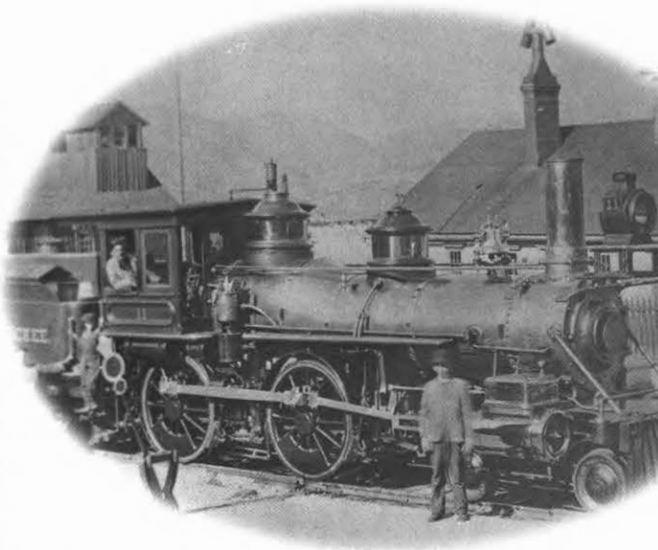
■ Whether they came by covered wagon, railroad, or automobile, travelers have always found Reno a welcome resting place. The transcontinental highway system came to town in 1926, making Reno/Sparks easily accessible from east or west. To celebrate, Reno erected an arch across Virginia Street. But the growing city needed a slogan, so in 1928 the City Council held a contest. The winning entry came from Sacramento — “The Biggest Little City in the World.” Today the fourth generation of the famous Reno Arch greets the millions of visitors who flock to the city each year. ■ Hit hard by the Great Depression, Nevada took a chance in 1931 and became the first state to legalize gaming. It was a gamble that would pay off big for the growing community. About the same time, another industry blossomed that ensured Reno/Sparks’ survival through economic hard times — divorce. Lured by Nevada’s liberal laws and short six-week residency requirement, movie stars, socialites, and average folk came to town by the thousands to have marriages dissolved and to embark on a new life.

Lake Tahoe, the Jewel of the Sierra

In 1844, while searching for the mythical Buenaventura River, explorers Kit Carson and John C. Fremont instead discovered Lake Tahoe. At 22 miles long, 12 miles wide, and an average depth of 1,000 feet, Tahoe is one of the deepest fresh water lakes in the world. Not surprisingly, its name comes from a Washo Indian word meaning “big water.” ■ Eventually, Tahoe’s “big water” drew big wealth. The forests surrounding the lake supported a thriving

lumber industry and supplied the timbers used to

build the mines of the Comstock Lode. In fact, many of Lake Tahoe’s modern resorts trace their origins back to the days of the lumber camps. ■ By the 1930s, a boom of another kind began in the Tahoe Basin. Using Nevada’s advantageous tax laws as bait, an enterprising businessman named Norman Biltz convinced more than 80 of the nation’s most rich and famous to make Lake Tahoe their home. This sparked the development of a thriving real estate and construction industry at the lake. ■ To learn more about Reno/Sparks/Lake Tahoe’s rich past, visit any of the fascinating museums and historical sites listed on page 30. ■ For visitor information and room reservations call 800-FOR-RENO®.



Mark Twain began writing in Virginia City, Nevada.
1941 Reno Arch and turn-of-the-century
V&T Railroad photos courtesy of
Nevada Historical Society - Neal Cobb Collection.



Top of the Flamingo Hilton



Victorian Square Entertainment Complex, Sparks



Downtown Reno

If you haven't visited Reno/Sparks/Lake Tahoe in a while, you should see us now. Because we're on the move to bring you more ways to play than ever before. ■ In Sparks, work continues on the re-

development of Victorian Square. Plans call for the development of a six-block entertainment complex which will feature tree-lined walkways, fountains, themed shops and restaurants, and a central plaza for

concerts and community events. Phase one includes a 14-screen cinema and a 740-space parking structure scheduled to open by Summer, 1998. ■ Not to be outdone, the City of Reno has plans of its own for an entertainment complex along the Truckee River. Several buildings have been demolished to make room for the complex, which will feature retail shops, restaurants, art galleries, and a 16-screen movie theater. ■ For outdoor enthusiasts, the Reno area has added a new golf course with three more scheduled to open in June, 1998. Skaters can enjoy cold-weather fun on downtown Reno's seasonal outdoor ice rink. And, visitors who prefer their entertainment indoors have a number of new stage shows to see, including "Smokey Joe's Cafe," playing in the Eldorado's plush new theater, and

You Should See Us Now.



"Aireus," the Reno Hilton's high-flying spectacular.

■ Fine dining is an important part of the Reno/Sparks/Lake Tahoe experience. And 1998 brings more great restaurants from which to choose. In downtown Reno, Bistro Roxy brings Parisian-style dining to the Eldorado. Circus Circus' new signature restaurant, Art Gecko's, serves eclectic Southwestern specialties. And the Top of the Flamingo Hilton has given an old favorite a new menu and look. Scheduled for completion in Spring, 1998, Orozko in John Ascuaga's Nugget will bring up-scale Spanish-Mediterranean dining to Sparks, while the Reno Hilton's new Asiana will showcase a variety of Asian cuisines. ■ For the latest information on what's new in Reno/Sparks/Lake Tahoe, visit our website at www.playreno.com.



Day or night, indoor or out, the action is non-stop in Reno/Sparks/Lake Tahoe. With more than 40 hotels and casinos to choose from, you'll always find something exciting to do. ■ As the birthplace of

Nevada gaming, we know your favorite games. Go ahead, try your hand at blackjack, poker, Pai Gow, roulette, or craps. Give the slot machines a whirl. Throughout Reno/Sparks/Lake Tahoe you'll find progressive slot machines that can make you a multi-millionaire with just one pull. If you're a sports fan, you can wager on your favorite college and pro games, horse racing, boxing – even golf and tennis.

■ From intimate clubs to luxury hotel/casinos, you'll find a range of gaming options in Reno and Sparks, most within easy walking distance of each other. At Incline Village/Crystal Bay on Lake Tahoe's north shore, elegant resorts combine the best of casino action with the beauty of the high Sierra. ■ When not flirting with Lady Luck, you'll find plenty of ways to unwind in Reno/Sparks/Lake Tahoe's hotels. Most are luxury resorts offering

Here, The Nightlife Lasts All Day Long.



first-class amenities and lodging. Work out in a high-tech health club. Relax by the

pool. Enjoy a beauty treatment or massage, or indulge in room service while you plan your next move. ■ After nightfall, visit one of our showrooms, and watch the stars come out. From country to comedy to good ol' rock-n-roll, some of the biggest names in entertainment grace our stages. Our lavish stage shows are famous the world over. And you can catch the stars of tomorrow every night of the week in our many cabarets and lounges.





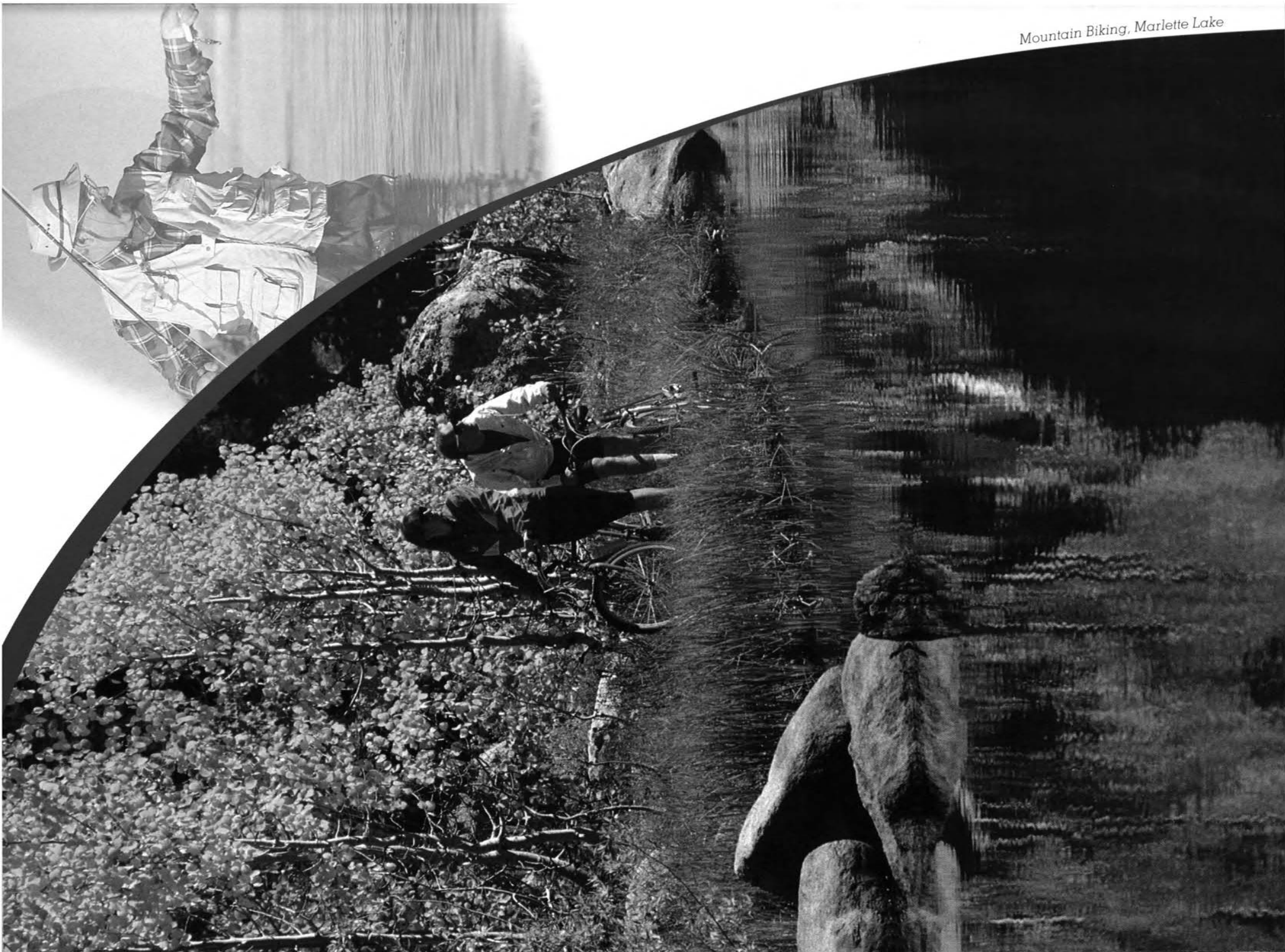
Stage revue, Harrah's Reno

With so much to do, you're bound to work up an appetite.

Luckily, the restaurants of Reno/Sparks/Lake Tahoe serve every type of cuisine imaginable, including Asian, Mexican, Italian, French, seafood, steaks, and real western barbecue. For the truly famished, try one of our all-you-can-eat buffets or an authentic Basque family-style dinner. Whatever you're hungry for, Reno/Tahoe can satisfy every taste and every budget. ■ For a listing of current entertainment call 800-FOR-RENO® or www.playreno.com.

Indoor/outdoor pool, John Ascuaga's Nugget





If you're into the great outdoors, you'll find that Mother Nature truly smiles on Reno/Sparks/Lake Tahoe. Here, the sun shines more than 300 days a year, providing warm days, cool nights, and pristine blue skies. In fact, Rand McNally rated us the number-one destination in America for outdoor recreation.

■ Perhaps the best way to enjoy our Sierra sunshine is on the fairway at a golf course. The area is home to 21 championship courses. If golf isn't your game, try a round of tennis. Enjoy a bike ride along the Truckee River, a leisurely stroll, or a picnic in one of our beautiful parks. Some of our most popular parks are Idlewild with its children's carnival rides, Rancho San Rafael which features an arboretum, and Wingfield which hosts free outdoor concerts throughout the summer. ■ For lovers of watersports, Lake Tahoe is a natural. Windsurfers, water skiers, and boaters of all kinds skim along the surface of her vibrant blue, crystal clear water. Scuba divers explore her depths, while sunbathers enjoy her white sand beaches. Fishermen seek her kokanee salmon and Mackinaw and rainbow trout.

■ Looking for even more ways to have fun in the sun? Try rafting on the Truckee River, fishing one of our lakes or streams, and biking, hiking, and horseback riding along miles of

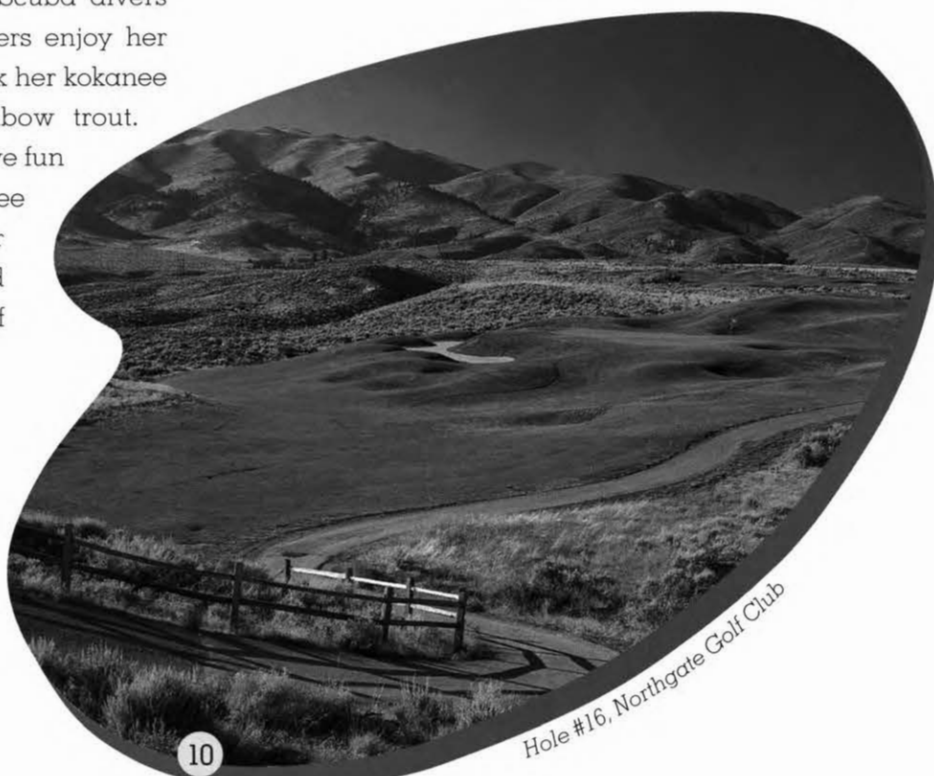
Come Out And Play.



Wind Surfing, Lake Tahoe

trails, including the spectacular Tahoe Rim Trail which stretches along 150 miles of peaks in the Tahoe

Basin. However you choose to enjoy the area's natural wonders, rental equipment is easily found in Reno/Sparks and at the lake. ■ For more information on Reno/Sparks/Lake Tahoe's many ways to play in the great outdoors, see pages 31 to 35. ■ For visitor information and room reservations call 800-FOR-RENO®.



When it comes to winter activities, Lake Tahoe has it covered. Literally. Tahoe has more snow (averaging 40 feet per year), more variety, and more ways to play. ■ After all, we are home to 15 world-class ski resorts, more than you'll find anywhere in North America. You can be sure whether you

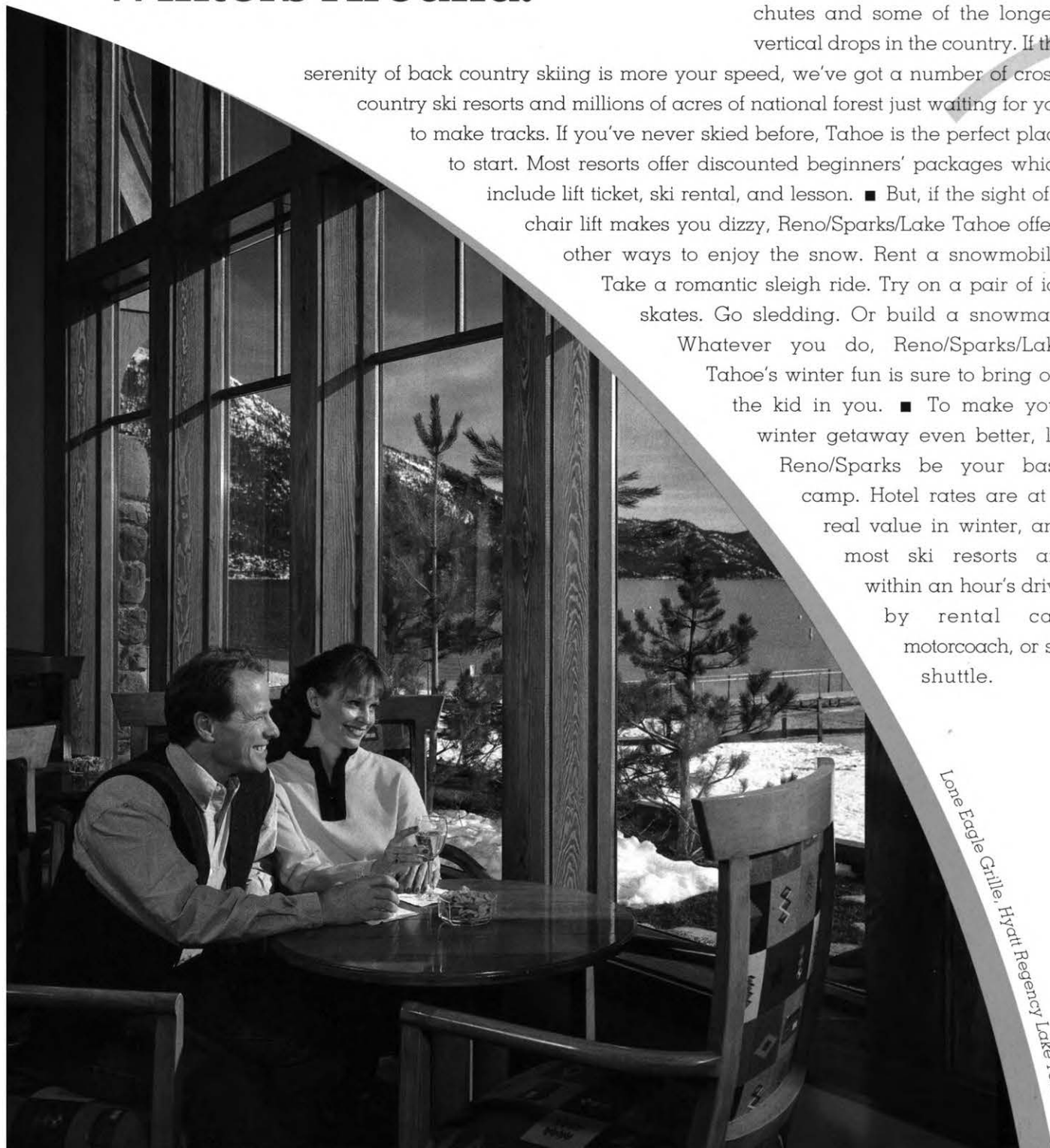
We've Got The Hottest Winters Around.

prefer downhill, cross country, or snow boarding, Reno/Sparks/Lake Tahoe has the terrain for you, from gentle bowls to hair-raising chutes and some of the longest vertical drops in the country. If the serenity of back country skiing is more your speed, we've got a number of cross-country ski resorts and millions of acres of national forest just waiting for you to make tracks. If you've never skied before, Tahoe is the perfect place to start. Most resorts offer discounted beginners' packages which include lift ticket, ski rental, and lesson. ■ But, if the sight of a chair lift makes you dizzy, Reno/Sparks/Lake Tahoe offers other ways to enjoy the snow. Rent a snowmobile.

Take a romantic sleigh ride. Try on a pair of ice skates. Go sledding. Or build a snowman.

Whatever you do, Reno/Sparks/Lake Tahoe's winter fun is sure to bring out the kid in you. ■ To make your winter getaway even better, let Reno/Sparks be your base camp. Hotel rates are at a real value in winter, and most ski resorts are within an hour's drive by rental car, motorcoach, or ski shuttle.

Lone Eagle Grille, Hyatt Regency Lake Tahoe



Of course, if you prefer to step out your door and onto a lift, Lake Tahoe offers a range of accommodations. Whichever you choose, no place offers more winter fun in such an accessible and affordable package. ■ See ski resort listings and activities on pages 35 and 36.



Diamond Peak Ski Resort

For a ski package brochure
call **800-FOR-RENO®**.
Check out our web site at
www.playreno.com.



E V E N T S

For up-to-date information call 800-FOR-RENO® or www.playreno.com

Whatever time of year you visit Reno/Sparks/Lake Tahoe you'll always find something special going on. From the 50's fun of Hot August Nights to the thrills of College Championship basketball, you'll find special dates for everyone. Here are a few highlights:

FEBRUARY

Feb. 14-June 15 • American Bowling Congress Championship Bowling Tournament
The "Taj Mahal of Tenpins," Reno's National Bowling Stadium, will host ABC members from across the country. (800) 304-2695.

MAY

1-3 • Cinco de Mayo's Fiesta Nevada Celebration
8th annual outdoor Hispanic and Latin celebration featuring musical groups, mariachis, dance performances, food, arts and crafts. Victorian Square, Sparks (702) 353-2291.

MARCH

4-8 • Big West Conference Basketball Tournament
In an eight team format, Big West schools compete for the Big West championship and a chance at the NCAA Basketball Championship Tournament.
Lawlor Events Center (702) 784-6900.

JUNE

20-28 • Reno Rodeo
World-class athletes compete in the "Wildest, Richest Rodeo in the West." Activities include a parade, carnival, and more. Reno Livestock Events Center (702) 329-3877.



The Great Reno Balloon Race



JULY

July 2 - Sept. 17 • Hometowne Farmers Market

Every Thursday evening, enjoy homegrown fun with cooking demonstrations, fresh baked breads, live music, and the freshest produce from a variety of growers. Victorian Square, Sparks (702) 353-2291.

1-31 • Uptown, Downtown, ARTown

The annual arts festival hosts more than 101 events of music, dance, film, theater, history and visual arts. The diverse events offered are geared to every age, background and taste. Wingfield Park, Reno (702) 329-1324.

11-12 • The Big Easy

It's Mardi Gras with altitude! Two days of merry making straight out of the heart of New Orleans. Fabulous bands, Cajun food & beads for all. Downtown Reno

AUGUST

July 29-Aug.30 • Shakespeare At Sand Harbor

"Romeo & Juliet," "Twelfth Night" and other classics will be presented against the backdrop of Lake Tahoe. (800) 74-SHOWS.

4-9 • Hot August Nights

This celebration of America's love affair with cars and rock 'n roll features concerts with top entertainers from the '50s and '60s, and classic car events including an auction, poker run and parade. Reno/Sparks (800) FOR-RENO or (702) 356-1956.

26-30 • Nevada State Fair

Enjoy all the fun of a good old-fashioned fair: livestock exhibits and events, entertainment, rides, midway games, and more. Reno Livestock Events Center (702) 688-5767.



Hometowne Farmers Market

SEPTEMBER

4-7 • Best-in-the-West Nugget Rib Cook-Off

Rib cookers from around the world compete for the title of "Best in the West." Also featured are an arts and crafts fair and nightly entertainment. Victorian Square, Sparks (800) 843-2427 or (702) 356-3300.

11-13 • The Great Reno Balloon Race

The nation's top 150 balloonists vie for cash and prizes in three events. The popular Dawn Patrol offers a stunning light show and is followed by a mass ascension of all balloons. Rancho San Rafael Park, Reno (702) 826-1181.

17-20 • National Championship Air Races

The world's longest running air race is the only worldwide event which features all four race classes: Unlimited, Formula One, AT-6 and Biplanes. Military jet displays, aerobatics, and skywriters also appear. Reno/Stead Airport (702) 972-6663.

18-21 • Street Vibrations

A motorcycle event for Harley Davidsons and custom tour bikes including music, crafts and parade. It's a "HOG" Heaven. Downtown Reno (800) FOR-RENO or (702) 329-7469.

OCTOBER

10-11 • 17th Annual Great Italian Festival

The festival features a grape stomp, spaghetti-eating contest, Italian food booths and entertainment. Downtown Reno (702) 786-5700.

NOVEMBER

2-8 • National Senior Pro Rodeo Finals

The nation's top cowboys and cowgirls, 40 years and older, compete in all the traditional rodeo events. Reno Livestock Events Center (702) 788-4218.

DECEMBER

5 • Sparks Hometowne Christmas

A tree-lighting, parade, caroling, crafts, entertainment, and food are featured at this Victorian-style holiday festival. Victorian Square, Sparks (702) 353-2291.

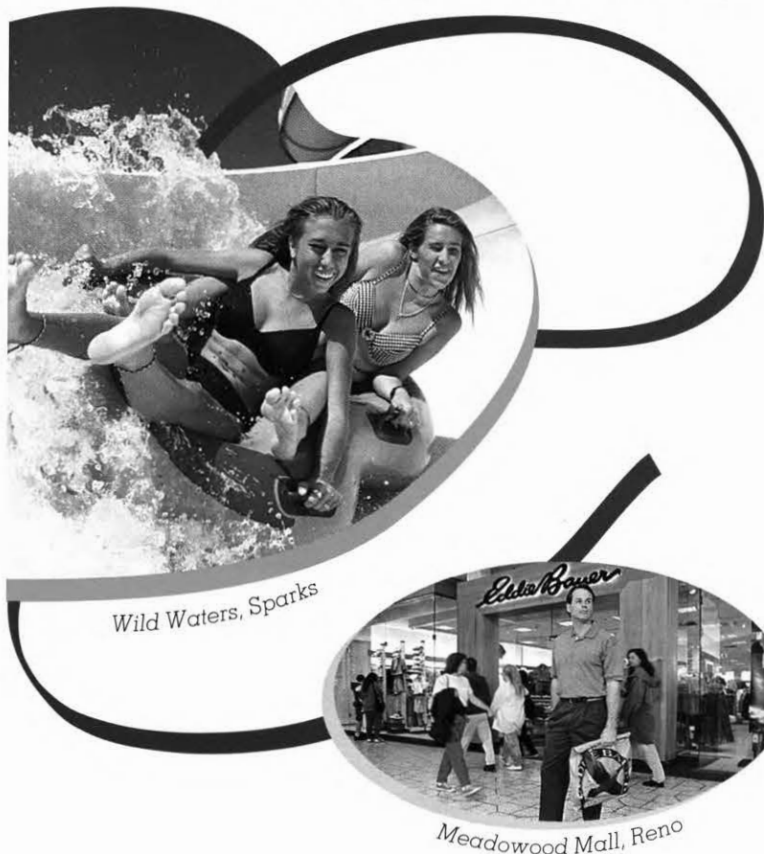


Outside the casinos, you'll find plenty of action and fun for the whole family in Reno/Sparks/Lake Tahoe. ■ Take a road trip through time and discover the role the automobile played in history as you view more than 200 antique, classic and concept cars in authentic street settings

at the National Automobile Museum. Then, take the driver's seat in hands-on exhibits and an exciting multi-media presentation. ■ Travel to Antarctica and experience other exciting adventures in the National Bowling Stadium's large-screen theater where you don't watch the movie, you feel it. A visit to the Fleischmann Planetarium will send you to the moon, stars, and beyond with a light show and telescope

Places To Go.

viewing of the heavens. ■ If you're looking for some outdoor fun, head to the Wilbur D. May Great Basin Adventure in Reno's Rancho San Rafael Park. Children can explore mining exhibits, a discovery room, petting zoo, and play area while parents admire the private collection of adventurer Wilbur May on display in the adjacent museum. Discover both Reno and Sparks' heritage in their interesting museums. Get up-close and personal with the wildlife at the Sierra Safari Zoo. And kids of all ages love Sparks' Wild Island Family Recreation Center with its high speed water slides, miniature golf, video arcade, and grand prix mini auto racing. ■ When you're ready for more indoor fun, Reno/Sparks/Lake Tahoe's malls, factory outlets, unique antique and specialty stores offer shopping that can't be beat. ■ For more information on Reno/Sparks/Lake Tahoe's many interesting places to go, see page 30. ■ **800-FOR-RENO®** Check out our Web site at www.playreno.com.



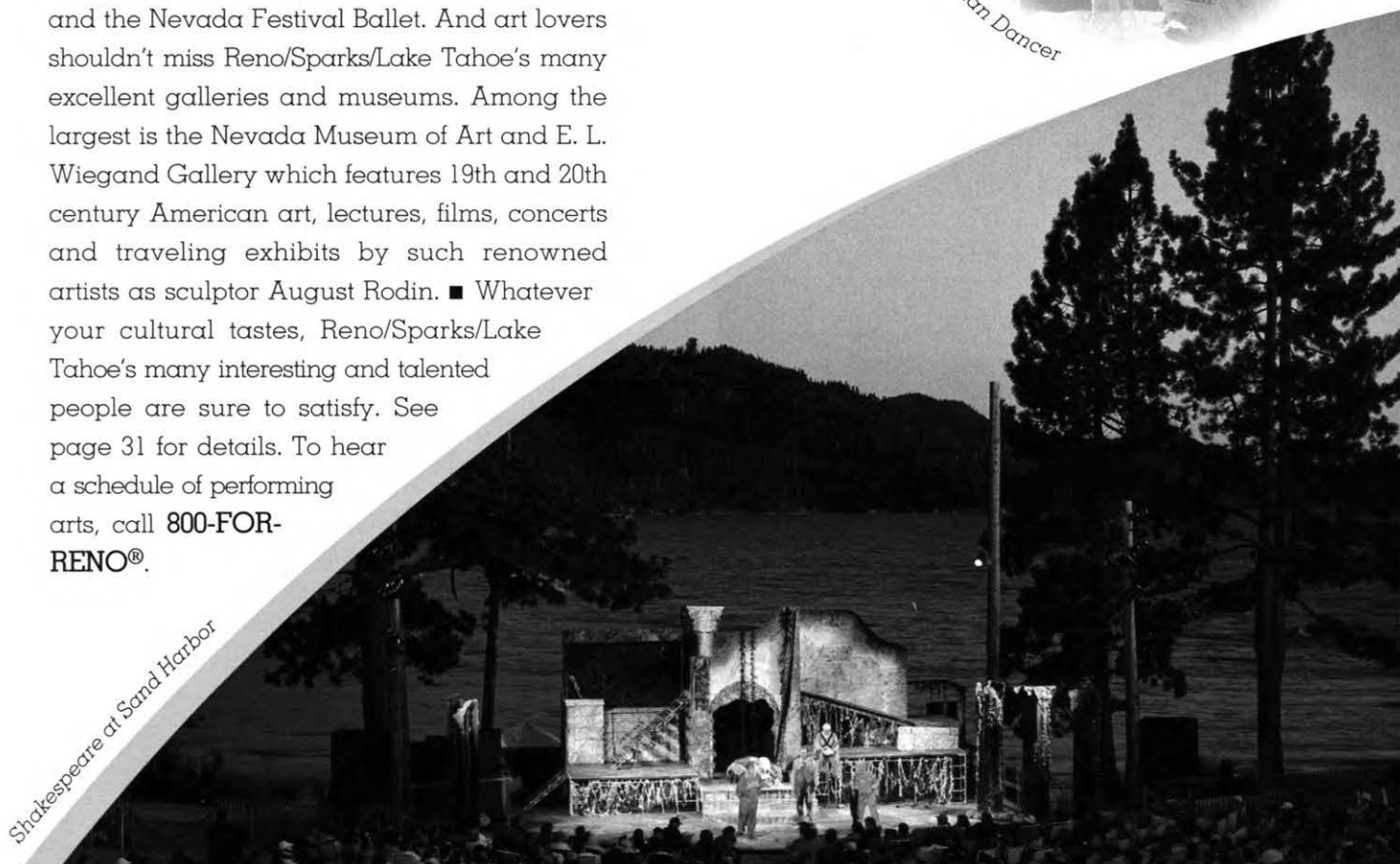
Culture in Reno/Sparks/Lake

Tahoe isn't all sequins and slot machines.

Our social calendar is filled year-round with events to please even the most discriminating culture vulture. ■ From cowboy poetry to traditional Indian dances, you'll find it all here. Throughout the year, the Reno Philharmonic, Reno Chamber Orchestra, and Nevada Opera perform popular classics. And downtown visitors can take in noon and evening concerts in Reno's Wingfield Park. ■ For theater buffs, the Shakespeare at Sand Harbor festival

People To See.

presents the best of the Bard on the beaches of north Lake Tahoe. In town, touring productions such as "A Chorus Line" and "Joseph and the Amazing Technicolor Dream Coat" perform at the Pioneer Center for the Performing Arts, while internationally known performers like Neil Diamond and Garth Brooks headline at the Lawlor Events Center. Dance enthusiasts will enjoy performances by the Reno Ballet and the Nevada Festival Ballet. And art lovers shouldn't miss Reno/Sparks/Lake Tahoe's many excellent galleries and museums. Among the largest is the Nevada Museum of Art and E. L. Wiegand Gallery which features 19th and 20th century American art, lectures, films, concerts and traveling exhibits by such renowned artists as sculptor August Rodin. ■ Whatever your cultural tastes, Reno/Sparks/Lake Tahoe's many interesting and talented people are sure to satisfy. See page 31 for details. To hear a schedule of performing arts, call 800-FOR-RENO®.



Shakespeare at Sand Harbor

EXPLORING RENO/SPARKS/TAHOE

For visitor information and room reservations call 800-FOR-RENO®

With so many fascinating sights in the Reno/Sparks/Lake Tahoe area, you won't want to confine your visit to the city limits. Here are some side excursions to help you explore the area's scenic and historic wonders on your own. Each trip features highlights of Nevada's "Reno/Tahoe Territory" and offers a full day's worth of fun. Or, design your own adventure using the map at right. Trip distance is approximate from downtown Reno.

ROUTE 1: VIRGINIA CITY & CARSON CITY

Relive Nevada's Wild West past on this fascinating drive. Once the largest city in the western U.S., Virginia City today is a thriving ghost town. Silver from its



State Capitol, Carson City

mines helped build San Francisco, finance the Union in the Civil War, and bring statehood to Nevada. Here, you can stroll through restored Victorian mansions and shops. Tour the mines of the Comstock Lode, and cool off with a tall one in the infamous Bucket of Blood Saloon. Named for legendary explorer Kit Carson, Carson City is Nevada's capital.

Attractions here include a restored historic district, the Governor's Mansion, Nevada State Museum, Nevada State Railroad Museum, and the Stewart Indian Museum. Trip length: 73 miles.

ROUTE 2: VIRGINIA CITY, CARSON CITY & GENOA

This drive adds the historic town of Genoa to Route 1. Originally named "Mormon Station" by the Mormon settlers who founded it in 1850, Genoa was Nevada's first permanent settlement and capital city.

Attractions include the Mormon Station Historic State Monument and Museum. Trip length: 105 miles.

ROUTE 3: LAKE TAHOE

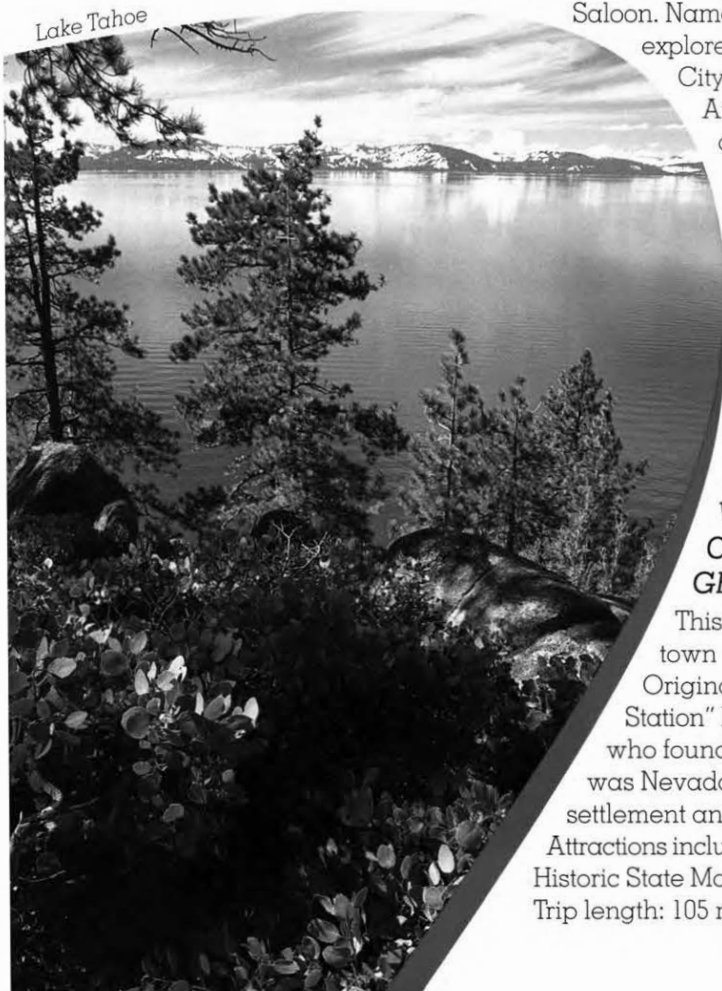
This drive around Lake Tahoe offers stunning views of what Mark Twain once called "the fairest picture the whole earth affords" as well as many opportunities for shopping, dining, and sightseeing. While you're there, take a cruise on an authentic paddle wheeler. See how the other half lived at Vikingsholm Castle on Emerald Bay. Or tour the Ponderosa Ranch, home of television's *Bonanza*. For even more of Lake Tahoe's points of interest, see page 30. Trip length: 135 miles.



Virginia City

ROUTE 4: VIRGINIA CITY, CARSON CITY & LAKE TAHOE

If you only have one day to see everything, this trip has it all in one whirlwind tour. Trip length: 100 miles.



Lake Tahoe



Pyramid Lake

ROUTE 5: TRUCKEE & LAKE TAHOE

Wood from the historic logging town of Truckee helped build the silver mines of Virginia City. Lumber and ice were its economic mainstays until the turn of the century. Today, many of its historic buildings have been converted to charming shops and restaurants. Area attractions include Donner State Park and the Immigrant Trail Museum. Trip length: 140 miles.

ROUTE 6: PYRAMID LAKE

Named for the distinctive rock formation that rises from its waters, Pyramid Lake is the largest remnant of an inland sea that once covered more than 8,000 square miles. Famous for its trophy-size cutthroat trout and prehistoric cui-ui fish, the lake is an angler's paradise. Ancient Paiute Indian petroglyphs line the hills surrounding the lake, and its Anahoe Island is a sanctuary for pelicans. Trip length: 100 miles.

ROUTE 7: GERLACH & PYRAMID LAKE

Beautiful desert scenery awaits you on this trip combining Route 6 with a side trip to the town of Gerlach. Trip length: 220 miles.

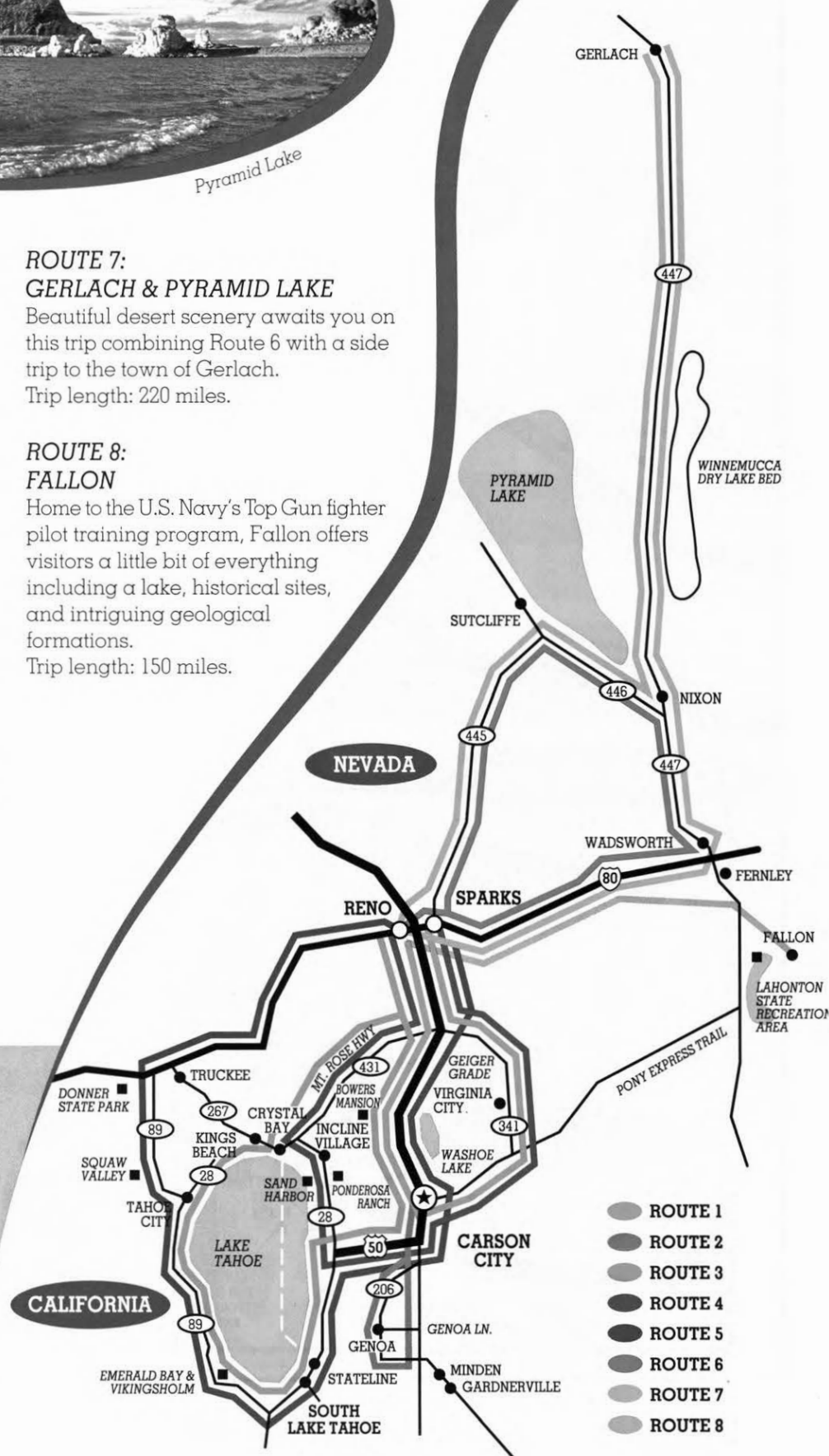
ROUTE 8: FALLON

Home to the U.S. Navy's Top Gun fighter pilot training program, Fallon offers visitors a little bit of everything including a lake, historical sites, and intriguing geological formations. Trip length: 150 miles.

DRIVING TIMES & DISTANCES

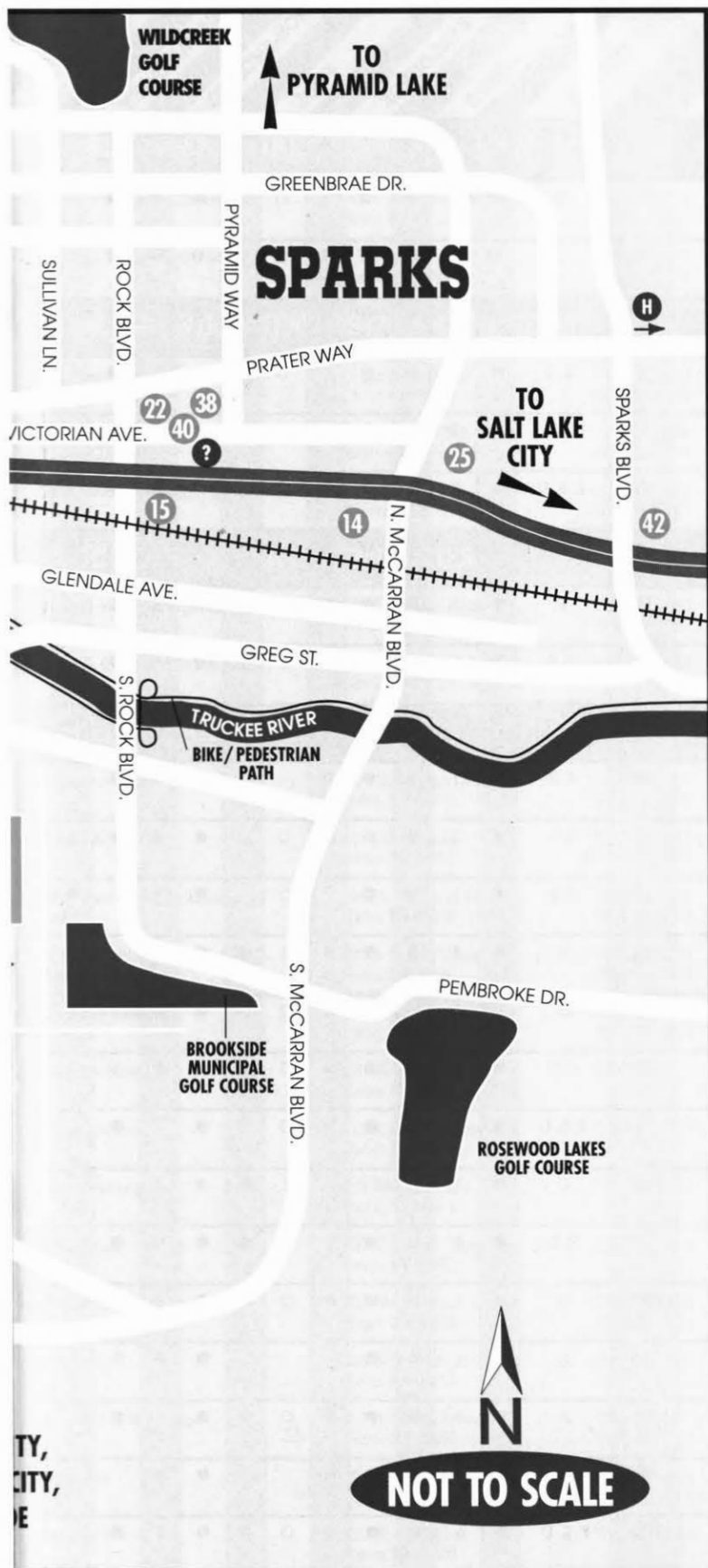
Between Reno/Sparks and:

- Carson City 45 minutes/30 miles
- Fallon 1 hour 30 minutes/60 miles
- Genoa 50 minutes/40 miles
- Gerlach 2 hours/100 miles
- Incline Village 50 minutes/35 miles
- Pyramid Lake 50 minutes/33 miles
- So. Lake Tahoe 1 hour 10 minutes/59 miles
- Truckee 45 minutes/30 miles
- Virginia City 50 minutes/24 miles



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AY®. 800-FOR-RENO®



HOTEL/CASINOS

1. Airport Plaza (800) 648-3525
2. Atlantis (800) 723-6500
3. Boomtown (800) 648-3790
4. Circus Circus (800) 648-5010
5. Comstock (800) COMSTOCK
6. Eldorado (800) 648-5966
7. Fitzgeralds (800) 648-5022
8. Flamingo Hilton (800) 648-4882
9. Hampton at Harrah's (800) 367-9544
10. Harrah's Reno (800) HARRAHS
11. Holiday Hotel (800) 648-5431
12. Holiday Inn (800) 648-4877
13. Howard Johnson (800) 446-4656
14. McCarran House (800) 548-5798
15. John Ascuaga's Nugget (800) 648-1177
16. Peppermill (800) 648-6992
17. Pioneer Inn (800) 879-5468
18. Ramada Plaza (800) RENO 777
19. Reno Hilton (800) 648-5080
20. Riverboat (800) 888-5525
21. Sands Regency (800) 648-3553
22. Silver Club (800) 905-7774
23. Silver Legacy (800) 687-7733
24. Sundowner (800) 648-5490
25. Western Village (800) 648-1170

SHOPPING MALLS

26. Meadowood Mall
27. Park Lane Mall
28. Shoppers Square

ATTRACTIONS & MUSEUMS

29. Downtown River Walk
30. Fleischmann Planetarium
31. Great Basin Adventure
32. National Automobile Museum and 1935 Reno Arch
33. Nevada Historical Society
34. Nevada Museum of Art/ E.L. Wiegand Gallery
35. Reno Arch
36. Reno Tahoe Gaming Academy
37. Sierra Safari Zoo
38. Sparks Heritage Museum
39. Stadium Theater & National Bowling Stadium
40. Victorian Square
41. Wilbur D. May Museum & Arboretum
42. Wild Island Family Recreation Center

VISITOR WELCOME CENTERS

Downtown Reno, National Bowling Stadium
 Downtown Sparks, Victorian Square
 South Reno, Meadowood Mall

- ? Visitor Centers H Hospital

All locations listed are within seven miles of downtown Reno.




A C C O M M

RENO/SPARKS AREA HOTELS			NO. OF ROOMS	RATE CATEGORY	HANDICAP ACCESS	DINING	CASINO	ENTERTAINMENT BAR/LOUNGE	POOL	HEALTH CLUB	NON-SMOKING	TOUR PACKAGES	PETS
Airport Plaza Hotel	1981 Terminal Way Reno, NV 89502	*(702) 348-6370 (800) 648-3525	270	D	●	1	●	●	○	●	●	●	●
Atlantis Casino Resort	3800 S. Virginia Street Reno, NV 89502	*(702) 825-4700 (800) 723-6500	600	D	●	5	●	●	○	●	●	●	●
Circus Circus Hotel/Casino	500 N. Sierra Street Reno, NV 89503	*(702) 329-0711 (800) 648-5010	1572	D	●	5	●	●	●	●	●	●	●
Colonial Inn Hotel/Casino	250 N. Arlington Avenue Reno, NV 89501	*(702) 322-3838 (800) 336-7366	168	S, D	●	1	●	●	○	●	●	●	●
Comstock Hotel/Casino	200 W. 2nd Street Reno, NV 89501	(702) 329-1880 (800) COMSTOCK	310	S, D	●	3	●	●	○	●	●	●	●
Eldorado Hotel/Casino	345 N. Virginia Street Reno, NV 89501	*(702) 786-5700 (800) 648-5966	817	E, S, D	●	8	●	●	○	●	●	●	●
Fitzgeralds Casino/Hotel	255 N. Virginia Street Reno, NV 89501	*(702) 785-3300 (800) 648-5022	351	E, S, D	●	3	●	●	●	●	●	●	●
Flamingo Hilton Reno	255 N. Sierra Street Reno, NV 89501	*(702) 322-1111 (800) 648-4882	604	D	●	5	●	●	●	●	●	●	●
Hampton Inn at Harrah's Reno	175 E. 2nd Street Reno, NV 89501	*(702) 788-2300 (800) 367-9544	408	S, D	●	1	●	●	○	●	●	●	●
Harrah's Casino/Hotel Reno	219 N. Center Street Reno, NV 89501	*(702) 786-3232 (800) HARRAHS	565	D	●	7	●	●	○	●	●	●	●
Holiday Hotel Casino	111 Mill Street Reno, NV 89501	(702) 329-0411 (800) 648-5431	195	E, S	●	1	●	●	●	●	●	●	●
Holiday Inn & Diamonds Casino	1000 E. 6th Street Reno, NV 89512	*(702) 786-5151 (800) 648-4877	286	S, D	●	2	●	●	○	●	●	●	●
Howard Johnson	567 W. 4th Street Reno, NV 89503	*(702) 322-8181 (800) 446-4656	108	S, D	●	1	●	●	○	●	●	●	●
John Ascuaga's Nugget	1100 Nugget Avenue Sparks, NV 89431	*(702) 356-3300 (800) 648-1177	1,661	D	●	8	●	●	●	I	●	●	●
McCarran House	55 E. Nugget Avenue Sparks, NV 89431	*(702) 358-6900 (800) 548-5798	220	S	●	1	●	●	○	●	●	●	●
Peppermill Hotel/Casino	2707 S. Virginia Street Reno, NV 89502	*(702) 826-2121 (800) 648-6992	1070	S, D	●	5	●	●	○	●	●	●	●
Pioneer Inn Hotel/Casino	221 S. Virginia Street Reno, NV 89501	*(702) 324-7777 (800) 648-5468	252	E, S, D	●	3	●	●	○	●	●	●	●
Plaza Resort Club	121 West Street Reno, NV 89501	*(702) 786-2200 (800) 648-5990	103	D	●	1	●	●	I	●	●	●	●
Ramada Plaza Hotel	200 E. 6th Street Reno, NV 89501	*(702) 329-7400 (800) RENO 777	259	S, D	●	2	●	●	●	●	●	●	●
Reno Hilton	2500 E. 2nd Street Reno, NV 89595	*(702) 789-2000 (800) 648-5080	2001	D	●	8	●	●	○	●	●	●	●
Riverboat Hotel/Casino	34 W. 2nd Street Reno, NV 89501	(702) 323-8877 (800) 888-5525	297	S	●	1	●	●	●	●	●	●	●
Sands Regency Hotel/Casino	345 N. Arlington Avenue Reno, NV 89501	*(702) 348-2200 (800) 648-3553	938	S	●	9	●	●	○	●	●	●	●
Silver Club Hotel/Casino	1040 Victorian Avenue Sparks, NV 89432	*(702) 358-4771 (800) 905-7774	200	S	●	4	●	●	●	●	●	●	●
Silver Legacy Resort Casino	407 N. Virginia Street Reno, NV 89501	*(702) 329-4777 (800) 687-7733	1712	E, S, D	●	5	●	●	○	●	●	●	●

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O D A T I O N S

			NO. OF ROOMS	RATE CATEGORY	HANDICAP ACCESS	DINING	ENTERTAINMENT BAR/LOUNGE CASINO	POOL	HEALTH CLUB	NON-SMOKING	TOUR PACKAGES AIRPORT SHUTTLE	PETS
RENO/SPARKS AREA HOTELS												
Sundowner Hotel/Casino	450 N. Arlington Avenue Reno, NV 89503	*(702) 786-7050 (800) 648-5490	573	E, D	●	3	● ●	○	● ●			
Western Village Inn/Casino	815 E. Nichols Blvd. Sparks, NV 89431	*(702) 331-1069 (800) 648-1170	262	E	●	3	● ● ●	○	● ●			
INCLINE VILLAGE/CRYSTAL BAY HOTELS												
Cal-Neva Resort Hotel/Casino	#2 Stateline Road Crystal Bay, NV 89402	*(702) 832-4000 (800) 223-6382	200	D	●	1	● ●	○	● ●			●
Hyatt Regency Lake Tahoe Resort/Casino	111 Country Club Drive Incline Village, NV 89450	*(702) 832-1234 (800) 553-3288	458	D	●	3	● ● ●	○	● ●			
Tahoe Biltmore Lodge/Casino	P.O. Box 115 Crystal Bay, NV 89402	*(702) 831-0660 (800) 245-8667	92	S		2	● ● ●	○	● ●			●
HOTELS – OTHER COMMUNITIES												
Boomtown Hotel/Casino	I-80 & Garson Road Verdi, NV 89439	(702) 345-6000 (800) 648-3790	122	S, D	●	4	● ●	I	● ●			●
Bruno's Country Club & Motel	445 Main Street Gerlach, NV 89412	(702) 557-2220	40	E, S, D	●	1	● ●					
RENO/SPARKS AREA MOTELS												
Adventure Inn	3575 S. Virginia Street Reno, NV 89502	*(702) 828-9000 (800) 937-1436	45	D							● ●	
Aspen Motel	495 Lake Street Reno, NV 89501	(702) 329-6011 800-FOR-RENO	30	E, S, D							●	
Best Western - Continental Lodge	1885 S. Virginia Street Reno, NV 89502	*(702) 329-1001 (800) 626-1900	103	S, D	●	1	●	○	● ●			
Bob Cashell's Horseshoe Lodge	222 N. Sierra Street Reno, NV 89501	*(702) 322-2178 (800) 843-7403	48	E, S	●						●	
Bonanza Motor Inn	215 W. 4th Street Reno, NV 89501	(702) 322-8632 (800) 808-3303	57	E, S, D				○	● ●			●
Cabana Motel	370 West Street Reno, NV 89501	(702) 786-2977	40	S								
Chalet Motel	515 N. Center Street Reno, NV 89501	(702) 322-0405	21	S								●
City Center Motel	365 West Street Reno, NV 89501	(702) 323-8880	15	E, S, D	●						●	●
Coach Inn	500 N. Center Street Reno, NV 89501	(702) 323-5004	20	E								
Colonial Motor Inn	232 West Street Reno, NV 89501	*(702) 786-5038 (800) 255-7366	100	S				○	● ●			●
Crest Inn	525 W. 4th Street Reno, NV 89503	(702) 329-0808	46	E, S, D							● ●	
Daniel's Motor Lodge	 375 N. Sierra Street Reno, NV 89501	(702) 329-1351 (800) 337-7210	62	S, D							● ●	
Days Inn	701 E. 7th Street Reno, NV 89512	(702) 786-4070 (800) 448-4555	137	E	●	1		○	● ●			●
Donner Inn	720 W. 4th Street Reno, NV 89503	(702) 323-1851	32	S								

 Certified Quality Motel Room Rates: E = Economy (Less than \$40/room), S = Standard (\$40-\$60/room), D = Deluxe (More than \$60/room) Pool: I = Indoor, O = Outdoor



A C C O M M

RENO/SPARKS AREA MOTELS				NO. OF ROOMS	RATE CATEGORY	HANDICAP ACCESS	DINING	CASINO	ENTERTAINMENT BAR/LOUNGE	POOL	HEALTH CLUB	NON-SMOKING	TOUR PACKAGES AIRPORT SHUTTLE	PETS
Easy 8 Motel	255 W. 5th Street Reno, NV 89503	(702) 322-4588		21	E	●							●	●
El Ray Motel	330 N. Arlington Avenue Reno, NV 89501	(702) 329-6669		23	S								●	●
Executive Inn	205 S. Sierra Street Reno, NV 89501	*(702) 786-4050 (800) 648-4545		85	S						○		●	
Flamingo Motel	520 N. Center Street Reno, NV 89501	(702) 323-3202		30	E						○		●	
Gatekeeper Inn	△ 221 W. 5th Street Reno, NV 89503	*(702) 786-3500 (800) 822-3504		28	E, S, D	●							●	
Gold Dust West Casino & Motor Lodge	444 Vine Street Reno, NV 89503	(702) 323-2211 (800) 438-9378		106	S, D	●	1	●						
Gold Key Motel	445 Lake Street Reno, NV 89501	(702) 323-0731 (800) 648-3744		31	E						I		●	●
Golden West Motor Lodge	530 N. Virginia Street Reno, NV 89501	(702) 329-2192		45	E, S, D						○			●
Heart o' Town	520 N. Virginia Street Reno, NV 89501	(702) 322-4066		28	S									●
Horseshoe Motel	490 Lake Street Reno, NV 89501	(702) 786-5968		25	S, D								●	●
In Town Motel	260 W. 4th Street Reno, NV 89501	(702) 323-1421		33	E, S									
Inn Cal	255 N. McCarran Blvd. Sparks, NV 89431	*(702) 358-2222 (800) 550-0055		132	S	●							●	●
La Quinta Inn	△ 4001 Market Street Reno, NV 89502	*(702) 348-6100 (800) NU-ROOMS		130	S	●	1				○		●	●
Lakemill Lodge	200 Mill Street Reno, NV 89501	(702) 786-1500 (800) 648-3530		73	S	●			●				●	
Lido Inn	280 W. 4th Street Reno, NV 89501	(702) 322-3822		22	E, S, D	●							●	
Mardi Gras Motor Lodge	△ 200 W. 4th Street Reno, NV 89501	(702) 329-7470 800-FOR-RENO		30	E								●	●
Mark Twain Motel	2201 S. Virginia Street Reno, NV 89502	(702) 826-2101		76	E, S, D	●							●	
Miner's Inn	1651 N. Virginia Street Reno, NV 89503	(702) 329-3464 (800) 626-1900		71	E	●					○		●	
Monte Carlo Motel	500 N. Virginia Street Reno, NV 89501	(702) 329-2010		25	S, D									
Motel 6 Reno Central	866 N. Wells Avenue Reno, NV 89512	(702) 786-9852 (800) 4-MOTEL-6		142	E	●					○		●	●
Motel 6 Reno North	666 N. Wells Avenue Reno, NV 89512	(702) 329-8681 (800) 4-MOTEL-6		97	E								●	●
Motel 6 Reno West	1400 Stardust Reno, NV 89503	(702) 747-7390 (800) 4-MOTEL-6		123	E	●					○		●	●
Motel 6 Sparks	2405 Victorian Avenue Sparks, NV 89431	(702) 358-1080 (800) 4-MOTEL-6		95	E	●					○		●	●
National 9 Inn/Silver Chapparal Motel	645 S. Virginia Street Reno, NV 89501	(702) 323-5411 800-FOR-RENO		32	E, S	●							●	

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O D A T I O N S

RENO/SPARKS AREA MOTELS				NO. OF ROOMS	RATE CATEGORY	HANDICAP ACCESS	DINING	CASINO	BAR/LOUNGE	ENTERTAINMENT	POOL	HEALTH CLUB	NON-SMOKING	TOUR SHUTTLE	TOUR PACKAGES	PETS
Nevada Inn	△	330 E. 2nd Street Reno, NV 89501	(702) 323-1005 (800) 999-9686	43	E, S, D							○		●		
Oxford Motel		111 Lake Street Reno, NV 89501	*(702) 786-3170 800-648-3044	28	S	●										
Park-N-Walk/Reno Royal Motor Lodge		350 West Street Reno, NV 89501	(702) 323-4477	33	E, S									●		
Reno Central Travelodge	△	2050 Market Street Reno, NV 89502	*(702) 786-2500 (800) 648-3800	211	E, S, D	●						○		●	●	●
Reno Travelodge Downtown		655 W. 4th Street Reno, NV 89503	*(702) 329-3451 (800) 578-7878	98	S							○		●		●
Residence Inn by Marriott		9845 Gateway Drive Reno, NV 89511	*(702) 853-8800 (800) 331-3131	120	D	●							●	●	●	●
Romance Inn		2905 S. Virginia Street Reno, NV 89502	(702) 826-1515 (800) 662-8812	41	D											
Sage Motel		411 Lake Street Reno, NV 89501	(702) 329-4083	27	S									●		
Savoy Motor Lodge		705 N. Virginia Street Reno, NV 89501	(702) 322-4477	21	E											
Season's Inn	△	495 West Street Reno, NV 89503	*(702) 322-6000 (800) 322-8588	56	E, S, D	●								●		●
Shamrock Inn		505 N. Center Street Reno, NV 89501	(702) 786-5182	25	S											●
Showboat Inn	△	660 N. Virginia Street Reno, NV 89501	*(702) 786-4032 (800) 648-3960	103	S	●								●		
Sixpence Inn		1901 S. Virginia Street Reno, NV 89502	(702) 827-0255	115	E	●						○		●		●
Star Dust Lodge		455 N. Arlington Avenue Reno, NV 89503	(702) 322-5641	57	D							○				
Sunrise Motel	△	210 Victorian Avenue Sparks, NV 89431	(702) 358-7010 800-FOR-RENO	20	E, S, D	●								●		
Super 8 Motel		5851 S. Virginia Street Reno, NV 89502	(702) 825-2940 (800) 800-8000	153	S	●	1		●	●	○		●	●	●	●
Swan Motel		501 Lake Street Reno, NV 89501	(702) 786-1751 800-THE-SWAN	20	S									●		
Town House Motor Lodge		303 W. 2nd Street Reno, NV 89503	(702) 323-1821 (800) 438-5660	79	E							○		●		
Town View Motor Lodge		131 W. 3rd Street Reno, NV 89501	(702) 329-1560	13	S											
Truckee River Lodge	△	501 W. 1st Street Reno, NV 89503	*(702) 786-8888 (800) 635-8950	227	E, S, D	●	1						●	●		●
University Inn	△	1001 N. Virginia Street Reno, NV 89557	(702) 323-0321 (800) FOR-RENO	171	S	●	1		●					●		
Uptown Motel		570 N. Virginia Street Reno, NV 89501	(702) 323-8906	15	E									●		
Vagabond Inn	△	3131 S. Virginia Street Reno, NV 89502	*(702) 825-7134 (800) 522-1555	129	S							○		●	●	●
Victorian Inn		1555 Victorian Avenue Sparks, NV 89431	(702) 331-3203 800-FOR-RENO	96	E, S, D	●								●		

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A C C O M M

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RENO/SPARKS AREA MOTELS														
Wagon Train Motel	1662 Victorian Avenue Sparks, NV 89431	(702) 358-0468	37	E, S	●								●	
Washoe Inn	75 Pringle Way Reno, NV 89502	(702) 328-5080	24	S	●	2						●	●	
White Court Motel	465 Evans Avenue Reno, NV 89503	(702) 329-1957 (800) FOR-RENO	25	S									●	
Wildflower Village	4395 W. 4th Street Reno, NV 89503	(702) 747-8848	85	S									●	
Windsor Inn	60 E. Victorian Avenue Sparks, NV 89431	*(702) 356-7770 (800) 892-3506	90	S	●								●	
Wonder Lodge	 430 Lake Street Reno, NV 89501	(702) 786-6840 (800) 454-0303	63	S							○		●	
RENO/SPARKS AREA TIMESHARES														
Club Lakeridge	6000 Plumas Reno, NV 89509	(702) 829-5006	8	D		2		●			I O	●		
Corporate Residences of America	4900-A Mill Street #6 Reno, NV 89502	*(702) 856-6020 (800) 807-2431	50- 100	S, D				Amenities vary among units						●
Ramada Vacation Suites at Reno	140 Court Street Reno, NV 89501	*(702) 329-4251 (800) 634-6981	95	S	●						I	●	●	●
Thunderbird Resort Club	200 Nichols Blvd. Sparks, NV 89431	(702) 359-1141 (800) 821-4912	158	D							○		●	
INCLINE VILLAGE/CRYSTAL BAY MOTELS														
Crystal Bay Motel	24 Highway 28 Crystal Bay, NV 89402	(702) 831-0287	20	S										
Inn at Incline & Condominiums	1003 Tahoe Blvd. Incline Village, NV 89451	(702) 831-1052 (800) 824-6391	38	D	●						I		●	
INCLINE VILLAGE/CRYSTAL BAY RENTALS														
Blue Diamond Realty	865 Tahoe Blvd., Suite 202 Incline Village, NV 89451	(702) 831-7177 (800) 992-1008	20	D										
B.R.A.T. Realty Management	120 Country Club Drive, #30 Incline Village, NV 89450	(702) 831-3318 (800) 869-8308	162 units	S, D	●						○	●	●	●
Club Tahoe Resort	914 Northwood Blvd. Incline Village, NV 89452	(702) 831-5750 (800) 527-5154	92	D		1		●			○			
Coldwell Banker/Incline Village Realty	120 Country Club Drive, #3 Incline Village, NV 89450	(702) 831-4800 (800) 572-5009	75	D							○		●	●
Crystal Management Group, Inc.	774 Mays Blvd. #7 Incline Village, NV 89451	(702) 831-8919 (800) 533-4743	40	D	●						I O	●		●
Forest Pines Vacation Rentals	123 Juanita Drive Incline Village, NV 89451	(702) 831-1307 (800) 458-2463	40	S							○		●	
Incline Tahoe Realty	797 Southwood Blvd. #11 Incline Village, NV 89452	(702) 831-9000 (888) 686-5253	50	S, D	●						○		●	
Incline Village Sales Company	940 Tahoe Blvd. Incline Village, NV 89450	(702) 831-3333 (800) 831-3304	80 units	D							I O	●	●	
Lake Tahoe Accommodations	800 Southwood Blvd. #112 Incline Village, NV 89451	(702) 832-4475 (800) 544-3234	75	D							○		●	

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INCLINE VILLAGE/CRYSTAL BAY RENTALS													
Lake Tahoe Reservations	774 Mays Blvd., #7 Incline Village, NV 89451	(702) 831-8988 (800) 424-8988	40	S	●					I O	●	●	●
Lakeshore Realty	954 Lakeshore Drive Incline Village, NV 89451	(702) 831-7000 (800) 835-1539	45	D	●					I O	●	●	●
Lakeside Sales Co.	956 Lakeshore Blvd. Incline Village, NV 89450	(702) 832-3099 (800) 695-2176	40	D	●					O	●	●	●
Lakeside Tennis & Ski Resort	977 Tahoe Blvd. Incline Village, NV 89450	(702) 831-5300	36	D		●				O	●		
McGregor Resort Properties	803 Tahoe Blvd. Incline Village, NV 89452	(702) 832-4345 (800) 833-8246	6	D									
Omni Properties	923 Tahoe Blvd. Incline Village, NV 89451	(702) 832-3003 (800) 338-4884	20	D						I O	●		●
Shoreline Realty	201 Village Blvd. Incline Village, NV 89451	(702) 831-1028	55	D						O	●		●
Unique Tahoe Properties/ Tahoe Chaparral	400 Fairview Incline Village, NV 89451	(702) 832-6604 (888) 876-0284	21 units	D				All 2 bedroom, 2 bath with Lakeview					
Vacation Station	110 Country Club Drive Incline Village, NV 89452	(702) 831-3664 (800) 841-7443	125	E, S, D	●					O			
Vacation Tahoe	999 Tahoe Blvd., #22 Incline Village, NV 89451	(702) 831-6700 (800) 822-8282	25	D	●								
Wheeler Associates	917 Tahoe Blvd., #102 Incline Village, NV 89451	(702) 831-8333 (800) 645-2755	40	D						I	●		
Whittington Properties	123 Juanita Drive, #15 Incline Village, NV 89451	(702) 831-4884 (800) 831-4884	4	D	●					I O	●		●
BED & BREAKFAST													
Bed & Breakfast - South Reno	136 Andrew Lane Reno, NV 89511	(702) 849-0772	2	D						O	●		
Deer Run Ranch	5440 Eastlake Blvd. Washoe Valley, NV 89704	(702) 882-3643 800-FOR-RENO	2	D						O	●		
Haus Bavaria	593 N. Dyer Circle Incline Village, NV 89452	(702) 831-6122 (800) 731-6222	5	D							●	●	

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P A C K A G E

COMPANY/PHONE NO.	NATIONWIDE	ZONE 1	ZONE 2	ZONE 3	ZONE 4	HAWAII	CANADA	AIR	MOTOR COACH	AIR CHARTER	ROOMS ONLY
AAA Vacations (800) 316-4222 - Travel Agents (800) 921-4222 - Consumers	•								•		
Adventure Tours USA (800) 999-9046 (214) 360-5050								•			•
All About Tours (800) 274-8687 (503) 598-0100	•							•			
America West Vacations (800) 356-6611 (602) 693-3200	•							•			
American Airlines Vacations (800) 321-2121	•							•			
Amtrak's Great American Vacations (800) 321-8684 (800) 321-9887 - Travel Agents	•										•
Canadian Holidays (800) 661-8881 - BC, AB, SK (800) 663-1281 - WA, OR, CA (604) 266-1241 - Vancouver								•			•
Capital Tours (800) 668-3341 - BC (604) 384-1432								•	•		
Casino Rooms (800) 813-0720 (702) 458-8670	•										•
Casino Wings (800) 803-5664		•						•			•
Certified Vacations (305) 522-1440	•							•	•	•	
City Escapes Holiday (800) 222-0022 (310) 838-7563	•										•
Classic America (800) 221-3949 - Travel Agents	•							•	•	•	•
Collette Tours (800) 832-4656 (800) 468-5955 - Canada (401) 728-3805	•							•	•	•	•
Creative Holidays (808) 891-2627								•	•		
Delta Dream Vacations (800) 872-7786 (800) 221-6666 - Travel Agents	•							•	•	•	
Esprit Travel Network (800) IV-SKIING (302) 792-3200	•										
Frontier Travel & Tours (800) 647-0800 (702) 882-2100	•							•	•		

COMPANY/PHONE NO.	NATIONWIDE	ZONE 1	ZONE 2	ZONE 3	ZONE 4	HAWAII	CANADA	AIR	MOTOR COACH	AIR CHARTER	ROOMS ONLY
Funjet Vacations (Call Local Travel Agency)	•								•		•
Gala Travel Service, Inc. (708) 990-4900						•			•		•
GoGo Tours, Inc. (Call Local Travel Agency)	•							•			
Group Tours, Inc. (800) 435-2710 (314) 961-1020						•			•	•	•
Hamilton, Miller, Hudson & Fayne (800) 669-4466 (248) 827-4070							•		•		
Hi-Way Holidays, Inc. (800) 667-7366 (604) 438-7366		•						•		•	
Holiday Express (800) 424-9949 (415) 340-0300		•						•			
Holiday Travel Int'l (800) 775-7111 (412) 863-7500						•	•		•		•
Holidays With Style (800) 899-4848		•						•			
International Coach Tours (800) 667-2778 - BC (604) 270-6288								•		•	
Key Holidays (800) 783-0783 (510) 945-8938	•									•	
Kingdom Tours (800) 626-8747	•							•	•		•
Las Vegas Reservations System (800) 233-5594		•									•
Maverick Tours (800) 667-6301 - BC (604) 669-5200								•		•	
Mile Hi Tours, Inc. (800) 777-8687 (303) 758-8246	•										•
MLT Vacations/Northwest World Vacations (Call Local Travel Agency)	•							•			
Mr. Travel (800) 621-6666	•							•			
Nagel Tours (403) 475-6666								•	•	•	
Nevada Reservation Corp. (818) 708-7684	•										•
Nevada Vacations (800) 304-RENO (702) 888-9490		•	•					•	•		•

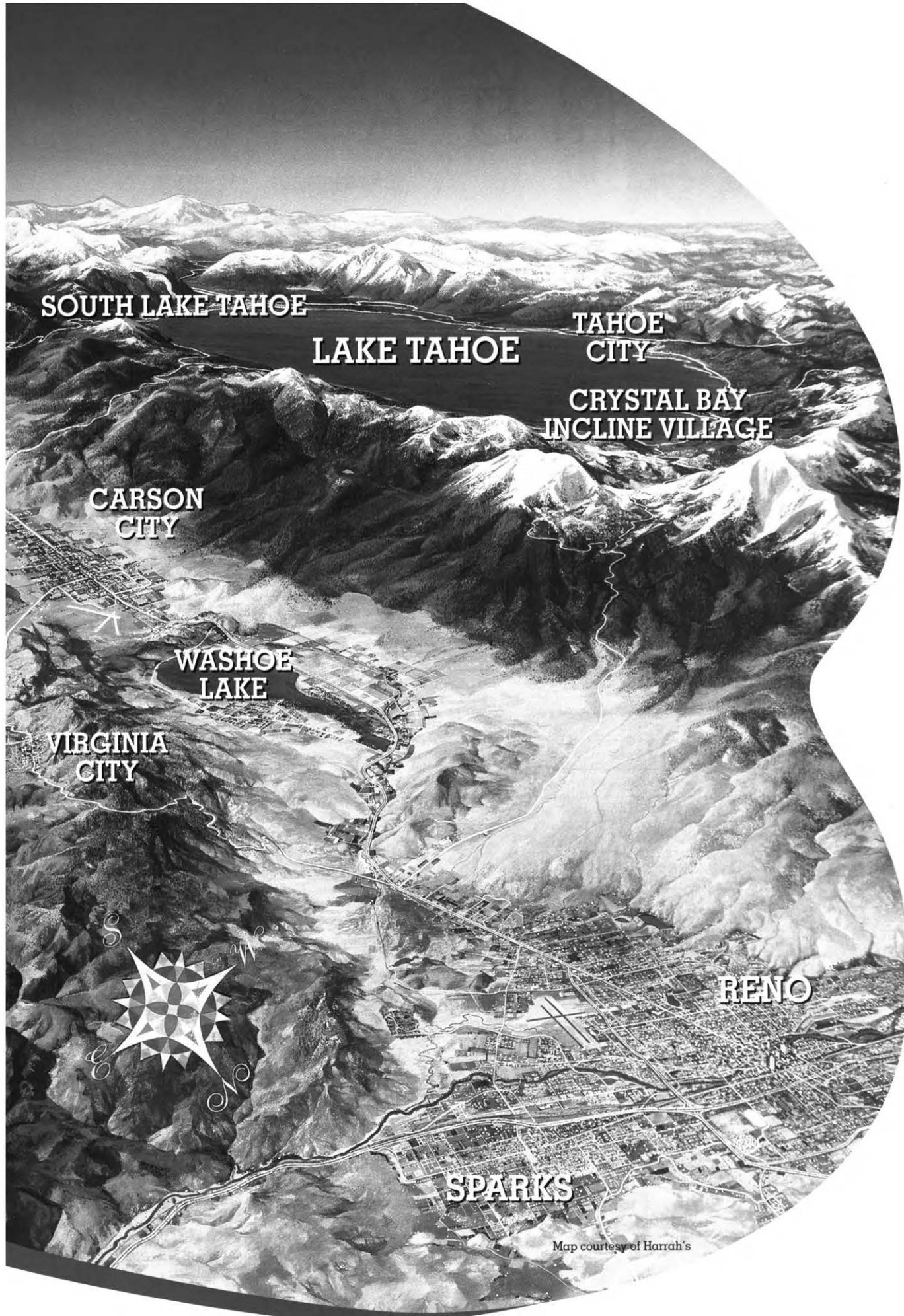
For hotel packages and room reservations call 800-FOR-RENO®

TOURS

COMPANY/PHONE NO.	NATIONWIDE	ZONE 1	ZONE 2	ZONE 3	ZONE 4	HAWAII	CANADA	MOTOR COACH	AIR	ROOMS ONLY	AIR CHARTER	RAIL
Players Express (800) 458-6161 (702) 736-7011		•								•		
QQuick Escapes/Reno Air (800) 736-6747		•						•	•			
Raz Reno Adventurer (888) 684-3322 (503) 684-3322			•							•		
Reno Tour Desk (800) 228-5376 (702) 329-1665		•										•
SantoTours (800) 359-7268 (716) 631-2060		•						•		•	•	
Sierra Nevada Grayline (800) 822-6009 (702) 331-1147		•						•	•			
Southwest Airlines Vacations (800) 423-5683		•							•			
Sunmakers - Reno (800) 841-4321 (206) 562-9605		•							•			
Sunquest Vacations (800) 633-1266 - Sunquest West (800) 565-8181 Sunquest (Toronto)			•					•	•		•	

COMPANY/PHONE NO.	NATIONWIDE	ZONE 1	ZONE 2	ZONE 3	ZONE 4	HAWAII	CANADA	MOTOR COACH	AIR	ROOMS ONLY	AIR CHARTER	RAIL
Sunrise Holidays (800) 742-6122 (604) 382-4271										•		•
Tours of Distinction (888) 471-8687 (702) 454-3838			•						•	•		
Town & Country Tours (800) 528-0421 (602) 234-3622		•							•			•
Travel Connection/Reno Connection (800) 862-0862 (503) 252-2700			•						•			
Travel Resources Unlimited, Inc. (808) 596-0030 (Travel Agents)								•	•			•
TWA Getaway Vacations (800) 438-2929				•	•				•			
United Vacations (800) 328-6877		•							•			
Western Discovery International (800) 843-5061 (702) 329-9933		•										•
Winair Holidays, Inc. (800) 684-6066 (604) 562-4008		•						•				•





Map courtesy of Harrah's

VISITOR DIRECTORY

Following is a directory to many of Reno/Sparks/Lake Tahoe's more ways to play and where to find them. For details, contact the organizations listed below, call 800-FOR-RENO,[®] or check out our web site at www.playreno.com.

ATTRACTIONS & SIGHTSEEING

POINTS OF INTEREST

Reno/Sparks

Downtown Reno River Walk & Amphitheater (702) 334-2414
Fleischmann Planetarium (702) 784-4811
Great Basin Adventure (702) 785-4064



Hilton Bay Aqua Driving Range (702) 789-2122
Idlewild Playland (702) 329-6008
National Automobile Museum (702) 333-9300
1935 Reno Arch, Lake & Mill Streets
Reno Arch, Downtown Reno
Reno/Tahoe Gaming Academy (702) 329-5665
Sierra Safari Zoo (702) 677-1101
Stadium Theater at the National Bowling Stadium (702) 334-2634
Victorian Square, Downtown Sparks
Wild Island Family Recreation Center (702) 331-WILD

Carson City

Bowers Mansion (702) 849-1825
Brewery Arts Center (702) 883-1976
Governor's Mansion (702) 882-2333
State Capitol Building (702) 687-5030

Lake Tahoe/Truckee

Donner State Park/Immigrant Trail Museum, Truckee (916) 582-7892
Heavenly Valley Tram (916) 541-1330

M.S. Dixie II Cruise, Zephyr Cove (702) 588-3508 or (702) 882-0786
North Tahoe Cruises, Tahoe City (916) 583-0141
Ponderosa Ranch, Incline Village (702) 831-0691
Squaw Valley Tram (916) 583-5585
Tahoe Queen Cruise, So. Lake Tahoe (916) 541-3364
Tallac Historic Site (916) 541-5227
Stream Profile Chamber and U.S. Forest Service Lake Tahoe Visitors Center (916) 573-2674
Vikingsholm, Emerald Bay (916) 525-7277
Woodwind Sailing Cruises, Zephyr Cove (702) 588-3000

Virginia City

Chollar Mine Tour (702) 847-0155
Fourth Ward School Museum (702) 847-0975
Virginia & Truckee Railroad (702) 847-0380
Virginia City Trolley Tour (916) 587-5742
Way It Was Museum (702) 847-0766

MUSEUMS & HISTORICAL SITES

Reno/Sparks

Nevada Historical Society (702) 688-1190
Nevada Museum of Art/E.L. Wiegand Gallery (702) 329-3333
Pyramid Lake Historical Museum (702) 476-1156
Sparks Heritage Museum (702) 355-1144
Walking Tours of Historic Places (702) 334-2303

Wilbur D. May Museum & Arboretum/Botanical Gardens (702) 785-5961

Carson City

Nevada State Library & Archives (702) 687-5160
Nevada State Museum (702) 687-4810
Nevada State Railroad Museum (702) 687-6953
Stewart Indian Museum (702) 882-1808

SIGHTSEEING TOURS

Reno/Tahoe Tour Co. - Tours to Lake Tahoe and Virginia City from Reno. (800) 498-6877
Scenic Tours - Hardy & Assoc. - Daily historical tours to Lake Tahoe, Carson City and Virginia City from Reno. (702) 329-3114
Sierra Nevada Gray Line - An assortment of daily Gray Line tours to Lake Tahoe, Virginia City and Carson City. Several tour options are available. (702) 331-1147 or (800) 822-6009
Squaw Creek Transportation (800) 327-3353
Virginia City/Lake Tahoe Tours - Tours to Virginia City, Carson City, Lake Tahoe. (702) 826-6888 or (800) 828-7143



ENTERTAINMENT

ARCADES

Atlantis Casino Resort-Entertainment
Fun Center (702) 825-4700
Boomtown Hotel/Casino-Family
Fun Center (702) 345-6000
Circus Circus Hotel/Casino-Midway
Carnival Games (702) 329-0711
John Ascuaga's Nugget Skywalk Arcade
(702) 356-3300
Reno Hilton-Fun Quest (702) 789-2000

ART GALLERIES

Addi Galleries (702) 323-1920
Art Attack (702) 832-7400
Artists Co-op Gallery (702) 322-8896
Hermitage Gallery (702) 786-6880
Nevada Museum of Art/E.L. Wiegand
Gallery (702) 329-3333
Richardson Gallery of Fine Art
(702) 828-0888
River Gallery (702) 329-3698



Nevada Festival Ballet

Silver State Gallery (702) 324-2323
Stremmel Gallery (702) 786-0558
Valle Art Gallery (702) 323-1887

NIGHTCLUBS & SHOWROOMS

MAJOR SHOWROOMS

Eldorado (702) 786-5700
Flamingo Hilton (702) 322-1111
Harrah's Reno (702) 788-3773 or
(800) 648-3773
John Ascuaga's Nugget (702) 356-3304 or
(800) 648-1177
Reno Hilton (702) 789-2285 or
(800) 648-3568

CABARET LOUNGES

Atlantis (702) 825-4700
Crystal Bay Club (702) 831-0512
Fitzgeralds (702) 786-3663
Flamingo Hilton (702) 322-1111
Harrah's Reno (702) 788-3773 or
(800) 648-3773
John Ascuaga's Nugget (702) 356-3304 or
(800) 648-1177
Peppermill (702) 826-2121 or (800) 648-6992
Reno Hilton (702) 789-2285
Silver Club (702) 358-4771 or (800) 905-7774
Silver Legacy (702) 329-4777
Tahoe Biltmore (702) 831-0660
Western Village (702) 331-1069 or
(800) 648-1170

NIGHTCLUBS

American Bandstand (702) 786-2222
Atlantis (702) 825-4700
Blue Lamp (702) 786-6004
Brew Brothers, Eldorado (702) 786-5700

Cantina Los Tres Hombres
(702) 852-0202
Great Basin Brewing Co.
(702) 355-7711
Just For Laughs, Reno Hilton
(702) 789-2285
Rodeo Rock Cafe (702) 323-1600
Tahoe Biltmore (702) 831-0660

PERFORMING ARTS

Bruka Theater (702) 323-3221
Gothic North Community Theater
(702) 329-7529
Nevada Festival Ballet (702) 785-7915
Nevada Opera Association (702) 786-4046
Pioneer Center For the Performing Arts
(702) 686-6600

Reno Chamber Orchestra (702) 348-9413
Reno Little Theater (702) 329-0661
Reno Philharmonic Assn. (702) 323-6393
Sierra Arts Foundation (702) 329-1324
UNR Performing Arts (702) 784-1110

SPORTING EVENTS

Reno Chukars Pro Baseball (702) 829-7890
Reno Rage Pro Hockey (702) 828-3400
University of Nevada, Reno Athletics
(702) 348-7225

OUTDOOR ACTIVITIES: SUMMER

BALLOONING

Dream Weaver's Hot Air Balloon Co.
(702) 265-1271 or (800) FUN-ALOFT
Sierra Cloud Dancer Balloon Co.
(702) 747-0107 or (800) 747-0107

BICYCLING

Enjoy a leisurely ride on bike paths following
the Truckee River, the Lake Tahoe shoreline
or just around town, or see "Hiking &
Mountain Biking."

Learn more from the following:

Rentals

Bobo's Reno Ski Shop (702) 786-5111
Truckee River Lodge Bike Rentals
(702) 786-8888

Repairs/Information

Bicycle Warehouse (702) 827-3277
College Cyclery (702) 323-1809
Reno Bicycle Center (702) 329-2453
Sierra Cyclesmith (702) 852-9253

BOATING

Tahoe, Pyramid and Donner lakes
are superb for enjoying waterskiing
and boating. Listed are some of the
boating facilities:

North Tahoe Marina (916) 546-4889.
On Highway 28 in Tahoe Vista.
Boat launching, rentals and repairs.
Pyramid Lake Marina (702) 476-1156.
Boat rentals, boat storage, jet ski rentals and
RV campsites.
Sand Harbor (702) 831-0494. Highway 28,
east shore Lake Tahoe. Boat launching,
fishing, swimming and picnicking.

For visitor information and room reservations, call 800-FOR-RENO.®

RV PARKS

RV PARKS	ADDRESS	PHONE NO.	NO. OF SITES	PUMP STATION					CONVENIENCE STORE		POOL/SPA	COMMENTS
				HOOKUPS	LAUNDRY	SHOWERS	STORE	STORE				
Boomtown RV Park	I-80 at Garson Road Verdi, NV 89439	(800) 648-3790 (702) 345-6000	203	•	•	•	•	•	•	•	•	All spaces include electric, water, sewer and cable TV. Space size 25' - 55'.
Chism Trailer Park	1300 W. 2nd Street Reno, NV 89503	(800) 638-2281 (702) 322-2281	28	•	•	•	•	•	•	•	•	Located one mile from the heart of downtown Reno, in tall shade trees next to the Truckee River.
Keystone RV Park	1455 W. 4th Street Reno, NV 89503	(702) 324-5000	101	•	•	•	•	•	•	•	•	New - close to town. Telephone, cable TV and Encore. All landscaped, next door to Keystone shopping center.
Pyramid Lake Marina	2500 Lakeview Drive Sutcliffe, NV 89510	(702) 476-1156	40	•	•	•	•	•	•	•	•	Boat slips, storage & rentals available. Store located at marina. Historic/Visitor center on premises.
Reno Hilton Camperland	2500 E. 2nd Street Reno, NV 89595	(800) 648-5080 (702) 789-2000	265	•	•	•	•	•	•	•	•	Fully-equipped comfort stations with men's and women's restrooms & showers and self-service gas station.
Reno RV Park	735 Mill Street Reno, NV 89502	(800) 445-3381 (702) 323-3381	46	•	•	•	•	•	•	•	•	Seven blocks from Virginia street. Security gates & brick walls. Every space with lawn & trees.
River's Edge RV Park	1405 S. Rock Blvd. Sparks, NV 89431	(800) 621-4792 (702) 358-8533	164	•	•	•	•	•	•	•	•	Shaded sites, by the Truckee River, easy freeway access. Bike or walk on paved trail along river. On site car rental. Walking distance to local casino. Shuttle to Downtown Sparks.
Shamrock RV Park	260 Parr Blvd. Reno, NV 89512	(800) 322-8248 (702) 329-5222	121	•	•	•	•	•	•	•	•	Clean, neat, friendly - best in town.
Silver Sage RV Park	2760 S. Virginia Street Reno, NV 89502	(888) 823-2002 (702) 829-1919	43	•	•	•	•	•	•	•	•	Reno's newest and most deluxe RV Park. Phones, sewer and cable to each space plus full security system. Easy in and out access across from Peppermill Hotel. * Use of Peppermill pool and exercise room.
Victorian RV Park	205 Nichols Blvd. Sparks, NV 89431	(800) 955-6405 (702) 356-6400	92	•	•	•	•	•	•	•	•	Paved, landscaped sites in suburban area. Use of swimming pool and other amenities at adjacent Thunderbird Resort.

BOWLING

Bowl Incline (702) 831-1900
 Greenbrae Lanes (702) 358-4477
 High Sierra Lanes (702) 825-1048
 National Bowling Stadium
 (By special arrangement) (702) 334-BOWL
 Reno Hilton Bowling Center
 (702) 789-2295
 Starlite Bowl (702) 747-3522
 Sterling Lanes (702) 786-2318

BUNGEE JUMPING

Bungee Squaw Valley (916) 583-4000

CAMPING

For those who like to get away from it all, Reno/Sparks/Lake Tahoe offers a number of beautiful campgrounds:

Davis Creek Park - 20 miles south of Reno on Hwy. 395. 63 sites for tents and trailers up to 26'. Dump station, restrooms, showers, fishing, drinking water. Open year-round. Fee. (702) 849-0684

Sierra Boat Co. (916) 546-2552. On Highway 28 in Carnelian Bay. Boat launching and restoration of old boats. Tahoe State Recreation Area in Tahoe City, off Highway 28. Boat launching, swimming and fishing.
Zephyr Cove Marina (702) 588-3833. On Highway 50, 4 miles north of south shore Lake Tahoe. Boat rentals, jet ski rentals, and para-sailing.



PUBLIC GOLF COURSES

RENO/SPARKS			Par	Yardage	Driving Range	Restaurant	Snackbar	Bar	
Lakeridge	1200 Razorback, Reno, NV 89509	(702) 825-2200	71	6703	●	●	●	●	\$60 w/cart Mon-Thu; \$70 w/cart Fri-Sun
NORTHGATE	1111 CLUBHOUSE DR., RENO, NV 89503	(702) 747-7577	72	6966	●	●	●	●	\$46 w/ cart; \$29 w/cart after 2:00 p.m.
Red Hawk	7755 Spanish Springs Rd., Sparks, NV 89436	(702) 626-6000	72	7070	●	●	●	●	\$60 w/cart Mon-Thu; \$75 w/cart Fri-Sun
Rosewood Lakes	6800 Pembroke Dr., Reno, NV 89502	(702) 857-2892	72	6693	●	●	●	●	\$31 walking; \$22 cart fee
Sierra Sage	6355 Silver Lake Blvd., Reno, NV 89506	(702) 972-1564	71	6623	●	●	●	●	\$24 walking; \$20 cart fee
Washoe County	2601 S. Arlington Ave., Reno, NV 89509	(702) 828-6640	72	6695	●	●	●	●	\$23 walking; \$20 cart fee
WILDCREEK	3500 SULLIVAN LN., SPARKS, NV 89431	(702) 673-3100	72	7105	●	●	●	●	\$48 w/cart (Championship course); \$29 w/cart after 2:30 pm; \$10 walking-9 holes, \$12-18 holes (Exec. Course)
Wolf Run	1400 Wolf Run Rd., Reno, NV 89511	(702) 851-3301	71	7000	●	●	●	●	Opening June 1998
CARSON VALLEY									
Carson Valley	1027 Riverview Dr., Gardnerville, NV 89410	(702) 265-3181	71	5759	●	●	●	●	\$20 walking; \$20 cart fee
Dayton Valley	51 Palmer Dr., Dayton, NV 89403	(702) 246-7888	72	7218	●	●	●	●	\$53 w/cart Mon-Thu; \$70 w/cart Fri-Sun
Eagle Valley	3999 Centennial Park Dr., Carson City, NV 89706	(702) 887-2380	72	6851	●	●	●	●	\$37.50 w/ cart (West Course); \$21 walking; \$18 cart fee (East Course)
Empire Ranch	1875 Fairway Dr., Carson City, NV 89701	(702) 885-2100	71	6900	●	●	●	●	\$30 w/cart Mon-Thu; \$35 w/cart Fri-Sun
Genoa Lakes	1 Genoa Lakes Dr., Genoa, NV 89411	(702) 782-4653	72	7263	●	●	●	●	\$70 w/cart Mon-Thu; \$90 w/cart Fri-Sun
Sierra Nevada	2908 Jacks Valley Rd., Genoa, NV 89411	(702) 782-7700	72	7386	●	●	●	●	Opening June 1998
Sunridge	1000 Long Dr., Carson City, NV 89705	(702) 267-4448	72	6987	●	●	●	●	Call for rates; 2nd 9 holes to open June 1998
LAKE TAHOE/ THE SIERRA									
Edgewood	Hwy. 50 & Lake Pkwy., Stateline, NV 89449	(702) 588-3566	72	7532	●	●	●	●	\$150 w/cart
Incline Village	955 Fairway Blvd., Incline Village, NV 89452	(702) 832-1144	72	6910	●	●	●	●	\$115 w/cart (Championship course); \$50 w/cart (Mtn. Course, Par 58)
Lake Tahoe	2500 Hwy. 50, S. Lake Tahoe, CA 96150	(916) 577-0788	71	6685	●	●	●	●	\$57 w/cart; \$42 walking Mon-Thu Only
Northstar	129 Basque Dr., Truckee, CA 96160	(916) 562-2490	72	6337	●	●	●	●	\$67 w/cart
Resort at Squaw Creek	400 Squaw Creek Rd., Olympic Valley, CA 96146	(916) 583-6300	71	6931	●	●	●	●	\$110 w/cart
Tahoe Donner	11509 Northwoods Blvd., Truckee, CA 96161	(916) 587-9440	72	6917	●	●	●	●	\$96 w/cart
All fees subject to change; for current fees and any unlisted special rates, call the golf courses directly.									



Red Hawk Golf Club, Sparks

Mt. Rose Campground - 20 miles southwest of Reno on SR 431. Elevation 8,900 feet. 24 sites for tents and trailers up to 16'. Water, fire pits, restrooms. Two week limit. Fee. Open July to mid-September. (800) 280-CAMP

Washoe Lake State Park - 25 miles south of Reno on Hwy. 395. 49 sites for tents and trailers up to 30'. Group area, dump station, equestrian area, picnic area, swimming, fishing, hiking, boat launch, dock. Fee. (702) 687-4319

FISHING

The Reno/Sparks/Lake Tahoe area has a variety of fishable streams, rivers and lakes. Non-resident fishing licenses are available at most sporting goods stores. For the latest information call a 24-hour Hot Line (702) 786-FISH. Local fishing spots include:

Lake Tahoe - renowned for its Mackinaws, rainbow and brown trout, and kokanee salmon.

Pyramid Lake - 32 miles north of Reno on Hwy. 445 is noted for its cutthroat trout. (State fishing license not necessary, however, a Pyramid Lake permit is required.) (702) 476-0555

Truckee River - running from Lake Tahoe through the heart of Reno, holds rainbow and German brown trout.

Virginia Lake and Idlewild Park - in Reno have lunker brown trout and bluegills, respectively.

GOLF

If golf is your game, you'll find that Reno/Sparks/Lake Tahoe is way above par. Home to 21 public courses, the region has fairways to please duffers and pros alike. And we challenge you to find a more breathtaking setting than Lake Tahoe and the majestic Sierra Nevada. Best of all, Reno/Sparks/Lake Tahoe has a variety of hotel and golf packages that make it easy to put more greens in your diet. For information on Golf Packages, call **800-FOR-RENO®**.

HIKING & MOUNTAIN BIKING

Take anything from a leisurely half-hour walk to an all-day hike up a mountain. Many trails are open to mountain bikes, but call ahead for information on accessibility. Call the U.S. Forest Service, Carson Division at (702) 882-2766.

Big Meadow - A 16-mile trek which follows the Mt. Rose trail then continues on to Verdi. Half of the trail is on logging roads, making this an excellent trip for mountain bikers.

Galena Creek - Located at the north entrance of Galena Creek Park on Hwy. 431, this trail climbs up Jones Creek to the headwaters of White's Creek. This is an 8-mile hike and considered difficult.

Hobart Reservoir - This path is a continuation of the Marlette Lake trail and is placed on fire roads, making it good for mountain biking. Trout fishing is allowed in the lake. Trail length (including Marlette trail sequence) is 8 miles.

Marlette Lake - This trail begins at Spooner Lake Park on Hwy. 28, north of its junction with Hwy. 50. This 5-mile hike is considered moderate.

Mt. Rose - The trailhead is located at the Mt. Rose Summit on the north side of Hwy. 431, where a dirt road next to the maintenance building is located. This 12-mile round-trip hike takes you to the top of Mt. Rose and is considered difficult.

Northstar - Offers mountain bike rentals and a trail system, with access to forest service roads via chair lifts.

Ophir Creek - The path starts at Davis Creek Park, 17 miles south of Reno on Hwy. 395. The hike follows a canyon leading to two lakes, Rock Lake and Price Lake. This is a 6-mile hike and is considered difficult.

Oxbow Trail - Oxbow Nature Study Area - Deer, muskrat, beaver, and more than 100 species of birds make their home in this 25-acre urban nature study area. The park's handicapped accessible trail system is considered easy. In Reno, head west on West 2nd St. Three-quarters of a mile west of Keystone Ave., turn left on Dickerson Rd., and drive to park entrance. (702) 334-3808

Tahoe Rim Trail - When completed, this trail will cover more than 150 miles along the rim of the Tahoe Basin. There are two trailheads at Spooner Summit, one to the north and one to the south. Another trailhead is located at Tahoe City. (702) 588-0686

HORSEBACK RIDING

Reindeer Lodge, Mt. Rose Hwy. (702) 849-9902
Winters Creek Equestrian Center
(702) 677-1477

Zephyr Cove Stables (702) 588-5664

HOT SPRINGS

Carson Hot Springs (702) 882-9863
Steamboat Villa Hot Springs Spa,
(702) 853-6600

Walley's Hot Springs Resort, Genoa
(800) 628-7831 or (702) 782-8155

HUNTING

Complete information can be obtained from the Division of Wildlife, P.O. Box 10678, Reno, NV 89520, (702) 688-1500, or from Nevada sporting goods stores.

PARKS & RECREATION

For additional information on campgrounds, parks, picnic areas and beaches, contact the following:

Reno City Parks and Recreation
(702) 334-2262

City of Sparks Parks and Recreation
(702) 353-2376



**Incline Village
Parks and Recreation**
(702) 832-1310

Nevada State Parks Division
(702) 687-4384

**U. S. Forest Service/Toiyabe
National Forest** (702) 882-2766

Washoe County Parks and Recreation
(702) 828-6642

RAFTING

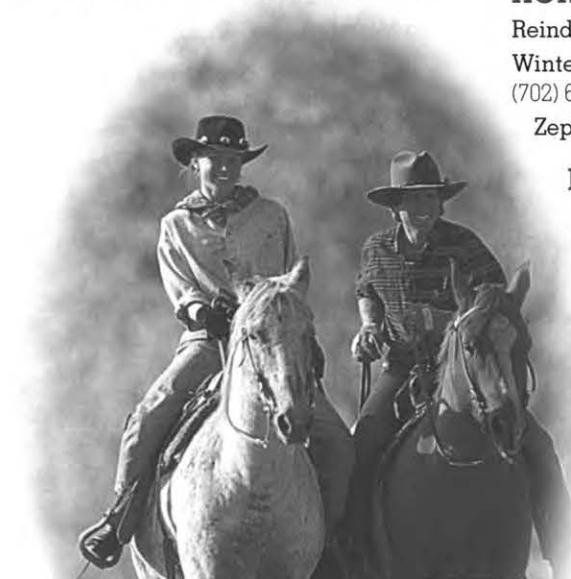
River Adventures & More (800) 466-RAFT
Tributary Whitewater Tours
(916) 346-6812 or (800) 672-3846

SKEET & INDOOR SHOOTING

Reno Gun Works (702) 331-3845
Sage Hill Clay Sports (702) 851-1123

SOARING

Soar Minden (702) 782-7627 or (800) 345-7627
Soar Truckee, Inc. (916) 587-6702



TENNIS

Incline Village Tennis Complex
(702) 832-1235

Lakeridge Tennis Club
(702) 827-3300

Lakeside Tennis & Ski Resort
(702) 832-4860

Reno Hilton (702) 789-2145

Reno Parks & Recreation Dept.
(702) 334-2262

Reno YMCA (702) 329-1311

Sparks Rec. Dept. (702) 353-2376

Washoe County Parks Department
(702) 828-6642

WINDSURFING, JET & WATERSKIING

Also see "Boating"

Bobo's Reno Ski Shop (702) 786-5111

OUTDOOR ACTIVITIES: WINTER

Snowboarders, downhill and cross country skiers alike know when it comes to winter fun, you just can't beat Reno/Sparks/Lake Tahoe. After all, with North America's largest concentration of ski resorts to choose from,

the toughest thing about a winter vacation here is deciding which place to try first. Even confirmed snow bunnies will find plenty to do in Reno/Sparks/Lake Tahoe. Ice skate, sled, snow-mobile, or just curl up by the fire with a good book. Of course, after a long day of fun on the slopes, exciting casinos, entertainment, and dining are waiting to give you a winter getaway you won't find anywhere else on earth.

For a brochure on Reno/Tahoe Ski Packages, call 800-FOR RENO®.

ICE SKATING

Olympic Ice Pavilion, Squaw Valley
(916) 583-6985 or (800) 545-4350

Resort at Squaw Creek,
Squaw Valley (916) 583-6300
Rink on the River, Reno
(702) 334-2413

SKI PASSES

With a "7 Mountain" pass you can enjoy three to six days of skiing at Alpine Meadows, Diamond Peak, Mt. Rose, Northstar-at-Tahoe, Ski Homewood, Squaw Valley, and Sugar Bowl. For information, call 800-TAHOE-4U.

SKI SHUTTLES

See "Transportation & Travel - Ski Shuttles"

SLEDDING & TUBING

Galena Creek Park, Mt. Rose Highway
(702) 849-2511

Granlibakken Ski Resort, Tahoe City
(916) 583-4242

Northstar-At-Tahoe (916) 562-1010

SLEIGH RIDES

Borges Sleigh Rides & Carriage Rides,
So. Lake Tahoe (916) 541-2953

Crystal Peak Equestrian Center, Verdi
(702) 345-7600

Kirkwood Sleigh Rides (209) 258-7433

SNOWMOBILING

Mtn. Lake Adventure Snowmobile Tours,
Crystal Bay (702) 831-4202

Reindeer Lodge Snowmobile Rentals,
Mt. Rose Highway (702) 849-9902

Snowmobiling Unlimited, Tahoe City
(916) 583-7192 or (916) 583-5858

Zephyr Cove Snowmobiles, Zephyr Cove
(702) 882-0788 or (702) 588-3833

WINTER EQUIPMENT RENTALS

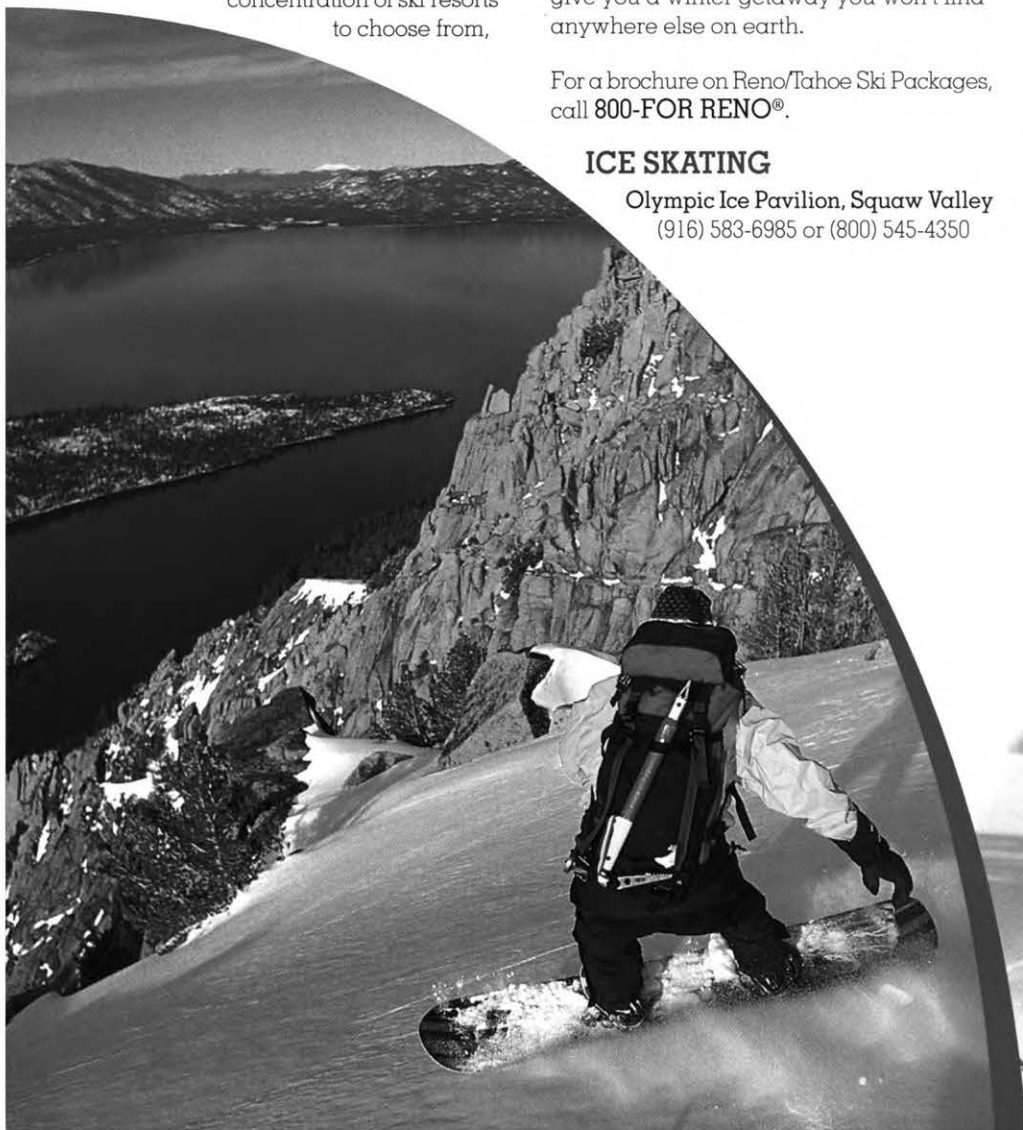
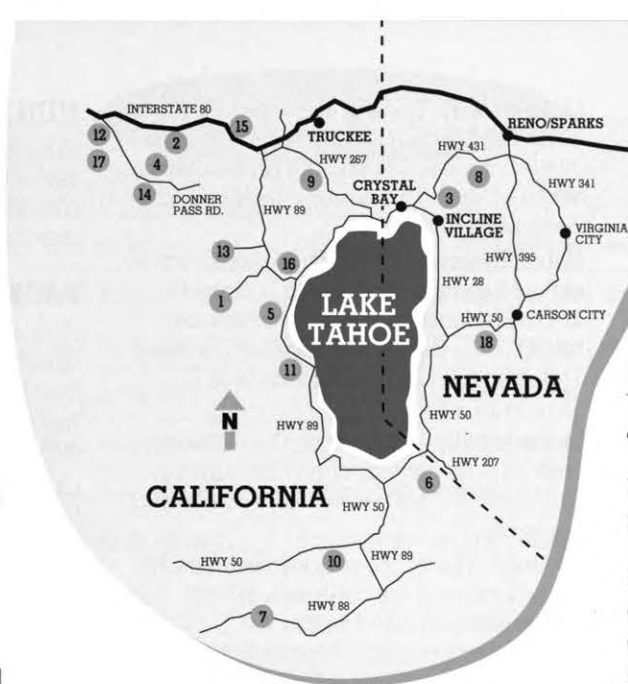
Reno/Sparks

Bobo's Reno Ski Shop (702) 786-5111

Mogul Mouse Ski Shop (702) 826-9096

Reno Mountain Sports (702) 825-5412

Sierra Mountaineer (702) 358-4824



ALPINE RESORTS

RESORT	DISTANCE FROM RENO	ADULT DAILY LIFT TICKET*	SKI TERRAIN	SUMMIT ELEVATION	VERTICAL DROP	ABILITY LEVEL		
						BEGINNER	INTER.	ADVANCED
1 Alpine Meadows (800) 441-4423	45 Miles	\$47	12 Lifts, 100+ Trails, 2000 Acres	8,637'	1,800'	25%	40%	35%
2 Boreal Ridge (916) 426-3666	45 Miles	\$28	7 Lifts, 41 Trails, 380 Acres	7,800'	600'	30%	55%	15%
3 Diamond Peak (702) 832-1177	32 Miles	\$38	6 Lifts, 30 Trails, 675 Acres	8,500'	1,840'	18%	46%	36%
4 Donner Ski Ranch (916) 426-3635	46 Miles	\$23	6 Lifts, 45 Trails, 400 Acres	7,781'	750'	25%	50%	25%
5 Granlibakken (916) 583-4242	50 Miles	\$15	2 Lifts, 1 Trail	6,500'	300'	40%	60%	—
6 Heavenly (800) 2-HEAVEN	58 Miles	\$47	26 Lifts, 81 Trails, 4800 Acres	10,040'	3,500'	20%	45%	35%
7 Kirkwood (800) 967-7500	80 Miles	\$43	12 Lifts, 41 Trails, 2380 Acres	9,800'	2,000'	15%	50%	35%
8 Mt. Rose (702) 849-0704 (800) SKI-ROSE	22 Miles	\$38	5 Lifts, 43 Trails, 900+ Acres	9,700'	1,440'	30%	35%	35%
9 Northstar-at-Tahoe (800) GO-NORTH	40 Miles	\$46	12 Lifts, 63 Trails, 2220 Acres	8,600'	2,200'	25%	50%	25%
10 Sierra-at-Tahoe (916) 659-7453	72 Miles	\$42	10 Lifts, 40 Trails, 2000 Acres	8,852'	2,212'	25%	50%	25%
11 Ski Homewood (916) 525-2992 (916) 525-2900	60 Miles	\$35	8 Lifts, 56 Trails, 1260 Acres	7,880'	1,650'	15%	50%	35%
12 Soda Springs (916) 426-3666	48 Miles	\$15	2 Lifts, 16 Trails, 200 Acres	7,350'	650'	30%	50%	20%
13 Squaw Valley USA (800) 545-4350	45 Miles	\$48	30 Lifts, 4000 Acres	9,050'	2,850'	25%	45%	30%
14 Sugar Bowl (916) 426-3651	44 Miles	\$43	10 Lifts, 78 Trails, 1500 Acres	8,383'	1,500'	15%	40%	45%
15 Tahoe Donner (916) 587-9444	45 Miles	\$26	3 Lifts, 14 Trails, 200 Acres	7,350'	600'	40%	60%	—

*Lift ticket prices subject to change.

CROSS COUNTRY

RESORT	PHONE	DISTANCE FROM RENO	TRAIL KM	DESCRIPTION
3 Diamond Peak	(702) 832-1177	32 Miles	35	Machine groomed trails, lake view
7 Kirkwood	(209) 258-7248	80 Miles	80	Lessons, rentals
16 Lakeview Cross-Country Ski Area	(916) 583-9353	45 Miles	65	Lessons, rentals, lodge, cafe
9 Northstar-at-Tahoe	(800) GO-NORTH	40 Miles	65	Lessons, rentals, groomed trails, child care
17 Royal Gorge Cross Country Ski Resort	(800) 500-3871	45 Miles	328	88 trails. Lessons, rentals, retail shop, cafe, lodge
18 Spooner Lake	(702) 749-5349	45 Miles	85	Lessons, rentals, groomed trails & 2 overnight lodges
13 Squaw Creek Nordic	(916) 583-6300	45 Miles	18	Lessons, rentals
15 Tahoe Donner	(916) 587-9484	45 Miles	70	Night skiing on Wed. & Sat.; lessons, rentals; 33 trails

Incline Village

Fleet Feet (702) 831-0668

Hyatt Regency Lake Tahoe Ski Shop
(702) 831-1111

Porter's Ski & Sport (702) 831-3500

Village Ski Loft (702) 831-3537

TRANSPORTATION & TRAVEL

Reno/Tahoe International Airport is a full-service airport conveniently located within ten minutes from almost anywhere in Reno/Sparks.

AIR SERVICE

Alaska Airlines (800) 426-0333

America West Airlines (800) 235-9292

American Airlines (800) 433-7300

Canadian Air International (charter)
(800) 426-7000

Delta Air Lines (800) 221-1212

Great American Airways (charter)
(702) 686-7373

Northwest Airlines (800) 225-2525

Reno Air (800) 736-6247

Skywest Airlines (800) 453-9417

Southwest Airlines (800) 435-9792

TWA (800) 221-2000

United Airlines/United Shuttle
(800) 241-6522

AIRPORT TRANSFERS

Scheduled Airport Bus Service

Tahoe Casino Express - Daily scheduled transportation to South Lake Tahoe.
(702) 785-2424 or (800) 446-6128

On Call Airport Service

Airport Minibus (702) 786-3700 or
(800) 235-5466

Bell Limousine (702) 786-3700 or
(800) 235-5466

Executive Limousine (702) 333-3300

Sierra West Limousine (702) 329-4310

Squaw Creek Transportation (800) 327-3353

AUTOMOBILE RENTAL

Advantage Rent-A-Car (702) 333-6677 or
(800) 777-5500

Alamo Rent A Car (702) 323-8306 or
(800) 327-9633

Avis Rent A Car (702) 785-2727 or
(800) 831-2847

Budget Car & Truck Rental (702) 785-2545
or (800) 527-0700

Dollar Rent A Car (702) 348-2800 or
(800) 800-4000

Enterprise Rent-A-Car (702) 329-3773 or
(800) 325-8007

Hertz Rent A Car (702) 785-2554 or
(800) 654-3131

Internet Auto Rental (702) 334-4733

Lloyd's Int'l. Rent-A-Car (702) 348-4777 or
(800) 654-7037

National Car Rental (702) 785-2756

Thrifty Car Rental (702) 329-0096 or
(800) 367-2277

BUS SERVICE & PUBLIC TRANSPORTATION

Frontier Tours (702) 331-8687 or
(800) 831-2877

Greyhound Lines (702) 322-2970 or
(800) 231-2222

No Stress Express (702) 333-6935 or
(800) 426-5644

Reno Citifare (702) 348-7433

Sierra Nevada Gray Line
(702) 331-1147 or
(800) 822-6009

HOTEL/MOTEL COURTESY BUSES

A number of the larger hotels
and motels have free
courtesy buses on call. Check
with your hotel or motel for
information.

LIMOUSINE COMPANIES

Aero Trans (702) 786-2376 or
(800) 516-7910

Bell Limousine
(702) 786-3700 or (800) 235-5466

Executive Limousine Service
(702) 333-3300

Sierra West Limousine
(702) 329-4310

ROAD CONDITIONS

California Dept. of Transportation Road
Reporting Service, 24 hours (916) 445-7623

Nevada Dept. of Transportation Road
Reporting Service, 24 hours (702) 793-1313

Reno-Sparks Convention & Visitors
Authority (800) 752-1177

SKI SHUTTLES

Alpine Meadows Ski Area - Complimentary
"skiers only" shuttle bus to Alpine Meadows
from areas around the Tahoe Basin.
(916) 583-4232

Diamond Peak - Extensive free shuttle
service throughout Tahoe's north shore
and within Incline Village. (702) 832-1177

Northstar-at-Tahoe - Free shuttle service
between Tahoe Vista, Kings Beach,
Incline Village, Truckee and Northstar,
daily; and a connection with the Lake
Lapper bus. (916) 562-2257

AVERAGE TEMPERATURES

MONTHS	RENO/SPARKS		LAKE TAHOE	
	HIGH	LOW	HIGH	LOW
Jan	45	20	38	19
Feb	51	24	40	20
Mar	56	25	42	22
Apr	63	29	49	26
May	72	37	59	32
Jun	82	43	68	39
Jul	91	48	77	44
Aug	89	45	76	43
Sep	81	39	69	39
Oct	70	31	59	32
Nov	56	24	47	26
Dec	46	19	41	21

Sierra Nevada Stage Lines/Gray Line -
Packages including all-day ski lift ticket and
round-trip transportation from various Reno
hotels to Squaw Valley and Mount Rose.
Reservations mandatory. (702) 331-1147 or
(800) 822-6009

Squaw Valley USA - Free shuttle service for
skiers daily from various North Lake Tahoe
areas. (916) 583-6985

Tahoe Queen - Cruise across Lake Tahoe on
the Tahoe Queen to the north shore where ski
shuttles will proceed to Alpine Meadows,
Homewood or Squaw Valley. (800) 23-TAHOE

TAXIS

Elite Fleet (702) 722-8294

Reno-Sparks Cab Co. (702) 333-3333

Whittlesea Checker Taxi (702) 322-2222

Yellow Deluxe Cab Co. (702) 355-5555

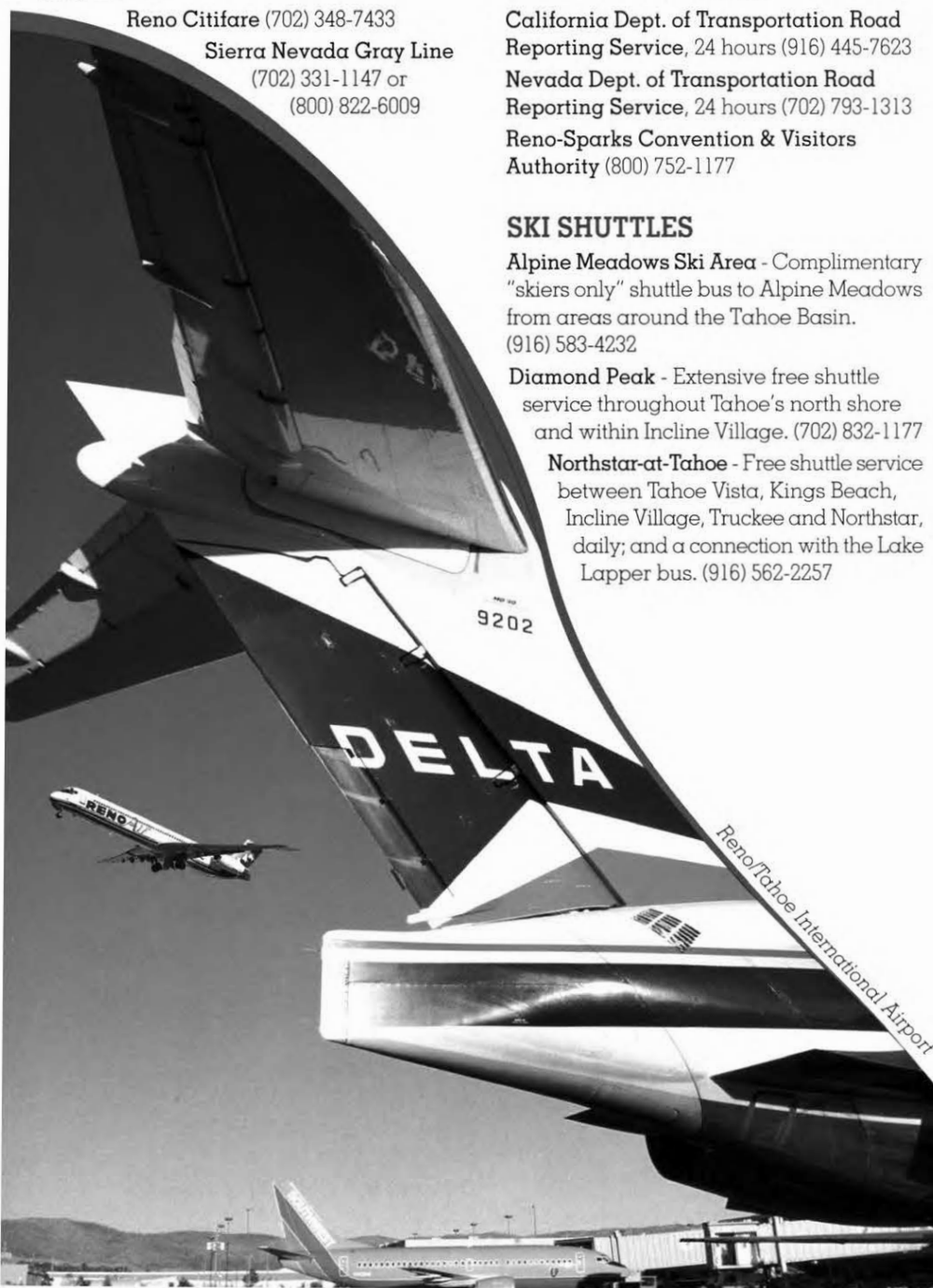
TRAIN SERVICE

Amtrak (800) USA-RAIL

VISITOR SERVICES

CLIMATE

Due to variation in altitude and geography,
Reno/Sparks/Lake Tahoe's climate varies by
location within the area. The overall climate
is very arid, ensuring comfortable
temperatures year-round. The Reno area
receives very little precipitation, with an
average of 1" per month. Snowfall in the
winter can average 6" per month, with most
snow falling in the Tahoe area December
through February. Highways and major
roads are plowed and sanded as
necessary for safe driving conditions
and access to ski resorts and
snowplay areas. Auto travelers
are advised to carry tire chains
during winter.





WEDDINGS

Marriage licenses are issued to persons 18 or over. Couples must appear before the County Clerk Marriage Bureau in the Courthouse. License fee is \$35 cash. Legal identification with proof of birthdate is required in the form of one of the following: valid driver's license, DMV identification card, certified copy of a birth certificate or a passport. The Courthouse and Washoe County Recorder's Office is located at the corner of S. Virginia and Court streets, P.O. Box 11130, Reno, NV 89520 (702) 328-3275. Hours: 8 am to 12 midnight daily. People ages 16 and 17 may obtain marriage licenses with parental consent. Call the above number for details.

What To Wear: Reno/Sparks/Lake Tahoe enjoys warm, dry days in spring, summer, and early fall. Winters are crisp, with sunshine most days. Nights are refreshingly cool, with temperatures conducive to all-night fun. Sweaters or light jackets are recommended for evenings. Casual dress is the accepted fashion for daytime activities. Winter apparel should include sweaters and coats. During ski season, ski attire is acceptable in most restaurants and all casinos. For showroom shows, however, somewhat dressier attire is recommended.

EMERGENCY SERVICES

For police or medical assistance dial 9-1-1.

FOREIGN LANGUAGE ASSISTANCE

Northern Nevada Language Bank

The Bank is for everyone who needs help in communicating with another because of language difficulties. There is no charge and the service is available every day on a 24-hour basis. Explain your language problem to the answering service operator, who will then connect you through their switchboard with a volunteer who speaks the necessary language. (702) 323-0500

VISITOR INFORMATION CENTERS

For visitor information and room reservations call **800-FOR-RENO®** or write: RSCVA, P.O. Box 837, Reno, NV 89504. Information is also available on our web site at www.playreno.com.

Reno/Sparks

Meadowood Mall,
5000 Meadowood Mall Circle, Reno

Reno Downtown Visitors Center, in the National Bowling Stadium, Reno
Sparks Downtown Visitors Center,
Pyramid Way & Victorian Ave., Sparks

Lake Tahoe

Incline Village/Crystal Bay Visitors & Convention Bureau, 969 Tahoe Blvd., Incline Village (702) 832-1606 or (800) GO-TAHOE

Nevada

Nevada Commission on Tourism
Capitol Complex, Carson City
(702) 687-4322 or (800) NEVADA-8

Pyramid Lake

Paiute Indian Tribe (702) 574-1000

Virginia City

Visitor Information (702) 847-0311



Licenses must be obtained in Nevada and are valid anywhere in the state. There is no waiting period. Blood tests are not required.

If either of the applicants have been divorced, the divorce must be final in the state in which it was granted. No proof of divorce is required. A signed statement disclosing the state, county and date may be required.

Civil marriages in Reno and Sparks are performed by the Commissioner of Civil Marriages, 195 S. Sierra St., Reno, NV 89501 (behind the Courthouse), (702) 328-3461. Charge is \$35. No appointment is necessary. In Incline Village/Crystal Bay, civil marriages are performed by the Incline Village Justice of the Peace. An appointment is necessary. For details call (702) 832-4100 between 8:30 am and 5:00 pm, Monday-Friday.

There are numerous wedding chapels where ceremonies are performed. For a complete list call **800-FOR-RENO®**.




RENO
SPARKS • LAKE TAHOE

MORE WAYS TO PLAY®

P.O. Box 837
Reno, Nevada 89504



Bulk Rate
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Reno, Nevada

CRLA Board Meeting
November 6, 1998
Salt Lake City, UT
Attachment D
2 page(s)

Twentieth Annual Institute for Learning Assistance Professionals

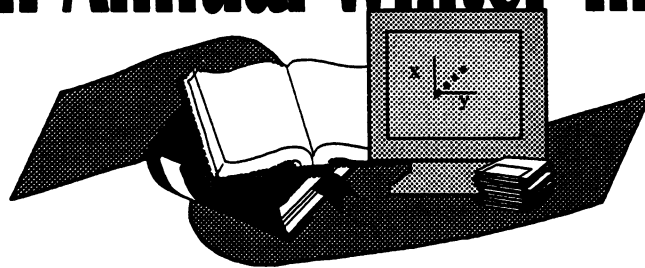
Winter Institute '99

**Challenges of Technology and Change for
Learning Assistance Centers in an Information Age**

January 3-7, 1999
Tucson, Arizona

Visit the Winter Institute website at <http://www.pvc.maricopa.edu/winterinstitute/>

20th Annual Winter Institute



For Learning Assistance Professionals

January 3-7, 1999

Theme: Challenges of Technology and Change for Learning Assistance Centers in an Information Age

The Institute

"Synergy lives! WI '98 participants were open to lively discussion and fun. Overall the tone of the institute was comfortable, encouraging & open. There was no 2 year vs. 4 year feeling."

The Mentors

"Excellent format, ... Mentors provided me with some excellent info that I can apply to my programs and my department's programs."

The Website

Welcome to **The Winter Institute!** This week-long working retreat is designed as an intensive collegial experience for professionals in the field of learning assistance. **The Winter Institute** is a continuation of the annual institute originated by Martha Maxwell at UC Berkeley and continued by Frank Christ at Cal State Long Beach. WI '99 will mark the 20th Institute in the series.

The emphasis in this year's theme is the role of the learning assistance professional as it relates to *Challenges of Technology and Change for Learning Assistance Centers in an Information Age*.

Presentations will focus on



the challenges of technology



overview of information-age tools and techniques and the application to programs, courses and services



designing and improving LAC websites



the role of LAC in Distance Education

The Institute will culminate with participants identifying their "Next Steps" to meet information challenges to their Learning Assistance Center and/or Developmental Education program.

Special Interest Groups (SIGS) are a regular part of each day's schedule and focus on participants' specific areas of interest. Anticipated SIG topics include: CRLA International Tutor Training and Certification Program, math/science education, writing centers, learning strategy program development, minority student retention, and other topics identified by attendees.

WI Mentors are integral to the success of the Institute. These individuals, each a recognized leader in the field of learning assistance, not only provide individual and group mentoring and consultation, but also participate as active learners throughout the Institute. Mentors begin each day's program with a breakfast meeting with their mentee group, continue with daily informal meetings, and conclude each day's activities with a feedback session.

Explore and bookmark the **Winter Institute** website [<http://www.pvc.maricopa.edu/winterinstitute/>]. Updates on program details and the list of 1999 mentors will appear here first.

Schedule Highlights

"I liked the timing of the sessions, length, breaks. I also appreciated the flexibility and attention to what the group seemed to need."

"Very effective organization. I like the fact that we all attend the same sessions which are well structured, yet flexible. Mentor groups are a wonderful way to build in conversation and networking."

Registration Fee

Lodging

January 3 – Sunday

3:30-5:00pm
5:00-8:30pm

Registration
Opening Session including light supper buffet

January 4-7 – Monday-Thursday

7:30am – 8:15am (daily)
8:30am (daily)
11:30am – 1:00pm (M, T, Th)
1:00-4:00pm (M, T, Th)
4:15pm (M, T, Th)

Mentor group breakfast meeting
General session
SIG lunch
General session
Mentor group meeting & hospitality time

January 6 – Wednesday: *Mid Week Break Begins after the Morning Session!*

January 7 – Thursday

6:00-8:00pm

Concluding ceremonies, dinner and presentation of certificates.

Special Features

Special Interest Groups (SIGS)

Topic-specific groups will meet during lunch and/or at participant-determined time.

Computer Lab:

MS-DOS/Macintosh computers will be available for use by Institute participants.

Dinner on the Town:

Scheduled throughout the week for small groups to enjoy Tucson's excellent cuisine.

The Registration Fee* is \$385.00 per participant and includes all Institute materials.**

(*The Registration Fee is not a tax deductible contribution.)

(**Canadian neighbours: see the registration form)

Refund Policy: After Dec. 11, 1998: Reg. Fee less \$50 service charge
After Dec. 15, 1998: NO REFUND

Viscount Suite Hotel

4855 E. Broadway

Tucson, AZ 85711

Reservations: 1-800-527-9666

Single/Double occupancy

\$ 105/night

\$10 for each additional adult

Rates include:

Daily full breakfast buffet including eggs and omelettes cooked to order.
Complimentary hospitality reception with hors d'oeuvres from 5-7pm

Rates will be honored Sat., Jan 2 – Sat., Jan. 9, 1999.

City occupancy and Arizona Hotel taxes are additional.

Reservations MUST BE CONFIRMED BY November 19, 1998. Room availability and conference rates are not guaranteed after this date.

WINTER INSTITUTE '99 — Registration Form

WI '99 Registration Fee is \$385.00*

*The WI '99 Registration fee is not a tax deductible contribution.

Personal Check/Institutional Payment* MUST BE MADE PAYABLE TO:

The University of Arizona Foundation

Winter Institute does not accept credit card payment

NOTE to Canadian neighbours: registration fees will be accepted as \$385CDN at the time of payment.

Hotel and other costs must be paid in U.S. dollars.

TYPE OR PRINT EXACTLY: Information will be used for all conference materials.

Last Name

First Name

Title

Institution

Mailing Address

City

Zip Code

Area Code

Phone

FAX

Email (Internet, CompuServe, AOL, Delphi, etc.) address

The primary responsibilities of my position include:

My institution is: ☐ 2 year ☐ 4 year ☐ private ☐ public ☐ proprietary

My SIG interest areas: ☐ tutoring ☐ writing centers ☐ math ☐ reading

☐ assessment ☐ learning/study strategies instruction

other _____

Mail/FAX/email registration to:

Winter Institute
University Learning Center
PO Box 210021
The University of Arizona
Tucson, AZ 85721-0021
(520) 621-9363 (voice) (520) 621-5015 (FAX)
email: miodusks@u.arizona.edu

Winter Institute '99

**Hosted by
University Learning Center
The University of Arizona
And
Paradise Valley Community College
Maricopa Community College District**

Collegiality at its best!

"...there are only superlatives to use to describe the tone. The learning was inspiring; 'structure with freedom' works for me. The collegiality is rejuvenating and inspirational."



*CATERING
AND
MEETING
MENU*

CATERING INFORMATION

Food Services

Menus: At John Ascuaga's Nugget, we select from the great diversity of foods available in Nevada. The finest seafood, meat, produce and dairy products are consistently available. Products carefully selected and purchased are the basis of our cuisine.

Special Services: We will assist in your selection of entertainment, flower arrangements, ice carvings or special occasion cakes. It is the policy of John Ascuaga's Nugget, being a full service hotel and having been issued a liquor license from the Liquor Commission, that no food or beverage be brought into the hotel from the outside. We ask that you convey this information to all of your attendees, especially those who plan to have hospitality suites. Because of health and liability considerations, no food is allowed to be taken out of the banquet facility.

Business Functions

Audiovisual Equipment: A.V. equipment is available on a rental basis for your function. Please notify your Catering Representative of the requirements as soon as possible. All A.V. equipment must be rented through the Nugget.

Materials: If materials or supplies for your meetings are to be shipped to the Hotel, please have boxes addressed with the name of your representative, your person who will be picking up the box, the name of the meeting, and the date of the meeting. Ship to the Nugget Business Center. Notify your representative of the shipper's name and arrival date. Due to limited storage, please advise us in advance of any large shipments so proper storage arrangements can be prepared. The Business Center will assess the appropriate charges for storing your materials. Trade show exhibits are to be handled by an exposition service contractor.

Identification of Meeting: If the group is to be identified by a name or division other than what is stated on contract, please inform us.

Support Facilities

John Ascuaga's Nugget has valet parking plus public parking, swimming pool, hair salon, health club, gift shop, shoe shine, nine award winning restaurants, entertainment and a full service business center.

Sleeping Rooms: Hotel sleeping room reservations are available should your business or social functions require overnight accommodations.

Charges

Banquet Room Rental: Room rentals on banquet rooms are contingent upon the amount of food and beverage anticipated. For further details, your Catering Representative will furnish all pertinent information.

Guaranteed Count: John Ascuaga's Nugget requires a guarantee of the number of persons attending your function by noon two days prior to the function date. You will be charged the guarantee, submitted 48 hours prior to the event, or the total number of guests served; whichever is greater. We require a minimum guaranteed count of 10 people for a catered function unless minimum is otherwise stated in the following menu.

Payment: Each function requires a 30% deposit in advance, or may be secured by credit card. Payment must be finalized the day of the function by cash, local or company check, or credit card.

Billing: Direct billing may be arranged after a credit application has been approved by our Credit Department prior to the function. If billing is approved, payment in full is expected within 30 days after your banquet function.

Menu Prices: Are based on one entrée per function only. Groups wishing a split menu (2 entrees) will be charged the higher of the two menu prices. Guaranteed counts will be required on both menu items 48 hours in advance.

Room Assignments: If necessary, the Hotel reserves the right to reassign rooms.

State Sales Tax Exemption: If your group is exempt from the Nevada state sales tax, you must provide us with a copy of your tax exempt certificate.



Leave nothing to chance!

BREAKFASTS

Traditional Breakfast

Served Plated

\$9.95 per person

- Choice of one: Chilled Tomato or Orange Juice
- Scrambled Eggs
- Choice of one: Ham, Bacon, Canadian Bacon or Sausage Links
- Cottage Fried Potatoes
- Muffins and Baking Powder Biscuits
- Butter and Jam
- Coffee, Tea, or Milk

Breakfast Buffet

Minimum 100 Guests

\$13.50 per person

- Tomato, Orange, and Grapefruit Juice
- Cottage Cheese
- Peaches, Bartlett Pears and Fruit Salad
- Fresh Fruit Tray in Season
- Grapefruit and Orange Sections
- Scrambled Ranch Eggs, Cottage Fried Potatoes
- Grilled Ham Steak and Country Style Sausage
- Pastries, Muffins, & Biscuits with Country Gravy
- Butter and Jam
- Coffee, Tea, or Milk

Continental Breakfast Buffet Style

\$8.95 per person

Assorted Juices
Sliced Fruit
Assorted Pastries and Muffins
Butter and Jam
Coffee, Tea, or Milk

Substitutions and Additions

Cheese Blintzes (choice of Vanilla, Strawberry or Blueberry Sauce)	\$2.50	Scrambled Eggs	\$2.00
Assorted Cereals	\$1.50	Omelet Station	
Granola	\$1.50	50 Guest Minimum	\$3.50
Assorted Yogurts	\$1.25	Quiche	\$2.00
French Toast	\$2.00	Eggs Benedict	\$3.25
Canadian Bacon	\$2.00	Large Muffins	\$1.50
Sausage Links	\$1.75	Bagels	\$1.50
Bacon	\$1.75	Coffee Cake (per person)	\$1.50
Country Breakfast Steaks	\$1.75	Cottage Fries	\$1.25
Filet Mignon	\$4.00	Swiss Hash Browns	\$1.25
Grilled Ham Steak	\$1.75	Fresh Fruit (in season)	\$1.25

*Prices do not include 7% sales tax and 15% gratuity
Guaranteed attendance to be given 48 hours prior to the party.*

John Ascuaga's
Nugget

Leave nothing to chance!

BRUNCH

Brunch will be served 9:00am to 3:00pm

Brunch #1

\$12.25

Petite Filet Mignon

Served with

Cheese Blintz with Vanilla or Blueberry Sauce

Roasted Red Potatoes

Assorted Small Danish

Coffee, Tea, Milk and Orange Juice

Brunch #2

\$10.95

Scrambled Eggs Biscuit Benedict

Served with

Biscuit, halved with Canadian Bacon

Scrambled Eggs and Hollandaise Sauce

Roasted Red Potatoes

Fresh Fruit Garnish

Individual Muffin Loaves

Coffee, Tea, Milk and Orange Juice

*Prices do not include 7% sales tax and 15% gratuity
Guaranteed attendance to be given 48 hours prior to the party.*

John Ascuaga's
Nugget

Leave nothing to chance!

LUNCHEONS

Luncheons are served 11:00am to 3:00pm - Select one entrée per function.

All luncheon selections listed below include Tossed Green Salad with your choice of one dressing: Thousand Island, Roquefort, French, Italian Roquefort, Ranch, Italian or Light Italian Dressing, with Rolls, Butter, Dessert and Coffee, Tea, or Milk

Broiled New York Steak Sandwich \$13.95

Served with Seasoned Steak Fries and our freshly baked Gourmet Bread with Lettuce, Tomato and Pickle.

Braised Sirloin Tips \$12.95

Tender chunks of Beef simmered in a rich Mushroom Sauce served on your choice of a bed of Rice or Noodles with a Vegetable.

Chicken Marengo \$11.75

Boneless Breast of Chicken simmered in a Tomato and Herb Sauce served on a bed of Rice with a Vegetable.

Petite Filet Mignon \$15.50

A delicately broiled Filet served with Sauce Béarnaise with Mushrooms, Potato and a Vegetable.

Beef or Chicken Stir Fry \$11.75

Medley of Snow Peas, Carrots, Red Bell Pepper Broccoli, Mushrooms, Bok Choy and Celery sautéed in a Ginger Soy Sauce. Served with Fried Rice with Ham and Scrambled Egg or Steamed Rice.

Southwestern Chicken \$13.95

Chicken with fresh Salsa and Jack Cheese served with Spanish Rice and a Vegetable.

Baked Salmon or Halibut Steak \$13.95

Draped with a delicate Hollandaise Sauce served with Rice and a Vegetable.

Grilled Breast of Chicken \$11.75

Boneless Chicken Breast breaded, grilled and served with Country Gravy, Whipped Potatoes and a Vegetable.

Turkey Scaloppini \$11.75

Fresh breast of Turkey cut into scallops, dipped in Egg and pan fried. Served with Lemon Caper Butter, Fettuccini, and Vegetables.

Teriyaki Marinated Tri Tip \$12.95

Thinly sliced Beef Tri Tip marinated in Teriyaki Sauce and served with Rice and a Vegetable.

Pastas

Linguini Pasta \$10.75

Al dente Linguini tossed with Basil, Mushrooms, Tomato, and Pinenuts sautéed with Garlic and topped with freshly grated Parmesan served with a Vegetable.

Angel Hair Pasta \$10.75

Pasta sautéed in Virgin Olive Oil with Sun-dried Tomatoes, Garlic, Mushrooms, Green Onion, Black Olive and Herb seasoning served with a Vegetable.

Pasta Primavera \$10.75

Fettuccini sautéed in Olive Oil with Vegetables, Garlic, Pimento and Sun-dried Tomatoes in a Three Cheese Sauce.

All Pastas are served with Focaccia Bread.

Grilled Breast of Chicken or Shrimp can be added to the above pastas for an additional \$2.50 per person

Desserts

Choice of one included with all Luncheons. Please see dessert options on page 5.

Prices do not include 7% sales tax and 15% gratuity

Guaranteed attendance to be given 48 hours prior to the party.

John Ascuaga's
Nugget

Leave nothing to chance!

LUNCHEONS

Luncheons are served 11:00am to 3:00pm. Select one entrée per function.

All luncheon selections listed below include Dessert and Coffee, Tea, or Milk (unless otherwise specified).

Soup & Croissant Sandwich \$11.95

Soup of the Day with a flaky Croissant Sandwich
Choice of one: Sliced Roast Beef, Ham, Turkey,
Tuna or Chicken Salad, surrounded by fresh Fruit,
Lettuce, Tomato and Red Onion garnish.

Soup & Crab Croissant \$12.95

Soup of the Day with Crab Salad on a flaky Croissant
with Tomato, Asparagus, Hard Boiled Egg, and
Thousand Island Dressing.

Roll-In Deli Luncheon \$13.95

Meat and Cheese platter with Dutch Crunch Roll
and condiments including Lettuce, Tomato, Pickle,
Onion and Olives with the Chef's selection
of three salads including assorted Sodas on Ice.

John's Oyster Bar Louie \$15.95

A combination of Prawns, Crab Meat, Crab Legs, and
Shrimp topped off with Louie Dressing, Tomatoes,
Asparagus, Olives, Pickles, Hard Boiled Egg Halves
and Lemon Wedges with Rolls and Butter.

Working Lunch \$10.95

(Maximum of 50)

Assorted Sandwiches on Submarine or Dutch
Crunch Rolls with Packages of Potato Chips,
Whole Fresh Fruit, Potato Salad, Brownies
or Cookies with assorted Sodas on Ice.

Nugget's Famous Caesar Salad \$10.95

Baby Romaine Salad tossed with our Famous Caesar
Dressing and topped with marinated Julienne of
Chicken and served with Rolls and Butter.

*Substitute Medium Shrimp for Chicken for an
additional \$3.50 per person.*

Luncheon Buffet

\$15.95

Minimum of 50 Guests

Choice of Two Hot Entrees

Poached Salmon • Sirloin Tips • Ham with Brandy Raisin Sauce • Fried Prawns • Teriyaki Chicken • Lasagna
Beef Stroganoff • Pasta Primavera • Chicken Stir Fry with Chinese Noodles • Fried Chicken

Appropriate Starches and Vegetable • Coffee, Tea, or Milk

Cold Selections

Tossed Green Salad with choice of dressing and Chef's Selection of three additional Salads
Rolls and Butter

Desserts

Choice of one included with all Luncheons:

Chocolate Eclair • Spanish Peach Tart • Sherbet & Coconut Macaroon • Cherry Tart
Chocolate Cake with Bananas and Whipped Cream • Cream Pie • Fruit Pie • Apple Strudel • Cherry Strudel
Banana Cream Cake • German Chocolate Cake • Strawberry Whipped Cream Cake *(seasonal)*
Cream Puff with Fruit

For groups of 50 people or more:

Bavarian Custard with choice of Lemon, Chocolate, Rum or Champagne flavors

Prices do not include 7% sales tax and 15% gratuity

Guaranteed attendance to be given 48 hours prior to the party.

John Ascuaga's
Nugget

Leave nothing to chance!

DINNER

APPETIZERS

Fresh Fruit Cocktail with Grand Marnier	\$4.95	Crab or Prawn Cocktail	\$8.50
Halibut Florentine	\$6.95	Cheese Tortellini with Creamy Red Pesto	\$4.95
Prawns Scampi	\$7.95	Seafood Ravioli Nantua	\$6.25

ENTREES

*Included with all dinners are your choice of one Salad, Rolls and Butter,
one Dessert selection, and Coffee, Tea, or Milk*

SALADS

Spinach Salad, Caesar Salad, Chiffonnade Salad or Tossed Green with a choice of one dressing:
Thousand Island, Roquefort, French, Italian Roquefort, Ranch, Italian or Light Italian Dressing

A LA CARTE SALADS

Available for \$2.25 per person

- Caesar with Baby Shrimp ● Mesclun Mix with Oranges, Walnuts, Blue Cheese, and Raspberry Vinaigrette
- Mesclun Mix with Baby Shrimp, Tomato, and Egg with Pinenut Dressing

Chateaubriand \$24.50
Filet Mignon of Beef roasted and seasoned to
perfection topped with Marchand de Vin served
with Duchesse Potato and a Vegetable.

Prime Rib of Beef Au Jus \$23.95
Cooked Yorkshire style, served with Baked Potato,
Parmesan Tomato, fresh Vegetable and Creamed
Horseradish.

Baked Salmon or Halibut Steak \$23.50
Draped with a delicate Hollandaise Sauce
and served with a Rice and Vegetable.

Breast of Chicken Cordon Bleu \$18.95
Delicious breast of Chicken filled with Ham and Cheese
covered with a Poulet Sauce, served with Rice and
Vegetable.

Roast Cornish Game Hen \$19.50
Stuffed with a mixture of Wild Rice topped with
Perigourdine Sauce served with a Vegetable.

Broiled Filet Mignon Béarnaise Sauce \$26.95
Served with sautéed Mushrooms, Baked Potato and
Vegetable.

Broiled New York Steak \$25.50
The "King of Steaks" served with Baked Potato
and a Vegetable.

Broiled Rack of Lamb \$25.50
Served with Mint Sauce, Rice Pilaf and Fresh Vegetable
in season.

Chicken Breast Chasseur \$18.95
A boneless breast of Chicken sautéed golden
brown then simmered in an assortment of Wild
Mushrooms served with Risotto and a
fresh Vegetable.

Turkey Piccata \$18.95
Turkey medallions sautéed in Butter with Shallots,
Garlic, and White Wine. Lightly seasoned, served with
Pasta and fresh Vegetable.

*Prices do not include 7% sales tax and 15% gratuity
Guaranteed attendance to be given 48 hours prior to the party.*

John Ascuaga's
Nugget

Leave nothing to chance!

DINNER

ENTREES

Chicken Oscar \$19.95

A Chicken breast grilled golden brown and topped with Crab, Asparagus, and Sauce Béarnaise served with Wild Rice and a fresh Vegetable.

Broiled Lobster Tail (Market Price)

Served with drawn Butter, Rice Pilaf and a Vegetable.

Chicken Breast with Wild Mushrooms \$19.95

Grill marked breast, filled with a blend of Wild Mushrooms, lightly sautéed with rich Garlic Butter, served with a Mushroom sauce, Rice and a Vegetable.

Mediterranean Chicken \$18.95

Boneless breast of Chicken stuffed with couscous, roasted Vegetable and Asiago Cheese topped with a Tomato, Basil, and Pinenut Sauce served with Rice and a Vegetable.

DUETS

Chateaubriand & Shrimp Scampi \$27.50

Sliced Filet Mignon of Beef, roasted and seasoned to perfection with Marchand De Vin Sauce accompanied with Shrimp prepared Scampi style served with Rice and a Vegetable.

Chateaubriand & Breast of Chicken \$25.50

Sliced Filet Mignon of Beef, roasted and seasoned to perfection with a Marchand de Vin Sauce, accompanied by a boneless Breast of Chicken with a Béarnaise Sauce served with Rice and a Vegetable.

Filet Mignon and Salmon \$28.50

Broiled Filet Mignon with Wild Mushroom sauce accompanied by filet of Salmon with Spinach Fennel Cream served with Rice and Vegetable.

Filet Mignon and Shrimp Scampi \$28.50

Broiled Filet Mignon with Wild Mushroom Sauce accompanied with Shrimp prepared Scampi style and served with Rice and Vegetable.

Filet Mignon & Breast of Chicken \$26.50

Broiled Filet Mignon with Sauce Béarnaise, accompanied with a boneless breast of Chicken simmered in a delicious Mushroom Sauce. Served with Rice and a Vegetable.

Filet Mignon & Lobster Tail (Market Price)

Broiled Filet Mignon with Sauce Béarnaise, accompanied with a broiled Lobster Tail with drawn Butter. Served with Rice and a Vegetable.

DESSERTS

Select One

Chocolate Torte ● Carrot Cake ● Napoleons ● Key Lime Cheesecake ● Cherry Tart ● Spanish Peach Tart
Raspberry Mousse Florentine ● Chocolate Mousse Florentine ● Cheesecake Jubilee ● Cassata Napolitaine
Crème de Menthe Parfait ● Macadamia Nut Sundae ● Chocolate Parfait ● Irish Cream Mousse Cake

For groups of 50 people or more: Frozen Lemon Louise ● Cherries Jubilee with Vanilla Ice Cream

Prices do not include 7% sales tax and 15% gratuity

Guaranteed attendance to be given 48 hours prior to the party.

John Ascuaga's
Nugget

Leave nothing to chance!

THEME DINNERS

Italian Dinner

Minimum of 50 guest \$28.95

Antipasto

Prosciutto, Salami, Artichoke Hearts,
Tomatoes, Olives, Feta Cheese, Peppers,
Marinated Mushrooms, Antipasto Salad
with Italian Bread Sticks

Soup

Minestrone Soup with Parmesan Cheese

Salad

Medley of Tossed Greens served with
Italian Roquefort Dressing

Entrée

Veal Parmigiana with Fettuccini
Fresh Vegetable in Season
Hot Garlic Bread and Butter

*Optional entrée: Shrimp Scampi for an
additional \$3.50 per person*

Dessert

Hazelnut Cannoli

Beverage

Coffee, Tea, or Milk

Room will be decorated with the proper décor.

Basque Dinner

Minimum of 50 – Maximum 150 Guests

\$31.50

Soup

Sopa de Garbanzo – served in tureen

Special Green Salad

Mesclun mix with Baby Shrimp, Tomato
Slices, Chopped Green Pepper, Garlic, Oil
and Vinegar Dressing

Entrees

(choice of three)

Cod Biscayne • Paella ala Valenciana
Grilled Lamb Chops with Rosemary Sauce
Basque Style Beef Tenderloin
Basque Chicken

Roasted Potatoes and Medley of Zucchini
Basque Bread and Butter

Dessert

Basque Carmel Flan

Beverage

Coffee, Tea or Milk
Includes two glasses of Burgundy per
person

Room will be decorated with the proper décor.

*Prices do not include 7% sales tax and 15% gratuity
Guaranteed attendance to be given 48 hours prior to the party.*

John Ascuaga's
Nugget

Leave nothing to chance!

THEME DINNERS

French Dinner

Minimum of 50 guests \$39.50

Appetizer

Halibut Nantua

Halibut Filet poached with Lobster Sauce

Salad

Mesclun Mix with Raspberry Vinaigrette

Soup

Petit Marmite Consommé

with Julienne of Beef, Chicken and Vegetables

Intermezzo

Citrus Sorbet

Entrée

Filet de Boeuf Gastronom

Marinated Filet of Beef served with a Madeira and Truffle Sauce
garnished with fresh Asparagus and Croquette Potatoes

Dinner Rolls with fresh Sweet Butter Roses

Dessert

Framboise Fraiche en Coupe

Fresh Raspberries in a White Chocolate Shell

Fromage et Fruits

A selection of Imported Cheeses and Fresh Fruit

Beverage

Coffee, Tea, or Milk

Room will be decorated with the appropriate décor.

Prices do not include 7% sales tax and 15% gratuity

Guaranteed attendance to be given 48 hours prior to the party.

John Ascuaga's
Nugget

Leave nothing to chance!

NUGGET BUFFET

Nugget Buffet

Minimum of 100 Guests

\$25.00

Carving Station

(Choice of one item)

Baron of Beef, Roast Leg of Lamb, Turkey Breast Carved by Our Chef
Prime Rib can be substituted for \$2.00 extra per person

Hot Items

(Choice of three)

Sirloin Tips • Ham with Cumberland Sauce • Fried Prawns • Beef Stroganoff • Fried Chicken • Lasagna
Roast Loin of Pork with Mango Sauce • Pasta Marinara with Sausage • Breast of Chicken Cordon Bleu
Poached Salmon with Spinach Fennel Cream Sauce • Teriyaki Chicken
Chicken Stir Fry with Chinese Noodles

Appropriate Starches and Vegetables included based on Entrée Selections

Chef's Cold Selections

Our Chef will select the appropriate Salad bar items from the following:

Cottage Cheese • Potato Salad • Seafood Salad • Bean Salad • Macaroni and Ham Salad • Cucumber Salad
Shrimp and Egg Salad • Chicken Salad • Pasta Salad • Pickled Beets • Vegetable Tray • Jell-O
Fresh Fruit Tray • Coleslaw • Assorted Fruit Salad • Mushroom Salad • Meat and Cheese Antipasto Salad
Tossed Green Salad with Thousand Island, Roquefort, Ranch or Light Italian Dressing
Rolls and Butter

Ice Cream Sundae Station

Cheese and Dessert Table

A variety of fresh Desserts and Cheeses

Beverages

Coffee, Tea, or Milk

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Guaranteed attendance to be given 48 hours prior to the party.*

John Ascuaga's
Nugget

Leave nothing to chance!

DINNER BUFFET

Gourmet Buffet

Minimum of 100 Guests

\$28.50 per person

Carving Station

(Choice of one)

Ham, Turkey, or Prime Rib Carved by Our Chef

Hot Items

(Choice of three)

Broiled Lamb Chops Madagascar in Peppercorn Sauce
Stuffed Chicken Breast with Wild Mushrooms
Shrimp Scampi • Duck Breast A L'Orange
Poached Halibut with Sauce Béarnaise
Baked Salmon with Spinach Fennel Cream
Chicken Cordon Bleu • Cheese Tortellini Alfredo
Beef Stroganoff • Fettuccini Primavera with Chicken
Breast of Chicken Teriyaki • Breast of Chicken Scampi
Chateaubriand

Appropriate Starches and Vegetables included
based on Entrée Selections

Salads

Peel and Eat Shrimp • Seafood Salad
Green and Yellow Bean Salad • Fresh Fruit Tray
Fresh Oysters • Artichoke Heart Salad
Potato Salad • Herring in Sour Cream • Cracked Crab
Mushroom Salad • Vegetable Relish Tray
Tortellini Salad • Tossed Green Salad with Assorted
Dressings • Assorted Rolls and Butter Roses

Ice Cream Sundae Station

Cheese and Dessert Table

A variety of fresh Desserts and Cheeses

Beverage

Coffee, Tea, or Milk

Special Feature

Ice Carving

Room will have appropriate décor

Luau Buffet

Minimum of 100 Guests

\$27.95 per person

Carving Station

Roast Suckling Pig Carved by Our Chef

Hot Items

(choice of three)

Chinese Oven Smoked Duck • Barbecued Spareribs
Sweet and Sour Pork
Steak Kew • Cashew Chicken
Oriental Vegetable • Fried or Steamed Rice

Salads and Fruits

Fresh Pineapple • Fresh Orange Sections
Honey Dew Melon • Tropical Fruit Salad
Cracked Crab • Green Bean Salad
Cantaloupe • Strawberries (in season)
Seabreeze Salad • Seafood Salad

Fresh Papaya • Vegetable Relish Tray
Avocado-Tomato Tray • Artichoke Hearts
Peel and Eat Shrimp
Tossed Green Salad with Assorted Dressings
Sesame Seed Rolls, Poppy Seed Rolls, and Butter

Dessert Table

A selection of Polynesian and French Pastries

Beverage

Coffee, Tea or Milk

Room will have appropriate décor

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Guaranteed attendance to be given 48 hours prior to the party.*

John Ascuaga's
Nugget

Leave nothing to chance!

DINNER BUFFET

Italian Buffet

Minimum of 100 Guests

\$27.95 per person

Carving Station

(choice of one)

Prime Rib, Roast Leg of Lamb or Turkey Breast
Carved by our Chef

Hot Selections

(choice of three)

Fettuccini with Prosciutto
Lasagna Tortellini with Pesto Sauce
Chicken Saltimbocca
Sweet Italian Sausage with Peppers
Veal Parmesan • Halibut Cioppino

Italian Mixed Vegetables • Risotto

Cold Selections

Dry Salami • Prosciutto • Mortadella • Pepperoni
Marinated Artichoke Salad • Avocado • Tomato
Pepperoncini • Peel and Eat Shrimp
Tomato Salad • Cucumber Salad
Pasta Salad • Zucchini Salad
Black Olives • Antipasto Salad
Tossed Green Salad with Assorted Dressings
Italian Bread Sticks

Cheese and Dessert Table

An assortment of Fresh Pastries and Cheeses with a
variety of Italian specialties

Beverage

Coffee, Tea, or Milk

Room will have appropriate décor

Western Buffet

Minimum of 100 Guests

\$27.95 per person

Carving Station

Baron of Beef Carved by our Chef

Hot Selections

(Choice of three)

Roasted Herb Chicken • BBQ Chicken Breast
Baked Halibut Almondine • BBQ Spare Ribs
Beef Ranchero • Broiled Marinated Tri-Tip
Grilled Trout Meunière

Oven Browned Potatoes • Corn on the Cob
Baked Beans • Cornbread

Cold Selections

Tossed Greens with Assorted Dressings • Croutons
Bacon Bits • Shredded Eggs • Sunflower Seeds
Artichoke Heart Salad • Potato Salad • Coleslaw
Cucumber and Tomato Salad • Seafood Salad
Smoked Trout • Fresh Fruit Tray
Sliced Tomato Vinaigrette
Vegetable Relish Tray
Three Bean Salad

Ice Cream Sundae Station Dessert Table

An assortment of fresh Pastries

Beverage

Coffee, Tea or Milk

Room will have appropriate décor

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Guaranteed attendance to be given 48 hours prior to the party.*

John Ascuaga's
Nugget

Leave nothing to chance!

APPETIZERS AND HORS D'OEUVRES

Meat and Cheese Tray

\$9.95 per person

Sliced Turkey, Beef, Ham, and Salami
Sliced Swiss, Jack, Cheddar, and American Cheese
Deli Rolls • Olives • Cherry Tomatoes • Butter • Mayonnaise • Mustard

Lighter Fare

Assortment of Cheeses and Crackers		\$3.00 per order
Selection of Fresh Fruit with Lingonberry Sauce		\$2.00 per order
Selection of Fresh Vegetables with Ranch Dressing		\$2.00 per order
Mixed Nuts	10 orders per pound	\$15.00 lb.
Snack Mix	10 orders per pound	\$4.50 lb.
Tortilla Chips with Salsa	10 orders per pound	\$3.75 lb.
Potato Chips with Dip	15 orders per pound	\$4.50 lb.
Pretzels	15 orders per pound	\$2.50 lb.

Specialty Stations

Minimum 50 Guests

Steak Tartare Station

\$4.50 per person

Shrimp Scampi Station

\$7.50 per person

Salmon Scampi Station

\$6.50 per person

Nacho Station

\$4.50 per person

Tortilla Chips • Nacho Cheddar Cheese
Assorted Condiments

Taco Station

\$6.50 per person

Chicken or Beef Taco Fillings
Flour and Corn Tortillas, and Assorted Condiments

Pasta Sauté Stations

Angel Hair Pasta with Sun-dried Tomato, Black Olive, Mushroom, and Green Onion	\$4.50 per person
Linguini with Sautéed Vegetables and Pinenuts	\$4.50 per person

Carving Stations

Minimum 50 Guests

The following includes Deli Rolls and Condiments

Roast Beef

\$4.50 per person

Roast Virginia Baked Ham

\$4.50 per person

Roast Turkey

\$4.50 per person

Custom Professional Ice Carvings Available

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John Ascuaga's
Nugget

Leave nothing to chance!

APPETIZERS AND HORS D'OEUVRES

Cold Items

Caviar on Toast	1 Piece	\$1.50
Shrimp on Pumpernickel	1 Piece	1.50
Mushrooms Stuffed with Cheese and Crab	1 Piece	1.50
Stuffed Eggs	1 Half	1.00
Stuffed Celery	1 Piece	1.00
Smoked Salmon with Cream Cheese on a Mini Bagel	1 Piece	2.25
Goose Liver Pate on Melba Toast	1 Piece	1.75
Roast Beef Roll with Horseradish Cream Cheese	1 Piece	1.75
Smoked Oysters on Rye	1 Piece	1.50
Ham and Asparagus Rolls	1 Piece	1.50
Salami Cornucopia with Cheese Filling	1 Piece	1.50
Mini Pretzel Roll with Black Forest Ham	1 Piece	1.50
Prawns on Ice with Cocktail Sauce and Lemon	1 Piece	3.00

Hot Items

Italian Sausage Roll wrapped in Pastry	1 Piece	\$1.25
Chicken Scampi with Saffron Rice	1 oz. Order	1.00
Fantail Shrimp with Cocktail Sauce	1 Piece	1.75
Nugget of Beef Tenderloin with Dijon Mustard	1 Piece	1.50
Swedish Meatballs	1 Piece	1.00
Italian Sausage with Onions and Bell Peppers	1 oz. Order	1.00
Mozzarella Sticks with Marinara Sauce	1 Piece	1.00
Oysters Rockefeller	1 Piece	2.50
Mini Taquitos with Sour Cream and Guacamole	1 Piece	1.00
Mini Burritos with Sour Cream and Guacamole	1 Piece	1.00
Mini Quiche	1 Piece	1.50
Spicy Chicken Wings with Ranch Dressing	1 Piece	1.00
Jalapeno Poppers	1 Piece	1.00
Spanakopita (Spinach & Cheese in Phyllo Pastry)	1 Piece	1.25
Chicken Nuggets with BBQ Sauce	1 Piece	1.25

Trader Dick's Appetizers

Served with Sweet and Sour Sauce and Chinese Mustard

Barbecued Rib	1 Piece	\$2.00
Barbecued Pork Tenderloin	2 oz. Order	2.00
Wonton	1 Piece	1.25
Eggroll	1 Large	2.00
Pot Stickers	1 Piece	1.25
Sesame Chicken	1 Piece	1.50

Pasta

Cheese Tortellini with Chicken and Prosciutto	Per Person	\$2.25
Cheese Ravioli with Creamy Red Pesto	Per Person	2.25
Soft Italian Breadsticks	1 Piece	0.75

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Guaranteed attendance to be given 48 hours prior to the party.*

John Ascuaga's
Nugget

Leave nothing to chance!

COCKTAIL PARTIES

Liquor Selection

Charged by the drink

Bar Stock (Well Pour)	\$2.75
Call Brand	\$3.25
Premium Brand	\$4.00
Domestic Cordials	\$3.50
Imported Cordials	\$4.50

Beer and Wine

Charged by the glass

Chablis, Burgundy, White Zinfandel	\$3.00
Chardonnay, Cabernet Sauvignon	\$4.50
Domestic Beer	\$2.50
Imported Beer	\$3.50

Special Selections

Fruit Punch	\$25.00 per gallon
Scorpion Punch	\$50.00 per gallon
Margaritas	\$50.00 per gallon
Champagne Punch	\$40.00 per gallon
Keg of Beer	\$150.00 each

Wines by the Bottle

Please see the attached
Wine List

Non-Alcoholic Beverages

Assorted Mineral Waters	\$1.75 each	Non-Alcoholic Beer	\$2.25 each
Canned Soft Drinks	\$1.75 each	Fruit Drinks	\$2.25 each
Non-Alcoholic Wine	\$2.00 each	Bar Sodas	\$1.25 each
Martinellis Sparkling Cider	\$10.00 per bottle		

Nevada State law prohibits the service and sale of alcoholic beverages to any person under the age of twenty-one.

Minimum Charges for Cocktails and Services

Bar Sales Guarantees

- A. Cocktail waitress only – Minimum sales of \$20.00 or any difference to be paid by the customer.
- B. Bar charge for parties under 50 (minimum, one hour) – Minimum sales of \$50.00 or \$20.00 labor up to 2 hours.
- C.
 - 1. Bar Charges for parties up to 2 Hours – \$150.00 in sales or \$60.00 labor per Bar.
 - 2. Bar Charges for parties from 2 to 4 Hours – \$200.00 in sales or \$75.00 labor per Bar.
 - 3. Bar Charges for parties over 4 Hours – \$250.00 in sales or \$90.00 labor per Bar.
- D. Hosted bars – 15% gratuity for bartenders and/or cocktail waitresses based on total liquor sales.

Prices do not include 7% sales tax and 15% gratuity

Guaranteed attendance to be given 48 hours prior to the party.

John Ascuaga's
Nugget

Leave nothing to chance!

DESSERT PARTIES

Dessert Individuals

\$2.50 per piece

You may order 5 items for up to 200 pieces, 6 items for 200 to 400 pieces or 7 items for 400 pieces or more.

Chocolate Eclairs • Boston Cream Puffs • Brownies • Fruit Cream Puffs • Apple Strudel
Croustade Cups with Mousse or Fruit • Florentines with Mousse • Amaretto Cookies
Napoleons • Chocolate Walnut Torte • Pecan Pie Squares • Lemon Squares

Flavored Coffees

\$28.00 per gallon

Includes Whipped Cream, Chocolate Shavings, and Cinnamon Sticks

Hawaiian Hazelnut • Chocolate Raspberry • Vanilla • Crème de Ireland

Additional Items

Chocolate Chip Cookies \$11.00 per dozen
Oatmeal Raisin Cookies \$11.00 per dozen
Peanut Butter Cookies \$11.00 per dozen
Macaroons \$11.00 per dozen
Brownies \$1.25 each

Ice Cream Bars \$2.00 each
Imported Cheese and Crackers \$5.00 per order
Domestic Cheese and Crackers \$3.00 per order
Fresh Fruit with Loganberry Dip \$2.00 per order
Chocolate Fondue \$40.00 per ½ gallon

Ice Cream or Soft Frozen Yogurt "Create Your Own" Sundae Bar

\$4.75 per person

Scooped Ice Cream - Minimum 10 orders • Soft Serve Frozen Yogurt - Minimum 100 orders

Strawberry Sauce • Chopped Nuts • Marshmallow Sauce • Chocolate Sauce
Maraschino Cherries • Butterscotch Sauce • Sprinkles • Chocolate Kisses

Standard Dessert Buffet

\$8.50 per person *Minimum 100 Guests*

Chocolate Éclair • Cream Puff with Fruit • Chocolate Brownie • Apple Strudel • Cherry Tart
White Cake with Lemon Filling • Chocolate Cake with Raspberry Filling • English Trifle with Sherry

Gourmet Dessert Buffet

\$10.50 per person *Minimum 100 Guests*

Chocolate Mousse Florentine • Orange Chiffon Torte • White Chocolate Mousse in Croustade Cup
Chocolate Napoleon • Fruit Tart • Cream Puff Swan with Chocolate Neck and Wings
Cheesecake • German Chocolate Cake • English Trifle with Sherry

Bananas Bora Bora Station

\$7.50 per person *Minimum 25 Guests*

Cherries Jubilee or Strawberries Ascuaga are additional Flambé options.

Prepared with Caramelized Brown Sugar, Bananas, Nutmeg
Flamed with Myers Rum and Banana Liquor served over Vanilla Ice Cream

Prices do not include 7% sales tax and 15% gratuity

Guaranteed attendance to be given 48 hours prior to the party.

John Ascuaga's
Nugget

Leave nothing to chance!

MEETINGS & COFFEE BREAKS

Beverages

Coffee (Regular or Decaffeinated)	\$24.00 per gallon
Iced Tea	\$12.00 per pitcher
Hot Tea	\$1.25 per cup
Hot Chocolate	\$1.50 per cup
Herb Teas	\$1.50 per cup
Fruit Juices	\$1.75 per 5.5 – 6 oz Can or \$12.00 per pitcher
Fruit Punch	\$25.00 per gallon
Soft Drinks	\$1.75 each
Milk	\$1.25 per glass
Assorted Mineral Waters	\$1.75 each
Bottled Water	\$1.75 each

Pastries and Break Items

Doughnuts	\$18.00 per dozen	Ice Cream Bars	\$2.00 each
Danish	Small \$18.00 per dozen	Brownies	\$1.25 each
	Large \$24.00 per dozen	Granola Bars	\$.75 each
Bagels	\$18.00 per dozen	Assorted Cookies	\$11.00 per dozen
Croissants	\$18.00 per dozen	Individual Trail Mix	\$1.75 each
Muffins	\$18.00 per dozen		
(blueberry, orange, cranberry, cherry, apple, lemon or bran)			

Coffee Cakes

Orange Crumb (serves 12) A rich Danish filled with Custard Cream.	\$18.00 each	Pecan Crunch Cake (serves 12) A rich Danish filled with Pecans.	\$18.00 each
Cherry Streusel Cake (serves 12) A rich Danish filled with Cherries.	\$18.00 each	Pineapple Crumb Cake (serves 12) A rich Danish filled with Coconut and Pineapple.	\$18.00 each
Blueberry Coffee Cake (serves 12) A delicate Cake filled with Custard Cream & Blueberries.	\$18.00 each	Chocolate Nut Coffee Cake (serves 12) A delicate Cake with Nuts and Chocolate filling.	\$18.00 each
Cinnamon Log (serves 12) A giant Bear Claw glazed with Fondant.	\$18.00 each	Russian Plait Cinnamon Cake (serves 12) A Danish Dough filled with Custard Cream and Cinnamon, twisted and baked.	\$18.00 each
Imperial Ring Cake (serves 20) A pull-apart Cake with Fruit Filling and Cream Patisserie.	\$24.00 each		

Cash Sales Station

**Requires a guaranteed dollar amount of sales.
Ask your Catering Manager for further information.**

*Prices do not include 7% sales tax and 15% gratuity
Guaranteed attendance to be given 48 hours prior to the party.*

John Ascuaga's
Nugget

Leave nothing to chance!

SPECIAL OCCASIONS

Wedding or Anniversary Cakes

Cake tops available for an addition charge of \$25.00

Each tier consists of three layers

Servings	Size	Price
Up to 12 Guests	One Tier – 9"	\$30.00
20 Guests	Two Tiers – 9" & 6"	50.00
30 to 40 Guests	Three Tiers – 10", 8" & 6"	100.00
40 to 70 Guests	Three Tiers – 12", 9" & 6"	160.00
70 to 90 Guests	Three Tiers – 14", 10" & 6"	225.00
90 to 150 Guests	Four Tiers – 16", 12", 9" & 6"	275.00
150 to 250 Guests	Four Tiers – 20", 16", 12" & 8"	375.00
250 to 350 Guests	Five Tiers – 16", 14", 12", 10", & 8"	500.00
350 to 450 Guests	Five Tiers – 24", 20", 16", 12", & 8"	650.00

Cake Flavors

Carrot Cake • Chocolate Cake • Vanilla Cake • Banana Nut Cake • Spice Cake

Fillings

Raspberry • Chocolate Buttercream • German Chocolate • Cream Cheese • Hazelnut Buttercream
Mocha Buttercream • Strawberry • Orange • Lemon

Birthday Cakes

Servings	Size	Price
Up to 6 Guests	Three Layer – 6"	\$9.50
6 to 10 Guests	Three Layer – 8"	16.00
10 to 12 Guests	Three Layer – 9"	20.50
12 to 18 Guests	Three Layer – 10"	24.50
18 to 36 Guests	Two Layer – Half Sheet	42.50
36 to 72 Guests	Two Layer – Full sheet	84.00

Cake Flavors

Carrot Cake • Chocolate Cake • Vanilla Cake • Banana Nut Cake • Spice Cake

Fillings

Raspberry • Chocolate Buttercream • German Chocolate • Cream Cheese • Hazelnut Buttercream
Mocha Buttercream • Strawberry • Orange • Lemon

Equipment Rental

Dance Floors

Number of Guests	Recommended Size	Price
25 to 30 Guests	9' X 12'	\$50.00
30 to 60 Guests	15' X 15'	75.00
60 to 100 Guests	18' X 18'	110.00
100 to 200 Guests	21' X 21'	150.00
200 to 350 Guests	24' X 24'	200.00
350 to 500 Guests	27' X 27'	250.00
500 to 650 Guests	30' X 30'	300.00

Baby Grand Piano \$150.00 • Upright Piano \$100.00 • 36" White Columns \$10.00 each
Brass Arch \$40.00 • Black Pipe and Drape Panels (16'H X 13'W) \$75.00 per panel • Apollo Lamps \$25.00 each

Prices do not include 7% sales tax and 15% gratuity

Guaranteed attendance to be given 48 hours prior to the party.

John Ascuaga's
Nugget

Leave nothing to chance!

AUDIO VISUAL EQUIPMENT

Public Address Sound Equipment

Festival Sound System	\$250.00
Pavilion Sound System	400.00
Tech on Duty required for the above systems	
Liberty Sound System	60.00
Mackie Mixer 6/14 Channel	35.00
Peavey Mixer 7 Channel	30.00
Table Lecturn with Microphone	40.00

Projectors & Associated Equipment

16mm Sound Projector	\$35.00
High Lumen Overhead Projector	Price on Request
High Intensity Overhead Projector	50.00
Overhead Projector	25.00
Wide Angle Overhead Projector	25.00
Opaque Overhead Projector	27.50
Kodak EKIII 35mm Slide Projector	35.00
with remote	
The above with a Britelite Upgrade complete	60.00
Ringmaster	30.00
MX-40 Wireless Remote for EKIII	25.00
2" Fixed Lens for 35mm	25.00
6"x9" Lens for 35mm	27.50
60 M P.C. Lens	30.00
1.33 Barrow for 35mm	7.50
2 Projector Dissolve	45.00
Dove X-2 Dissolve	135.00
Chief Three High Stacker	30.00
Slide Tray	2.00
Light Table 1.5'x4'	25.00
Projector Timer	15.00

Various supplies and accessories available for use with the above.

Projection Stands and Carts

Safelock Stand	\$12.50
42" Cart	15.00
54" Cart	15.00

Light Pointers

Electric Pointer	\$10.00
Laser Pointer	50.00

Audio Tape Recorders

Portable Mono Cassette Recorder	\$20.00
Marantz PMD Cassette Recorder	25.00
Stereo Cassette Recorder	40.00
Mono Cassette Player Continuous	20.00
TASCAM 133 Cassette	60.00
DAT (Digital Audio Tape)	125.00

Microphones and Audio Accessories

Standard Hand Held Microphone	\$20.00
Lavalier Microphone	20.00
Wireless Lavalier Microphone	80.00
Wireless Hand Held Microphone	80.00
PZM Microphone	45.00
Speaker Timer	25.00
CD Player Single-Multiple	60.00

Intercom Systems

Voice Pagers	\$45.00
Walkie Talkies	Day 15.00 Week 67.50
Extra Batteries	Day 2.50
Clearcom Beltpack	20.00
Base Station with headset	40.00

Spotlights

Trouperette	\$50.00
Comet	60.00

Projection Screens

6'x6' Tripod Screen	\$15.00
8' Tripod Screen	20.00
10' Capstand Screen	25.00
12' Capstand Screen	30.00
6'x8' Fast Fold with Drape Kit	80.00
7.5'x10' Fast Fold with Drape Kit	90.00
9'x12' Fast Fold with Drape Kit	100.00
10.5'x14' Fast Fold with Drape Kit	120.00
8'x24' Fast Fold with Drape Kit	350.00
15'x20' Fast Fold with Drape Kit	375.00

All Fast Folds available in front or rear projection.

Black Drape and Pipe Run Off Panels \$75.00
16'H x 13' W (per panel - one time charge)

Rental equipment is subject to sales tax and unless otherwise noted, all prices are daily rates. Prices are subject to change without notice. Some items may be subject to shipping charges. Due to space limitations, only our most frequently requested items are listed. Please call for pricing and availability on more extensive sound, lighting, video and computer requirements.

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Leave nothing to chance!

AUDIO VISUAL EQUIPMENT

Easels

Tripod Easel	\$10.00
Flipchart Easel	12.50
Newsprint Pad	10.00
White Bond Pad	10.00

Video Monitors and Televisions

13" Color TV/Monitor	\$45.00
19" Color TV/Monitor	60.00
25" Color TV/Monitor	85.00
40" to 46" Color TV/Monitor	175.00
Sharp 100 LCD Projector with 6'x6' (recommended) Front Projection Screen	200.00

Video Projection Equipment

Sharp 1100 LCD Video/Data Projector	\$550.00
Sony 1031Q	650.00
Sony 1040Q	650.00
Sony 1270 Projector	800.00
(The above does not include Tech Set Up Labor)	
Stacker for 1020 or 1040 Projectors	60.00
Large Screen Video/Data Projector	Price on Request
1/2" VHS Recorder	60.00
VHS VCR with Repeat	65.00
3/4" U-Matic Recorder	75.00
Sony DXC-3000 Camera (kit)	275.00
1/2" VHS Camcorder	70.00
Video Distribution Amp 1 in - 4 out	10.00
Tripod for Camcorder	25.00
Fluid Head Tripod	40.00
Beta SP Recorder	325.00

Supply Accessories-for purchase only

1/2" VHS Blank Tape	\$10.00
3/4" U-Matic Blank Tape	25.00
Audio Cassettes	5.00
Acetate Role	10.00
Overhead Marker	1.50
Acetate Sheet	1.00

Telephone Service

Installation and Instrument	\$135.00
plus any long distance charges	

Each convention or banquet room has a wall or desk phone which can only dial in-house calls at no charge

Computers and Peripherals

IBM Compatible Computer	Price on Request
Macintosh Computer	Price on Request
Laptop Computer	Price on Request
Printers	Price on Request
37" Multi-sync Monitor	Price on Request
20" Multi-sync Monitor	Price on Request
17" Multi-sync Monitor	Price on Request
15" Multi-sync Monitor	Price on Request
14" Hi Resolution Monitor	Price on Request
14" VGA Monitor	Price on Request
Interface	75.00
25" RGB Snake	25.00
50" RGB Snake	35.00

As computers and peripherals change rapidly, please call with your specific configurations and requirements, we will be happy to quote current pricing and availability

Power

Power Strip or Cord	(each) 3.00
---------------------	-------------

Computer LCD Data Projectors

VGA Resolution	Price on Request
SVGA Resolution	Price on Request
Workstation XGA Resolution	Price on Request

Computer LCD Data Panels

VGA Resolution	\$325.00
SVGA Resolution	550.00
Workstation XGA Resolution	Price on Request

Other Services

Security Officer (per hour)	\$15.00
Audio Visual Tech on Duty	labor per hour
8am-5pm Monday to Friday	30.00
5pm-12am and 6am-8am weekdays and all day Saturday, Sunday, & Holidays	45.00
12am-6am any day	60.00
Over 8 Hours	1 & 1/2 times rate as listed above

Rental equipment is subject to sales tax and unless otherwise noted, all prices are daily rates. Prices are subject to change without notice. Some items may be subject to shipping charges. Due to space limitations, only our most frequently requested items are listed. Please call for pricing and availability on more extensive sound, lighting, video and computer requirements.

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Leave nothing to chance!

Convention and Meeting Room Rental Rates

Second Floor

	Square Footage	Room Rental
Rose Ballroom	30,000	\$5,000.
Rose Ballroom A	15,211	2,500.
Rose Ballroom B	10,647	1,500.
Ponderosa Ballroom	15,467	1,800.
Ponderosa A	2,886	425.
Ponderosa B	5,373	600.
Ponderosa AB	8,259	1,000.
Ponderosa Wide Wall	9,920	1,250.
Bonanza A	2,542	375.
Bonanza B	2,005	300.
Bonanza C	1,000	175.
Bonanza ABC	5,547	800.
Alpine	739	150.
Carson	739	150.
Washoe	713	150.
Donner	696	150.
Fremont	696	150.
Genoa	696	150.
Tahoe	528	150.
Truckee	336	70.
Pavilion A	360	250.
Pavilion B	432	375.
Pavilion C	400	375.
Pavilion D	388	375.
Pavilion E	469	375.

Third Floor

	Square Footage	Room Rental
Southern Pacific AG	665	\$150.
Southern Pacific A	442	75.
Southern Pacific B	880	150.
Southern Pacific C	880	150.
Southern Pacific D	880	150.
Southern Pacific E	1,000	150.
Southern Pacific F	665	150.
Southern Pacific G	442	75.
Central Pacific A	476	70.
Central Pacific B	294	70.
Central Pacific C	392	70.
Executive Board Room	494	75.

Other Facilities

	Square Footage	Room Rental
Poolside Terrace	4,981	(meetings) \$600.
Poolside Terrace	4,981	(meal functions) 350.
Celebrity Showroom		5,000.

Room rentals on banquet rooms are contingent upon the amount of food and beverage anticipated.
For further details, your Catering Representative will furnish all pertinent information.

John Ascuaga's
Nugget

Leave nothing to chance!

WINE LIST

Champagnes / Sparkling Wines

Mumm's Cordon Rouge, Brut.....	\$44.00
Martini & Rossi, Asti.....	\$21.00
Chandon, Brut.....	\$25.00
Le Domaine, Extra Dry.....	\$14.00
"J" Jordan Brut.....	\$38.00

White Wines

Chardonnay, Kendall Jackson Vintner's Reserve.....	\$24.00
Chardonnay, Sonoma Cutrer.....	\$30.00
Chardonnay, Robert Mondavi, Coastal.....	\$23.00
Chardonnay, Silverado.....	\$37.00
Sauvignon Blanc, Alderbrook.....	\$20.00
Johannesburg Riesling, Jekel.....	\$17.00

Blush Wines

White Zinfandel, Beringer.....	\$18.00
White Zinfandel, Sutter Home.....	\$16.00
White Zinfandel, Turning Leaf.....	\$19.00

Red Wines

Cabernet Sauvignon, Beaulieu Vineyard, Coastal.....	\$25.00
Cabernet Sauvignon, Joseph Phelps.	\$40.00
Cabernet Sauvignon, Rodney Strong.....	\$32.00
Merlot, Beaulieu Vineyard, Coastal.....	\$26.00
Merlot, Parducci.....	\$22.00
Merlot, Sterling.....	\$35.00
Syrah, Fess Parker.....	\$27.00
Zinfandel, Beaulieu Vineyard.....	\$30.00

CRLA Board Meeting

November 6, 1998

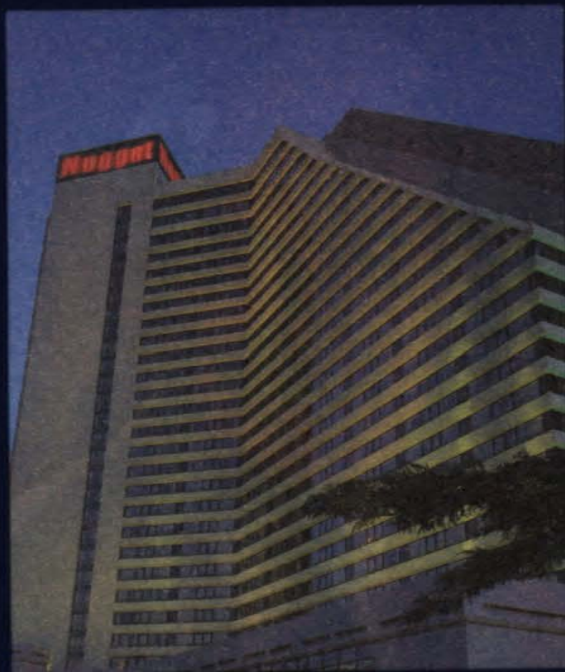
Salt Lake City, UT

Attachment B

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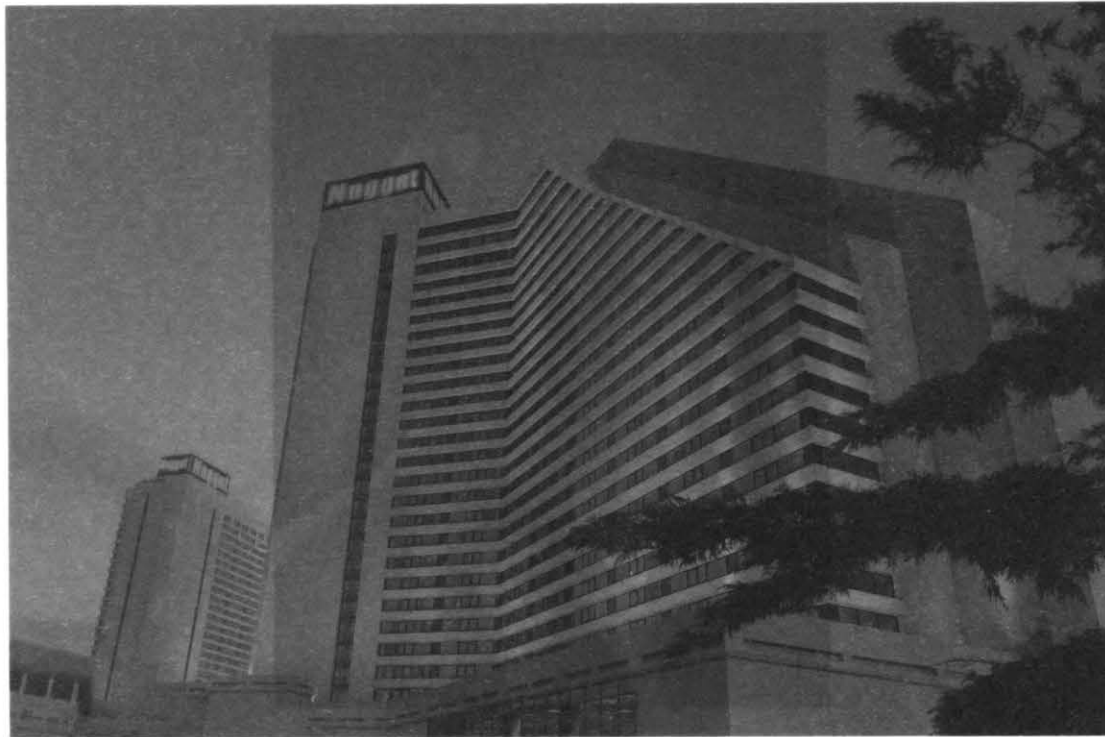
Booklet

John Ascuaga's Nugget



Reno's Year-round Hotel Resort

"You Have My Word"



John J. Aracaga

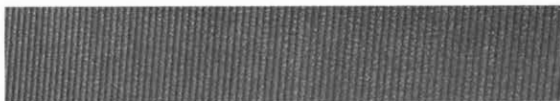
"You Have My Word"



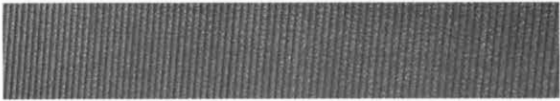
I am committed to providing the premiere meeting and convention complex in the country. We tailor our facilities to fit your group's needs. Your meeting will be a success. You have my word.

John J. Ascuaga



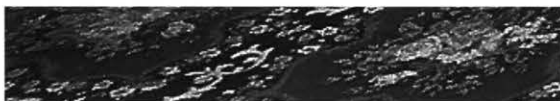


A Personal Touch

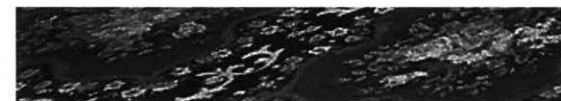


From the moment you enter the lobby, you'll notice a personal touch designed to make your visit pleasant as well as practical. Our concierge service is ready to accommodate your every need. Tower elevators speed you to your room and the convention complex. And express checkout makes checking out as easy as checking in.





Room for Any Occasion



Rose Ballroom



Board Room



Celebrity Showroom

Whether your meeting is for 30 or 3,000, we have the perfect room for you, directly accessible from your hotel room by 12 high-speed elevators. Over 110,000 square feet of meeting space, the convention complex features two ballrooms, a trade show pavilion, 23 breakout rooms and the Celebrity Showroom, an intimate theater.

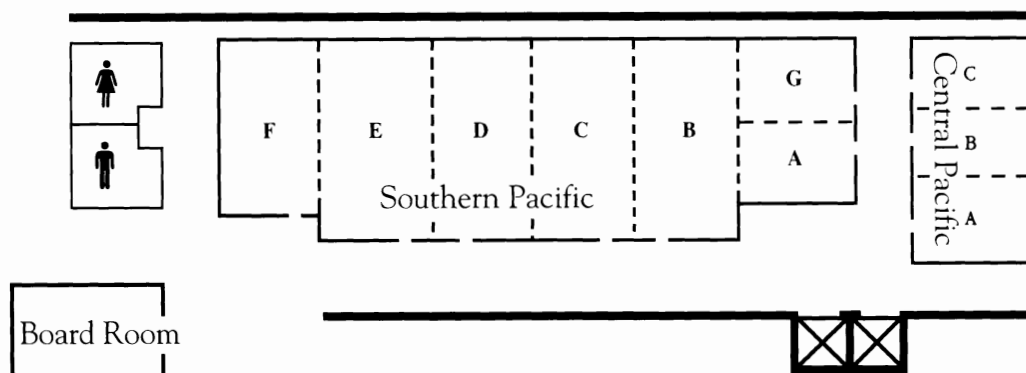


The Rose Ballroom

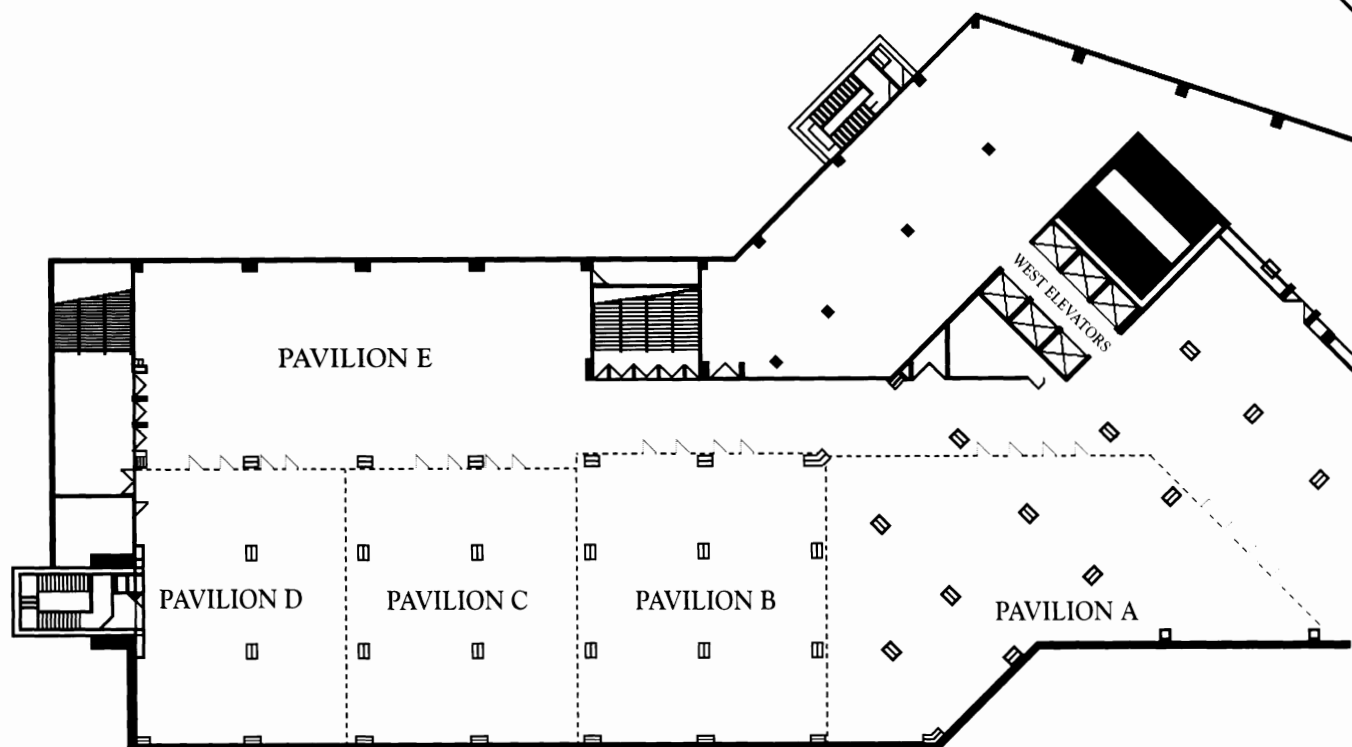


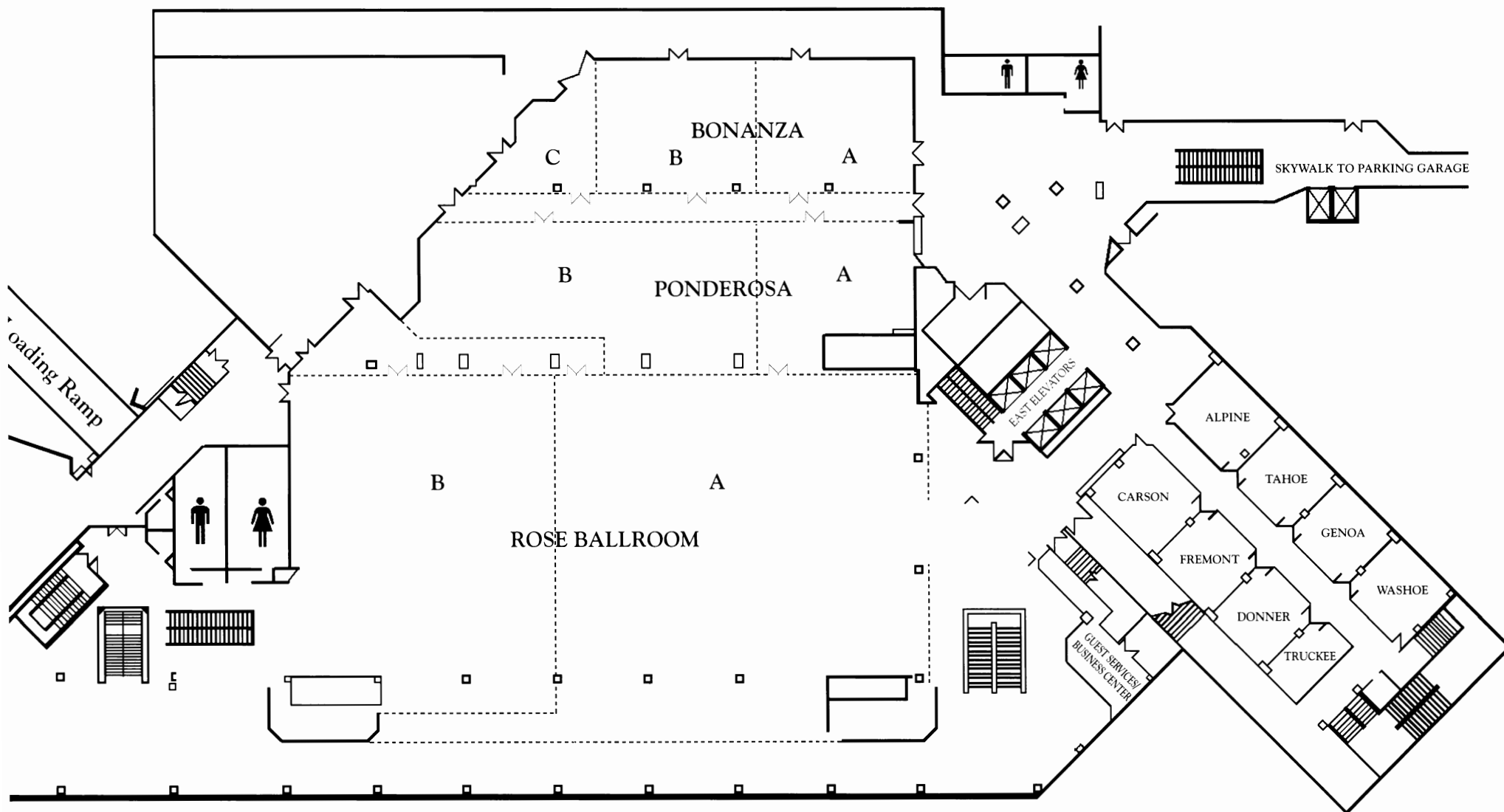
*B*eautiful, versatile, and expansive, the Rose Ballroom is the heart of our convention complex. With 40,000 square feet of open space and a ceiling height of 22 feet, the Rose Ballroom is adaptable to any occasion: Trade shows, general sessions and banquets.

Third Floor Meeting Space



Second Floor Convention Center





Contiguous Meeting Space Capacities

	DIMENSIONS	SQUARE FEET	BREAKOUTS	AUDITORIUM	CLASSROOM	U-SHAPE	RECEPTION	BANQUET
<i>Second Floor</i>								
<i>Convention Center</i>								
ROSE BALLROOM	180'x180'x24'	38,000	2	3,800	2,300	N/A	3,300	2,500
ROSE A	150'x127'	20,000	N/A	1,700	1,075	N/A	1,650	1,300
ROSE B	150'x100	18,000	N/A	1,200	760	N/A	1,200	915
JUNIOR BALLROOM	160'x100'x18'	16,000	5	1,800	1,300	N/A	2,000	1,500
PONDEROSA	166'x49'9"	8,259	2	950	585	N/A	900	700
PONDEROSA A	58'x49'9"	2,886	N/A	300	200	N/A	300	250
PONDEROSA B	108'x49'9"	5,373	N/A	600	380	N/A	580	500
BONANZA	153'9"x43'10"	6,735	3	750	460	N/A	700	550
BONANZA A	58'x43'10"	3,300	N/A	275	175	N/A	260	210
BONANZA B	45'9"x43'10"	2,900	N/A	225	140	N/A	200	160
BONANZA C	29'6"x29'6"	535	N/A	100	60	N/A	92	72
TRADE SHOW PAVILION	200'x142'x18'	28,000	5	3,600	2,000	N/A	3,800	2,600
PAVILION A	-	6,670	N/A	1,010	745	N/A	980	830
PAVILION B,C,D	68'x72'6"	14,805	N/A	770	600	N/A	750	650
PAVILION E	112'6"x58'	6,525	N/A	610	490	N/A	580	524
ALPINE	28'6"x26'6"	755	N/A	80	50	N/A	80	56
CARSON	28'6"x26'6"	755	N/A	80	50	N/A	80	56
WASHOE	35'x26'6"	910	N/A	100	60	N/A	95	72
DONNER	28'6"x26'6"	755	N/A	80	50	N/A	80	56
FREMONT	28'6"x26'6"	755	N/A	80	50	N/A	80	56
GENOA	28'6"x26'6"	755	N/A	80	50	N/A	80	56
TAHOE	28'6"x26'6"	755	N/A	80	50	N/A	80	56
TRUCKEE	12'10"x26'6"	322	N/A	35	20	N/A	30	24

Fifth Floor

POOLSIDE TERRACE	56'x55'x12'	3,200	N/A	250	150	50	500	250
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Exhibits

ROSE BALLROOM 8'x10'=202 10'x10'=154	PONDEROSA BALLROOM 8'x10'=92 10'x10'=73	TRADE SHOW PAVILION 8'x10'=153 10'x10'=120	TOTAL EXHIBIT SPACE 8'x10'=460 10'x10'=370
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Contiguous Meeting Space Capacities

	DIMENSIONS	SQUARE FEET	BREAKOUTS	AUDITORIUM	CLASSROOM	BANQUET	RECEPTION	HOLLOW SQUARE
<i>Third Floor</i>								
MEETING ROOMS	80'x108'x14'	8,000	10	900	550	N/A	1,100	700
SOUTHERN PACIFIC	126'x40'	5,000	7	544	340	400	520	N/A
SOUTHERN PACIFIC A	19'x17'	323	N/A	35	21	24	30	10
SOUTHERN PACIFIC B	22'x40'	880	N/A	100	62	72	88	48
SOUTHERN PACIFIC C	22'x40'	880	N/A	100	62	72	88	48
SOUTHERN PACIFIC D	22'x40'	880	N/A	100	62	72	88	48
SOUTHERN PACIFIC E	22'x40'	880	N/A	100	62	72	88	48
SOUTHERN PACIFIC F	19'x35'	665	N/A	72	45	48	65	16
SOUTHERN PACIFIC G	19'x17'	323	N/A	35	21	24	30	10
CENTRAL PACIFIC	47'x22'	1,034	3	116	72	80	105	56
CENTRAL PACIFIC A	17'x22'	375	N/A	55	34	24	35	N/A
CENTRAL PACIFIC B	15'x22'	330	N/A	35	25	24	30	N/A
CENTRAL PACIFIC C	15'x22'	330	N/A	35	25	24	30	N/A

Main Level

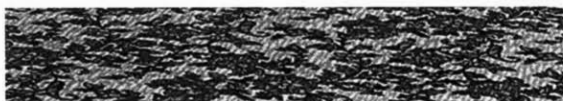
CELEBRITY SHOWROOM :

11,000 Square Feet

900 Banquet Seating

30' Ceiling Height





Beautiful Accommodations



*P*art of a successful meeting is being well rested. Every one of our 1,600 deluxe rooms and suites will surprise you with unexpected touches. Every room offers a breathtaking view of the Sierra Nevada mountains and valley. Special touches we worry about so you don't have to.





Tasteful Dining



Fine dining is just steps away. Our eight award-winning restaurants satisfy a variety of tastes: Farm House Coffee Shop, old-fashioned home cooking; Gabes Pub & Deli, fast, delicious deli food; General Store, value-packed American meals; John's Oyster Bar, fresh seafood in a nautical atmosphere; Orozko, our newest restaurant, featuring Spanish Mediterranean cuisine in a country setting; Rotisserie, beautiful and diverse buffet; Steakhouse Grill, steak and seafood in a romantic setting; Trader Dick's, Polynesian Cuisine, as well as steak and seafood in a tropical atmosphere.

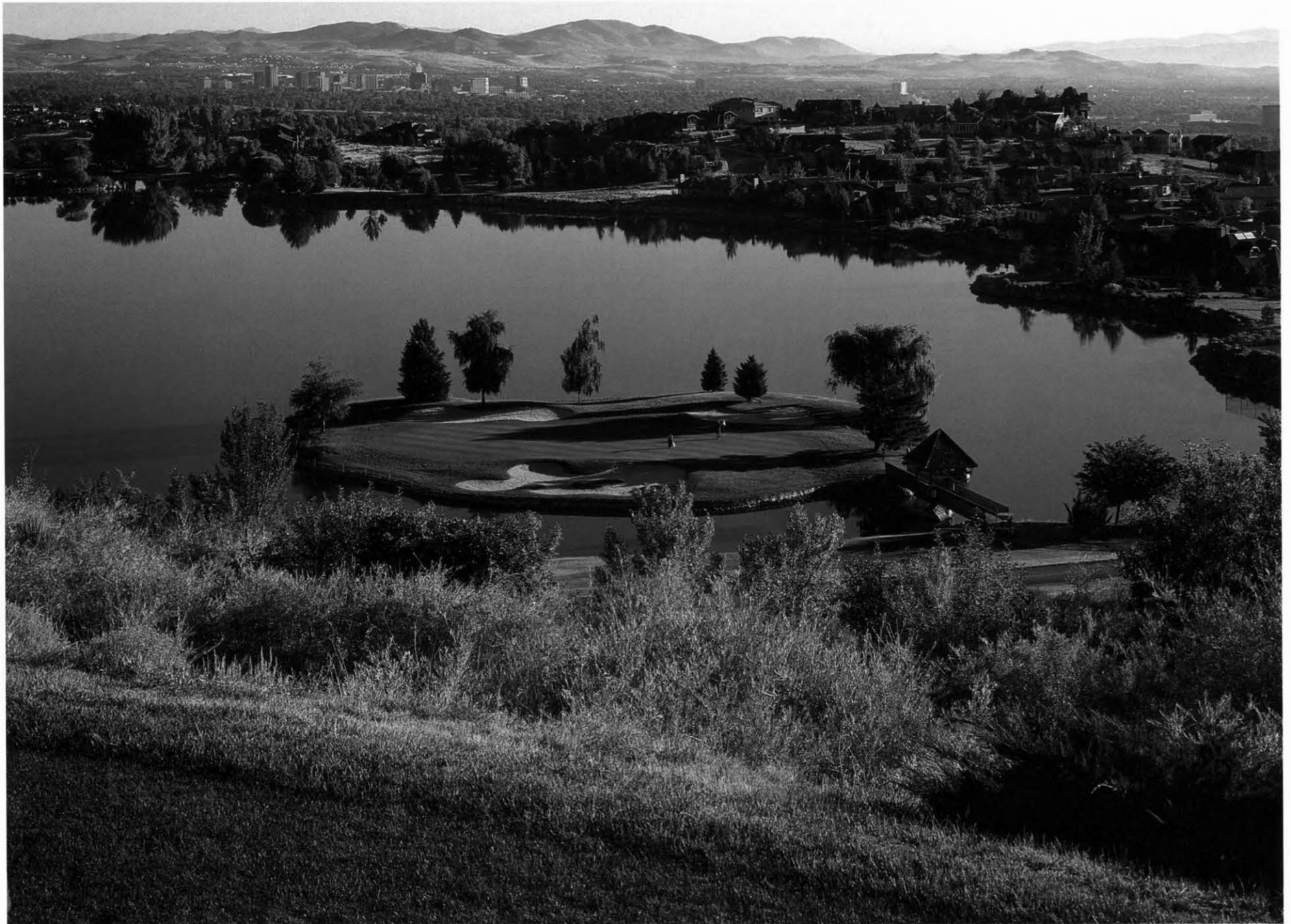




Resort Luxury

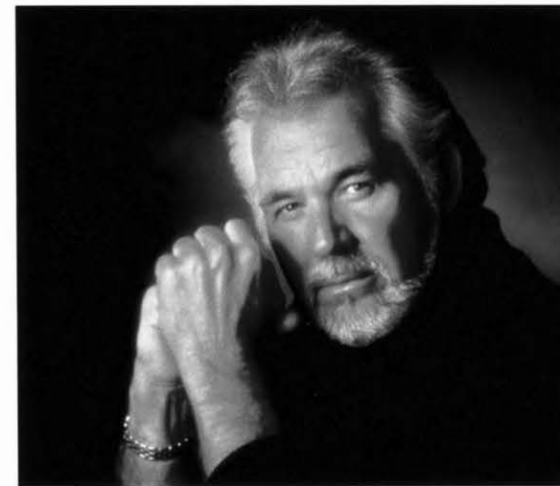


Come take a dip in our year-round pool which overlooks the Sierra Nevada mountains from an atrium setting. Soak in one of nine jacuzzis. Work off some stress in our complimentary health club. Get a massage in our salon. It's all a part of John Ascuaga's Nugget's luxury resort. Relax.



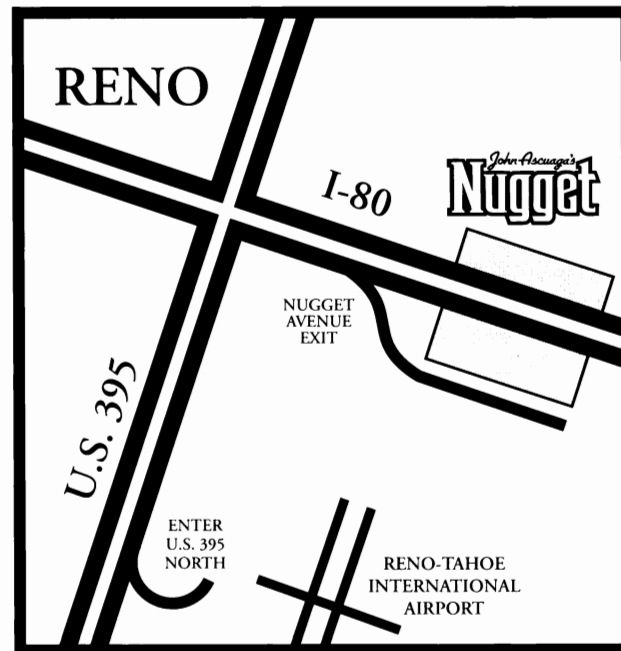


Reno/Tahoe Area



Golfing, skiing, gaming and entertainment make Reno-Tahoe the ultimate playground. Twenty-five golf courses and eight world-class ski resorts are within an hour's drive. Summer water sports, including skiing and fishing, are nearby at Lake Tahoe, Pyramid Lake and the Truckee River. Big-name entertainers appear seven nights a week at the Nugget and top-name entertainers like Kenny Rogers, Tony Bennett and Patti LaBelle perform here throughout the year. Of course, gambling is available year-round, 24 hours a day.

Easy Access



You'll find the Nugget on I-80, just minutes from the Reno-Tahoe International Airport. The Nugget offers free frequent shuttle service to and from the airport. Bus and train stations are also within easy reach.



Contact Sales Department ■ 1-800-648-1177

or write:

John Ascuaga's Nugget ■ P.O. Box 30030 ■ Reno, Nevada ■ 89520-3030



College Reading and Learning Association

A Selected Bibliography

For

Tutor Training and Supervision

By

Gladys R. Shaw, Editor

COLLEGE READING AND LEARNING ASSOCIATION

COLLEGE READING AND LEARNING ASSOCIATION

CRLA (formerly WCRLA) is a group of student-oriented professionals active in the fields of reading, learning assistance, developmental education, and tutorial services at the college/adult level.

Inherently diverse in membership, CRLA's most vital function and over-all purpose is to provide a forum for the interchange of ideas, methods, and information to improve student learning and to facilitate the professional growth of its members.

CRLA members give practical application to their research and promote the implementation of innovative strategies to enhance student learning. In a spirit of community, members share each other's successful experience so that they can benefit from it and learn from other's critical research so efforts will not be duplicated. We invite any individual who belongs to a faculty or administration of a public or private college or university and who has an interest in college learning assistance and developmental education to join the College Reading and Learning Association. A membership application is included in this brochure.

GOALS

The goals of CRLA are to continue to provide mediums for dialogue among professionals; to cooperate and coordinate with other professional organizations in these and related fields; to increase the tools available to improve student learning; to provide information and consultants to bodies enacting legislation directly related to college reading, learning assistance, developmental education and tutorial services; and to act to ensure an environment where effective learning can take place.

SERVICES

To meet these goals, CRLA offers the following services to its membership:

- ◆ opportunities to share research and ideas through publications
 - *The Journal of College Reading and Learning*
 - *The Newsletter*
- ◆ opportunities for professional growth and job improvement
 - the annual CRLA conference: institutes and sectionals, publishers' exhibits, lunch with a mentor, campus on-site visits, campus program exhibits, computer fair
 - regional meetings
- ◆ opportunities to pursue specific areas of interest through Special Interest Groups, such as:
 - Cognitive Psychology
 - Computer Technology
 - Learning Assistance
 - Center Management
 - Peer Tutoring
- ◆ Opportunities to adopt and adapt practices
 - program guidelines
 - program evaluation services
- ◆ opportunities for career development
 - professional exchange program
 - career placement service
- ◆ opportunities to contribute to a growing professional organization through the membership resource directory.

For CLRA Membership information contact Rosalind Lee, CRLA Membership Coordinator, Kwantlen University College, 8771 Lansdowne, Rd., Richmond, B.C. V6X 3V8; Phone (604) 559-2706, X9521; Fax (604) 559-2716; e-mail rosalind@kwantlen.bc.ca

College Reading and Learning Association

A Selected Bibliography

For

Tutor Training and Supervision

By

Gladys R. Shaw, Editor

Printed at the University of TX at El Paso, El Paso, TX 79968

ACKNOWLEDGEMENTS

On behalf of the members of the 1998-99 committee for the International Tutor Certification Program (ITCP) sponsored by the College Reading and Learning Association (CRLA), we thank Dr. Kathy Carpenter, President of CRLA for 1997-98 and the other members of the CRLA Executive Board for their encouragement and support of the ITCP.

On behalf of Dr. Carpenter and the CRLA Executive Board, I wish to thank the 1997-98 members of the ITCP Committee for their contributions of the information contained in the bibliography.

On my own behalf, I especially thank Ms. Renee Berta for her extensive editorial assistance. Ms. Darlene Regalbuto for her yeoman's work in putting the bits and pieces together and Mia Garcia for her efficient typing skills. All are associated with the U.T. El Paso, Tutoring and Learning Center and have my deep appreciation for assuming these additional tasks for no more compensation than that.

Finally, I wish to express my continuing and overwhelming appreciation to Ms. Rita Salazar, my Administrative Secretary, who oversaw the final stages of the project in her usual quiet but exceedingly efficient manner. On this as on all other projects in the Tutoring and Learning, she made it easy for me.

Gladys R. Shaw, Editor
Chair, ITCP Committee
Director of the Tutoring & Learning Center
and Student Support Services
300 Library
U.T. El Paso
El Paso, TX 79968
(915) 747-5366
(915) 747-5486 (fax)
gshaw@utep.edu

A SELECTED BIBLIOGRAPHY FOR TUTOR TRAINING AND SUPERVISION

Introduction

The purpose of this bibliography is simply to provide a resource for tutor trainers and tutors. The information presented is not intended to be totally comprehensive, completely accurate, nor absolutely current. It is not even totally compliant with the style guidelines of the APA. It does, however include resources experienced tutor trainers have found helpful because it has been compiled primarily from citations and annotations provided by current committee members for the International Tutor Certification Program (ITCP) sponsored by the College Reading and Learning Association (CRLA). CRLA officers and ITCP Committee members are listed in the Appendix.

Since we hope that this will be a user-friendly resource for tutor training, users are encouraged to critique content and format and to submit additions. Comments both pro and con, and additions should be directed via e-mail to brenee@utep.edu or via snail mail to the Chair of the ITCP Committee, c/o of Dr. Kathy Carpenter, President, College Reading and Learning Association, 905 W. 25th St., Kearney, NE, 68849.

Gladys R. Shaw
Editor

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General Tutor-Training Resources

Abrams, H., & Jernigan, L.P. (1984). Academic support services and the success of high-risk college students. American Educational Research Journal, 21, 261-74.

During their freshman year, 219 high-risk students at Eastern Michigan University attended special small classes, visited tutors, and participated in a reading and study skills program. Hours spent using the support services and number of tutor contacts correlated positively with college grade point average.

Achterberg, C. (1988). Factors that influence learner readiness. Journal of the American Dietetic Association, 88, 1426-8.

This article describes four major factors that influence learner readiness, in short, one-to-one interactions. Important aspects of the factors can be revealed quickly with two to three minutes of respectful, interested questioning to determine whether the learner is in a negative mood or oppressed affective state and to determine his experiential or knowledge background and approach or reaction to learning new material.

Albro, P. (1987). Evolution of a successful faculty computer literacy project. Cause/Effect, 10, 24-27.

The development of the Castleton State College faculty computer training program is described. Early attempts at training focused on technology, but lost sight of the psychological variables that present impediments to participation in the program. Peer involvement is described.

Arkin, M., & Schollar, B. (1982). The tutor book. Reading, MA: Longman.

Armbruster, B.B. (1992). On answering questions. The Reading Teacher, 45(9), 724-725.

Article highlights some of the processes involved in answering questions. It provides helpful background knowledge as well as providing content for a training activity.

Ashcroft, K. (1987). The history of an innovation. Assessment and Evaluation in Higher Education, 12, 37-45.

The development of an innovative undergraduate education degree program using modules, examined as an illustration of innovative teaching, learning, and assessment methods, including distance learning, peer teaching, self assessment, group projects, first-hand research, analysis of group dynamics and critical inquiry.

Ashton-Jones, E. Asking the right questions: A heuristic for tutors. The Writing Center Journal.

Bastian, M., et al. (1996). Tutor evaluation and self-assessment tool. Williamsville, NY: Cambridge Stratford, Ltd. (Available from Cambridge Stratford Study Skills Institute, 8560 Main Street, Williamsville, NY 14221 [800-747-5614]).

Helpful tool for assessing tutor performance based on Ross MacDonald's 12-step tutor cycle.

Boylan H.R., Bonham, B.S., & Bliss, L.B. (1994). Characteristics and components of developmental programs. Research in Developmental Education, 11(1).

Boylan, H.R., Bonham, B.S., Bliss, L.B., & Saxon, D.P. (1995). What do we know about tutoring: Findings from the National Study of Developmental Education. Research in Developmental Education, 12(3).

Brandwein, A.C., & DiVittis, A. (1985). The evaluation of a peer tutoring program: A quantitative approach. Educational and Psychological Measurement, 45, 15-27.

Presents quantitative ways of measuring peer-tutor training programs and peer-tutor effectiveness. Describes the evaluation of a peer-group training course at Baruch College (City University of New York), for which this questionnaire was developed. This measure is adaptable to most higher education peer-tutoring programs.

Brown, B. (1981). A model university tutor training program. In New Directions for College Learning Assistance: Staff Development for Learning Support Systems. San Francisco: Jossey Bass.

Bruffee, K.A. (1980). Two related issues in peer tutoring: Program structure and tutor training. College Composition and Communication, 31, 76-80.

Describes the advantages and disadvantages of required vs. drop-in tutoring at a writing lab, and advises the training of peer tutors through peer criticism in a credit-bearing course.

Capossela, T. L. (1998) Harcourt Brace guide to peer tutoring. Fort Worth: Harcourt Brace. Soft cover--252 pp. Order from Harcourt Brace College Publishers, phone 1-800-782-4479.

Casazza, M.E., & Silverman, S.L. (1996). Learning assistance and developmental education: A guide for effective practice. San Francisco: Jossey-Bass.

College Reading and Learning Association. (1992). College Reading and Learning Association's tutor certification program. Journal of Developmental Education, 16(2), 36.

College Reading and Learning Association, Special Interest Group in Tutors. The Tutoring Exchange [Newsletter]. Available from Helen Baril, Director, Learning Center, Box 269, Quinnipiac College, Hamden, CT 06518, e-mail: Baril@quinnipiac.edu

Cone, D., & Hall, R. (1976). "Storytelling: all about me": A tutor-training mini course. Los Angeles: University of Southern California.

This booklet provides ideas for a multidisciplinary storytelling course designed to train fifth grade students to act as tutors for second grade students. The various sections of the booklet contain the following: the rationale and objectives for the course, hints on planning the course, an introduction to storytelling, suggestions for teaching content subjects through storytelling activities, storytelling guidelines, sample lesson plans, a self-evaluation sheet for storytellers, and suggestions for working with a class. A list of resources is also included.

Conrad, E.E. (1978). Effects of tutor training, achievement, and expectancies on process-and-product peer tutoring variables. Tucson: University of Arizona.

Open classroom systems frequently use peer tutoring techniques as a means of individualizing instruction. This study investigated the effects of three variables on tutor and tutee performance: (1) the achievement level of the tutor; (2) brief tutor training in reinforcement and corrective feedback procedures; and (3) tutor expectancy about tutee

performance. One hundred and twelve first graders were randomly selected to serve as tutees. Results indicated that both tutors and tutees learned a significant number of words. This positive effect was more pronounced for low achievers than for high achievers. Training of tutors significantly increased the pretest to post-test gains for both tutors and tutees.

Donaldson, A.J. & Topping, K.J. (1996). The peer tutor training handbook for higher and further education. Dundee, Scotland: Centre for Paired Learning, University of Dundee.

Donaldson, A.J.M, Topping, K.J., Aitchison, R., Campbell, J., McKenzie, J. & Wallis, D. (1996). Promoting peer assisted learning among students in further and higher education (SEDA Paper 96). Birmingham: Staff and Educational Developmental Association.

Drake, M. (1986). Exit project. South Bend: University of Indiana.

This document provides (1) an annotated bibliography of 30 studies of the educational and social benefits of tutoring programs for handicapped and non-handicapped tutors and tutees and the importance of training in tutoring programs, and (2) a six-page summary of the findings.

Essid, J. J. (1996). Training peer tutors with conference software: Practicing collaboration and planning for difficult tutorials. Research and Teaching in Developmental Education, 13 (1), 19--32.

Describes how tutor training can be supplemented by synchronous-conferencing using Daedalus Interactive Software.

Farleigh, R. (1978). Tutor training center. Teacher, 96, 30-34.

The learning stations in this article prepare older elementary students to tutor younger ones. Skill and presentation practice are combined to help tutors learn to develop materials and lessons and to serve as good models.

Fey, S. (1980). Closed circuit television in adult tutor training. Adult Education, 53, 168-72.

Describes a program in which closed circuit television (CCTV) is used to provide adult tutor training. The CCTV is used in two ways: (1) as part of an in-service training

course to explore teaching methods, and (2) to let tutors see themselves as their students see them.

Gibbs, G. (1981). Training tutors at a distance: An alternative strategy. Teaching at a Distance, 20, 42-48.

A course on distance study for part-time teachers. Both the initial contact and retraining is described and evaluated. It emphasizes the preparation, exchange, and study of written materials as well as the conventional "broadcast" and face-to-face delivery.

Gier, T., & Hancock, K. (Eds.). (1993). Tutor certification registry & tutor resources. College Reading and Learning Association.

Write Rosaline Lee, Kwantlin University College, 871 Landsdown Road, Richmond, BC V6X, 3V8 Canada. (Cost \$20) >(New edition 1997) (This has a number of short succinct suggestions for tutors- easy and quick to read. It is also an invaluable resource for program coordinators and tutor trainers. It is continually improved and updated.)

Gier, T. & Hancock, K. (Eds.). (1996). Tutor training handbook. Anchorage: College Reading and Learning Association.

Should be read through every year. Packed with good tips.

Gill, W.E. (1984). Tutor training program. Maryland: Bowie State College.

A tutor training program manual at Bowie State covering tutoring program objectives, general tutoring principles and general procedures the tutor should follow.

Golanty, E. Tutor Tutor. [Online]. Available World Wide Web: <http://www.webcom.com/ergo/tutor1>.

For \$100 per year (July 1-June 30) per institution, "tutors, tutor instructors, and tutor supervisors" may access all parts of this interactive training site. Individuals may also preview the site free for one week by signing up online.

Goodlad, S., & Hirst B. (1989). Peer tutoring: A guide to learning by teaching. New York: Nichols Publ. of London: Kogan Page.

For studious types who want an international perspective on what they are doing.

Graesser, A.C., et al. (1995). Collaborative dialogue patterns in naturalistic one-to-one tutoring. Applied Cognitive Psychology, 9, 495-522.

Greenfield, S.D., & McNeil, M.E. (1987). The effects of an intensive tutor training component in a peer tutoring program. Pointer, 31, 31-36.

An intensive ten-day peer-tutor training component is described as a key element in the success of a peer tutoring program in mathematics for 21 low-achieving second graders.

Greenwood, C.R., Dinwiddie, G., Bailey, V., Carta, J.J., Dorsey, D., Kohler, F.W., Nelson, C., Rotholz, D., & Schulte, D. (1987). Field replication of classwide peer tutoring. Journal of Applied Behavior Analysis, 20, 151-60.

A large-scale replication study of classwide peer tutoring applied to spelling instruction (Greenwood, Delquadri, & Hall, 1984).

Hall, C. (1975). Interfacing tutoring and reading programs: Training tutors to do my job. Austin: University of Texas.

A program for tutorial assistance and tutor training at the University of Texas at Austin is described in this document. The tutorial assistance program attempts to provide help with both study skills and specific course content.

Hancock, K., & Gier, T. (1991). Counseling skills: An important part of tutor training. Journal of College Reading and Learning, 23, 2, 55-59.

Hartmann, H. (1990). Factors affecting the tutoring process. Journal of Developmental Education, 14 (2), 2-7.

Hawkins, T. (1978). Training peer tutors in the art of teaching: Training and using peer tutors. College English, 40, 440-43.

Describes the training program for new tutors used at the Student Learning Center, University of California at Berkeley.

Hill, S., & Topping, K.J. (1995). Reflecting on student tutoring: An analysis of the student tutoring process and outcomes for tutors. In Daniel, A. (Ed.), Learning together: Student tutoring research and evaluation papers. London: Community Service Volunteers.

Hill, S., & Topping, K.J. (1995). Student tutors' perceptions of enhancement in their cognitive abilities and transferable skills. In Daniel, A. (Ed.), Learning together: The added value of student tutors volunteering in schools. London: Community Service Volunteers.

Jones, G.P. (1984). The tutor as counselor. Journal of Developmental & Remedial Education, 12-13, 25-26.

Describes the use of peer tutor/counselors in the Learning Skills Developmental Center at the University of Southern California. Considers the skills involved in training tutors as peer counselors.

Kolers, P.A. (1975). Bilingualism and information processing. Psychology in Progress: Readings from Scientific American. pp. 188-195.

Leary, B.B. (1987). Interaction place maps: A tool for tutor training. Journal of Developmental Education, 10, 8-12.

Describes and illustrates the use of Interaction Place Maps, a conceptual framework that can be used to help peer tutors become more sensitive to the kinds of roles and interpersonal relationships they may encounter with students.

Leppo, J. (1987). Students teaching students leadership: Peer leadership training programs. Campus Activities Programming, 20, 67-71.

By working more closely and intensively with a few students, particularly in leadership training, campus activities educators can multiply the effects of their efforts and find the time they need to face new challenges.

MacDonald, R.B. (1993). Group tutoring techniques: From research to practice. Journal of Developmental Education, (17) 2, 12-18.

Article summarizes MacDonald's group tutoring research and the implications of that research on group tutoring and tutor training.

MacDonald, R.B. (1994). The master tutor: A guidebook for more effective tutoring. Williamsville, NY: Cambridge Stratford Study Skills Institute. (Available from Cambridge Stratford Study Skills Institute, 8560 Main Street, Williamsville, NY 14221 [800-747-5614]).

Training manual for tutors-in-training. Information presented is clear, concise, and based on MacDonald's research. "The Tutoring Cycle" chapter is especially helpful.

Maki, R. Beyond the band-aid. Journal of Developmental and Remedial Education, 3(1). n.pag.

Maxwell, M. (1990). Does tutoring help: A look at the literature. Review of Research in Developmental Education, 7 (4).

Maxwell, M. (Fall 1991). The effects of expectations, sex and ethnicity on peer tutoring. Journal of Developmental Education, 15(1), 14-18.

Maxwell, M. (Ed.). (1994). From access to success: A book of readings on college developmental education and learning assistance programs. Clearwater, FL: Heinle and Heinle. 1-800-366-4079 (tel. #).

Edited volume containing readings on developmental education and learning assistance. Tutor trainers must have this book for the background information it provides.

Maxwell, M. (Ed.). (1994). When tutor meets student. Ann Arbor, MI: University of Michigan. P.O. Box 1104, Ann Arbor, Michigan 48106. \$16.95 plus \$3.50 p. & h. 1-800-313-763-0163.

This is one text the students always love browsing through. The possible uses for this text are many. The book contains stories by Berkeley writing tutors about some of their golden and some of their dreadful experiences tutoring students.

Maxwell, M. (1996). Evaluating academic skills programs. Kensington, MD: MM Associates. See chapter four on tutoring.

McArdle, G. (1993). Delivering effective training sessions. Menlo Park, CA: Crisp Publications.

McCann, E., & Shannon, D. (1985). The two step. n.p.: Grove Press.

McKeachie, W. (1994). Teaching tips. St. Charles, IL: D.C. Heath, (Houghton Mifflin Company).

Myer, E., & Smith, L.Z. (1987). The practical tutor. New York: Oxford University Press.

A tutor manual.

Myers, L.B. (1990). Becoming an effective tutor. Los Altos, CA: Crisp Publications.

A tutor manual.

National Association for Developmental Education. (1994). Self-evaluation guidelines for adjunct skills programs: Tutoring, developmental courses, and teaching and learning and developmental courses. H & H Publishing Co. 1232 Kapp Ave, Clearwater, FL 34625. Phone 1-800-366-4079 \$18.95 plus 3.50 Shipping.

National tutoring association newsletter. (n.d.). Order from Diana Williams, Student Resource Center, Mail Stop 526, Medical College of PA and Hahnemann University, 201 North 15th Street, Philadelphia, PA 19102-1192 - phone 215-762-7682.

Nelson, R.R. (1995-1996). Peer tutors at the college level: Maneuvering within the zone of proximal development. Journal of College Reading and Learning, CRLA, 36 (2), 43-51.

Pfeiffer, J.W., & Jones, J.E. (1981). A handbook of structured experiences for human relations training. n.p.: University Associates.

Ring, B. (1980). Training adult tutors for your classroom. Academic Therapy, 15, 415-19.

Guidelines for teaching volunteers and aides as classroom tutors. Materials needed for tutoring are outlined, a simple teaching sequence is offered, and tutor supervision is mentioned.

Sanders, N.M. (1996). Classroom questions: What kinds? New York: Harper & Row.

Classic volume on questioning. This book is full of helpful background information which is probably more useful to tutors' supervisors than to tutors themselves.

Scheffknecht, J. (1971). Introductory considerations concerning tutor training. Committee for out-of-school education and cultural development. Strasbourg, Germany: Council of Europe.

A study was conducted to present an outline program for the training of tutors (adult educators). Major topics of discussion are (1) types of tutor training and general trends, (2) main features of tutor training, (3) aims and methods of tutor training. A total of sixteen units are given, including (1) analysis of subject matter and teaching plan, (2) reception of information and conditions of its communication, and (3) learning situation and group.

Singley, C.J., & Boucher, H.W. (1988). Dialogue in tutor training: Creating the essential space for learning. Writing Center Journal, 8, 11-22.

Proposes a dialogic method of training tutors, based on a learning theory which views the "class" as a conversation, where teacher and learner are indistinguishable. Asserts that where dialogue is lacking, information may be transferred, but little is learned.

Stahl, N.A., Simpson, M.L., & Hayes, C.G. (1992). Ten recommendations from research for teaching high-risk college students. Journal of Developmental Education, 16(1), 2-4, 6-10.

Article presents results of a meta-analysis. This article is not only an essential resource for program coordinators and tutor trainers for the background information it presents, but also for content in training situations.

Starks, G. (1980). Tutor training at the secondary and post-secondary level. n.p.: University of Minnesota.

The tutor training sessions at the University of Minnesota Technical College are outlined and an evaluation of the program is included. Also contains a bibliography of thirty-eight print and three videotape resources for tutor training.

Teer, H.B., et al. (1988). Peer taught microcomputer skills: An untapped resource for stretching the budget. Computers and Education, 12, 355-57.

Discussion of the use of peer teachers to provide college students with microcomputer education focuses on a video course used to teach Lotus 1-2-3 spreadsheet software. Budget considerations are discussed, student and faculty reactions are described, and potential time savings to faculty are examined.

Thompson, B. (1976). Part-time tutor training--a case study in appraisal and action. Adult Education, 48, 365-78.

A questionnaire was sent to 502 Nottingham University part-time teachers in adult education to assess their attitudes towards their training programs. Based on 202 completed questionnaires, new approaches to training programs were formulated.

Topping, K.J. (1994). Organising peer tutoring in higher and further education: A distance learning pack. Dundee, Scotland: Centre for Paired Learning, University of Dundee.

Topping, K.J. (1994). A typology of peer tutoring. Mentoring and Tutoring 2(1) 23-24.

Topping, K.J. (1996). The effectiveness of peer tutoring in higher and further education: A typology and review of the literature. Higher Education 32(3) 321-345.

Topping, K.J., & Ehly, S. (Eds.). (1997). Peer assisted learning. New Jersey and Hove, UK: Lawrence Erlbaum Associates.

Topping, K.J., & Hill, S. (1995). Evaluation of faculty-wide student supported learning at the University of Central Lancashire: Interview study. Dundee, Scotland: Centre for Paired Learning, Psychology, University of Dundee.

Topping, K.J., Watson, G.A., Jarvis, R.J., & Hill, S. (1996). Same-year paired peer tutoring with first year undergraduates. Teaching in Higher Education 1(3). (in press).

Trimbur, J. (1987). Peer tutoring: Contradiction in terms. Writing Center Journal, 7, 21-28.

Examines some of the difficulties in peer tutoring and points out the dilemma of whether to emphasize the tutor component (apprentice model) or the peer component (co-learner model). Offers a solution that incorporates elements from both stages, one that treats tutors developmentally.

Treuer, Paul. (1994). Credit-based peer tutor: A centralized peer tutoring program. Can be purchased by mail. Send a check for \$25.00 made to the University of Minnesota-Duluth, Paul Treuer, Campus Center 40, University of Minnesota--Duluth, 10 University Drive.

He uses tutor portfolios and a variety of other methods to train tutors.

Turkel, S.B., & Abramson, T. (1986). Peer tutoring and mentoring as a drop-out prevention strategy. Clearing House, 60, 68-71.

Reports on high schools' efforts to break the academic failure cycle and prevent drop-outs. Describes and reports the outcomes of the peer tutoring/mentoring pilot program developed as part of a major collaborative effort between the City University of New York and the New York City Board of Education.

Williams, V. (1980). Communication skills workshop for tutors: The manual. REDEAL technical report #7. Edmonton, Canada: Athabasca Univ.

Adults learning at a distance at Athabasca University (Alberta, Canada) make use of telephone tutors. Concerned over the lack of time and/or effort spent in training tutors, and recognizing that tutors had emerged as an important component of distance delivery at the university, a joint effort went into the development of a training manual that would provide tutors with all the possible tools they would require to do an effective job.

Winnard, K.E. (1991). Codependency: Teaching tutors not to rescue. Journal of College Reading and Learning, 24 (1), 32-40.

Study and Reading Strategies

Anderson, O.S., & Smith, L.J. (1987). Peer tutors in a college reading laboratory: A model that works. Reading Improvement, 24, 238-47.

Describes a college developmental reading laboratory model using peer tutors to provide training in comprehension study skills. Reports the results of a study evaluating the impact of training on student performance from the perspective of the participants.

Armstrong, A.A., & Hunt, S.P. (1982). VITAL guidelines, tutor training for an adult literacy program. Bloomington, IN: Monroe County Public Library.

This guide is designed as a training tool for volunteers participating in the Volunteers in Tutoring Adult Learners (VITAL) program. Appended to the guide are an informal reading inventory, a general education development (GED) fact sheet, a confidential report and learner profile report form, a workshop agenda, and a VITAL tutor job designation.

Bradfield, R.H., et al. (1973). Training tutors to teach reading with performance-determined instruction. California Journal of Educational Research, 24, 189-94.

Discusses a personalized training program that can be taught to and used by elementary, secondary, and college student tutors.

Bradley, J., Hopper, J., Funk, G., & Hite-Walker, M. (1992). Thrills, spills, and study skills: A strategy and vocabulary approach. Dubuque, IA: Kendall Hunt.

A textbook used in college success courses. It provides useful background information and is overflowing with useful resources for the program coordinator or tutor trainer.

Campbell, W.E. (1989). The power to learn: Helping yourself to college success. Belmont, CA: Wadsworth.

Among the strategies discussed are collaborative learning and exercises including how to invent a study group for one of your courses. Also, there are four chapters on paired anecdotes about male and female students, including one on funseekers.

Crawford, J. (n.d.). Ten tips for academic success and (1988). Cambridge-Stratford study skills teacher's manual. Both are available from the Cambridge-Stratford Study Skills Institute, 1-800-466-2232. 8560 Main St., Williamsville, NY 14221.

These books provide an easy way to teach tutors study skills that can be used also with groups of students in short courses.

Dansereau, D.F. (1987). Technical learning strategies. Engineering Education, 77, 280-4.

Discusses some recent research dealing with enhancement of an individual's capacity for acquiring and using information through direct instruction and training in appropriate information-processing strategies. Describes a learning-strategy system known as MURDER, and its related use to learning technical material.

Ellis, D. (1994). Becoming a master student. Rapid City, SD: Houghton Mifflin.

A textbook frequently used in college success courses. It provides useful background information.

Flippo, Rona F. (1988). Test/Wise: Strategies for success in taking tests. Belmont, CA: David S. Kale.

Study skills for tutors.

Galica, G.S. (1991). The blue book: A student's guide to essay exams. Troy: MO: Hancourt.

Gardener, J.N., & Jewler, A.J. (1992). Your college experience: Strategies for success. Belmont, CA: Wadsworth.

Study skills for tutors.

Gates, J.K. (1988). Guide to the use of libraries and information services (6th ed.). New York: McGraw-Hill.

Study skills for tutors.

Girdano, D., & Everly, G. (1979). Controlling stress and tension. Englewood Cliffs, NJ: Prentice Hall.

Study skills for tutors.

Gross, R. (1981). Peak learning. Los Angeles: Jeremy R. Tarcher.

Study skills for tutors.

Heinman, M., & Slomianko, J. (1988). Methods of inquiry. Cambridge, MA: Learning to Learn, Inc.

Textbook used in developmental reading courses. It provides strategies and tools helpful to the tutor trainer.

Hyatt, C., & Gottlieb, L. (1987). When smart people fail. New York: Simon & Shuster.

Study skills for tutors.

Johnson, C.M. (1977). Training tutors to teach students reading strategies in the content areas. Champaign, IL: n.p.

Training tutors to help students with study skills and content-reading strategies (as well as to assist with course work) can broaden the role of tutors. Handouts for tutors have been developed that adapt traditional reading/study strategies for use in specific disciplines, sometimes with specific textbooks in mind. Tutors who use the proposed techniques help their students to become more efficient, independent learners.

Kanar, C. (1995). The confident student. Boston: Houghton Mifflin.

A textbook used in college success courses. It provides useful background information.

Maxwell, M. (1997). Improving student learning skills. (Rev. ed.). Clearwater, FL: H & H. 1-800-366-4079. \$38.95 plus \$4.50, shipping.

Has an updated chapter on tutoring with a discussion of more recent research. Also has handouts for training students.

McWhorter, K.T. (1986). College reading and study skills. Waltham, MA: Little, Brown, & Co.

Pauk, W. (1987). Study skills for community and junior colleges. Clearwater, FL: Reston-Stuart.

Concise overview of skills to be integrated with content tutorials.

Pauk, W. (1989). How to study in college. St. Charles, IL.: Houghton Mifflin.

Rosenblatt, S.M. (1976). Teacher training and tutorial program in reading: Evaluation period, school year 1975-1976. Brooklyn: Board of Education.

Evaluates the teacher training and tutorial program in reading in New York City.

Rosser, R.A., & Nicholson, G.I. (1984). Utilizing models for academic learning. In Educational Psychology. Waltham, MA: Little Brown & Co.

Schmelzer, R.V., Brozo, W.G., Stahl, N.A. (1984). Using a learning model to integrate study skills into a peer tutoring program. Journal of Developmental Education, 8(3), 2-5.

Vacca, R.T., & Vacca, J.L. (1993). Reading in the content areas. New York: Harper College.

Textbook for content-area reading courses. This book is a fantastic place to find theory and practice to use in content areas. Many valuable teaching tips, easily adapted for the tutoring session, are included.

Weinstein, C., Palmer, D., & Schulte, A. (1987). Learning and study strategies inventory. Clearwater, FL: H & H.

Self-report inventory used to assess multiple aspects of a student's study skills. Effective resource to introduce tutors to their personal strengths and weaknesses in terms of their study skills, and a resource to use with students as well.

Learning, Memory, and Critical Thinking

Bagley, M.T., & Foley, J.P. (1988). Suppose the wolf were an octopus. Monroe, NY: Trillium.

A book proposing comprehension questions at each of Bloom's levels for many popular children's books. In the context of tutor training, it is most useful for the information it provides on questioning and learning taxonomies.

Bonham, B.S., & Boylan, H.R. (1993). A new look at learning styles. Research in Developmental Education, 10(4), 1-4.

Article provides a comprehensive overview of a model of learning styles. It provides fantastic background information and would also be an appropriate resource to use during a training session.

Elder, L., & Paul, R. (1996a). Critical thinking: A stage theory of critical thinking: Part I. Journal of Developmental Education, 20(1), 34-35.

Elder, L., & Paul, R. (1996b). Critical thinking: A stage theory of critical thinking: Part I. Journal of Developmental Education, 20(2), 34-35.

A pair of articles proposing a developmental model for critical thinking. This smaller resource provides the reader with some ideas regarding the "stages" one might progress through while developing as a critical thinker. Valuable for insight and as content for a training activity.

Gardner, D. (1991). The artistry of teaching with multiple intelligences. Palatine, IL: IRI/Skylight.

Book provides overview of multiple intelligences. It contains much useful information which may be used for background information, in a tutor training session, or in a tutoring session.

Higbee, K. (1977). Your memory: How it works and how to improve it. Upper Saddle River, NJ: Prentice Hall.

Hill, S., & Topping, K.J. (1995). Cognitive and transferable skill gains for student tutors. In S. Goodlad, (Ed.). Students as tutors and mentors. London & Philadelphia: Kogan Page.

King, P.M., & Kitchener, K.S. (1994). Developing reflective judgment. San Francisco: Jossey-Bass.

Kolb, D.A. (1985). The learning-style inventory. Boston, MA: McBer and Co. (Available from TRG Hay/McBer 116 Huntington Avenue, Boston, MA 02116 [800-729-8074]).

Self-reporting learning-styles inventory based on the Experiential Learning Model.

Krajnak, R.E. Friends learning style inventory/modality preference suggestions. In J. Bradley, J. Hopper, G. Funk, & M. Hite-Walker, Thrills, spills, and study skills: A strategy and vocabulary approach (pp.83-84). Dubuque, IA: Kendall Hunt.

Self-report inventory and explanatory handout focusing on learning modalities. This handout pair is a basic resource for tutors-in-training or for tutors to use with students. The inventory is simple and quick, and the handout provides helpful suggestions.

Martin, B., Jr. (1991). The blind men and the elephant. In Sounds of the Dark. Allen, TX: DLM.

A poem based on an Indian folk tale. It may be used as an introduction to the concept of learning [writing] style.

Orientations inventory/brain dominance characteristics. Orientations source: University Associates. The 1988 annual: Developing human resources, (pp. 64-65). Brain dominance source: Bradley, J., Hopper, J., Funk, G., & Hite-Walker, M., (1992). Thrills, spills, and study skills: A strategy and vocabulary approach (p. 85). Dubuque, IA: Kendall Hunt.

Self-report inventory and explanatory handout. This handout pair provides basics on the brain dominance theory of learning styles (i.e., "left brainers" vs. "right brainers") which is a useful resource for tutor training.

Poole, C.R. (1997, March). Maximizing learning: A conversation with Renate Nummela Caine. Educational Leadership, (54)6, 11(5).

Article outlines an interview with Renate Nummela Caine, an authority on brain-based learning. The reader of this article should finish their first reading having a grasp of the basics of brain-based teaching and learning. The highlight is a list of twelve brain/mind learning principles.

Smith, D.M., & Kolb, D. (1986). User's guide for the learning-style inventory. Boston, MA: McBer and Co. (Available from TRG Hay/McBer 116 Huntington Avenue, Boston, MA 02116 [800-729-8074]).

Manual to accompany Kolb's Learning-style inventory (LSI). This guide provides in-depth information regarding the scoring, interpretation, and uses of the LSI. It also addresses the use of the LSI management, team performance, and career development.

Whimbey, A., & Lockhead, J. (1980). Problem solving and comprehension: A short course in analytical reasoning (3rd ed.) n.p.: Franklin Institute Press.

Affective Issues

Alberti, R., & Emmons, M. (1995). Your perfect right: A guide to assertive behavior. San Luis Obispo, CA: Impact Publishers.

Bennis, W. (1989). Why leaders can't lead: The unconscious conspiracy continues. San Francisco: Jossey Bass.

Burka, J., & Yuen, L. (1/1982). Mind games procrastinators play. Psychology Today. n.pag.

Burns, D. (11/1980). The perfectionist's script for self-defeat. Psychology Today. n.pag.

Cruse, S. W. (1989). Hope and health for the alcoholic family. Palo Alto, CA: Science and Behavior Books.

Fisher, R., & Ury, W. (1985). Getting to yes. New York: Penguin Books.

Myers, I.B. & McCaulley, M.H. (1985). Manual: A guide to the development and use of the Myers-Briggs type indicator. Palo Alto: Consulting Psychologists.

Personal style inventory/characteristic strengths and weaknesses of the personality dimensions.

Rose, M. (1989). Lives on the boundary: The struggles and achievements of America's underprepared. New York: Penguin Books.

Ryan, J., & Sackrey, C. (1984). Strangers in paradise: Academics from the working class. Boston: South End Press.

Steinem, G. (1993). Revolution from within: A book of self-esteem. Waltham, MA: Little, Brown, & Co.

Woititz, J. G. (1985). Struggle for intimacy. n.p.: Heath Communications

Diversity

Gilligan, C. (1982). In a different voice: Psychological theory and women's development. Cambridge, MA: Harvard University.

Grebler, L., Moore, J. W., & Guzman, R. C. (1970). The Mexican-American people: The nation's second largest minority. New York: Free Press.

Mirande, A., & Enriquez, E. (1979). La chicana: The Mexican American woman. Chicago, IL: University of Chicago.

Paul, J. and M. (1983). Do I have to give up me to be loved by you? n.p.: Hazelden Press.

Diversity awareness.

Shirts, R.G. (1977). Bafa' bafa': A cross-cultural simulation. Delmar, CA: Simile II. [Simulation.] (Available from: Simile II, P.O. Box 910, Del Mar, CA 92014-0910 [phone: 619-755-0272])

Intricate simulation activity. Participants in Bafa' Bafa' explore the concepts of culture and communication in an experience which creates two cultures and forces them to interact. This full-scale simulation activity requires a minimum of twelve participants and two hours for training, participation, and debriefing.

Stack, C. (1974). All our kin: Strategies for survival in a black community. n.p.: Harper Row.

Tannen, D. (1990). You just don't understand: Women and men in conversation. n.p.: William Morrow & Co.

Thiagarajan, S., & Steinwachs, B. (1990). Barnga: A simulation game on cultural clashes. [Simulation.] (Available from: Intercultural Press, P.O. Box 700, Yarmouth, ME 04096 [800-370-2665]).

Simulation based on a simple card game. Barnga simulates the effect of cultural differences on human interaction. It may be played with as few as nine people, and play and debriefing may be completed in forty-five minutes to an hour. It is a wonderful resource to explore diversity, culture, communication and tutoring non-native speakers of English.

Disabilities

Adelman, P., & Olufs, D. Assisting college students with disabilities: A tutor's manual. Order from AHEAD (Association on Higher Education and Disability), P.O. Box 21192, Columbus, Ohio 43221-0192. Phone: 614-488-4972.

Corn, J. (1987). Teaching remedial mathematics to learning-disabled community college students. Journal of Reading, 3, 93-102.

The article describes techniques and strategies to teach remedial mathematics to learning-disabled college students at Queensborough (New York) Community College. The program includes curriculum modification, faculty development, peer tutor training, development of instructional videotapes, computer-assisted instruction materials, and a faculty handbook.

Gallik, J., & Kirby, F. (n.d.). Tutoring college students with learning disabilities. Pittsburgh: Learning Association of America.

Written in conjunction with the Learning Support Services Program at Schreiner College, Kerrville, Texas. Available for \$25.00 plus 10% p & h from: Learning Association of America, 4156 Library Rd., Pittsburgh 15234-1349.

Gimblett, Roberta. (n.d.) Peer mentoring: A support group model for college students with disabilities. Columbus, OH: AHEAD (Association on Higher Education and Disability), P.O. Box 21192, Columbus, Ohio 4322-0192. Phone: 614-488-4972.

McMahon, K. (n.d.). Disabilities Digest. n.p.: n.p.

Rosenthal, I., Fine, E., Vight, R. (3/1982). Delivering services to the learning disabled: A holistic approach. New Directions for College Learning Assistance.

A tutor's workshop: Students with disabilities. Seven eight-minute videotapes, a student handbook, a tutor's workbook, and audiocassette. Available from GPN: University of Nebraska, 1-(800)-228-4630.

Understanding learning disabilities: How difficult can it be?—The F.A.T. City Workshop. This 70-minute video is available, with a short discussion guide, from PBS Video, 1320 Braddock Place, Alexandria, VA 22314, phone 1-(800)-424-7963.

Very informative, especially for tutors who have never encountered anyone with a learning disability before.

Vaco, N.A. (1978). Self help: Peer tutor training for the mentally retarded. Education and Training of the Mentally Retarded, 13, 60-3.

The establishment of a peer tutoring program for mentally retarded individuals by an agency or institution can serve as an effective method to assist with their learning and vocational skill development.

Adult Learners

Cross, K. P. (1981). Adults as learners. San Francisco: Jossey Bass.

Farren, S., & Todd, M. (1986). Adult literacy and adult basic education in Northern Ireland--10 years on. Dublin: n.p.

A study investigated the ways in which the provision for adult literacy in Northern Ireland has developed since 1975. Questionnaires were circulated to program organizers, tutors, and other personnel to determine (1) enrollment patterns, (2) program organization

and the evolution toward "adult basic education," (3) personnel resources and training, (4) teaching methods and materials, and (5) the program organizer's role.

Flaherty, J.F. (1970). Characteristics of illiterate adults at St. Teresa's voluntary improvement program and their implications for training volunteer tutors. St. Louis: University of St. Louis.

A study was conducted to determine (1) characteristics of illiterate adults enrolled at St. Teresa's VIP and (2) implications of these characteristics for training volunteer tutors.

Kessler, C. (1981). Blue Ridge Technical College adult reading project. Flat Rock, NC: Blue Ridge Technical College.

The developmental and implementation of a tutor training program designed to eliminate adult illiteracy in one area of North Carolina is described in this paper. The paper provides information about the tutor training program.

McCallum, J. (1982). Teaching and age: Training tutors for pre-retirement education. Australian Journal of Adult Education, 22, 9-20.

The author argues that education should play a more active role in providing pre-retirement education programs for older adults.

Mid-State Literary Council. (1986). Project V.I.T.A.: Volunteers in tutoring arrangements for county educational programs. n.p.: Pennsylvania State College.

Project VITA was designed to develop a training and reporting system to coordinate services between twenty-seven area educational and human service agencies serving special needs for adult learners who require one-to-one tutoring. A training system was created with existing resources and developed into seven mini-workshops or in-services that were used to meet the special teaching needs of the volunteer tutors.

Molek, C. (1987). "Ready-set-ABE" to ease students' transition into ABE level studies. Harrisburg: PA State Dept. of Education.

Intended for use by volunteer tutors who are themselves learning how to work with adults enrolled in an adult literacy program.

Topping, K.J. (1997). Peer tutoring for flexible and effective adult learning. In P.A. Sutherland (Ed.), Adult learning: A reader. London: Kogan Page.

Collaboration and Supplemental Instruction

Cohen, E. (1986). Designing groupwork. New York: Teacher's College Press.

Collaborative learning methods handout. (1995). Supplemental Instruction Supervisor's Manual (34-35). Kansas City, MO: University of Missouri at Kansas City.

A handout providing verbal and graphic descriptions of several commonly used collaborative learning methods.

Martin, D., Blanc, R., & DeBuhr, L. (1983). Supplemental Instruction: A model for student academic support. Kansas City: University of Missouri.

Miles, M. (1981). Learning to work in groups. New York: Teacher's College Press.

Tutoring Writing

Adams, R., et al. (1987). Training teachers for the writing lab. Writing Center Journal, 7, 3-17.

Offers perspectives of four different writing lab personnel, namely (1) a new peer tutor with writing skills but no formal training in teaching, (2) a graduate teaching assistant in writing with no tutoring experience, (3) an experienced tutor reflecting on what he wished he had been taught, and (4) a director-tutor sharing her lab experience.

Angell, D., & Heslop, B. (1994). Elements of e-mail style. Reading, MA: Addison-Wesley.

An update of Strunk & White classic (Elements of style). However, tutors find this one more readable.

Brooks, P. (3/1982). Peer tutoring and the ESL student. New Directions for College Learning Assistance. n.pag.

The Dangling Modifier [Newsletter]. Available from the Penn State Writing Center, 219 Boucke Bldg., University Park, PA 16802, FAX (814) 863-8704.

Davies, N.F., & Omberg, M. (1987). Peer group teaching and the composition class. System, 15, 313-23.

Describes a foreign language composition course which uses peer group teaching techniques at the pre-writing and revision stages as a supplement to teacher instruction and evaluation.

Davis, K. (1992). Evaluating writing center tutors. Writing Lab Newsletter, 26, 1-6.

DiTiberio, J.K., & Jensen, G.H. (1995). Writing and personality. Palo Alto: Davies-Black.

Draper, M. (1979). Training peer tutors for college writers: Respect, response, dialogue. n.p.: n.p.

The development of a full-credit peer tutor training course for college freshmen is based on the assumption that respect for the writing student and respect for writing as a process are essential attitudes for peer tutors to acquire.

Faigley, L. (1986). Competing theories of process: A critique and a proposal. College English, 48, 527-542.

Hairston, M. (1982). The winds of change: Thomas Kuhn and the revolution in the teaching of writing. College Composition and Communication, 33, 76-88.

Harris, M. (Ed.). The Writing Lab Newsletter [Monthly issues September to June]. Available for \$15 (US) from Purdue University, Department of English, West Lafayette, IN. Phone (765) 494-7268.

Hartwell, P. (1985). Grammar, grammars, and the teaching of grammar. College English, 47, 105-127.

Hubbuck, S.M. (1988). A tutor needs to know the subject matter to help a student with a paper: Agree, disagree, not sure. Writing Center Journal, 8, 23-30.

Contrasts the advantages and disadvantages of writing center tutors who are familiar with the subject matter in a given field or discipline with those who are not. Asserts that by being "ignorant" of the subject matter, a tutor forces students to take responsibility for their writing.

Jensen, G.H., & DiTiberio, J.K. (1989). Personality and the teaching of composition. Norwood, NJ: Ablex

Lipp, E. (1983). Bridging the culture gap: The first phase of training writing lab tutors to work with ESL students. Iowa City, Iowa.

In-service training programs on the needs of English as a second language (ESL) students may help writing lab staff work more effectively.

Mullen, J. (Ed.). The writing center journal. (two issues a year). Toledo: The Writing Center, University of Toledo. 1-419-530-4913 (tel. #).

North, S.M. (1982). Training tutors to talk about writing. College Composition and Communication, 33, 434-41.

Discusses instructing writing tutors, and tutorial classroom techniques. Contains a list of different kinds of tutorial sessions to serve as a model for tutors.

Pierleoni, R. (1986). Writing papers. Chicago: Rush College of Nursing.

Begins with a discussion of strategies to use in answering multiple choice questions on tests. Most of the program deals with guidelines to remember when writing a paper.

Podis, L.A. (1980). Training peer tutors for the writing lab. College Composition and Communication, 31, 70-75.

Describes a two-credit course for students who wish to tutor in a writing lab that focuses on helping students objectively evaluate compositions and respond appropriately to them.

Reigstad, T.J., & McAndrew, D.A. (1984). Training tutors for writing conferences. Urbana, IL: ERIC Clearinghouse on Reading and Communication Skills.

This booklet offers a procedure for training tutors--staff or students--to respond skillfully to a writer's work in a one-to-one context.

Ryan, L.. (1994). The Bedford guide for writing tutors. Boston: Bedford.

A tutor manual.

Selfe, C.L. (1987). Creating a computer-supported writing lab: Sharing stories and creating vision. Computers and Composition, 4, 44-65.

Recounts the difficulties and rewards of designing and establishing a computer-based writing lab--including problems with planning, funding, staffing, and expansion of physical space.

St. Martin's Press, (Ed.). (n.d.) The St. Martin's guide for writing tutors and The St. Martin's sourcebook for writing tutors. 257 Park Ave. South, NYC, NY 10010/
Phone 1-800-221-7945

Zak, F. (1990). Exclusively positive responses to student writing. Journal of Basic Writing, 9, 40-53.

Other Content-Area Tutoring

Hendelman, W.J., & Ross, M. (1986). Reciprocal peer teaching by medical students in the gross anatomy laboratory. Journal of Medical Education, 8, 674-80.

The use of reciprocal peer teaching (RPT) was evaluated by first-year medical students participating in gross anatomy laboratory sessions at the University of Ottawa.

Levine, R.S., Jones, J.H., & Morgan, C. (1987). Comparison of computer assisted learning with tutorial teaching in a group of first year dental students. Medical Education, 21, 305-9.

Two identical groups of first-year dental students were instructed in the pathology of dental caries and periodontitis using computer assisted learning (CAL) or tutorial teaching (TT). A cross-over arrangement, in which the first group was taught about dental caries by CAL and periodontitis by TT and the second group in the reverse order, allowed comparison of the two methods. The comparison included a knowledge test and completion of a questionnaire. CAL and TT were equally effective as far as acquisition of knowledge was concerned. Students felt pressured with CAL and had problems with note-taking. They liked a teacher to be present. Nevertheless, CAL was an acceptable method of instruction and was more economical, in terms of staff involvement, than TT.

McCrae, J. & Scobbie, I. (1994). Co-operative learning using self and peer assessment in public international law. In: H.C. Foot, C.J. Howe, A. Anderson, A.K. Tolmie & D.A. Warden. (Eds.), Group and Interactive Learning. Southampton and Boston: Computational Mechanics.

Rosnick, Peter. (1982). The math tutor: Peer tutoring in mathematics. New York: Longman.

Tabias, S. (1980). Overcoming Math Anxiety. St. Charles, IL: Houghton Mifflin.

Wepner, G. (1985). Successful math remediation: Training peer tutors. College Teaching, 33, 165-57.

A tutorial model, developed at Ramapo College of New Jersey, that has proved to be cost-effective and highly successful in improving the performance of remedial mathematics students. Most of the recruited peer tutors are former developmental students.

APPENDIX

CURRENT CRLA ITCP EVALUATORS

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



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**32ND Annual CRLA Conference
CONFERENCE AT A GLANCE**

Monday, Nov. 1

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

Tuesday, Nov. 2

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

Wednesday, Nov. 3

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

Thursday, Nov. 4

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

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

Friday, Nov. 5

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

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

Saturday, Nov. 6

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



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Dear Colleagues,

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

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

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

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

Enjoy!

Pat Jonason, Program Chair
Johnson County Community College

Susan Halter, On-Site Chair
Delgado Community College

Conference Special Events

BOARD MEETINGS

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

CAMPUS TOURS

Wednesday, November 3

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

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

1ST ANNUAL PROFESSIONAL WRITERS WORKSHOP

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

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

LEADERSHIP DINNER AND WORKSHOP

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

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

PAST OFFICERS' COUNCIL DINNER AND MEETING

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

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

NEWCOMERS' RECEPTION

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

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

HOSPITALITY SUITE

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

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

ELECTIONS COMMITTEE

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

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

Kathy Carpenter, Chair

Michael O'Hear

Rosalind Lee

Molly Widdicombe

Anna-Marie Schlender

Robin Melton

Elaine Wright

Karen Olson

SIG BREAKFASTS AND MEETINGS

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

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

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

GENERAL SESSIONS

Esplanade ABC

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

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

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

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

Keynoter: Betty Siegel

Presidential Address: Michael O'Hear

Luncheon Speaker: Douglas Brinkley

CHAPTER, STATE AND REGION MEETINGS

Thursday, 10:45

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

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

READING/RESOURCE ROOM

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

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

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

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

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

PUBLISHERS' BREAKFAST

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

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

POLITICAL ACTION COMMITTEE

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

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

LUNCH WITH A MENTOR

Esplanade - Friday, 12:00-1:30

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

NETWORKING: OPEN MEETING TIME

Friday, 5:30-6:30

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

CRESCENT CITY SYNCOPATION: AWARDS BANQUET

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

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

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

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

SCHOLARSHIP AUCTION AND RECOGNITION

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

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

CITY TOURS

Saturday, 2:00-5:00

Loyola entrance to Hyatt Regency Convention Center, 1st floor

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

DINNER ON THE TOWN

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

CONFERENCE EVALUATION

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

EDITORIAL BOARD LUNCHEON

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

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

CONFERENCE INFORMATION AND ANNOUNCEMENTS

BULLETIN BOARDS

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

CONFERENCE REGISTRATION, ACTIVITIES, FEES

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

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

EVALUATIONS

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

JOURNAL OF COLLEGE READING AND LEARNING

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

CRLA MEMBERSHIP

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

PROFESSIONAL ASSOCIATION LIAISON (PAL)

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

SPECIAL DIETARY NEEDS

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

SPECIAL INTEREST GROUPS (SIG)

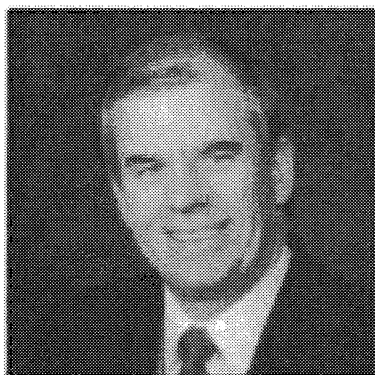
CRLA SIGs will be holding business meetings, meal functions, and social events throughout the conference. Times of these events are listed on the program. These events provide an excellent opportunity to network with colleagues sharing common interests. Food functions require tickets which can be purchased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

PROGRAM CHANGES

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

FEATURED INSTITUTE

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



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



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



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

DAILY OVERVIEW FOR WEDNESDAY, NOVEMBER 3

Wednesday, November 3, 1999

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

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

Wednesday Institutes

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

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

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

PRE-CONFERENCE INSTITUTES

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

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

Chairing: Jane Neuburger, Cazenovia College

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

B - Training JAZZ: Training Activities for Tutor Trainers

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

Chairing: Gladys Shaw, University of Texas at El Paso

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

C - Improving Student Reading Skills Across the Curriculum

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

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

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

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

Chairing: Roger Razzari Elrod, Santa Clara University

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

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

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

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

F - Integrating Multiple Intelligences and Learning Styles into College Classes

Presenting: Trent Petrie, University of North Texas
Hugh Petrie, State University of New York - Buffalo (Emeritus)

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

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

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

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

Chairing: Charis Sawyer, Johnson County Community College

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

H - Strengthening Reading Strategy Instruction Through Technology

Presenting: Cynthia Peterson, Southwest Texas State University

Sheila Nicholson, Southwest Texas State University

David Caverly, Southwest Texas State University

Chairing: Ron Chavez, Mt. San Antonio College

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

I - Using Multimedia in Your Classroom

Presenting: Christine Mitchell, Delgado Community College

Chairing: Kate Sandberg, University of Alaska - Anchorage

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

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

Presenting: Rona Flippo, Fitchburg State College

David Caverly, Southwest Texas State University

Hunter Boylan, Appalachian State University

Marilyn Becker, University of Minnesota

Sally Randall, University of Georgia

Linda Johnson, Kirkwood Community College

Norman Stahl, Northern Illinois University

Bonnie Ambruster, University of Illinois

Vincent Orlando, Metropolitan State College of Denver

Sherrie Nist, University of Georgia

Jeanne Shay Schumm, University of Miami

Frank Pintozi, Kennesaw State University

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

Chairing: Charis Sawyer, Johnson County Community College

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

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

Presenting: Molly Widdicombe, University of Idaho

Chairing: Barbara Cheek, Pierce College

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

L - 1st Annual CRLA Professional Writer's Workshop

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

Chairing: Jamie Marron, College of San Mateo

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

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

Presenting: Georgine Materniak, University of Pittsburgh
Susan Clark Thayer, Suffolk University, College of Arts and Sciences

Chairing: Marge Nikpourfard, Hagerstown Community College

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

N - Creating a Student-Centered Classroom

Presenting: Rick Stepp-Bolling, Mt. San Antonio College

Chairing: Sandy Dawson, Community College of Denver

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

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

Presenting: Karin Winnard, Mount Ida College

Chairing: Gladys Shaw, University of Texas at El Paso

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

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

Presenting: Michael Hock, University of Kansas

Chairing: Karen Agee, University of Northern Iowa

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

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

Presenting: Carolyn Hopper, Middle Tennessee State University

Chairing: Susan Deese-Roberts, University of New Mexico

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

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

Presenting: JoAnn Yaworski, Augusta State University

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

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

Presenting: Lucy Tribble MacDonald, Chemeketa Community College

Chairing: Gretchen Starks-Martin, St. Cloud State University

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

KEYNOTE SPEAKER



Dr. Betty Siegel

Kennesaw State University (GA)

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

DAILY OVERVIEW FOR THURSDAY, November 4, 1999

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

THURSDAY

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

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

Thursday Concurrent Sessions

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

CONCURRENT SESSION #1

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

Presenting: Neal Saye, Georgia Southern University

Chairing: Monica Grecu, University of Nevada - Reno

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

2 - Exploring Assumptions About Developmental Readers through Research

Presenting: Sheila Nicholson, Southwest Texas State University

Sharon McKool, Southwest Texas State University

Chairing: Barbara Check, Pierce College

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

3 - Tutor Certification: The Professionalization of Tutoring

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

Chairing: Christine Getz, Pikes Peak Community College

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

4 - Vocabulary Development: The VELCRO SYSTEM

Presenting: Walter Pauk, Professor Emeritus, Cornell University

Chairing: Theria Beverly, Pima Community College

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

5 - Of Idioms and Algorithms

Presenting: Kathleen Baca, Dona Ana Community College

Nancy King, Albuquerque TVI Community College

Karen Lowe, Dona Ana Community College

Mike Teitsworth, Dona Ana Community College

Chairing: William Morris, American River College

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

6 - Strengthening Learning Assistance Programs in Your State

Presenting: Patti Dozen, Moorpark College

Dale Newman, Los Angeles Mission College

Kevin O'Connor, Saddleback College

Chairing: Jane Neuburger, Cazenovia College

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

7 - Academic Success of Students With and Without Disabilities

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

Chairing: Judy Roller, American River College

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

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

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

Chairing: Spencer Oleson, Mountain View College

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

9 - A Comprehensive Academic Support Program for Conditionally Admitted Freshmen

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

Chairing: Kathryn Ley, University of Houston - Clear Lake

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

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

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

Chairing: Patricia A. Malinowski, Finger Lakes Community College

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

11 - Rubrics as Bridges to Other Disciplines

Presenting: Linda Blatt, Central College

Chairing: Linda Johnson, Kirkwood Community College - Iowa City

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

CONCURRENT SESSION #2

12 - Study Skills and Service Learning: A Winning Combination

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

Chairing: Kate Sandberg, University of Alaska - Anchorage

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

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

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

Chairing: Toni Chambers, California State University - Fullerton

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

14 - College Reading Comprehension: Students, Contexts, Tasks

Presenting: Patricia Mulcahy-Ernt, University of Bridgeport

Chairing: Jan Swinton, Spokane Falls Community College

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

15 - Counting Heads & Tales

Presenting: Jan Norton, Missouri Western State College

Paula Ford, Penn State Altoona

Heather Newburg, Lake Superior State University

Chairing: Terry L. Cook, New Mexico State University

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

16 - Selling the Product to Challenging Student Types

Presenting: Patricia Fadely, University of Houston - Downtown

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

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

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

Presenting: Jack Truschel, East Stroudsburg University

Chairing: Becky Johnen, West Virginia Northern Community College

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

18 - Piloting the AARC to Rescue Students Two by Two

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

Chairing: Helen Sabin, Long Beach City College

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

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

Presenting: Laveria Hutchison, University of Houston-Central Campus

Chairing: Jackie Hider, Cuyamaca College

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

20 - Teaching English in China

Presenting: Karl Edwards, Ricks College

Chairing: Christine Getz, Pikes Peak Community College

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

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

Presenting: Meredith Anne Higgs, Middle Tennessee State University

Chairing: Dena Davis, University of San Francisco

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

22 - A Hands-on Session

Presenting: Shevawn Eaton, Northern Illinois University

Chairing: Joe Millsap, Ozarks Technical Community College

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

CONCURRENT SESSION #3

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

Presenting: Hilda Barrow, Pitt Community College

Darlene Smith-Worthington, Pitt Community College

Chairing: Elaine Bingham, Appalachian State University

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

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

Presenting: Nancy Martino, Xavier University of Louisiana

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

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

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

Presenting: Judy Roller, American River College

Chairing: Sharon Green, Niagara University

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

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

Presenting: Laurel Knobloch, Albuquerque Technical Vocational Institute

Bob Klier, Albuquerque Technical Vocational Institute

Chairing: Barbara Cheek, Pierce College

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

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

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

Chairing: Dawn Young, Bossier Parish Community College

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

28 - Fostering Problem-Solving Skills in Developmental Mathematics Students

Presenting: Selina Vasquez, Southwest Texas State University

Chairing: Gertrud Konings, University of Texas at El Paso

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

29 - Training Tutors to Work with a Diverse Student Population

Presenting: Maria Rose, Fairmont State College

Chairing: Gladys Shaw, University of Texas at El Paso

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

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

Presenting: Rhonda Atkinson, Louisiana State University

Chairing: Marybeth Ruscica, St. John's University

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

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

Presenting: Faye Ross, Philadelphia University

Chairing: Edward Behrman, National University

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

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

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

Chairing: Linda Blatt, Central College

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

33 - E-Forums: Promoting Reflective Discussion in Cyberspace

Presenting: Jennifer Battle, Southwest Texas State University

Sheila Nicholson, Southwest Texas State University

Michaela Mullarkey, Asnuntuck Community Technical College

James Rogge, Nova Southeastern University

Marsha Sinagra, Nova Southeastern University

Chairing: Rose Wassman, DeAnza College

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

DAILY OVERVIEW FOR FRIDAY, NOVEMBER 5, 1999

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



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

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

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

FRIDAY

Friday Concurrent Sessions

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

Friday Concurrent Sessions

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

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

Presenting: Glenda Shamburger, South Plains College

Chairing: Christine Getz, Pikes Peak Community College

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

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

Presenting: Thomas Stewart, Kutztown University

Edward Warzala, State University of New York - New Paltz

Chairing: Linda Blatt, Central College

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

36 - Students as Customers: Perspectives and Consequences

Presenting: Deana Meadows, Middle Tennessee State University

Jennifer Dooley, Middle Tennessee State University

Chairing: Wes Brown, Golden State Middle School

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

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

Presenting: Anna Maria Dill, Eastern Oregon University

Chairing: Edward Behrman, National University

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

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

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

Chairing: Karen O'Donnell, Finger Lakes Community College

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

39 - Computerized Sign-in for Students Receiving Tutoring

Presenting: Corrine Johnson, Mesa State College

Chairing: Nancy Kosmicke, Mesa State College

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

40 - Creative and Active Instructional Strategies to Promote Critical Thinking

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

Chairing: Lonna Smith, San Jose State University

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

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

Presenting: Deborah Young, Salt Lake Community College

Chairing: Dawn Young, Bossier Parish Community College

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

42 - Spanning the Distance from High School to College

Presenting: Bill Horstman, Mesa State College

Chairing: Martina Keck, Mesa State College

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

43 - Internet Study Skills

Presenting: Mikelyn Rapp, Ohlone College

Gloria Reid, Ohlone College

Chairing: Kathleen Thayer, Purdue University

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

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

Presenting: Susan Deese-Roberts, University of New Mexico

Mary Ellen Kurucz, University of New Mexico

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

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

CONCURRENT SESSION #5

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

Presenting: Jacqueline Simon, Rider University

Chairing: Becky Johnen, West Virginia Northern Community College

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

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

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

Chairing: Russ Hodges, Southwest Texas State University

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

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

Presenting: Judy Oden, Johnson County Community College

Chairing: Charis Sawyer, Johnson County Community College

This presentation will focus on classroom assignments for maximum student performance and minimum teacher frustration. This session will include a discussion of the benefits of Service Learning and essentials for a SL program. The presenter will explain how to start a SL project, administer simple assessments, and develop assignments for logs and essays. Handouts will be available for both assignments and bibliographies.

48 - Is There Life After Retirement? A Panel of CRLA Members Share Their Experiences

Presenting: Ann Faulkner, Professor Emerita, Dallas County Community College District

Frank Christ, Visiting Scholar, University of Arizona

Gene Kerstiens, Andragogy Associates

Martha Maxwell, MM Associates

Betty Ince, Reading and Study Skills Director Emerita, US Military Academy

Chairing: Fran Kahn, University of Vermont

A panel of CRLA members will briefly describe their retirement experience and then open the floor for questions and comments from the audience.

49 - Online Tutor Training at American River College

Presenting: Kathie Read, American River College

Chairing: Nancy King, Albuquerque Technical Vocational Institute

This workshop will present and discuss tutor training at American River College. ARC has developed a means of training students to become skilled tutors through an online course. Participants at this session will view the online tutor training class along with the student evaluations of this course. Participants will be invited to adopt all or part of the course for use at their college.

50 - Teaching Critical Thinking with Mathematics

Presenting: Gertrud Konings, University of Texas at El Paso

Chairing: Joe Millsap, Ozarks Technical Community College

The most important step in leading the students to an understanding of mathematical problems is questioning the answer, and this tool to strengthen the critical thinking skills of students is often neglected. A few examples will be presented to illustrate this.

51 - Strategies that College Instructors Use to Help Students Motivate Themselves

Presenting: Malcolm Van Blerkom, University of Pittsburgh at Johnstown

Chairing: Rajen Vurdien, Long Beach City College

The presenter will describe many of the techniques that college instructors use to help their students motivate themselves. Session participants will be encouraged to share some of their favorite motivational techniques as well as describe techniques that did not work. The emphasis will be on techniques that work best in developmental classes.

52 - CAN YOU HELP ME? Individualizing Study Skills Instruction using Type Information

Presenting: Gail Platt, South Plains College, Levelland

Chairing: Nancy Fallis, Northern Iowa Area Community College

Type information (assessed through the MBTI) can be used to tailor individualized study skills instruction to effectively and efficiently address specific needs of students. (This is an extension of last year's presentation called, "You may be smarter than you think you are," with new information about teaching specific strategies related to type.)

53 - Smart Start: A "Model" Developmental Learning Community

Presenting: Patricia Grega, University of Alaska - Anchorage

Chairing: Lonna Smith, San Jose State University

This session will describe a developmental learning community appropriately named "Smart Start." This semester-long program provides academic support and personal development to a cohort of 25 preparatory college students. Courses in basic reading, composition, math and study skills are delivered in a team-taught, student-centered environment. The development, organization, implementation, and success of this program will be discussed.

54 - Teaching Students to Evaluate Web-Based Information: A Survival Skill that Spans the Disciplines

Presenting: Sharon Kousaleos, Ohio University

Chairing: Kathleen Thayer, Purdue University

How can instructors facilitate a deeper level of engagement and at the same time give students guidelines for evaluating web-based material? Learn how a study skills instructor has integrated technology into her curriculum. Discover specific activities which the presenter uses to combine critical thinking strategies with web site evaluation.

55 - "For the Love of Reading": A Co-Sponsored Session with the Mid-Atlantic Reading Association

Presenting: Lanetia "Sam" Noble, Widener University

Chairing: Lauren Tarantino, Delgado Community College

Many developmental students report that they seldom read and frequently report that they dislike reading. This session will look at ways to create a community of readers among students in developmental classes and at teaching methods and materials that encourage an enthusiasm for reading.

CONCURRENT SESSION #6

56 - Internet Supplemental Instruction: Expanding Service to More Students

Presenting: David Arendale, University of Missouri - Kansas City

Chairing: Terry L. Cook, New Mexico State University

This presentation will highlight use of emerging computer technology with Supplemental Instruction (SI) to create "virtual learning communities" that serve commuting and distance learning students. Web pages, chat rooms, discussion boards, graphics boards, web telephone, and other technologies will be reviewed. Recommendations will be provided regarding technology choices and their appropriate use.

57 - Readers First: Turning Developmental Readers Into Habitual Readers

Presenting: Maureen Maas-Feary, Finger Lakes Community College

Sharon Green, Niagara University

Chairing: Edward Behrman, National University

This presentation will discuss a Reading Workshop in lower-level developmental reading classes at a four-year and a two-year institution. Unlike skills-based instruction, the goal of Reading Workshop is to turn non-readers into readers. Classroom procedures, goal-setting, mini-lesson topics, student evaluation, and preliminary data on outcomes will be discussed.

58 - Teaching Developmental Students to Use Self-Monitoring Strategies

Presenting: Dianna Van Blerkom, University of Pittsburgh at Johnstown

Chairing: Monica Grecu, University of Nevada - Reno

Teaching developmental students to use self-monitoring strategies can help them improve their academic performance. This presentation includes strategies for monitoring time use, goal setting, concentration, reading comprehension, test preparation, and test taking. Participants will be asked to share additional strategies. Handouts and a bibliography will be provided.

59 - Information Competence -- Helping Students Use Electronic Information Initiatives

Presenting: Barbara Garralda Rhine, University of Northern Colorado

Elizabeth Pearman, Peacock Five

Carol Mellblom, California State University, Dominguez Hills

Chairing: Kate Sandberg, University of Alaska - Anchorage

This presentation will discuss the need for college students to access and retrieve information through electronic initiatives. Procedures to assist students learning to use the technology will be presented. Matrices for use by students to evaluate the validity and reliability of a variety of identified materials will be given.

60 - The Feedback Loop: Observation and Evaluation of Tutors Used to Improve Tutoring

Presenting: Idna Corbett, West Chester University
Ann Lieberman Colgan, West Chester University
Chairing: Kamal Maheshwari, Galveston College

Quantitative tutor evaluation of tutors is used to improve tutor training, quantify Center success, assess facility space and noise management, and direct areas for observations by supervisors. The subjective observations involve tutors in the improvement of crucial areas of tutoring: subject, technique, and session management.

61 - More Collaborative Activities for the Classroom

Presenting: Jeanne Higbee, General College
Pamela Thomas, University of Georgia
Chairing: Linda Johnson, Kirkwood Community College – Iowa City

This follow-up session to the presenters' "Back By Popular Demand" presentation from the 1998 CRLA conference will provide additional activities to enhance collaborative problem solving skills that can be used in the classroom or for team building for tutor or staff training programs or to demonstrate different learning styles.

62 - Initiating an Academic Coaching Program

Presenting: John Bloomquist, Arizona State University
Chairing: Fran Kahn, University of Vermont

The Learning Resource Center at Arizona State University has created an Academic Peer-Coaching Program to assist at-risk and probationary students with persistence to graduation. This program will discuss the development and implementation of the program along with the results and feedback from our pilot and initial year. By adapting our Peer Advising to a more intensive and deliberate Peer Academic Coaching, we have created a successful program which crosses division lines and creates collaborations with various departments across our campus.

63 - How a Learning Center Can Span a Specific Course Discipline

Presenting: Denise McGinty Swann, University of Texas at Austin
Alan Constant, University of Texas at Austin
Marcus Davis, University of Texas at Austin
Chairing: Karen Smith, Rutgers University

Previous research (Tinto and Spady) indicates that the impact on grades and socialization to college requires more than just one-program impact. This presentation will look at multiple-program impact on course performance via utilization of a Learning Center's various programs, which include workshops, drop-in tutoring, private tutoring, final exam reviews, independent study labs, and supplemental instruction.

64 - Holistic Team Approach to Reading, Writing, Math, and Study Skills

Presenting: Zquette Douglas, Westark College
J'laine Robnolt, Westark College
Terri Leins, Westark College
Chairing: Mikelyn Rapp, Ohlone College

Developmental students share similar problems and expectations. Students learn best when immersed in learning and exposed to basic skill relationships shared by writing, math, and reading areas, using a concurrently taught study skills class and nontraditional approaches to learning. Building a community of students leads to acceleration of learning and retention.

65 - Getting Off on the Right Foot

Presenting: Bill Horstman, Mesa State College
Chairing: Nancy Kosmicke, Mesa State College

Are you looking for first-day activities that will get your students thinking and involved with each other? Don't let the impact of the first day of classes slip away because your students haven't read the first chapter. Come learn some first-day activities and share some of your own.

66 - Match or Mismatch? Does the Text Fit the Curriculum?

Presenting: Maureen Connolly, Elmhurst College
Natalie Miller, Joliet Junior College

Chairing: Laveria F. Hutchison, University of Houston – Central Campus

This session considers how textbooks match student needs and implement instructor objectives. Presenters will share their model form for analyzing textbooks, as well as data indicating textbook coverage of essential topics, from their survey of 1998, 1999, and 2000 reading and study skills texts.

CONCURRENT SESSION #7

67 - Questions That Span the Disciplines

Presenting: Tina Getz, Pikes Peak Community College

Chairing: Kathryn Ley, University of Houston – Clear Lake

When students see connections with their classes and their lives and connections between classes, they build a stronger base for thinking and learning. Participants will explore questioning techniques that engage students' natural curiosity, connect information, clarify misconceptions, and address self-efficacy to help students "span the disciplines."

68 - Seven Research-Based Recommendations for Developmental Education and Learning Assistance Programs

Presenting: Jane Neuburger, Cazenovia College

Chairing: Wes Brown, Golden State Middle School

The Executive Board of NYCLSA has recently adopted a position paper that makes seven recommendations for all developmental education and learning assistance programs in the state of New York. Based on a review of the literature, it provides an history of the roots of developmental education, a profile of today's "remedial" student, and human and financial benefits of developmental education to the nation, the institution, and the student. NYCLSA invites others who must defend their program(s) within their institutions, to their legislators, and to other stakeholders to attend this presentation.

69 - Learning to Learn Day: Focus on Strategies for Academic Success

Presenting: Janice Redford, University of Houston

Chairing: Dawn Young, Bossier Parish Community College

Learning to Learn Day is an event for the entire college community, dedicated to the improvement of students' learning strategies. This presentation will explain the event concept, provide plans for implementation, and provide examples of the various academic "booths," including materials.

70 - Reading Across the Web

Presenting: Katy Riehle, Miami University - Hamilton Campus

Chairing: Linda Johnson, Kirkwood Community College – Iowa City

During this presentation, we will discuss learning theories relating to technology and the college reading classroom, examine a computer lab reading course, and evaluate how this design effectively bridges the disciplines.

71 - Professional Standards for Peer Mentoring: The New CRLA Mentor Certification Program

Presenting: Gladys Shaw, University of Texas at El Paso, Coordinator of the CRLA International Mentor Certification Program

Chairing: Karen Agee, University of Northern Iowa

This interactive presentation will present the purpose, criteria, and process for certifying Peer Mentor Training Programs. Participants will receive a complete packet of information and the application.

72 - Future Focus - A Community College/K-12 Partnership to Improve Reading Skills

Presenting: Constance Etzler, Montgomery College

Donna Graves, Montgomery County Public Schools

Eileen Cotter, Montgomery College

Chairing: Helen Sabin, Long Beach City College

A primary focus of the Montgomery College/Montgomery County Public School Partnership is to decrease the number of developmental reading students coming from the high school to the College. Our program will present the college reading and testing programs and the courses for high school content-area teachers.

73 - Re-Wiring Academic Services to Provide a Foundation for a Campus-Wide Learning Community

Presenting: Rebecca Snider, University of San Francisco
Edgar Callo, University of San Francisco
Tom Merrell, University of San Francisco
Aileen Kilgariff, University of San Francisco
Dena Davis, University of San Francisco

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

This panel presentation offers a model of a student-centered academic support network that can help students develop generalizable skills such as problem-solving and critical thinking that students can build on throughout their academic careers and their lifetimes. This model can also enable universities with limited resources to meet the ever-widening range of student needs by adopting the concept of the university-wide learning community.

74 - The PARD Technique of Paragraph Analysis: Focusing Attention through Concept-Relating Think-Alouds

Presenting: William Morris, American River College

Chairing: Jackie Hider, Cuyamaca College

This session will focus on a paragraph (and chapter) comprehension strategy requiring metacognitive awareness during close reading in any discipline: P for paraphrasing ideas in sentences; A for anticipating author's approach and message; R for relating concepts; and D for displaying organizational patterns. Students mark idea relationships and report hypothesis checking for PARDners as they read.

75 - Assessing Developmental Reading Courses: A Challenge Worth the Risk, Effort, and Frustration!

Presenting: Donna Clack, Schoolcraft College
Shirley Dixon, Schoolcraft College

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

Efforts to evaluate the longitudinal impact of a community college mid-range developmental reading course on retention and academic performance are chronicled, and results are shared. Findings provide useful feedback for instructional improvement as well as evidence of accountability to government and accrediting agencies.

76 - Paired Reading Courses

Presenting: Elaine Byrd, Utah Valley State College
Gretchen Starks-Martin, St. Cloud State University
Dennis Spare, Miracosta College
Donna Thomas, Tennessee State University
Jane Asamani, Tennessee State University
Kathy Thayer, Purdue University
Dave Pettes, Cochise College
Ruth Britton, Cochise College
Jeff Bulger, Utah Valley State College
Carol Helton, Tennessee State University

Chairing: Judy Roller, American River College

Paired reading courses are offered on many campuses. This panel will address issues related to pairing courses including, but not limited to, the implementation process, time involved, cost to operate, and assessment. Educators from across the country who are pairing reading courses and researching the results will compose the panel.

77 - Academic Problems Addressed Across Disciplines

Presenting: Joan Krabbe, Miami University - Oxford

Chairing: Linda Dixon, Miami University - Oxford

The presentation will share statistics, practices, and teaching materials used to address the learning areas across disciplines when failure continues to happen for bright, promising young students.

ON-TO-RENO LUNCHEON SPEAKER



Dr. Douglas G. Brinkley

Director of the Eisenhower Center for American Studies
and Distinguished Professor of History at the
University of New Orleans

Douglas Brinkley is not only an educator and historian, he is a prolific writer, with numerous books published, including *John F. Kennedy and Europe*, *American Heritage's History of the United States*, *The Unfinished Presidency: Jimmy Carter's Journey Beyond the White House*, *Dean Acheson: The Cold War Years, 1953-1971*, *The Majic Bus: An American Odyssey*.

In addition, he has several books accepted for publication, including one about Rosa Parks. Brinkley has made several contributions to news magazines, newspapers and television documentaries. In 1998, he was awarded the Stephen E. Ambrose Distinguished Professor of History at the University of New Orleans. While teaching history at Hofstra University, he acquired a sleeper bus and took his classroom on the road. This six-week course included visits to historical sites and with cultural heroes in 30 states, creating a unique learning expedition.

DAILY OVERVIEW OF SATURDAY, NOVEMBER 6, 1999

7:00 A.M.-8:45 A.M.	SIG Breakfasts/Meetings – “Grillades and Grits”	
	SIG Breakfast G: Teaching Excellence	Canal B
	SIG Breakfast H: Teaching as a Second/Foreign Language	St. Charles A
	SIG Breakfast I: Computer Technology	St. Charles B
	SIG Meeting E: Counseling and Helping Relationships	Poydras A
	SIG Meeting F: Research and Evaluation	Poydras B
	SIG Meeting G: Learning Disabilities	Carrollton
	SIG Meeting H: Critical Thinking	Delgado
	SIG Meeting I: Humor	Elysian Fields
8:00 A.M.-8:20 A.M.	Chairpersons' Orientation	Audubon
8:30 A.M.-4:00 P.M.	Reading/Resoure Room	Claiborne Room
8:30 A.M.-2:00 P.M.	Registration – “Crescent City Connection”	RCC Foyer 2 nd Level
9:00 A.M.-10:00 A.M.	Concurrent Session #8 and GIFT Session	
10:00 A.M.-10:15 A.M.	Beverage Break – “Lagniappe” (A little something extra)	RCC Foyer 2 nd Level
10:15 A.M.-11:15 A.M.	Concurrent Session #9	
11:30 A.M.-1:00 P.M.	Third General Session – On to Reno Luncheon	Esplanade ABC
	Installation of Officers	
	Information on 2000 Conference in Reno	

Luncheon Speaker

DOUGLAS BRINKLEY

Director of Eisenhower Center of American Studies and
Distinguished Professor of History, New Orleans University
“Writing the History of the United States”

1:00 P.M.-1:30 P.M.	Scholarship Auction/Raffle	Esplanade ABC
2:00 P.M.-5:00 P.M.	New Orleans Literary Walking Tour	
	New Orleans Historical Walking Tour	
	(Tour participants should meet at Loyola Entrance of Hyatt Regency Conference Center, 1 st Floor.)	
5:30 P.M.-9:00 P.M.	Dinner on the Town – The Big Easy	
	(Participants should meet in Regency Conference Center, 2 nd Floor.)	
9:00 P.M.-11:30 P.M.	Hospitality Suite – Mardi Gras	Suite 2406

SATURDAY

Saturday Concurrent Sessions

	Concurrent Session 8 9:00-10:00	Concurrent Session 9 10:15-11:15
Poydras A	78. College Students - Deaf, Their Skills, English, Reading Writing? Improve, CAN: Strategies for Improving the English Reading and Writing Skills of College Students Who are Deaf, Flynn, Davis	89. Tutor Developed Strategies for Successful Training, Galves
Poydras B	79. A Bridge Between Town and Gown: Tutoring Programs Involving Students in College and Community Schools, Kahn, Dayton	90. Look Before You Leap! Helping Students Prepare to Read, Miller
Carollton	80. How to Run a Professional, Financially Successful State Conference, Snouffer, Williams	91. "The Lucky Man Left Town...Before the Earthquake Struck": Elaboration as a Study Skill, Ruscica, Krauss
Delgado	81. CORI Approach to Interdisciplinary Content Area Reading via the C*A*C*T*U*S Model, Simpson, Hicks	92. College Developmental Reading and Cooperative Learning: Is It a Match? O'Donell, Malinowski
Girod	82. Student Success and Retention at the University of North Texas: A Five-Year Analysis, Petrie	93. Tutor Training for On-line Tutorials: Lessons from the Utah Valley State College On-line Writing Lab, Dague
Julia	83. WETT- Web Enhanced Tutor Training in Mathematics Study Group Facilitation Skills, McCann	94. Developing Content-Specific Reading Placement Tests, Behrman
Toulouse	84. Peer Mentoring: An Holistic Model, Symons, Rice	95. Reading, Culture, and Community: A Social Action Approach to Learning, Stephens
Audubon	85. Become a Critical Reader Through the Use of Schema and Metacognition, Vurdien, DuRoss, Ellman, Simpson, Sabin	96. Politics vs. Pedagogy: Transforming Developmental Studies into a Component of the General Education Core, Best, Haussmann
Prytania	86. A Survey of Curriculum and Teaching Methods in a College Developmental Reading Course: Student Perceptions, Teacher Perceptions, and a Discussion of Results, Maitland, Woods	97. Writing for CRLA Publications, Bethke, Bell, Widdicombe, Lemire
Gentilly	87. Using Meta-essays and Dialectical Journals to Reflect on Writing, Smith	98. "Houston We Have A Problem": Problem Solution Pattern in Developmental Reading, Bleich, Shapiro, Hoff-Haynes
Elysian Fields	88. CL Y2K: Cooperative Learning for the New Millennium, Zamora	99. Jump-Start Math: A Course Designed to Span Diverse Student Needs, Millsap
Esplanade BC	100. GIFTS: Great Ideas for Teaching Select four of the six gifts which are happening simultaneously.	

CONCURRENT SESSION #8

78 - College Students - Deaf, Their Skills, English, Reading Writing? Improve, CAN: Strategies for Improving the English Reading and Writing Skills of College Students Who Are Deaf

Presenting: Thomas Flynn, St. Louis Community College, Florissant Valley
Denise Davis, St. Louis Community College, Florissant Valley

Chairing: Karen Agee, University of Northern Iowa

The presenters will discuss various instructional strategies developed during the establishment and evolution of an award-winning community college Deaf Learning Community. The presentation will consist of a brief introduction focused on Deaf students and written English, sharing of strategies, and a question and answer session.

79 - A Bridge Between Town and Gown: Tutoring Programs Involving Students in College and Community Schools

Presenting: Fran Kahn, University of Vermont
Tom Dayton, American River College

Chairing: Bill Horstman, Mesa State College

Presenters will showcase programs at the University of Vermont and American River College in California in which college students receive credit for service learning. In each, college students are trained to tutor at-risk students at middle and elementary schools, thus enabling the tutors themselves to become better students.

80 - How to Run a Professional, Financially Successful State Conference

Presenting: Nancy Snouffer, Del Mar College
Mary Ann Williams, Del Mar College

Chairing: Zola Gordy, Maplewoods Community College

Want to run a successful state conference? Texas conference organizers have a history of well-attended, financially successful state conferences. Presenters will share "do's and don't's" of conference planning with participants. Topics discussed will include organizing registration, negotiating hotel contracts, budgeting, developing a program, planning successful food functions, and much more.

81 - CORI Approach to Interdisciplinary Content Area Reading Via the C*A*C*T*U*S Model

Presenting: Phyllis Simpson, Southeastern Louisiana University
Karen Hicks, Southeastern Louisiana University

Chairing: Sharon Green, Niagara University

A research-designed reading model for college freshmen(C*A*T*C*U*S) of 13 vocabulary/13 comprehension strategies utilized for conceptual learning based on CORI (concept oriented reading instruction) will be featured. Statistical results obtained from implementing this model for a 14-week semester will be explained. In addition, presenters will demonstrate two strategies (voc/comp) published in *Breaking Reading Barriers*, co-authored by the presenters. (The model is called by acronym C*A*C*T*U*S, since it consists of cooperative, active, critical thinking unified strategies.)

82 - Student Success and Retention at the University of North Texas: A Five-Year Analysis

Presenting: Trent Petrie, University of North Texas

Chairing: Linda Johnson, Kirkwood Community College – Iowa City

The development and evolution of the study skills class at the University of North Texas will be described, with particular attention being paid to what has and has not worked. Retention data across a five-year time span also will be presented for each student cohort that has participated in the course.

83 - WETT- Web Enhanced Tutor Training in Mathematics Study Group Facilitation Skills

Presenting: Shannon McCann, California State University, Monterey Bay

Chairing: Gertrud Konings, University of Texas at El Paso

A distributed-learning mathematics tutor training program has been developed at CSUMB. The scope and web-based instructional activities will be described. The effects of the program on the tutors, on the students, and on the perception of the tutoring program within the university community will be examined.

84 - Peer Mentoring: An Holistic Model

Presenting: Laura Symons, Sweet Briar College
Mandy Rice, Sweet Briar College

Chairing: Becky Johnen, West Virginia Northern Community College

This presentation will provide information about and procedures for implementing an holistic student peer mentoring model. Combining collaborative and experiential learning principles, this unique approach to academic support provides goal setting, time management, and academic skill building for mentees while providing those elements plus leadership training for mentors.

85 - Become a Critical Reader Through the Use of Schema and Metacognition

Presenting: Rajen Vurdien, Long Beach City College
Delia DuRoss, Long Beach City College
Mary Ellmann, Long Beach City College
Julie Simpson, Long Beach City College
Helen Sabin, Long Beach City College

Chairing: Monica Grecu, University of Nevada - Reno

This session will focus on how it is possible to make students become critical readers by showing them the benefits of activating the appropriate schemata and monitoring their comprehension during the reading act through the use of appropriate metacognitive strategies.

86 - A Survey of Curriculum and Teaching Methods in a College Developmental Reading Course: Student Perceptions, Teacher Perceptions, and a Discussion of Results

Presenting: Linda Maitland, University of Houston - Downtown
Carolyn Woods, University of Houston - Downtown

Chairing: Kamal Maheshwari, Galveston College

Students were asked to assess their perceptions of curriculum and methods of delivery. Results were analyzed to find what A, B, and C students perceived and how student perceptions coincided with teacher perceptions. The results have directly impacted our reading classes.

87 - Using Meta-Essays and Dialectical Journals to Reflect on Writing

Presenting: Lonna Smith, San Jose State University

Chairing: Judy Oden, Johnson County Community College

This presentation will focus on two ways to get students to think about their own writing, analyze its strengths and weaknesses, and develop plans for improvement. Sample meta-essays will be shown, and handouts will be distributed.

88 - CL Y2K: Cooperative Learning for the New Millenium

Presenting: Felicia Zamora, New Mexico State University

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

Employers in the 21st Century are looking for college graduates with excellent communication skills, critical thinking ability, and the capability to work well in a team. This interactive presentation will demonstrate several activities enhancing cooperative learning. Small-group environments allow students to develop critical thinking and communication skills by collaborating with team members to reach a common goal.

GIFT (great ideas for teaching) SESSION

Integrating Technology and Content in ESL Reading

Presenting: Linda Lindsay Scott, Delgado Community College

The techniques presented in this gift exchange use *Mutiny on the Bounty* as the base text. Ways of integrating video and Internet research are discussed, as well as strategies for incorporating historical, social and geographical content.

Are Computerized Dictionaries the Best Choice in the Reading Lab?

Presenting: Georganne Ross, Middle Tennessee State University

The presenters will examine differences in the frequency and quality of use of dictionaries and other reference materials since the introduction of individual computer stations in a developmental studies reading lab. Research comparing the quality and use of computerized and print reference materials will be shared.

Poster Projects: Empowering Our Students

Presenting: Yadira Diaz, Delgado Community College

ESL adult students in a basic reading class developed and designed poster projects based on their reading of fiction and non-fiction stories. A step-by-step process will illustrate how these students developed and exhibited their posters.

Crafting a Summary

Presenting: Michael Policastro, Ramapo College

Constructing an accurate summary requires competence in the range of reading subskills, as well as possession of sufficient language ability to reflect the desired distillation. This session, through the use of engaging cartoons, illustrates techniques that heighten awareness and strengthen accuracy of student summary writing.

Tutor Evaluation as a Tool for Improvement

Presenting: Ann Lieberman Colgan, West Chester University

We will describe and demonstrate how quantitative tuttee evaluation of tutors is used to improve tutor training, quantify Center success, assess facility space and noise management, and direct areas for observation by supervisors.

Let the Whole Class See It: Using A Document Camera to Enhance Lectures

Presenting: William Morris, American River College

Hands-on practice projecting maps, book pages, art prints, centipedes, student writing . . . any document or small opaque object. The Panasonic video imager and InFocus projector combination allows color projection, zooming, image rotation, negative contrast, and backlighting (for slides or transparencies). Bring materials you'd like to project without making a transparency.

CONCURRENT SESSION #9

89 – Peer to Peer: Tutor-Developed Strategies for Successful Training

Presenting: Nancy Galves, New Mexico State University

Chairing: Karen Agee, University of Northern Iowa

Tutor Training by Peer Tutors. A workshop with two approaches to training that are fun and easy. Come and see a "Good Tutor/Bad Tutor" video performed by the tutors of New Mexico State University, and work on some ethics scenarios. These are two ways to involve learners in the learning process.

90 - Look Before You Leap! Helping Students Prepare to Read

Presenting: Maggi Miller, Austin Community College

Chairing: Judy Roller, American River College

Effective readers are like effective bungee jumpers: they look, monitor, adjust, and enjoy the trip. They take risks, but they intend to be successful. In contrast, at-risk students often leap before they look. This workshop will include activities that help students prepare themselves to read successfully.

91 - "The Lucky Man Left Town . . . Before the Earthquake Struck": Elaboration as a Study Skill

Presenting: Marybeth Ruscica, St. John's University
Judith Krauss, St. John's University

Chairing: Terry L. Cook, New Mexico State University

One way we learn new material is by relating it to what we already know. Based on cognitive psychology, this tool of elaboration is effective for all types of learners. Its direct application in the classroom and its link to note-taking will be provided by examples.

92 - College Developmental Reading and Cooperative Learning: Is It a Match?

Presenting: Karen O'Donnell, Finger Lakes Community College
Patricia Malinowski, Finger Lakes Community College

Chairing: Stephanie Olsen, Finger Lakes Community College

Educators today believe that working in groups is essential for dealing not only with school but also with life, yet classroom group work is often unsatisfying and unproductive. Learning to work well in groups is a skill that must be taught, and proper use of cooperative learning in the college developmental reading classroom will allow this to happen. Come and participate.

93 - Tutor Training for On-line Tutorials: Lessons from the Utah Valley State College On-line Writing Lab

Presenting: Lisa Dague, Utah Valley State College

Chairing: Nancy King, Albuquerque Technical Institute

On-line tutoring is an increasingly important extension of student support services. Electronic tutorials, conducted in a written medium at a distance in time and space, significantly differ from face-to-face tutorials. The tutor training program at U.V. S. C. provides a bridge between this medium and tutor experience to ensure quality electronic tutoring.

94 - Developing Content-Specific Reading Placement Tests

Presenting: Edward Behrman, National University

Chairing: Linda Johnson, Kirkwood Community College – Iowa City

A content-specific reading test is defined as a test that measures the reader's ability to comprehend text in a particular subject area. To date, reading tests used to place students into developmental programs have been content-general rather than content-specific. This session will present the theoretical basis for development of content-specific reading tests.

95 - Reading, Culture, and Community: A Social Action Approach to Learning

Presenting: Jessica Stephens, Eastern Kentucky University

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

This presentation will focus on a course that combines reading, multiculturalism, and community volunteerism. The presenter will explain how students learn critical reading skills and strategies by engaging in controversial reading materials related to culture, visiting cultural observation sites, and volunteering to serve as reading tutors.

96 - Politics vs. Pedagogy: Transforming Developmental Studies into a Component of the General Education Core

Presenting: Linda Best, Kean University

Sharon Haussmann, Kean University

Chairing: Christine Getz, Pikes Peak Community College

In this interactive session, the faculty director and the assistant director of a developmental studies program will describe an innovative model for developmental education. Discussion will include highlights of a self-study, recommendations formulated, the political climate affecting change, curriculum design, and issues about implementation and assessment.

97 - Writing for CRLA Publications

Presenting: Roslyn Bethke, Johnson County Community College
Jim Bell, University of Northern British Columbia
David Lemire, Cloud County Community College
Molly Widdicombe, University of Idaho

Chairing: Kamal Maheshwari, Galveston College

Meet the new and out-going editors of the *CRLA Newsletter* and the *Journal of College Reading and Learning*. Find out about opportunities for newsletter writing and increase your understanding of the publication process for journal articles. This session will trace the life of a manuscript submitted to *JCRL*: getting the idea, writing the article to meet guidelines, and having the article reviewed and revised as part of the selection/acceptance process.

98 - "Houston, We Have A Problem": Problem Solution Pattern in Developmental Reading

Presenting: Melanie Bleich, Capital District Educational Opportunity Center
Marilyn Shapiro, Capital District Educational Opportunity Center
Susan Hoff-Haynes, Capital District Educational Opportunity Center

Chairing: Helen Sabin, Long Beach City College

For many developmental students, the inability to find main ideas and details poses a major obstacle to reading comprehension and retention. The problem-solution pattern offers a dynamic teaching approach for developmental reading. In this workshop the presenters will describe the components of the problem-solution pattern and illustrate its effectiveness in teaching this pattern in college preparation classes. Model lesson plans that can be incorporated into the classroom or in a study skills workshop will be an integral part of this workshop.

99 - Jump-Start Math: A Course Designed to Span Diverse Student Needs

Presenting: Joseph Millsap, Ozarks Technical Community College

Chairing: Gertrud Konings, University of Texas at El Paso

Jump-Start Mathematics is a self-paced alternative which meets the basic mathematics prerequisite at Ozarks Technical Community College. The motivation, student population, and development of the course will be explained. Many handouts will be provided. The success and challenges of managing this new self-paced course will be shared.

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The four-week residency:

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- informal networking/information sharing
- four week-long seminars on current topics
- state-of-the-art strategies for efficient operation of developmental and learning assistance programs
- faculty has included recognized experts as James Anderson, David Arendale, Barbara Bonham, Hunter Boylan, Nancy Carinella, Frank Christ, Susan Clark-Thayer, Chuck Clanton, Anita George, Gene Kerstiens, Martha Maxwell, Russ MacDonald, Ed Morano, Genevieve Ramirez, John Roueche, Gladys Shaw, Pat Smitle and Milton Spann
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Lunch with a Mentor: Jo-Ann Mullin, Ann Wolf, Dorothy Bonser
Evaluation Chair: Jan Norton, Western Missouri State University
Scholarship Auction and Awards: Kamal Maheshwari, Galveston College
Exhibits Chair: Donna Woods, State Technical Institute of Memphis

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On-Site Chair

Susan Halter

Delgado Community College



Hospitality: Patrice Haydel
Campus Tours: Michael Mizell-Nelson and Nancy Gates
Computer Workshops: Wendy Rihner and Eddie Ahern
Decorations: Ludie Churchman and Mary Dake
Dinner on the Town: Yadira Diaz and Carol Juncker
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Special thanks to the support provided by Delgado Community College and Johnson County Community College

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Workforce Literacy
Position Open**NEWLY FORMING SIG: Humor**

Sharon Mikkelsen
E-mail: smi545@airmail.net

This newly forming SIG will meet on Saturday, November 6. If interested, check the schedule for specific room assignment and plan to attend or contact Sharon Mikkelsen at the e-mail address given.

Special Acknowledgments to Out-going SIG Leaders:

Cynthia Linton, Multicultural
Brenda Phillips, Distance Learning
Vicki Papineau, Workforce Literacy
Dean Foster, Research and Evaluation

SIG Membership: \$5.00 per SIG

Contact: SIG Coordinator

See daily schedule for listing of SIG activities.

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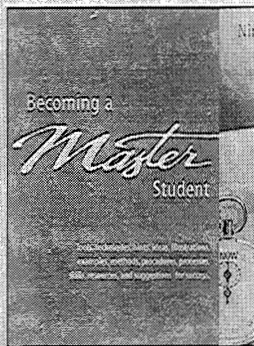
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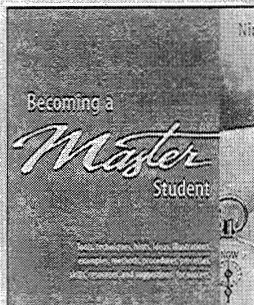


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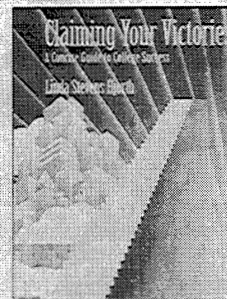
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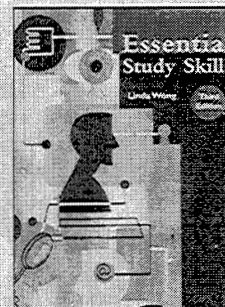
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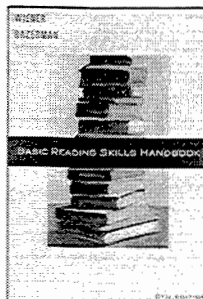
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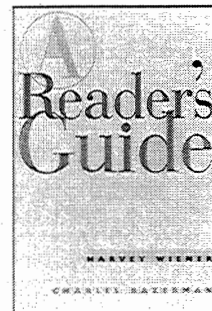
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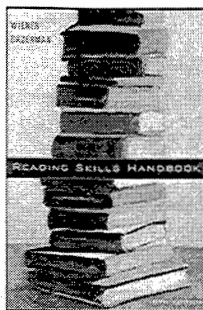
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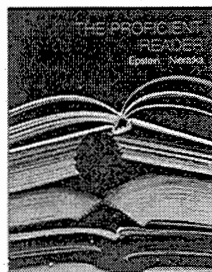


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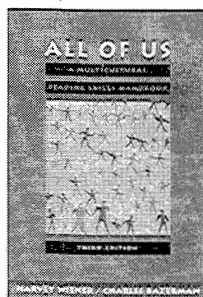


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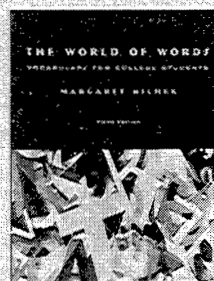


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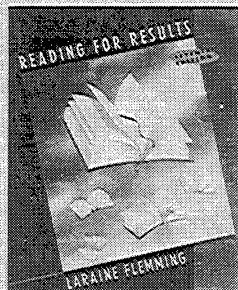


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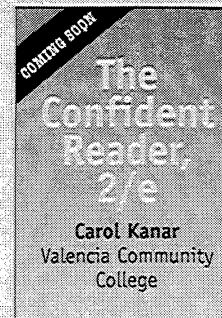
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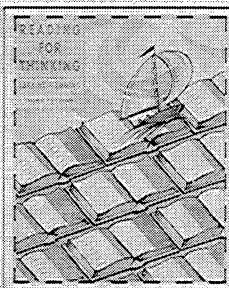
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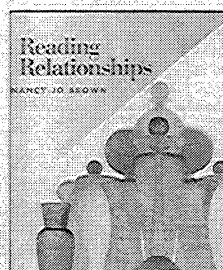


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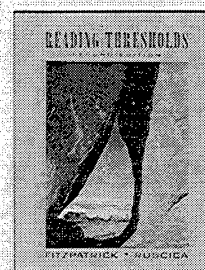


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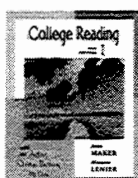


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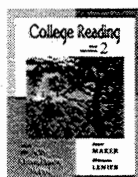
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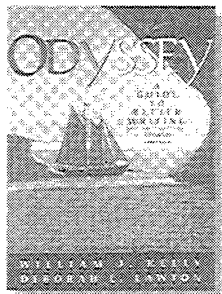
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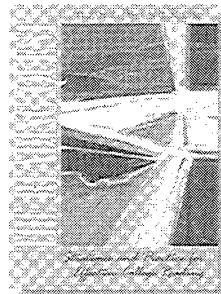
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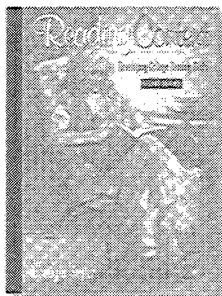
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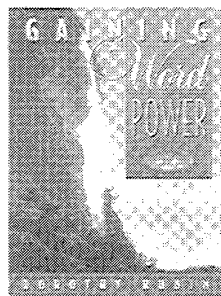
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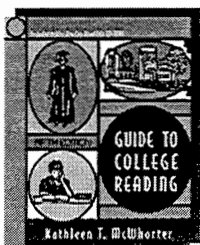


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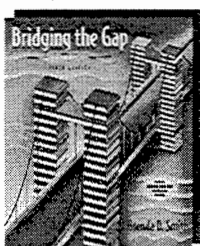
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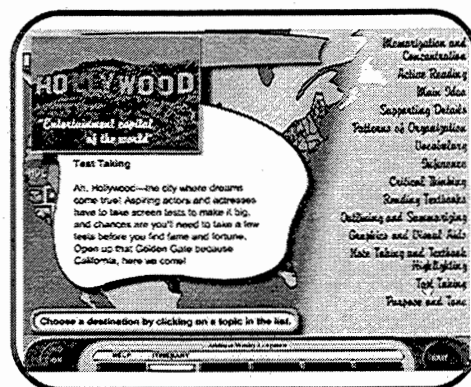
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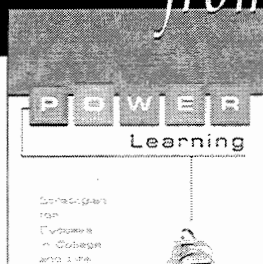


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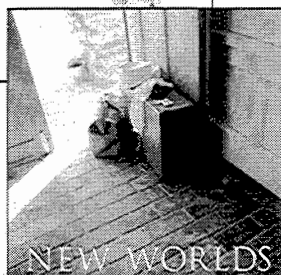


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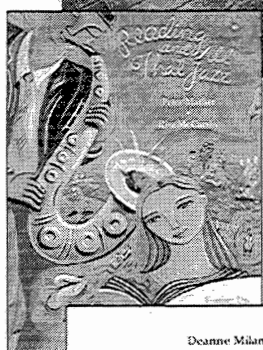
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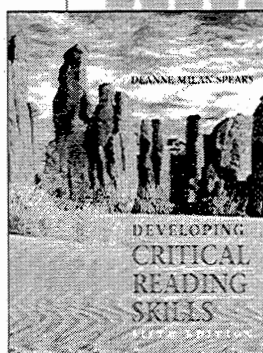
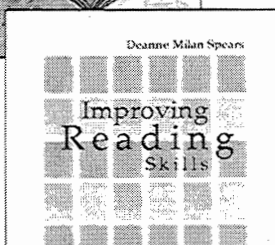
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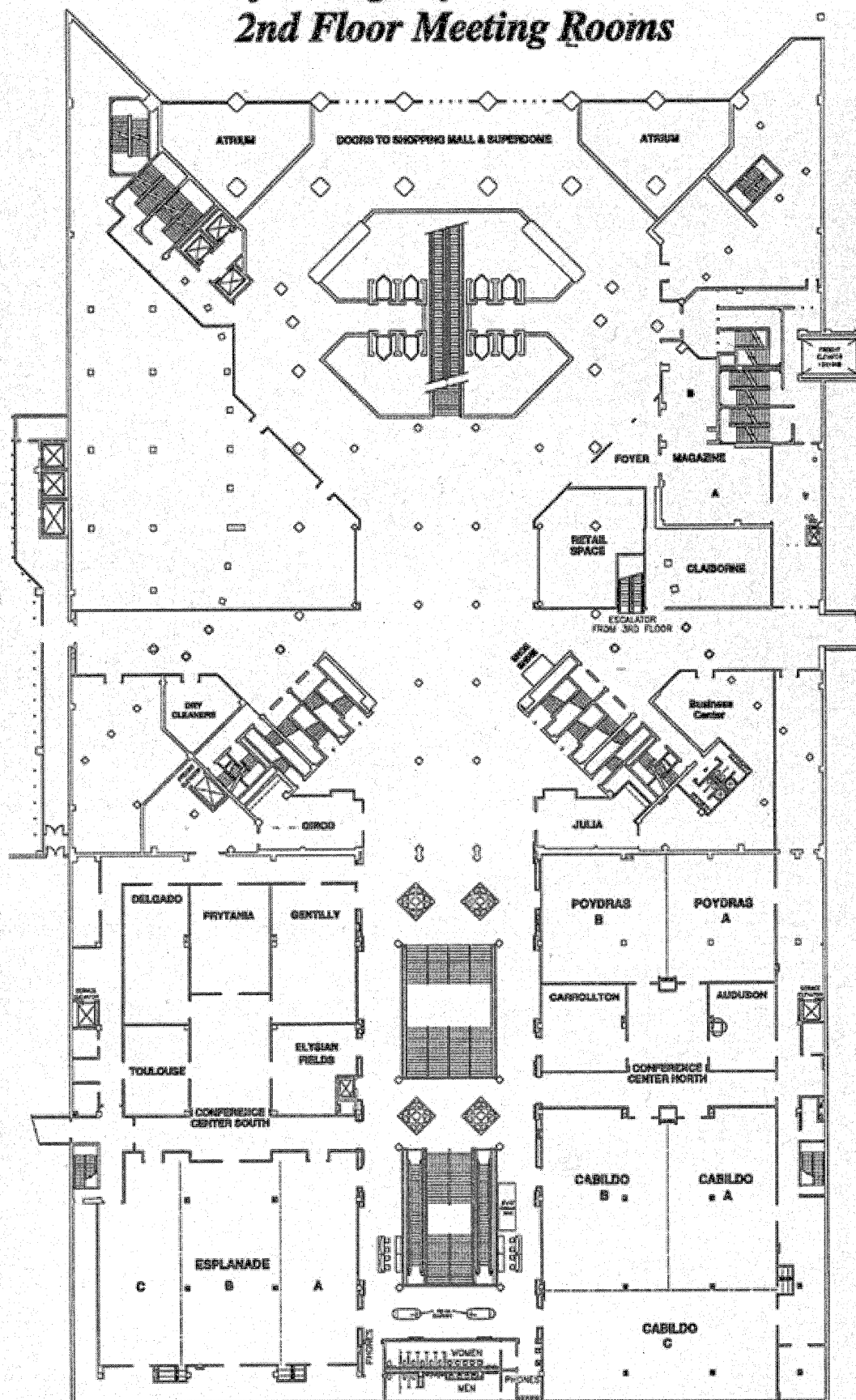
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NOTES

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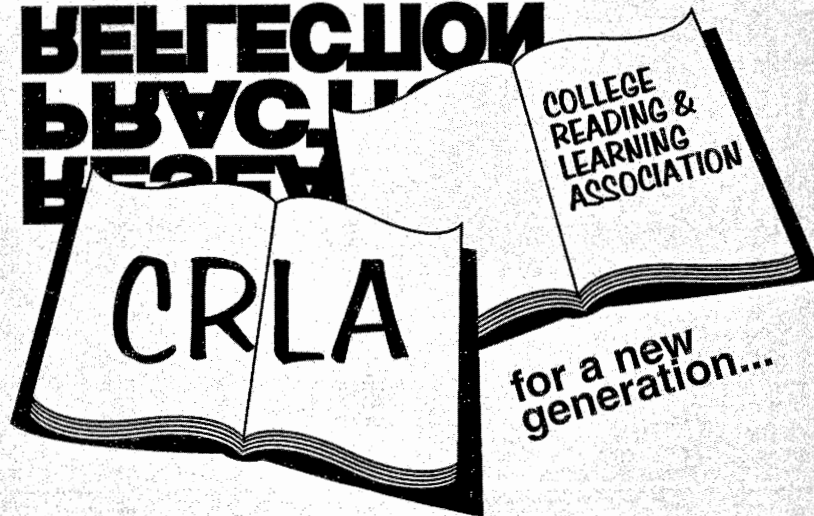


33rd Annual Conference

November 8-11, 2000

Reno, Nevada

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Call for Papers

Deadline for Proposals: March 15, 2000

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CRLA Board Meeting
November 2, 1998
Salt Lake City, UT
Attachment 4
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ARCHIVIST

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1. The Archivist is appointed by the President and reports to the Board. The term of appointment is relatively long term.
2. It shall be the responsibility of the Archivist to:
 - a. Store, organize, and preserve in an appropriate manner any minutes, papers, documents, letters, publications, tapes, pictures, memorabilia, or any other records representing CRLA activities or business;
 - b. Solicit, by any appropriate means, the retrieval of otherwise fugitive past materials that are representative of the history and development of the Association;
 - c. Formulate and follow a systematic procedure to assure the collection of appropriate materials that will represent the Association's activities during the Archivist's term of office;
 - d. Keep confidential and not allow for routine inspection and/or duplication any sensitive materials in his/her care, at his/her discretion;
 - e. Submit to the Treasurer by May 31 of every year a budget for the operation and maintenance of this office;
 - f. Transmit the archives to his/her successor together with a thorough and appropriate explanation of the collection's organization as well as policies and procedures for collecting, managing, and copying materials;
 - g. Recommend to the Board a records management procedure;
 - h. Maintain current membership in CRLA; and
 - i. Update this job description at the end of his/her term.

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

(last revised 9/98)

AWARDS AND SCHOLARSHIPS COMMITTEE CHAIR

Page 1 of 2

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 CRLA scholarships and awards.
 - a. Write an article for each *Newsletter* including specific information about the awards. Put information about the scholarship in the summer *Newsletter*. In the fall *Newsletter*, solicit nominations for the Robert Griffin Award for Long and Outstanding Service.
 - b. Make available at the annual conference the scholarship application form as well as the information regarding nominations for the Robert Griffin Award for Long and Outstanding Service.
 - c. Provide the information to the Coordinator of State/Region Directors for mailout to Directors.
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) for blind judging. 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. Announce awards during the annual conference.
4. Advise award recipients so they can plan to attend the conference or coordinate attendance.
5. After a person is awarded the scholarship, suggest the awardee report on his/her progress toward degree completion. If a person is awarded a grant to do research, request the awardee report his/her progress and final results as well.
6. The award plaques for Long and Outstanding Service, for Board Special Recognition (recipient to be selected by Board) and for the outgoing President need to be purchased. Coordinate the Long and Outstanding Service and Board Special Recognition plaque with the President and the outgoing President's plaque with the Past-President. Have plaques prepared in advance; bring them to the annual conference. Write up presentation remarks.
7. 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.

8. Send copies of appropriate correspondence to Archivist.
9. Submit a projected budget to the Treasurer prior to May 31 every year.
10. Maintain current membership in CRLA.
11. Update job description at end of term.

Term of office is 3 years.

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

(last revised 9/98)

BYLAWS CHAIR

Page 1 of 1

1. The Bylaws Chair is appointed by the President with Board consent and reports to the Board.
2. The Chair should appoint committee members if numerous or complex changes to the Bylaws are anticipated.
3. The Chair undertakes tasks delineated by the Board and communicates with committee members and others as necessary to complete these tasks.
4. The Chair recommends changes of the Bylaws to the Board. All changes must be voted on by the membership in accordance with appropriate parliamentary procedure.
5. The Chair reports to the membership at least at the annual conference and more often through the *Newsletter* or mailings as necessary.
6. The Chair maintains accounting for his/her portion of the budget, submits a financial report to the Board at one of the meetings scheduled during the annual conference, and submits a projected budget to the Treasurer prior to May 31 every year.
7. The Chair sends copies of all appropriate correspondence to the Archivist.
8. The Chair maintains current membership in CRLA.
9. The Chair updates this job description at the end of his/her term.

Term for this position is 3 years.

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

(last revised 9/98)

CHAPTER PRESIDENT AND STATE/REGIONAL DIRECTOR

Page 1 of 4

The duties of Chapter Presidents and State/Regional Directors are those necessary to coordinate CRLA activities in the various states and regions. These duties include but are not limited to membership recruitment, communication among local members, communication between the Board and the local membership, liaison with appropriate professional organizations whose membership is similar to that of CRLA, and organization of local conferences.

State/Regional Directors are appointed annually at the discretion of the Coordinator of States and Regions. Appointment can be renewed.

Directors/Chapter Presidents report to the Board through the Coordinator of States and Regions, who is responsible for providing the Directors and Chapter Presidents with appropriate support from the Board, primarily in the form of communication, funding, and access to the full range of CRLA resources.

Membership Records

The Director/Chapter President is responsible for maintaining a record of local CRLA members, both active and lapsed, and a record of prospective members. The Director should contact those members whose membership has lapsed in order to encourage them to renew membership. Membership lists and notification of new memberships and renewed memberships will be provided at least twice yearly to Directors and Chapter Presidents by the Coordinator of States and Regions. Additional lists can be requested from the Association's Membership Coordinator at any time.

Membership Recruitment

The Director/Chapter President is responsible for membership recruitment within the state/region. In states that conduct conferences or other major activities, the Director/Chapter President may appoint a state/regional membership coordinator, who will be formally recognized by the Board. Generally, a major membership drive is encouraged at the beginning of each year or at the time major local activities are planned but prior to the Annual Conference. Each Director/Chapter President should set an annual goal for membership recruitment and is expected to include membership figures in the annual report to the Board.

Local Communication

Directors and Chapter Presidents are responsible for the maintenance of communication among local members. They are encouraged to develop local newsletters and to provide opportunities for members to gather at appropriate state/regional professional meetings in which there are a significant number of members in attendance.

Communication with the Board

The Director/Chapter President is responsible for keeping the Board informed of state/regional activities and concerns and for sharing communication from the Board with the local membership. Such communication with the Board is to be conducted through the Coordinator of States and Regions.

Annual Report

The Director/Chapter President is responsible for submitting an annual report to the Board through the Coordinator of States and Regions. Information to be included in the report includes a report of the state/regional membership, membership growth during the year, a summary of local activities conducted and planned, recommendations to the Board from the local membership regarding local affairs of the Association, and goals for the state/region for the coming year. The Director/Chapter President should also indicate whether s/he is willing to continue in the position for another year.

Publicity for Annual Conference

The Director/Chapter President is responsible for local communication about the Annual Conference. Duties include publicity, encouraging proposals for presentations and for chairpersons, locating group travel rates or ride-sharing, and locating individuals interested in room-sharing at the conference. When the conference is held within that state/region, s/he is expected to work closely with the Conference Manager to provide local support for conference committee work.

Conference Leadership Workshop

At the Annual Conference, the Director/Chapter President should attend the Leadership Workshop and in cooperation with the Coordinator of States and Regions should plan and conduct a state/regional meeting at the Conference. The Director/Chapter President may also choose to attend Board meetings and is welcome to address the Board at such meetings. If unable to attend the Conference, the Director/Chapter President is expected to provide a suitable replacement to assume these duties during the Conference.

Liaison Activities

The Director/Chapter President is encouraged to serve as liaison and to develop cooperative efforts with related local professional organizations. This liaison may include shared activities, if appropriate, and cooperative and shared communications.

Newsletter

The Director/Chapter President is responsible for regular contributions to the *CRLA Newsletter*. Included in articles should be an accurate address and telephone number for the Director/Chapter President, notice of local activities, and news about local members. The Director/Chapter President may write these articles or designate another to do so.

Recommendation for Replacement

If the Director chooses not to continue in the position for another year, s/he should locate one or more members to recommend to the incoming Coordinator of States and Regions. This should be done by the end of September so that a new Director can be selected and can attend the Leadership Workshop at the Annual Conference. It must be clarified with any recommended replacement that the selection of the Director is the responsibility of the Coordinator of States and Regions and that a recommendation is not necessarily an appointment. (Note: A CRLA chapter elects officers by a process outlined in its bylaws. The CRLA Board recognizes the elected president as the Director of that state/region.)

Handbook

The Director/Chapter President is responsible for updating the *State/Regional Director's Handbook* at the end of each year and for presenting the state/region's handbook to the next Director/Chapter President.

Local Conference

When appropriate and feasible, the Director/Chapter President is responsible for planning annual local conferences or other meetings. The Board encourages the Director/Chapter President to cooperate with other Directors and Chapter Presidents to plan regional conferences or to encourage participation in nearby state or regional conferences. Cooperation may include publicity, special guest presentations, special meetings for guest delegations, or similar cooperative efforts.

Annual Conference

The Director/Chapter President should submit a bid for hosting the Annual Conference or a Summer Institute and should encourage individuals or groups within the state/region to submit bids. To that end, the Director/Chapter President should contact and put state/regional members in contact with the Conference Site Selection Chair.

Regular Funding

An allocation is budgeted each year to each State/Regional Director and Chapter President for communication purposes. The allocation is determined at the spring Board meeting, when the CRLA fiscal budget is set, and is available for use from the time of allocation to May 31. The Director/Chapter President is responsible for wise use of the state/regional allocation and must account for all funds received from the CRLA treasury. No funds will be disbursed without receipts or other appropriate verification. Requests for reimbursement may be submitted at any time a total amount of at least \$25 is due, or every 90 days, whichever is sooner. Directors are encouraged to accumulate small amounts for a single disbursement but to submit requests in a timely manner.

Special Funding

A Director/Chapter President planning a special project requiring funding should familiarize him/herself with the "Guidelines for Funding of State/Regional Special Projects" in the *Handbook*. Except in emergencies, proposals for special funding are submitted on the CRLA Funding Request Form to the President with a copy to the Coordinator of States and Regions and must be submitted by May 31 for consideration.

Bank Accounts

Directors/Chapter Presidents who generate more than \$25 of local CRLA income should open a passbook savings account or similar low-cost bank account. An accurate accounting of all local funds should be included in the annual report to the Board. This report should include verification from at least one member other than the Director/Chapter President as to the accuracy of the accounting. Retiring Directors and outgoing Presidents must arrange for accounts to be turned over to the appointed replacement. Accounts should be in the name of CRLA and are considered the property of the Association.

Membership Status

The Director/Chapter President is responsible for continuing paid membership in CRLA.

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

(last revised 9/98)

CONFERENCE EVALUATION CHAIR

Page 1 of 3

ROLE

The Conference Evaluation Chairperson plays a pivotal role in the operations of the conference through assisting both the presentation process and participant involvement along with learning about the overall effectiveness of the conference. This knowledge is key to the quality and organization of the next conference and helps the CRLA board and, in particular, the President-Elect in their decision making. Because of the integral nature of this role and the close working relationship necessary with both the President-Elect and Coordinator of Chairpersons, it is recommended that this be a three-year assignment for continuity and organizational history purposes. In addition, there should be a transitional year with responsibility to assist the incoming Conference Evaluation Chairperson as necessary.

TIMELINES/RESPONSIBILITIES

Six months before the Annual Conference

1. Consult with President-Elect about the final conference evaluation process.
2. Determine prize or prizes for returned evaluation forms from the conference - usually annual membership and next conference's registration fees. This may have already been decided by the board at the meetings held during the previous conference.

One month before the Annual Conference

1. Have new forms prepared with revisions including date, location, and additional information items determined by the President-Elect and the Board:
 - a. include plenty of space for participant comments and open-ended responses.
 - b. conference forms include:
 - **overall conference evaluation** with demographic information and board issues and/or future conference planning suggestions;
 - **computer room evaluation** which may be incorporated in the overall conference evaluation or prepared separately for use in the computer room only;
 - **exhibitor evaluation** originally prepared at the 1993 conference;
 - **individual session/institute NCR duplicate generic forms** shrink-wrapped in packets of 35; and
 - **presenter evaluation** form which has been sent prior to the conference for return during the conference (this is an individual President-Elect's decision).
2. Consult with Coordinator of Chairpersons about the joint presentation at the Chairpersons' Orientations to be held during the conference and about evaluation statements for the conference packets that are distributed at the conference.

3. Prepare evaluation return boxes for use at the conference (usually xerox-sized boxes covered with turquoise paper and with vellox of conference logo on side which has been provided by the printer who did the conference forms).
4. Finalize date of presentation of evaluation status/recommendations to the board during the scheduled board meetings at the conference.

At the Annual Conference

1. Prepare evaluation process presentation (10 minutes) for Chairpersons' Orientations during the conference.
2. Assist with Chairpersons' Orientations through the conference by reviewing the overall evaluation process including use of collection boxes at strategic locations (registration area and computer room) and award/reward system. Distribute shrink-wrapped packages to each chairperson and add a paper-clip for easier return and collation.
3. Act as a replacement Chairperson, if necessary, at sessions or institutes with missing or absent assigned Chairpersons.
4. Check attendance at the individual sessions during each time slot and distribute additional shrink-wrapped packets as necessary.
5. Make a formal presentation to the board during the conference regarding the status/recommendations of the evaluation process.
6. Pull winning ticket stubs for annual membership and conference registration awards from the returned overall conference evaluations with the winners to be publicized in the Fall *Newsletter* (usually done at the conference board meeting).

One month after the Annual Conference

1. Tabulate, analyze, and content-code all the returned evaluation forms.
2. Separate individual sessions/institutes into individual packets with summary data on the top including the number who attended each session/institute and any room problems - noise, air, A/V, etc.
3. Prepare report with summary recommendations and send to the CRLA President for distribution and discussion at the spring Board meeting. (Attend in person and present, if at all possible).
4. Send the data along with all the session/institute forms for use by the next President-Elect.

Five months after the Conference

1. Have follow-up with President about board's reactions or comments from Evaluation Report at the spring board meeting.
2. Initiate preliminary consultation with President-Elect for revisions in evaluation process and format for the following year's conference.

The Chair must maintain current membership in CRLA.

The Chair updates this job description at the end of the term.

Term for position is 3 years.

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

(last revised 9/98)

CONFERENCE EXHIBITS' CHAIR

Page 1 of 1

The Conference Exhibits' Chair is appointed to a three-year term of office and reports to the board through the President-Elect.

Responsibilities include:

1. maintaining a current list of publishers who are potential exhibitors at the annual conference.
2. soliciting sponsorship for the various functions at the annual conference.
3. creating a schedule of book signings and special events (wine and cheese reception, ice cream social, etc.).
4. selecting a drayage company and making arrangements for booths to be set up.
5. tracking and collecting the payment from exhibitors.
6. assigning the location of each exhibitor in the exhibition hall.
7. locating CRLA members who have written textbooks to participate in book signings.
8. managing a budget for the exhibit expenses and sending a report to the Treasurer by May 31 of each year.
9. working in concert with the local arrangements chair, the president, and the president-elect to highlight the exhibits as a vital part of the annual conference.

The Chair maintains current membership in CRLA.

The Chair updates this job description at the end of his/her term.

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

(first composed 9/98)

CONFERENCE SITE SELECTION CHAIR

Page 1 of 2

1. The Conference Site Selection Chair is appointed by the President and serves a renewable, three-year term of office.
2. The duties of the Conference Site Selection Chair are as follows:
 - a. Use the annual conference as a good occasion to solicit informally and feel out interest in conference sponsorship among the state/regional directors and other members.
 - b. Before the spring Board meeting, review the current conference site and hotel selection guidelines and prepare to propose any necessary revisions at the Board meeting.
 - c. Before the spring *Newsletter* deadline, write an article (if appropriate and needed) requesting that prospective conference site bidders contact you for more information. (This rarely produces a response, but it is worth a try if you do not have any other leads.)
 - d. In mid-April, write to possible bidders, enclose copies of the revised site and hotel selection guidelines, and ask that they let you know immediately if they are at least interested in contemplating a bid. Explain that the bid would have to be completed and mailed to you by late July to allow time for necessary follow-up work before being presented to the Board at the next annual conference. To those who are really interested, send sample copies of previous bids and hotel evaluation notes, etc., to facilitate their task.
 - e. From May through June, lend whatever encouragement and support is necessary via telephone, mail, and fax.
 - f. From July through October, receive and examine the site and hotel bids in detail. Work with the bidders (via telephone, mail, fax, and in person if the CRLA budget permits) to polish the bids into final form. Send copies of the bids and summary evaluations to the CRLA Board members for their study as early as possible before the annual conference. Arrange for the bidders to meet with the Board at the annual conference to present and discuss their bids.
 - g. At the conference, coordinate the presentation of bids to the Board. Remind the new President to respond officially to the bidding institutions after the conference. Preliminary hotel contracts should also be finalized and signed by the new President after the conference.
 - h. Send copies of appropriate correspondence to the Archivist regularly.
 - i. Submit a projected budget to the Treasurer prior to May 31 annually.

3. The Conference Site Selection Chair must maintain current membership in CRLA throughout term of office.
4. The Chair should work with the Board to identify and mentor a successor.
5. The Chair should update this job description at end of term.

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

(last revised 9/98)

COORDINATOR OF STATES AND REGIONS

Page 1 of 4

The Past President serves as the Coordinator of States and Regions.

After the Annual Conference

1. After the annual conference, send an initial "group letter" to all State and Regional Directors and Chapter Presidents:
 - a. Include any follow-up information from the recent conference.
 - b. Send a checklist of materials and supplies they should have on hand. Those who have not acquired items from their predecessor should request extras from you.
 - c. Suggest that they start making plans for a spring mini-conference now.
 - d. Tell them they should have received (or will receive) updated mailing lists and summaries of minutes.
 - e. Mention budget and reimbursement procedures.
 - f. Send them lists of any members who have indicated on the Membership Resources Form a willingness to help with state/regional activities. (Or you may do this in a later letter.)
 - g. Remind them to send you, the Archivist, and the *Newsletter* editor copies of agenda and news from the state mini-conferences, etc.
2. (optional) Right after the annual conference, remind each State and Regional Director and Chapter President they can request updated mailing labels and membership lists from the Membership Coordinator/mailing service.

January-March

3. In early February, send a second "group letter" to all State and Regional Directors and Chapter Presidents:
 - a. Highlight early conference information, news and issues from Board Conference calls.
 - b. Tell them to send new membership recruitment letters out immediately.
 - c. Tell them to contact non-renewals when they receive their updated mailing list.
 - d. Remind them of membership benefits.
 - e. Ask for news of their spring meetings.
 - f. Remind them that they can request additional updated mailing lists or labels if needed during the year.
 - g. Remind them that the final request for reimbursement of expenses on this year's budget must be submitted to the Treasurer by May 31; initial requests should be ready for the budget discussions at the spring Board meeting.
4. After the spring Board meeting, remind the President-Elect to send extra conference mailings to State and Regional Directors and Chapter Presidents to be used in recruiting new members.

April-July

5. In April, work with the Program Chair and Conference Manager to arrange for the State/Regional Directors' and Chapter Presidents' workshop and luncheon and state/regional meetings at the annual conference.
6. Submit a projected budget to the Treasurer by May 31.
7. In late July, send a third "group letter":
 - a. Ask them about their availability or recommendations for next year's State and Regional Directors' appointment.
 - b. Remind them of the September 1 deadline for their annual report.
 - c. Request items for the State/Regional Directors' and Chapter Presidents' meeting agenda at the conference and issues for the Board agenda.
 - d. Invite them to the Leadership Workshop at the annual conference if they are continuing.

August-September

8. Along with the President and the SIG Leader Coordinator, plan the agenda and develop the materials for the Leadership Workshop.
9. Use the latest membership listing to report the year's membership count in various states and 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.
10. In early September, 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.
11. Write letters to prospective State and 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.
 - d. Ask them to send you their home and office addresses and telephone/fax numbers.
12. In September, write letters of appointment to new State and Regional Directors:
 - a. Ask them to send you the name and address of an administrator at their institution, if they wish you to send a letter of acknowledgement.
 - b. Invite and 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.
 - c. Invite them to the Leadership workshop at the annual conference.
13. Send items for the Board agenda to the President.

14. Prepare a list of names, addresses, and telephone/fax numbers of all appointed State and Regional Directors and distribute this list to CRLA Board members, the *Newsletter* editor, other State/Regional Directors, and the Membership Coordinator.
15. In late September, send a fourth "group letter":
 - a. Ask for annual reports if not yet received.
 - b. Finalize meeting times for State and Regional Directors and Chapter Presidents at the conference.
 - c. Enclose a self-addressed postcard to indicate if Directors and Chapter Presidents will be there or who their proxies will be.
 - d. Mention some agenda items for the meetings.
 - e. Remind outgoing Directors to save and transfer materials to successors.
16. In late September, contact the President and coordinate with her/him on the final agenda for the Leadership Workshop planned for the conference. Arrange for current and recent Board members to attend state/regional meetings at the annual conference to represent the Board and act as resource persons on Association issues.

At the Annual Conference

17. At the conference, conduct the State and Regional Directors' and Chapter Presidents' meetings during the Leadership 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 and recommendations.
 - e. Provide a resource notebook for State/Regional Directors and Chapter Presidents.
18. At the conference, coordinate the State and Regional Directors' and Chapter Presidents' meeting with the CRLA Board.
19. After the conference, assemble files and transfer them to the next Coordinator of State and Regional Directors.

Ongoing

20. On an ongoing basis, send copies of appropriate correspondence to the Archivist, retain correspondence and office-related information for three years in the folder for the Coordinator of States and Regions; send items four years and older to the Archivist.
21. Periodically as needed, serve as advisor to the current President.
22. Update this job description at end of term.
23. Breathe a sigh of relief and fade away . . . before moving into the role of Elections Chair.

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

(last revised 9/98)

ELECTIONS COMMITTEE CHAIR

Page 1 of 3

Pre-Conference (April-May)

1. By this time, the President should have appointed a new Chair who, ideally, was the same Past-President who served as a member of the committee the previous year.
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.
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 chair the committee 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 CRLA membership, service to the Association, and familiarity with its membership can be considered in assembling a representative committee. Try, however 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.

Month before Conference

5. Remind President that a brief introduction of Election Committee members should be included on agenda of first general session.

At Conference

6. Make final arrangements with President to introduce the Elections Committee members at the first general session.
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 may 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

September-November

9. Obtain from the Membership coordinator membership list with names, addresses, telephone numbers (home and work) for those on priority lists.

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.

December

11. 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. (If the slate is chosen at the annual meeting, the board may approve it during the last Board meeting at the annual conference.)

12. Prepare ballot, candidate information brochures, and return envelopes, and arrange for printing. Acquire mailing labels for current members.

13. Prepare candidate information for the winter newsletter.

Early January

14. Mail ballots for return by February 28 (postmarked 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 CRLA 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.

March

15. Send a copy of this job description to the next Elections Committee Chairperson so that s/he can begin pre-conference preparations for selecting the next slate of candidates. 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.

16. If sufficient envelopes are returned to constitute a quorum (10% of the membership), all ballots postmarked by February 15 are counted by the Committee Chair and at least two other CRLA members in the Chair's locale. Inform the President of the election results by telephone within a week, 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.

President announces the results to the candidates by March 10. 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 for these meetings,
- (c) put new President-Elect in touch with the next-year's conference on-site manager to begin working on a promotional conference flyer, and
- (d) make available to runners-up an appropriate visible role.

17. The out-going Chair prepares an article for the summer *Newsletter* announcing the election results.

March/April

18. The out-going Chair updates this job description if necessary, updates the Elections notebook before passing it on to the incoming Chair, and presents an annual report for the Board at the annual conference.

May

19. Prepare and submit a budget request to the Treasurer for the next fiscal year prior to May 31.

20. Send copies of all appropriate correspondence to Archivist.

RELAX! This is really the last official responsibility of CRLA Past, Past-Presidents!

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

(last revised 9/98)

INTERNATIONAL TUTOR CERTIFICATION PROGRAM

COORDINATOR

Page 1 of 2

(See also 6-page detailed procedure guide available from the incumbent.)

1. Upon approval of appointment by the Board (no later than the Spring Board meeting), the Coordinator serves a three-year term, beginning at the completion of the annual CRLA conference. The appointee is expected to have served on the ITCP committee, preferably as the Assistant Coordinator.
2. Immediately after appointment the Coordinator selects, with the approval of the Board, an Assistant Coordinator and a Records Manager.
3. The Coordinator responds to requests for information and applications, processes all new applicants seeking certification and takes responsibility for the following:
 - a. mailout of information and certification packets;
 - b. informal review of the completeness of the application;
 - c. evaluation of each application by two members of the ITCP (the Coordinator serves as a third evaluator in cases needing a third opinion);
 - d. mailout of notification of certification and relevant certificates;
 - e. maintenance of an updated list of certified programs;
 - f. being the contact person for the ITCP; and
 - g. the membership of the ITCP committee.
4. The Coordinator is responsible for the certified programs that seek certification renewal and recertification, including:
 - a. maintenance of files of programs already certified;
 - b. acting as the overall evaluator of these renewed/recertified programs;
 - c. referral of any of these programs to ITCP evaluators for further evaluation if necessary; and
 - e. maintenance of an updated list of renewed and recertified programs.
5. The Coordinator, with the assistance of the Assistant Coordinator, prepares annual reports for the Board.
6. The Coordinator sends the annual report and an updated list of certified programs annually to the Archivist and regularly sends copies of all appropriate correspondence to the Archivist.
7. The Coordinator submits a projected annual budget to the Treasurer prior to May 31.

8. The Coordinator, with the assistance of the Assistant Coordinator and committee members, publicizes the program through news releases and conference presentations at state and national levels.
9. The Coordinator conducts the committee meeting at the Annual Conference.
10. The Coordinator, with the cooperation of the Assistant Coordinator, updates job descriptions of the Coordinator and Assistant Coordinator at the end of the Coordinator's term of office.
11. The Coordinator continues current membership in the Association.

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

(last revised 9/98)

INTERNATIONAL TUTOR CERTIFICATION PROGRAM

ASSISTANT COORDINATOR

Page 1 of 1

1. The Assistant Coordinator serves one to three years before succeeding the Coordinator at the end of his/her term.
2. The duties of the Assistant Coordinator are as follows:
 - a. serving as an evaluator for new programs seeking certification as needed.
 - b. publicizing and otherwise coordinating the Tom Pasternak Outstanding Tutor Award.
 - c. sharing with the coordinator the task of publicizing the program through newsletter articles and conference presentations.
 - d. assisting the coordinator with reports and budget requests for the CRLA Board.
 - e. updating this job description at the end of term of office and submitting the revision to the coordinator.
 - f. assisting the coordinator in any other ITCP function, as requested.
3. The Assistant Coordinator continues current membership in the Association.

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

(last revised 9/98)

INTERNATIONAL TUTOR CERTIFICATION PROGRAM

RECORDS MANAGER

Page 1 of 1

1. Upon employment by the Coordinator of the International Tutor Certification Program (ITCP), the Records Manager serves concurrently with the Coordinator so long as both are satisfied with the relationship.
2. The duties of the Records Manager are the following:
 - a. sending information packets in response to requests;
 - b. storing and maintaining all ITCP files: certified, pending, suspended, and decertified;
 - c. notifying the programs that are up for three-year renewal and five-year recertification;
 - d. providing upon request an updated list of renewed and recertified programs to the ITCP Coordinator;
 - e. providing the ITCP Coordinator and Assistant Coordinator with whatever information they may request concerning ITCP files and programs.

(last revised 9/98)

JOURNAL OF COLLEGE READING AND LEARNING

EDITOR

Page 1 of 2

Application for this position includes a cover letter to the CRLA Board, a vita, a letter of institutional support, and sample materials supporting the application, such as previously published articles and edited publications.

Upon approval of appointment by the Board, the Editor serves a three- year term beginning at the completion of the annual CRLA conference.

Annual

1. Solicit manuscripts for possible publication in *JCRL*.

July and December

2. Distribute manuscripts to assistant editors for review and editing.
3. Correspond with authors as needed regarding content of articles.
4. Write acceptance and rejection letters to authors.
5. Correspond with editors of other journals as necessary.

February and September

6. Proofread and compile entire volume.
7. Consult with Executive Editor on overall design, color, and length.
8. Write front and end pages, index articles, and arrange order for presentation to printer.
9. Proofread first galleys and blueline of volume.

March-September

10. Correspond with President-Elect regarding conference (keynote speakers, letter to presenters, cover sheet, editorial luncheon).
11. Select new editors and/or reappoint current editors.

May

12. Submit budget to Treasurer by May 31.

At Conference

13. Chair the Editorial Advisory Board and preside at editorial luncheon during annual conference.

Throughout the year

14. Write appropriate articles for inclusion in the *Newsletter*.
15. Continue paid membership in CRLA.
16. Send copies of all appropriate correspondence to Archivist.

At end of term

17. Update this job description at the end of term of office.

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

(last revised 9/98)

JOURNAL OF COLLEGE READING AND LEARNING

EXECUTIVE EDITOR

Page 1 of 2

All year

1. Solicit advertisers interested in placing ads in *JCRL*.
2. Authorize payment of *JCRL*-related expenses.
3. Authorize complementary copies of *JCRL* for increased exposure of the journal.
4. Communicate with libraries regarding subscription information.
5. Arrange for business cards for editors, as needed.
6. Continue paid membership in CRLA.
7. Send copies of all appropriate correspondence to Archivist.

February and September

8. Work with printer.
9. Arrange for mailing.
10. Consult with *JCRL* Editor on cover design and length of volume.
11. Arrange for mailing labels from Membership Coordinator.
12. Arrange for shipping copies of *JCRL* to Membership Coordinator for new members.
13. Place ads for new *JCRL* volume and for library sets of past volumes.

March and October

14. Proofread and assist with compilation of entire volume.
15. Proofread first galleys and blueline of volume.

May

16. Assist with preparation of *JCRL* budget, to be submitted to Treasurer by May 31.

September

17. Prepare annual report to CRLA Board of Directors for presentation at annual conference.

At end of term

18. Update this job description at the end of term of office.

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(last revised 9/98)

JOURNAL OF COLLEGE AND LEARNING

EDITORIAL ADVISORY BOARD

Page 1 of 1

The editorial advisory board members will:

1. Represent the constituency and interests of the members of the College Reading and Learning Association;
2. Be selected by the editor and executive editor upon review of a vita/resume and letter of interest or completion of a membership resource form;
3. Assist in a refereed review process of the articles that are submitted to the journal;
4. Serve a two-year term on the advisory board;
5. Make recommendations for refinements and/or revisions of the review process, as appropriate;
6. Attend (if possible) the editorial board luncheon and working session held at the annual conference;
7. Make recommendations for topics, policy articles, and potential authors to the editors;
8. Be available to assist the editors in other related journal duties/activities as may be necessary; and
9. Be current members of the College Reading and Learning Association.

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

(last revised 9/98)

MEMBERSHIP COORDINATOR

Page 1 of 1

The membership coordinator (MC) is responsible for ensuring the CRLA database and membership records are accurate and current. (The database currently runs on a MAC platform using Filemaker Pro 3-4.) The MC ensures labels are provided as requested. The MC also ensures the supply of CRLA stationery is complete and coordinates distribution. The MC is appointed by the board for a three-year term. He/She serves as an ex-officio member of the board, attending all board meetings as a non-voting member.

Duties:

1. Act as the organizational liaison with the firm which has been contracted to maintain the CRLA database and provide mailing labels. In this capacity, the MC oversees the work of the firm and coordinates with the company to ensure:
 - the database is current
 - membership packages for new and renewing members are mailed
 - questions from members about their membership status are answered
 - labels for officers are provided
 - labels approved for purchase by an external organization are provided
 - CRLA letterhead, brochures, membership forms and membership cards are updated, printed and in good supply
 - CRLA stationery is provided to officers and other members upon request
 - information to potential members is provided upon request
2. Keep the Executive Board up to date on membership information and work with the board to coordinate major mailouts.
3. Assist the Board to set membership goals and plan recruitment strategies.
4. Update this job description at the end of the term.
5. Maintain current membership in CRLA.

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

(last revised 9/98)

NEWSLETTER EDITOR

Page 1 of 2

Application for this position includes a cover letter to the CRLA Board, a vita, a letter of institutional support, and sample materials supporting the application, such as previously published articles and edited publications.

Upon approval of appointment by the Board, the Editor serves a three-year term beginning at the completion of the annual CRLA conference.

Duties

1. Solicit volunteers from membership to generate copy.
2. Establish contact with a competent printer.
3. Notify regular and occasional contributors before each deadline.
4. Edit Newsletter copy:
 - a. Receive, evaluate, proofread, and assign headings to submitted copy before transmittal to printer;
 - b. Proofread typeset copy;
 - c. Proofread reset copy;
 - d. Paste-up copy (in rough form) for printer; and
 - e. Proofread final paste-up.
 - f. The newsletter is published in the fall, winter, spring and summer.
5. Mail--or arrange to have mailed--printed *Newsletter*, sending three copies to Archivist, five copies to each officer, and single copies to NADE officers.
6. Maintain files of copy, photographs, and correspondence.
7. Send copies of appropriate correspondence regularly to Archivist.
8. Submit to the Treasurer by May 31, a proposed annual budget.
9. Prepare an annual report to the Board for the conference Board meeting.
10. Attend Board meetings as requested.
11. Retain current membership in the Association.
12. Update this job description at end of term of office.

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(last revised 9/98)

PARLIAMENTARIAN

Page 1 of 1

1. Upon appointment by the CRLA President with Board consent, serve as ex-officio member of the Board.
2. Serve as ex-officio member of any *ad hoc* Bylaws committee whose chair has been appointed by the President.
3. Maintain on file the most up-to-date copies of CRLA Bylaws.
4. Serve as consultant for all questions of procedure relating to the Bylaws or to the conduct of a meeting.
5. Route suggestions for revision of Bylaws through the Board.
6. Attend all official meetings of the general membership.
7. Maintain records for budget allocation when provided; submit financial report to the Board during the annual spring Board meetings; submit proposed budget to Treasurer by May 31.
8. Retain current membership in the Association.
9. Send copies of appropriate correspondence regularly to the Archivist.
10. Update this job description at end of term of office.

Term for this position is 3 years.

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

(last revised 9/98)

POLITICAL ACTION COORDINATOR

Page 1 of 1

This position is appointed by the CRLA President, with Board consent, for a three-year term. The Political Action Coordinator reports to the Board.

1. Identify political liaisons in each state/region.
2. Monitor relevant federal legislation.
3. Establish a system of regular communication among the Liaisons for Political Action and the Board on matters of political interest.
4. Develop a legislative liaison newsletter to Liaisons for Political Action.
5. Prepare a column for each *CRLA Newsletter* that summarizes legislation relevant to interests of CRLA and its membership.
6. Draft position papers on legislative issues as charged by the Board. Distribute to state/regional political liaisons.
7. Develop and maintain a handbook for Liaisons for Political Action.
8. Report to the membership at the annual conference.
9. If appropriate, coordinate time at the annual conference for political-action, information-sharing sessions.
10. Assist President-Elect with selection of program proposals related to issues of political action.
11. Send copies of all appropriate correspondence regularly to the Archivist.
12. Submit proposed budget to Treasurer by May 31 annually.
13. Update this job description at end of term of office.
14. Maintain current membership in CRLA

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

(last revised 9/98)

POLITICAL ACTION LIAISON

Page 1 of 1

1. Serve as a political liaison for assigned state/region.
2. Establish political networks in assigned state/region.
3. Monitor relevant state legislation. Keep the Political Action Coordinator informed of all state legislation that is relevant to the interests of CRLA.
4. Submit information to the Political Action Coordinator for the Association's legislative liaison newsletter.
5. Assist the Political Action Coordinator to draft position papers on legislative issues.
6. Maintain current membership in CRLA.

Term of office is 3 years.

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(last revised 9/98)

PRESIDENT

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At Conference Immediately After Induction

1. Preside at the final Executive Board meeting at the close of the annual conference:
 - a. Introduce new officers and obtain address and telephone list of all Board members. Obtain list of new officers' presidents/deans and their institutional addresses.
 - b. Call for transfer of officers' notebooks to new officers. Each of these notebooks should include a description of duties and possible annual budgetary needs of the office.
 - c. Determine stationery and brochure needs of officers.
 - d. Select date and site for spring Board meeting, with Board approval.
 - e. Call for new business.
2. Appoint chairpersons, as determined in concert with past President.

Immediately after Conference

3. Write President's column for winter *Newsletter*.
4. Right after the annual conference, write letters to non-continuing State and Regional Directors, thanking them for their services and, if they have not already done so, asking that they forward their CRLA materials and records to their successors.
5. Right after the annual conference, write letters of acknowledgement to institutional administrators designated by new and reappointed State and Regional Directors.
6. Write letters for outgoing and incoming Board members; write thank-you letters to conference planners and presenters, and send letters to their presidents/deans informing them of the participation of their faculty/staff member(s) at the conference and thanking them for their institutional support. (These letters should be sent within one month of the conference.)
7. Write a letter to hotel management thanking those responsible for accommodations provided.

November

8. Provide to the Membership Coordinator revised letters for new and renewing members.
9. Before each conference call, seek items for the agenda and distribute the agenda to Board members in advance.
10. Handle any issues needing immediate attention raised at the annual conference Board meetings.

11. Contact NADE Newsletter Editor; decide on issue for CRLA President's column. Write and submit the column.
12. Work with the Secretary and Membership Coordinator on updating the Association brochure.
13. Begin working/communicating with site selection chair regarding conference site selection for three years into the future.
14. Update the Quick Reference List and distribute it to all persons on the list regularly.
15. Conduct conference-call Board meetings.

December - January

16. Confirm with Elections Chair that ballots are ready for distribution by January.
17. Send update to Past Board Advisory Committee.

February-March

18. By March 10, notify candidates of result of election, and offer runners - up appropriate, visible roles in the Association.
19. Notify committee chairs and standing positions of spring conference report needs.
20. Work with Treasurer on budget-related needs from officers, chairs, standing positions, etc.
21. Distribute final spring Board agenda.
22. Conduct Spring Board meeting.

March - April

23. Complete follow-up duties as required by Board action at the spring Board meeting.
24. Determine dates the Board will meet at the annual conference; notify Board and incoming officers.

May

25. Write President's column for summer *Newsletter*.
26. Revise memo to members regarding discounted subscription to *Journal of Developmental Education*; submit draft to *JDE* editor.

27. Submit written commitment to *JDE* for CRLA news column (by June 1).
28. Prepare CRLA news column for Issue 2 of the *Journal of Developmental Education* and submit to editor by July 15. (Issue 2 is the one in which we traditionally run our column.)

July

29. Assist Coordinator of States and Regions to plan the Leadership Conference Workshop.
30. Invite NADE President-Elect to annual conference Board meeting.
31. Write the column for the Fall Newsletter.

September

32. Discuss with the Board the focus of the conference plenary session. Follow through on decisions for implementation of ideas.
33. Distribute draft of annual conference Board meeting agenda and request additional items.
34. Notify committee chairs and standing positions of annual conference report needs. Invite them to meet with the Board at the conference.
35. Notify Past Board Advisory Committee of conference luncheon and send draft luncheon meeting agenda.
36. Review agreements of collaboration with NADE, NTA, and MCLCA for signing by chief officers of each organization at the CRLA conference, and update or revise as necessary.

Immediately before Conference

37. Distribute final annual conference Board agenda.
38. Request names of persons to receive Certificates of Appreciation at the conference; arrange to have certificates printed. Sign and laminate lifetime membership cards for those leaving the Board.
39. Communicate with the Coordinator of States and Regions regarding transition items.
40. In concert with President-Elect, determine chairpersons who will be reappointed and those who need to be replaced. Correspond with new designees to get their approval prior to conference, if possible. Forward new chairs their job descriptions, specific charges and/or goals, and time frames for the forthcoming year:

Standing Committee Chairs

- Awards and Scholarships Chair
- Editor and Executive Editor, *JCRL*

- International Tutor Certification Coordinator/Assistant Coordinator
- Political Action Coordinator
- Professional Association Liaison Coordinator
- Special Interest Group Coordinator

Standing Positions (without committee)

- Archivist
- Bylaws Chair
- Editor, *Newsletter*
- Membership Coordinator
- Parliamentarian
- Representative to Council for Advancement of Standards
- Site Selection Chair

41. Finalize Past Board Advisory Committee luncheon meeting agenda, and distribute.
42. Add incoming President's name to the Presidential plaque.
43. Update President's "notebook" in preparation for transition to incoming president.

At Conference, moving into Past-Presidency

44. Conduct Conference Board meetings and preside at all general sessions.
45. Conduct the State/Regional Director's and Chapter President's Leadership Institute.
46. Deliver presidential address at the Second General Session.
47. Induct incoming President at Third General Session. Give Presidential plaque and gavel. Also recognize Coordinator of States and Regions at Third Session and give lifetime membership cards to those leaving the board.
48. Transfer to incoming President correspondence and office-related information for past three years; items four years and older go to the Archivist.

After Conference

49. Write Past-President's column for winter *Newsletter*.
50. Prepare versions of presidential address and submit to *Newsletter* and *Journal of College Reading and Learning*.

Ongoing

51. Submit copies of correspondence to Archivist on a regular basis.
52. Update and distribute Quick Reference List, if asked to do so by the President.

53. Update job description at end of term.

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(last revised 9/98)

PRESIDENT - ELECT

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(See also 16-page task list available from the incumbent.)

After Election

1. Develop conference theme and logo.
2. Get to President-Elect, if requested, a camera-ready conference ad for inclusion in the conference program. This is due by August 15; the deadline for the *Journal of Developmental Education (JDE)* is June 15.
3. Design the Call for Papers.
4. Get the Call for Papers camera-ready.
5. Get copies of the Call for Papers printed at least one month prior to the annual conference so we can send copies for distribution at other fall conferences. Also send to any other CRLA members who are attending other fall or early winter conferences.

At Annual Conference Preceding Yours

6. Distribute Calls for Papers at the conference.
7. "Recruit" potential speakers at the conference.
8. Observe, discuss, listen for ideas on your conference.
9. Request mailing labels from CRLA and MCLCA mailing services for November-December mailing.
10. Serve as chair for NADE president's session at the conference if the CRLA President cannot.

Immediately following Annual Conference

11. Act as presiding officer in the absence of the President.
12. Serve as conference program chair.
 - a. Contract keynote speakers.
 - b. Prepare specific documents for Board approval at the annual spring Board meeting:
 - (i) Conference budget, including input and projected amounts for conference manager;

- (ii) Conference timeline of events;
 - (iii) Conference schedule;
 - (iv) Registration and approximate meal function costs;
 - (v) Exhibitor fees and benefits.
- c. Appoint Conference Committee chairpersons:
 - (i) Coordinator/Chair of Chairpersons;
 - (ii) Program Chair;
 - (iii) Newcomer Functions Chair;
 - (iv) Lunch With Mentor Chair.

Ascertain who will serve as on-site committee chairs as appointed by on-site chair.
- d. Appoint program committee (if asked to assist by Program Chair) to help review and accept/reject program proposals.
- e. Prepare publicity for forthcoming conference:
 - (i) Advance registration form for inclusion in fliers, brochure and CRLA *Newsletter*;
 - (ii) Conference advertisement to be submitted to appropriate journals and other publications in timely manner; arrange for their payment;
 - (iii) Call to Conference and "Sneak Preview" advertising the conference to be submitted to members and others in general mailing;
 - (iv) Advertisement for institutes in the *Newsletter*;
 - (v) Column for each issue of the *Newsletter* addressing conference and related information: Nov. 30, Mar. 15, and May 30
- f. Design and write the program; make arrangements for its printing and delivery to conference manager and registration committee.

13. Sell advertising space in conference program booklet, if possible. Work with Exhibits Chair to coordinate advertisement for exhibitors and other companies. Try to get speakers and presenters who are published. Work to get their publishers (and other publishers as well) to become "corporate sponsors" to help with food costs.

14. Coordinate program preparation with Conference Manager activities. Plan for extra days before and/or during spring board meeting to meet with on-site committees and hotel personnel.

Prior to forthcoming Conference

- 15. Establish file of information for incoming President-Elect:
 - a. Spring Board meeting documents (specified above);
 - b. Sample Calls and brochures;
 - c. Copy of letters providing sample communication with keynoters, presenters, journal editors, publishing company representatives, etc.
- 16. In concert with President and Board, determine new committee chairs for forthcoming year:

Standing Committee Chairs

Awards and Scholarships Chair
Editor and Executive Editor, *Journal of College Reading and Learning*
Elections Chair (Past, Past President)
International Tutor Certification Program Coordinator and Assistant Coordinator
Political Action Coordinator
Professional Association Liaison Coordinator
Special Interest Group Coordinator
Conference Evaluations Chair

Standing Positions (without committee)

Archivist
Bylaws Chair
Editor, *Newsletter*
Membership Coordinator
Parliamentarian
Representative to Council for Advancement of Standards (CAS)
Site Selection Chair
State/Region Directors

17. Prepare report to submit at Spring Board meeting itemizing expenditures of funds from President-Elect's account.

Ongoing

18. Send copies of correspondence and appropriate documents to Archivist.
19. Maintain paid membership in CRLA.
20. Update this job description at the end of term.

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(last revised 9/98)

PROFESSIONAL ASSOCIATION LIAISON COORDINATOR

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This position is appointed by the CRLA President, with Board consent, for a three-year term. The Professional Association Liaison Coordinator reports to the Board.

1. Recommend to the Board the associations with whom CRLA should liaison.
2. Recruit CRLA members to serve as liaisons to associations identified in task #1.
3. Monitor activities of liaisons; gather from liaisons, on a regular basis, information on conferences, special events, and common issues; prepare an article for each edition of the *Newsletter*.
4. Submit a conference meeting calendar of associations to the *Newsletter* editor.
5. Coordinate with the President-Elect a conference meeting time with liaisons, association share tables, and conference advertising in the conference program.
6. Correspond on a regular basis with liaisons.
7. Work with the Membership Coordinator to develop a liaison tracking system.
8. Establish agreements of collaboration (based on the CRLA's model with NADE) with associations determined in task #1.
9. Regularly send copies of all appropriate correspondence to Archivist.
10. Coordinate CRLA display to take to liaison conferences.
11. Submit to the Treasurer a proposed budget by May 31 annually.
12. Update this job description at end of term of office.

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(last revised 9/98)

PROFESSIONAL ASSOCIATION LIAISON

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1. The overall objective of the liaison function is to keep CRLA members better informed of the potential resources within other organizations, and vice versa. Many of the specifics, however, must be left to the individual judgment of the person serving in this capacity, with consideration for the other organization's dynamics, etc. The following list of activities summarizes, in general, how one serving in the role of official liaison to another professional organization may proceed:

a. Keep the Professional Association Liaison Coordinator informed about the following items learned from the other association: new publications available; upcoming conference dates and locations; and names and specialties of good resource persons in the other association (and vice versa).

b. Attend the board meetings of other associations and describe CRLA and its commitment to the liaison function with regard to other organizations.

c. Be available as a general resource person about the other association for CRLA members who may want to know more about it. Make available the names of its current officers and editors. Report to the Professional Association Liaison Coordinator the other association's decisions and policies related to professional issues of common concern.

d. Remain alert to professional issues in both associations that may be facilitated by joint effort and approaches.

2. Communicate regularly with the Professional Association Liaison Coordinator.

3. Retain current membership in CRLA.

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(last revised 9/98)

SECRETARY

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The Secretary is elected by the general membership of CRLA to be on the Executive Board. The term of office is 2 years. He/She attends all board meetings and actively participates in the discussion and decision-making. This position carries one vote.

The main functions of the secretary are to record, store and disseminate information from the board meetings, cross-referencing them for easy access when appropriate. The secretary also keeps various records of the organization complete and up-to-date.

Duties

At each meeting/conference call

1. Provide small office supplies, e.g. stapler, post-it notes, paper clips, extra pens, white-out, tape.
2. Have on hand minutes of meetings from past year and attachments, if feasible. Historical records, by-laws, constitution, Policy and Procedures Manual should also be on hand. (Note: These *must* be at the board meetings held during the annual conference.)
3. Record the minutes, using a reliable system (e.g. laptop computer, tape recorder, pen) and a backup system. Use the standard CRLA format of two columns.
4. Prepare draft minutes within two weeks and distribute to the other Executive Board members for editing. Using fax or e-mail is the quickest method of delivery (in 1998).
5. Prepare a 2nd draft based on these revisions (within one week if possible) and re-distribute to the Executive Board for further revisions.
6. After collecting revisions to the second draft, prepare the final form of the minutes to be approved by motion and vote, either at the next meeting or sooner (e.g. e-mail vote).
7. After the minutes are approved, make copies and distribute to list below.
8. Prepare a list of attachments to the minutes and distribute to list below. Label each attachment accordingly; include the number of pages.
9. Prepare a summary of the minutes, have it approved by the President, and make copies to distribute to list below.
10. Distribution of minutes
 - a) After minutes have been approved, copies are distributed to:

- the secretary's file
- each board member
- the Newsletter editor
- the archivist

b) A list of attachments to the minutes goes to:

- the secretary's file
- the president
- the archivist, with one copy of each attachment

(Each board member will have received his/her own copy of any attachments prior to the meeting.)

c) A summary of the minutes is distributed to:

- the secretary's file
- each board member
- each person on the Quick Reference List, i.e. all national officers

At the annual conference

11. Prepare a booklet containing all the summaries of the minutes from the past year's board meetings. Have approximately 100 copies of this booklet made for distribution at the business meeting.

12. Present an oral report at the business meeting, summarizing the highlights of Board activity over the past year; coordinate with the president.

13. Display a copy of the full minutes from the past year in a high-traffic area such as the publishers' exhibit area or near the registration table.

14. Attend all board and board-related meetings. Have on hand minutes from the past year and all updated records/lists (see item #17 below).

15. Take minutes, as necessary, at all general meetings.

16. Assist the President as required.

Annually

17. These lists are to be updated annually:

- list of committee chairs
- lists of committee members
- list of award recipients
- list of Board members
- Policies and Procedures Manual
- job descriptions (with revisions submitted by incumbents)

18. Ensure CRLA's incorporation as a non-profit organization is renewed in New Mexico, where CRLA is incorporated. (Check with the President or Executive Assistant.) The form is to be filed with the New Mexico State Corporation Commission.

19. Ensure any newly-approved bylaws are signed by you and the president and submitted (no special form) with \$1.00 to Eric P. Serna (1993), Chairman, New Mexico Corporation Commission, P.O. Box Drawer 1269, Santa Fe, NM 87501.

20. Sign documents as required by this office, e.g. bank account signature forms.

21. Prepare a budget for this position and submit to the Treasurer by May 31.

22. Maintain paid membership in CRLA

General

23. Retain all correspondence and information related to this office. At end of term of office, forward items for the past two years to new secretary and earlier items to archivist, as appropriate.

24. Update job description at the end of term of office.

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(last revised 9/98)

SPECIAL INTEREST GROUP COORDINATOR

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Special Interest Groups (SIGs) exist in CRLA to foster year-long membership participation in areas of similar interest. Themes that distinguish SIGs from all other groups in CRLA are (1) topics of professional interest that may change periodically; (2) intentionally loose governing guidelines freeing each SIG to grow; and (3) regular information and experience exchange within its membership.

The SIG Coordinator facilitates the operation of the groups during the year and at the annual conference.

1. Correspond with SIG Leaders at least every academic month.
2. Design application form for prospective SIG Leaders, and formalize start-up of new SIGs and retirement of defunct SIGs.
3. Assist states and regions with state/region-level SIGs where such a network exists.
4. Before the annual conference:
 - a. Work with President-Elect on SIG-related conference needs.
 - b. Gather reports from SIG Leaders and prepare report to Board.
 - c. Finalize conference plans with SIG Leaders.
 - d. Update SIG Leader handbook.
 - e. Prepare agenda and materials for SIG Leaders' luncheon.
 - f. Contact SIG Leaders to bring copies of newsletters and other useful resources (books, etc.) for display at conference.
5. At the annual conference:
 - a. Facilitate SIG Leaders' Leadership workshop.
 - b. Discuss with each SIG Leader the future of his/her SIG.
 - c. Set up and monitor SIG information area and display.
 - d. Attend beginning of each SIG function/meeting to make sure Leader is present and that facilities are satisfactory.
 - e. Recruit needed SIG leaders.
 - f. Present annual report to the Board, including evaluation of SIGs, issues, and future direction.
 - g. Meet with Leaders of newly-formed SIGs to review Leader handbook and expectations.
6. Maintain and develop the SIG Leader handbook.
7. Maintain and develop a directory of SIG resources.

8. Annually send a letter of appreciation to the institution of each SIG Leader.
9. Send on to Leaders the appropriate membership resource forms.
10. Send copies of all correspondence to the President at least monthly.
11. Send copies of appropriate correspondence to the Archivist regularly.
12. Update Leader lists and information sheet as needed.
13. Keep Membership Coordinator and *Newsletter* editor informed of changes in SIGs.
14. Send to the Treasurer by May 31 a proposed budget for the following year.
15. Submit article to *Newsletter* editor annually and provide list of SIGs, purpose statements, and contact persons annually to *Newsletter* editor.
16. Maintain current membership in CRLA.
17. At end of term of office, update this job description and suggest changes in job description of SIG Leader.

Term of office is 3 years.

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(last revised 9/98)

SPECIAL INTEREST GROUP LEADER

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1. Make application for the position of Special Interest Group (SIG) Leader, demonstrating your qualifications and support from your institution. After appointment by the Board, serve a term of two years. Report to SIG Coordinator.
2. Produce at least two mailings to SIG membership annually (before and after the annual conference):
 - a. List names, addresses, and telephone/fax numbers of members;
 - b. Review significant research and scholarly activity in the SIG area of interest;
 - c. Publish an annotated bibliography of relevant resources;
 - d. Include articles on new information and technologies;
 - e. Profile persons important to the purpose of the SIG;
 - f. Review materials useful to those interested in the SIG area; and
 - g. In the first year of a new SIG, publish at least a membership list with addresses and telephone/fax numbers and produce an announcement for the *Newsletter* about the new SIG, its purpose, and the key concerns it has been formed to explore.
3. Communicate regularly with SIG members concerning the design and agenda of the SIG meeting at the annual conference.
4. Provide information for the *Newsletter*:
 - a. Annually provide the goals and purposes of the SIG, the name(s), address(es), and telephone/fax numbers of its Leader(s);
 - b. Update that information whenever necessary; and
 - c. Contribute at least one brief article annually from your SIG.
5. Promote the annual conference among SIG membership.
6. Keep SIG Coordinator informed of changes and help identify potential new Leaders as appropriate.
7. Participate in conference planning and attend the annual conference (or send a designee):
 - a. Encourage SIG membership to submit program proposals;
 - b. Assist with program proposal review as requested by President-Elect;
 - c. Attend the SIG symposium at the conference led by the SIG Coordinator;
 - d. Sponsor SIG sessions;
 - e. Attend SIG meeting or meal function to facilitate discussion. Have an appropriate agenda, including an activity that will benefit all members. Evaluate past year and revise goals; and
 - f. Bring items for display table at conference.
8. Send copies of all SIG correspondence to SIG Coordinator.

9. Send copies of all newsletters to all Board members and Archivist.
10. At end of term, make suggestions to SIG Coordinator for revision of this job description.
11. Retain membership in both the Association and in the SIG you lead.

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(last revised 9/98)

STANDING COMMITTEE CHAIR

Page 1 of 1

1. Committee Membership

- a. Committee Chair shall be appointed by the President.
- b. The committee shall consist of five to seven CRLA members.
- c. Personnel for the committee shall be selected by the Chair, subject to approval by the President.
- d. Committee membership shall continue at the discretion of the President with consideration for continuity.

2. Meetings

- a. Meetings shall be held on call at the discretion of the Chair.
- b. No reimbursement for meeting expenses or other duties will be made to any committee member without prior approval of the Board of Directors. Upon written request of the committee member and approval of the Chair, these costs will be reimbursed.

3. Duties and Responsibilities of the Standing Committee

- a. The committee carries out charges as given by the President.
- b. The committee shall keep records and make reports and/or recommendations to the Board of Directors.

4. Duties of the Chair

- a. The Chair is responsible for following the charges of the President.
- b. The Chair shall carry out the business of the committee in a judicious manner.

5. Committee Procedure

- a. Notice of called meetings shall be made by the Chair and received by all committee members at least 15 days prior to that meeting. Notice shall include the date, place and charge to the committee.
- b. Recommendations of the committee shall be by consensus. If consensus is not reached, a minority report shall be submitted to the Board of Directors.

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(last revised 9/98)

TREASURER

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The CRLA Treasurer is elected for a two-year term of office beginning with the start of the spring Board meeting 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, prepares end-of-year fiscal reports, and prepares budget proposals for the coming year. The Treasurer advises the Board on all financial matters and monitors all accounts. The Treasurer presents all current Association financial records for review to the Association's auditor each month. This job description is to be reviewed by each outgoing Treasurer and recommended changes presented to the Board.

1. Transition

a. The outgoing Treasurer should update the "Treasurer's Portfolio" and send it to the incoming Treasurer prior to the Association's annual conference. For further clarification, the outgoing Treasurer should meet with the new Treasurer for at least half a day at the spring Board meeting so that s/he can explain the Treasurer's job in some detail. The outgoing Treasurer should show the new Treasurer the checkbooks and how they work, the various entries in the ledger and 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 CRLA Treasurer interacts with (1) other members of the Board, (2) the Membership Coordinator, and (3) the auditor.

b. The Treasurer should attend all sessions of the two Board meetings (fall and spring), and the incoming Treasurer should attend all meetings of the Board at the fall Board meeting after election.

c. The Treasurer's signature and the current President's signature should both appear on the Association's checking accounts, savings accounts and investments. This means a signature change every year for a new President and every two years for a new Treasurer.

d. The outgoing Treasurer will serve as consultant to the Board for a period of two years. The spring Board meeting that follows the election of the new Treasurer will be attended by the outgoing Treasurer, who is still responsible for preparing and presenting the end-of-year report and the proposed budget.

2. Accounts

a. The Treasurer should keep separate General and Conference accounts.

b. The Treasurer should ascertain that all checking accounts as well as savings accounts are interest bearing, thus assuring that CRLA's money is in

checking/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.

c. The Treasurer should make note of the due date on any Certificate of Deposit and immediately roll the money over or put it into another investment (if the situation warrants a change), so that the Association does not lose any potential interest.

3. Bills

a. Routine bills from contracted services, such as 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 President prior to payment.

b. All other bills must be accompanied by a signed Reimbursement Form and related invoices or receipts. All such requests for payment must be made within 60 days after the expense is incurred and no later than May 31.

c. All checks over \$1,000 that have not been budgeted or approved by the board must have two signatures--that of the Treasurer and that of the President (a Barney & Barney requirement for bonding).

d. When the Treasurer pays a bill, s/he should note on the bill itself the check number, budget category, and date of payment. (Noting this information in the checkbook is not sufficient.) The information should also be noted in the Ledger or Chart of Accounts. All paid bills and receipts should then be mailed to the auditor and copies of the bills filed either by date or by budget category.

4. Reports and Correspondence

a. The Treasurer should send a photocopy of the bank statement and reconciliation form to each Board member every month (a Barney & Barney requirement).

b. The auditor is responsible for filing a Federal Income Tax Return every year as required by the IRS and will use the materials received monthly from the Treasurer to file the return. Our organization has tax-exemption 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, Secretary, and Treasurer.

c. 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 auditor, businesses to whom the Association pays bills, and the Membership Coordinator. The Treasurer should keep on file copies of all such letters.

d. The operating budget for CRLA is set each year at the spring 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. Specific pages of the final approved budget must also be sent to all committee chairs so they are aware of what their budgets are for the coming year for their specific committees.

e. 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 fall Board meeting (the Annual Report).

f. The Treasurer should make sure that the President and Treasurer are bonded.

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

h. The Treasurer will retain correspondence and office-related information for three years, sending copies regularly to the Archivist; items four years and older go to the Archivist.

5. Conference

a. The Treasurer should work closely with event chairpersons each year to make sure accurate records of all conference income and expenditures are kept.

6. Records

a. The Treasurer should keep records according to the bookkeeping system approved by the Board. All transactions should be listed in a ledger under the appropriate category or entered on a computer program specifically designed for the Association's needs, enabling the Treasurer to keep accurate records for each separate budget category and for the Association as a whole.

b. The Treasurer should balance the checkbooks after every entry (deposit or withdrawal) and should check the bank statements every month to make sure the balances in the checkbooks agree with the bank statements.

7. Policy

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

b. The CRLA fiscal year runs from July 1 to June 30. All bills must be submitted to the Treasurer prior to May 31 for payment from that year's budgeted funds.

c. An auditor will be employed by the Association to conduct the yearly audit and file all necessary tax forms. The Treasurer will work closely with the auditor, providing all information and materials needed for a successful audit.

8. Conference Registration

a. All conference registrations will be sent directly to the Treasurer. The Treasurer will reconcile the payment submitted with the items checked by the registrant on the registration form. If these do not balance, the payment received will be deposited and the sender will be contacted. If they do balance, the Treasurer will collect the money to be deposited in the conference account and send the registration form to the Conference Site Coordinator or that person's designee. The registration forms should be forwarded at least once a week.

b. If a check is received from an institution and is not accompanied by a registration form, that check must be returned to the institution with a letter explaining that the Treasurer cannot accept payment without an accompanying registration form. (Enclose a blank registration form for the convenience of the registrant.)

c. For registrations that include membership and/or SIG fees, the Treasurer must photocopy the appropriate portion of the registration form and send it to the Membership Coordinator. Membership and/or SIG fees will be credited to the regular CRLA account, not the conference account. The total number of registrants who joined CRLA during the registration process should be sent to the Conference Site Coordinator so that information can be included in the conference report.

d. The Treasurer should write the total amount received on the upper right corner of the registration form along with the ledger page and number where the registration is recorded. The On-Site Coordinator or a designee will write a receipt for the amount received and include it in the registration packet.

e. After the early-registration deadline, only full cancellations will be accepted; the \$15.00 processing fee will be charged.

f. On-site registration moneys should be collected by the Treasurer on a daily basis during the conference.

g. Charge to Refunds will be made upon request within three weeks after close of the conference.

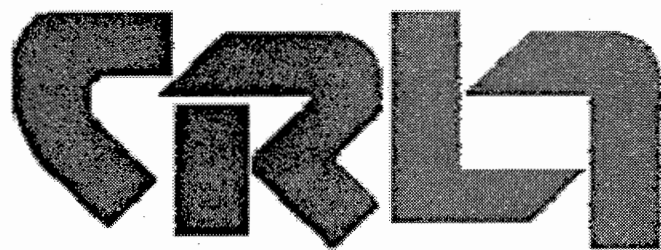
The Treasurer must maintain a current membership in CRLA.

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

(last revised 9/98)



\$ 0.60^E_A



College
Reading &
Learning
Association



Today's Successes
Tomorrow's Challenges

31st Annual Conference Program
November 4-7, 1998
Salt Lake Hilton
Salt Lake City, Utah

CONFERENCE AT A GLANCE

Monday, November 2

9:00 a.m. - 5:00 p.m.

CRLA Board Meeting —
Board Room

Tuesday, November 3

9:00 a.m. - 5:00 p.m.

CRLA Board Meeting —
Board Room

1:00 p.m.-5:00 p.m.

Genealogy Tour

6:00 p.m. - 9:00 pm

Registration

Wednesday, November 4

8:00 a.m. - 8:30 a.m.

Chairperson Orientation

8:00 a.m. - 8:00 p.m.

Registration

8:30 a.m.-12:30 p.m.

Technology Institutes at
University of Utah

9:00 a.m. - 12:00 p.m.

Pre-Conference Institutes

Salt Lake Hilton

12:00 p.m. - 4:30 p.m.

Leadership Lunch and
Workshop

1:00 p.m. - 5:00 p.m.

Technology Institutes at
University of Utah

1:30 p.m. - 4:30 p.m.

Pre-Conference Institutes
Salt Lake Hilton

7:00 p.m. - 8:00 p.m.

Newcomers Reception

8:00 p.m. - 9:00 p.m.

Welcome to Salt Lake
Reception

9:30 p.m. - 12:00 p.m.

Hospitality Suite Open

Thursday, November 5

7:00 a.m. - 8:45 a.m.

SIG Breakfast Meetings

7:30 a.m. - 8:45 a.m.

SIG Meetings

8:00 a.m. - 8:30 a.m.

Chairperson Orientation

8:00 a.m. - 5:00 p.m.

Resource Room Open

8:00 a.m. - 8:30 a.m.

Elections Committee

8:30 a.m. - 6:00 p.m.

Registration

9:00 a.m. - 10:30 a.m.

First General Session

10:30 a.m. - 10:45 a.m.

Coffee Break

Thursday, November 5

(CONT)

10:45 a.m. - 11:45 a.m.

Chapter, State, and Regional
Meetings

12:00 p.m. - 1:30 p.m.

Lunch

1:30 p.m. - 2:30 p.m.

Concurrent Session 1

2:30 p.m. - 2:45 p.m.

Coffee Break

2:45 p.m. - 3:45 p.m.

Concurrent Session 2

2:45 p.m. - 5:00 p.m.

American Council of
Developmental Education
Associations Meeting

4:00 p.m. - 5:00 p.m.

Concurrent Session 3

5:15 p.m. - 8:30 p.m.

Grand Opening of Exhibits

6:45 p.m. - 9:00 p.m.

No Host Dinner

9:30 p.m. - 12:00 a.m.

Hospitality Suite Open

Friday, November 6

7:00 a.m. - 8:30 a.m.

Publishers' Breakfast

7:00 a.m. - 8:30 a.m.

Exhibits Open

7:30 a.m. - 8:30 a.m.

Political Action Committee

8:00 a.m. - 8:30 a.m.

Chairpersons' Orientation

8:00 a.m. - 4:00 p.m.

Resource Room Open

8:00 a.m. - 4:00 p.m.

CRLA Scholarship Auction

8:15 a.m. - 8:30 a.m.

Open Nominations Session

8:30 a.m. - 5:00 p.m.

Registration

8:45 a.m. - 10:30 a.m.

Second General Session

10:30 a.m. - 10:45 a.m.

Coffee Break

10:30 a.m. - 5:00 p.m.

Exhibits Open

10:45 a.m. - 11:45 a.m.

Concurrent Session 4

12:00 p.m. - 1:30 p.m.

Lunch with a Mentor

Past Officers Luncheon

Editorial Advisory Committee

1:45 p.m. - 2:45 p.m.

PAL's Meeting

1:45 p.m. - 2:45 p.m.

Concurrent Session 5

Friday, November 6

(CONT)

2:45 p.m. - 3:00 p.m.

Coffee Break

3:00 p.m. - 4:00 p.m.

Concurrent Session 6

3:00 p.m. - 4:00 p.m.

International Tutor

Certification Program

3:00 p.m. - 5:00 p.m.

Board Meeting

4:00 p.m. - 5:00 p.m.

Networking Open Time

4:00 p.m. - 5:00 p.m.

Kellogg Corner

4:00 p.m. - 5:00 p.m.

Meeting of 1998 and 1999

Chairs

6:00 p.m. - 6:30 p.m.

No Host Cocktail Hour

6:30 p.m. - 9:00 p.m.

Awards Banquet

9:30 p.m. - 12:00 a.m.

Friday Night Literary Society

Saturday, November 7

7:00 a.m. - 8:30 a.m.

SIG Breakfasts

7:30 a.m. - 8:30 a.m.

SIG Meetings

8:00 a.m. - 8:30 a.m.

Chairperson Orientation

8:00 a.m. - 12:00 p.m.

Resource Room Open

8:45 a.m. - 9:45 a.m.

Concurrent Session 7

10:00 a.m. - 11:00 a.m.

Coffee Break

Recognition and Auction

11:00 a.m. - 12:00 p.m.

Concurrent Session 8

12:00 p.m. - 1:30 p.m.

On to New Orleans Luncheon

1:30 p.m. - 5:00 p.m.

Technology Institute -

University of Utah

2:00 p.m. - 5:00 p.m.

Board Meeting

2:00 p.m. - 5:00 p.m.

Post-Conference Institutes -

Salt Lake Hilton

6:00 p.m. - 9:00 p.m.

Lrnasst Gathering

6:00 p.m. - 9:00 p.m.

Dinner on the Town

9:30 p.m. - 12:00 a.m.

Hospitality Suite Open



WELCOME TO THE 31st ANNUAL CONFERENCE OF THE COLLEGE READING AND LEARNING ASSOCIATION

Dear Colleagues,

We are delighted to welcome you to the College Reading and Learning Association's 31st Annual Conference. We believe that this year's program contains many exciting professional development opportunities.

Many things about this conference will be familiar. We have a great line up of diverse institutes and sessions. We are continuing with the Gift Sessions inaugurated at last year's conference. The state and regional meetings will be held immediately after the keynote address and right before lunch so that meetings can spill over into informal luncheons. The Newcomers Reception is blended with a Welcome Back reception. Networking time is again built into the conference schedule. There is also a pre-conference campus tour, SIG meal opportunities, and our nightly hospitality room.

But there are innovations as well. The awards banquet will be Friday night; a farewell luncheon ends the conference proper Saturday noon, but a small selection of high quality institutes, featuring some of the best CRLA has to offer, will be held Saturday afternoon. The hospitality room will feature SIG leaders on Thursday night and highlight CRLA authors at our traditional literary society gathering Friday evening. There will also be two "Conversation with..." sessions allowing members to ask questions and hear opinions of experts in technology and learning assistance centers.

Salt Lake City offers a variety of historic sites, fine dining, and shopping opportunities, many within walking distance of the conference hotel. We are confident that this conference will rank with the best in CRLA's long history.

Michael O'Hear
Indiana University-Purdue University

Grant Richards
Utah Valley State College

Announcing . . .

A Major New Revision of a TP Reading Book

TEN STEPS TO ADVANCING COLLEGE READING SKILLS, 3/E

Reading Level: 10–13

John Langan

This just-published book will help your students learn the advanced reading skills they need for college success. At the same time, the book will help students prepare for the standardized reading test that is often a requirement at the end of a semester.

Four features of the revision:

- **Longer and more difficult practice selections.** More than half of the materials in the book are new; these high-interest materials are written on a higher level of difficulty than the other books in the *Ten Steps* reading series.
- **New materials.** In response to instructor requests, the book now features a section on detecting positive and negative bias. The chapter on inferences also covers the reading of charts and graphs. A motivational reading essay has been added, along with a short guide to reading literature.
- **Many major changes throughout the text.** The treatment of main ideas has been greatly expanded; the chapter on supporting details now includes information on outlining, mapping, and summarizing; the chapters on relationships make it much easier for students to see the connection between transitions and patterns of organization; there are now more combined-skills tests that give students practice in all the key comprehension skills.
- **A revised Instructor's Edition that annotates answers.** Experienced instructors as well as new adjuncts will appreciate a text that not only provides answers to all of the activities and tests but also includes many comments and explanations that will be of help while teaching the material in class.

*For a free exam copy of the instructor's edition of the book, please visit our booth.
Or call our toll-free number, and your order will be sent out the day we receive it.*



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Helping you help students learn

Announcing . . .

A Sequence of Five Outstanding Vocabulary Books

VOCABULARY BASICS

Reading Level: 4–6

Vocabulary Basics will help your most basic students learn 240 words important for moving ahead in school and at work.

GROUNDWORK FOR A BETTER VOCABULARY, 2/E

Reading Level: 5–8

A slightly higher-level text than *Vocabulary Basics*, the newly-revised edition of *Groundwork for a Better Vocabulary* has been expanded so that it now teaches 250 words.

BUILDING VOCABULARY SKILLS, 2/E

Reading Level: 7–9

Also a basic text, *Building Vocabulary Skills* teaches 260 words and 40 word parts.

IMPROVING VOCABULARY SKILLS, 2/E

Reading Level: 9–11

An intermediate text, *Improving Vocabulary Skills* teaches 260 words and 40 word parts.

ADVANCING VOCABULARY SKILLS, 2/E

Reading Level: 11–13

A more advanced text, *Advancing Vocabulary Skills* teaches 260 words and 40 word parts.

Key features of the books:

- **An intensive words-in-context approach.** Each new word is presented in at least six different settings. To develop “ownership” of the new words, students may also use the words in speaking and/or writing situations.
- **Varied practice and appealing content.** You’ll find your students motivated by the wide variety of activities as well as by the lively, realistic, often humorous practice materials.
- **Sensitivity to the needs of adult students.** Information is presented in a clear and easy-to-understand way—in a friendly, accessible tone of voice that never condescends.
- **Outstanding price.** While the books are comprehensive enough to serve as primary texts, their modest net price of \$7.90 also makes them inexpensive supplements.

Visit the Townsend Press booth to receive a complimentary copy of any of these books. Additional information about each book, including a list of words in the book and sample pages, is available at our website.



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Helping you help students learn

CONFERENCE SPECIAL EVENTS

AUTHORS' AUTOGRAPHING SESSIONS

Exhibits Area-- Thursday evening 5:15 - 8:00 pm

These sessions give conference participants the opportunity to meet leading authors in the field. Exhibitors will have copies of books by their authors. Be sure to check the schedule of autographing sessions in the exhibit area. John Gardner will be autographing his books at a special time right after his talk Thursday morning. Check the schedule for location and exact times.

AWARDS BANQUET (Preregistration required) Third General Session--Three Seasons

Friday, November 6 6:00 - 9:00 pm.

This event begins with a no-host cocktail hour followed by the banquet and the announcement of CRLA's major awards. The evening concludes with entertainment provided by the award-winning UVSC Ballroom Dance Company. Ticket information is available at the registration table.

BOARD MEETINGS

The CRLA Board will meet on Monday and Tuesday, November 2 and 3, from 9:00 to 5:00; on Friday, November 6, from 3:00 to 5:00, and on Saturday, November 7, from 2:00 to 5:00. Meetings will be in the Board Room on the second floor of the hotel. All CRLA members are encouraged to attend these sessions. The daily agendas will be published in the registration area.

DINNER ON THE TOWN

Saturday, November 7 6:00 - 9:00 pm

Dinner menus and sign up sheets for a variety of local restaurants will be available in the conference registration area. Come and take advantage of this final opportunity to network with colleagues.

HOSPITALITY SUITE

Presidential Suite - Rm 194

The CRLA Hospitality Suite will be open Wednesday through Saturday nights from 9:30 to 12:00 midnight. Come and meet friends, officers, SIG leaders, and authors in an informal, friendly atmosphere.

LEADERSHIP WORKSHOP AND LUNCHEON

Three Seasons South

Wednesday, November 4 12:00 to 4:30 pm

CRLA's annual leadership workshop and luncheon for all SIG leaders and state directors.

LUNCH WITH A MENTOR (Preregistration required)

Three Seasons

Friday, November 6 12:00 - 1:30 pm

Take advantage of this opportunity to share views and ideas with experts in areas of professional interest. Groups are limited in size to facilitate discussion.

NETWORKING: OPEN MEETING TIME

Friday, November 6 4:00 - 5:00 pm

A special time set aside for attendees to meet and discuss issues with one another or simply relax.

NEWCOMERS RECEPTION AND WELCOME BACK PARTY

Three Seasons South

Wednesday, November 4 7:00 - 9:00 pm

For newcomers a chance to meet and talk with long-time CRLA members, officers, and directors of their state and regional chapters. For all, a chance to meet and talk with our keynoter John Gardner and to learn more about our host city.

ON TO NEW ORLEANS LUNCHEON AND INSTALLATION OF OFFICERS

(Preregistration required) Three Seasons

Saturday, November 7 12:00 noon - 1:30

Join us in saying farewell to Salt Lake and hello to New Orleans. Lunch will be followed by the installation of CRLA's new officers and a special luncheon speaker. Amy Carmer of Western Governors University will talk about this new distance education university which will have a huge impact on traditional colleges and community colleges.

POLITICAL ACTION COMMITTEE MEETING

Autumn Room

Friday, November 6 7:30 - 8:30 am

Politics, both on campus and off campus, is becoming an increasingly important concern for those in developmental education across the country. We invite everyone to attend this meeting to develop strategies to increase awareness and aptitudes in political situations.

PUBLISHERS' EXHIBITS GRAND OPENING RECEPTION

Three Seasons North

Thursday, November 5 5:00 - 8:00 pm

The opening of the publishers' exhibits will feature a reception for conference attendees. Come, meet the publishers' representatives, and learn about new materials in the field. Exhibits will be open from 5:00 to 8:00 Thursday and Friday from 7:30 to 5:00, except during the second general session. All conference refreshments on Friday will be in the exhibit area.

PUBLISHERS' BREAKFAST

Three Seasons North

Friday, November 6 7:15 - 8:30 am

The Friday morning Publishers' Breakfast features complimentary pastries and beverages as well as an opportunity to view the exhibits.

RESOURCE ROOM

Summer Room

Thursday and Friday 8:00 - 5:00 pm

The resource room will house copies of handouts from all conference sessions and a Xerox machine. Attendees will be able to get copies of materials desired at cost.

SCHOLARSHIP AUCTION AND RECOGNITION TIME

Three Seasons South

Saturday, November 7 10:00 - 11:00 am

Have fun and support CRLA's scholarship fund by bidding on items donated by various CRLA groups and members. Bids on items may be made Friday all day in Three Seasons North. Prizes will be awarded on Saturday morning at a special session in Three Seasons South. At the same time, we will be giving out additional awards for special services to CRLA.

UTAH VALLEY STATE COLLEGE TOUR (Preregistration required)

Wednesday afternoon 1:00 - 5:00 pm

A bus will leave the hotel promptly at 1:00 for Utah Valley State College. The campus tour will feature the Learning Enrichment Center and the on-line writing lab.

CONFERENCE INFORMATION AND ANNOUNCEMENTS

BULLETIN BOARD

The Bulletin Board near the registration area in the Seasons Lobby has messages and announcements. Program changes will be listed here and also announced at general sessions. CRLA Board minutes will be placed on the Bulletin Board.

CONFERENCE REGISTRATION, ACTIVITIES, FEES

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

Your name tag is your admission ticket to the conference exhibits, presentations, and general sessions. Only members wearing name tags will be allowed to vote during conference business meetings.

EVALUATIONS

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

JOURNAL OF COLLEGE READING AND LEARNING

The *Journal of College Reading and Learning* is a refereed journal published by CRLA. It is a forum for current theory, research, practice, and policy related to post-secondary reading improvement and learning assistance. Manuscripts (12-15 pages) double-spaced may be submitted to the *Journal* editor, Jim Bell, Learning Skills Center, University of Northern British Columbia, 3333 University Way, Prince George, BC, Canada V2N4Z9. Complete submission guidelines can be obtained at the registration table, or at the CRLA table in the Exhibit area during the conference.

CRLA MEMBERSHIP

If you did not renew your membership for 1999 or with your conference registration form, you may do so here at the conference. Forms are available in the registration area. **CURRENT MEMBERSHIP IS MANDATORY TO RECEIVE MEMBER RATES FOR THE CONFERENCE.**

PROFESSIONAL ASSOCIATION LIAISON

CRLA is interested in how different professional organizations can best work together to strengthen our influence in areas of common concern. If you have ideas or interest in this area, plan to attend the special PAL's meeting being held in Rap of the Gavel on Friday between 1:45 and 2:45 pm.

SPECIAL DIETARY NEEDS

Anyone with special dietary needs should notify staff at the conference registration table so accommodations can be made.

SPECIAL INTEREST GROUPS

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

PROGRAM CHANGES

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

FEATURED INSTITUTES

On-Line and Beyond: Using Technology to Enhance and Deliver Developmental Courses

Bill Broderick



Bill Broderick has made frequent appearances at past CRLA conferences. Bill has authored six books, including two in the Townsend series: *College Reading* and *10 Steps to Building College Reading Skills, Form B*. He also co-wrote (with David Caverly) the "Techtalk" column in the *Journal of Developmental Education* for 10 years. Bill has presented workshops such as "energizing the Developmental Classroom" across the country, in Mexico, and Australia.

M.L. Bettino

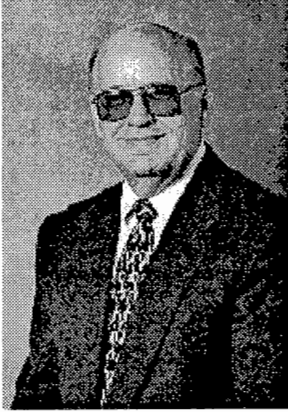


M.L. Bettino is currently serving as Director of Distributed Education and Faculty Training at Cerritos College in the Los Angeles area. He received his master's in Psycholinguistics from Cal State Northridge. Bettino began his teaching career at the high school level where he taught reading and advanced placement English Literature for 16 years. During his final five years, he was Reading Coordinator and ESL Director. Bettino has been teaching at Cerritos College since 1990 and has pioneered online courses in basic developmental reading. He was named 1996 California Teacher of the Year by CAPED (California Association of Postsecondary Education and Disability).

FEATURED INSTITUTES

A Helicopter View of Learning Assistance

David M. Defrain



David M. Defrain is a multi-titled, multi-talented individual. He is currently serves as Director of Retention and of the University 1000 Program, chairs the Educational Development Center, and is a professor both of psychology and developmental education at Central Missouri State College in Warrensburg, MO. He has received the Freshman Advocate Award from the National Conference on First Year Students and Students in Transition, the Outstanding Developmental Education Department Award from NADE, and the Outstanding Developmental Educator Award from the Midwest Regional Association for Developmental Education. He is the author of several papers and publications and has been involved with several large grants. His institute will focus on Learning Assistance Centers.

Saturday Luncheon Speaker

Western Governors University's Impact On Education

Amy Carmer



Amy Carmer is Manager of Public Policy for the Western Governors University (WGU), a private, non-profit institution incorporated in the state of Utah. She is a graduate of the University of Nebraska College of Law and a member of the Nebraska Bar Association. Before coming to WGU, she served as Nebraska Governor E. Benjamin Nelson's Education Policy Advisor in the Governor's Policy Research Office. In this role, she dealt with K-12 and higher education issues. She will speak about the new type of experience WGU offers students. Western Governors University represents a real innovation in higher education by offering distance learning opportunities for students who may not be able to attend regular colleges and community colleges.

WEDNESDAY, NOVEMBER 4



8:00 - 8:30 am

Chairperson orientation
Market West

8:00 am - 8:00 pm

Registration
Seasons Lobby

8:30 am - 12:30 pm

Morning technology institutes at University of Utah. Meet in Seasons Lobby. Bus leaves promptly at 8:30.

9:00 am - 12:00 pm

Pre-conference morning institutes at hotel.

12:00 pm - 4:30 pm

State Directors and SIG Leaders Leadership Luncheon and Workshop. Three Seasons South. Buffet lunch at noon followed by workshop.

1:00 pm - 5:00 pm

Afternoon technology institutes at University of Utah. Meet in Seasons Lobby. Bus leaves promptly at 1:00

1:30 pm - 4:30 pm

Pre-conference afternoon institutes at hotel

7:00 pm - 8:00 pm

Newcomers Reception. Join CRLA officers and State and Regional Directors for an old-fashioned ice cream social. Seasons South.

8:00 pm - 9:00 pm

Welcome to Salt Lake reception. Newcomers reception continues and expands. Come and meet old friends and new. Meet John Gardner, our keynoter. Seasons South.

Special recognition is extended to Wadsworth for its corporate sponsorship of the Newcomers and Welcome receptions.



9:30 pm - 12:00 am

Hospitality Suite open - Presidential Suite. Room 194.

WEDNESDAY INSTITUTES

	Morning Institutes
	9:00-12:00
Autumn	A) On-Line and Beyond: Using Technology to Enhance and Deliver Developmental Courses, Broderick and Bettino
MAC Lab*	B) Study Skills On-Line, MacDonald
PC Lab*	C) Woger Webbitt's Hitchhiker's Guide to the Internet, Halter and Millsap
Market West	D) Learning Styles: Part One, Deese-Roberts
Market Street	E) Tutor Training Today: Successful Tutors Tomorrow, Shaw, Melton, and Hall
Granary	F) Using Active Learning to Encourage Critical Thinking, Krauss and Ruscica
Smoke House	G) Cognitive Research on Writing and Its Implications for Instruction, Best

	Afternoon Institutes
	1:30-4:30
Autumn	H) A Helicopter View of Learning Assistance, DeFrain
MAC Lab*	I) G.A.P.: A Strategy for Transforming Information Into Knowledge..., Caverly
PC Lab*	J) ESL Students and Computers, Schlender
Market West	K) Learning Styles: Part Two, Deese-Roberts
Smoke House	L) Number-Crunching, Story-Telling, & Seeking Accountability, Stern, Norton, Foster
Granary	M) Peer Tutoring, Baril and Wright

*These Institutes will be held at the University of Utah

WEDNESDAY INSTITUTES

Morning Institutes

*9:00-12:00

*Those participants with tickets for the technology institutes (B, C) at the University of Utah will need to meet the bus at 8:30 a.m.

A - On-Line and Beyond: Using Technology to Enhance and Deliver Developmental Courses

Presenting: Bill Broderick, Cerritos College
M.L. Bettino, Cerritos College

This presentation will focus on how technology can be used to enhance and/or deliver a developmental reading or writing class. On-line, internet-enhanced, web-based, and other distance education terms will be explained and demonstrated. Participants will also learn the following:

1. How to set up a website for individuals, departments, and programs;
2. How to set up and manage student and student-instructor communications such as e-mail and chat rooms;
3. How to retain distance education students;
4. How to train faculty and support staff for distance education courses.

B - Study Skills On-Line* Sponsored by Computer Technology SIG

Presenting: Lucy Tribble MacDonald, Chemeketa Community College

Want to see what *Study Skills Online* looks and feels like? Or maybe you are just trying to find out where the study skills resources are online for your students. This presentation will include the new *Study Web*, a student-centered site for study strategies resources, hosted by college students for college students.

C - Woger Webbit's Hitchhiker's Guide to the Internet*

Presenting: Susan Halter, Delgado Community College
Joe Millsap, Ozarks Technical Community College

Teachers often do not exploit the resources of the WWW because they do not have the time to explore and discover what is available. We revisit and update last year's Internet Tour of sites that can be used in classroom activities as well as supplemental lab resources for all subjects.

D - Learning Styles: Part One

Presenting: Susan Deese-Roberts, University of New Mexico

Which part of the natural learning cycle do you prefer as a learner? As a teacher? What are the implications of the learning cycle and learning style preferences for curriculum design including design of tutor training programs? Answers to these questions and more are the focus of this action-packed institute.

E - Tutor Training Today: Successful Tutors Tomorrow Sponsored by ITMCP

Presenting: Gladys Shaw, University of Texas El Paso
Robin Melton, University of Texas at Arlington
Rosa Hall, Antelope Valley College
Juele Blankenburg, Oakton Community College
Patricia Useem, University of New Mexico

This interactive presentation will describe the CRLA International Tutor and and Mentor Certification Program (ITMCP) and provide participants with four instructional modules described and modeled by expert trainers and mentors from the ITMCP Committee. The modules will enable participants to take part in the instructional process and replicate the training activities in their own programs. Handouts will include the four training modules and an information packet about the tutor certification program. Appropriate for professionals planning or conducting tutor training.

F - Using Active Learning to Encourage Critical Thinking

Presenting: Judith Krauss, St. John's University
Marybeth Ruscica, St. John's University

Active learning exercises to teach critical thinking will be presented. Students are engaged in tasks which are based in psychology and are applicable across the curriculum. Their critical evaluations of these tasks also apply to real-life situations. This program is effective in retaining at-risk students.

***G - Cognitive Research on Writing and Its Implications for Instruction: Strategies for Guiding Students to Analyze and Improve Their Skills**

Presenting: Linda Best, Kean University

In this interactive session, participants will consider the presenter's cognitive research on writing and discuss its application. They will explore the nature of developmental writing, observe the modeling of instructional strategies, practice responding to student writing, and discuss related issues such as placement, progress, assessment, and the retention of skills.

Afternoon Institutes

***1:30-4:30**

*Those participants with tickets for the technology institutes (I, J) at the University of Utah will need to meet the bus at 1:00 p.m

H - A Helicopter View of Learning Assistance

Presenting: David DeFrain

Sometimes it's wise to rise out of the clamor of everyday activity and view our activities from a more detached point of reference. This institute plans to take an overview of learning assistance and relate the view to our specific programs. A "helicopter view" provides an opportunity to scan (develop a vision of) a specific location (program) as it plays against the larger panorama (institution and external publics). The helicopter view allows us to develop a perspective on mountain ranges, yet zoom in on specific plots of ground for a more detailed look. The helicopter can hover over one area for a period of time and move quickly on to another hot spot.

I - G.A.P.: A Strategy for Transforming Information Into Knowledge Through Technology*

Presenting: David Caverly, Southwest Texas State University

Learn how computer applications can work together for students to construct knowledge using multiple sources of information. Practice, hands-on, a strategy for constructing WWW searches (Gathering), using databases and mapping programs to select and organize material (Arranging), and constructing slide presentations and WWW pages for sharing (Presenting).

J - ESL Students and Computers: Both a Challenge and a Formula For Success*

Sponsored by English-as-a-Second-Language SIG

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

The objectives of this institute are to acquaint and show participants how to create assignments for computer-based instruction for ESL students. A result that can be seen is that students become more active in their language learning. Improvement can also be seen in critical thinking and reading and writing.

K - Learning Styles: Part Two

Presenting: Susan Deese-Roberts, University of New Mexico

Do you prefer right or left brain learning? How can you incorporate strategies for brain processing preferences into your teaching? Tutoring services? These questions will focus the work in this institute. Participants who also attend Part One will further refine their learning styles with this processing preference information.

L - Number-Crunching, Story-Telling, & Seeking Accountability: A Panel Presentation on Research & Evaluation Emphasizing Participant Interaction Sponsored by Research and Evaluation SIG

Presenting: Craig Stern, Northern Arizona University
Jan Norton, Missouri Western State College
Dean Foster, Pennsylvania College of Technology

The three presenters will begin by briefly summarizing the key objectives and methods of three different approaches to research and evaluation: quantitative ("number-crunching"), qualitative ("story-telling"), and standards and objectives ("seeking accountability"). Then, the bulk of the institute will be devoted to addressing the questions and concerns of the participants related to research, evaluation, assessment, objectives, standards, etc.; so bring your ideas/questions/ concerns.

M - Peer Tutoring: Today's Challenge, Tomorrow's Success! Sponsored by Peer Tutoring SIG

Presenting: Helen Baril, Quinnipiac College
Elaine Wright, Quinnipiac College

The institute will focus on the development of a peer tutoring program to aid in the retention and academic success of students. Information will be included which will be useful to both those just starting a learning center and those who are veterans in the area of offering academic support. The model used for the presentation will be one which utilizes the peer tutor as the mainstay of the organization.

KEYNOTE SPEAKER
Dr. John N. Gardner
University of South Carolina



Dr. John Gardner, a professor at the University of South Carolina, is best known as the initiator of an international reform movement in higher education to improve what he called "The Freshman Year Experience." Since 1990 he has developed a special focus on a second critical transition during the college years known as "The Senior Year Experience." To emphasize the need for institutions to focus more intentionally on "students in transition," he recently re-named the center he has directed at USC since 1974. It's now known as the National Center for the Freshman Year Experience and Students in Transition. Gardner's expertise is in the creation of programs to enhance learning, success, retention, and graduation of students in transition, especially freshmen. He is the author or coauthor of numerous articles and books including *College is Only the Beginning*, *Step by Step to College Success*, *Your College Experience*, *The Freshman Year Experience*, and *Ready for the Real World*.

THURSDAY, NOVEMBER 5

7:00 am - 8:45 am	SIG Breakfast Meetings	
Seasons South	DEVELOPMENTAL/BASIC WRITING	
	ENGLISH AS A SECOND/FOREIGN LANGUAGE	
	LEARNING ASSISTANCE CENTER MANAGEMENT	
	PAIRED COURSE	
	TEACHING EXCELLENCE	
7:30 am - 8:45 am	SIG Business Meetings	
	COGNITIVE PSYCHOLOGY	Little Cottonwood
	COLLEGE READING	Millcreek
	LEARNING DISABILITIES	Parleys
	MULTICULTURAL ISSUES	Emigration
	WORKFORCE LITERACY	Market Street
	LIBERAL ARTS COLLEGES AND UNIVERSITIES	Autumn
8:30 am - 6:00 pm	Registration — Seasons Lobby	
8:00 am - 5:00 pm	Resource Room open — Summer	
8:00 am - 8:30 am	Chairperson Orientation - Market West	
8:00 am - 8:30 am	Elections Committee - Market Street	
9:00 am - 10:30 am	FIRST GENERAL SESSION Three Seasons	
	Introductions and Welcome to the Conference	
	Mike O'Hear, CRLA President-Elect and Program Chair	
	Grant Richards, Conference On-Site Chair	
	Dr. Kerry Romesburg, President, Utah Valley State College	
	Keynote Presentation	
	John Gardner	
	"The Changing Role of Developmental Educators in Creating and Maintaining Cultures of Success"	
10:30 am - 10:45 am	Coffee Break - Seasons Lobby	
10:45 am - 11:45 am	Chapter, State, and Regional Meetings	
	Alaska	Little Cottonwood
	Arizona	Millcreek
	Arkansas/Louisiana	Parleys
	Canada	Autumn
	California	Market Street
	Colorado	Emigration
	Great Lakes (IL, MI, WI)	Market West
	Hawaii	Three Seasons - Left Rear
	Idaho	Three Seasons - Right Rear
	Iowa/Missouri	Three Seasons - Left Front

Mid-Atlantic (DC,DE,MD,VA,WV)
 Mid-South (AL, MS, TN)
 Montana
 Nebraska/Kansas
 Nevada
 New Mexico
 Northeast (CT,MA,ME,NY,RI,VT)
 North Dakota/South Dakota
 Oregon
 Ohio River Valley (IN,KY,OH)
 Oklahoma
 Pennsylvania/New Jersey
 Southeast (FL,GA,NC,SC)
 Texas
 Utah
 Washington
 Wyoming

Three Seasons - Right Front
 Rap of the Gavel
 Summer
 Seasons South - Left Front
 Seasons South - Right Front
 Executive B
 Smokehouse
 Seasons South - Right Rear
 Market Street
 Seasons South - Left Rear
 City Creek
 Summer
 Hospitality Suite - Rm 194
 Executive A
 Board Room
 Market West
 Three Seasons - Center

12:00 pm - 1:30 pm Lunch

1:30 pm - 2:30 pm 1st CONCURRENT SESSIONS

1:30 pm - 4:30 pm American Council of Developmental Education Associations - Emigration

1:30 pm - 2:30 pm Elections Committee Meeting - Hospitality Suite. Room 194

2:30 pm - 2:45 pm Coffee Break - Seasons Lobby

2:45 pm - 3:45 pm 2nd CONCURRENT SESSIONS

4:00 pm - 5:00 pm 3rd CONCURRENT SESSIONS

☛ 5:15 pm - 8:30 pm Grand Opening of Exhibits. Refreshments in Three Seasons North. Exhibits open until 8:30.

Special recognition is extended to H & H Publishing for partial sponsorship and support of this event.

H&H Publishing

5:15 pm - 6:15 pm Exhibits open with light buffet.

6:45 pm - 9:00 pm No host dinner. Meet in Seasons Lobby.

9:00 pm - 12:00 am SIG Night in the Hospitality Room--Presidential Suite (Room 194). Come to meet representatives of SIG groups and learn more about them.

THURSDAY PRESENTATIONS

	Concurrent Sessions #1	Concurrent Sessions #2	Concurrent Sessions #3
	1:30-2:30	2:45-3:45	4:00-5:00
Autumn	01. Tutor Training Handbooks- A Valuable Tutor Resource, Rose	12. The Contributions of Volunteers to Adult Basic Education and Developmental Education, Dorff, Jordan	23. Using Total Quality Management to Enhance Tutorial Services of Learning Centers, Bhowmick, Mukherjee
Little Cottonwood	02. Involvement in Learning: Promoting Achievement in Developmental Mathematics, Thomas, Higbee	13. The Work Ready Curriculum: Stepping From the Classroom to the Factory Floor, Wickham, Halverson, Ranch	24. Questioning Quest, Connolly, Miller
Millcreek	03. A Practical Implementation of the Reading/Writing Connection, Smith	14. Two Steps to 2000: A New Era of Academic Success Courses Emerges, Hodges	25. Using Myers-Briggs Type Indicator for Today's Successes and Tomorrow's Challenges, Lewis, Hatfield
Parleys	04. Readability Revisited: Using New and Electronic Formulas to Make Judgments About Text, Johnson, Agee	15. Transform Word Attack Into Word Play! Miller	26. Reading Comprehension: From Question to Answer, Leishman, Snip
Emigration	ACDEA Meeting	ACDEA Meeting	ACDEA Meeting
Market West	05. Teaching Concepts to Today's Students, Fritz	16. A Center for Learning: Combining Developmental Education and Academic Support Services . . . , Newburg, Rynberg	27. The Sixties Curriculum: A Thematic Approach to Study Skills Instruction . . . , Vetter, Holst, Eaton
Market Street	06. Defining "College Readiness" in Terms of Student Competence . . . , McNeill, Massey, Dusenberry	17. Technology in Developmental Education: A Review of the Research, Caverly, Peterson	28. Fostering Independent Thinking: Setting Standards from Course Concepts, Baca, Wood
Granary	07. A Conversation with John Gardner	18. What Works: Practical Tips From Learning Center Managers, Norton	29. Collaborative Work Groups for Extensive Reading . . . , Alexander, Lombardi
Smoke House	08. Working Together to Enhance Student Success . . . , Best, Carmichael, Fung, Haussmann	19. College Students with Learning Disabilities and Recorded Textbook . . . , Keck	30. The Use of Technologies to Enhance Reading & Writing Abilities, Yuan
Rap of Gavel	09. Learning Assistance Programs Standards and Guidelines: Self Assessment Procedures - Part One, Johnen, Clark-Thayer	20. Learning Assistance Programs Standards and Guidelines: Self-Assessment Procedures - Part Two, Johnen, Clark-Thayer	31. Activities to Enhance Collaborative Learning and Persistence, Higbee, Thomas
Executive B	10. Navigating Change Through Systems Thinking, Gordy	21. Enhancing Critical Thinking Through Writing Activities, Greenbaum, Angus	32. Establishing Criterion- Related Validity . . . , Napoli, Raymond
Executive A	11. Reading Comprehension and Technology: A State-Of- The-Art Classroom, Yaworski, White	22. Creating a Community of Readers, Swinton	33. Explore How to Use the WWW to Ignite the Uninspired Developmental Reader, Weesner

THURSDAY PRESENTATIONS

Concurrent Session #1

1:30-2:30

01 - Tutor Training Handbooks - A Valuable Tutor Resource

Presenting: Maria C. Rose, Fairmont State College
Chairing: Jean L. LaBauve, Eastern Washington University

Tutoring handbooks are a great source of information for tutors. Procedures, reference materials, tutor reactions to tutoring situations, and forms used in an established tutoring program will be presented as a model for developing a handbook.

02 - Involvement in Learning: Promoting Achievement in Developmental Mathematics

Presenting: Pamela V. Thomas, The University of Georgia
Jeanne L. Higbee, The University of Georgia
Chairing: Helen Baril, Quinnipiac College

This research project assessed the relationship between participation and involvement in learning both within and outside the classroom and success in a developmental algebra course. Variables included completing homework, seeking assistance, utilizing available resources, taking practice tests, and other measures recorded by the teacher and student.

03 - A Practical Implementation of the Reading/Writing Connection

Presenting: Lonna Smith, San Jose State University
Chairing: Roberta Alexander, San Diego City College

This presentation will focus on techniques for integrating reading and writing instruction through classroom-tested activities that actively involve students.

04 - Readability Revisited: Using New and Electronic Formulas to Make Judgments About Text

Presenting: Linda L. Johnson, Kirkwood Community College
Karen S. Agee, University of Northern Iowa
Chairing: Shevawn Eaton, Northern Illinois University

This session is for instructors seeking the best ways to assess the difficulty of reading materials. Readability formulas are a click away on word-processing programs. We will compare them with the not so speedy but brand-new 1995 Dale-Chall readability formula and Chall's 1996 Qualitative Assessment Scales. Finally, we will discuss our research and recommend instructional uses for readability.

05 - Teaching Concepts to Today's Students

Presenting: Margaret Fritz, The University of Toledo Community and Technical College
Chairing: Gretchen Starks-Martin, St. Cloud State University

In this one hour session, I will explain the process of using movie clips to illustrate concepts taught in a college level developmental reading class, discuss the theoretical underpinnings, and teach a demonstration lesson.

06 - Defining "College Readiness" in Terms of Student Competence: A Statewide Faculty Collaboration Around Standards, Criteria, and Assessments

Presenting: Anna Sue McNeill, Washington State Board for Community and Technical Colleges

Teresa Massey, Spokane Falls Community College

Pam Dusenberry, Shoreline Community College

Chairing: Teresa Massey, Spokane Falls Community College

Pam Dusenberry, Shoreline Community College

What do "college-prepared" students look like? What should they know and be able to do? This session describes a faculty driven effort that has led to statewide learning outcomes for developmental education students and discusses processes underway to create and evaluate assessment instruments for use by faculty in making judgments about the quality of student work.

07 - A Conversation with John Gardner

Presenting: John Gardner, University of South Carolina

Chairing: Kathy Beggs, Pikes Peak Community College

Come, meet Keynoter John Gardner up close and personal to talk with him about student success classes and other topics.

08 - Working Together to Enhance Student Success: The Collaborative Efforts of a Developmental Studies Program's Administrators and Faculty

Presenting: Linda Best, Kean University

Carolyn Carmichael, Kean University

Terry Fung, Kean University

Sharon Haussmann, Kean University

Chairing: Fran Kahn, University of Vermont

This session will follow a panel format. Four individuals with differing roles in a university's Developmental Studies Program will discuss strategies they have used to enhance student success and to measure and respond to student needs. Emphasis will be placed on cooperation and collaboration between administrators and faculty.

09 - Learning Assistance Programs Standards and Guidelines: Self-Assessment Procedures (Part One)

Presenting: Becky Johnen, West Virginia Northern Community College

Susan Clark-Thayer, Suffolk University

Chairing: Karen Bowen, Pikes Peak Community College

The Council for the Advancement of Standards (CAS) has developed a set of standards by which to assess learning assistance programs. This session will review the standards and guidelines as well as the self-assessment worksheet.

10 - Navigating Change Through Systems Thinking

Presenting: Zola Gordy, Maple Woods Community College

Chairing: Donna Clack, Schoolcraft College

Change is imminent, but progress requires community support and a "learning centered" approach to these changes. This session tells the story, complete with research, of the three year roller coaster ride that resulted in continuous quality improvements beyond the dreams of the director, the team, and administrators.

11 - Reading Comprehension and Technology: A State-Of-The-Art Classroom

Presenting: JoAnn Yaworski, Augusta State University
David White, Augusta State University

Chairing: Julie Hanks, Cabrillo Community College

Samplings of computer programs, web sites, hypertext literature, and electronic mail are presented with discussions of their specific applications to reading comprehension skills and instructional strategies.

Concurrent Session #2

2:45-3:45

12 - The Contributions of Volunteers to Adult Basic Education Programs and Developmental Education

Presenting: Deborah Dorff, Albuquerque TVI Community College
Tracy Jordan, Albuquerque TVI Community College

Chairing: Stephie Mukherjee, Fordham University

Were you aware that volunteers contribute greatly to the progress of adult basic education and developmental students? We will present essential information about several New Mexican volunteer tutor programs and detailed information about our own community college-based program. Come prepared to share information about your local volunteer programs or with questions about these ideas.

13 - The Work Ready Curriculum: Stepping From the Classroom to the Factory Floor

Presenting: Sue Wickham, Des Moines Area Community College
Pat Halverson, Des Moines Area Community College
Margie Ranch, Workforce Development Center

Chairing: Frank Gahren, USAF Academy Reading Program

How can developmental educators translate academic skills into a curriculum directly relevant to today's and tomorrow's businesses and the workers they employ? This session provides an overview of one community college's partnership with ACT, Work Force Development, and companies in Central Iowa to provide an answer to this question.

14 - Two Steps to 2000: A New Era of Academic Success Courses Emerges

Presenting: Russ Hodges, Southwest Texas State University

Chairing: Gail M. Platt, South Plains College

Learning framework courses include didactic theoretical underpinnings and experiential applications of learning strategies and skills. This presentation includes an overview of a course offered at a regional university and its effect on students' GPA and retention. A review of the literature and research findings from similar courses will also be provided.

15 - Transform Word Attack Into Word Play!

Presenting: Maggi Miller, Austin Community College

Chairing: Maureen McHale, Houghton Mifflin Co.

Traditional approaches for teaching vocabulary may be ineffective as well as jejune (dull). Introduce students to some lively alternatives to "looking it up" for increasing vocabulary. Show them how to become wordly wise by using research-based activities that are "engaged in for relaxation and amusement" (fun).

16 - A Center for Learning: Combining Developmental Education and Academic Support Services to Enhance Student Success

Presenting: Heather Newburg, Lake Superior State University
Nina Rynberg, Lake Superior State University

Chairing: Angela Adkins-Miller, Morningside College

Lake Superior State University combined academic support and developmental education programs into one centralized location, The Learning Center. The presenters will discuss the impact the Learning Center has had on student performance and retention and will look at strategies for maintaining the program in an era of budget cuts and "down-sizing."

17 - Technology in Developmental Education: A Review of the Research

Presenting: David C. Caverly, Southwest Texas State University
Cynthia L. Peterson, Southwest Texas State University

Chairing: Kathryn M. Lovrich, Washington State University

This session reviews research surrounding the use of technology as a tutor (technology used as a primary instructional delivery system), as a tool (technology supplementing learning for the student), and as a tutee (student teaching the technology to do his/her bidding). Handouts and references provided.

18 - What Works: Practical Tips From Learning Center Managers

Presenting: Jan Norton, Missouri Western State College
Gen Ramirez, California State University, Long Beach
Carolyn Smith, University of Southern Indiana

Chairing: Carol R. Lyon, St. Ambrose University

Here's your chance to find out what really works for three experienced managers. We'll share ideas and materials about interacting effectively with faculty, establishing credibility and marketing learning assistance services, managing multiple projects, and using Microsoft Access as a client database. Sponsored by the Learning Assistance Center Management SIG.

19 - College Students with Learning Disabilities and Recorded Textbooks: An Accommodation That Warrants Further Research

Presenting: Martina Keck, Mesa State College

Chairing: Nancy Kosmicke, Mesa State College

A successful accommodation for students with learning disabilities has been the implementation of recorded textbooks. However, colleges routinely offer this service without exploring a central question: Which students can benefit from this service? The characteristics of students who choose this accommodation as well as those who do not are explored.

20 - Learning Assistance Programs Standards and Guidelines: Self-Assessment Procedures (Part Two)

Presenting: Becky Johnen, West Virginia Northern Community College
Susan Clark-Thayer, Suffolk University

Chairing: Karen Bowen, Pikes Peak Community College

The Council for the Advancement of Standards (CAS) has developed a set of standards by which to assess learning assistance programs. This session will review the standards and guidelines as well as the self-assessment worksheet.

21 - Enhancing Critical Thinking Through Writing Activities

Presenting: JoAnne Greenbaum, California State University, Fullerton
Kathryn Bartle Angus, California State University, Fullerton

Chairing: Bernard L. Ngovo, Pima Community College

Writing assignments are an effective vehicle for fostering critical thinking in students. This presentation will demonstrate how instructors can use a variety of writing activities from informal journals to research papers to enhance students' critical thinking abilities. Integrating the use of technology into writing assignments will further help students to manage information and construct knowledge. Handouts will be provided.

22 - Creating A Community of Readers

Presenting: Jan Swinton, Spokane Falls Community College

Chairing: Lanetia (Sam) Noble, Widener University

Most of us probably grew up loving to read. We hope to help our students discover the same pleasure and passion for reading that we possess, but how do we do that? This session will focus on ways to incorporate pleasure reading into liberal arts classes and professional technical programs.

Concurrent Session #3

4:00-5:00

23 - Using Total Quality Management to Enhance Tutorial Services of Learning Centers

Presenting: Biswa P. Bhowmick, Fordham University
Stephie Mukherjee, Fordham University

Chairing: Maria C. Rose, Fairmont State College

This presentation will describe ways the tools of TQM are being incorporated in the tutorial services of the Higher Education Opportunity Program (HEOP) to improve retention and academic performance of its students at Fordham University. This program's enrollment consists of students from academically and economically disadvantaged backgrounds; the average retention rate for the last six years has been 80%. This presentation will provide a detailed description on how some of the "tools of quality" inherent in the paradigm of TQM are being used to enhance the quality characteristics of tutorial services and will also aim to generate audience discussion on related issues. The presenters will provide details on how to develop the "tools of quality" used in this presentation.

24 - Questioning Quest

Presenting: Maureen E. Connolly, Elmhurst College
Natalie J. Miller, Joliet Junior College

Chairing: James O. Armstrong, Boise State University

Questioning Quest is designed to help expand the metacognitive abilities of students by teaching a strategy of questioning which follows Bloom's Taxonomy. Participants will be exposed to the rationale behind the strategy as well as to a step-by-step approach to the teaching of the strategy. Both handouts and collaborative learning exercises will be provided.

25 - Using Myers-Briggs Type Indicator for Today's Successes and Tomorrow's Challenges

Presenting: Cheryl Lewis, Middle Tennessee State University
Carla Hatfield, Middle Tennessee State University

Chairing: Elaine Wright, Quinnipiac College

The Myers-Briggs Type Indicator (MBTI) provides non-traditional students with a holistic understanding of their personalities and lifestyles. This understanding helps them to cope with various educational situations that promote today's successes and enable them to face tomorrow's challenges. Strategies and handouts provided.

26 - Reading Comprehension: From Question to Answer

Presenting: Lorraine Leishman, Lethbridge Community College
Rika Snip, Lethbridge Community College

Chairing: Patrice Haydel, Delgado Community College

This is an interactive session to convey the principles of natural questioning, a reading comprehension technique all good readers use, and few low-scoring readers use well. We will share materials and lesson portions to demonstrate this extremely powerful reading comprehension tool.

27 - The Sixties Curriculum: A Thematic Approach to Study Skills Instruction in a University Developmental Reading Program for Special Admissions Students

Presenting: Maria Alicia Vetter, Northern Illinois University
John Holst, Northern Illinois University
Shevawn B. Eaton, Northern Illinois University

Chairing: Marsha D. Sinagra, Nova Southeastern University

The sixties curriculum uses a study skills textbook along with a reader of college-level material from a variety of academic disciplines about and from the 1960s. The development, rationale, and evaluation of the Sixties curriculum will be the basis of the program.

28 - Fostering Independent Thinking: Setting Standards from Course Concepts

Presenting: Kathleen A. Baca, Dona Ana Community College
Susan Andrus Wood, Dona Ana Community College

Chairing: Rick Stepp-Bolling, Mt. San Antonio College

Setting concept-based standards provides the opportunity for students to become better, more independent thinkers. Tomorrow's world requires independent thinkers, and the process of conceptualizing a course and setting standards helps meet these challenges. Participants will view web-based documents and receive sample reading standards and evaluation guidelines.

29 - Collaborative Work Groups for Extensive Reading: You Can Have Your Cake and Eat It Too!

Presenting: Roberta Alexander, San Diego City College
Jan Lombardi, San Diego City College

Chairing: Linda Johnson, Kirkwood Community College

Do you want to use collaborative student work groups, but worry about some students not doing their fair share? Learn a system you can use with your reading students on extensive assignments (i.e., whole books). Your students will take responsibility for their own learning, and you can monitor each student's contribution. (Handouts: task sheets and annotated list of books).

30 - The Use of Technologies to Enhance Reading & Writing Abilities

Presenting: Hongchan Yuan, University of Petroleum of China

Chairing: Linda Lichty, Pikes Peak Community College

This presentation discusses the advantages of the use of technologies to enhance learners' abilities in reading and writing, its limitations and some issues educators should strongly consider.

31 - Activities to Enhance Collaborative Learning and Persistence

Presenting: Jeanne L. Higbee, The University of Georgia

Pamela V. Thomas, The University of Georgia

Chairing: Emily Miller Payne, Southwest Texas State University

Participants will work in pairs and small groups to complete a variety of types of collaborative learning exercises that can be used to promote critical and creative thinking and enhance persistence while also encouraging students to work cooperatively.

32 - Establishing Criterion-Related Validity: An Examination of the Concurrent Validity of the CPT Reading Comprehension Test

Presenting: Anthony R. Napoli, Suffolk County Community College

Lanette A. Raymond, Suffolk County Community College

Chairing: Elizabeth Ince, U.S. Military Academy

The establishment of valid placement test standards must conform to accepted and established psychometric practices in order to serve as indices of academic preparedness for exemption from remedial course work and entry into traditional academic programs of study. Thus, in addition to the selection of an assessment instrument with empirically substantiated construct validity, test users must empirically establish the *criterion-related validity* of the decision points (cutoffs) on a placement test's score distribution. The present session reports and discusses the results of an ongoing research effort to empirically establish the cutoff points for the CPT Reading Comprehension Test (CPT-R; College Entrance Examination Board, 1990) at a two-year community college.

33 - Explore How to Use the WWW to Ignite the Uninspired Developmental Reader

Presenting: Ann Weesner, San Antonio College

Chairing: Terry L. Cook, New Mexico State University

The presenter will begin by exploring how to integrate the latest technology into a current reading curriculum. The presenter will then demonstrate how to use the World Wide Web, email, assignments on a Web page and NEWSWEEK to help to ignite the remedial students in the world of cyberspace.





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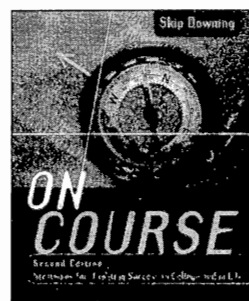
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ON COURSE: Strategies for Creating Success in College and in Life, 2/e

Skip Downing, Baltimore City Community College

©1999 • Paperback • 240 pages • ISBN 0-395-93422-2

This text is based on the premise that an important success indicator is students' ability to make wise choices. Downing teaches students the value of journal writing as a way of exploring goal setting, time management, relationships, and other life skills that affect success in college and beyond. A new study skills section in each chapter, "Wise Choices in College," covers reading skills, note taking, studying, memorizing, and test taking.



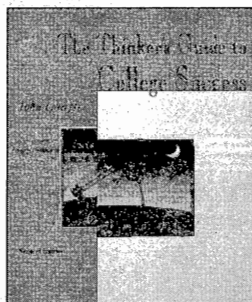
NEW! *A thoughtful approach for serious students*

THE THINKER'S GUIDE TO COLLEGE SUCCESS, 2/e

John Chaffee, LaGuardia Community College—City University of New York

©1999 • Paperback • 448 pages • ISBN 0-395-93427-3

Based on Chaffee's view that critical thinking is the key to solid study and life skills, *The Thinker's Guide to College Success*, Second Edition, motivates students to use their thinking abilities across the disciplines. Streamlined and redesigned for enhanced clarity, the Second Edition offers new "Thinking Critically About Life Issues" sections that focus on issues like worrying and alcohol abuse, new Internet sections, and new exercises promoting collaborative work and skills for success in life.



NEW! *Student-centered approaches to critical thinking*

BECOMING A CRITICAL THINKER, 3/e

Vincent Ryan Ruggiero, State University of New York—Delhi, Emeritus

©1999 • Paperback • 144 pages • 0-395-93680-2

Ruggiero's *Becoming a Critical Thinker* approaches critical thinking from a "student-as-consumer-of-information" perspective, offering relevant and timely examples from the Internet, advertising, music, television, and print media that encourage students to apply critical thinking skills to their own lives. The Third Edition offers up-to-date coverage of the Internet as well as a new chapter introducing strategies for students to express their ideas in a variety of situations—in school, at work, and in the community.



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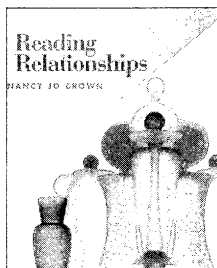
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Developmental Reading Texts

NEW! READING RELATIONSHIPS

Nancy Jo Brown, Trident Technical College
©1999 • Paperback • 512 pages •
0-395-88977-4

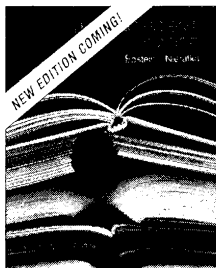
Based on the premise that good thinkers make good readers, this basic-level text emphasizes the relationships (connections and transitions) that are fundamental to achieving comprehension. Combining critical-thinking and reading skills, the text helps students master these relationships as a foundation on which to build additional skills.



NEW! THE PROFICIENT READER, 3/e

Ira Epstein, LaGuardia Community College
Ernie Nieratka, LaGuardia Community College
©1999 • Paperback • 480 pages •
0-395-87794-6

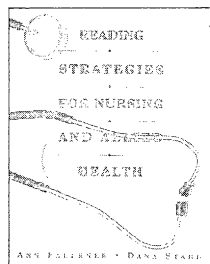
This high-level text integrates reading and writing instruction within thematically organized reading selections. The Third Edition contains 50 percent new readings with a stronger focus on textbook selections, more reading and study strategies, a new emphasis on technology and the Web, increased focus on writing through reading journals, and more vocabulary instruction.



NEW! READING STRATEGIES FOR NURSING AND ALLIED HEALTH

Ann B. Faulkner, Brookhaven College—
Dallas County Community College District
Dana K. Stahl, El Centro College—Dallas
County Community College District
©1999 • Paperback • 352 pages •
0-395-77036-X • AVAILABLE NOW

This unique volume is designed specifically for students in nursing and allied health. Clear guidance in essential reading skills plus 19 readings—taken from textbooks and the professional journals—prepare students for the types of material they will encounter both in their courses and in their professions.



READING THRESHOLDS, 2/e

Carolyn Fitzpatrick, St. John's University
Marybeth Ruscica, University of
Maryland—Baltimore County
©1999 • Paperback • 384 pages •
0-669-41601-0

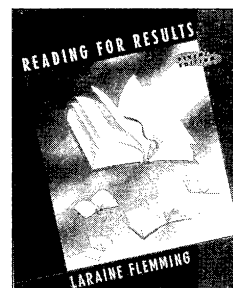
With an emphasis on the reading/writing processes and its clear SQ3R pedagogy, *Reading Thresholds* helps basic-level readers develop analytical abilities and apply them to material they will encounter in college and in their careers. The Second Edition features added study skills coverage, multiple choice exercises, Voc/Tech readings, and visual literacy coverage, and improved tests and quizzes.



NEW! READING FOR RESULTS, 7/e

Laraine Flemming
©1999 • Paperback • 512 pages • 0-395-89956-7

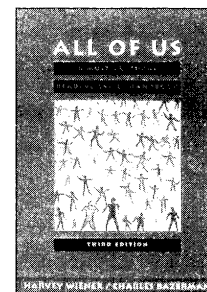
This best-selling intermediate-level text offers concise, straightforward explanations of basic skills and concepts. Students discover the key elements of individual paragraphs and then apply what they have learned to longer, multi-paragraph selections from textbooks, magazines, and newspapers. The Seventh Edition features new review quizzes, 80 percent new Additional Readings, a new chapter on combining patterns, and expanded coverage of inferences and transitions.



NEW! ALL OF US: A Multicultural Reading Skills Handbook, 3/e

Harvey Wiener, Marymount Manhattan College
Charles Bazerman, University of California—Santa Barbara
©1999 • Paperback • 528 Pages • 0-395-90422-6

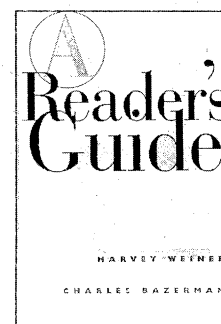
All of Us combines the highly successful Wiener/Bazerman system with an intermediate-level multicultural reader. Part I, the handbook, provides guidance and practice in reading skills, while Part II, the anthology, provides opportunities for application. The Third Edition features a new focus on self-assessment, 30 percent new reading selections, and expanded critical-thinking apparatus.



NEW! A READER'S GUIDE: A Brief Handbook

Harvey Wiener, Marymount Manhattan College
Charles Bazerman, University of California—Santa Barbara
©1999 • Paperback • 224 pages • 0-395-87076-3

The first reference/handbook for developmental readers, this compact, easy-to-use guide helps students read, study, and think about their college texts and reading in any discipline. The first section includes an overview of the reading process with general strategies for getting the most out of textbooks. Later sections offer specific advice on vocabulary, comprehension, interpretation, evaluation, and study skills.



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FRIDAY, NOVEMBER 6

7:00 am - 8:30 am	Publishers' Breakfast - Three Seasons North
7:00 am - 8:30 am	Exhibits open - Three Seasons North
7:30 am - 8:30 am	Political Action Committee - Autumn
8:00 am - 8:30 am	Chairperson Orientation - Market West
8:00 am - 4:30 pm	Resource Room Open - Summer
8:00 am - 4:00 pm	CRLA Scholarship Auction - Seasons Lobby
8:30 am - 5:00 pm	Registration - Seasons Lobby
8:15 am - 8:30 am	Open Nominations — Election Committee - Market Street
8:45 am - 10:30 am	Second General Session - Three Seasons



Kathy Carpenter

Annual CRLA Business Meeting

Kathy Carpenter, President

Reports: Lorraine Drieblatt, Secretary


Sylvia Mioduski, Treasurer

CRLA Presidential Address

"Two Steps to 2000 Personally and Professionally"

10:30 am - 10:45 am	Coffee Break - Three Seasons North
10:30 am - 5:00 pm	Exhibits Open - Three Seasons North..
10:45 am - 11:45 am	4 th CONCURRENT SESSIONS
12:00 pm - 1:30 pm	Lunch with a Mentor (Preregistration required) - Three Seasons Linda Best - Instructional Technology for Reading and Writing: Issues, Implementation, and Materials Carol Russell - Generation X: Who Are They? How Do They Learn? Luanne Momenee - Effective Strategies for Learning Assistance Center Management

Lonna Smith - Using Literature in Reading and Writing Courses
 Robert Sherfield - Motivating Students
 Jo-Ann Mullen - Writing for Professional Publication: Decisions and
 Processes
 Margaret Rogers - Math Anxiety
 David DeFrain - Principle-Centered Leadership in Developmental
 Education
 Lucy MacDonald - Online Centers and Classes

12:00 pm - 1:30 pm	Past Officers Luncheon - Seasons South
12:00 pm - 1:30 pm	Editorial Board (<i>Journal of College Reading and Learning</i>) Luncheon - City Creek
12:00 pm - 1:30 pm	Peer Tutoring SIG Luncheon - Seasons South
1:45 pm - 2:45 pm	PAL's Meeting - Rap of the Gavel
1:45 pm - 2:45 pm	5 th CONCURRENT SESSIONS
2:45 pm - 3:00 pm	Coffee Break - Three Seasons North
3:00 pm - 4:00 pm	6 th CONCURRENT SESSION
3:00 pm - 4:00 pm	International Tutor and Mentor Certification Program - Parleys
3:00 pm - 5:00 pm	CRLA Executive Board Meeting - Board Room
4:00 pm - 5:00 pm	Networking: Open Time
4:00 pm - 5:00 pm	Kellogg Corner - Market Street
4:00 pm - 5:00 pm	Meeting of 1998 and 1999 Chairs - Granary
	CRLA Awards Banquet
	Special recognition is extended to Houghton Mifflin for their corporate sponsorship and support of this event. 
6:30 pm - 7:00 pm	No Host Cocktail Hour - Three Seasons
6:30 pm - 7:00 pm	Welcome - Kathy Carpenter, President Announcement and Presentation of Awards
7:00 pm - 9:00 pm	Banquet and Entertainment featuring the UVSC Ballroom Dance Company (Preregistration Required). Check at registration table for tickets.
9:30 pm - 12:00 am	CRLA Literary Society Featuring CRLA Authors in Hospitality Suite - Presidential Suite (Room 194).

FRIDAY PRESENTATIONS

	Concurrent Session #4	Concurrent Session #5	Concurrent Session #6
	10:45-11:45	1:45-2:45	3:00-4:00
Autumn	34. Problem Solving: An Interactive Lesson for Tutor Training, Lovrich	45. Lessons to be Learned: A Study of the Implications of workplace Literacy Programs . . . , Parmenter	56. Writing for CRLA Publications: From Idea to Publication, Bethke, Bell, Tweedie, Agee, Stern
Little Cottonwood	35. Windows of Opportunity: Extending the Torch Beyond Developmental Education, Asamani, Helton, Thomas	46. Vocabulary Pizzaz, Beggs, P. Lichty, L. Lichty	57. Academic Honesty As a Component of College Success Courses, Horstman
Millcreek	36. You are Smarter Than You Think You Are: Applying Type to Test-Taking Success, Platt	47. What Tutors Want From Training, Kauzlarich, Norton	58. What Does a Nurse Have to Tell Us About Study Strategies in Nursing?, Stahl, Faulkner
Parleys	37. Training Tutors to Work with International Students, Lyon	48. A Conversation With Bettino, Christ, Sheets - Technology Now and In the Future	International Tutor Certification Program
Emigration	38. Vocabulary Acquisition by Using <i>Newsweek</i> , Hanks	49. Increasing Self-Esteem in At-Risk Students, Bibb	59. CHI ALPHA EPSILON: The Impact of an Honor Society for Special Admits on Campus, Eaton
Market West	39. Intensive Studies Program: Access to Success for At-Risk Freshmen, Sinagra, Chaffin	50. Developing a Math Study Skills Course, Wohler	60. Does a Short Speed Reading Course Reap Benefits for All College Students?, Ince
Market Street	40. Qualitative Research to Showcase Your Successful Program, Payne	51. GIFT SESSIONS Yaworski, White, Smith, Ricker	61. An Analysis of Retention Efforts at Ten Colleges, Simon
Granary	41. Diversity Exercise Using Headbands, Hovevar	52. Whole Language: Success Today and Tomorrow, Noble	62. Conflict Negotiation in Collaborative Learning Groups, LaBauve, Nealey
Smoke House	42. Using Today's Concept Maps in Tomorrow's Classrooms, Garner	53. Learning Centers: Challenges and Pitfalls, Vescial	63. Creating a Bridge Between Content and Research Technologies . . . , St. Clair
Executive B	43. Making Connections: A Collaborative Teaching/Learning Approach Integrating . . . , Britton, Pettes	54. Tutor Certification: Professional Standards for Tutor Training, Shaw, Melton	64. Student Adaptation and Application of a Reading Strategy, Armstrong
Executive A	44. Multiple Intelligence: A String of Pearls for Everyday, Hopper	55. Fellows in Learning Assistance: A Proposal, Maxwell	65. Technology for Organizing Knowledge: A New Support for Developmental Students, Peterson, Caverly, Nicholson

FRIDAY PRESENTATIONS

Concurrent Session #4

10:45-11:45

34 - Problem Solving: An Interactive Lesson for Tutor Training

Presenting: Katherine M. Lovrich, Washington State University

Chairing: Cheryl Lewis, Middle Tennessee State University

This interactive presentation, while designed for tutor training, is applicable for helping all students to understand the basics of solving problems. Attendees will participate in an active learning activity and then discuss how one goes about solving problems. Application will be made to the tutoring and learning processes. Several models for problem solving will be presented.

35 - Windows of Opportunity: Extending the Torch Beyond Developmental Education

Presenting: Jane P. Asamani, Tennessee State University

Carol A. Helton, Tennessee State University

Donna E. Thomas, Tennessee State University

Chairing: Susan A. Deese-Roberts, University of New Mexico

In an era of uncertain public funding, changing the public perception of developmental studies from liability to asset could be the difference between survival and extinction. The presenters will share how they defied the odds and skepticism through the development and implementation of an effective support program.

36 - You Are Smarter Than You Think You Are: Applying Type to Test-Taking Success

Presenting: Gail M. Platt, South Plains College

Chairing: Patricia Mulcahy-Ernt, University of Bridgeport

A prescription for test-taking success based on **personality type** will be presented. Substantial research in the field of higher education has demonstrated that particular **types** experience the test-taking situation differently. By identifying the characteristics which describe successful test-takers, **all types** can increase their success on tests.

37 - Training Tutors to Work with International Students

Presenting: Carol R. Lyon, St. Ambrose University

Chairing: Linda St. Clair, University of Utah

Materials and ideas used in the training of third-year tutors, who are CRLA certified, will be presented. Specifically, the question of "How to Train Tutors to Work with International Students" will be addressed. Questions and discussions about the tape will be welcomed.

38 - Vocabulary Acquisition by Using *Newsweek*

Presenting: Julie A. Hanks, Cabrillo Community College

Chairing: Kathleen A. Baca, Dona Ana Community College

This presentation will provide a demonstration of the many ways basic skill/ESL students develop vocabulary through the use of *Newsweek*. Small group activities included.

39 - Intensive Studies Program: Access to Success for At-Risk Freshmen

Presenting: Marsha D. Sinagra, Nova Southeastern University
John Chaffin, Nova Southeastern University

Chairing: Anna Sue McNeill, State Board for Community and Technical Colleges

This session presents the philosophy, organization, and daily workings of an intensive studies program involving academic advising, mentoring, and tutoring, that provides at-risk students admission to a mid-sized university. Recognizing the need to provide at-risk freshmen with the tools for academic and personal achievement, ISP addresses cognitive, behavioral, and affective concerns.

40 - Qualitative Research to Showcase Your Successful Program

Presenting: Emily Miller Payne, Southwest Texas State University

Chairing: Gregory L. Anderson, Indiana University-Purdue University Fort Wayne

Do traditional research and program evaluation methods miss capturing the progress that your students make because they are designed to measure learning in more traditional student populations? Qualitative research offers descriptive methods like the case study and phenomenology as appropriate alternatives to pre- and post-test scores.

41 - Diversity Exercise Using Headbands

Presenting: Diane Hocevar, Metropolitan Community College

Chairing: Gerald L. Giles, Salt Lake Community College

Session participants either observe or volunteer to discuss a stated topic. Volunteers wear headbands and interact according to headband labels and directions. Follow-up discussion allows observers and volunteers to share reactions to the activity.

42 - Using Today's Concept Maps in Tomorrow's Classrooms

Presenting: Frank Gahren, USAF Academy Reading Program

Chairing: Heather Newburg, Lake Superior State University

This session will show how students at the Air Force Academy initially viewed the technique of concept maps, how concept maps can be successfully introduced and practiced in the classroom, and how students can transfer this knowledge to college courses to help improve their performance in a wide variety of learning tasks.

43 - Making Connections: A Collaborative Teaching/Learning Approach Integrating Developmental and General Education Courses

Presenting: Ruth Ann Britton, Cochise College
David Pettes, Cochise College

Chairing: Margaret Fritz, The University of Toledo Community and Technical College

An integration of developmental reading and general education courses which addresses acquisition of skills and attitudes needed for success in college and beyond. The linked courses of Reading 110 and Sociology 101 allow students to "make connections" (social and academic) between the disciplines. The presentation emphasizes cooperative, interactive learning through a team approach.

44 - Multiple Intelligence: A String of Pearls for Everyday

Presenting: Carolyn Hopper, Middle Tennessee State University

Chairing: Nancy Deutsch, Cypress College

Howard Gardner and others speak of intelligence in terms of multiplicity. Instead of thinking about intelligence in terms of IQs, our students should be aware that there are many kinds of intelligences. This presentation will examine seven kinds of intelligence and give some practical strategies for teaching and learning through multiple intelligence.

Concurrent Session #5

1:45-2:45

45 - Lessons to be Learned: A Study of the Implications of Workplace Literacy Programs for Remedial Reading and Writing Courses in the Community College

Presenting: Susan R. Parmenter, Cypress College

Chairing: Faye Z. Ross, Philadelphia College of Textiles and Science

This session will offer the preliminary findings of a sabbatical project that proposes to explore and examine successful workplace literacy programs with the intent of discovering why they have been so successful, what it is about the programs that makes them so, and how these insights can impact the curriculum of remedial reading and writing courses.

46 - Vocabulary Pizzaz

Presenting: Kathy Beggs, Pikes Peak Community College

Pat Lichty, Pikes Peak Community College

Linda Lichty, Pikes Peak Community College

Chairing: Bruce A. Gamble, Owens Community College

The importance of vocabulary is well known, but many students find vocabulary mastery dry and uninteresting! We will demonstrate new methods, attack strategies, and memory techniques, designed to help students enjoy, "own," retain, and use vocabulary.

47 - What Tutors Want From Training

Presenting: Debra Kauzlarich, Missouri Western State College

Jan Norton, Missouri Western State College

Chairing: Lorraine Leishman, Lethbridge Community College

Of course we train them. But what do the tutors themselves most value--and least value--about the training they receive? We analyzed surveys that were nationally distributed in 1997-98, and this session presents our findings: tutors' evaluations of training topics and methods, and the resulting guidelines for tutor training.

48 - A Conversation With M. L. Bettino, Frank Christ, and Rick Sheets - Technology Now and in the Future

Presenting: M.L. Bettino, Cerritos College

Frank Christ, University of Arizona

Rick Sheets, Paradise Valley Community College

Come and join a conversation on technology, its presence in developmental education today and the directions it may be taking in the future.

49 - Increasing Self-Esteem in At-Risk Students

Presenting: T. Clifford Bibb, Alabama State University
Santiago Silva, The University of Texas - Pan American

Chairing: Barbara L. Cheek, Pierce College

Many academically "at risk" students not only have to cope with the stressors surrounding their academic performance, but also with how they feel about themselves. Consequently, it is incumbent of institutions of higher education to design a comprehensive support program that includes a self esteem building component. It is critical that all students feel better about who they are to enhance their ability to perform in the academic arena.

50 - Developing A Math Study Skills Course

Presenting: Ruth Wohler, Mid-Plains Community College

Chairing: Karen S. Agee, University of Northern Iowa

The seminar will present ideas to develop a math study skills course in conjunction with existing courses or as an additional course. Successful strategies, ideas, and techniques used in the process of establishing and developing this type of course will be the focus of discussion.

51 - GIFT SESSION

Gift sessions feature short 15-minute presentations on usable ideas in practice.

- **Teaching With Technology: An integrated Whole Language/Skills Approach**

Presenting: JoAnn Yaworski, Augusta State University
David L. White, Augusta State University

Practical guidelines are given for incorporating technology into an integrated reading curriculum for college students. The modes of technology used are email and the internet while the reading materials consist of on-line newspapers, magazines, and hypertext novels and short stories.

- **Transfer of Learning: The Forgotten Skill!**

Presenting: Carolyn S. Smith, University of Southern Indiana

This technique relies on the journal as a method of teaching students how to apply the skills they learn in a study skills course to other academic settings and to real-life situations. This strategy teaches students to take the time to ask, "How can I apply or use this skill or information?" and then to follow through. Hopefully, this process will become as automatic to students as breathing. It's another way of making those vital connections.

- **Using Christensen's Rhetoric in the Composition Class**

Presenting: Curtis E. Ricker, Georgia Southern University

The ideas presented in this GIFT exchange focus on the use of pedagogical strategies adapted from Francis and Bonnie Christensen's "A Generative Rhetoric of the Paragraph" for helping students produce written discourse that is more fully developed and clearer to their intended audience.

Chairing: Maggi Miller, Austin Community College
Jo Berger, Pikes Peak Community College

52 - Whole Language: Success Today and Tomorrow

Presenting: Lanetia (Sam) Noble, Widener University

Chairing: Rachelle L. Darabi, Indiana University-Purdue University Fort Wayne

A grab bag of strategies, methods, and materials from a university reading program that has used whole language for over 20 years and whose students have never failed to average less than three years gain in standardized reading tests in any semester. With whole language, students can join a community of readers on the first day of class.

53 - Learning Centers: Challenges and Pitfalls

Presenting: Ann Vescial, Rancho Santiago College

Chairing: Christine M. Dakin, Western Nevada Community College

Academic institutions are challenged more each year to meet the needs of underprepared and underrepresented students. As student numbers increase and resources diminish, it is critical that decisions be made in purchases that are responsive to faculty and student needs. Many practitioners are asked to apply for grants or implement institutional plans with limited tools, resources, and time restraints. This workshop will attempt to provide some of those necessary tools and encourage discussion of a variety of considerations prior to and during the establishment of a Learning Center.

54 - Tutor Certification: Professional Standards for Tutor Training

Presenting: Gladys R. Shaw, University of Texas El Paso

Robin Melton, University of Texas at Arlington

Chairing: Judith Shultz, Fond du Lac Tribal & Community College

This presentation will be an interactive presentation of The International Tutor and Mentor Certification Program (ITMCP) for tutor training programs. Participants will be provided an information and application packet and work in small groups with ITMCP mentors to assess their respective situations regarding certification.

55 - Fellows in Learning Assistance: A Proposal

Presenting: Martha Maxwell, MM Associates

Chairing: Marybeth Ruscica, St. John's University

One hallmark of a profession is that members who have made outstanding contributions to the field are formally recognized, endorsed, and rewarded by their professional association by being selected as "Fellows." In this session we will discuss tentative criteria for "Fellows in Learning Assistance."

Concurrent Sessions #6

3:00-4:00

56 - Writing for CRLA Publication: From Idea to Publication

Presenting: Roz Bethke, Johnson County Community College

Jim Bell, University of Northern British Columbia

Sanford M. Tweedie, Rowan University

Karen S. Agee, University of Northern Iowa

Craig Stern, Northern Arizona University

Chairing: Curtis E. Ricker, Georgia Southern University

Why and how do I write for a CRLA publication? This session will begin with an easy process for submitting materials to the CRLA *Newsletter* and *Journal of College Reading and Learning*. Then the session will trace the life of a manuscript submitted to *JCRL*: getting the idea, writing, submitting for publication to *JCRL*, reviewing, revising, printing, distributing, and reading.

57 - Academic Honesty As a Component of College Success Courses

Presenting: Bill Horstman, Mesa State College

Chairing: Sally Randall, University of Georgia

Classroom success is not limited to teaching the "basics." Helping students to understand academic honesty is also important to their success, not only during college but also for their post-college experiences. How we educate our students about academic integrity will determine how well they understand and practice academic honesty.

58 - What Does a Nurse Have to Tell Us About Study Strategies in Nursing?

Presenting: Dana Stahl, El Centro College

Ann B. Faulkner, Brookhaven College

Chairing: Caron Mellblom, Cal State University Dominguez Hills

A nursing faculty member who has taught critical thinking and study skills teams up with a reading instructor to talk about study strategies which work for nursing students. Combining their years of experience, the two presenters will focus on specific applications of the reading process to the demanding textbooks and tests in nursing programs.

59 - CHI ALPHA EPSILON: The Impact of an Honor Society for Special Admits on Campus

Presenting: Shevawn B. Eaton, Northern Illinois University

Chairing: Mary O'Malley, Concordia University, Montreal

Chi Alpha Epsilon, founded at West Chester University, is a national honor society that targets specially admitted students. The purpose of this session is to provide interested participants with information about XAE as well as to discuss the positive impact that it has had on our campus since its inception in 1997.

60 - Does a Short Speed Reading Course Reap Benefits for All College Students?

Presenting: Elizabeth J. Ince, U. S. Military Academy

Chairing: Wendy Yount, University of Georgia

This session describes a Reading Efficiency course that is short, voluntary, ungraded, and very popular with the cadets at USMA. The course teaches reading flexibility and increases rate without loss of comprehension. The materials used are explained and a variety of evaluation measures discussed.

61 - An Analysis of Retention Efforts at Ten Colleges

Presenting: Jacqueline Simon, Rider University

Chairing: Rita Smilkstein, North Seattle Community College

A developmental educator summarizes the findings from telephone interviews of retention efforts for first year students with low attrition rates. This analysis can be used to stimulate discussion about improving retention of freshmen at any institution and can lead to changes in current practices.

62 - Conflict Negotiation in Collaborative Learning Groups

Presenting: Jean L. LaBauve, Eastern Washington University

Joan Nealey, Eastern Washington University

Chairing: Carmen Springer-Davis, Casper College

Learning communities in the college classroom naturally experience conflict situations. Effective conflict resolution results when group members negotiate mutually acceptable resolutions. This interactive presentation will model, analyze, and apply principles of integrative (problem solving) negotiation appropriate to successful collaborative learning groups, staff interactions, and interpersonal relationships. Materials for this session were originally created for Physical Therapy graduate students.

63 - Creating a Bridge Between Content and Research Technologies: Integrating Library Research and Computer Technology into a Freshman Course

Presenting: Linda St. Clair, University of Utah

Chairing: Anna-Marie Schlender, California State University, Hayward

LEAP is a cohort-based program for freshmen students that provides a solid academic foundation by integrating study, research and computer skills into the content. The session will discuss the process of faculty/librarian collaboration and describe how the research and computer skills are seamlessly integrated into the curriculum. Comments taken from student focus groups will also be shared.

64 - Student Adaptation and Application of a Reading Strategy

Presenting: James O. Armstrong, Boise State University

Chairing: Teri M. Gibson, Metro Community College

Session participants will learn about a three-step reading strategy, an instructional sequence that promotes strategy transfer to content courses, and research findings on student use of the reading strategy.

65 - Technology for Organizing Knowledge: A New Support for Developmental Students

Presenting: Cynthia L. Peterson, Southwest Texas State University

David C. Caverly, Southwest Texas State University

Sheila A. Nicholson, Southwest Texas State University

Chairing: Rose Wassman, De Anza College

Learn how developmental students can use computer databases and cognitive mapping programs to: critically evaluate the relevance and authority of information, sort and categorize information, organize thinking, and acquire new concepts and procedures for academic learning. Strategy demonstrations and materials will be provided.

**Special recognition is extended to Townsend Press
for providing tote bags for this conference.**



LONGMAN ENGLISH. CHARTING A NEW COURSE.

NEW FOR 1999!

BREAKING THROUGH, 5/E

College Reading
Brenda D. Smith

©1999 • 427 pages • Paper • ISBN 0-321-01655-6



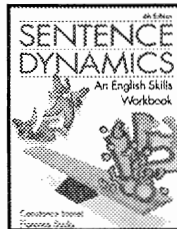
This popular worktext teaches, models, and offers practice in using reading taken from actual college textbooks. This edition features new culturally diverse reading selections, expanded coverage of main idea, and new "Explore the Net" and "Personal Feedback" activities.

SENTENCE DYNAMICS, 4/E

An English Skills Workbook

Constance Immel • Florence Sacks

©1999 • 459 pages • Paper • ISBN 0-321-00342-X

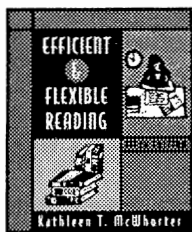


Comprehensive yet not overwhelming, this easy-to-read text covers grammar fundamentals and paragraph-level writing instruction. Nearly half of the exercises are new, including new practice tests in each chapter, and new group activities and "Alternative Writing Assignments."

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Kathleen T. McWhorter

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This widely used book teaches students how to vary their approach to written texts based on the nature of the material and their purpose for reading. This edition features over 75 new exercises and 150 reading selections, and is accompanied by an all-new comprehensive test bank and PowerPoint slides to enhance classroom presentations.

KEYS TO SUCCESSFUL WRITING

Unlocking the Writer Within

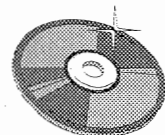
Marilyn Anderson

©1999 • 500 pages • Paper • ISBN 0-321-01576-2

This exciting new developmental text focuses on five classroom-tested keys to successful essay writing: purpose, focus, material, structure, and style. It features interactive exercises and activities and a handbook for easy reference.

READING JOURNEYS MULTIMEDIA CD-ROM

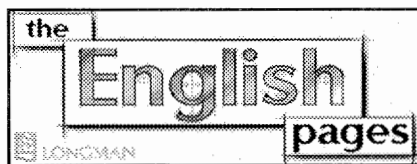
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New

READ, WRITE, REACT: An Integrated Approach to Reading and Writing

Lonna H. Smith and
Robert J. Ramonda

This innovative text actively involves students in their own language development, and helps them build their language abilities through a variety of excellent readings and integrated writing activities.

FOR READING AND STUDY SKILLS COURSES

OPENING DOORS: Understanding College Reading, Second Edition

Joe Cortina and Janet Elder

By building strong comprehension skills applicable to all college disciplines along with practical college study skills, this new second edition helps students "open doors" to academic success.

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FOR VOCABULARY COURSES

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This second volume focuses on word parts such as prefixes, suffixes and roots. Suitable for any vocabulary enrichment course, this brief text can be used as a supplement, a stand-alone, or as a package with Book 1.

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Marianne C. Reynolds

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New

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COLLEGE 101 is a thematically arranged reader designed to provide first-year students with a solid foundation for reflecting on—and making the most of—their college experience.

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New

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SATURDAY, NOVEMBER 7

- | | |
|---------------------|---|
| 7:00 am - 8:30 am | SIG Breakfast Meetings (Preregistration required) - Three Seasons South
COMPUTER TECHNOLOGY
RESEARCH/EVALUATION |
| 7:30 am - 8:30 am | SIG Business Meetings
COUNSELING AND HELPING RELATIONSHIPS Autumn
CRITICAL THINKING Market Street
EMOTIONAL/MOTIVATIONAL ASPECTS OF LEARNING Granary
MATHEMATICS TUTORIAL PROGRAMS Smoke House
DISTANCE LEARNING Little Cottonwood |
| 8:00 am - 8:30 am | Chairperson orientation - Market West |
| 8:00 am - 12:00 pm | Resource Room open - Summer |
| 8:30 am - 12:00 pm | Registration |
| 8:45 am - 9:45 am | 7 th CONCURRENT SESSIONS |
| 9:45 am - 10:00 am | Coffee Break - Three Seasons South |
| 10:00 am - 11:00 am | Auction and Recognition Session - Three Seasons South |
| 11:00 am - 12:00 pm | 8 th Concurrent Session |
| 12:00 pm - 1:30 pm | On To New Orleans Luncheon (Preregistration required) - Three Seasons
Installation of CRLA officers
Information on New Orleans |
| | Luncheon Speaker
Amy Carmer
Manager of Public Policy, Western Governors University
"Western Governors University's Impact On Education" |
| 1:30 pm - 5:00 pm | Post-Conference Technology Institute at University of Utah. Meet in Seasons Lobby. Bus leaves promptly at 1:30. |
| 2:00 pm - 5:00 pm | Post-Conference Institutes at hotel |
| 2:00 pm - 5:00 pm | CRLA Executive Board Meeting - Board Room |
| 6:00 pm - 9:00 pm | Lnasst gathering. Meet in Seasons Lobby. |
| 6:00 pm - 9:00 pm | Dinner on the Town. Meet in Seasons Lobby. |
| 9:00 pm - 12:00 am | Hospitality Suite Open
Come join us for our farewell to Salt Lake. |

SATURDAY PRESENTATIONS

	Concurrent Session #7	Concurrent Session #8
	8:45-9:45	11:00-12:00
Autumn	66. Highlighting Your Tutor Program and Rewarding Your Tutors, Springer-Davis, Brus	77. A Course Partnership Across the Continent: Using Technology to Blend and Support Curriculum, Carter-Wells, Vanderhoof, Thomson
Little Cottonwood	67. Teaching Students to Use Graphic Organizers, O'Malley	78. What Do College Readers Read? Mulcahy-Ernt
Millcreek	68. Using the Icebreaker as an Affective Tool in Tutor Training, Momenee	79. Academic Advising Models for the Undecided Student, Truschel
Parleys	69. A Freshman Success Distance Education Course? Skills Needed on Both Sides of the Camera, Cook	80. The Impact of a College Tutoring Program: Tutor and Student Perspectives, Dvorak
Emigration	70. An Alternative Approach to Offering Developmental Education: College Success/Electronics Fundamentals, Clack	81. Five Trends That Will Shape the Future of Learning Assistance and Developmental Education, Boylan
Market West	71. Effectiveness of Annotation with Narrative Texts, Ngovo	82. College Reading Instruction: Who Needs It?, Halter, Millsap, Haydel
Market Street	72. Values and Self-Image: Keys to Today's Successes and Meeting Tomorrow's Challenges, Giles	83. A Peer-Delivered Retention Model That Blends the Best of Academic Affairs and Student Affairs, Snyder, Smith, Mahoney, Rosson
Granary	73. Tutoring Today: A Panel Discussion About Tutoring Special Populations, Boulais, Laing	84. Succeeding In College With Attention Deficit Disorder, Hickey
Smoke House	74. A Conversation with Kerstiens, Norton, Smith, Platt - Learning Assistance Centers	85. Two Classes Becoming Culturally Aware: One Step At a Time, Anderson, Darabi
Executive B	75. Quality in the Classroom, Stepp-Bolling	86. Issue-Based Units: A Vehicle for Preparing Students for the Challenges of Critical Thinking, Simpson, Randall, Yount
Executive A	76. Developmental Writing in the 21 st Century: Evaluating a Computer-Mediated Composition Program, Williams, Marrott	87. Learning to Learn Through Test Analysis, Ross

SATURDAY PRESENTATIONS

Concurrent Sessions #7

8:45-9:45

66 - Highlighting Your Tutor Program and Rewarding Your Tutors

Presenting: Carmen Springer-Davis, Casper College
Anna Brus, Casper College

Chairing: Zola Gordy, Maple Woods Community College

"I didn't know there was a tutoring program." If you have ever heard anything similar, let us all share our ideas on improving the visibility of tutoring programs and showing appreciation for the tutors. An advanced tutor will share her marketing plan for the Casper College Peer Tutor Program.

67 - Teaching Students to Use Graphic Organizers

Presenting: Mary O'Malley, Concordia University, Montreal

Chairing: Jane P. Asamani, Tennessee State University

Verbal-spatial representation of concepts can help students increase reading comprehension, improve organization and focus of ideas in writing, and become actively engaged in learning. In this session, we will explore a variety of ways students can use graphic organizing techniques in reading, writing, and studying.

68 - Using the Icebreaker as an Affective Tool in Tutor Training

Presenting: Luanne Momenec, University of Toledo

Chairing: Patricia Lichty, Pikes Peak Community College

Oh, no! Not another Game! Trainers often encounter this or similar reactions when introducing Icebreakers into a program. Participants in this highly interactive session will have the opportunity to play and to practice using icebreakers to affect a learning outcome. This session will be of interest to administrators responsible for tutor training.

69 - A Freshman Success Distance Education Course? Skills Needed on Both Sides of the Camera

Presenting: Terry L. Cook, New Mexico State University

Chairing: Diane Hovevar, Metropolitan Community College

The design of most freshman orientation courses includes interactive exercises and a focus on skill development. In a distance learning environment this presents unique challenges for teachers and learners. This interactive presentation will include classroom simulations and provide a template to create a successful distance learning course for first year students.

70 - An Alternative Approach to Offering Developmental Education: College Success/ Electronics Fundamentals

Presenting: Donna Clack, Schoolcraft College

Chairing: Jan A. Lombardi, San Diego City College

Learning communities were developed between electronics and College Success courses to provide math and learning strategies support for the electronics courses. Outcomes show that developmental math students enrolled in the partnered courses performed academically and were retained at a rate comparable to that of students with college level math skills.

71 - Effectiveness of Annotation with Narrative Texts

Presenting: Bernard L. Ngovo, Pima Community College

Chairing: Lonna H. Smith, San Jose State University

The findings of a study indicated that the annotation study strategy is more effective than the PORPE study strategy for helping developmental students to retain information from narrative texts. So annotation is as effective with narrative texts as it is with expository texts.

72 - Values and Self-Image: Keys to Today's Successes and Meeting Tomorrow's Challenges

Presenting: Gerald L. Giles, Salt Lake Community College

Chairing: Roy Enett, Salt Lake Community College

A discussion of the importance of values and self-image in college success today and meeting the challenges of tomorrow. Recent classroom research will be shared. Participants will learn and experience techniques used to assess values and self-image, their relationship and development.

73 - Tutoring Today: A Panel Discussion About Tutoring Special Populations

Presenting: Nicole Boulais, Utah Valley State College

Jill Laing, Utah Valley State College

Chairing: Nancy Kosmicke, Mesa State College

This presentation will include information about the characteristics of deaf students, international students, and students with learning disabilities. The primary discourse will focus upon catering to these students' needs through specific tutoring approaches. This will be followed by a panel discussion which will deal with questions regarding all three special populations.

74 - A Conversation with Gene Kerstiens, Jan Norton, Karen Smith and Gail Platt - Learning Assistance Centers

Gene Kerstiens, Andragogy Associates

Jan Norton, Missouri Western State College

Karen G. Smith, Rutgers University

Gail M. Platt, South Plains College

Come and join this discussion with four experts on learning centers. Bring your problems and questions to talk over with the group.

75 - Quality in the Classroom

Presenting: Rick Stepp-Bolling, Mt. San Antonio College

Chairing: Susan M. Wickham, Des Moines Area Community College

This is a closer look at a student-centered learning environment. Quality uses team strategies and helps empower students. Students are given a major voice in controlling project designs, criteria, and evaluation procedures. The approach demands that students challenge themselves to take charge of their own learning.

76 - Developmental Writing in the 21st Century: Evaluating a Computer-Mediated Composition Program

Presenting: Forrest Williams, Utah Valley State College
Deborah Marrott, Utah Valley State College

Chairing: Ruth Wohler, McDonald Belton Campus

The objectives of this presentation are to acquaint participants with *Interactive English*— a computer-mediated English program designed to prepare students for college-level composition— and evaluate its success in the developmental classroom. Instructors who have used the program for several semesters will discuss its implementation, benefits, and drawbacks.

Concurrent Sessions #8

11:00-12:00

77 - A Course Partnership Across the Continent: Using Technology to Blend and Support Curriculum

Presenting: JoAnn Carter-Wells, California State University, Fullerton
David J. W. Vanderhoof, University of North Carolina, Pembroke
Carla B. Thomson, California State University, Fullerton

Chairing: JoAnne G. Greenbaum, California State University, Fullerton

Presentation of an interdisciplinary, experiential, and interactive teaching strategy in a blended and linked curricular experiment. Particular components include email, netmeeting, webcasts, and final exam linkages - mock trial (UNC Pembroke) and jury verdicts with mapped rationale (CSU Fullerton). Information, opportunities, and resources to experience the process of developing similar connections.

78 - What Do College Readers Read?

Presenting: Patricia Mulcahy-Ernt, University of Bridgeport

Chairing: Jan Swinton, Spokane Falls Community College

College students are required to read intensively and extensively a variety of materials characterized as academic discourse. This session will provide an overview of the types of reading, purposes of reading, and genres of text that characterize academic discourse in college environments. The implications of these reading requirements will be discussed, particularly for the teaching of developmental reading in college learning assistance programs.

79 - Academic Advising Models for the Undecided Student

Presenting: Jack Truschel, East Stroudsburg University of Pennsylvania

Chairing: Jo Berger, Pikes Peak Community College

This study explores how the developmental education model impacts upon the retention of undeclared students. There are several elements that have a direct effect on students which include: personality characteristics, external and internal pressures, cultural differences, age, stress, goal development, motivation and so on. This study introduces a new assessment tool and model on retaining students.

80 - The Impact of a College Tutoring Program: Tutor and Student Perspectives

Presenting: Johanna Dvorak, University of Wisconsin - Milwaukee

Chairing: Joan M. Stottlemeyer, Carroll College

This program will present findings from a qualitative research study on the effects of the tutoring experience on tutors and tutees in a large urban university tutoring center. This presentation will give tutors' and students' perspectives on how tutoring has affected their college academic success.

81 - Five Trends That Will Shape the Future of Learning Assistance and Developmental Education

Presenting: Hunter R. Boylan, Appalachian State University

Chairing: Karen Bowen, Pikes Peak Community College

Academic support for underprepared students is widely debated by higher education policy makers. This debate is centered around five themes that, depending upon the outcome of the debate, will shape our professional future. This presentation will present the themes and provide guidance enabling learning assistance professionals to respond to them.

82 - College Reading Instruction: Who Needs It?

Presenting: Susan Halter, Delgado Community College

Joe Millsap, Ozark Technical Community College

Patrice Haydel, Delgado Community College

Chairing: Susan Halter, Delgado Community College

Roundtable discussion about ways to improve the image of college reading instruction. Participants are invited to bring documents to share: articles, syllabi, assignments, bibliographies, or whatever might be useful to others who wonder if the year 2000 may be bringing with it the demise of college reading instruction.

83 - A Peer-Delivered Retention Model That Blends the Best of Academic Affairs and Student Affairs

Presenting: Vivian Snyder, University of the Pacific

Doug Smith, University of the Pacific

Sandra Mahoney, University of the Pacific

Peggy Rosson, University of the Pacific

Chairing: Pat Lichty, Pikes Peak Community College

The University of the Pacific has developed a unique student retention model that utilizes professionals and peer para-professionals and combines programs from Academic Affairs and Student Affairs. Peers deliver retention services via study skills workshops, individual study skill tutoring, content-area tutoring, and Supplemental Instruction.

84 - Succeeding In College With Attention Deficit Disorder

Presenting: Jan Hickey, University of Southern Indiana

Chairing: Martina Keck, Mesa State College

Many colleges and universities are becoming more aware of the needs of students with attention problems. This session will discuss the myths, facts, behaviors, and causes associated with Attention-Deficit/Hyperactivity Disorder. Suggestions will be given for treatment and support techniques for working with college students who have ADD. Successful classroom interventions and activities to enhance student interest and concentration will be shared.

85 - Two Classes Becoming Culturally Aware: One Step At A Time

Presenting: Gregory L. Anderson, Indiana University-Purdue University Fort Wayne

Rachelle L. Darabi, Indiana University-Purdue University Fort Wayne

Chairing: Karen Agee, University of Northern Iowa

Commuter campuses present challenges for students. The speakers discuss a project they developed in order to broaden students' understanding of the college community and the world within an English learning environment where students engage in cultural exchanges: one section with developmental native-speaking writers and one with non-native writers.

86 - Issue-Based Units: A Vehicle for Preparing Students for the Challenges of Critical Thinking

Presenting: Michele L. Simpson, University of Georgia
Sally Randall, University of Georgia
Wendy Yount, University of Georgia

Chairing: Bill Horstman, Mesa State College

This session will describe issue-based units, a vehicle the presenters have used to teach their students strategies for reading and synthesizing from multiple sources for thinking critically about controversial issues, and strategies for preparing for cognitively demanding essay exams.

87 - Learning to Learn Through Test Analysis

Presenting: Faye Z. Ross, Philadelphia College of Textiles and Science

Chairing: Kathy Beggs, Pikes Peak Community College

Improved test grades can serve as a powerful incentive for students to engage in the process of learning to learn, and the tests themselves provide concrete examples of the utilization of specific strategies. Participants will discuss this approach by examining a range of sample tests, classroom exercises, and tutoring materials.

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SATURDAY INSTITUTES

	Afternoon Institutes
	2:00-5:00
Autumn	O) Ideas and Exercises for This Monday, Sherfield
PC Lab*	P) Using the Internet and Web Pages in Paired Reading and Study Strategies Classes, Starks-Martin, Fillenworth, Williams
Market Street	Q) How the Brain Learns: Research, Theory, and Classroom Application, Smilkstein
Smoke House	R) Creating a Learning Skills Center, Shultz, Stottlemeyer, Omar, Dakin

*This Institute will be held at the University of Utah

SATURDAY INSTITUTES

Afternoon Institutes

* 2:00-5:00

*Those participants with a ticket for the technology institute (P) at the University of Utah will need to meet the bus at 1:30 p.m.

O - Ideas and Exercises for This Monday

Presenting: Robert M. Sherfield, The Community College of Southern Nevada

Do your students lack motivation? Are you interested in discovering and exploring activities that promote interaction, conversation, and critical thinking? Are you looking for something to use in class this Monday? If the answer is yes, join us for the institute, *Ideas and Exercises for This Monday*. The session is filled with ideas, exercises, handouts, suggestions and directions on topics ranging from priority management to HIV to listening. Participants receive handouts with exercises and instructions.

P - Using the Internet and Web Pages in Paired Reading and Study Strategies Classes*

Presenting: Gretchen Starks-Martin, St. Cloud State University

Ceil Fillenworth, St. Cloud State University

Ron Williams, St. Cloud State University

Web pages, e-mail folders, listserves, Internet hyperlinks, bulletin boards, and on-line tutoring as connected to a paired course in reading/study strategies and biology will be demonstrated. Participants will conduct their own "search" for materials to use in their classes and come away with a printout of relevant Internet addresses to use when they return to their home institutions.

Q - How the Brain Learns: Research, Theory, and Classroom Application

Presenting: Rita Smilkstein, North Seattle Community College

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

R - Creating a Learning Skills Center

Presenting: Judith Shultz, Fond du Lac Tribal & Community College

Joan M. Stottlemeyer, Carroll College

Susan Omar, Northwest College

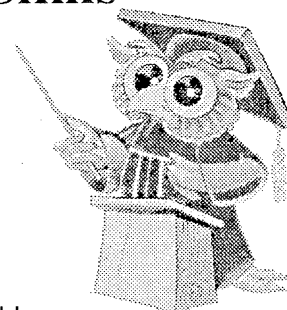
Tina Dakin, Western Nevada Community College

This institute will discuss the components of a learning skills center and how each of those components might be created and implemented. Starting with the basics of what a learning skills center should have through how to evaluate a functioning learning skills center and its components, presenters will share ideas which they have implemented on their own campuses and will facilitate small group discussions with participants regarding various aspects of learning skills center coordination/direction.



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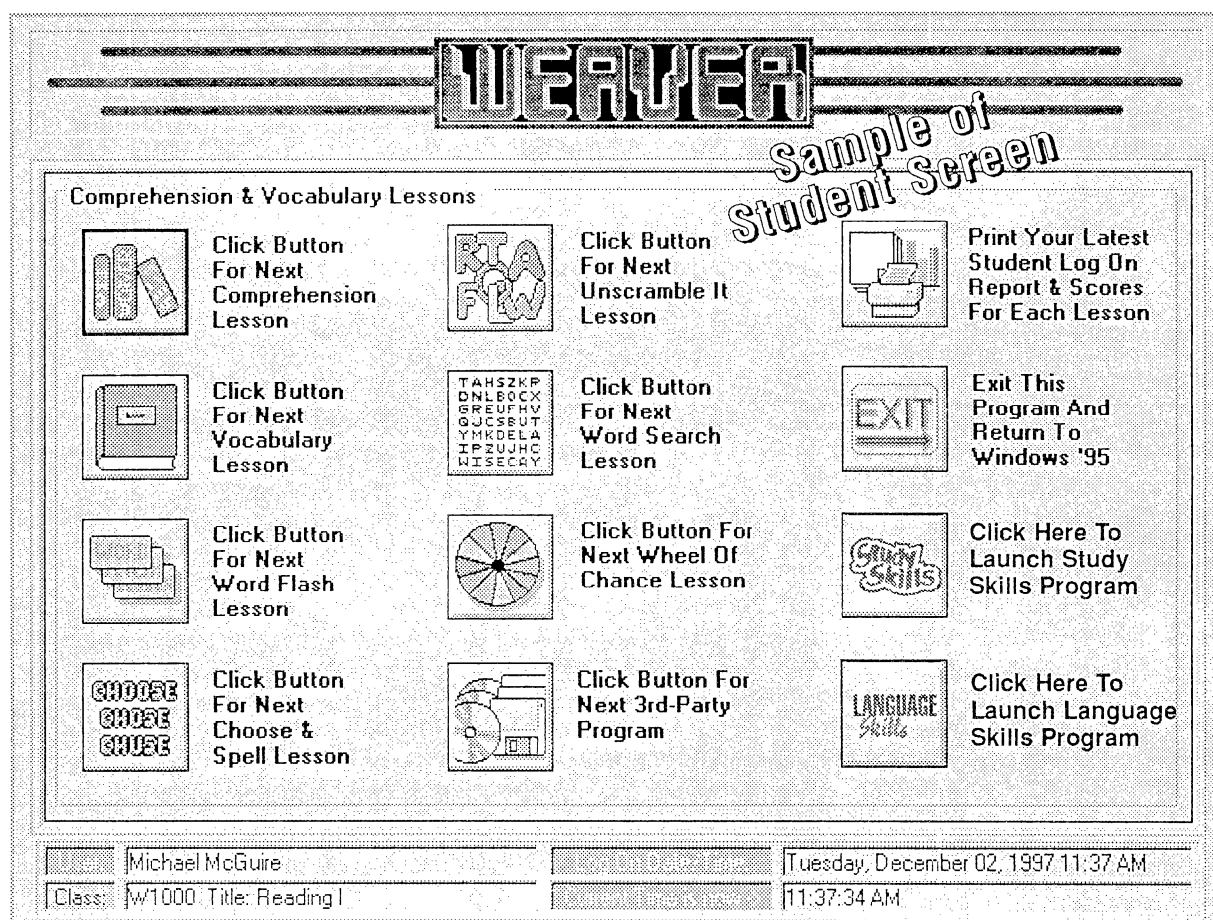


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FAX (828) 262-2128
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CONFERENCE PROGRAM ACKNOWLEDGEMENTS

Conference Arrangements

Program Chair



Michael F. O'Hear, Indiana University - Purdue University Fort Wayne

Proposal Selection Committee

Elaine Baril, Quinnipiac College
Lucy Tribble MacDonald, Chemeketa Community College
JoAnn Mullen, University of Northern Colorado
Jan Norton, Missouri Western State College
Anna-Marie Schlender, California State College - Hayward
Carolyn Smith, University of Southern Indiana
Craig Stern, Northern Arizona University
Kathleen D. Thayer, Purdue University
Martha Weatherford, Indiana University - Purdue University Fort Wayne

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Administrative Assistance	Sally Fitch, Indiana University - Purdue University Fort Wayne
Coordinator of Chairpersons	Jo Berger, Pikes Peak Community College
Coordinator of Newcomers Reception and Welcome to Salt Lake	Carolyn Smith, University of Southern Indiana
Evaluation Chair	Jan Norton, Missouri Western State College
Lunch with a Mentor Chair	Dorothy Bonser, Owens Community College
Leadership Workshop	Kathy Carpenter, University of Nebraska at Kearney
Auction and Awards and Scholarships	Valerie Smith Stephens, Rutgers University
Exhibits	Donna Wood, Memphis State Technical Institute

Local Arrangements

On-Site Chair



Grant Richards, Utah Valley State College

Registration	Regie Holdaway, Utah Valley State College
Assistant Registration	Lynnae Dopp, Weber State University
Computer Workshops	Linda St. Clair, University of Utah
Campus Visit	Bonnie Henrie, Utah Valley State College
Dinner on the Town	Elaine Byrd, Utah Valley State College
Equipment	Ray Emmet, Salt Lake Community College Brent Smith, Utah Valley State College Jacob Richards, Utah Valley State College
Decorations, Signs, Tickets	Stacy Waddoups, Utah Valley State College Elaine Carter, Utah Valley State College

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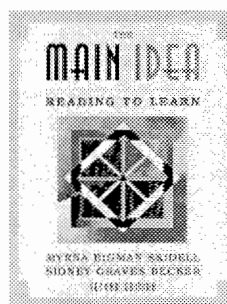
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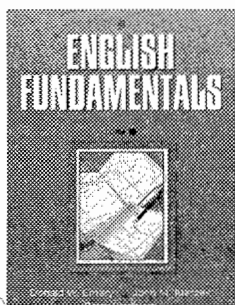
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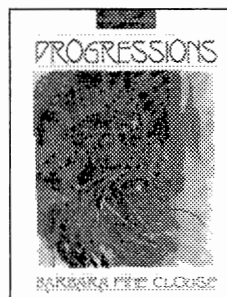
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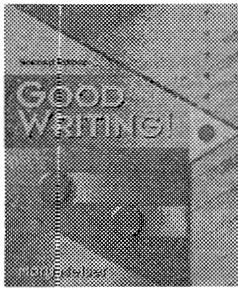
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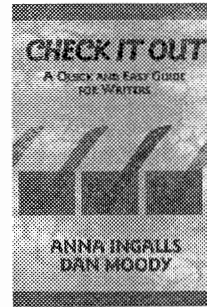
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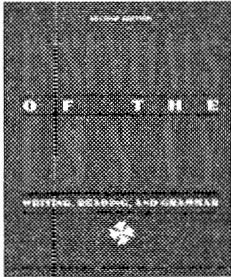
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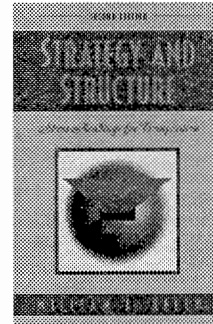
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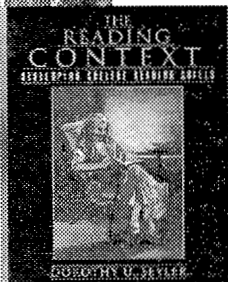


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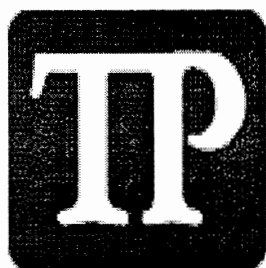
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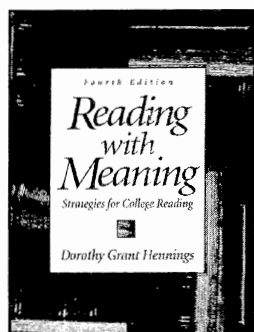
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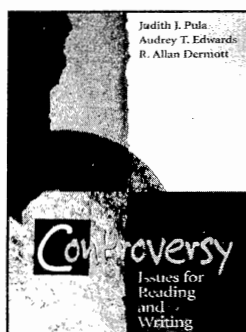
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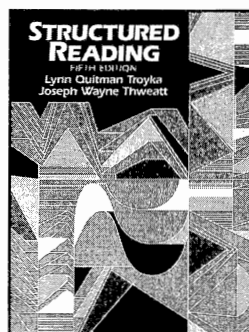


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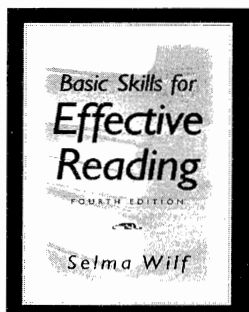


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University of Petroleum of
China
64 Peter Coutts Circle
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Notes: 62.3% Dev Ed students are white

George Connor - Distance Ed.

Active Learning - Dev. Ed. Transitional Learning
Appolo - Focus on mainstreamed students

Spend more time with faculty

Student Learning
Imperative

SLI -

Senior transition.
More prog. routes to higher ed.

Political actions

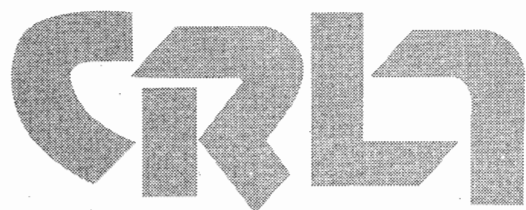
Linkage to other college campuses.

Align with library.

Brickman seminar

U.S. connections, peer leaders

academic support in residential
halls -



College
Reading &
Learning
Association

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



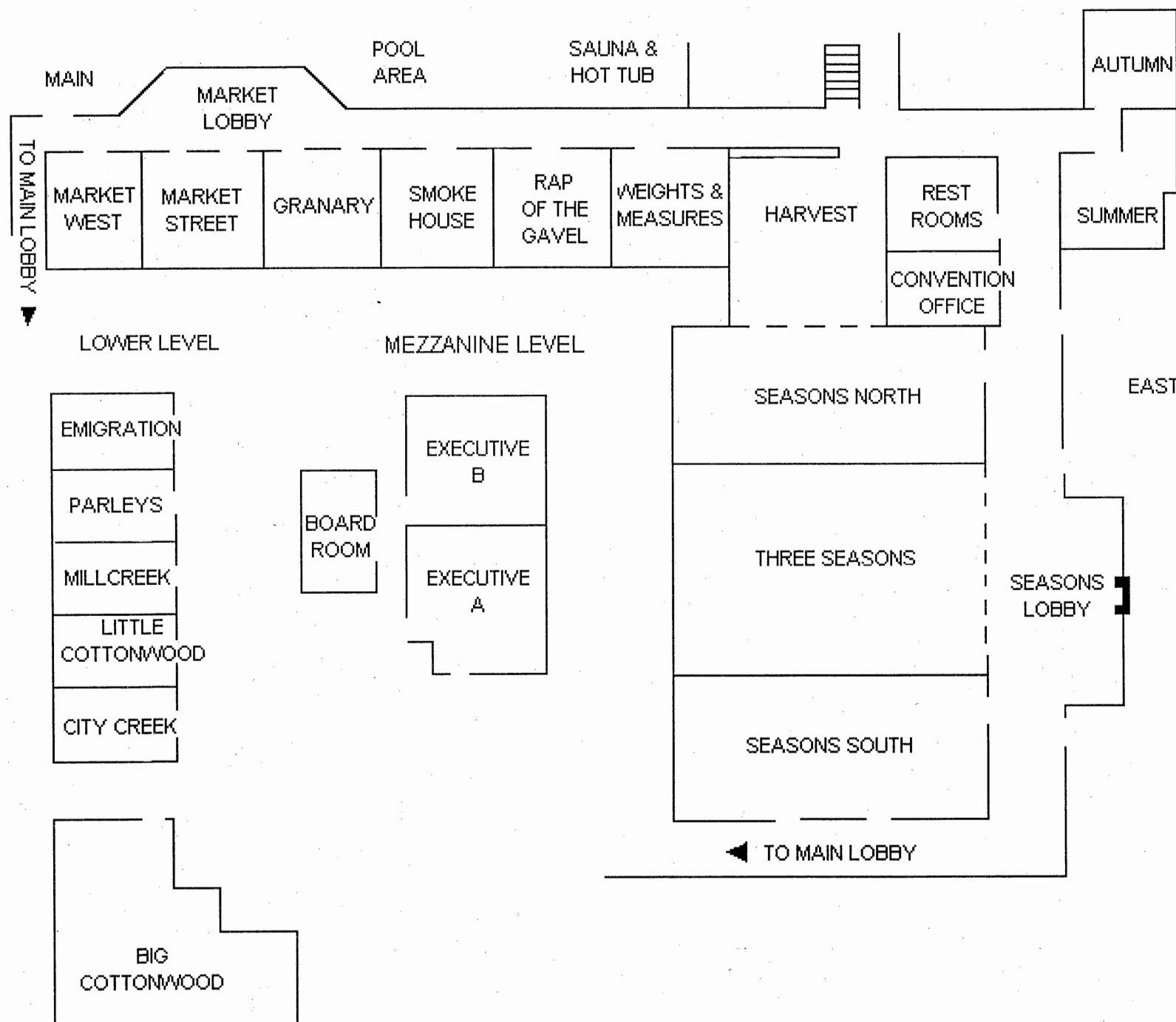
Call for Papers

Deadline for Proposals: March 15, 1999

For Information Contact:

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**Convention
Center
&
Meeting
Rooms**

