

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: Monday, November 6, 2000

LOCATION: John Ascuagua's Nugget, Reno, NV

SUMMARY OF MINUTES

MEMBERS PRESENT: Pat Jonason, *President*; Valerie Smith Stephens, *Secretary*; Tom Dayton, *President-Elect*; Gretchen Starks-Martin, *Treasurer*; Susan Deese-Roberts, *Executive Assistant*; Vicki Papineau, *Membership Coordinator*; Michael O'Hear, *Past President*. Guest: Karen Agee, *Incoming President-Elec*; Russ Hodges, *Treasurer-Elect*.

Pat called the meeting to order at 8: 38 a.m. PST

1. AGENDA

Pat asked if there were any additional items to be added to the agenda. David Caverly made a request to report on the TIDE institute. He will give his report on Tuesday, November 7, 2000, at 4:30 p.m.

MOTION: Tom made the motion that the agenda be accepted with additions. Mike seconded. PASSED.

Minutes Valerie requested that the minutes from the October 11, 2000 meeting be accepted with corrections.

MOTION: Mike moved that the minutes from the October 11, 2000 meeting be accepted with corrections. Tom seconded. PASSED.

2. CONFERENCE REPORT

Tom made an announcement regarding lunch and dinner for the Board prior to the beginning of the Conference. Susan asked that the non-profit report be completed, and she stressed its importance to the Board. Karen expressed concern about the shuttle bus service to the hotel. Many members will be arriving in the evening, and Karen was worried that there would not be sufficient shuttle service for the conference attendees. Tom was assured that there will be adequate shuttle service. Tom announced who will be authorized to sign for expenses incurred at the hotel during the conference. The following individuals are, Tom, Pat, Gretchen, and Maureen. Dorothy Foreman is the key accounts person. Tina Dakin co-site chair joined the Board to discuss Conference preparations. The Board went to meet with the hotel staff and later took a tour of the hotel's facilities. The Board went to lunch at 12:00 p.m. Tina reported that her last count of conference attendees was 450. She will prepare a final report at the end of the conference. Susan asked for a copy of the report disk for her records. The following is a listing of the

number of participants attending the conference and events: Members attending the conference: 233; Non-members attending the conference: 106; Students attending the conference: 14; Attendees signed up for the Banquet: 112; Attendees signed up for the "On to Spokane Luncheon": 85. Tina announced that newcomers to the conference will have special nametags and the past officers, officers, SIG leaders and presenters will have identifying ribbons. Newcomers will be encouraged to attend the Newcomer's Reception, and a booklet for them will be given out at the reception. A discussion was held about refunding conference fees for attendees who are not able to come. Tina reported that refunds were available until November 1, 2000. Gretchen will process the refunds upon request. Pat distributed the Newcomer's booklet, the Annual Report from Committees, and the SIG Directory for the Board to keep for their files.

3. BUDGET

Gretchen went over the budget from January 2000 to October 2000 line by line. She is in the process (in collaboration with Russ) of preparing the budget for the next year and the last two months of 2000 (November and December). Susan gave an overview of reimbursement procedures. She will also add these policies to the job descriptions. The Board was reminded by Gretchen that meals served at the hotel and the cost of the hotel room are billed to the Master Account for Board members (this includes ex-officio members).

MOTION: Tom moved that beginning with the Fall 2001 conference all reasonable transportation, hotel, and meal expenses will be covered by CRLA for Board members, ex-officio members, and incoming Board members. Mike seconded. PASSED.

This motion was passed unanimously by the Board. There was additional discussion about meal functions such as the Awards Banquet and the On To Spokane Luncheon. All Board Members should attend these functions and should make the notation "Comp" on their registration forms.

MOTION: Tom moved that starting with the Fall 2001 conference that all Board and Incoming Board members write "comp" on their registration forms to attend the Awards Banquet and other relevant functions that require their attendance. Mike seconded. PASSED.

Pat also asked about the JCRL budget line. This amount was increased to \$1000.00. Gretchen will continue to work with Russ to assist him in his new role as Treasurer. Gladys Shaw completed the audit for the CRLA accounts and will meet with the Board on Tuesday, November 7, 2000.

4. ELECTION REPORT

Mike announced that there are two possible candidates for President- Elect and two candidates for the position of Secretary. Mike will introduce the Elections Committee at

the Business meeting and request that members submit names to these individuals. A slate of candidates will be mailed to CRLA members in February.

5. OPEN POSITIONS

The ITCP and IMCP position is still open. Possible candidates for this position are: Carmen Springer-Davis, Fran Khan, Dorothy Weber, and Jule Blankenburg. An announcement of this position was posted in the past CRLA Newsletter. Since a new chairperson will be selected soon, Susan will meet with the committee to organize the committee and develop a system to evaluate tutor training programs. Susan also went over the list of CRLA Committee Chairs and Ex-officio Board members to confirm that the listing is correct.

6. NEWSLETTER REPORT

Molly was pleased to report that all of the newsletters were printed well below budget. Molly made request to the Board members to let her know if they need additional copies of the newsletter. Molly thanked everyone for their support and participation. Karen and Tom will send information for their columns. Molly reminded everyone that the deadline to turn in articles and information is January 6, 2001.

7. STATES AND REGIONS

Mike went over the plans for the Leadership Dinner. Gail Platt is the featured speaker. Mike also asked Gretchen, Russ, and Vicki how much time they would need to speak at the dinner. Pat will also speak, and Molly will encourage everyone to send in news or other information to her for the CRLA newsletter. Tom will make general announcements, and Pat will discuss SIGs news. She will also recommend that everyone attend the Newcomers' Reception to meet new conference attendees. Valerie and Vicki will distribute the Newcomers' booklet on the tables. Mike shared that there were 78 members in the Northeast region. The Board discussed that it may be time for this region to become a chapter. Pat asked if there was a listing of all the financial requests from states and regions. She also asked if there should be a report from the states and regions in the Annual Report booklet. Pat will request that the SIG submit an annual report. Mike reported that he has had difficulty with receiving responses from the states and regions. Perhaps Pat will be able to encourage the states and regions to keep in touch with the Board. Finally, Mike gave a brief summary from the states and regions. Molly asked if she should focus more on states, regions and SIGs in the CRLA newsletter. Molly will also reactivate the SIG corner in the newsletter. Molly will contact the SIGs about this and inform Pat about her progress.

8. PDC

Karen shared with the Board that the report for the Professional Development Committee is printed on page 31 in the Annual report. A job description will need to be developed for the chairperson. Gwen Enright is the new PDC chair, and Grant Richards will be

asked to join the committee. This committee will be charged to develop a plan for earning credit for CRLA conference participants.

Pat adjourned the meeting at 4:45 p.m. Pacific Time. The Board meeting will resume on Tuesday, November 7, 2000 at 8:30 a.m., PST.

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: Tuesday, November 7, 2000

LOCATION: John Ascuagu's Nugget, Reno, NV

SUMMARY OF MINUTES

MEMBERS PRESENT: Pat Jonason, *President*; Valerie Smith Stephens, *Secretary*; Tom Dayton, *President-Elect*; Gretchen Starks-Martin, *Treasurer*; Susan Deese-Roberts, *Executive Assistant*; Vicki Papineau, *Membership Coordinator*; Michael O'Hear, *Past President* Guest: Karen Agee, *Incoming President-Elect*; Russ Hodges, *Treasurer-Elect*

Pat called the meeting to order at 8:35 a.m. PST.

1. CONFERENCE AGENDA

Pat went over the conference flow charts page by page. Tom will recognize Tina and Maureen for their work as site chairs at the first General Sessions. He will also announce that a Gary Soto book will be a prize for the evaluation raffle. Jan Norton may also have a prize. The publishers will be introduced. Pat recommended that due to the publishers' generosity, the meal functions were reduced.

2. OLD BUSINESS/ NEW BUSINESS

The Board discussed having By-laws changes added to the elections mailing. Russ suggested that the newly elected officers to the Board greet the person they ran against to express their appreciation to the individual for running for office. Tom expressed interest in having a follow up on the past winners of the Tom Pasternak Tutor of the Year. Molly remarked that it would be interesting to see what these former recipients are doing and may be even have an item in a future newsletter.

3. POLICY AND PROCEDURES MANUAL

Susan gave an overview of how she updated the Policies and Procedures Manual. Susan presented to the Board a disk of the updated Policy and Procedures Manual. She will update the manual quarterly and revise it yearly. The Board expressed great appreciation to Susan for all of her hard work. Tom suggested that the Policy and Procedures Manual be placed on the CRLA web site at a future date. Susan requested time on the agenda for the Spokane meeting. Susan then went on to job descriptions. One point she wanted to stress is that for all positions there is the expectation that the person holding the position attends the conference or has a representative. Susan plans to draft this into the job description for each position. Pat had some suggestions for the SIG, State and Regions and Chapter Presidents and will pass them on to Susan. Susan plans to coordinate all of the job descriptions of the officers and ex officios to make they are all in order. Susan did

have two positions that she wanted to clarify with the Board. Archivist: This person will keep all CRLA documents such as minutes and other records. The Executive Assistant will work the Archivist to maintain records and files.

4. AWARDS AND SCHOLARSHIPS CHAIR

The date of notification of the Kellogg Scholarship is not consistent in all documents. The date should be March 1, not April 1. Additionally, Pat has not received any applications from Kamal (former A&S chair) if someone applied for this past summer. If someone did apply and attended the Kellogg Institute, it should be decided if the person should be awarded the award retroactively. Finally, for clarity the following is a breakdown of the awards given by this committee and the amounts.

MOTION: Gretchen moved that the following be awarded by the Awards and Scholarships committee. These awards have been revised for clarity. Mike seconded. PASSED.

Two CRLA Scholarships- These scholarships are to be awarded to a member in pursuit of a graduate degree. The amount of the award is \$500.00 each. Two CRLA Research Assistance Awards- These awards are given to a member who is currently doing a research project. One award is for Qualitative research and the other for Quantitative research. The amount is for \$500.00 each. Two CRLA Distinguished Research Awards- These awards are given to a member who has completed research and the committee finds the work exceptional and worthy of a formal acknowledgement. One award is for Quantitative and the other for Qualitative. The amount of the award is \$500.00 each. CRLA Kellogg Institution Scholarship Award- One Scholarship is given to a member to attend the Kellogg Institute. The Amount of the Award is \$500.00. Russ commented that in the near future that he would like to see the amounts of the awards and scholarship amounts be increased. Vicki also remarked that on the application there should be a statement that the person applying for the award be a CRLA in good standing. The Board also discussed the possibility of awarding additional scholarships for other professional development opportunities such as the Winter Institute or the Southwest Texas Technology Institute. The PDC will be asked to look into this and make recommendations. Hopefully, in time to be incorporated for the new budget. Finally, it was clarified that the Awards and Scholarships Chair is responsible for arranging the delivery of all plaques to the conference. This includes the Long and Outstanding Award and the Special Recognition Award(s). The Board will select the recipients of these awards and the selected honorees are not to be revealed until the Awards Banquet. Susan then went on to discuss the Executive Assistant's job description. Tom suggested that this position have the responsibility of notifying officers of upcoming deadlines. Susan asked that a draft of the Executive Assistant's job description be accepted. She will continue to revise this description as needed. Russ asked Susan to include in the job description for the Executive Assistant that the position is an ex-officio Board position. It was also recommended that the Executive Assistant be the Parliamentarian. Pat (as President) appointed Susan to be the Parliamentarian and this will be a new duty for the Executive Assistant. Susan moved on to review the job description of the Parliamentarian and the

By-laws Chair line by line. Susan stated that the By-laws chair's responsibilities be passed on the Past Officers Council. It is on POC's agenda to be discussed when they meet at the conference. The Parliamentarian is an ex-officio member of the By-laws committee. Susan compared the two positions. There is an overlap—in both positions they are to report to the Board about any changes to the By-laws. The wording in the job description of the Parliamentarian for number five should be deleted. Tom commented that the role of Parliamentarian should be a consultant if there are questions pertaining to the By-laws and should have an up to date copy of the By-laws. The By-laws chair and committee have the task of maintaining and revising the by laws as needed. The wording in number four of the By-laws Chair's job description should also be removed. Susan proceeded to discuss changes to the actual By-laws document. Susan had a question for Vicki regarding membership, (section II, and article 3). This section deals with non-payment of dues. Any person who has not paid dues for 60 days has forfeited their membership and is not a member in good standing. There was a discussion of how long can remain a member in good standing. Susan wanted to point out to the Board that in the By-laws there is a definition of membership. This information is important in determining who will receive election materials and other important documents. Only members who are current should receive such information. There was an additional item regarding the President-elect (under Board of Directors, numeral I, paragraph 3). If there is a vacancy in the office of President elect, there will be a special election will be held by mail ballot at the earliest possible date. If the election occurs before the end of the fiscal year, the President may appoint a Program Chair to begin (or continue) the planning of the conference. Susan mentioned this because this was implemented when the fiscal year ran from July to June. Susan recommended that the Board be given more leeway in making plans for the conference. The term fiscal year needs to be removed. Susan raised another important issue regarding the By-laws (Article 7, number III, and item c). The Election committee will present to the Board the names of two candidates for the position of President-elect, Secretary or Treasurer at the summer Board meeting. This is a needed By-laws change. The Board needs to decide what the change will be and present it to the membership for a vote.

MOTION: Tom moved the Elections Committee shall submit to the Board of Directors the names of at least two names for each office for President- Elect, Secretary, or Treasurer in time for the Board to approve the slate of candidates and set the balloting date for a timely election. Mike seconded. PASSED.

The Board took a break for lunch at noon.

5. NCLCA

Pat introduced Jackie Robertson, President of NCLA to the Board. Jackie Robertson gave a brief overview of the history of NCLCA. Pat welcomed Jackie to the CRLA Board Meeting and expressed the Board's enthusiasm in developing a good working relationship between the two organizations.

6. MEMBERSHIP

Vicki gave to Susan a proposal on how to change the wording regarding membership for the By-laws. Susan recommended that Past Officers Council look the proposal and get back to the Board. Vicki announced that there would be applications forms for CRLA membership at the registration desk and exhibit table. A listing of the SIGs and States & Regions and chapters is also available. She even made a schedule for the meeting times so the conference attendees can attend the meetings and hopefully join. Vicki added to the registration table an order form for the LAC Handbook. Tutor Handbook. They are selling well. Vicki prepared a list of SIG Leaders, Coordinators, and Chairs this document is the most recent. Vicki distributed a profile of CRLA membership for national membership. The application is on the CRLA web site. Vicki developed a change form so that information remains current. There was an increase in spending for such items as postage and telephone usage. Another expense was a request for labels from individuals needing them quickly. This increased postage expenses. Vicki is being cautious that this privilege is not being abused. A special member recruitment letter was sent to individuals who were not members of CRLA but attended a conference was an additional expense. Another expense was the revision of the membership brochure. Vicki was pleased to announce that her institution pays for the mailings of the Tutor Handbook and that CRLA gains the entire proceeds of all books sold. Russ asked if Vicki could keep records of CRLA membership by year to see if there any trends that the Board should make note of. Vicki replied that she keeps lists based upon expiration date. The membership can really vary from year to year. Russ asked if having a conference in a state will increase membership. He suggested that a conference be held in a state with a high membership rate. Susan explained how the site selection committee works to recruit a host state. It is a labor-intensive project and there must be people (in the hosting state) willing to participate in order to make the conference successful and it must be a destination where CRLA members are willing to go. Vicki shared that the LAC is available from H&H publishers. The Journal can be obtained from CRLA as well as the Tutor Handbook can be purchased by college libraries. Vicki announced that if any Board member needing a self-inking stamp should contact Vicki. Vicki requested that when sending correspondence to please use the stamp as part of the return address. Vicki also reported that CRLA letterhead is available. Pat congratulated Vicki for all of her hard work on successfully organizing the membership data. Vicki expressed appreciation to Debbie Sipe of ESG for her assistance.

7. SITE SELECTION

Susan reported for Sue Brown, site selection chair. Sue recommends that the Executive Assistant be the contact person between the Site Selection person and the Board since it is an ongoing process. She is waiting to for the Board to approve Albuquerque for 2003 and where to go next. The Board discussed the possibility of going to the Northeast (Philadelphia for example). Susan suggested that regions and state chapters to consider hosting the conference in their meeting at the conference.

MOTION: Gretchen moved that Albuquerque, NM, be accepted for the 2003 Conference site. Tom seconded. PASSED.

8. FRANK CHRIST AND KAREN SMITH

Pat thanked Karen and Frank for their work on the LAC Handbook. Frank gave a summary of the webcast for Horizon Live that had 114 participants. The title of the web cast is Fact or Fiction? Academic Support for On Line Students: A Learning Support Center Viewpoint. Frank's main concern is that learning assistance professionals are known for what they do. Frank stressed that we be online for students. Frank warned that if learning assistance professionals do not become available on line, we lose students and some other organization will take over what CRLA does. Frank also express concern about NADE—they will be moving into a leadership role in developing learning assistance centers. CRLA should not fall behind in this area. Learning centers need to be available for distance learning. The Board discussed the importance of staying abreast of this issue and will continue to discuss what role CRLA has in developing an awareness of academic support on line. Frank moved on to asked about the selection process of Fellows. Pat responded that the Founding Fellow would select the next group of future Fellows. This was developed based on the guidelines by Martha Maxwell. Karen expressed the importance of making the Fellows nationally recognized and developing documentation of the selection process. Pat invited Frank and Karen to present their concerns to the ACDA meeting at the conference. Pat went on to announce that the next group of Fellows would be inducted at the next CRLA conference in Spokane. Karen stressed the importance of developing an organizational structure for selecting Fellows. Karen then informed the Board of her progress for the CRLA archives. Karen is creating a web-based archive for CRLA. The Board will have to decide who will have access. Karen recommended that the archives be accessed with limitations. She does not recommend that an institution host the archives. Molly informed Karen that CRLA now has a digital camera and photographs will be kept online. Pat thanked Karen for her work as Archivist.

9. IMCP/ITCP

Gladys was pleased to report that was a profit from the joint symposium with NADE. Pat thanked Gladys for her work. It was discussed by the Board that a joint symposium be held every three to five years. Gladys reported people were contacting her asking where the next symposium was going to be. She recommended a new location due to the fact that many symposium attendees became ill because of the high altitude. Gladys moved on to discuss the IMCP/ITCP openings. Carmen Springer-Davis has expressed interest in being a co-chair. Gladys made the following suggestions for the new co-chairs. The data base for the tutor certification part should be in one location. A central location for mailing is critical. Everything pertaining to tutor certification should be sent to one address. Gladys will report back to the Board about electronic tutor training after she meets with the committee. The fee for a five-year certification should be \$100. More will be discussed at the committee meeting and the fee increase will be passed by the Board. Gladys prepared a checklist for the Board regarding conference expenses and advised that

good record keeping is essential. Russ asked if there was a system in place to make sure that items are received such as checks or voided checks. Gladys made clear guidelines to follow and they can be used for the next conference. She also answered questions about the financial report she prepared. A request was made to Gladys to prepare a revised report and include the missing documents. Gretchen and Gladys will work on this report together. Gladys made two more suggestions regarding accounting procedures: changing the calendar year to a fiscal year and a check should not be considered valid after six months. Russ thanked Gladys for the checklists.

10. EXHIBITS

Donna Wood reported that she had good news and bad news. Donna had several new publishers to the exhibit. The fee for exhibitors is \$500.00 for an inside booth and \$600.00 for an outside booth. The total amount collected for the Reno conference is \$14,500. Two of the publishers had to pull out of their agreement and asked for a refund: Houghton-Mifflin and Allyn & Bacon. CRLA did not refund the money to these publishers. Donna recommends that for future conferences a cancellation policy needs to be developed. Finally, Donna presented the Board with a floor plan of the exhibits and she has a handbook for the new chairperson. There are 25 publishers for the Reno conference. Tom expressed his appreciation to Donna for her hard work. Conference Evaluations Pat thanked Jan Norton for her follow through on compiling all of the conference evaluations. Susan praised Jan for her excellent revision of her job description. Jan will work with Sue Franklin to make a smooth transition. Pat remarked that the remarks on evaluations are helpful in planning the next conference. The overall evaluation is helpful rather than individual questions about the presentation. Russ asked if Jan gets the number of people who attend the session. Pat responded that usually only the people who turn in an evaluation are counted. Sometimes a chairperson will turn in a count that maybe higher than the forms. Susan stated that it also depends on the time of the day as to how many people will turn in evaluations—morning people tend to complete more evaluations than people attending sessions before lunch. Russ asked if scantron forms have ever been used to reduce the amount counting all of the evaluation forms. Jan responded that on CRLA's form there are open-ended questions and the information they reveal are valuable. There are large numbers of CRLA evaluation forms still available and it would not be cost effective to create a new form. Also, the results from the evaluation forms that are currently in use can be read immediately and a scantron form would have to be read. Using a scantron may be a possibility in the near future. Susan suggested that a Scantron form be tried for the over-all conference evaluation. If that is successful, it would be developed for conference sessions. The Board discussed concerns about the cost of shipping items. Jan expressed concern about shipping boxes. Pat advised her to submit a reimbursement form for her shipping expenses. Tom suggested that the next chair send the extra forms to the next on site chair. This will eliminate the burden of carrying blank evaluation forms with her when she leaves the conference.

11. NCDE SUBSCRIPTION AGREEMENT

Pat announced that she revised the agreement with NCDE for subscriptions for the Journal of Developmental Education and for RIDE (Research in Developmental Education). However, the original contract with NCDE expired about three ago. A motion needs to be made to continue the agreement. There is not a cost to renew the agreement.

MOTION: Mike moved that the agreement to subscription to JDE and to RIDE for an additional three years. Tom seconded. PASSED.

Pat adjourned the meeting at 4:43 PST.

COLLEGE READING AND LEARNING ASSOCIATION

Business Meeting

DATE: November 10, 2000

LOCATION: Rose Ball Room

~~SUMMARY OF MINUTES~~

MEMBERS PRESENT: Pat Jonason, *President*, Valerie Smith Stephens, *Secretary*, Tom Dayton, *President-Elect*, Gretchen Starks-Martin, *Treasurer*, Susan Deese-Roberts, *Executive Assistant*, Vicki Papineau, *Membership Coordinator*, Michael O'Hear, *Past President* Guests: Karen Agee, *Incoming President-Elect* Russ Hodges, *Treasurer-Elect* AND The General Membership of CRLA

Pat called the meeting to order at 8: 47 a.m. Pacific Time

1. President's Report

Pat announced that the report is in the Annual Report on pages two and three. Pat went on to report that there has been some shifting and realignment of responsibilities, new SIGs and for one year, the Parliamentarian position has been assigned to the Executive Assistant. The Past Officers' Council will review the Strategic Plan along with the bylaws. The Past President will be the Coordinator of SIGs, and States, Regions, and Chapters on a trial basis for one year. The Professional Development Committee will investigate additional scholarship opportunities and certification for conference attendance. Pat also announced that there will be a written notice of a change regarding the bylaws. This notification will be sent with the election material. Finally, Pat encouraged all members to become more active in CRLA. She strongly urged members to join a committee.

2. Past President's Report

Mike gave a summary of the States, Regions, and Chapters. There were seven regional conferences and five of the seven were over 100 participants. Mike praised the Chapter Presidents and Regional Directors.

3. Treasurer's Report

Gretchen was pleased to report that membership dues were kept low and because of the corporate sponsorships, costs for key events for the conference were kept below cost, for example: the Awards Banquet and the On to Reno Luncheon. She also reported that CRLA has in a Certificate of Deposit account the amount of \$143,000.00, the CRLA checking account has \$25,000.00 and the CRLA conference account has \$36,000.00. Gretchen distributed a written report illustrating the financial status of CRLA.

4. Secretary's Report

Valerie thanked the CRLA general membership, the Board and her boss, Dr. Karen Smith, for the opportunity to serve as Secretary. Valerie informed the general membership when the Board met face to face and how often they had conference calls. Valerie announced that she is available to bring any concerns or questions to the Board. Lastly, Valerie made available a display copy of the minutes from the last year.

5. President-Elect and Conference Chair Report

Tom began his remarks by thanking Townsend Press for the tote bags, Houghton Mifflin and other publishers for the Publishers' Breakfast. Tom announced that there were 554 conference attendees. Tom also asked that conference participants check the message board for messages and announcements.

6. Additional Presidential Remarks

Pat asked for questions from the floor. Mary Ellen Kruze announced that there were scholarship, research assistance and distinguished research awards available to CRLA members. Pat urged members to apply.

Vince Orlando made a motion to adjourn the Business Meeting. Nancy Gales seconded. PASSED.

Tom introduced Pat to give the Presidential Address.

Pat gave the Presidential Address.

Pat ended the Second General Session at 10:45 a.m. Pacific Time.

COLLEGE READING AND LEARNING ASSOCIATION

BOARD MEETING

DATE: November 11, 2000

LOCATION: John Ascuaga's Nugget

SUMMARY OF MINUTES

MEMBERS PRESENT: Tom Dayton, *President*, Valerie Smith Stephens, *Secretary*, Karen Agee, *President-Elect*, Russ Hodges, *Treasurer*, Susan Deese-Roberts, *Executive Assistant*, Vicki Papineau, *Membership Coordinator*, Pat Jonason, *Past President* Molly Widdicombe, Newsletter Editor, Guests: Mike O'Hear, *Gretchen Starks-Martin*

Tom called the meeting to order at 2:08 p.m. Pacific Time

1. Web Site Coordinator

Corrine Johnson is the new CRLA web site coordinator. Corrine asked the Board to share the expectations that they have for her. The Board replied that this position is evolving and it will develop as time goes on. Vicki wanted to stress the importance of keeping all of the information updated on the web site. Another key item is to make sure that there are no duplications on the web site. Corrine will contact Debbie of EGS so that they can work together on the items that Corrine will be responsible for and what items Debbie will handle. This will insure that there will be no overlaps. Molly expressed that she would like to place photos from CRLA events on the web site. Tom thanked Corrine for accepting the position.

2. NADE

Linda Thompson, President and Karen Patty-Graham, Vice President brought greetings from NADE. Pat

congratulated Linda and Karen for an excellent conference that was held last March. Pat also reported that it was a good meeting with NADE at the ACDEA meeting. The discussion moved on regarding the Fellows. So far there are three nominations. A total of nine fellows are to be selected. Gene Kestiens will ask current Fellows to assist him in selecting new Fellows. The Fellows selected will be inducted at the CRLA conference in Spokane, WA. Russ offered a toast to CRLA and to NADE for a successful working relationship. Pat thanked Linda and Karen for coming to the Board meeting.

3. POC

Becky Johnen announced that she has concluded her term in office. Kathy Carpenter is the POC chairperson. Becky reported that the POC dinner was very successful. She did suggest that the dinner be held at next year's conference. Pat asked about the bylaws. Becky replied that POC is willing to review the bylaws and Kathy will be the bylaws chair. Becky handed out the Strategic Plan and POC's comments are underlined and capitalized for easy identification. Becky asked that the Board bring questions to Kathy. The budget for the POC will be reviewed by the next conference call. Becky made a listing of all the past officers and reported that nine came to the meeting. Most of the officers were Past Presidents. Kathy offered to review the current bylaws and Susan will send Kathy a copy to

review. Tom expressed appreciation to the POC for the recommendations and future input.

4. CAS

Becky gave Tom a written report and she went over its content line by line. She addressed the following key point: revising standards on continuing bases. There is always room for revision to make things even better. Becky informed the Board that the next meeting for CAS is scheduled April 30 and May 1, 2001. Karen asked if there are any changes that needed to be made to the before the next meeting. Becky responded that there were no major changes needed. Becky will focus on the posting of the Learning Assistance Program to CRLA's web page and link to the CAS web page. Becky recommends that a session be conducted on standards and guidelines, assessments at the CRLA conference and also have a small CAS brochure at the conference table. Becky presented to CAS bill for dues to be paid. Tom asked that Becky to keep him informed of CAS' progress.

5. Elections

Mike shared with the Board that there are three possible candidates for President – Elect and Secretary. Two in each category had agreed to run. One in each category said maybe. The Committee decided to wait until the two who said maybe decline due to the fact that the committee is in favor of these

individuals running. They have a few days to make a decision. A report will be ready at next conference call.

6. ACDEA

Hunter Boylan reported that business in Developmental Education is booming. The Kellogg Institute was filled this past summer and is nearly filled for next summer. The Institute made a profit. Hunter did lament that it was harder to get journal submissions because there are more journals to submit articles; however, the quality of the articles has improved. Hunter stated that it is very difficult to get rid of Developmental Education Programs. There was a study of the policy to remove Developmental Education between 1990 and 1996 there were 32 states and 27 states decided not to remove it. The states GA and FL are two of the states that have received publicity. Hunter also discussed the backlash against elite standards for institutions of higher education. The third conference on Research on Developmental Education is planned for the fall. Russ expressed concern about having so many conferences scheduled for fall such as the Texas CRLA and CAS. Pat suggested that all organizations share their calendar to have the least amount of conflict. NADE listed all of their deadlines for publications and advertisements are due and CRLA, NTA plans to follow suit. The information will be sent to Hunter. Hunter is working of set of guidelines for the Fellows program. Pat expressed that NADE needs to

clarify certification. This will be an ongoing communication to improve on this. Hunter shared that CLRA benefits from having a Past President. This person gives a sense of history. The ACDEA meeting went very well. Tom suggested that there be national press about our meetings and conference. More press releases should be printed. Tom asked if there are guidelines in creating a press release. He offered the following suggestion: get on the wire service or say something contrary to conventional wisdom through local papers. Hunter will sent additional suggestions to Tom via e-mail. Russ asked Hunter if NADE stored their archives at ACDEA and is it possible to store CRLA archives at ACDEA as well. Hunter responded the NADE does store their archives with a CDEA and CRLA would be welcomed to discuss the issue. Hunter congratulated the Board for an excellent conference.

7. JCRL

David asked for input on the idea of on line classes and certification relating to learning assistance (this came from the Distant Education SIG), the budget, ads for the Journal, credits at the Spokane conference and should Math articles be included in submissions for the Journal. It was discussed by the Board that on line instruction and providing classes needs to be explored more with the PDC. David gave a copy of the budget for the Board to review.

David discussed the amount that he will need for the budget to pay for advertisements (for calls of submission to JCRL). \$1,200 is the current budgeted amount. Pat asked David to bring in prices for ads so that a budget can be prepared. The next item discussed was credit for the conference. Molly announced that Eastern Washington State University will provide credit. Pat will send announcements to the SIGs. Russ will get information regarding graduate courses from Grambling or Southwest Texas University. David gave a report on the rate of submissions for the JCRL. He received a total of 75 submissions and 25 submissions were accepted. The acceptance rate is 25 to 30%. The articles submitted were traditional and were relevant to the journal. The Writers' workshop went well. Karen asked that a replacement be found for her since she must resign from the Editorial Board. Russ suggested Jeanne Higbee as a possible replacement. Susan remarked that she liked the layout of the Journal. Vicki reported that institutional subscriptions were down and we need to advertise about the Journal. David gave the highlights of his article for the Journal. Pat assured David that the Board would read the Journal and his article. Tom made a suggestion for planning next year's conference. There should be an accurate count of members for both editorial boards. Tom thanked David for his work at the registration tables.

8. Request from States and Regions

Mike read a request for Pat Mulchay-Ernt. She asked for \$500.00 to plan for the Northeast regional conference.

Russ moved that the Northeast region's request for \$500. 00 be approved. Karen seconded. PASSED.

The Heartland chapter made a request for \$500.00 to pay for speaker Rob Sheffield at their conference.

Karen moved that the Heartland Chapter's request for \$500.00 be approved. Russ seconded. PASSED.

Carol Wills requested a membership list to send a job announcement. Vicki suggested that she place the job announcement on LRNASST. After discussion the Board decided to try sending this information through the CRLA membership list.

Russ moved that the membership list be sold to Carol Wills for \$50.00. Karen seconded. PASSED.

9. Other

The TIDE institute broke even and appreciation was expressed for the seed money from CRLA. A formal report is forthcoming. Pat will send formal congratulations to the following individuals: Brenda Gardenour, Tutor of the Year, Bill Horstman and Corrine Johnson for Scholarship, Patricia Mulchay-Ernt, Dave Caverly and Donna Wood for Special Recognition and Kathy Carpenter for Robert Griffin Long and Outstanding Service. The Teaching Excellence SIGs expressed interest in developing an award. Gretchen expressed her appreciation to the Board for being so wonderful and welcomed Russ into his new role.

Tom will announce the next conference call via e-mail. Tom adjourned the meeting at 4:47 p.m.