

## COLLEGE READING AND LEARNING ASSOCIATION

### BOARD CONFERENCE CALL MAY 22, 1998 SUMMARY OF MINUTES

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**Members on-line:**+ Kathy Carpenter, *President*, Vince Orlando, *Vice President*, Sylvia Mioduski, *Treasurer*, Lorraine Dreiblatt, *Secretary*, Roz Bethke, *Newsletter Chair*, Rosalind Lee, *Membership Chair*, Michael O'Hear, *President Elect*.

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**1. The meeting was called to order at 10:00 CDT.**

The agenda was approved as presented.

**2. Approval of minutes as amended.**

Omit "I" in Walter Pauk's last name.

**3. Elections**

Three hundred fifty-six ballots, all postmarked by May 15, were counted six times. Election results: President, Pat Jonasen, Treasurer, Gretchen Starks-Martin. Suggestion to amend by-laws to address procedure for "tie."

**4. Conference update and changes**

Mike reported that acceptances for all presentations have been received. Registration form is being revised. Food costs will be about the same as last year with assistance from publishers sought. Sponsorship will be on Web sites and programs. Recommended to contact Walter Pauk to attend and present with lodging paid by CRLA. Susan Halter is working on acquiring computers for conferences.

**5. ACDEA Professional Certification**

Karen Agee has been asked to be chairperson; Jan Norton to be considered as alternative.

**6. Newsletter**

Ad for executive assistant to be included in next newsletter.

**7. Visitation**

Rosalind will visit Executive Services Group and Data Navigation Services to investigate mailing serves and give recommendation to Board.

**8. Next conference call to be July 8.**

## **9. Reports**

- a. Susan Deese will hold election for chair of Past Officers Council. The group expressed excitement about sponsoring combined symposium of NADE-CRLA in the year 2000.
- b. NADE asked for link to website.
- c. Becky is working on CAS standards which she suggested to be printed in newsletter. Strategic plan and Learning Assistance Standards will be sent to all Board members. It was suggested that all be printed in Journal and on web. Interstate Developmental Reading Association of Developmental Educators, and five new PALS were added. Board approved the appointment of Georgine Materniak as alternate to CAS.
- d. Gladys thanked Board for additional money. Board approved that Gladys contact the trophy company to make sample jewelry made especially for CRLA to be given to tutors and master tutors to be exhibited at Conference.

**Lorraine left conference call at 9:15 PDT/11:15 am CDT.**

## **10. Criteria for Robert Griffin Long and Outstanding Award**

Valerie Smith-Stephens will formulate criteria with assistance from Board. Suggestions for criteria include a membership of 10 years and significant contributions to CRLA at the local and national levels. Vince will compose draft criteria to be sent to Board.

## **11. Applicant for Chair of Awards and Scholarship Committee**

Tom Gier has submitted application of position. Kathy will forward the application to Valerie Smith-Stephens and speak with Tom about use of e-mail.

## **12. Communication Task Force Wrap-up**

No correspondence has been received from Karen Smith regarding recommendations of Task Force Board members. It is recommended that these actions be included in presidential letter which will also include draft strategic plan.

## **13. Reduced Subscriptions Benefit**

Board approved reduced subscription prices for Journal of Developmental Ed for CRLA members. JDE subscriptions to be \$20.50 and \$8.00 for a subscription to RIDE (Research in Developmental Education).

## **14. Conference refund policies**

To avoid problems with refunds, Sylvia will draft a policy statement to present at next conference call.

## **15. Other**

- a. On behalf of the Board, Sylvia will purchase a gift for the adopted son of Pat Mulcahy-Ernst.
- b. Sue Brown has been investigating Reno and Hawaii as potential conference sites.

Conference Call

May 22, 1998

Summary of Minutes - Page 3

- c. Newly-elected officers will be invited to participate in next conference call.
- d. Vince has responded to Frank Christ on web sites.
- e. Chapter revisions for LAC Monograph are being made. Frank Christ and Karen Smith will be asked to submit progress report for next conference call.
- f. Karen Smith will be asked to give progress report on conversion of archives.
- g. Board commended SIG leaders, Jan Norton and Craig Stern for recent newsletters.
- h. Karen Agee of Iowa is appointed chair of Professional Development Committee and asked to develop a frame of reference and proposed mandate for this committee..

**Conference call concluded at 11:45 CDT.**

The minutes were approved July 8, 1998.

**COLLEGE READING AND LEARNING ASSOCIATION**

**BOARD CONFERENCE CALL  
MAY 22, 1998  
MINUTES**

**Members on-line:** Kathy Carpenter, *President*; Vince Orlando, *Past-President*; Sylvia Mioduski, *Treasurer*; Lorraine Dreiblatt, *Secretary*; Roz Bethke, *Newsletter Chair*; Rosalind Lee, *Membership Chair*; Michael O'Hear, *President Elect*.

The meeting was called to order at 10:00 CDT.

1. *Agenda approved (Attachment A).*

Vince moved that the agenda be approved as presented. Mike seconded. PASSED.

2. *Approval of Minutes*

Vince moved that the minutes be approved as amended. Sylvia seconded. PASSED.

3. *Elections*

There were 356 completed ballots which were counted six times. All ballots postmarked by May 15 were counted.

President - Pat Jonasen  
Treasurer - Gretchen Starks-Martin

It was suggested that a change be made to the by-laws to address the procedure for addressing a "tie."

- a. *Letter to Board from Denise*

Kathy discussed anomalies (returned envelopes ) about election which necessitated a new election. (*Attachment B*)

4. *Conference update and changes*

Mike reported the following: (*Attachment C*)

- a. Acceptances for all presentations have been received.
- b. Progress is being made on registration. It was recommended that the list of SIGS, call for membership dues and SIG renewal be moved to second page.
- c. Food costs will be about the same as last year with some loss for each meal. Publishers' assistance is being sought.
- d. Judging for last year's figures loss to be about \$900.
- e. Investigating similar bags to last year.
- f. Sponsorship will be on Web sites and programs.
- g. It was recommended that Walter Pauk be contacted and asked to attend and present at conference with lodging paid by CRLA.
- h. Several letters have been received complimenting CRLA conferences.
- I. Susan Halter has helped a great deal on acquiring computers for conference.

5. *ACDEA Professional Certification*

Sylvia sent information to Karen Agee and will wait for response regarding chairmanship; Jan Norton will be considered an alternative. Agreement will be sought at Conference.

6. *Newsletter*

Ad for executive assistant will be included in the next newsletter.

7. *Visitation*

Rosalind will visit Executive Services Group in Auburn, CA on June 4 and Data Navigation Services in Albuquerque on June 5 and will report to Board.

8. *Conference call to be July 8.*

9. *Reports*

a. *Past Officers Council*

Chairperson, Susan Deese will hold an election for chair. The group expressed excitement about sponsoring combined symposium of NADE - CRLA in the year 2000. Past officers will serve as greeters at exhibit. Announcement about the council and members will be made at the Awards and first session. (*Attachment D*)

b. *Website*

Susan Halter asked to talk with Walter Pauk at Conference. NADE asked for link to websie.

c. *CAS*

Becky has had pneumonia for two months, but is back at work and working on CAS standards. It was suggested that the completed set be printed once in the newsletter.

Becky will be asked to send strategic plan to all Board Members. Learning Assistance Standards and CAS Standards are the same. CAS has asked for a session at Conference. It was suggested that the information be printed in Journal or put on web. Interstate Developmental Reading Association, New Jersey Association of Developmental Educators, and five new PALS Associations were added. (*Attachment E*)

**Lorraine moved that Georgine Materniak be appointed as alternate to CAS. Sylvia seconded. PASSED.**

*d. ITCP*

Gladys thanked Board for additional money. She requested that jewelry made for tutors and master tutors be exhibited at Conference. These will be samples thus at no capital expense to CRLA.

**Vince moved that Gladys contact trophy company to make samples to be displayed at Conference. Sylvia seconded. PASSED.**

**Lorraine left the conference call at 9:15 a.m. PDT/11:15 a.m. CDT.**

*10. Criteria for Robert Griffin Long and Outstanding Award*

Valerie Smith-Stephens has asked for board direction in formulating the criteria for this award, since none were found. It was confirmed that nominations for this award come from the membership. Vince, who was chair of this committee in the early 1980's, recalled that the benchmark for "long" was 10 years. The criteria should also include significant contributions to CRLA at the local and national levels. Vince will compose draft criteria and send these to board members.

*11. Applicant for Chair of Awards and Scholarship Committee*

Tom Gier has submitted a comprehensive application (*Attachment* ) for this position. Since Tom is not working for an institution, he submitted a letter outlining how he would cover costs incurred from this position in lieu of a letter of institutional support.

Kathy will forward the application package to Valerie Smith Stephens.

Kathy will also speak with Tom about whether he will be using electronic mail.

Vince stated that serving on this committee would be a good way to involve new and younger members.

12. *Communication Task Force Wrap-up*

Kathy has not heard back from Karen Smith after writing her about how the board followed up on the recommendations of the Communications Task Force. Board members felt Kathy's letter addressed the Task Force Report well. They recommended Kathy include these actions in the presidential letter she will send out to members in July.

*Letter from the President*

Kathy will also include in that letter an update on the draft strategic plan and a reminder for tardy members to pay their dues.

13. *Reduced Subscriptions Benefit*

Mike reported that he received from Barbara Calderwood, Editor of the Journal of Developmental Education (JDE) the reduced subscription prices for CRLA members (*Attachment H*).

A JDE subscription would cost \$20.50 and a subscription to Research in Developmental Education (RiDE) would cost \$8 for current CRLA members. The board supports continuing this benefit.

<p>Vince moved that the reduced subscription rate to the JDE and to RIDE be continued for current CRLA members. Sylvia seconded. PASSED.</p>
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14. *Conference Refund policies*

Sylvia wants to ensure that the policy and written statement regarding refunds from the conference registration is clear. There have been problems in the past when individuals have requested a full refund weeks after the conference. Sylvia will draft a policy statement and present it at the next conference call.

15. *Other*

*Gift for Pat Mulcahy-Ernt*

On behalf of the board, Sylvia will purchase a gift for Pat Mulcahy-Ernt on the occasion of the adoption of her son.

*Sue Brown's Institute*

Sue Brown has been investigating Reno, NV and Hawaii as potential sites. British Columbia is also a slim possibility.

*Officers-Elect*

The newly-elected officers will be invited to participate in the next conference call.

*Web Site Concerns*

Vince has responded in detail to Frank Christ on his recommendations for CRLA's web sites.

*LAC Monograph*

There has not been an update to the board on this project, but chapter revisions for the manual are being conducted. The committee, Karen Smith and Frank Christ, will be asked to submit a progress report for the July conference call.

*Conversion of Archives*

Karen Smith will be asked to give a progress report on this conversion for the July conference call.

*SIG Newsletters*

The board commended SIG leaders Jan Norton and Craig Stern for their recent newsletters. Good work!

*Professional Development  
Committee*

Sylvia reported that Karen Agee would like to chair this new CRLA committee which will deal with professional certification.  
(Attachment I)

**Vince moved that Karen Agee of Iowa be appointed chair of the Professional Development Committee. Sylvia seconded. PASSED.**

Karen will be asked to develop a frame of reference and proposed mandate for this committee.

**Vince moved the meeting be adjourned at 9:45 a.m. PDT/11:45 a.m. CDT.**

These minutes were approved July 8, 1998.

## COLLEGE READING AND LEARNING ASSOCIATION

### CONFERENCE CALL

MAY 22, 1998

#### List of Attachments to the Minutes

- A. Agenda for the conference call.
- B. Letter from Denis McGinty-Swann addressing concerns about election.
- C. Pre-registration form for Salt Lake City Conference.
- D. Information from Susan Deese about Past Officers Council.
- E. CAS Spring Meeting report submitted by Becky Johnen.
- F. Letter from Gladys R. Shaw regarding proposed jewelry for display at Conference.
- G. Letter of application for the position of Awards and Scholarships Committee chair submitted by Tom Gier.
- H. Subscription agreement between Appalachian State University and CRLA.

Subj: conference call  
Date: 98-05-18 17:30:21 EDT  
From: CARPENTERK@platte.unk.edu (KATHY CARPENTER, PH.D.)  
To: orlandov@mscd.edu, carpenterk@platte.unk.edu, ldreiblatt@aol.com, ohear@cvax.ipfw.edu, miodusks@u.arizona.edu, rbethke@jcccnet.johnco.cc.ks.us, rosalind@kwantlen.bc.ca

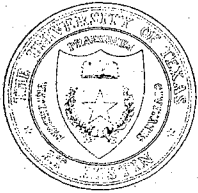
Hello folks:

To access the conference call board meeting at 10:00 a.m. CDT on Friday, May 22, with US West, dial 303-633-6104. If you have trouble getting connected, dial the conferencing services, 1-800-263-3863, give them our client ID number, which is 12822, and ask to be connected. The call reservation number is 10118604.

Since we have numerous items carried over from last month's conference call, I have scheduled them again in this month's agenda, and if you have items to add to the agenda, you will be able to do so at the beginning of the call.

The Conference Call Agenda is as follows:

1. Approval of Agenda
2. Approval of minutes  
(Have we ever received minutes from 12/97 conference call and the 1/98 conference call from Marilyn?)
3. Election
4. Conference Update and Changes
5. ACDEA Professional Certification - Appointment of Professional Development Chair(s) and Committee
6. Executive Assistant Ad for Newsletter
7. Visitation to prospective mail services
8. Reports:
  1. Past Officers Council - Susan Deese
  2. Website - Susan Halter
  3. CAS - Becky Johnen
  4. ITCP - Gladys Shaw
9. Criteria for Griffin Lond and Outstanding Award
10. Awards and Scholarship Chair - Applicant Tom Gier
11. Thank you Letter and Report to Communication Committee
12. Resource List - PALS
13. Reduced price subscription for JDE
14. Refund Policies
15. Extra Cost for Sue Brown's Institution (I still don't know why this was on my notes for "next conf. call board meeting" or what it means.



COUNSELING, LEARNING AND CAREER SERVICES  
THE UNIVERSITY OF TEXAS AT AUSTIN

CRLA Conference Call  
May 22, 1998  
Attachment B  
2 Pages

Learning Skills Center • A332 Jester Center • 101 E. 21st • Austin, Texas 78705 • (512) 471-3614

May 4, 1998

CRLA Board Members

Dear Kathy and CRLA Board Members:

I am writing to express my concerns about the CRLA election process this year. While I am a candidate running for office, my concerns are also stated from my position as the CRLA Bylaws Chair.

As a candidate running for a CRLA office, I was informed that the election was being rerun for the following reasons:

- a. Some CRLA members claimed they did not get ballots.
- b. The *CRLA Newsletter* came out at the end of the election process.
- c. Some ballots came in the week after the due date.
- d. Both elections were extremely close.

Upon rereading the CRLA bylaws regarding the election process, none of the reasons for rerunning an election is addressed.

Article VII in the bylaws regarding election procedures states:

- Information about all candidates, one official ballot, and a properly addressed return envelope will be mailed by a date set by the Board to all members in good standing.

- Voting shall be by secret mail ballot. All votes received on or before the date set by the Board will be included in the final count. A majority of the votes cast shall be necessary for election.

Article VIII of the bylaws states:

- A quorum for any regular or special membership meeting or for a mail ballot shall be at least ten percent (10%) of the membership of the Association as of December 31. *Robert's Rules of Order* indicates the same.

The Board has not said that a quorum was not received. If a quorum was not represented by the due date, then the election is invalid according to the bylaws. If the ballots received by the due date constituted a quorum, then the election was valid.

Also, if ballots are sent bulk mail every year, then we can assume that some people do not receive ballots every year. Second, I believe this is the first year that the candidates were written up in the *CRLA Newsletter*. The *Newsletter* is not part of the election process described in the bylaws. Third, ballots received after the March 31st deadline should not

have been counted in the results according to the bylaws. Fourth, a majority can be one vote more for a candidate, not "an extremely close election."

My other concerns are:

- Candidates running for office were not informed of an election problem until April 27, almost one month after the due date of ballots for the first election.

- On Friday, May 1, I received a new ballot from CRLA indicating the other election was null and void due to a problem with the balloting process. As a member of the Association, I would want more of an explanation of what happened and why the election was being rerun.

- The new ballot also states that envelopes must be postmarked on or before May 15th. This statement is in discord with Article VII in the bylaws as noted and underlined above.

- Also, the time frame for the new voting process has been substantially reduced, and the new election is at a very busy time of the year for most educators. May is usually the end of a semester or quarter.

- Further, in my envelope there was no information included about the candidates running for office. How many other members of CRLA received no information on the candidates or were missing some information?

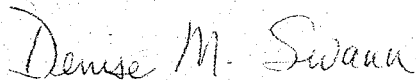
- Last, in the original election, the return envelope was prestamped or metered. The return envelopes for this election were not, and this omission could potentially affect the outcome of the election.

With all of these discrepancies, the Association is very likely to encounter a challenge regarding the election process. My question to the Board is, *was there a quorum for the first election?* If so, I suggest that the Board recognize the results of the first election as valid, counting only those votes received on or before March 31st.

I also recommend that the Board address these issues and make appropriate changes in and/or additions to the bylaws so that this type of situation can be averted.

Your attention to my concerns is appreciated. Thank you.

Sincerely,



Denise McGinty Swann, Ph.D.  
Director, Learning Skills Center

cc: Michael O'Hear  
Vincent Orlando  
Lorraine Dreiblatt  
Sylvia Mioduski  
Pat Mulcahy-Ernt  
Susan Deese-Roberts

*Please do prices, add be added &* CRLA Conference Call  
*May 22, 1998*  
Attachment C  
2 Pages

Pre-Registration Form  
31<sup>st</sup> Annual Conference  
College Reading and Learning Association

Please print your name and institution as you want them on your name tag.

Name: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

If you have had a professional article or a book published in the last three years and wish to be recognized as a CRLA author at the Friday Night Literary Society gathering, please check here. \_\_\_\_\_

1999 Membership Dues: Membership \$40 \_\_\_\_\_ New \_\_\_\_\_ Renewal \$ \_\_\_\_\_  
SIGs \$ 5 each \_\_\_\_\_ X \$5 \$ \_\_\_\_\_

Preregistration

FULL CONFERENCE

1998 Members \$100  
NonMembers \$ 150  
Students \$ 75

ONE DAY ONLY

1998 Members \$ 75  
NonMembers \$ 100  
Students \$ 60

On-Site Registrations (Add \$25 to Pre-registration fee) \$ \_\_\_\_\_

Pre-/Post-Conference Institutes

University of Utah Technology Institutes \$35 each (includes bus to campus)

Wednesday Morning 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_  
Wednesday Afternoon 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_  
Saturday Afternoon 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Salt Lake Hilton Institutes \$25 each

Wednesday Morning 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_  
Wednesday Afternoon 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_  
Saturday Afternoon 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_

Total Institutes \$ \_\_\_\_\_

Campus Visit and Tour

Tuesday afternoon at the Family Search Center (Very Limited Space) \$10 \$ \_\_\_\_\_

Wednesday afternoon Utah Valley State College/Brigham Young Tour \$20 \$ \_\_\_\_\_

### FOOD FUNCTIONS

Special Interest Groups Breakfast Thursday November 5 \$12 \$ \_\_\_\_\_

Indicate Choice \_\_\_\_\_

Special Interest Groups Lunch, Friday, November 6 \$15 \$ \_\_\_\_\_

Indicate Choice \_\_\_\_\_

Special Interest Groups Breakfast, Saturday, November 7 \$12 \$ \_\_\_\_\_

Indicate Choice \_\_\_\_\_

Lunch with a Mentor, Friday, November 6 \$15 \$ \_\_\_\_\_

Indicate Three Choices: \_\_\_\_\_ 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \$15 \$ \_\_\_\_\_

Friday Awards Banquet with the Utah Valley State College Dancers \$25 \$ \_\_\_\_\_

Good-bye to Salt Lake Luncheon, Saturday, November 7 \$15 \$ \_\_\_\_\_

### Expenses

Conference Fees \$ \_\_\_\_\_

Institutes \$ \_\_\_\_\_

Tour and Visit \$ \_\_\_\_\_

Food Functions \$ \_\_\_\_\_

Total Expenses \$ \_\_\_\_\_

Make checks payable to CRLA. Purchase Orders cannot be accepted. Funds drawn on Non-US banks must be remitted in US dollars on a FOREIGN DRAFT or INTERNATIONAL MONEY ORDER.

Send this form with check to:

Address

S

Post-It™ brand fax transmittal memo 7671		# of pages > 2
To	LORRAINE DREIBLAT	
From	M. O'HEAR	
Co.	IPFW	
Dept.		
Phone #	319-481-6817	
Fax #	425-644-8305	
	219-481-6880	



May 22, 1998

Attachment D

1 Pages

From: SMTP%"sdeese@unm.edu" 30-MAR-1998 16:37:27.72  
To: CARPENTERK  
CC:  
Subj: News for Board

Date: Mon, 30 Mar 1998 15:34:24 -0700 (MST)  
From: Susan Deese-Roberts <sdeese@unm.edu>  
Reply-To: Susan Deese-Roberts <sdeese@unm.edu>  
To: carpenterk@platte.unk.edu  
cc: crla past officers <adams.Silicon.com@unm.edu>, afbhp@uaa.alaska.edu, bjohnden@nccvax.wvnet.edu, denise.swann@usa.net, faulkner@dcccd.edu, flchris@primenet.com, gkerstie@admin.elcamino.cc.ca.us, gshaw@utep.edu, jlehmann@mail.elgin.cc.il.us, jmullen@bentley.univnorthco.edu, karen.agee@uni.edu, kgs@rci.rutgers.edu, mchargue@fhda.edu, mitch@cccs.cccoes.edu, mulcahyp@cse.bridgeport.edu, rosalind@kwantlen.bc.ca, sdeese@unm.edu, subrown@nmsu.edu, tbeverly@dcpcc.pima.edu, weinsheimer@mister.ucs.unm.edu  
Subject: News for Board  
Message-ID: <Pine.A41.3.96.980330151858.129644N-100000@pegasus.unm.edu>  
MIME-Version: 1.0  
Content-Type: TEXT/PLAIN; charset=US-ASCII

Dear Kathy,

Here's where we are at with the CRLA past officers:

1. The charge of the group is 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.

2. Members of the group consist of 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.

3. The name of the group is Past Officers Council.

4. The leader of this group will be the CHAIRPERSON.

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.)

5. 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.

6. For the 1998-99 year, no later than June 30 of this year, 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.

The chair-elect will have no duties other than to 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.

7. 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.]

The exception to the above will occur during 1998; the process will occur twice. By the end of June, a chair-elect will be selected to assume the responsibilities of chair after the 1998 conference. Nominations for chair-elect for 1998-99 will follow the above stated timeline. We will choose "two" chair-elects in 1998; one to begin serving as chair after the conference and one to serve as chair-elect during 1998-99 and begin serving as chair after the 1999 conference.

8. The group wishes to be recognized as a standing committee and have the by-laws changed as needed to reflect standing committee status.

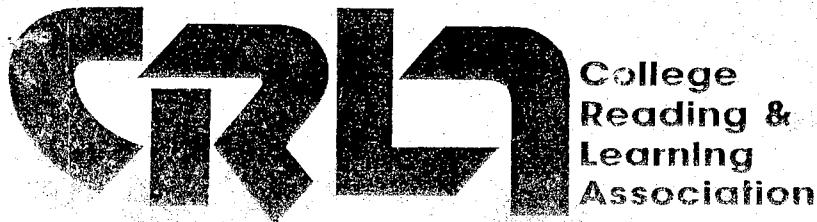
Please let me know if you and/or other Board members have any questions.

We are in the process of solidifying our communication base. I have mailed to all past officers for whom we have "snail mail" addresses but not email addresses the same information that was distributed to all "email" members. I've already started hearing from people; a few have declined invitations to be active members while others have asked to be included.

We'll have an "official" list by June 30.

Respectfully submitted,

Susan Deese-Roberts  
Chairperson, Past Officers Council



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

May 5, 1998

TO: Kathy Carpenter  
FROM: Becky Johnen *Becky*  
RE: CAS SPRING MEETING - REPORT

Enclosed are my notes, appropriate attachments, and observations from the May 4-5 CAS Board of Directors meeting held in Washington, D.C.

Based on this meeting, I've generated the following list of actions that the Board needs to address:

1. Georgine Materniak is listed as CRLA's alternate to CAS.
  - A. The Board either needs to affirm this or choose another.
  - B. The Board's decision needs to be relayed to me so I can share with the CAS Executive Committee.
2. Approve Georgine Materniak as the reviewer for the Learning Assistance Program Self-Assessment Guidelines with Becky Johnen serving as a secondary reviewer.
3. Review the Self-Assessment Guidelines for Learning Assistance Programs and Georgine's recommended edits, and let me know, by the end of June, and thoughts (particularly issues, concerns, or problem areas).
4. After September 1998, we can provide the Learning Assistance Program standards (which are in the "Blue Book") to our membership any way we desire: through the newsletter, journal, as a handout, etc. Let me know how you'd like to get these into the hands of our membership and I will see that it happens.
5. I recommend we have a 60 or 120 minute session on standards and the self-assessment guides at the conference. (It would be great to invite Susan Clark-Thayer to co-present with me as well as Martha Maxwell.) Let me know if this is something I should pursue. If yes, should I write up a session proposal?

Kathy Carpenter

Page 2

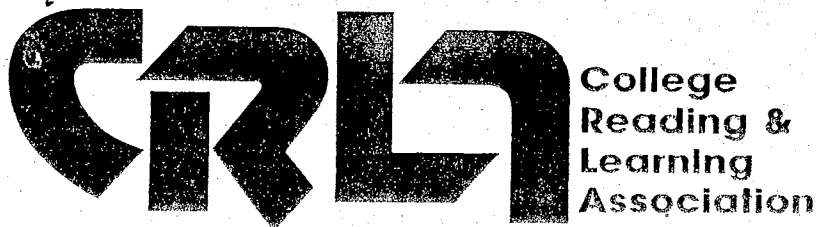
May 5, 1998

6. Let me know if copies of the following are needed by any Board members:
  - A. CAS Bylaws (as amended 4-28-96)
  - B. CAS Strategic Plan
  - C. Quality Assurance Practices in Profession Associations: The Role of the Council for the advancement of standards in Higher Education (final report)

I look forward to hearing from you regarding this action list as well as your general thoughts on this meeting.

em

CC: Dr. Linda S. Dunn  
Susan Clark-Thayer



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

CRLA Conference Call  
May 22, 1998  
Attachment F  
1 Pages

May 5, 1998

TO: Kathy Carpenter, President and  
Members of the Executive Board, CRLA

FROM: Gladys R. Shaw

SUBJECT: ITCP

It has occurred to me that certified tutor training programs may occasionally want to reward their certified tutors with gift items denoting the affiliation with CRLA.

In light of the expense of stocking such items and the problem of storing inventory, I spoke with a local trophy company that does work for our center to see if I could work out an arrangement of making a few items available on an order-to-order basis.

Subject to your approval, the owner and CEO is willing to make up 5 or 6 samples carrying the CRLA Logo for display and orders at the next annual conference. It would, of course, take a bit longer for orders to be filled because they would literally be made to order. It would, however, remove the major risks of a capital out lay for CRLA, having unsaleable inventory, and storage of inventory; and it would make it possible for program personnel to request quotes and any special items they might want.

Before proceeding, I seek the Board's approval to request the samples no cost to CRLA and to test the idea in Salt Lake City.

Thank you for your consideration.

10 April 1998

Kathy-

I hope you have had a great spring semester so far. Plus I hope the board meetings and all the other CRLA "stuff" has been going well. You will notice that I am applying for the vacant position of CRLA's "Awards and Scholarships Committee Chair." I would really enjoy this position and believe that my past CRLA experience would enable me to do a good job. I just really miss all my CRLA buddies and want to get involved again. My health is the best it has been in more than a decade, and I am "rarin' to go."

Kathy, have a great rest of the semester and drop me a line or give me a call if you get the chance. Looking forward to seeing you in Salt Lake City. All my best.

☺  
*Tom*

PS: Since I no longer have an institution to support me, I will cover all my chair expenses that would normally be covered by institutional support. Besides, if I still worked for UAA, there would be no institutional support because UAA is in such a fiscal short-fall. Take care.

10 April 1998

Dr. Kathy Carpenter  
President, CRLA  
Learning Center  
Lower Level Stout Hall  
University of Nebraska-Kearney  
Kearney, NE 68849

Dr. Carpenter:

This is my letter of application for the position of CRLA's "Awards and Scholarships Committee Chair." I served as a member of this committee in the early 1990's (1990-1993) when Dr. Kate Sandberg was chair of the committee. Though it could be difficult at times to get enough applicants/nominations for the various awards and scholarships, I completely enjoyed my service on the committee. I would consider it an honor and a privilege to serve as chair of this committee. As you know, due to poor health I was unable to attend the last two CRLA conferences, but now my health is greatly improved and I am anxious to once again serve CRLA. (In fact, I feel ten years younger since I retired last July. My doctor says that I now have the body of a forty-two year old, and I had better give it back before he notices it is missing.)

All joking aside, as I read through the duties and responsibilities of the Awards and Scholarships Committee Chair, I not only saw no problem in fulfilling them, but I saw them as an enjoyable opportunity, not as a difficult chore or task. I consider myself to be very fortunate to have been able to amass a variety CRLA leadership experience - chair of the CRLA International Tutor Certification Committee, program chair of the San Diego conference, co-manager of the Canadian Symposium, and CRLA president. I would very much like to be able to put this experience to work for CRLA as chair of this committee.

In addition to this letter of application, I have included, as per the job description in the Spring 1998 CRLA Newsletter, a copy of my resume and a letter of institutional support. Since I am retired, I obviously have no institution to ask for support. Since that is the case I will be only be too glad to cover all the expenses as chair of this committee that would normally be covered by institutional support. In other words, I am putting my money where my mouth is and my lack of institutional support will not cost CRLA any money.

Dr. Carpenter, thank you for the opportunity to apply for this position and the chance to once again serve all my CRLA friends and colleagues.

Sincerely,

A handwritten signature in cursive script that reads "Tom Gier".

Dr. Tom Gier  
8102 Harvest Circle  
Anchorage, AK 99502

(907) 349-7128 or 344-2683



# LETTER OF INSTITUTIONAL SUPPORT

I, Dr. Tom Gier, am retired and have no institution to ask support from. I, therefore, will personally pay for all the expenses of the chair of the Awards and Scholarships Committee that would normally be covered by institutional support. In other words, my lack of institutional support will not cost CRLA any money because I will cover the normal institutional-supported chair expenses.

Sincerely,

A handwritten signature in cursive script that reads "Tom Gier". The signature is written in dark ink and is positioned above the typed name and address.

Dr. Tom Gier  
8102 Harvest Circle  
Anchorage, AK 99502

(907) 349-7128 or 344-2683

SUBSCRIPTION AGREEMENT

4 Pages

BETWEEN

APPALACHIAN STATE UNIVERSITY

AND

COLLEGE READING AND LEARNING ASSOCIATION

This Agreement is made by and between APPALACHIAN STATE UNIVERSITY, a state-supported institution of higher education and constituent member of The University of North Carolina (hereinafter referred to as "the School"), and COLLEGE READING AND LEARNING ASSOCIATION (hereinafter referred to as "CRLA").

The School, through its National Center for Developmental Education (hereinafter "NCDE"), desires to provide copies of the publications, Journal of Developmental Education (hereinafter "JDE") and/or Research in Developmental Education (hereinafter "RiDE"), to participating members of the CRLA and provide certain other services to CRLA as specified in this agreement.

The CRLA desires to provide benefits to its members in the form of discounted subscription rates for NCDE publications.

For and in consideration of the mutual promises and covenants expressed herein, the parties have agreed and do agree as follows:

1. The term of this agreement shall be a period during which the parties shall conduct all activities related to the JDE, Volumes 19-21, and RiDE, Volumes 13-15, as specified in this agreement.

2. NCDE agrees to provide the JDE and/or RiDE to CRLA members on an annual, voluntary subscription basis. Subscription prices will be based upon the attached tables for percentage over base price cost resulting from the previous year's percentage of CRLA members subscribing to each publication.

3. CRLA subscriber information will be sent directly to the NCDE, with payments made payable to the NCDE. NCDE publications offices will process forms, maintain lists, and generate mailing labels for CRLA subscribers to the JDE and RiDE.

4. In the event an issue of either publication is not received by a CRLA subscriber, and the subscription is verified on the in-house list or by cancelled check, the NCDE will send a replacement issue or provide a credit for an additional issue should replacement be impossible. If the mailing of all copies of a given issue is untimely, the NCDE will send written communication to subscribers about the delay.

5. CRLA shall receive a preferred discount of ten percent (10%) according to JDE's published advertising rates if CRLA enters into a standard JDE advertising contract to purchase advertising space of at least 1/6 page for a given volume (three-time insertion) and does so on or before June 1 of each year during the term of this agreement. If CRLA desires specific preferred placement (not already under contract) for the ad, commitment must be received in writing no later than April 15 of each year during the term of this agreement. Specific content of the ad need not be determined at that time; however, CRLA must meet camera-ready deadlines for each issue of the publication.

6. The NCDE shall cooperate with the promotional efforts of CRLA in the following ways:

- a. upon request, supervise the production of insert cards aimed at prospective members of CRLA and insert them into one issue per year of the JDE. CRLA shall bear the cost of producing the cards but will not be charged for the labor of inserting them;
- b. provide up to 1/2 page of space under the heading "CRLA News" or a similar title in one issue per volume of the JDE if participation falls between the minimum and 66%; in two issues per volume if participation falls between 67% and 99%; and in all three issues per volume if 100% of the membership subscribes. This space shall be used to report news from the organization and will not overlap with or have any bearing on any CRLA advertising. CRLA shall provide copy for the space by the column deadline (Issue 1: June 1; Issue 2: July 15; and Issue 3: September 15) but will incur no cost for production. Written commitment to use this space on a volume basis shall be made by CRLA on or before June 1 of each year during the term of this agreement; and
- c. include CRLA on the JDE Readers' Service Card without charge so long as CRLA advertising appears in the volume in which the card is produced.

7. CRLA shall include references to discounted JDE and RiDE subscriptions in literature distributed to CRLA members.

8. At least one promotional packet for NCDE publications shall be sent each year to CRLA members with mailing labels provided by CRLA at no charge. The NCDE shall provide labor at no charge for assembling said mailing and shall bill CRLA for 1/2 of the postal charges for mailing of such promotions within thirty (30) days after mailing. CRLA shall pay to NCDE the invoice amount within thirty (30) days after the date of each such invoice.

9. In the event of the dissolution of the CRLA, publications will be sent to subscribers included on the paid annual list to complete the volume year in which the dissolution is announced.

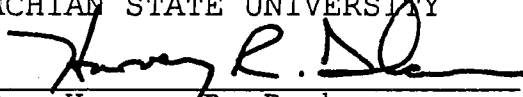
10. No covenant or condition of this agreement can be waived except by written consent of the parties hereto. A waiver of any covenant or condition on one occasion shall not be deemed a waiver of said covenant or condition on any subsequent occasion unless such fact is specifically stated in the waiver. Forbearance or indulgence by one party in any regard whatsoever shall not constitute a waiver of any covenant or condition to be performed by the other party.

11. Time is of the essence relating to any deadlines specified in this agreement.


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

IN WITNESS WHEREOF, the parties have executed this agreement on the dates set forth opposite their signatures below.

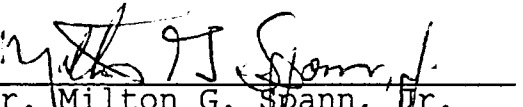
APPALACHIAN STATE UNIVERSITY

By:   
Dr. Harvey R. Durham  
Provost and Vice Chancellor  
for Academic Affairs

3/30/95  
Date

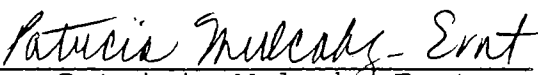
By:   
Dr. Hunter R. Boylan, Director  
National Center for Developmental  
Education

3/27/95  
Date

By:   
Dr. Milton G. Spann, Jr.  
Editor, Journal of Developmental  
Education

3/23/95  
Date

COLLEGE READING & LEARNING ASSOCIATION

By:   
Dr. Patricia Mulcahy-Ernt  
President

5/16/95  
Date

TABLE 1  
JOURNAL OF DEVELOPMENTAL EDUCATION  
Published 3 times per year  
Academic Years 1998-99 through 2001-02

Participation Rate		VOL. 22	VOL. 23	VOL. 24
75% plus	base cost + 5%	\$ 7.00	\$ 7.20	\$ 7.40
51 - 74%	base cost + 7%	7.14	7.34	7.54
50% or less	base cost + 9%	7.27	7.48	7.68
		*base cost \$6.67 issue	*base cost \$6.86 issue	*base cost \$7.05 issue

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

TABLE 2  
RESEARCH IN DEVELOPMENTAL EDUCATION  
Published 5 times per year  
Academic Years 1998-2002

Participation Rate		Unit Cost Volume
75% plus	cost or	\$ 1.62
51 - 74%	cost +5%	\$ 1.70
50% or less	cost +7%	\$ 1.73

NOTE: Base price of Volume 14 is \$1.62 per issue.

CRLA Conference Call

May 22, 1998

Attachment I

Pages

CRLA

07-13 17:47:35 EDT

karen.agee@uni.edu

ldreiblatt@aol.com

ons, Secretary. Kathy Carpenter e-mailed me today to let me know  
eptance of the chairship of the Professional Development Committee  
warded to you. Will this e-mail serve to that effect? Apparently  
the May 22 minutes are not complete until I accept formally. I do. Formally.

Karen S. Agee, University of Northern Iowa, karen.agee@uni.edu, formally  
accepts the chairship of the Professional Development Committee, an ad hoc  
committee established by the Executive Board to consider Hunter Boylan's  
proposal for a National Certification Program for Developmental Education  
Professionals. Members of the committee include Jan Norton  
(norton@griffon.mwsc.edu), Ann Faulkner (faulkner@dcccd.edu), Gwyn Enright  
(genright@sdccd.cc.ca.us), and Rosa Hall (rhall@avc.edu). A first report was  
sent to the Board on July 7. A second report in response to Board discussion  
and suggestions will be sent before the August 28 teleconference.

Take care, Lorraine!

Karen

----- Headers -----

Return-Path: <Karen.Agee@uni.edu>

Received: from rly-zc03.mx.aol.com (rly-zc03.mail.aol.com [172.31.33.3]) by air-zc03.mail.aol.com (v45.18) with SMTP; Mon, 13 Jul 1998 17:47:34 -0400

Received: from viper.uni.edu (viper.uni.edu [134.161.1.16])

by rly-zc03.mx.aol.com (8.8.8/8.8.5/AOL-4.0.0)

with ESMTP id RAA06034 for <ldreiblatt@aol.COM>;

Mon, 13 Jul 1998 17:47:01 -0400 (EDT)

From: Karen.Agee@uni.edu

Received: from uni.edu by uni.edu (PMDF V5.1-10 #U2748)

id <01IZCXAL5D188X0L9U@uni.edu> for ldreiblatt@aol.COM; Mon,

13 Jul 1998 16:46:59 CDT

Date: Mon, 13 Jul 1998 16:46:58 -0500 (CDT)

Subject: CRLA

To: ldreiblatt@aol.com

Message-id: <01IZCXAL5D1A8X0L9U@uni.edu>

Tom Gier, Ph.D., D.D.  
8102 Harvest Circle  
Anchorage, Alaska 99502  
(907) 349-7128

**EDUCATION:**

American Institute of Holistic Theology, 1996  
D.D. Theology

Pacific Western University, 1989  
Ph.D. Education/Adult Learning

National Center for Developmental Education  
Appalachian State University, 1988  
Developmental Education Specialist.

University of Alaska-Anchorage, 1981  
K-12 Administrative Certificate.

University of Missouri-Kansas City, 1975  
Ed. S. Reading Education.

Webster University, St. Louis, Missouri, 1974  
M.A. Education.

Joint Military Intelligence School, Goodfellow Air Force Base,  
San Angelo, Texas, 1970. Communications Specialist.

Crowell-Collier Language Institute, Washington, D.C., 1969  
German Linguist/Interpreter.

University of Missouri-Kansas City, 1968  
B.A. History.

**PROFESSIONAL EXPERIENCE:**

**COLLEGE READING and STUDY SKILLS PROFESSOR:** Anchorage  
Community College/University of Alaska, Anchorage. Courses taught  
include: College Reading and Study Skills, Critical/Creative Thinking,  
Composition, Tutoring, Journalism, and Computers: 1980 - 1997.  
(Retired as full professor in 1997).

In addition to teaching, the following positions have been held:  
Director, Reading / Writing Center; Chair, Undergraduate Curriculum

Committee, Department of English; Chair, Publication Committee, Department of English; Coordinator, Reading/Learning Skills Professors, Department of English; Assistant Chair and Acting Chair, Department of English; Chair, University-wide Faculty Evaluation Appeals Committee.. 1980 - 1997.

**PRESIDENT-ELECT/PRESIDENT/PAST PRESIDENT**, College Reading and Learning Association, 1993 - 1996.

**PROGRAM CHAIR**, College Reading and Learning Association, National Conference, San Diego, March 1994. 1993 - 1994.

**CO-MANAGER**, CRLA International Symposium, Kananaskis, Canada, April, 1996. 1994-1996

**CRLA AWARDS & SCHOLARSHIPS COMMITTEE**, 1990-93.

**BOARD OF EDITORS:** *Journal of Developmental Education*. 1987 - 1997.

**BOARD OF EDITORS:** *Journal of College Reading & Learning* 1989 - 1992, 1995-96.

**COORDINATOR, INTERNATIONAL TUTOR CERTIFICATION PROGRAM**, College Reading and Learning Association, 1988 - 93.

**RECORDS MANAGER, INTERNATIONAL TUTOR CERTIFICATION PROGRAM**, College Reading and Learning Association, 1993 - 1996.

**STATE INFORMATION COORDINATOR:** National Center for Developmental Education. 1987 - 1993.

**ALASKA STATE DIRECTOR:** COLLEGE READING and LEARNING ASSOCIATION (CRLA). 1985 - 1987.

**NATIONAL GROUP LEADER:** PEER TUTORING SPECIAL INTEREST (CRLA): 1985 - 1989.

**COORDINATOR, SPECIAL INTEREST GROUPS:** WESTERN COLLEGE READING and LEARNING ASSOCIATION (WCRLA). 1987 - 1989.

**TUTORIAL EDITOR/CO-EDITOR:** CRLA NEWSLETTER. 1985 - 1996.



**DIRECTOR of THE READING/WRITING CENTER:** Anchorage Community College, Anchorage, Alaska. 1981-82, 1991 - 1996.

**DIRECTOR of TUTORIAL SERVICES:** Learning Resources Center, Anchorage Community College, Anchorage, Alaska. 1981

**CURRICULUM SPECIALIST:** Educational Consultants of Alaska, Anchorage, Alaska. Areas of specialization included: curriculum and program development; evaluation. 1979-80

**LANGUAGE PROGRAM SPECIALIST and CONSULTANT:** Western Regional Resource Center, Anchorage, Alaska. Consultant for Developmental Language Program-Secondary Level (English and Yup'ik). 1979

**DISTRICT READING PROGRAM COORDINATOR:** Lower Kuskokwim School District, Bethel Alaska. Areas of responsibility included: reading program development, in-service training, workshop planning and presentation, program evaluation, diagnosis, teacher recruitment for grades K-12. 1977-79

**DISTRICT TITLE 1 COORDINATOR:** Lower Kuskokwim School District, Bethel Alaska. Wrote and monitored District Title 1 programs, provided in-service training, program evaluation, budget management, etc. for grades K-12. 1978-79

**INSTRUCTOR and READING SPECIALIST:** Bethel Regional High School, Bethel, Alaska. Developed, established, and evaluated developmental and remedial reading programs, diagnosis of reading problems in grades 9-12. 1975-77

**GRANT WRITER and EXECUTIVE DIRECTOR:** "The School and the Community" a three-part community based involvement program. This program was funded by a grant from the National Endowment for the Humanities and was presented in Kansas City, Missouri, 1975.

**VICE-PRESIDENT:** Pan-Educational Institute, Kansas City, Missouri. Areas of responsibility included: research and program development, workshop presentations, and teacher in-service training. 1974-75

**INSTRUCTOR:** University of Missouri-Columbia. Graduate level courses: "Topics in Curriculum and Instruction: The City as a

Resource" and "Topics in Curriculum and Instruction: Games and Simulation in Career Education." Summer, 1974

**GRADUATE TEACHING ASSISTANT:** University of Missouri-Kansas City. Taught and/or assisted in teaching the following reading education courses:

Ed 434 Classroom Diagnosis and Correction of Reading Problems

Ed 501 The Teaching of Reading

Ed 541 Teaching Reading Improvement at the College Level

Ed 552 Advanced Diagnosis and Treatment of Reading Problems

**Also:** worked in the University Reading Clinic; supervised, administered, & interpreted diagnostic and intelligence tests, e.g. WAIS, WISC, WRAT, Bender, Keystone, Silveroli, etc. 1974-75

**SUPERVISOR:** Year long tutoring program in which 6th graders tutored 1st graders in reading; the program was sponsored by the University of Missouri- Kansas City for a Kansas City School District elementary school. 1974-75

**INSTRUCTOR and PROGRAM DIRECTOR:** Kansas City-St. Joseph Diocesan Schools, elementary and junior high level: St. Therese School, Our Lady of the Americas School, St. James School, and St. Joseph School. All schools are in Kansas City, Missouri. 1966-74

#### **WORKSHOP PRESENTATIONS:**

Since Fall, 1980 I have presented an average of a dozen workshops per year to students, faculty, and the general public at Anchorage Community College/ University of Alaska Anchorage. The workshops audiences have ranged from 5 to 500. The following is just a sampling of the topics covered in these workshops:

TIME MANAGEMENT

CONCENTRATION

EFFECTIVE LISTENING

GETTING RID OF TENSION

CRITICAL/CREATIVE THINKING

SPEEDING READING

JOURNALISM

ESSAY WRITING

TEST TAKING

MOTIVATION

COMMUNICATION

WORDPROCESSING

LEARNING STYLES

MEMORY IMPROVEMENT

DEALING WITH STRESS

TUTORING

COMPUTERS

MAKING EDUCATIONAL VIDEOS

#### **NATIONAL and STATE WORKSHOP PRESENTATIONS:**

**HOW TO OBTAIN NATIONAL TUTOR CERTIFICATION FOR YOUR TUTOR PROGRAM:** presented at the following College Reading and Learning Association National Conferences and other national conferences as indicated: Seattle, Washington, March, 1989; Irvine, California, April, 1990; San Antonio, Texas, March, 1991, San Francisco, April, 1992, Kansas City, April, 1993, San Diego, March 1994, and Tempe, 1995.

plus: Toledo, Oct., 1993 (Ohio Association of Developmental Educators); Sacramento, Nov., 1993 (Association of California College Tutorial and Learning Association) and Learning Center Symposium, Conn, 1994.

ADVANCED TUTOR TRAINING TECHNIQUES: College Reading and Learning Association National Conference and other national conferences as indicated: Irvine, California, April, 1990; San Antonio, Texas, March, 1991; Tucson, Jan, 1993 (The Winter Institute for Learning Assistance Professionals); and Kansas City, April, 1993.  
plus: Toledo, Oct., 1993 (Ohio Association of Developmental Educators); Sacramento, Nov., 1993 (Association of California College Tutorial and Learning Association); Tucson, Jan., 1994 (The Winter Institute for Learning Assistance Professionals); San Diego, March, 1994 (CRLA) and Conn, April, 1994 (Community College Tutoring Training Institute).

STRESS MANAGEMENT: Learning Assistance Centres of Alberta Conference, Olds, Alberta, Canada, May, 1995.

TUTOR TRAINING TECHNIQUES: College Reading and Learning Association National Conference, Seattle, Washington, March, 1989.

LEARNING STYLES INVENTORIES AND TUTORING: Western Reading and Learning Association National Conference, Sacramento, California, March, 1988.

NATIONAL TUTOR CERTIFICATION: Association of California College Tutorial and Learning Assistance, San Francisco, California, November, 1987

COMMUNICATION, AWARENESS, AND YOU: The National Council for Staff, Program & Organizational Development, New Orleans, November, 1987

TUTOR TRAINING: COURSES, CLUBS, & NEWSLETTERS. Western Reading and Learning Association National Conference, Albuquerque, New Mexico, March 1987

TUTORING PROGRAMS: TEN EASY and INEXPENSIVE STEPS TO STARTING YOUR OWN. Conference of Exemplary Programs in Developmental Education, Atlanta, October, 1986

EFFECTIVE TUTOR TRAINING: WHEN and HOW. Conference of Exemplary Programs In Developmental Education, Atlanta. October, 1986

EXAMINING TUTOR RESEARCH: RECRUITMENT, TRAINING, and EVALUATION. Western Reading and Learning Association National Conference, L.A., California. March 1986

STARTING A TUTOR PROGRAM: AN INEXPENSIVE APPROACH TO QUALITY. Western Reading and Learning Association National Conference, Denver, Colorado. March, 1985

STUDY SKILLS: A KEY TO ADULT LEARNING. Alaska State Community College Conference, Fairbanks, Alaska. June, 1983

STARTING A DEVELOPMENTAL STUDIES PROGRAM. Alaska State Community College Conference, Fairbanks, Alaska. June, 1983

STUDY SKILLS: A KEY TO ADULT LEARNING. National Adult Basic Education Conference, Anchorage, Alaska. May, 1983

NEW STUDENT ORIENTATION. Anchorage Community College, '82-87.

NATIVE STUDENT ORIENTATION. Anchorage Community College. 1982-1990.

RE-ENTRY STUDENT ORIENTATION. Anchorage Community College. 1985-1987.

#### **MISCELLANEOUS WORKSHOP PRESENTATIONS: 1974-79**

Sectional Program presenter: Alaska State Reading Association Conference in 1978, 1979, and 1980.

LANGUAGE DEVELOPMENT WORKSHOP: presented to representatives from the Lower Kuskokwim, Lower Yukon, and St. Mary's School Districts at the Western Regional Resource Center, Anchorage, Alaska.

CURRICULUM DEVELOPMENT: Kuspuks School District, Aniak, Alaska.

LANGUAGE DEVELOPMENT: Lower Kuskokwim School District, Bethel, Alaska.

VOCABULARY and STUDY SKILLS and MATHEMATICS WORKSHOPS:  
developed and presented for Lower Kuskokwim School District Title I staff.

STUDY STRATEGIES: Bethel Elementary School teachers, Bethel, AK.  
TITLE I WORKSHOP: Lower Kuskokwim School District Title I staff, Bethel, Alaska.

TUTORING TECHNIQUES AND EFFECTIVENESS: Southeast Regional Reading Conference, Washington, D.C. 1974.

TRAINING WORKSHOP: Red Cross Volunteers, Kansas City, Missouri.

GAMES and SIMULATIONS in the CLASSROOM: BLUE SPRINGS SCHOOL DISTRICT, BLUE SPRINGS, MISSOURI.

ESAA WORKSHOP: Kansas City School District, Kansas City, Missouri.

VALUES CLARIFICATION: Excelsior Springs School District, Excelsior Springs, Missouri.

MOTIVATIONAL TECHNIQUES for the CLASSROOM: Kansas City School District teachers, McPherson College, McPherson, Kansas.

#### **VIDEOTAPE PRESENTATIONS:**

The following 30-60 minute videotape programs were developed and filmed at Anchorage Community College and are located for viewing at THE LEARNING CENTER. These tapes are being used in nearly all the Community Colleges in Alaska, several Anchorage School District High Schools, and a wide variety of Universities and Community Colleges in the "lower 48."

##### COPING WITH COLLEGE: SERIES ONE (Spring 1981)

1. THREE STEPS TO BEING A MORE EFFECTIVE STUDENT
2. TIME MANAGEMENT AND CONCENTRATION
3. LISTENING AND NOTETAKING
4. HOW TO TAKE TESTS
5. MASTERING A TEXTBOOK
6. THINGS TO REMEMBER: A VIDEOTAPE ON MEMORY
7. KAKM'S "SOMETHING TO SAY...AN INTERVIEW WITH TOM GIER ON MEMORY"
8. SPEED READING TIPS
9. GETTING RID OF TENSION

COPING WITH COLLEGE: SERIES TWO (Spring 1982)

1. STUDY SKILLS: A KEY TO ADULT LEARNING
2. GETTING OFF ON THE RIGHT FOOT
3. CATCHING UP BEFORE YOU FALL TOO FAR BEHIND
4. GETTING YOUR MONEY'S WORTH OUT OF YOUR CLASSES
5. HOW TO BE AT YOUR BEST FOR A TEST
6. COLLEGE READING: A DIFFERENT KIND OF WHODUNIT
7. THE END IS NEAR: SUCCESSFULLY FINISHING THE SEMESTER

COPING WITH COLLEGE: SERIES THREE (Dec. 1983)

1. CLASSROOM SURVIVAL
2. HOW TO IMPROVE YOUR TIME MANAGEMENT/CONCENTRATION
3. HOW TO MASTER YOUR TEXTBOOK
4. HOW TO BE AN EFFECTIVE CLASSROOM LISTENER
5. HOW TO IMPROVE YOUR NOTETAKING
6. DON'T FORGET TO IMPROVE YOUR MEMORY
7. TEST ANXIETY IS NORMAL
8. HOW TO IMPROVE YOUR TEST TAKING ABILITY

COLLEGE SURVIVAL SKILLS\* (MAY 1984)

\*DEVELOPED TO ACCOMPANY THE TEXTBOOK: COPING WITH COLLEGE

1. HOW TO SURVIVE IN THE CLASSROOM
2. HOW TO MANAGE YOUR TIME AND IMPROVE YOUR CONCENTRATION
3. TEXTBOOK READING MADE EASY
4. LISTEN AND LEARN: HOW TO IMPROVE YOUR LISTENING ABILITY
5. NOTETAKING: A KEY TO SUCCESS
6. MEMORY IMPROVEMENT: DON'T FORGET TO REMEMBER
7. TEST ANXIETY
8. TEST TAKING: HOW TO DEMONSTRATE YOUR KNOWLEDGE

MICROCOMPUTER TRAINING VIDEOTAPES (Spring/Summer 1985)

1. INTRODUCTION TO THE COMPAQ COMPUTER
2. WORDSTAR ON THE COMPAQ COMPUTER
3. BEGINNING MS DOS ON THE COMPAQ COMPUTER
4. THE UNIVERSITY MAIL SYSTEM ON THE COMPAQ COMPUTER
5. THE BANK STREET WRITER ON THE APPLE COMPUTER

MISC. VIDEOTAPES (SUMMER 1981)

TENSION RELEASERS	LEARNING STYLES INVENTORY
HOW TO HEAR MORE	HOW TO WRITE A RESEARCH PAPER
CONCENTRATION	HOW TO BE AN EFFECTIVE TUTOR
HELPING OTHERS LEARN	

### AUDIOTAPE PRESENTATIONS:

The following audiotape programs were developed for use by teachers in the Lower Kuskokwim School District, grades K-12:

KNOW YOUR STUDENTS-KNOW YOUR TEXTBOOK

PREPARING YOUR STUDENTS FOR THE LESSON

THE LESSON: DEVELOPING A SELECTIVE READING GUIDE

THE LESSON'S OVER: SO NOW WHAT?

### COMPUTER ASSISTED INSTRUCTION/PROGRAMS\*:

DEVELOPED TO ACCOMPANY THE TEXTBOOK: A STUDENT'S GUIDE TO COLLEGE SUCCESS

GETTING OFF ON THE RIGHT FOOT

CATCHING UP BEFORE YOU FALL TOO FAR BEHIND

GETTING YOUR MONEY'S WORTH OUT OF YOUR CLASSES

HOW TO BE AT YOUR BEST FOR A TEST

THE END IS NEAR: SUCCESSFULLY FINISHING THE SEMESTER

### PUBLICATIONS:

#### -TEXTBOOKS/PROFESSIONAL MANUALS/REFERENCE GUIDES.

A STUDENT'S GUIDE TO COLLEGE SUCCESS with Dr. Karan Hancock. Published 1983 by Anchorage Community College's Developmental Studies Program. Reprinted 1988 by the University of Alaska Press.

COPING WITH COLLEGE with Dr. Karan Hancock. Published 1984 by Anchorage Community College's Developmental Studies Program.

HELPING OTHERS LEARN: A GUIDE TO PEER TUTORING with Dr. Karan Hancock. Published 1985 by Anchorage Community College's Developmental Studies Program.

TUTOR CERTIFICATION REGISTRY AND RESOURCE GUIDE. Published 1990 by the College Reading and Learning Association.

TUTOR CERTIFICATION AND RESOURCE GUIDE: SECOND EDITION with Dr. Karan Hancock. Published 1993 by the College Reading and Learning Association.

COLLEGE READING & LEARNING ASSOCIATION'S TUTOR TRAINING HANDBOOK co-editor (with Dr. Karan Hancock) and contributing author. Published 1996 by the College Reading and Learning Association.

#### -NEWSLETTERS, MAGAZINES, and NEWSPAPERS

Tutorial Editor: *The CRLA NEWSLETTER* 1985 - 1996.

Co-Editor: THE COLLEGE COMMUNICATOR Anchorage Community College's career development bi-monthly/monthly magazine. 1982 - 1986.

Columnist: COPING WITH COLLEGE in THE ACCENT, Anchorage Community College's weekly student newspaper. 1982 - 1988.

Columnist: THE COMPUTER CORNER in THE COLLEGE COMMUNICATOR. 1984 - 1986.

Editor: THE CRLA PEER TUTORING SPECIAL INTEREST GROUP NEWSLETTER, *The Tutoring Exchange*, a quarterly publication. 1985 - 1991.

Publisher and editor: IDEAS: THE L.K.S.D. TEACHER EXCHANGE MAGAZINE. A monthly magazine for the Lower Kuskokwim School District. 1977-79.

#### **PUBLISHED ARTICLES (1989-1994 only)**

##### **1. College Reading & Learning Association NEWSLETTER**

FALL 1989 "LET'S TALK TUTORING: ROLE PLAYING: SOME TOPICS TO HELP YOU DEVELOP YOUR OWN"

FALL 1989 "CRLA TUTOR CERTIFICATION...HOW TO GET YOUR PROGRAM CERTIFIED"

WINTER 1989 "LET'S TALK TUTORING: THE FIRST TUTOR TRAINING SESSION: SOME TOPICS TO COVER"

SUMMER 1990 "LET'S TALK TUTORING: TUTOR PROGRAM CERTIFICATION LIST"

FALL 1990 "LET'S TALK TUTORING: CRLA TUTOR CERTIFICATION PROGRAM"

WINTER 1990 "LET'S TALK TUTORING: TUTOR CERTIFICATION REGISTRY"

SPRING 1991 "LET'S TALK TUTORING: THE SAN ANTONIO CONFERENCE"

FALL 1991 "LET'S TALK TUTORING: SOME ADDITIONAL TUTOR TRAINING IDEAS"



SUMMER 1992 "LET'S TALK TUTORING: TEN TIPS ..."

FALL 1992 "LET'S TALK TUTORING: GOOD TUTORING SESSION"

WINTER 1993 "LET'S TALK TUTORING: COMMUNICATION AND LISTENING SKILLS" (with Dr. Karan Hancock)

SUMMER 1993 "FROM THE PRESIDENT-ELECT: SAN DIEGO CONFERENCE"

SUMMER 1993 "LET'S TALK TUTORING: TUTOR TRAINING ACTIVITY - TUTOR EMPATHY" (with Dr. Karan Hancock)

FALL 1993 "LET'S TALK TUTORING: TUTOR TRAINING ACTIVITIES: FUNCTIONAL FIXEDNESS, ROLE MODELING, and PROBLEM SOLVING" (with Dr. Karan Hancock)

FALL 1993 "FROM THE PRESIDENT-ELECT: DR. SOPHIE FREUD TO KEYNOTE SAN DIEGO CONFERENCE"

WINTER 1994 "LET'S TALK TUTORING: POWER THINKING FOR TUTORS" (with Dr. Karan Hancock)

WINTER 1994 "FROM THE PRESIDENT-ELECT: SAN DIEGO CONFERENCE OVERVIEW"

SUMMER 1994 "LET'S TALK TUTORING: TUTORING IN THE SOCIAL SCIENCES" (with Dr. Karan Hancock)

SUMMER 1994 "FROM THE PRESIDENT: 'THE JOURNEY IS THE GOAL'"

## **2. NATIONAL NATURE/WILDLIFE ARTICLES**

WOLF, SUMMER 1989 "OWNING WOLF HYBRIDS: A RE-EXAMINATION"

AWHA NEWS, October 1989 "WOLF HYBRIDS: BOTH A JOY AND A RESPONSIBILITY"

THE WOLF HYBRID TIMES, October 1989 "WOLF HYBRID BILL OF RIGHTS"

WOLVES AND RELATED CANIDS, November/December 1989 "TIPS ON SOCIALIZING THE NEWEST MEMBER OF YOUR PACK"

THE WOLF HYBRID TIMES, April 1990 "WHAT ARE MY WOLF HYBRIDS UP TO NOW?"

WOLVES AND RELATED CANIDS, Summer 1990 "MY LIFE WITH WOLF HYBRIDS"

SOUTHEAST REGION, UNITED STATES WOLF HYBRID ASSOCIATION NEWSLETTER, SUMMER/FALL 1990, "WOLF HYBRID BILL OF RIGHTS."

THE WOLF HYBRID TIMES, October 1990, "WHEN THE WOLF HYBRID CONTROVERSY STRIKES CLOSE TO HOME"

AMERICAN WOLF HYBRID ALLIANCE NEWS, October/November 1990 "WOLF HYBRID BILL OF RIGHTS"

EDELWOLF, FIRST QUARTER, 1991 "WHY WOLF HYBRID OWNERS LOVE THEIR FURRY CHILDREN"

THE WOLF HYBRID TIMES August 1991, "SEASONS OF THE WOLF"

WOLVES AND RELATED CANIDS Fall 1991 "A SUMMER'S DAY..."

3) JOURNAL OF COLLEGE READING & LEARNING

VOLUME XXIII, NUMBER 2, 1991 "COUNSELING SKILLS: AN IMPORTANT PART OF TUTOR TRAINING" with Dr. Karan Hancock

4) THE TUTORING EXCHANGE

SPRING/SUMMER 1990 "WELCOME TO THE NEW EDITORS OF THE TUTORING EXCHANGE"

FALL/WINTER 1990 "TUTOR CERTIFICATION REGISTRY..."

FALL/WINTER 1990 "CRLA TUTOR CERTIFICATION PROGRAM"

FALL/WINTER 1992, "TUTORING TECHNIQUES OR 'TRICKS OF THE TRADE'", PART 1

SPRING/SUMMER 1993, "TUTORING TECHNIQUES OR 'TRICKS OF THE TRADE'", PART 2

5) THE NORTHERN LIGHT, UAA STUDENT NEWSPAPER

October 8, 1991, "STUDY TIPS: GET ORGANIZE" with Dr. Karan Hancock

January 21, 1992, "STUDY TIPS: TEST TAKING" with Dr.  
Karan Hancock

JANUARY 16, 1993 "HOW TO BECOME A BETTER STUDENT"  
with Dr. Karan Hancock

6) CRLA TUTOR CERTIFICATION REGISTRY AND RESOURCE GUIDE,  
2nd Edition, 1993

"INGREDIENTS FOR A GOOD TUTOR SESSION"

"STARTING/RESTARTING A TUTOR PROGRAM"

7) JOURNAL OF DEVELOPMENTAL EDUCATION VOL 16, NO. 2,  
WINTER 1992, "CRLA TUTOR CERTIFICATION PROGRAM"

8) Proceedings of The 13th and 14th Annual Institutes for  
Learning Assistance Professionals Spring 1993

"Tutor Training: An Examination of Community College,  
College and University Tutor Programs in the United States  
and Canada"

9) From Access to Success: What Works Best in College Learning  
Assistance edited by Dr. Martha Maxwell, 1994.

"COUNSELING SKILLS: AN IMPORTANT PART OF TUTOR TRAINING" with  
Dr. Karan Hancock

MISCELLANEOUS

Co-editor: Two reading handbooks, FOUNDATIONS OF READING and  
INTRODUCTION TO DIAGNOSTIC and TREATMENT PROCEDURES in  
READING. These handbooks were used in graduate and undergraduate  
reading education courses at the University of Missouri-Kansas  
City. (1975)

Author: BRIEF INDIVIDUAL SURVEY OF PHONICS SKILLS a classroom  
reading diagnostic instrument. (1975)

Co-author: THE KANSAS CITY EARLY CHILDHOOD READING INTEREST  
INVENTORY. (1975)

Author: LOWER KUSKOKWIM SCHOOL DISTRICT TITLE 1 RESOURCE  
MANUAL. (1978)

**MILITARY SERVICE:**

Trick Chief, U.S. Army Security Agency, Field Station Berlin, Berlin, Germany, 1970-72.

Security/Intelligence Support, 82nd Airborne Division, Fort Bragg, North Carolina, 1969-70.

U.S. Army Security Agency, Fort Leonard Wood, Missouri, 1968-69.

**AWARDS/RECOGNITION:**

**THE LONG AND OUTSTANDING SERVICE AWARD**, College Reading and Learning Association, 1989.

The Anchorage Community College Newspaper, *The Accent*,  
**MERITORIOUS SERVICE AWARD**, 1988.

College Reading and Learning Association's **CERTIFICATE OF APPRECIATION**, 1986-1996.

Anchorage Community College's **1986 EMPLOYEE AWARD FOR EXCELLENCE, FULL-TIME FACULTY**

Anchorage Community College's **1985 OUTSTANDING FACULTY MEMBER** for staff development.

One of three Alaskan educators selected to attend the National Staff Development in Reading Training Seminar, Washington, D.C., 1979.

Evaluated, compiled statistics and reported on the Standardized Testing Program for the Lower Kuskokwim School District, 1978-79.

Developed evaluation instrument titled: Teacher Evaluation of Administrative Services for Lower Kuskokwim School District, 1978-79.

Chairperson for the Bethel High School Curriculum Committee, 1975-77.

Program guest for a Kansas City Radio Talk Show: READING AND THE ADOLESCENT, Dec. 1974

Program guest on TV show GOOD MORNING, ALASKA, to discuss Anchorage Community College's Learning Resources Center. Sept. 1981.

Taped interview on Channel 13 EVENING NEWS concerning Anchorage Community College's READING/WRITING CENTER. Oct. 1981.

Program guest on TV show KAKM'S "SOMETHING TO SAY..." to discuss memory improvement. Oct. 1981.

Program guest on THE NORMA GOODMAN SHOW, a TV show, to discuss Anchorage Community College's THE LEARNING CENTER. Oct. 1983.

Served on the Board of Directors, Pan-Educational Institute, Kansas City, Missouri, 1973-77.

#### MEMBERSHIPS/COMMITTEES:

MEMBER and CHAIR, UAA FACULTY EVALUATION APPEALS COMMITTEE,  
1990 - 1997

ASSISTANT CHAIR, UAA ENGLISH DEPARTMENT, 1991 - 1993.

CHAIR, UAA ENGLISH DEPARTMENT PUBLICATION COMMITTEE, 1990 -  
1993.

CHAIR, UAA ENGLISH DEPARTMENT UNDERGRADUATE CURRICULUM  
COMMITTEE, 1991 - 1993

READING COORDINATOR, UAA ENGLISH DEPARTMENT, 1989 - 1993.

MEMBER, UAA LIBRARY ADVISORY BOARD, 1991 - 1993

MEMBER, UAA ORIENTATION PLANNING COMMITTEE, 1992 - 1994

MEMBER, UAA LEAVE AND SABBATICAL COMMITTEE, 1993 - 1997

STATE INFORMATION COORDINATOR, NATIONAL CENTER FOR  
DEVELOPMENTAL EDUCATION, 1987 - 1993

UNIVERSITY OF ALASKA STATE-WIDE COMPENSATION COMMITTEE, 1987-  
88

College Reading and Learning Association State Director, 1985 - 1987.  
Anchorage Community College's CAREER DEVELOPMENT COMMITTEE,  
1982 - Currently. (CHAIR 1985-88.)

ACC/CCREE STATEWIDE STAFF DEVELOPMENT COMMITTEE, 1984 - 1987.

Anchorage Community College's MARKETING COMMITTEE, 1985 - 1986.

Anchorage Community College's CURRICULUM REVIEW COMMITTEE, 1984.

Anchorage Community College's PUBLICATION BOARD, 1982 - 1988.

Anchorage Community College's INSERVICE PLANNING COMMITTEE,  
1982 - 1987.

Anchorage Community College's FACULTY ADVISING, 1982 - 1987.

Alaskan Federation of Teachers STUDENT LIAISON, 1982-84.

A member of the statewide Executive Board of the Alaskan Federation  
of Teachers, 1982 - 1984.

Alaska State Reading Association, Recording Secretary, 1981-82.

Nunapik Reading Council, International Reading Association, Bethel,  
Alaska. President, Vice-President, and charter member, 1978 - 1979.

Alaska Association for Computers in Education.

National Association for Developmental Education.

American Association of Community and Junior Colleges.

National Association for Staff Development.

National Association for School Administrators.

National Association for Adult Education.

International Reading Association.

Kansas City Bicentennial Commission.

Phi Kappa Phi National Honor Society.

Torch and Scroll Honor Society, University of Missouri-Kansas City.

#### **FACULTY ADVISER**

Anchorage Community College student newspaper, *The ACCENT*, '82-88.

The Anchorage Community College Black Student Union, 1983-85.

The Anchorage Community College/University of Alaska Anchorage  
Tutor Club, 1985 - 1989.

ACC/UAA Gaming (Computer/Simulations) Club, 1986 - 1990.

WCRLA BOARD MINUTES  
Sacramento, California  
Capitol Plaza, Holiday Inn  
March 21, 1988

Board Members Present: Gwyn Enright, president; Susan Deese, president-elect; Wes Brown, coordinator of state/regional directors; Becky Johnen, secretary; Gladys Shaw, treasurer.

Others Present: Becky Patterson, 1988-89 president-elect

Gwyn Enright called the meeting to order at 8:27 p.m.

I. Welcome

Agenda approved

Gwyn Enright welcomed everyone. The agenda, which had been distributed prior to the meeting, was approved with the changes as noted (Attachment A).

1988 president-elect, Becky Patterson, welcomed

II. Gwyn welcomed Becky Patterson and congratulated her on being elected president-elect, 1988.

III. Approval of Minutes of July 1987, Board Meeting; October, 1987 Retreat; and, January, 1988 conference call.

July, 1987, October 1987 and January, 1988 minutes approved

The minutes of meetings held at times listed above were approved with the following corrections:

- A. Summary, 3B: change Vasconsellos to Vasconcellos
- B. July 17, 1987, p.4, IV., line 4: change Vasconsellos to Vasconcellos
- C. July 17, 1987, p.7, VI., B, line 14: add the word it between placing and on
- D. July 18, 1987, p. 4, I., F, line 18: change Crist to Christ



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Sacramento, California  
Capitol Plaza, Holiday Inn  
March 21, 1988  
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- E. July 18, 1987, page 10, IV., C, line 9: change Vasconsellos to Vasconcellos
- F. July 18, 1987, page 16, XIII., line 14: change Gwyn Enright to Becky Johnen
- G. October 26, 1987, Attachment D, page 1, line 11: change all in members to all new members
- H. October 26, 1987, Attachment D, page 2, line 20: change Crist to Christ; line 24: change Kersteins to Kerstiens
- I. October 25, 1987, page 2 and 3, IV.: change all references to RIDE to JDE
- J. October 25, 1987, page 3, IV. line 27: change ensued to ensued
- K. October 25, 1987, page 4, VI., line 11: change inexpensive to cost efficient
- L. October 26, 1987, page 3, IV., line 15: change was to were; V., line 5: change Crist to Christ
- M. March 7, 1988, pages 1 and 3: change all references to RIDE to RRIDE; page 3, III., line 2: change survey to surveys

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

(S) Gladys Shaw

PASSED

IV. Secretary's Report

Becky Johnen reported that Chemeketa Community College has provided extensive support for her as secretary of the organization. Services

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Certificates for non-WCRLA members who support the work of officers to be sent

provided include typing, word processing, copying, mailings, supplies and use of the phone. Becky requested that certificates of appreciation be sent to Judy Billings, her secretary and to Tom Gill, her dean for their support of her as secretary of WCRLA. Susan Deese will write letters to them.

The development of guidelines and a starter kit for state chapters has been a main project.

Yearly index to the minutes to be developed

Becky is currently in the process of updating the policies and procedures handbook and the index of minutes. A yearly index to the minutes is also being worked on. The addition of page numbers to minute summaries will continue.

Use of portable microfiche reader to be piloted at this conference

Becky has brought a portable microfiche reader to the conference to pilot its use and efficiency prior to spending time analyzing costs for purchase.

The Board accepted the secretary's report as presented.

V. Treasurer's Report

Books are balanced and Association is solvent

Gladys Shaw reported that the books are balanced and that the Association is solvent. The detailed financial report is contained in Attachment B.

WCRLA BOARD MINUTES  
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Treasurer recommends  
no change in current  
accounting system

The Association earned quite a bit through interest on its \$30,000 investment.

In discussing the budget summary sheets it was decided to keep awards and fundraising in the regular budget rather than place in the conference budget. Special funding for state/regional chapters will remain in the budget as is rather than be placed in promotion. Likewise, travel for board members who speak at conferences to promote the Association will remain in the board's travel budget rather than be changed to the promotion budget.

The Board complimented Gladys on the accounting system she developed and on the general budget summary format.

The Board accepted the treasurer's report as presented.

1987-88 saw the  
Association make  
significant progress  
on stated goals

Officer presentations  
at conferences were  
beneficial

VI. President's Report  
Gwyn Enright highlighted progress made toward goals and the accomplishment of "housekeeping" duties. (See Attachment C.)

Sending officers to state conferences to promote the Association has been beneficial. Susan Deese is scheduled to speak at the 1988 Texas conference. WCRLA is formally listed as a co-sponsor of the conference (see

Ways to attract disabled  
individuals to the  
Association considered

Need for a political  
action committee  
considered

Promotion of Association  
within large regions and  
membership in small states  
key issues facing state/  
regional directors

More "how to" training  
recommended

Attachment D.)

There was discussion on the  
formation of a task force to  
attract disabled individuals  
to the Association. The  
discussion was in response to  
the participation of Frances  
Croft at this conference and  
the interest that generated  
among the deaf community.

The Board also discussed the  
formation of a political  
action committee. This  
committee could help members  
in states that have  
legislative items being  
considered which affect our  
interests.

Gwyn summarized the year as an  
impressive one.

VII. Coordinator of State/Regional  
Directors Report

Wes Brown summarized the  
information state directors  
presented in their reports to  
him (see Attachment E). Issues  
which state directors need  
assistance with include: the  
promotion of items within a  
region; the hosting of a  
conference in Kansas/Nebraska;  
and, the increase of  
membership in small states.

Becky Patterson suggested  
having a panel presentation of  
exemplary practices that would  
be presented by state  
directors currently  
implementing exemplary  
practices. She urged more "how  
to" training be conducted.

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Redesign of state/  
regional director  
job description  
recommended

Susan Deese commented on the current job description for state/regional directors and recommended its redesign. As currently written it appears an awesome task and could prevent some talented and motivated individuals from accepting the position.

Leadership training  
for state/regional  
directors supported

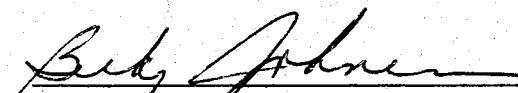
The Board discussed the idea of a Leadership Program at the 1989 conference as either a pre- or post-conference institute. A motivational speaker could get the program going and WCRLA members who are currently practicing excellent "how to" ideas could be targeted as speakers. Becky Patterson suggested that it should be an "honor" to attend such an institute. She shared the International Reading Association (IRA) training she participated in when she was state president of IRA.

Guide to Establishing  
State/Regional chapters  
developed

The Guide to Establishing  
State/Regional Chapters  
(Attachment F) developed by  
Becky Johnen was reviewed.

The meeting was adjourned at 10:45 PM.

Respectfully submitted

  
Becky Johnen, Secretary

(These minutes have not been approved.)

WCRLA BOARD MINUTES  
Sacramento, California  
Capitol Plaza, Holiday Inn  
March 22, 1988

Board Members Present: Gwyn Enright, president; Susan Deese, president-elect; Wes Brown, coordinator of state/regional directors; Becky Johnen, secretary; Gladys Shaw, treasurer.

Others Present: Carol Clymer, 1988-89 treasurer-elect; Shar Mansfield, N. California State Director; Patti Glenn, Bylaws Chairperson; Becky Patterson, 1988-89 president-elect; Karen Smith, Archivist

Gwyn Enright called the meeting to order at 9:05 a.m.

1. Liaison - WCRLA/TADE  
Gladys Shaw described the current status of WCRLA in Texas. She expressed concern because WCRLA is co-sponsoring the upcoming state conference (including paying one-half of the expenses) yet had no input into the program.

Board endorses proactive recruitment ideas for the TADE/WCRLA conference.

In a request for recruitment ideas, Gladys received the following: distribute brochures, have the Newsletter and Journal available, request time on the program, since Susan Deese will be there, make sure that she is introduced whenever possible, place a call to the Seattle conference in packets, and place promotional posters of Seattle throughout the conference site.

Board approves the hosting of a reception at the TADE/WCRLA conference and authorizes up to \$500 for the event.

Gwyn Enright suggested that WCRLA host a reception one evening of the conference with this being announced in the conference program and with a sign at the reception which reads compliments of WCRLA.

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Board considers various  
means to collect  
information on who  
attends the reception

Gladys Shaw to work with  
NADE's Standards and Ethics  
Committee on CAS Standards

(M) Wes Brown: to approve up  
to \$500 to be used to sponsor  
a reception at the TADE/WCRLA  
conference.

(S) Becky Johnen

PASSED

Wes Brown recommended that  
information on who attends the  
reception be gathered. Becky  
Johnen suggested having all  
who attend register for a  
drawing. Susan Deese  
suggested registering for a  
voucher toward the  
registration fee for the WCRLA  
conference. Difficulties with  
conference vouchers were  
discussed and Gwyn suggested  
another option to gathering  
who was in attendance - having  
a guest book all would sign.

## II. Liaison - Standards and Guidelines

Gwyn provided an update on the  
CAS Standards (see Attachment  
G).

NADE, in response to the CAS  
Standards, is having members  
of its Standards and Ethics  
Committee consider several  
options in developing a set of  
standards for the  
organization. Jerry Weber is  
chairing the committee. Gwyn  
suggested WCRLA options  
included doing its own thing,  
handing the work we've done so  
far over to the NADE committee  
or having representation from  
WCRLA on Jerry's committee.  
Becky Johnen felt that active

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Active involvement and cooperation with NADE on the standards issue seen as a benefit to WCRLA

involvement would be to the Association's benefit. Gladys Shaw volunteered to work on the NADE committee and she'll contact Jerry Weber.

The Board expressed concern that since NADE sees Developmental Education differently than Learning Assistance that if it comes up with its own standards it could have an adverse impact on the profession. Gwyn will write Jerry and inform him that WCRLA has spent time analyzing the CAS Standards and that Gladys Shaw would be interested in serving on his committee and that she could share WCRLA's view on the Standards.

### III. President-Elect Report

Susan Deese submitted a written report (see Attachment H).

#### A. Program Chair

Changes to conference programming and scheduling seen as positive

Report highlights include: earlier deadline for call for proposals was successful; four of ten institutes are SIG sponsored; two institutes will be repeated during the conference; conference schedule changed to starting on Wednesday and ending on Saturday; and, the scheduling of a plenary session to discuss issues facing the Association.