

WCRLA BOARD MEETING
SUMMARY OF MINUTES
Capitol Plaza, Holiday Inn
Sacramento, California
July 17 - 19, 1987

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

July 17, 1987

Page

- 1 1. Minutes of the April, 1987 Board meetings were approved as corrected.
- 2 2. Becky Johnen, secretary, distributed microfiche copies of the 1986-87 minutes. The term of the office of secretary beginning July 1 instead of at the conference was discussed and the change approved, effective in 1989. Becky attended the Learning Assistance Center of Alberta conference in May at which time she participated on a panel discussion on the past, present and future of learning assistance centers and presented information on WCRLA.
- July 19 page 2
- 3 3. Multicultural Affairs Committee Report
- 3 A. Manual Olgin, chair, stated that goals for the committee included increased visibility and continuity. An overall objective is to get more minority members involved with WCRLA.
- 4 B. Manual will attempt to get John Vasconsellos as the luncheon speaker for the Sacramento conference.
- 4 4. Gladys Shaw, treasurer, reported a June 30 balance of \$41,197.23.
- 6 5. Newsletter
- 7 A. Placing the list of state/regional directors on the same page as the state/regional reports was discussed.
- 7 B. The Board reacted favorably to the printing of the WCRLA logo and the printing of the issue prior to the conference in different colors.

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- 8 6. Thirty-six manuscripts have been received for the Journal of College Reading and Learning. A style sheet and a tri-fold flyer on the Journal are being developed.

July 18, 1987

- 1 7. 1987 Conference
- 2 A. 318 people registered for the conference.
- 5 B. Carol Walvekar, conference evaluation chair, presented a detailed report which reflected very positive comments about the conference.
- 6 C. JoAnn Carter Wells, chairperson chair, recommended that sessions be limited to avoid overcrowding and not to admit late persons to sessions.
- 7 8. 1988 Conference
- A. The conference will be held March 23-26 in Sacramento. The theme will be Evaluation: Essential for Excellence.
- 7 B. To date, 20 proposals have been received. Distribution of first call for proposals at the conference was positively received.
- 9 C. The Board approved a change in the conference schedule. The conference will run from noon Wednesday until noon Saturday. The banquet will be held on Thursday evening.
- 10 D. Tom Hayden has been asked to keynote the conference.
- 10 9. Auditors Rich Edmonds and Joe Aiello, using a review form developed by Gladys Shaw, presented a favorable audit report.
- 13 10. Becky Johnen is drafting a mechanism for the election of officers in each state/region.

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- 14 11. Tom Gier, SIG Coordinator, reported that there are 11 active SIGs, including a new one on Research and Evaluation. The Hispanic Assistance SIG will change its name to Hispanic Interest Group.
- 14 12. The Board discussed ways to increase applications for scholarship and research awards.
- 16 13. The Board approved the formation of a task force, to be headed by Mary Rubin, to study the issue of basic terminology used within the discipline and to formulate guidelines on the use of a common language within the discipline.

July 19, 1987

- 1 14. The Board is considering the addition of The Journal of Developmental Education and Research in Developmental Education as journal selections to members of WCRLA.
- 3 15. The Board will participate in a retreat October 25-27 at Asilomar.
- 5 16. The Board approved the 1987-88 budget of \$48,920.00. This includes a general operating budget of \$32,750 and a \$16,170 conference budget (\$8,170 - on-site manager; \$8,000 - program chair).
- 3

Respectfully submitted



Becky Johnen, Secretary
(These minutes have not been approved.)

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Gwyn Enright called the meeting to order at 8:33 a.m.

I. Journal of Developmental Education (JDE)

Gwyn shared a letter she had received from "Bunk" Spann regarding a voluntary participation program with the National Center for Developmental Education in which WCRLA members could receive the Journal of Developmental Education (Attachment T).

Board considers the Journal of Developmental Education as a benefit of membership

"Bunk" proposed that WCRLA consider offering both the Journal and Research in Developmental Education. Final cost would be determined by the annual rate of participation (Attachment T, Page 3 details the cost analysis).

Further clarification on the proposal to add JDE is requested

(M) Gladys Shaw: on an initially favorable reaction to the proposal, it was moved to seek further clarification by October 1 on the Journal of Education's proposal.

(S) Wes Brown

PASSED

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Susan Deese commented that the key to the deal is when the first percentage is calculated. If possible, use of the prior year's average should be used. It was suggested that Hal should tally the groups average membership per month. Having a phase-in schedule was discussed. It was felt that this issue would be a good one for the plenary session at the 1988 conference.

II. Official year for officers

There was consensus of the Board that the term of office for the following positions should begin at the conference: president, president-elect and the coordinator of state/regional directors.

There was consensus as to moving the start of the secretary position to coincide with the beginning of the fiscal year (July 1) instead of at the conference. This will be in effect with the 1989 position. A temporary secretary will have to be named for March through June, 1989.

Term of office for the position of secretary to begin July 1

(M) Susan Deese: with the next election for secretary, that the term of office begins on July 1 and that the president will appoint Becky Johnen as temporary secretary from March through June.

(S) Wes Brown

PASSED

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III. Board Retreat

Board to hold retreat
in October

The Board will hold a retreat at Asilomar (Monterey, California) October 25-27. WCRLA will pay travel; attendees will pay lodging. In addition to the Board members, Manuel Olgin, Wayne Herlin, Vince Orlando and Jo-Ann Mullen will attend. The purpose of the retreat will be to focus on issues such as the name of the organization, goals, activities to accomplish, teambuilding, etc.

IV. On-site manager's budget

Susan met with Carol Morgan Saturday and arranged a deal for two suites. Normally the cost is \$750-\$800 per night, but Susan has arranged for WCRLA to get the rooms for \$100 a night for Wednesday, Thursday and Friday of the conference. \$600 has been added to the budget to accomodate this cost.

The on-site manager's budget still includes the publisher's breakfast. It was decided to keep it there this year and track expenditures.

\$8,170 approved for on-site manager's budget
\$8,000 approved for program chair's budget

The on-site manager's budget (Attachment L) of \$8,170 and the program chair's budget (Attachment M) of \$8,000 were approved.

V. 1987-88 budget

1987-88 budget reviewed

Gladys Shaw distributed copies of the proposed 1987-88 budget (Attachment U). The following

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Coordinator of state/
regional directors
responsible for the
purchase of the outgoing
president's plaque

\$500 budgeted for start-up
costs for fundraising

Colorado, Montana and
Washington plan special
projects

notes apply to the 1987-88
budget:

- a. an awards line was added to the past president's budget (page 4); this amount is to be used to purchase a plaque for the outgoing president
- b. the Newsletter budget (page 6) includes postage costs but not Hal's hourly fee
- c. awards and fundraising (page 9) - fundraising items should be self-supporting; added a fundraising line and budgeted \$500 for start-up costs; fundraising item on page 13 has been combined with awards on page 9
- d. archives budget (page 9) includes money for file cabinet and accessories
- e. past president's budget (page 4) has been combined with the state and regional coordinator budget (page 14)
- f. state/regional directors (page 14) budget amount includes \$50 for each director plus:
 1. \$100 to Colorado; \$50 seed money; \$50 special project
 2. \$192 to Montana; special project - to go to other state functions to promote WCRLA

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3. \$500 to Washington;
special project - bring
Frank Smith to state
conference

Board recommends joint
conferences with other
state organizations when
considering major name
speakers

Since the 1989 conference is
in Seattle, it was the
consensus of the Board to fund
this request, but to make it
clear to Washington that it is
a one time only deal. The
Board doesn't support this
approach and recommends in the
future, joint conferences with
other state organizations.

Exhibitor table fee
increased to \$150

- g. (M) Susan Deese: to charge
exhibitors \$150 per first
table; \$50 per extra table.

(S) Gladys Shaw

PASSED

1987-88 budget approved
at \$48,920

- (M) Susan Deese: to approve
the 1987-88 budget of \$48,920
(\$32,750 general operating;
\$16,170 conference) as
submitted.

(S) Wes Brown

PASSED

The meeting was adjourned at 12:46
p.m.

Respectfully submitted



Becky Johnen, Secretary

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Others Present: Manuel Olgin, Multicultural Affairs Committee chairperson; Carol Morgan, Holiday Inn sales staff.

Gwyn Enright called the meeting to order at 3:35 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).

II. Approval of Minutes of April, 1987, Board Meeting

April, 1987 minutes approved

The minutes of the board meetings held April 7-12, 1987, were approved with the following corrections:

- A. April 7, 1987, p. 3, IV., A., line 33: change 1987 to 1986
- B. April 12, 1987, p. 4, II., line 4: change support the new awards for 1988 to pay for the t-shirts and coffee mugs
- C. Add Attachment AG, Answers to your questions about the Journal of Developmental Education

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

(S) Susan Deese

PASSED

III. Secretary's Report

Use of microfiche
board minutes
discussed

Becky Johnen distributed microfiche copies of minutes from March, 1985 through April, 1987. Currently all board members and the archivist receive copies. Discussion followed on who should receive copies. Becky will research cost. If not cost efficient to distribute to everyone, she will make a recommendation on distribution. The use of microfiche copies at board meetings was discussed. Becky Johnen will investigate the cost of a portable microfiche reader and report back to the board.

Yearly index to be
added to minutes;
summary of minutes
to be paged

It was suggested that a yearly index be added to the minutes. Also recommended was the addition of page numbers to the summary of minutes. Becky Johnen will work on both of these items.

Secretary term of office
beginning July 1
considered

Becky Johnen requested that the board think of changing the term of office for the position of secretary to begin July 1 instead of at the time of the conference. The difficulties with transition of office were discussed. No action taken at this time.

In May, Becky Johnen represented WCRLA at the Learning Assistance Conference of Alberta (LACA). She reported that the trip was successful in terms of promoting the organization and recruiting new members. A copy

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of a handout packet from the conference was circulated.

IV. Multicultural Affairs Committee Report

MAC goals to include
increased visibility
and continuity

Manuel Olgin, chair of the Multicultural Affairs Committee (MAC), reported that the two primary goals for the committee for the coming year will be to increase its visibility and to add continuity to the group.

MAC survey

Wes Brown stated that he has the responses to the MAC survey conducted by Juan Flores. The purpose of the survey was to establish priorities. Wes Brown will distribute the survey to board members.

MAC interested in
hosting a function at
the 1988 conference

Manuel expressed interest in the MAC hosting a function at the 1988 conference. The board supported the idea emphasizing the idea that the sponsor should be in an educational-related business. Susan Deese suggested that the MAC could host a cocktail hour before the banquet. The Association of Mexican American Educators was suggested as a possible sponsor. Manuel was encouraged to communicate with Robby Ching, exhibits chair, to see if one of the publishers attending the conference would be willing to sponsor a MAC event.

Manuel expressed an interest in the MAC sponsoring a speaker at the 1988 conference. Gwyn commented

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John Vasconsellos
potential MAC luncheon
speaker

Recruitment of members
to assist with MAC
events encouraged

Cash on hand.
June 30, 1987:
\$41,197.23

Scholarship Fund now
with Citicorp

on the appropriateness of the
idea and recommended that
Manuel work with Susan Deese
on this. John Vasconsellos was
suggested as a potential
speaker, possibly at a MAC
luncheon. Manuel will contact
John.

To assist with increasing the
MAC's visibility and
involvement, Gladys Shaw
suggested that Manuel recruit
people to work with him.
Carlos Skeete and Anna Marie
Schlender were recommended.
The Board also encouraged
Manuel to get the mailing
lists from EOP programs in
California and from WESTOP.

V. Treasurer's Report

A. Financial Statement

Gladys Shaw distributed the
bank statement
reconciliation and the
fiscal year 1986-87
financial statements
(Attachments B and C).
Cash on hand as of June
30, 1987 was \$41,197.23.

Gladys reported that she
keeps a hard set of books,
a general journal, cash
payments journal and a cash
receipts journal.

Gladys noted that \$30,000
is in a CD because it
receives better rates. She
also relayed that the
Scholarship Fund is now
with Citicorp because Sears
sold out.

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**** Carol Morgan joined
the meeting at this
time.

The financial statement was
reviewed (Attachment C).
Changes to it include:

- a. Schedule D, page 10:
NADE registration should
be added to the net
receipts in excess of
expenditures line,
bringing the total to
\$7,636.07.
- b. Schedule D-2a, page 15:
\$64.95 represents actual
reimbursement to Susan
Deese.

Gladys reported that Gwyn's
conference account has not
been closed out; she
recommended that that
occur.

B. Audit

Gladys distributed an audit
report form that she
developed (Attachment D).
Gladys explained
terminology on the form.
Journal is the book of
original entry; ledger
summarizes what is in the
journal. It was the
consensus of the Board to
use the form during the
audit.

The audit is scheduled to
take place Saturday, July
18. The auditors will be
Joe Aiello and Rich
Edmonds. There are no

1986-87 financial
statement presented

Audit report form
developed

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Joe Aiello and Rich
Edmonds to conduct
1986-87 audit

special qualifications for auditors except that they be WCRLA members. Gladys recommended that the auditors trace a few large and small checks. She recommended that approximately \$20,000 be traced or 40-50% of the budget.

C. General

The Board approved the reimbursement of \$22 to Wes Brown for the purchase of stamps even though there is no receipt.

Explanations requested
when over budget

Gwyn asked that explanatory notes be attached when bills are submitted in excess of the budgeted amounts.

VI. Newsletter Report

A. General

Wayne Herlin, 1987-88
Newsletter Editor

Gwyn Enright presented information from a written report received from Newsletter Editor, Wayne Herlin (Attachment E). Wayne commented on two errors in the first edition he put out: incorrect picture captions and a typo on the application for membership, listing WCRLA as RCRLA.

B. Listing of state/regional directors

Wayne expressed a concern over amount of space

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Placement of listing
of state/regional
directors discussed

needed and the location of the listing of state/regional directors. The Board discussed several options: inserting a page; adding the list on the page that contains the state/regional directors reports. No action was taken on any of the ideas. The Board did not approve the idea of taking the membership application and placing on the next to the last page.

Number of pages in
Newsletter to remain
flexible

C. Number of pages

Wayne, in his report, asked the Board to discuss a policy or ceiling on the number of pages in the Newsletter. The Board decided that there should not be a limit or ceiling on the number of pages.

Change in the color of
Newsletter printing
supported

D. Color of the printing

The Board stated that Wayne has the authority to change the color of the printing without Board action. The Board generated the following ideas for Wayne: change the color annually; experiment with the logo in different colors; have the Newsletter prior to the conference in a different color.

E. Conference Issue

The issue of placing hotel reservation cards in the conference issue of the

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Hotel reservation cards
to be placed in Newsletter

Newsletter was endorsed by
the Board. Wayne should
discuss with Hal on the
best way to do this.

On behalf of the Board, Gwyn
commended Wayne on a great job
that he did under unusually
harsh circumstances.

VII. Journal of College Reading and
Learning (JCRL) Executive
Editor's Report

Thirty-six
manuscripts
received

Gwyn summarized the written
report submitted by Vince
Orlando, Executive Director of
JCRL (Attachment F). To date,
thirty-six manuscripts have
been received.

JCRL promotion
efforts

To promote the JCRL Vince and
Jo-Ann Mullen, Manuscript
Editor, will be sending
letters to members of CRI/IRA.
They are also developing a
tri-fold flyer which will
provide information on the
Journal and on how to submit
manuscripts. Jo-Ann plans to
attend the NADE conference in
order to solicit manuscripts.
Travel money was requested
from the Board for this trip.
It was unclear to the Board
whether this was National NADE
or a state conference; Gwyn
will seek clarification. Vince
plans to attend the National
Reading Conference to solicit
manuscripts. He has travel
money from his institution to
do so.

Development of tri-
fold flyer

Conference attendance

Cost analysis on
dividing issues to
be done

A cost analysis on dividing
the Journal into two or three
issues will be presented to
the Board in Sacramento.

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The Board accepted the JCRL
report.

The meeting was adjourned at 6:00
p.m.

Respectfully submitted

A handwritten signature in cursive script, appearing to read "Becky Johnen", is written over a solid horizontal line.

Becky Johnen, Secretary

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Others Present: Joe Aiello, Manuel Olgin, Multicultural Affairs Committee chairperson; Nancy Tooker, On-Site Conference Manager

Gwyn Enright called the meeting to order at 9:00 a.m.

I. 1987 Conference Report

A. On-Site Conference Manager Report Form

Susan Deese, 1987 on-site conference manager, developed a form (Attachment G) on which the following conference information can be recorded:

- a. general information
- b. registration information
- c. tours
- d. food functions
- e. hospitality suite
- f. exhibits
- g. audiovisual
- h. hotel arrangements
- i. dinner on the town

On-site conference manager report form developed

Use of the form allows for consistent information to be collected at each conference. This information can then be used to better plan future conferences.

The form is not meant to supplant the conference manager's handbook, but

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rather, to supplement by providing detailed information on the conference.

B. Registration Information

A total of 318 people registered for the conference.

Susan recommended that since the registration area also serves as an information area that it be staffed from 8:00 - 5:00 during the conference.

Also recommended was that statements be added to the pre-registration form which indicate that payment must be received with the form and that payment must be made in U.S. dollars.

C. Tours

Transportation cost per ticket was calculated on two-thirds occupancy. This is adequate to cover the cost of the trip.

D. Food Functions

After reviewing the budget and expenditures, Wes Brown questioned whether we were budgeting too much money for the publisher's breakfast. Susan commented that in the past continental breakfasts have been ordered. This year, a certain number of items were ordered, which costs less than ordering WCRLA

318 people attend the 1987 conference

Tour cost based on 2/3 occupancy

Continental breakfasts vs. ordering individual items considered for publisher's breakfast

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Complimentary banquet
tickets considered

continental breakfasts,
hence the large balance.

Three banquet tickets were provided complimentary this year. Gladys Shaw commented that this practice was a good idea and that 10-15 complimentary tickets should be planned for each year, the cost of which should be figured into the overall cost. No action taken on the idea.

E. Exhibits

Eleven publishers
exhibit at the 1987
conference

Eleven publishers exhibited at the conference. Gladys Shaw recommended that Canadian publishers be checked on for the 1988 conference.

F. Audiovisual

The University of New Mexico provided much of the audiovisual equipment (approximately \$810 in an in-kind donation) needed for the conference.

The hotel provided the following items: podiums, lecturns, screens and easels. This year the organization had four pads available for use with the easels; two were unused.

The Board discussed the issue of presenters using computers during sessions. There was a consensus among Board members that it should be the responsibility of the

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Session presenters are
responsible for computer
needs

presenter to provide the
computer or to rent one.
Notification of this should
be sent to presenters. The
use of a rental form
similar to what IRA and CRA
uses was discussed. If a
lot of special equipment is
needed, it was suggested
that an institute, rather
than a session, be
conducted so that equipment
costs can be figured into
the registration fee.

It was recommended that the
AV chairperson, Jerry
Fishman, work closely with
Frank Crist, Bill
Broderick, the Computer SIG
Chairperson and Rich
Edmonds, the conference
computer chairperson. It
was suggested that
exhibitors be encouraged
to bring computers. Also
recommended was having
computer companies supply
the equipment.

Changes to computer fair
recommended

Changes to the computer
fair were discussed.
Touring a lab at a college
or university was one
suggestion. Cutting down on
the number of computers at
the fair was suggested.
Running the fair for one
morning only was also
presented as an
alternative. It was
emphasized that if sessions
are tied to the computer
fair that those all need to
go through the conference
chairperson.

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Continued use of hotel
badges encouraged

1987 conference rated
high by attendees

Board stresses importance
of receiving conference
evaluations

G. Hotel Arrangements

The Albuquerque Marriott provided hotel badges to Gwyn Enright, Tom Parker, Susan Deese and John Garcia. It was recommended that this practice be continued at future conferences because the badges indicated to hotel staff that in the event of an on-the-spot decision, including those that involved the expenditure of money, the conference people with badges were the ones with authority.

Gwyn Enright commended Susan Deese on a fine report and on the on-site conference manager report form.

II. Conference Evaluation

Gwyn presented the report that evaluations chairperson, Carol Walvekar, submitted (Attachment H). Gwyn cautioned the Board to look at the detail and the actual number of people since percentages can be misleading. In general, responses indicate that attendees were pleased with the program.

The Board discussed the importance of receiving evaluations from conference participants and offered the following ideas to encourage people to turn evaluations in:

- a. when turn evaluation in, get to register for a door prize

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- b. encourage those who attend the brunch to complete the form
- c. have a table in the registration area just for evaluations
- d. increase the visibility of the forms; have in the lobby and in the hospitality suite

Conference evaluation form placed on NCR paper

Placing the session evaluation form on NCR paper was complimented by the Board.

Marci Matlock to be 1988 evaluation chair

Marci Matlock will be the evaluation chair for the 1988 conference. It was suggested that the Evaluation SIG could take on the conference evaluation as a project. No action was taken on the idea.

Carol Walvekar was commended on her fine report by Gwyn Enright.

III. Coordinator of Chairperson's Report

The report submitted by JoAnn Carter-Wells was presented by Gwyn Enright (Attachment I and J). JoAnn provided the following recommendations:

Recommendation made to limit number of persons attending a session

- a. to limit the number of people attending a session to avoid overcrowding
- b. to ask chairpersons not to

allow late admits

- c. post that session has started and those persons who are more than ten minutes late may not get the handouts
- d. provide information to presenters on expected procedures such as number of handouts and who to call for questions

No action taken on the items.

Notebook for coordinator
chairpersons developed

JoAnn had developed a notebook for the coordinator of chairpersons. JoAnn commended the Marriott Hotel staff on the job that they did.

IV. President-Elect/Program Chair Report

A. General

Call for proposals
distributed at the
conference a positive
idea

Susan Deese reported that to date twenty proposals have been received. Having the first call for proposals at the conference has been receiving positive comments. Susan suggested that having the call for proposals ready by the conference is a responsibility that should be added to the job description of the president-elect. No action taken.

Establishment of time-
lines encouraged

Susan discussed the importance of establishing timelines for WCRLA so that members always know when items are due.

An information sheet on
conference policies,

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Conference policies,
procedures and traditions
sheet developed

All inclusive conference
fee discussed

Chairpersons to be
assigned to institutes

procedures and traditions
(Attachment K) was reviewed.
It was suggested that this be
added to the on-site
conference manager handbook.
Under registration fees, item
number 7, it was suggested
that an example, like the SIG
luncheon, be added to clarify
the statement. Under tours,
item number 3 should be
identified as a past practice.

The Board discussed the idea
of an all inclusive fee
(registration, banquet and fee
luncheon). Wes questioned how
WCRLA will benefit from such a
move. The advantage to
individuals was discussed.
The Board agreed that Susan
Deese can decide how to
approach this matter.

Susan notified the Board that
a few individuals sent their
membership fees along with
their conference registration.
She recommended that a clear
distinction be made as to
where each fee should be sent.
No action taken.

**** Joe Aiello joined the
meeting at this time.

The ideas of assigning
chairpersons for institutes
and repeating some sessions
met with a favorable reaction.

B. Conference Schedule

Susan proposed the
following changes to the
conference schedule:

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Noon Wednesday through noon
Saturday conference schedule
approved for 1988

- a. the conference running
noon Wednesday through
noon Saturday
- b. the Board could meet all
day Tuesday, Wednesday
morning and Saturday
afternoon
- c. Wednesday afternoon,
tours and institutes
could be scheduled;
state/regional directors
could meet Wednesday
evening
- d. a plenary session, state
meetings, SIG meetings,
a general session and
section meetings could
be scheduled Thursday;
the banquet Thursday
evening
- e. section meetings and
institutes could be
scheduled Friday
morning; a business
meeting and section
meetings, Friday
afternoon; dinner on the
town preceded by a wine
tasting Friday evening
- f. scheduled Saturday
morning could be section
meetings followed by a
luncheon with a keynote
speaker
- g. post-conference
institutes and leisure
tours could be scheduled
Saturday afternoon

It was the consensus of the
Board to change the conference

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Tom Hayden asked to be
keynote speaker

Concept of plenary session
to act as a forum for
awareness of issues
endorsed

WCRLA receives a
positive audit report
for 1987

schedule per Susan's
recommendations.

C. Speakers

Susan reported that she has
approached Tom Hayden to be
the keynoter for Thursday
afternoon. Notification is
expected in mid-August.

Having John Vasconsellos as
the Saturday luncheon
speaker was discussed.

D. Plenary session

Susan suggested having a
plenary session during the
conference. The time would
be spent getting input from
the membership on issues so
that at the business
meeting if any item is to
be voted on, the membership
will have a better
awareness of the issues.
It would also allow time
for items to be discussed
at state/regional and SIG
meetings. The Board could
be available later in the
week to respond to any
questions the membership
might have. The idea of a
plenary session acting as a
preview and providing a
forum for awareness of
issues was received
positively by the Board.

V. Audit Report

Joe Aiello presented the Board
with a favorable 1987 audit
report. He commented that the
review form worked very well.

On behalf of the Board, Gwyn

extended a thank you to Joe and Rich Edmonds for a job well done.

**** Joe Aiello left the meeting at this time.

VI. On-site conference manager
conference budget

On-site conference
manager budget proposed
at \$8,170

Hotel Xerox machine to be
used

Presenters are responsible
for their own copies

Susan Deese distributed a proposal for \$8170 for the on-site manager's budget (Attachment L). Modifications in the original request of \$7,620.00 included taking out \$200 for Xerox rental (the Board decided not to have a Xerox machine on site; \$100 will be budgeted for use of the hotel machine; primary use will be by the secretary and registration staff; presenters are responsible for copies of their own material); adding \$150 to cover entertainment for the wine and cheese; \$600 to cover suite costs.

The Board supported the idea of separating coffee break expenses from hospitality expenses; adding \$100 to cover the cost of a luncheon for committee members; deleting money budgeted for parking for committee chairs since the hotel will validate parking.

VII. Program chair's budget
proposal

1987 program chair
budget, \$8,000

Susan Deese reviewed the program chair's budget proposal of \$8,000 (Attachment M) and the timeline of events (Attachment N). She stated that the University of New Mexico may pick up the

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Tom Hayden offered a
\$1,000 honorarium

telephone, postage, supplies
and student assistant costs.

A \$1,000 honorarium has been
offered to Tom Hayden. There
is a possibility of him
waiving the fee. If so, the
money would be donated to the
scholarship fund in his name.

Susan reported that she is
working on a logo for the
conference and will have it
ready by the October retreat.

Number of people per-
mitted to attend
institutes to be increased

\$500 has been budgeted for 10
institutes (\$50 per). This
money is available for
printing for each institute.
Institute presenters need to
be reminded that this money is
available. There was consensus
on the idea of increasing the
number of people permitted to
attend institutes.

VIII. On-site manager report

Nancy Tooker relayed that she
has a standing committee of
six active members.

River City will be the
theme of the banquet

The theme of the Thursday
night banquet will be River
City with a Dixie Land jazz
band. The hotel will provide
its jazz fest back drop. There
will be cocktail hour prior to
the banquet. The idea of a MAC
sponsored cocktail hour was
suggested.

Local tours planned

Nancy discussed the local
tours that are available. One
is a \$17.58 "do your own" tour
of Sacramento. The idea of
renting a bus and touring the
writing lab at Davis and
touring the Sacramento City

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Wine tasting event
at the Railroad Museum
being planned

Center was presented.

Renting the Railroad Museum on
Friday for a pre-dinner-on-
the-town wine tasting event is
being planned. The Foothill
wineries are interested in
assisting with this event.

The idea of special interest
groups (SIG) coordinating an
information exchange similar
to poster exchanges at other
conferences was raised. It was
recommended that this be
discussed with Tom Gier, SIG
Coordinator.

Leisure tours to San
Francisco, Nevada and Lake
Tahoe have not been finalized.

The Board recommended that
Nancy write a promotional
article for the Newsletter
that includes information on
the California wineries.

The Board extended its
appreciation to Nancy for her
accomplishments to date.

IX. State/Regional Report

Wes Brown asked the Board to
think about what the
organization wants the
states/regions to do for it.

**** Nancy Tooker left the
meeting at this time.

X. State Chapters

State chapter
mechanism to be
developed

Becky Johnen presented
information that she had
gathered regarding the
implementation of state

chapters (Attachment O). The Board questioned the complexity of incorporation and asked Becky to seek information from other sources. A report is to be given at the October retreat.

XI. Special Interest Group (SIG) Report

Special interest groups
plan for 1987-88

Gwyn stated that Tom Gier, SIG Coordinator, reports that all is going well with the SIGs. Group guidelines, outlining purpose, goals and activities for 1987-88 were distributed (Attachment P).

Hispanic Assistance SIG
to change name to
Hispanic Interest Group

The distinction between the MAC and the Hispanic Assistance SIG was discussed. Manuel suggested that the SIG name be changed to Hispanic Interest Group. The Board concurred with the request.

XII. Committee Reports

A. Archives

Archives to be updated

Gwyn reported that Karen Smith requested another file cabinet. To complete the archives, Karen also requested one copy each of missing journals and newsletters. Gwyn will instruct Hal to send Karen the needed items.

B. Awards and Scholarships

Joyce Weinsheimer's information on awards and scholarships was reviewed by the Board (Attachment Q). Joyce has identified a

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Scholarship fund raising
to be coordinated by a
member of the Awards and
Scholarship Committee

Voting Board members not
eligible for awards

1989 conference to be
held in Seattle

1990 conference in Southern
California supported

committee member to
coordinate scholarship fund
raising. It was recommended
that state/regional
directors and SIG leaders
attempt to get members to
apply for the awards. The
Board was reminded that
voting Board members are
not eligible to receive the
awards. It was the
consensus of the Board that
Joyce should tell
individuals who nominate
people who are ineligible
of that status.

C. Site Selection

Susan Brown, Site Selection
Chairperson, provided a
written report (Attachment
R) indicating that plans
for the 1989 Seattle
conference are progressing.

Susan Brown had asked
whether the 1990 conference
needed to be in Southern
California. This idea was
discussed at length. Susan
Deese stated that she felt
the organization was not
ready to go out of
California two years in a
row. What this would do to
NADE would have to be
considered. Arizona has
indicated an interest in
having a conference. WCRLA
would have to put money
into the state organization
for the state to support a
conference. It was
suggested that Gladys go to
an Arizona state meeting to
promote WCRLA. The Board
felt that a 1990 conference

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Practice of the conference in
California every other year
to continue

in Southern California
would attract Arizona
members. It was the
consensus of the Board
that the organization had
more to lose by not
protecting Southern
California.

XIII. What's in a name?

At the Albuquerque conference,
Mary Rubin presented a session
on the need for resolution of
terminology confusion in
Developmental Education
(Attachment S). The Board felt
that the common definitions
would be supported in our
journals and newsletters.
Common definitions would also
provide internal support at
our institutions.

Establishment of a
committee to study the
problem of the use of
common language within
the discipline approved

(M) Gwyn Enright: that Mary
Rubin establish a committee to
study the problem of the use
of common language and basic
terminology within the
discipline.

(S) Wes Brown

PASSED

The Board made the following
recommendations to Mary:

- a. the actions listed on her
July 6, 1987 letter to the
Board (Attachment S) be
completed in the following
order: 1,3,4,2,5,6
- b. that guidelines for the
committee be developed and
presented to Gwyn so that
she can present to the

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Board

- c. at the 1988 conference have an open forum to present findings to the membership
- d. communicate conference needs to Susan Deese

XIV. Learning Center Standards

WCRLA to respond to standards for learning assistance programs

Standards for Learning Assistance Programs are currently being formulated by the American College Personnel Association's Commission XVI. Professional organizations are being asked to comment on the standards draft. Georgine Materniak of the University of Pittsburgh and a member of the Standards Committee has sent material to Gwyn. The Board decided to review and discuss the standards at the retreat.

(M) Gladys Shaw: the Gwyn Enright respond to Georgine Materniak on WCRLA's timeline with dealing with the standards.

(S) Wes Brown

PASSED

The meeting was adjourned at 3:45 p.m.

Respectfully submitted



Becky Johnen, Secretary

WCRLA BOARD MEETING
SUMMARY OF MINUTES
Capitol Plaza, Holiday Inn
Sacramento, California
July 17 - 19, 1987

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

July 17, 1987

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- 1 1. Minutes of the April, 1987 Board meetings were approved as corrected.
- 2 2. Becky Johnen, secretary, distributed microfiche copies of the 1986-87 minutes. The term of the office of secretary beginning July 1 instead of at the conference was discussed and the change approved, effective in 1989. Becky attended the Learning Assistance Center of Alberta conference in May at which time she participated on a panel discussion on the past, present and future of learning assistance centers and presented information on WCRLA.
- July 19
page 2 3. Multicultural Affairs Committee Report
- 3 A. Manual Olgin, chair, stated that goals for the committee included increased visibility and continuity. An overall objective is to get more minority members involved with WCRLA.
- 4 B. Manual will attempt to get John Vasconsellos as the luncheon speaker for the Sacramento conference.
- 4 4. Gladys Shaw, treasurer, reported a June 30 balance of \$41,197.23.
- 6 5. Newsletter
- 7 A. Placing the list of state/regional directors on the same page as the state/regional reports was discussed.
- 7 B. The Board reacted favorably to the printing of the WCRLA logo and the printing of the issue prior to the conference in different colors.

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Page 2

- 8 6. Thirty-six manuscripts have been received for the Journal of College Reading and Learning. A style sheet and a tri-fold flyer on the Journal are being developed.

July 18, 1987

- 1 7. 1987 Conference
- 2 A. 318 people registered for the conference.
- 5 B. Carol Walvekar, conference evaluation chair, presented a detailed report which reflected very positive comments about the conference.
- 6 C. JoAnn Carter Wells, chairperson chair, recommended that sessions be limited to avoid overcrowding and not to admit late persons to sessions.
- 7 8. 1988 Conference
- A. The conference will be held March 23-26 in Sacramento. The theme will be Evaluation: Essential for Excellence.
- 7 B. To date, 20 proposals have been received. Distribution of first call for proposals at the conference was positively received.
- 9 C. The Board approved a change in the conference schedule. The conference will run from noon Wednesday until noon Saturday. The banquet will be held on Thursday evening.
- 10 D. Tom Hayden has been asked to keynote the conference.
- 10 9. Auditors Rich Edmonds and Joe Aiello, using a review form developed by Gladys Shaw, presented a favorable audit report.
- 13 10. Becky Johnen is drafting a mechanism for the election of officers in each state/region.

WCRLA SUMMARY OF MINUTES
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- 14 11. Tom Gier, SIG Coordinator, reported that there are 11 active SIGs, including a new one on Research and Evaluation. The Hispanic Assistance SIG will change its name to Hispanic Interest Group.
- 14 12. The Board discussed ways to increase applications for scholarship and research awards.
- 16 13. The Board approved the formation of a task force, to be headed by Mary Rubin, to study the issue of basic terminology used within the discipline and to formulate guidelines on the use of a common language within the discipline.

July 19, 1987

- 1 14. The Board is considering the addition of The Journal of Developmental Education and Research in Developmental Education as journal selections to members of WCRLA.
- 3 15. The Board will participate in a retreat October 25-27 at Asilomar.
- 5 16. The Board approved the 1987-88 budget of \$48,920.00. This includes a general operating budget of \$32,750 and a \$16,170 conference budget (\$8,170 - on-site manager; \$8,000 - program chair).
- 3

Respectfully submitted



Becky Johnen, Secretary
(These minutes have not been
approved.)

WCRLA BOARD MINUTES
Sacramento, California
Capitol Plaza, Holiday Inn
July 17, 1987

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: Manuel Olgin, Multicultural Affairs Committee chairperson; Carol Morgan, Holiday Inn sales staff.

Gwyn Enright called the meeting to order at 3:35 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).

II. Approval of Minutes of April, 1987, Board Meeting

April, 1987 minutes approved

The minutes of the board meetings held April 7-12, 1987, were approved with the following corrections:

- A. April 7, 1987, p. 3, IV., A., line 33: change 1987 to 1986
- B. April 12, 1987, p. 4, II., line 4: change support the new awards for 1988 to pay for the t-shirts and coffee mugs
- C. Add Attachment AG, Answers to your questions about the Journal of Developmental Education

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

(S) Susan Deese

PASSED

III. Secretary's Report

Use of microfiche
board minutes
discussed

Becky Johnen distributed microfiche copies of minutes from March, 1985 through April, 1987. Currently all board members and the archivist receive copies. Discussion followed on who should receive copies. Becky will research cost. If not cost efficient to distribute to everyone, she will make a recommendation on distribution. The use of microfiche copies at board meetings was discussed. Becky Johnen will investigate the cost of a portable microfiche reader and report back to the board.

Yearly index to be
added to minutes;
summary of minutes
to be paged

It was suggested that a yearly index be added to the minutes. Also recommended was the addition of page numbers to the summary of minutes. Becky Johnen will work on both of these items.

Secretary term of office
beginning July 1
considered

Becky Johnen requested that the board think of changing the term of office for the position of secretary to begin July 1 instead of at the time of the conference. The difficulties with transition of office were discussed. No action taken at this time.

In May, Becky Johnen represented WCRLA at the Learning Assistance Conference of Alberta (LACA). She reported that the trip was successful in terms of promoting the organization and recruiting new members. A copy

of a handout packet from the conference was circulated.

IV. Multicultural Affairs
Committee Report

MAC goals to include
increased visibility
and continuity

Manuel Olgin, chair of the Multicultural Affairs Committee (MAC), reported that the two primary goals for the committee for the coming year will be to increase its visibility and to add continuity to the group.

MAC survey

Wes Brown stated that he has the responses to the MAC survey conducted by Juan Flores. The purpose of the survey was to establish priorities. Wes Brown will distribute the survey to board members.

MAC interested in
hosting a function at
the 1988 conference

Manuel expressed interest in the MAC hosting a function at the 1988 conference. The board supported the idea emphasizing the idea that the sponsor should be in an educational-related business. Susan Deese suggested that the MAC could host a cocktail hour before the banquet. The Association of Mexican American Educators was suggested as a possible sponsor. Manuel was encouraged to communicate with Robby Ching, exhibits chair, to see if one of the publishers attending the conference would be willing to sponsor a MAC event.

Manuel expressed an interest in the MAC sponsoring a speaker at the 1988 conference. Gwyn commented

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John Vasconsellos
potential MAC luncheon
speaker

Recruitment of members
to assist with MAC
events encouraged

Cash on hand.
June 30, 1987:
\$41,197.23

Scholarship Fund now
with Citicorp

on the appropriateness of the
idea and recommended that
Manuel work with Susan Deese
on this. John Vasconsellos was
suggested as a potential
speaker, possibly at a MAC
luncheon. Manuel will contact
John.

To assist with increasing the
MAC's visibility and
involvement, Gladys Shaw
suggested that Manuel recruit
people to work with him.
Carlos Skeete and Anna Marie
Schlender were recommended.
The Board also encouraged
Manuel to get the mailing
lists from EOP programs in
California and from WESTOP.

V. Treasurer's Report

A. Financial Statement

Gladys Shaw distributed the
bank statement
reconciliation and the
fiscal year 1986-87
financial statements
(Attachments B and C).
Cash on hand as of June
30, 1987 was \$41,197.23.

Gladys reported that she
keeps a hard set of books,
a general journal, cash
payments journal and a cash
receipts journal.

Gladys noted that \$30,000
is in a CD because it
receives better rates. She
also relayed that the
Scholarship Fund is now
with Citicorp because Sears
sold out.

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1986-87 financial
statement presented

**** Carol Morgan joined
the meeting at this
time.

The financial statement was
reviewed (Attachment C).
Changes to it include:

- a. Schedule D, page 10:
NADE registration should
be added to the net
receipts in excess of
expenditures line,
bringing the total to
\$7,636.07.
- b. Schedule D-2a, page 15:
\$64.95 represents actual
reimbursement to Susan
Deese.

Gladys reported that Gwyn's
conference account has not
been closed out; she
recommended that that
occur.

B. Audit

Audit report form
developed

Gladys distributed an audit
report form that she
developed (Attachment D).
Gladys explained
terminology on the form.
Journal is the book of
original entry; ledger
summarizes what is in the
journal. It was the
consensus of the Board to
use the form during the
audit.

The audit is scheduled to
take place Saturday, July
18. The auditors will be
Joe Aiello and Rich
Edmonds. There are no

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Joe Aiello and Rich
Edmonds to conduct
1986-87 audit

Explanations requested
when over budget

Wayne Herlin, 1987-88
Newsletter Editor

special qualifications for auditors except that they be WCRLA members. Gladys recommended that the auditors trace a few large and small checks. She recommended that approximately \$20,000 be traced or 40-50% of the budget.

C. General

The Board approved the reimbursement of \$22 to Wes Brown for the purchase of stamps even though there is no receipt.

Gwyn asked that explanatory notes be attached when bills are submitted in excess of the budgeted amounts.

VI. Newsletter Report

A. General

Gwyn Enright presented information from a written report received from Newsletter Editor, Wayne Herlin (Attachment E).

Wayne commented on two errors in the first edition he put out: incorrect picture captions and a typo on the application for membership, listing WCRLA as RCRLA.

B. Listing of state/regional directors

Wayne expressed a concern over amount of space

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Placement of listing
of state/regional
directors discussed

needed and the location of the listing of state/regional directors. The Board discussed several options: inserting a page; adding the list on the page that contains the state/regional directors reports. No action was taken on any of the ideas. The Board did not approve the idea of taking the membership application and placing on the next to the last page.

Number of pages in
Newsletter to remain
flexible

C. Number of pages

Wayne, in his report, asked the Board to discuss a policy or ceiling on the number of pages in the Newsletter. The Board decided that there should not be a limit or ceiling on the number of pages.

Change in the color of
Newsletter printing
supported

D. Color of the printing

The Board stated that Wayne has the authority to change the color of the printing without Board action. The Board generated the following ideas for Wayne: change the color annually; experiment with the logo in different colors; have the Newsletter prior to the conference in a different color.

E. Conference Issue

The issue of placing hotel reservation cards in the conference issue of the

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Hotel reservation cards
to be placed in Newsletter

Newsletter was endorsed by
the Board. Wayne should
discuss with Hal on the
best way to do this.

On behalf of the Board, Gwyn
commended Wayne on a great job
that he did under unusually
harsh circumstances.

VII. Journal of College Reading and
Learning (JCRL) Executive
Editor's Report

Thirty-six
manuscripts
received

Gwyn summarized the written
report submitted by Vince
Orlando, Executive Director of
JCRL (Attachment F). To date,
thirty-six manuscripts have
been received.

JCRL promotion
efforts

To promote the JCRL Vince and
Jo-Ann Mullen, Manuscript
Editor, will be sending
letters to members of CRI/IRA.
They are also developing a
tri-fold flyer which will
provide information on the
Journal and on how to submit
manuscripts. Jo-Ann plans to
attend the NADE conference in
order to solicit manuscripts.
Travel money was requested
from the Board for this trip.
It was unclear to the Board
whether this was National NADE
or a state conference; Gwyn
will seek clarification. Vince
plans to attend the National
Reading Conference to solicit
manuscripts. He has travel
money from his institution to
do so.

Development of tri-
fold flyer

Conference attendance

Cost analysis on
dividing issues to
be done

A cost analysis on dividing
the Journal into two or three
issues will be presented to
the Board in Sacramento.

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The Board accepted the JCRL
report.

The meeting was adjourned at 6:00
p.m.

Respectfully submitted

A handwritten signature in cursive script, reading "Becky Johnen", is written over a solid horizontal line.

Becky Johnen, Secretary

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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: Joe Aiello, Manuel Olgin, Multicultural Affairs Committee chairperson; Nancy Tooker, On-Site Conference Manager

Gwyn Enright called the meeting to order at 9:00 a.m.

I. 1987 Conference Report

A. On-Site Conference Manager Report Form

Susan Deese, 1987 on-site conference manager, developed a form (Attachment G) on which the following conference information can be recorded:

- a. general information
- b. registration information
- c. tours
- d. food functions
- e. hospitality suite
- f. exhibits
- g. audiovisual
- h. hotel arrangements
- i. dinner on the town

On-site conference manager report form developed

Use of the form allows for consistent information to be collected at each conference. This information can then be used to better plan future conferences.

The form is not meant to supplant the conference manager's handbook, but

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rather, to supplement by providing detailed information on the conference.

B. Registration Information

A total of 318 people registered for the conference.

Susan recommended that since the registration area also serves as an information area that it be staffed from 8:00 - 5:00 during the conference.

Also recommended was that statements be added to the pre-registration form which indicate that payment must be received with the form and that payment must be made in U.S. dollars.

C. Tours

Transportation cost per ticket was calculated on two-thirds occupancy. This is adequate to cover the cost of the trip.

D. Food Functions

After reviewing the budget and expenditures, Wes Brown questioned whether we were budgeting too much money for the publisher's breakfast. Susan commented that in the past continental breakfasts have been ordered. This year, a certain number of items were ordered, which costs less than ordering WCRLA

318 people attend the 1987 conference

Tour cost based on 2/3 occupancy

Continental breakfasts vs. ordering individual items considered for publisher's breakfast

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Complimentary banquet
tickets considered

continental breakfasts,
hence the large balance.

Three banquet tickets were
provided complimentary this
year. Gladys Shaw commented
that this practice was a
good idea and that 10-15
complimentary tickets
should be planned for each
year, the cost of which
should be figured into the
overall cost. No action
taken on the idea.

E. Exhibits

Eleven publishers
exhibit at the 1987
conference

Eleven publishers exhibited
at the conference. Gladys
Shaw recommended that
Canadian publishers be
checked on for the 1988
conference.

F. Audiovisual

The University of New
Mexico provided much of the
audiovisual equipment
(approximately \$810 in an
in-kind donation) needed
for the conference.

The hotel provided the
following items: podiums,
lecturns, screens and
easels. This year the
organization had four pads
available for use with the
easels; two were unused.

The Board discussed the
issue of presenters using
computers during sessions.
There was a consensus among
Board members that it
should be the
responsibility of the

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Session presenters are
responsible for computer
needs

presenter to provide the
computer or to rent one.
Notification of this should
be sent to presenters. The
use of a rental form
similar to what IRA and CRA
uses was discussed. If a
lot of special equipment is
needed, it was suggested
that an institute, rather
than a session, be
conducted so that equipment
costs can be figured into
the registration fee.

It was recommended that the
AV chairperson, Jerry
Fishman, work closely with
Frank Crist, Bill
Broderick, the Computer SIG
Chairperson and Rich
Edmonds, the conference
computer chairperson. It
was suggested that
exhibitors be encouraged
to bring computers. Also
recommended was having
computer companies supply
the equipment.

Changes to computer fair
recommended

Changes to the computer
fair were discussed.
Touring a lab at a college
or university was one
suggestion. Cutting down on
the number of computers at
the fair was suggested.
Running the fair for one
morning only was also
presented as an
alternative. It was
emphasized that if sessions
are tied to the computer
fair that those all need to
go through the conference
chairperson.

Continued use of hotel
badges encouraged

1987 conference rated
high by attendees

Board stresses importance
of receiving conference
evaluations

G. Hotel Arrangements

The Albuquerque Marriott provided hotel badges to Gwyn Enright, Tom Parker, Susan Deese and John Garcia. It was recommended that this practice be continued at future conferences because the badges indicated to hotel staff that in the event of an on-the-spot decision, including those that involved the expenditure of money, the conference people with badges were the ones with authority.

Gwyn Enright commended Susan Deese on a fine report and on the on-site conference manager report form.

II. Conference Evaluation

Gwyn presented the report that evaluations chairperson, Carol Walvekar, submitted (Attachment H). Gwyn cautioned the Board to look at the detail and the actual number of people since percentages can be misleading. In general, responses indicate that attendees were pleased with the program.

The Board discussed the importance of receiving evaluations from conference participants and offered the following ideas to encourage people to turn evaluations in:

- a. when turn evaluation in, get to register for a door prize

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- b. encourage those who attend the brunch to complete the form
- c. have a table in the registration area just for evaluations
- d. increase the visibility of the forms; have in the lobby and in the hospitality suite

Conference evaluation form placed on NCR paper

Placing the session evaluation form on NCR paper was complimented by the Board.

Marci Matlock to be 1988 evaluation chair

Marci Matlock will be the evaluation chair for the 1988 conference. It was suggested that the Evaluation SIG could take on the conference evaluation as a project. No action was taken on the idea.

Carol Walvekar was commended on her fine report by Gwyn Enright.

III. Coordinator of Chairperson's Report

The report submitted by JoAnn Carter-Wells was presented by Gwyn Enright (Attachment I and J). JoAnn provided the following recommendations:

Recommendation made to limit number of persons attending a session

- a. to limit the number of people attending a session to avoid overcrowding
- b. to ask chairpersons not to

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allow late admits

- c. post that session has started and those persons who are more than ten minutes late may not get the handouts
- d. provide information to presenters on expected procedures such as number of handouts and who to call for questions

No action taken on the items.

Notebook for coordinator
chairpersons developed

JoAnn had developed a notebook for the coordinator of chairpersons. JoAnn commended the Marriott Hotel staff on the job that they did.

IV. President-Elect/Program Chair Report

A. General

Call for proposals
distributed at the
conference a positive
idea

Susan Deese reported that to date twenty proposals have been received. Having the first call for proposals at the conference has been receiving positive comments. Susan suggested that having the call for proposals ready by the conference is a responsibility that should be added to the job description of the president-elect. No action taken.

Establishment of time-
lines encouraged

Susan discussed the importance of establishing timelines for WCRLA so that members always know when items are due.

An information sheet on
conference policies,

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Conference policies,
procedures and traditions
sheet developed

All inclusive conference
fee discussed

Chairpersons to be
assigned to institutes

procedures and traditions
(Attachment K) was reviewed.
It was suggested that this be
added to the on-site
conference manager handbook.
Under registration fees, item
number 7, it was suggested
that an example, like the SIG
luncheon, be added to clarify
the statement. Under tours,
item number 3 should be
identified as a past practice.

The Board discussed the idea
of an all inclusive fee
(registration, banquet and fee
luncheon). Wes questioned how
WCRLA will benefit from such a
move. The advantage to
individuals was discussed.
The Board agreed that Susan
Deese can decide how to
approach this matter.

Susan notified the Board that
a few individuals sent their
membership fees along with
their conference registration.
She recommended that a clear
distinction be made as to
where each fee should be sent.
No action taken.

**** Joe Aiello joined the
meeting at this time.

The ideas of assigning
chairpersons for institutes
and repeating some sessions
met with a favorable reaction.

B. Conference Schedule

Susan proposed the
following changes to the
conference schedule:

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Noon Wednesday through noon
Saturday conference schedule
approved for 1988

- a. the conference running
noon Wednesday through
noon Saturday
- b. the Board could meet all
day Tuesday, Wednesday
morning and Saturday
afternoon
- c. Wednesday afternoon,
tours and institutes
could be scheduled;
state/regional directors
could meet Wednesday
evening
- d. a plenary session, state
meetings, SIG meetings,
a general session and
section meetings could
be scheduled Thursday;
the banquet Thursday
evening
- e. section meetings and
institutes could be
scheduled Friday
morning; a business
meeting and section
meetings, Friday
afternoon; dinner on the
town preceded by a wine
tasting Friday evening
- f. scheduled Saturday
morning could be section
meetings followed by a
luncheon with a keynote
speaker
- g. post-conference
institutes and leisure
tours could be scheduled
Saturday afternoon

It was the consensus of the
Board to change the conference

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Tom Hayden asked to be
keynote speaker

Concept of plenary session
to act as a forum for
awareness of issues
endorsed

WCRLA receives a
positive audit report
for 1987

schedule per Susan's
recommendations.

C. Speakers

Susan reported that she has
approached Tom Hayden to be
the keynoter for Thursday
afternoon. Notification is
expected in mid-August.

Having John Vasconsellos as
the Saturday luncheon
speaker was discussed.

D. Plenary session

Susan suggested having a
plenary session during the
conference. The time would
be spent getting input from
the membership on issues so
that at the business
meeting if any item is to
be voted on, the membership
will have a better
awareness of the issues.
It would also allow time
for items to be discussed
at state/regional and SIG
meetings. The Board could
be available later in the
week to respond to any
questions the membership
might have. The idea of a
plenary session acting as a
preview and providing a
forum for awareness of
issues was received
positively by the Board.

V. Audit Report

Joe Aiello presented the Board
with a favorable 1987 audit
report. He commented that the
review form worked very well.

On behalf of the Board, Gwyn

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extended a thank you to Joe and Rich Edmonds for a job well done.

**** Joe Aiello left the meeting at this time.

VI. On-site conference manager conference budget

On-site conference manager budget proposed at \$8,170

Hotel Xerox machine to be used

Presenters are responsible for their own copies

Susan Deese distributed a proposal for \$8170 for the on-site manager's budget (Attachment L). Modifications in the original request of \$7,620.00 included taking out \$200 for Xerox rental (the Board decided not to have a Xerox machine on site; \$100 will be budgeted for use of the hotel machine; primary use will be by the secretary and registration staff; presenters are responsible for copies of their own material); adding \$150 to cover entertainment for the wine and cheese; \$600 to cover suite costs.

The Board supported the idea of separating coffee break expenses from hospitality expenses; adding \$100 to cover the cost of a luncheon for committee members; deleting money budgeted for parking for committee chairs since the hotel will validate parking.

VII. Program chair's budget proposal

1987 program chair budget, \$8,000

Susan Deese reviewed the program chair's budget proposal of \$8,000 (Attachment M) and the timeline of events (Attachment N). She stated that the University of New Mexico may pick up the

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Tom Hayden offered a
\$1,000 honorarium

telephone, postage, supplies
and student assistant costs.

A \$1,000 honorarium has been
offered to Tom Hayden. There
is a possibility of him
waiving the fee. If so, the
money would be donated to the
scholarship fund in his name.

Susan reported that she is
working on a logo for the
conference and will have it
ready by the October retreat.

\$500 has been budgeted for 10
institutes (\$50 per). This
money is available for
printing for each institute.
Institute presenters need to
be reminded that this money is
available. There was consensus
on the idea of increasing the
number of people permitted to
attend institutes.

Number of people per-
mitted to attend
institutes to be increased

VIII. On-site manager report

Nancy Tooker relayed that she
has a standing committee of
six active members.

River City will be the
theme of the banquet

The theme of the Thursday
night banquet will be River
City with a Dixie Land jazz
band. The hotel will provide
its jazz fest back drop. There
will be cocktail hour prior to
the banquet. The idea of a MAC
sponsored cocktail hour was
suggested.

Local tours planned

Nancy discussed the local
tours that are available. One
is a \$17.58 "do your own" tour
of Sacramento. The idea of
renting a bus and touring the
writing lab at Davis and
touring the Sacramento City

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Wine tasting event
at the Railroad Museum
being planned

Center was presented.

Renting the Railroad Museum on
Friday for a pre-dinner-on-
the-town wine tasting event is
being planned. The Foothill
wineries are interested in
assisting with this event.

The idea of special interest
groups (SIG) coordinating an
information exchange similiar
to poster exchanges at other
conferences was raised. It was
recommended that this be
discussed with Tom Gier, SIG
Coordinator.

Leisure tours to San
Francisco, Nevada and Lake
Tahoe have not been finalized.

The Board recommended that
Nancy write a promotional
article for the Newsletter
that includes information on
the California wineries.

The Board extended its
appreciation to Nancy for her
accomplishments to date.

IX. State/Regional Report

Wes Brown asked the Board to
think about what the
organization wants the
states/regions to do for it.

**** Nancy Tooker left the
meeting at this time.

X. State Chapters

State chapter
mechanism to be
developed

Becky Johnen presented
information that she had
gathered regarding the
implementation of state

chapters (Attachment O). The Board questioned the complexity of incorporation and asked Becky to seek information from other sources. A report is to be given at the October retreat.

XI. Special Interest Group (SIG)
Report

Special interest groups
plan for 1987-88

Gwyn stated that Tom Gier, SIG Coordinator, reports that all is going well with the SIGs. Group guidelines, outlining purpose, goals and activities for 1987-88 were distributed (Attachment P).

Hispanic Assistance SIG
to change name to
Hispanic Interest Group

The distinction between the MAC and the Hispanic Assistance SIG was discussed. Manuel suggested that the SIG name be changed to Hispanic Interest Group. The Board concurred with the request.

XII. Committee Reports

A. Archives

Archives to be updated

Gwyn reported that Karen Smith requested another file cabinet. To complete the archives, Karen also requested one copy each of missing journals and newsletters. Gwyn will instruct Hal to send Karen the needed items.

B. Awards and Scholarships

Joyce Weinsheimer's information on awards and scholarships was reviewed by the Board (Attachment Q). Joyce has identified a

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Scholarship fund raising
to be coordinated by a
member of the Awards and
Scholarship Committee

Voting Board members not
eligible for awards

1989 conference to be
held in Seattle

1990 conference in Southern
California supported

committee member to
coordinate scholarship fund
raising. It was recommended
that state/regional
directors and SIG leaders
attempt to get members to
apply for the awards. The
Board was reminded that
voting Board members are
not eligible to receive the
awards. It was the
consensus of the Board that
Joyce should tell
individuals who nominate
people who are ineligible
of that status.

C. Site Selection

Susan Brown, Site Selection
Chairperson, provided a
written report (Attachment
R) indicating that plans
for the 1989 Seattle
conference are progressing.

Susan Brown had asked
whether the 1990 conference
needed to be in Southern
California. This idea was
discussed at length. Susan
Deese stated that she felt
the organization was not
ready to go out of
California two years in a
row. What this would do to
NADE would have to be
considered. Arizona has
indicated an interest in
having a conference. WCRLA
would have to put money
into the state organization
for the state to support a
conference. It was
suggested that Gladys go to
an Arizona state meeting to
promote WCRLA. The Board
felt that a 1990 conference

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Practice of the conference in
California every other year
to continue

in Southern California
would attract Arizona
members. It was the
consensus of the Board
that the organization had
more to lose by not
protecting Southern
California.

XIII. What's in a name?

At the Albuquerque conference,
Mary Rubin presented a session
on the need for resolution of
terminology confusion in
Developmental Education
(Attachment S). The Board felt
that the common definitions
would be supported in our
journals and newsletters.
Common definitions would also
provide internal support at
our institutions.

Establishment of a
committee to study the
problem of the use of
common language within
the discipline approved

(M) Gwyn Enright: that Mary
Rubin establish a committee to
study the problem of the use
of common language and basic
terminology within the
discipline.

(S) Wes Brown

PASSED

The Board made the following
recommendations to Mary:

- a. the actions listed on her
July 6, 1987 letter to the
Board (Attachment S) be
completed in the following
order: 1,3,4,2,5,6
- b. that guidelines for the
committee be developed and
presented to Gwyn so that
she can present to the

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Board

- c. at the 1988 conference have an open forum to present findings to the membership
- d. communicate conference needs to Susan Deese

XIV. Learning Center Standards

WCRLA to respond to standards for learning assistance programs

Standards for Learning Assistance Programs are currently being formulated by the American College Personnel Association's Commission XVI. Professional organizations are being asked to comment on the standards draft. Georgine Materniak of the University of Pittsburgh and a member of the Standards Committee has sent material to Gwyn. The Board decided to review and discuss the standards at the retreat.

(M) Gladys Shaw: the Gwyn Enright respond to Georgine Materniak on WCRLA's timeline with dealing with the standards.

(S) Wes Brown

PASSED

The meeting was adjourned at 3:45 p.m.

Respectfully submitted



Becky Johnen, Secretary

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

Gwyn Enright called the meeting to order at 8:33 a.m.

I. Journal of Developmental Education (JDE)

Gwyn shared a letter she had received from "Bunk" Spann regarding a voluntary participation program with the National Center for Developmental Education in which WCRLA members could receive the Journal of Developmental Education (Attachment T).

Board considers the Journal of Developmental Education as a benefit of membership

"Bunk" proposed that WCRLA consider offering both the Journal and Research in Developmental Education. Final cost would be determined by the annual rate of participation (Attachment T, Page 3 details the cost analysis).

Further clarification on the proposal to add JDE is requested

(M) Gladys Shaw: on an initially favorable reaction to the proposal, it was moved to seek further clarification by October 1 on the Journal of Education's proposal.

(S) Wes Brown

PASSED

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Susan Deese commented that the key to the deal is when the first percentage is calculated. If possible, use of the prior year's average should be used. It was suggested that Hal should tally the groups average membership per month. Having a phase-in schedule was discussed. It was felt that this issue would be a good one for the plenary session at the 1988 conference.

II. Official year for officers

There was consensus of the Board that the term of office for the following positions should begin at the conference: president, president-elect and the coordinator of state/regional directors.

There was consensus as to moving the start of the secretary position to coincide with the beginning of the fiscal year (July 1) instead of at the conference. This will be in effect with the 1989 position. A temporary secretary will have to be named for March through June, 1989.

Term of office for the position of secretary to begin July 1

(M) Susan Deese: with the next election for secretary, that the term of office begins on July 1 and that the president will appoint Becky Johnen as temporary secretary from March through June.

(S) Wes Brown

PASSED

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III. Board Retreat

Board to hold retreat
in October

The Board will hold a retreat at Asilomar (Monterey, California) October 25-27. WCRLA will pay travel; attendees will pay lodging. In addition to the Board members, Manuel Olgin, Wayne Herlin, Vince Orlando and Jo-Ann Mullen will attend. The purpose of the retreat will be to focus on issues such as the name of the organization, goals, activities to accomplish, teambuilding, etc.

IV. On-site manager's budget

Susan met with Carol Morgan Saturday and arranged a deal for two suites. Normally the cost is \$750-\$800 per night, but Susan has arranged for WCRLA to get the rooms for \$100 a night for Wednesday, Thursday and Friday of the conference. \$600 has been added to the budget to accomodate this cost.

The on-site manager's budget still includes the publisher's breakfast. It was decided to keep it there this year and track expenditures.

\$8,170 approved for on-site manager's budget
\$8,000 approved for program chair's budget

The on-site manager's budget (Attachment L) of \$8,170 and the program chair's budget (Attachment M) of \$8,000 were approved.

V. 1987-88 budget

1987-88 budget reviewed

Gladys Shaw distributed copies of the proposed 1987-88 budget (Attachment U). The following

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Coordinator of state/
regional directors
responsible for the
purchase of the outgoing
president's plaque

\$500 budgeted for start-up
costs for fundraising

Colorado, Montana and
Washington plan special
projects

notes apply to the 1987-88
budget:

- a. an awards line was added to the past president's budget (page 4); this amount is to be used to purchase a plaque for the outgoing president
- b. the Newsletter budget (page 6) includes postage costs but not Hal's hourly fee
- c. awards and fundraising (page 9) - fundraising items should be self-supporting; added a fundraising line and budgeted \$500 for start-up costs; fundraising item on page 13 has been combined with awards on page 9
- d. archives budget (page 9) includes money for file cabinet and accessories
- e. past president's budget (page 4) has been combined with the state and regional coordinator budget (page 14)
- f. state/regional directors (page 14) budget amount includes \$50 for each director plus:
 1. \$100 to Colorado; \$50 seed money; \$50 special project
 2. \$192 to Montana; special project - to go to other state functions to promote WCRLA

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3. \$500 to Washington;
special project - bring
Frank Smith to state
conference

Board recommends joint
conferences with other
state organizations when
considering major name
speakers

Since the 1989 conference is
in Seattle, it was the
consensus of the Board to fund
this request, but to make it
clear to Washington that it is
a one time only deal. The
Board doesn't support this
approach and recommends in the
future, joint conferences with
other state organizations.

Exhibitor table fee
increased to \$150

- g. (M) Susan Deese: to charge
exhibitors \$150 per first
table; \$50 per extra table.

(S) Gladys Shaw

PASSED

1987-88 budget approved
at \$48,920

- (M) Susan Deese: to approve
the 1987-88 budget of \$48,920
(\$32,750 general operating;
\$16,170 conference) as
submitted.

(S) Wes Brown

PASSED

The meeting was adjourned at 12:46
p.m.

Respectfully submitted



Becky Johnen, Secretary

Western College Reading and Learning Association
Board of Directors Meeting
Capitol Plaza
Sacramento, California
July 17-19, 1987

AGENDA

Friday, July 17, 1987

3:30 pm - 6:30 pm

1. Approve agenda/additions
2. Approve April 1987 minutes
3. Reports
 - Secretary's Report B. Johnen
 - Treasurer's Report G. Shaw
 - Newsletter Editor's Report W. Herlin
 - JCRL Report V. Orlando
 - MAC Report M. Olgin

7:00 pm - 10:00 pm Dinner in Sacramento N. Tooker

Saturday, July 18, 1987

^{8:15}
~~8:30~~ am - 12:00 noon
₄₅

Audit

1. 1987 Final Conference Report S. Deese
 - Conference Manager Report Form
 - Conference Manager's Handbook
2. 1987 Conference Evaluation
3. President-Elect/Program Chair's Report
 - 1988 Conference
 - Deferred payment policy
 - Conference policies and procedures
 - Conference publicist
4. 1988 Conference Manager's Report
5. Proposed 1988 Conference Budget

12:00 noon - 1:00 pm Lunch

1:00 pm - 3:30 pm

1. State Reports W. Brown
 - State/Regional Boundaries

2. State Organizations B. Johnen
3. Special Interest Groups T. Gier

4. Committee Reports
 - Archives K. Smith
 - Awards J. Weinsheimer
 - Elections P. Heard/S. Brown
 - Placement A. Schlender
 - Site Selection S. Brown

Fund raising S. Brown

~~5. Liasons~~

~~WCRLA/NADE overlap S. Deese~~

*tabled until
information
arrives*

moved to Sun. - 5. Journal of Dev. Ed.

6. Other Business

"What's in a name?" M. Rubin

Learning Assistance standards

7. *Low & conference facility*

tabled

3:30 pm - 6:00 pm

Break for audit G. Shaw

Sunday, July 19, 1987

8:30 am - 12:00 noon

1. Fiscal year W. Brown
2. Board Retreat
3. Publicity Chairperson
4. Budget - Board 1987 - 1988

5. *Journal of Dev. Ed. discussion*

Please correct & return *DL*
WCRLA Quick Reference

WCRLA MINUTES
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Attachment A
Page 3 of 3

President	Gwyn Enright Academic Skills Department San Diego State University San Diego, CA 92182 (619) 265-5477 or 265-5874 (619) 260-8298	MAC	Manual Olgin Tutorial Services CSU Fresno Fresno, CA 93740
Past President	Wes Brown Learning Center LI 2150 Cal State Hayward Hayward, CA 94542 (415) 881-3017 (415) 532-7346		
President-Elect	Susan Deese Skills Center Zimmerman Library University of New Mexico Albuquerque, NM 87131 (505) 277-4560 (505) 883-4907		
Secretary	Becky Johnen Chemeketa Community College 4000 Lancaster Dr. NE P.O. Box 14007 Salem, OR 97309 (503) 399-5136		
Treasurer	Gladys Shaw University of Texas Study Skills & Tutorial Svc El Paso, TX 79902 (915) 584-0195 (915) 747-5366		
Executive Editor- <u>JCRL</u>	Vincent Orlando Box 17 MSC 1006 11th St Denver, CO 80204 (303) 778-8677 (303) 556-3057 (303) 629-2995		
EDITOR- <u>JCRL</u>	Jo Ann Mullen 2091 40th Av Greeley, CO 80634 (303) 351-2317 (303) 351-2189		
Editor- <u>Newsletter</u>	Wayne Herlin Brigham Young University 115 Spencer W. Kimball Tower Provo, UT 84602 (801) 225-0486 (801) 378-7706		

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

BANK STATEMENT RECONCILIATION

FOR ACCOUNT #34710 - *El Paso Teachers Federal Credit Union*

Date *June 30, 1987*

BALANCE PER BANK STATEMENT \$ 41,242.86

ADD: DEPOSITS IN TRANSIT \$

OTHER: *June Interest Credited 7/1/87 by bank and accrued as 6/30/87 by eq.* 181.78

DEDUCT: OUTSTANDING CHECKS \$ 227.41 <227.41>

CORRECTED BALANCE \$ 41,197.23

BALANCE PER BOOKS \$ 41,197.03

ADD: UNRECORDED DEPOSITS \$

ACCOUNT INTEREST EARNED

OTHER: *Diff Between Checkbook and Bank on Check # 248* .20

DEDUCT: SERVICE CHARGES \$
 RETURNED CHECKS

OTHER:

CORRECTED BALANCE \$ 41,197.23

0.00	*	
25.00	+	12
16.00	+	16
12.00	+	18
4.00	+	13
53.00	+	25
28.00	+	26
31.43	+	25
9.87	+	25
48.11	+	25
227.41	*	

Handwritten initials and marks

44,089.34

statement of account

El Paso Teachers Federal Credit Union
6610 Continental Drive El Paso, Texas 79925 779 3336

NOTICE:
SEE REVERSE SIDE FOR IMPORTANT
INFORMATION REGARDING YOUR RIGHTS
TO DISPUTE BILLING ERRORS.

NOTICE
SEE REVERSE SIDE FOR IMPORTANT
INFORMATION REGARDING YOUR RIGHTS
TO DISPUTE REGULATION ERRORS

SEND INQUIRIES TO
El Paso Teachers Federal Credit Union
6610 Continental Drive
El Paso, Texas 79925

Your savings insured to \$100,000

NCUA

National Credit Union Administration

WESTERN COLLEGE ACCOUNT
G SHAW JR G THRIGHT
6241 SHAW HEIGHTS DR
EL PASO, TX 79912

PAGE 01 SOCIAL SECURITY NUMBER 000 00 0000 STATEMENT PERIOD FROM 060187 TO 063087 ACCOUNT NUMBER 34710-04 (915)779-3336

DIVIDENDS 746.72 FINANCIAL CHARGE 0.00

THE BOARD OF DIRECTORS HAS DECLARED DIVIDENDS FOR THE FIRST QUARTER OF 1987
3.75% ON REGULAR SHARE ACCOUNTS & 5.25% ON SHAREDRIFT ACCOUNTS

DATE	EFFECTIVE DATE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	BALANCE
		SHARE ACCOUNT		
		PREVIOUS BALANCE		2500
		NEW BALANCE		2500
		PREVIOUS BALANCE		4479431
		SHAREDRIFT ACCOUNT = 5.25%		
060187		ITEM 1 175	137.22	4423203
060187		ITEM 1 247	1200	4422003
0603		ITEM 1 210	115.22	4430431
0603		ITEM 1 130	1200	4479231
0603		ITEM 1 130	1200	4478031
0603		ITEM 1 130	350.00	4474531
0603		ITEM 1 240	215.72	4452959
0604		ITEM 1 241	500.00	4448959
0604		ITEM 1 240	610.42	4387717
0604		ITEM 1 240	1237.00	4359017
0605		ITEM 1 130	1500	4357417
0608		DEPOSIT	555.00	4312917
0609		DEPOSIT	5200	4319117
0610		ITEM 1 245	40.92	4315025
0611		ITEM 1 213	1000	4314025
0611		ITEM 1 251	59.04	4308041
0611		ITEM 1 243	668.00	4341241
0611		ITEM 1 250	732.51	4162930
0612		ITEM 1 250	500.00	4157930
0615		DEPOSIT	235.56	4181536
0615		DEPOSIT	224.00	4203936
0615		ITEM 1 235	400	4203536
0615		ITEM 1 229	39.60	4199576
0617		WITHDRAWAL	62.00	4193376
0617		ITEM 1 250	337.59	4159617
063062287		ITEM 1 207	1200	4158417
063062287		ITEM 1 254	303.31	4127536
0629		ITEM 1 250	32.50	4124286
		DIVIDEND PAID YTD: 746.72		
		NEW BALANCE		4124286
		ITEMS CLEARED THIS STATEMENT PERIOD		
		ITEM 1---AMOUNT	ITEM 1---AMOUNT	ITEM 1---AMOUNT
		175 12.00	235 4.00	250 50.00
		190 35.00	241 42.00	251 59.84

EACH LOAN MARKED * OPEN ENDED CREDIT THE DAILY PERIOD RATE AND THE ANNUAL PERCENTAGE RATE USED TO COMPUTE THE FINANCE CHARGE FOR EACH OF THESE LOANS IS PRINTED IN THE LAST TRANSACTION RELATING TO THAT LOAN. THE DAILY PERIOD RATE IS APPLIED TO YOUR BALANCE FOR EACH DAY SUCH BALANCE IS OUTSTANDING. YOUR BALANCE CHANGES AS NEW AMOUNTS ARE BORROWED AND AS PAYMENTS ARE MADE.

statement of account

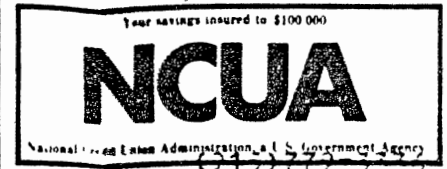
El Paso Teachers Federal Credit Union
 6610 Continental Drive El Paso, Texas 79925 779-3336

WESTERN COLLEGE ASSOC
 J CHAN OR G ENRIGHT
 0241 SNOW HEIGHTS CT
 EL PASO, TX 79912

NOTICE
 SEE REVERSE SIDE FOR IMPORTANT
 INFORMATION REGARDING YOUR RIGHTS
 TO DISPUTE BILLING ERRORS.

SEND INQUIRIES TO
 El Paso Teachers Federal Credit Union
 6610 Continental Drive
 El Paso, Texas 79925

NOTICE
 SEE REVERSE SIDE FOR IMPORTANT
 INFORMATION REGARDING YOUR RIGHTS
 TO DISPUTE REGULATION ERRORS



PAGE 02 SOCIAL SECURITY NUMBER 000 00 0000 STATEMENT PERIOD FROM 060187 TO 063087 ACCOUNT NUMBER 34710-04 (915)779-3336

DIVIDENDS 246.72 FINANCE CHARGE 0.00

THE BOARD OF DIRECTORS HAS DECLARED DIVIDENDS FOR THE FIRST QUARTER OF 1987
 5.75% ON REGULAR SHARE ACCOUNTS & 5.25% ON SHAREDRIFT ACCOUNTS

DATE	MEMO	DAY	MONTH	YEAR	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	BALANCE
194					16.00✓	243	1,227.00✓
172					12.00✓	245	40.22✓
207					12.00✓	246	663.00✓
210					12.00✓	247	115.12✓
217					10.00✓	248	215.72✓
222					10.00✓	249	310.42✓
22					ITEMS CLEARED	4,700.20-	
1					WITHDRAWALS	62.30-	PREVIOUS BALANCE 144,724.11
2					DEPOSITS	1,214.40	NET CHANGE 3,551.4
					NET CHANGE	3,551.45-	NEW BALANCE 41,242.

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

FINANCIAL STATEMENTS

Fiscal Year 1986-87

Respectfully Submitted

Gladys R. Shaw

Treasurer

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF FINANCIAL CONDITION
June 30, 1987

ASSETS

CASH ACCOUNTS:

El Paso Teachers Federal Credit Union Checking	\$41,197.23
El Paso Teachers Federal Credit Union Required Savings	25.00
Scholarship Fund - Sears Savings/Now Citicorp	<u>806.38</u>
Total Cash	\$42,028.61
1988 Conference Chairman Advance Fund	500.00
Accounts Receivable (Schedule B)	<u>395.00</u>
TOTAL ASSETS	<u><u>\$42,923.61</u></u>

LIABILITIES AND FUND BALANCE

Accounts Payable (Schedule B)	\$ 348.19
-------------------------------	-----------

FUND BALANCE:

Beginning Balance, July 1, 1986 (Schedule A)	\$38,838.85
Net Increase in 1986-87	<u>3,736.57</u>
Fund Balance, June 30, 1987	<u>42,575.42</u>
TOTAL LIABILITIES AND FUND BALANCE	<u><u>\$42,923.61</u></u>

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF RECEIPTS AND EXPENSES
For The Year Ended June 30, 1987

RECEIPTS

Member Due	\$15,960.00
Journal Sales	783.00
Interest on Savings and Checking Accounts	1,911.30
Interest on Scholarship Account (Schedule C)	56.93
Advertising	105.55
Royalties	30.00
Conference Revenues -1987 (Schedule D)	28,739.43
Fundraiser Receipts	1,130.50
Balances of 1986 Conference Advances	1,233.48
Miscellaneous	<u>26.91</u>

TOTAL RECEIPTS

\$49,977.10

EXPENDITURES

Travel	\$ 2,888.37
Hotels and Food	1,837.63
Telephone	497.25
Postage and Shipping	1,545.83
Printing and Publishing	10,392.20
Supplies	480.58
Advertising and Promotion	652.15
Mailing Service	3,249.83
1986 Conference Refunds	856.50
Accounting-1985 Tax Return	300.01
Fidelity Bond	266.00
New Mexico State Corporation Commission	1.00
Currency Exchange Costs -Canadian Checks	89.44
Clerical	210.00
1987 Conference Refunds	1,236.00
1987 Conference Expenditures (Schedule D)	19,957.36
Awards	330.88
Fundraising Expenditures	1,379.50
Miscellaneous	<u>70.00</u>

TOTAL EXPENDITURES

46,240.53

NET INCREASE IN FUND BALANCE IN 1986-87

\$ 3,736.57

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF FINANCIAL CONDITION

June 30, 1986

Based on Analysis of Bank Records

ASSETS

Cash - Security Pacific Account (Schedule 1)	\$ (368.29)
Cash - San Francisco Savings Account (Schedule 2)	38,456.69
Cash - Scholarship Savings Account - Sears Savings (Schedule 3)	<u>750.45</u>
Total Assets	<u><u>\$38,838.85</u></u>

LIABILITIES AND FUND BALANCE

Fund Balance	<u><u>\$38,838.85</u></u>
--------------	---------------------------

Note: Beginning balances and transactions subsequent to June 30, 1986, have been recorded in the 1986-87 Journals and Ledgers .

Analysis of Security Pacific Account

Transferred to El Paso, Jan. 1987		\$1,038.84
Add checks written subsequent to June 30, 1986, per bank statements and returned checks (Cash Payments Journal P. 1&2)		4,690.90
Deduct deposits subsequent to June 30, 1986, per bank records:		
Transfers from San Francisco Savings	\$4500.00	
Deposits from regular operations	<u>1598.03</u>	<u>6,098.03</u>
June 30 Balance derived		<u><u>\$(368.29)</u></u>

Analysis of San Francisco Savings Account

Balance transferred to El Paso, October, 1986		\$32,532.27
Deduct Interest July 1 - October 22, 1986, subsequent to June 30.		575.58 ^(a)
Add Transfers subsequent to June 30, 1986:		
July 21, 1986 - Transfer to Security Pacific Account	\$3,000.00	
July 26, 1986 - Transfer to open El Paso Account	2,000.00	
July 27, 1986 - Transfer to Security Pacific Account	<u>1,500.00</u>	<u>6,500.00</u>
Account Balance on June 30, 1986		<u><u>\$38,456.69</u></u>
(a) 1986 Interest per bank statement and 1099 Form	\$1399.37	
Jan. 1-July 7 Interest per bank statement	<u>823.79</u>	
Derived interest amount subsequent to June 30	<u><u>\$ 575.58</u></u>	⁽¹⁾

(1) Posted to books March, 1987 - See Cash Receipts Journal P. 3

Analysis of Scholarship Fund - Sears

Balance March 27, 1987 per call to bank	\$795.00
Balance June 30, 1986 per bank record and book records	<u>750.45</u>
Interest Earned June 30, 1986 through . . . , 1987	<u>\$ 44.55</u> ^(a)

(a) Posted to books Mar., 1987 (Cash Receipts Journal Page 3)

SCHEDULE OF ACCOUNTS RECEIVABLE ACCRUED JUNE 30, 1987

Educational Activities Exhibit Fees for 1987 Conference	\$ 100.00
Canadian Checks pending Collection	<u>295.00</u>
Total Receivables accrued	<u>\$ 395.00</u>

SCHEDULE OF ACCOUNTS PAYABLE ACCRUED AT JUNE 30, 1987

Susan Deese, Personal Funds Spent for 1987 Conference	\$ 1.94
Susan Deese, 1988 Conference Advance Funds Spent on 1987 Conference1	64.95
New Mex. State Univ. Learning Center - State & Regional Director Expenses Pending Approval	<u>281.30</u>
Total Payables accrued	<u>\$ 348.19</u>

Computation of Interest Earned on Scholarship Account
Sears Savings - Now Citicorp

March 31, 1987 - June 30, 1987

Account Balance per phone call 6/30/87

\$ 806.38⁽¹⁾

Balance on March 31, 1987

795.00⁽²⁾

Interest earned 3/31/87-6/30/87

\$ 11.38 (✓)

- ¹Note: This balance rolled over into another three-month C.D. @ 6.53% on 6/18/87.
²Interest earned at March 31, 1987 was recorded at that time.
(✓) Posted to the records at June 30, 1986.

STATEMENT OF 1987 CONFERENCE RECEIPTS AND EXPENDITURES

June 30, 1987

SUMMARY OF CONFERENCE RECEIPTS (Detail on D-1 and D-1a)

General Receipts:

Registration Fees	\$13,945.00
Institute Fees	2,880.00
Exhibit Fees	1,300.00
Transportation Fees	988.00
Food Function Fees	6,223.00
Interest on Advances and Receipts	<u>191.14</u>

Total General Receipts	\$25,527.14
------------------------	-------------

Other Receipts:

Reimbursement of Hotel Bill -Sue Brown	165.00
Contributions (Schedule D-3)	
Cash-Steck-Vaughn	\$ 100.00
Services to Program	
Chair	1,684.70
Services to Site Mgr.	<u>1,262.59</u>
Total Contributions	<u>3,047.29</u>

TOTAL RECEIPTS	\$28,739.43
----------------	-------------

Less Refunds	\$1,236.00
Less Hotel Charge for Sue Brown	<u>165.00</u>
Total Adjustments to Conference Receipts	<u>1,401.00</u>

NET CONFERENCE RECEIPTS (D-1)	\$27,338.43
-------------------------------	-------------

CONFERENCE EXPENDITURES (Schedules D-2 through D-3)

Travel	\$ 1,711.00
Hotels and Food	9,061.90
Telephone	382.11
Supplies	685.90
Postage	1,056.87
Printing	2,382.12
Honoraria	1,500.00
Clerical	1,135.83
Entertainment	250.00
Photography	250.00
Decorations	200.00
Audio-Visual, Power and Copier Rental	1,086.63
Public Relations NADE Registration	90.00

TOTAL EXPENDITURES	<u>19,792.36</u>
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NET RECEIPTS IN EXCESS OF EXPENDITURES	<u>\$ 7,546.07</u>
--	--------------------

*This expense was reimbursed in July, 1987

*should
be added
to this figure*

RECONCILIATION OF FUNDS RECEIVED FROM SITE MANAGER WITH TOTAL RECEIPTS REPORTED
FOR THE 1987 CONFERENCE

Cash Remitted by Site Manager from Conference Receipts		\$24,602.99
Deduct Membership Dues included in Registrations		<u>475.00</u>
Conference Revenues Remitted		\$24,127.99
Adjustments made by Treasurer		
Collection of Exhibitors' Fees	\$1300.00	
Contributions to Site Manager and Program		
Chair	2947.29	
Cash Contribution	100.00	
Room Charge Reimbursement (Sue Brown)	165.00	
Other Adjustments on Refunds, Collections, etc.	<u>99.15</u>	
Added by Treasurer		<u>4,611.44</u>
Total Conference Receipts Reported (Statement of Receipts and Expenses and Schedule D)		\$28,739.43
Deductions for Refunds	\$1,236.00	
Deduction for Room Charge Reimbursement	<u>165.00</u>	<u>1,401.00</u>
NET RECEIPTS REPORTED		<u>\$27,338.43</u>

WCRLA 1987 Conference Receipts Subsidiary

Attachment C
Page 12 of 17

Item	Contrib.	Lic. Fees	Inst. Fees	Lith. Fees	Trans- portation	Food Functions	Interest	Other	Descript.
CR-2				750-					
CR-3				450-					
CR-4	100-								
CR-4 ①		13945-	2880-		988-	6223-	16199	165-	Remainder - Sue Brown
EG-2							2915		
EG-3				100-					
EG-2	126259								
✓	168470								
EG 3 ②		<107							
	304729	13945-	2880-	1300-	988-	6223-	14114	165-	
1986/87 Total	000								
	0.00	*							
	3047.29	+							
	17945.00	+							
	2880.00	+							
	1300.00	+							
	988.00	+							
	6223.00	+							
	191.14	+							
	165.00	+							
Check to Contrib	28739.43	*							

① Receipts from Site Mgr. less \$475⁰⁰ membership and \$70.00 coll. interest
② Correcting entry for fees recorded twice - Collection item included in
Site Mgr's total but recorded ag. by Treasurer when sent for
bill

Frame	Travel Food	Phone	Supplies	Postage	Printing	Wages & Fees	Other	Description
once Mgt.								
Chair	356 -	33976	16237	5410	24137	410 -	164707	
Site Mgt.			14117	48022			8876	
Chair	126 -		2056		2741			
Chairpersons						2710		
gram Committee	157 -	4454						
new speakers	447 -	52139	5801		2028	676	1500 -	
Functions								
request & sign		399493						
enck.		94070						
hospitality		80015						
Directorate		338 -						
ritual book		9650						
Pub. Brk.		66150						
offices		34807						
C. Equip.								
ura	625 -	97636						
tituted Session						8765		
Power							96950	
Machine							11713	
Stenographer							250 -	
Decorations							200 -	
entertainers							250 -	
Food	1711 -	906740	38211	12432	28906	53151	442246	

WCRLA MINUTES
July 17-19, 1987
Sacramento, California

[illegible]

WCRLA MINUTES

Attachment C
Page 15 of 17July 17-19, 1987
Sacramento, CARECONCILIATION OF 1987 CONFERENCE SITE MANAGER'S ADVANCE
June 30, 1987

Date	Description	Fund Additions	Fund Expenditures	Balance
7/26/86	Cash Advance	\$1,000.00		\$1,000.00
	Hospitality		\$ 288.69	
	Photography		250.00	
	Entertainment		75.00	
	Supplies and Unbudgeted Items		285.93	
	Clerical		88.75	
	Registration Packets		107.67	(96.04)
	Interest earned	29.15 ¹		
	Loan from Susan Deese, Personally	1.94 ¹		
	Loan from 1988 Conference Chair Advance	64.95 ¹		-
TOTALS		\$1,096.04	\$1,096.04	-

¹ Accrued as payables at June 30, 1987, General Journal, Page 2.

NOTE: Expenses recorded in Conference Expenses June 30, 1987, GJ, P. 2.

*actual
reimb to
Susan*

Date	Description	Fund Additions	Fund Expenditures	Balance
7/26/86	Cash Advance	\$1000.00		\$1,000.00
	Ck.1001-Calls, Print.		\$ 142.62	
	1002-Brochure,Postage		29.05	
	1003-Supplies		25.28	
	1004-Prog.Com.,Travel		157.00	
	1005-Prog.Com.,Food		44.54	
	1006-Chair Travel		158.00	
	1007-Calls,Print.		39.75	
	1008-NADE Registration		90.00	
	1009-Clerical		10.00	
	1010-Calls,Broch,Postage		90.00	
	1011-Supplies		12.82	
	1012-Postage,Calls,Broch.		22.00	
	1013-Calls,Print		8.27	
	1014-Calls,Print		5.72	
	1015-Hotel & Food,Chair		79.92	
	1016-Postage		6.66	
	Bank Debit -checks, Supplies		<u>16.00</u>	
	Partial Reimb. for Personal Phone Costs		\$ 62.37	62.37
				-
TOTALS		\$1000.00	\$1,000.00	-

NOTE: Recorded in Conference Expenses June 30, 1987, GJ P.2.

Contributions to the Conference Chair :

Clerical	\$1037.07	
Phone,Supplies and Postage	237.63	
Printing and Duplicating	410.00	
Total		\$1,684.70

Contributions to the Site Manager:

Phone	\$ 141.17	
Supplies	311.42	
Audio-Visual	<u>810.00</u>	
Total		<u>1,262.59</u>
Contributed Services and Supplies		\$2,947.29
Cash Contribution by Steck-Vaughn		<u>100.00</u>

Total Contributions (Schedule D) \$3,047.29

NOTE; These contributions have been recognized in the records as both revenues and expenses except for the cash contribution,which is recorded only as a receipt.

PROCEDURE	COMMENTS/DIFFERENCES	INITIALS
Cash balance reported agrees with reconciliation at June 30.		
Financial Statement Balances agree with Ledger balances		
Selected postings from the cash payments journal in the amount of \$ _____ were traced to the ledger		
Selected postings from the cash receipts journal in the amount of \$ _____ were traced to the ledger.		
Checks in the amount of \$ _____ were traced to the cash payments journal and to the original documents.		
Cash receipts in the amount of \$ _____ were traced to deposit slips and/or original documents.		

In our opinion the financial statements fairly reflect the receipts, expenditures and financial position of the organization for the fiscal year ending _____

Signed _____

Date of Audit _____



Brigham Young University

Student Life
Counseling and Development Center

July 8, 1987

Ms. Gwyn Enright
Academic Skills Department
San Diego State University
San Diego, CA 92182

Dear Gwyn:

My apologies for the slowness of this budget estimate. I suffered a set back in the form of passing out and splitting open the back where I had the surgery and developing a temperature that put me back in the hospital for an additional six days beyond the five that I had originally planned. Everything seems now to be under control except that I have to go through a seven day self-administration of intravenous antibiotics to make sure that the temperature, which has now come back to normal, stays there and the infection is indeed cleared up.

The budget estimate, as near as I can figure it out, is as follows:

Budget Estimate, WCRLA Newsletter, 1987-88 (Volume 11, No.'s 3 and 4; Volume 12, No's 1 and 2)

Estimates are based on four issues, Fall and Winter 1987 and Spring and Summer 1988, averaging 12 pages each, on 60-pound paper.

Printing Costs (\$785 per issue)	\$3,140
Shipping Costs to mailing outlet (\$20 per issue)	80
Mailing Costs (\$200 per issue)	800
Editor Participation in Board Meetings (One per year)	500
Editor WCRLA Conference Costs	200
Editor Incidental Costs (postage, phones, typing, duplicating, copy editing, etc.)	180
	<u>\$4,700</u>
Total Budget Estimate	<u>\$4,900</u>

The above estimate is based on actual cost for printing and shipping of the issue that was just completed and an estimate that it will cost approximately \$200 to mail those copies out.

Ms. Gwyn Enright
July 8, 1987
Page two

~~that period.~~ That estimate is strictly my estimate and has not been checked with Hal or anyone else. The \$500 for participation in the board meetings will probably be saved this year because I will not be going, so if you are thinking in terms of the cost of my being in Sacramento this year, that will be totally saved. If you are thinking about the board meeting for next summer, that amount should stay in the budget estimate. I was thinking more of next summer than this summer when I put it in. The item on conference costs is a sheer guess. I based it on the probable cost of my being housed at the conference longer than BYU would be willing to send me under their normal procedure of funding one annual conference per employee. The last item I just do not know what to expect to come up. I will have some support for postage, phones, typing and duplicating from the University. I do not know how much, but I do know that the University is very careful to keep that to what they consider to be an incidental range. I have, therefore, asked for \$180 for that. Jane had written down cost for mileage in her estimate. The distance that I will be traveling will be minimal and for that reason, I plan simply to donate the cost of running my car over to the printers now and then. I see no additional costs involved and so I am not asking anything for mileage. I hope that this estimate takes care of what you need to complete your business at the board meeting.

I need to say a thing or two about the first edition that I have put out. Generally speaking I think it went well. There are some glaring errors that I have discovered. The worst errors are on the picture spread. Because of my surgery and set back, I was unable to check the captions against the pictures, and sure enough, there are some problems with that, as you probably have already discovered. The only other serious problem that I ran across was a typo in the application for membership on the last page. Somehow or other WCRLA got listed as RCRLA as the institution to which the check should be made payable. I hope that we'll still be able to cash the checks. Now in addition to those problems and one or two other minor things I want to ask some questions that you will probably want to take up with the board in terms of policy. When we came to the layout for the last page, I squeezed as much as I possibly could in order to get all of the state, province, and regional directors on the page, plus the officers of the organization. I cut down the size of the application for membership and the prices of WCRLA publications to about as small as it meaningfully can go. When we got everything put together I realized that the directors, if they were placed on the last page, would take up all of the space necessary for the address label that has to go on to that page.

Ms. Gwyn Enright
July 8, 1987
Page three

For that reason I suggested we try some other way to organize it, and the printer put the directors over on another page and moved the important deadlines ~~and~~ the JCRL correction to that page. I am not sure I like it that way, but you should look at that and give me some feedback on that kind of arrangement. Another thing that is possible is to take the application for membership and routinely put it on the next to the last page. We seem, every time, to have some kind of notification like a final call for papers or a notification of a call to conference, and I imagine there will be a call for chair persons. If we could put that kind of a call on the next to the last page with the application for membership directly below it, we probably would have plenty of room on the last page for officers and state directors. At any rate, that is a problem that you need to look at.

Keep in mind that my estimates are based on four 12-page newsletters. We will probably have at least two of the four at eight pages, and I noticed that one last year was 16 pages. I used the 12 pages as a kind of average but anticipate that we will have some eight-page newsletters and perhaps one 16-page newsletter. On occasion we may have another 12-page newsletter, but the size of the newsletter is the biggest variation in cost. You might want to discuss with the board some sort of a ceiling or policy about number of pages for the newsletter to be continued.

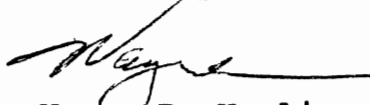
Another idea that I had was the possibility of changing the color of the printing, perhaps even the color of the paper, as we change volumes. We have traditionally used a brown. I think the brown that was used on the one that was done here is a little darker brown than has been done in the past. But if you are interested in some variety, I suggest you have the board consider the possibility of perhaps going to a dark blue for a year, a dark green for a year, and having some variety so that we can quickly tell which year the volumes are coming from. Anyway, consider that--I do not have any strong feelings about it--it is a thought that occurred to me. One more item for you, you had not given me any copy on the appointment of a newsletter editor, and I had planned not to mention that appointment because of the uncertainty of my condition. However, at the end, I had a little bit of space left over and so I took the liberty of writing your announcement of the newsletter editor appointment. I apologize if that creates any kind of embarrassment for you but it can easily be changed if things occur such that you need to appoint a different person as newsletter editor.

Ms. Gwyn Enright
July 8, 1987
Page four

Thanks for your help. Good luck at the board meeting. Be sure to send me a transcript or minutes of the meeting,

particularly outlining those things that I need to be concerned about. I hope that I will be well enough for the retreat that you have mentioned that would take place later in the year; I am looking forward to meeting with everyone at that time.

Sincerely,



Wayne R. Herlin, Professor
Counseling and Development Center

WRH:lah



Metropolitan State College

July 10, 1987

WCRLA Board of Directors
c/o Gwyn Enright
English Department
San Diego City College
1313 Twelfth Avenue
San Diego, CA 92101

Dear Board Members:


Since the end of the Albuquerque conference Jo-Ann and I have been busy with various aspects of the Journal. Immediately after the conference I sent a letter to all conference participants encouraging them to submit manuscripts for review. Thirty-six (36) manuscripts were received, which we feel was a great response given Mike's experiences over the past two years. These manuscripts have been sent to reviewers and a complete set of reviews has been received for 29 of them. We have also received a manuscript from Arthur Cohen, however, Bill Moore did not respond to our requests to submit one. Jo-Ann and I have been searching for a printer in both Greeley and Denver. We have received two estimates so far and the attached budget is based on the lowest bid received to this point. This estimate seems in line with the one used by Mike last year.

Over the course of the next few months Jo-Ann and I will concentrate our efforts on getting manuscripts ready for the printer. I am also working on sending a letter to 800 members of CRI/IRA informing them of the Journal and asking them to submit manuscripts. We will also work on the development of a tri-fold flyer which provides general information both on the Journal and on submitting manuscripts. Additionally, we will attempt to develop a style sheet which will provide information on how to submit manuscripts in order to clear up some of the confusion that we encountered over the past few months. We are also planning to submit to the board a cost analysis on dividing the Journal into two or possibly three issues. That information will be available for the conference in Sacramento.

This fall Jo-Ann will be attending the NADE conference in order to solicit manuscripts from members of that organization. I have requested travel money from the board for her to attend this meeting. I will be attending the annual meeting of the National Reading Conference and will solicit manuscripts from members of that group. I have travel money from my college for this meeting.

I hope you have a productive board meeting this summer and I look forward to seeing all of you at the upcoming retreat in October. Please feel free to contact either of us at any time.

Sincerely,



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

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

ON-SITE CONFERENCE MANAGER REPORT FORM

I. GENERAL INFORMATION

DATES April 9 - 12, 1987 CITY/STATE Albuquerque, NM

HOTEL Marriott

THEME Back to the Future: WCRLA Celebrate 20 Years

OFFICERS	<u>Wes Brown</u>	President
	<u>Gwyn Enright</u>	President-Elect
	<u>Sue Brown</u>	Past President
	<u>Jane Lehmann</u>	Secretary
	<u>Gladys Shaw</u>	Treasurer

ON-SITE CONFERENCE MANAGER Susan Deese

KEYNOTE SPEAKERS Arthur Cohen
William Moore

II. REGISTRATION INFORMATION (registration form attached)

TOTAL NUMBER OF PEOPLE REGISTERED 318

Total pre-registration	<u>227</u>
Total on-site registration	<u>91</u>

Members	<u>281</u>
Non-member	<u>37</u>

Full conference registrations	<u>303</u>
One-day registrations	<u>15</u>

CONFERENCE REGISTRATION HOURS

<u>4:00</u>	to	<u>9:00 pm</u>	(time)	<u>Wednesday</u>	(day)
<u>8:00</u>	to	<u>5:00 pm</u>	(time)	<u>Thursday</u>	(day)
<u>8:00</u>	to	<u>1:30 pm</u>	(time)	<u>Friday</u>	(day)
<u>8:00</u>	to	<u>12:00 noon</u>	(time)	<u>Saturday</u>	(day)

PEAK REGISTRATION PERIODS

<u>5:00</u>	to	<u>8:00 pm</u>	<u>Wednesday</u>
<u>8:00</u>	to	<u>12:00 noon</u>	<u>Thursday</u>
<u>3:00</u>	to	<u>5:00 pm</u>	<u>Thursday</u>

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III. TOURS

CAMPUS VISITS

Place	Day	Time	Ticket Cost	Tickets Sold
Albuquerque TVI	Thursday	9-12	\$4.00	14
Univ. of New Mexico Skills Center	Friday	3-6	\$4.00	61
Univ. of New Mexico General College	Friday	3-6	\$4.00	19

LEISURE TOURS

Place	Day	Time	Ticket Cost	Tickets Sold
Sandia Peak	Saturday	5-9 pm	\$28.00 (food & transportation)	45
Santa Fe	Saturday	5-9 pm	\$7.00 (transportation)	54

TOTAL TOUR REVENUES AND EXPENDITURES

TOTAL EXPENDITURES \$1,579.17

Total transportation costs \$625.00
 Total food costs \$954.17

TOTAL REVENUES \$2,014.00

BALANCE \$ 434.83

GENERAL COMMENTS AND RECOMMENDATIONS:

Transportation cost per ticket was calculated on 2/3 occupancy to cover the cost of the trip. Restaurants and transportation companies will often let us pay on credit. Treasurer should complete credit application form. We found Saturday night to be a very popular time. Scheduling should be made in cooperation with President-elect.

IV. FOOD FUNCTIONS (see attached hotel charges)

Function	Tickets Sold (Cost)	Actual Served	Amount Budgeted or Collected	Cost	Balance
Publishers Breakfast	0	unknown	1,200.00	661.50	538.50
Editorial Luncheon	0	8	100.00	78.00	22.00
State Directors Luncheon	0	35	400.00	338.00	62.00
Banquet	130 (20)	133	2,600.00	2,482.00	118.00
Brunch	82 (10)	82	820.00	815.50	4.50
Coffee Breaks	0	unknown	0.00	348.00	1,348.00
OTHER:					
SIG Breakfast	142 (9)	124	1,278.00	1,052.00	226.00
SIG Luncheon	37 (11)	35	407.00	338.00	69.00

TOTALS

NET BALANCE (non-budgeted items, Banquet, Brunch, and SIG meals): \$417.50

V. HOSPITALITY SUITE (see attached report)

HOURS

8:00 pm	to	1:00 am	Wednesday
8:00 pm	to	12 midnight	Thursday
9:00 pm	to	12 midnight	Friday
8:00 pm -	to	12 midnight	Saturday

PEAK PERIODS

9:00	to	1:00 am	Wednesday
9:00	to	12 midnight	Thursday
	to		
	to		

AMOUNT OF BEER/WINE SERVED

BEER	WINE	EVENING
3 cases regular	4 1.75 liters white	Wednesday - Thursday
2 cases Lite	2 1.75 liters red	
	2 1.75 liters rose	
2 cases regular	3 1.75 liters white	Friday - Saturday
1 case Lite	3 1.75 liters red/rose	

approximately 4 cases of soft drink were used -- many requests for diet drinks

FOOD

see attachment

GENERAL COMMENTS AND RECOMMENDATIONS:

It worked out very well when someone other than the Hospitality Chair would replenish the room each day. The Hospitality Chair worked many long evenings as well as attending conference programs; the help during the day was greatly appreciated. Large trash cans can be provided by the hotel.

8:00 am	to	5:00 pm	Friday
8:00	to	12:00 noon	Saturday
	to		

Holt, Rinehard, and Winston

Wadsworth Publishing

H and H Publishing

Prentice - Hall

Scott, Foresman

College Skills Center

College Survivial, Inc.

Personal Efficiency Programs

Steck - Vaughn

T.H. Peak

Center for Developmental Education

ADDITIONAL ELECTRICAL OUTLETS NEEDED

VII. AUDIOVISUAL

EQUIPMENT RENTED/BORROWED

STORAGE

We purchased a bicycle lock for one room that we used for
storage.

GENERAL COMMENTS AND RECOMMENDATIONS:

Overhead projectors and screens should be available in every room. Expect some people to make last minute requests including requests for chalk and erasers and tables. Table and extension cord should be available in each room. One person needed to be available during each meeting section period. Get to hotel set-up personnel.

VIII. HOTEL ARRANGEMENTS

Attached are sample "Banquet Event Orders (BEOs)". This type of form is filled out for each room used by the association during the conference. The President-Elect should be consulted concerning seating arrangements, number of people on the dias, microphone needs, etc.

THE ACTUAL ROOM ASSIGNMENTS MUST BE MADE AT LEAST TWO MONTHS PRIOR TO THE CONFERENCE SO THAT ROOM ASSIGNMENTS CAN BE INCLUDED IN THE CONFERENCE PROGRAM.

GENERAL COMMENTS AND RECOMMENDATIONS:

Meet with hotel people regularly during the two months prior to the conference. Get to know the staff who will be setting up the rooms. Learn beeper numbers - how to contact staff.

IX. DINNER ON THE TOWN

HOURS
7:00 to 9:00 Thursday

NUMBER OF RESTAURANT MENUS DISPLAYED 11

APPROXIMATE NUMBER OF PEOPLE DINING 75

GENERAL COMMENTS AND RECOMMENDATIONS:

People appreciated having some restaurants within walking distance.

EVALUATION OF WCRLA CONFERENCE
APRIL 9-12, 1987
ALBUQUERQUE, NEW MEXICO

Contents

Executive Summary

Summary of Responses Conference Evaluation

Summary of Responses Presenter/Institute
Evaluation

Chart - Number of Evaluations by Time Slot

Submitted by
Carol Walvekar

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EXECUTIVE SUMMARY

1. Detailed summaries of the data for the conference evaluation and the presenter/institute evaluation begin on page 11. A chart of the number of evaluations by time is on page 33.
2. Conference evaluation N = 41.
3. Presenter evaluation -highest N = 35
Presenter evaluation -lowest N = 5
Institute evaluation -highest N = 25
Institute evaluation -lowest N = 7
4. No evaluations were submitted for 11 sessions and 2 institutes. They were as follows: 1C, 3D, 5E, 7A, 7B, 7C, 8A, 8D, 10A, 12C, 14B, 12C, 14B; Institute 2, Institute 7. Either the sessions were cancelled or the Chairperson did not collect and/or turn in the evaluations.
5. Prior conference attendance: 2-5 times 32%
1 time 24%
6-10 times 17%
0 time 15%
10+ times 12%
6. 95% of the respondents are members of WCRLA; 5% are not.
7. State of employment: California - 23%
Arizona - 10%
Nebraska - 8%
The remaining 15 states identified had 1 or 2 individuals from each state. (See Summary for States.)
8. Position held: Instructor - 48%
Administrator - 30%
Counselor - 8%
Other - 7%
7 respondents indicated they held more than one position.
9. Area of employment: Learning Assistance - 40%
Reading - ~~20%~~ 25%
Other - 20%
Writing - 8%
Tutorial - 8%
Math - 3%
15 respondents indicated more than one area.
10. Type of institution: 2 yr. Jr. or Community College - 54%
4 yr. College or University - 46%

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

E = Excellent = 4 G = Good = 3 A = Average = 2 P = Poor = 1
N = Not applicable = no value assigned and not computed in average.
12. Keynote speakers were rated as being "Good", with the "Past Presidents" at 3.05, Cohen at 2.74 and Moore at 2.50. Comments reflected both positive and negative feelings about the past president's general session and little else regarding the other two keynoters.
13. Section meetings, institutes and other meetings were rated as "Good" in general, with institute topics (3.53) and meeting topics (3.50) the highest. Scheduling of section meetings (3.08) and institutes (3.00) were on the lower end of the scale. Comments mostly reflect conflicts in scheduling, which always seem to be a problem as there are only so many hours in the day.
14. Ratings of activities varied greatly. The Albuquerque tram ride received a perfect 4.00 rating, while the computer fair was not evaluated highly (1.44). Comments vary greatly and mostly reflect individual preferences. Dancing seemed to be a hit, and some would have appreciated more local escorts for the dinner of the town (Thursday).
15. Services and planning overall were rated very highly. Respondents were most complimentary of the hotel both in their numerical rating--room accommodations (3.83), site (3.70), facility (3.66) and in their comments. Pre conference publicity was assigned a 2.41 rating and the program a 1.95 rating. Comments reflect some suggestion for improvement in this area. While ratings and comments reflect that the hotel was good as far as lodging and people were concerned, there were several criticisms about the meeting rooms being too small. The presenter evaluations which also include an item on room accommodations support this criticism, in some cases.
16. Overall suggestions reflect very positive feelings about the conference. A comment which occurs three times is a concern that sessions may be going too much in the research-theoretical direction and too far from the practical.
17. Overall, presenter and institute evaluations were good to excellent. Very few ratings were average or lower. Many presenters were mentioned as outstanding on the conference evaluation. Hunter Boylan received the highest evaluation ratings for his institute as well as several favorable comments on the conference evaluation.
18. Attendance seems to be greater in the mornings.
19. The low number of responses, 41 needs to be addressed. Perhaps more announcements about completing them could be made throughout the conference. Also, I should have put a mailing address on the form. Finally, identifying some type of reward for turning in the evaluation might be pursued as well.
20. The NCR form seemed to work well for presenter/institute evaluation. There are about 2,000 left and can be used next year.

SUMMARY OF RESPONSES

WCRLA

Sacramento, California
Attachment H
Page 4 of 35

WESTERN COLLEGE READING AND LEARNING ASSOCIATION
1987 CONFERENCE EVALUATION - ALBUQUERQUE, NEW MEXICO

Your evaluation will help conference planners to improve future annual meetings. Please answer the following questions, include your comments where appropriate and return the evaluation to the box at the registration desk before leaving the conference. Thank you for your cooperation.

DEMOGRAPHIC INFORMATION

1. How many prior WCRLA conferences have you attended? N = 41
Check one. 6/15% 0 10/24% 1 13/32% 2-5 7/17% 6-10 5/12% 10+
2. Are you are member of WCRLA? 35/95% Yes 2/5% No N = 41
3. In which state are you currently employed? N = 39

9/23% - California	2/5% - Oregon
4/10% - Arizona	2/5% - Texas
3/8% - Nebraska	1/3% - Alberta
2/5% - Alaska	1/3% - Hawaii
2/5% - Colorado	1/3% - Kansas
2/5% - Iowa	1/3% - Minnesota
2/5% - Missouri	1/3% - Utah
2/5% - Montana	1/3% - Washington
2/5% - New Mexico	1/3% - Wyoming
4. What type of position do you hold? Check one. N = 50 (7 respondents indicated they held more than one position.)

<u>24/48%</u> Instructor	<u>15/30%</u> Administrator	<u>4/8%</u> Counselor
<u>7/14%</u> Other/ Specify: Reading/Computer specialist		
Lab Coordinator		
Director		
Lead Faculty		
Writing specialist - Learning Center		
Chairperson		
Research		
5. What is the main area of your employment? N = 60 (15 individuals indicated more than one area.)

<u>15/25%</u> Reading	<u>5/8%</u> Writing	<u>2/3%</u> Math	<u>24/40%</u> Learning Assistance
<u>5/8%</u> Tutorial <u>12/20%</u> Other/Specify:			
Administration			
College Credit			
ESL Tutoring			
Science Remedial			
Study Skills & Psychology			
Specify - Psychology			
Educational Opportunity			

All Developmental Education Attachment H
Computer Based Education/CAI Page 5 of 35
Math and Natural Science
Adjunct. classes
Adult P.T. Education

6. In what type of institution do you work? N = 41

22/54% 2 Yr. Jr. or Community College
19/46% 4 Yr. College or University

EVALUATION OF EVENTS

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

KEYNOTE SPEAKERS

1. Thursday: Dr. Arthur Cohen	E-5	G-18	A-8	P-3	N-7	AVE. 2.74
2. Friday: Dr. Gene Kerstiens and Past Presidents	E-6	G-11	A-3	P-1	N-20	AVE. 3.05
3. Sunday: William Moore	E-0	G-2	A-2	P-0	N-37	AVE. 2.50

SECTION MEETINGS/ INSTITUTES/ OTHER MEETINGS

1. Section meeting topics	E-25	G-11	A-3	P-1	N-1	AVE. 3.50
2. Section meeting scheduling	E-13	G-19	A-6	P-2	N-1	AVE. 3.08
3. Overall quality of section meetings	E-20	G-15	A-3	P-2	N-1	AVE. 3.33
4. Institute topics	E-19	G-11	A-2	P-0	N-9	AVE. 3.53
5. Institute scheduling	E-8	G-17	A-4	P-2	N-10	AVE. 3.00
6. Overall quality of institutes	E-13	G-10	A-2	P-0	N-16	AVE. 3.44
7. State meeting	E-7	G-13	A-6	P-0	N-15	AVE. 3.04
8. Special interest groups	E-16	G-8	A-4	P-0	N-13	AVE. 3.43
9. WCRLA Board Meetings	E-1	G-2	A-0	P-0	N-38	AVE. 3.33

COMMENTS:

Section Meetings--too many meetings, Institute scheduling--too many conflicts, Overall Quality--computer were not hands on. It is unfair to allow persons to attend paid institutes without paying. I witnessed this and heard about it

Try not to schedule institutes during state director meeting. PPST sectional speakers did not show up! - very unprofessional

It would be better if there was not conflict between institutes adm. section meetings, both of which are frequently excellent. Also, there was a conflict between the Friday's General Section and the section meetings scheduled for 3 p.m. Even if the General Section had ended on time, people needed some time before starting other session.

Friday's session was tedious. It lacked organization. Didn't like airing dirty laundry, i.e. Karen Smith's remarks. No continuity in recognition and lack of recognition of members. Conference managers and other WCRLA officers play very significant roles. Your (Board's) disregard for the value of state director was evident

New people need to know ahead of time that there will be section meeting they can attend at the same time institutes are scheduled

The second general session went over its allotted time. This adversely affected the attendance of the section meetings held at 3:00. Many late comers continued to walk in during the presentation

Excellent leadership. Worthy research-results applicable
Make section meetings 1 hr. & 15 min.--do not schedule activities to begin at 11:30 a.m. when institutes and session are still going on. Why do you keep scheduling 5 institutes on thursday morning & only 1 on Saturday a.m.? Offer no more than 3 at the time

To many institutes at 9 a.m. Thursday. Maybe they could be more spread out

Why no section meetings Thursday a.m.? For those of us who were locked out of institutes we had nothing to do. Restrict questions during the presentations so that the subj. matter is covered. Many interruptions were of a narrow, personal nature that should be handled at the end

Some sections and esp. institutes should specify who they are aimed at, i.e just beginning or advanced

Institute topic- good institutes, preregistration is too difficult without the overall schedule. There are too many conflicts!

Thank you for the 20-year perspective

Accommodations were very good! However, I did not get what I came for. That is, hands-on current information I could take back to any campus. There was very little new innovative information. The computer fair was very disappointing. However, 2 computers sessions I went to were very good

Texas has a major problem it needs to resolve & it was difficult because of the presence of other state groups:

ACTIVITIES

1. Campus tours (specify) 4-TVI & 6-UNM

2. Computer Fair	E-6	G-4	A-1	P-0	N-30	AVE. 3.45
3. Publisher's exhibits	E-0	G-1	A-2	P-6	N-32	AVE. 1.44
4. Lunch with a Mentor	E-5	G-14	A-14	P-2	N-6	AVE. 2.63
5. Newcommer's Reception	E-5	G-1	A-0	P-1	N-34	AVE. 3.43
6 Multi-cultural Affairs Luncheon	E-3	G-4	A-4	P-0	N-30	AVE. 2.91
7. Banquet	E-0	G-0	A-0	P-0	N-41	AVE. 0.00
8. Sunday Brunch	E-10	G-3	A-5	P-0	N-23	AVE. 3.28
9. Albuquerque Dinner on the Town (Thursday)	E-4	G-2	A-0	P-0	N-35	AVE. 3.67
	E-3	G-5	A-1	P-2	N-30	AVE. 2.82

10. Santa Fe Dinner on the Town	E-6	G-1	A-0	P-0	N-34	AVE. 3.86
11. Albuquerque Tram Ride and Dinner (Saturday)	E-5	G-0	A-0	P-0	N-36	AVE. 4.00
12. Special Interest Group Meetings SIG	E-13	G-5	A-2	P-0	N-21	AVE. 3.55

COMMENTS:

Activities/ Too many conflicting choices
fewer choices available to all would help
Computer Fair- I came to the computer fair- so that part was
disappointing. Payment for institutes should be
partially refunded
State meetings should be separate, both for planning and
getting acquainted
Santa Fe Dinner on the Town - Kathy Nelson did a great Ok!
Banquet was great! Hotel must be complimented for their
"decoration" and assistance, love having dancing rather
than an entertainment group
It would have been nice if the stores had been open but a
great trip nonetheless, a big thank you to Kathy from
Santa Fe for all her work
Would like to attend SIG MTG but ~~not~~ have breakfast -isn't
that an option? I follow a no fat/sugar plan so must
eat other food than is served. More food options for
people who must eat simple fresh fruit and
vegetables-(had to skip state director's lunch, too)
A good conference site LAC management group has a new leader
that should help give direction
Repeat the oldies dance--make it a tradition!
I missed my lunch with a mentor because they left at 11:30
and I attended an 11-12 section meeting
Excellent -"Lunch with a Mentor"
Computer fair needed more software & people
Sorry there weren't enough Albuquerque members to take
people to restaurants (or at least lead the group) to
the restaurant. Locals can point out interesting
features of town
To control overcrowding, it would help to take names of
listeners at registration time
Hosts/Local transportation for dinner would have been
nice and helpful
Luncheon with mentor was excellent--as most tour of skill
center, UNMI
Found that some sections this year had their emphasis on the
research rather than on the practical application of
the results of the research. I have always felt that
WCRLA was special because of the ideas I could use as a
result of attending the conference. I'm not
particularly interested in someone's grad work unless I
can utilize it.

Please list the name of speakers, titles of section meetings or institutes, or activities that you thought were outstanding.

Karen Agee, Richard lake-but I'm prejudiced. Tutors training : techniques that really work assisting intermediate and advanced ESL students. UNM general College tour. A method for teaching revising to ESL comp. students.

Hunter Boylan, Becky Johnson as mentor for luncheon
Strategic learning: A prescription for academic
Success learning Disabilities SIG

Vaneta Condon - exam Analysis Excellent! Dr. Martinez's two presentations on Math and on Basic writing.

Peg1 Denton -Sectional, Lucy McDonald - Mentor Dr. Mancy Wood, Peggy Denton- should give a 3 hours institute at Sacramento- has a lot offer

Condon-exam Analysis Tutor Training Institute #5,4d, and 11b excellent content and speakers

Tutoring Training Institute-Oldies but Goodies sectional, celebrating the extraordinary doing the ordinary sectional

Jane Drabek-teaching influencing through group discussion.

Janice Lewis- Kathern Bartle, Angus- Critical Thinking & Study Strategies

Sue Brown, Karen Agee

Joyce Weinsheimer, Pat Mulcaby, Karen Agee

Tutor training institute, Jerry Fishman, Hunter Boylan, Bunk Spann

Unfortunately, compared to past years, I found nothing to be exceptional because the focus seemed to shift primarily to how a study was conducted rather than what could be done with the info. gained.

EVALUATION OF SERVICES AND PLANNING

1. Conference facilities	E-30	G-8	A-3	P-0	N-0	AVE. 3.66
2. Room accomodations (not meeting/session rooms)	E-30	G-6	A-0	P-0	N-5	AVE. 3.83
3. Hospitality	E-24	G-10	A-1	P-0	N-6	AVE. 3.60
4. Program printing, layout and information	E-5	G-8	A-8	P-20	N-0	AVE. 1.95
5. Registration	E-23	G-14	A-0	P-1	N-3	AVE. 3.55
6. Chairperson	E-19	G-14	A-3	P-0	N-5	AVE. 3.44
7. Pre-conference publicity	E-3	G-13	A-6	P-7	N-2	AVE. 2.41
8. Cost of conference	E-13	G-19	A-8	P-1	N-0	AVE. 3.07
9. Site (Marriott/Albuquerque)	E-29	G-10	A-1	P-0	N-1	AVE. 3.70

COMMENTS:

Fantastic! the hotel staff were unbelievable. The WCRLA staff were the same. Thank you so much for a great stay in Albuquerque

The program caused me to feel Dyslexic! keep full info. about 1 meeting all on same page

Program (1) Pages out of sequence (2) on brief conference sheets, put page numbers where descriptions are located

Members need conference program earlier as done by IRA, TESOL, etc.

Although my membership may have lapsed by a few weeks or so, still should have reviewed conference information. In addition, section description should be a part of the early publicity

Horrible buses to Santa Fe and good buses to Campus visit
Program printing, layout and information- once we received it, it was fine!

The staff of the Marriot plus its facilities were excellent
Advance confirmation of institutes of registrants

Need to have VCR for presentation and/or just use by people attending to see videos brought by others

Registration- I received my registration the day before it become late registration. Site -The site was the best in previous years. The facilities were great and the proximity at other eating places, shopping and entertainment was great!

Ann Johns was excellent!

Registration info. was too late. I had to do an "Educated" guess of costs- will need to do a revision when I return to my college

Some years a sampling of sessions has been printed along with institutes--that would have been helpful

3 different chairpersons were assigned to our group

Pre-conference publicity- not enough turn around time. I have less than a week to respond. Pre-included institutional pre-payment

Conference room too warm. Need more advance information especially on section meetings

Conference Facilities - some meeting rooms were very cramped. Program printing, layout and information - even without the wrong page numbers, it was not easy to follow. Pre-conference publicity - much too late. Need pre-conference list of session with days and times of possible. Site - Gym and swim facilities are very good.
A must for future conferences

Frequently conference room were too small to accommodate people. Insufficient handout- even for an institute (\$12). A no show 5e - too bad! not convenient to inexpensive food- coffee shop or at easy walking distance

I was quite disturbed when the computers which were promised for the institute I presented were not available. Had I been contacted ahead of time, I would have been able to write my presentation and give a more satisfactory institute. I carried 200 disketts there and back, and I had imposed on a software publisher to loan me 40 of them!

I know you have to have big hotels where the windows don't open, but I hate them and this is a particularly ugly part of town. I hate them so I won't circle (No response)

Something has got to be done about the stuffiness in the Hospitality room. It's unhealthy

Program printing, layout and information - Except of course for the mix-up in pages. Pre-conference publicity - I would still recommend having the section schedule before hand so that I can plan my schedule

Service at the hotel- best ever for a conference (any conference!). Friendliness of staff & helpfulness of Albuquerque people in general - great!

The food in the hotel terribly high priced. Enjoyable, friendly city with well-planned social activities

Wonderful conference. Great hosts & planning very strong program

Section rooms too small. Hotel need to offer more economical eating services

The hotel facility and staff were wonderful!

The service at banquet (Friday night buffet) while entertaining, was not efficient, at least not at our table. Janet Eddy was an outstanding Chairperson

Program printing, layout and information- Program was fine and except for the page # problems. Conference Facilities - Rooms didn't hold chairs at times for # of wished to attend; noise from adjoining rooms was distracting.

Of course, a scrambled programs booklet caused lots of confusion and an incorrect program page didn't help too much. Registration was super smooth!

Many people commented that they thought the institutes were the only presentations offered. Information should also be given about regular presentations.

Chairperson - Ask presenters to have colleagues introduce them in order to reduce cancellations. Offer chairs chance to choose presentations strands such as LAC management, writing, computers, etc. so the chair will have some interest in the topic as well.

Please write any other suggestions or comments that will help conference planners to improve the annual meeting of WCRLA.

Did I miss something? I scheduled my plans for too early Sunday. I thought the only thing would be the brunch??

Loved having the fitness (weight) room at the hotel.

Provide a jogging map in Sacramento

The program mistakes were inexcusably bad. Even the correction page had confusing errors: "page 38 is page 38" - and just below, "page 40 is page 38" I am certain some others feel resentful because it affected attendance to their presentations

Would like a session (1hr) on copyright problems

Get information out early and include info. about sectional as well as institutes

Possible have it in a more interesting part of the town with more interesting hotels- more real.

How about a free lunch for those who present institutes and sections meeting! (or at least, a cocktail party, coffee, or brunch!!)

Future topics: special programs for minority and foreign students other than EOP

A really great meeting thank you

Please arrange to get specific conference info. (cost of hotel, institutes) out earlier. I need to apply earlier in the year for funds

Allow more people into some institutes - check with coordinators of presentees or presenter @ # possible

Sacramento, Let's return to New Mexico often!
California Preliminary list of section titles might help potential registrants get financial support

This was a Fantastic conference. The hotel was great; the speaker, institutes and sessions were great; As always the people involved were incredible. Thank you all for a marvelous time.

Please continue the tradition of practical advice as the thrust of session. Without that the conference becomes a grad class which I am not particularly interested in attending.

I do not fault the attempt to base information & methods on sound research (it's important to maintain our professionalism) but the research should not be the topic of sessions and I found several conducted by University & 4 yr. college presentors to be just that. I truly hope this trend will not continue. I had to sit through debates about terminology! One last comment. Please advise presenters to include she when they refer to "the student". This is the 80's and the unintended use of he is truly inappropriate especially with the number of women sitting in each session!

Sorry for the negative. I really did think the conference was great!

During the general session, please have a mic in audience if there are to be questions or discussions. Much was lost in Cohen's discussion when couldn't hear participants.

THANK YOU! Return to the conference registration desk.

SUMMARY OF RESPONSES
 PRESENTER/INSTITUTE EVALUATION
 WCRLA CONFERENCE
 ALBUQUERQUE, NM

Each entry below provides the topic, session number, time of presentation, presenter, the raw data from evaluation forms (attached), and the average rating for each item on the form. Averages were derived by assigning the following values to each verbal rating:

E = 4 G = 3 A = 2 P = 1 NA = No value, not computed in the average

topics are descriptions of the sessions and not necessarily the session title. Session numbers (1A, 1B, 1C, etc. I-1, I-2, I-3, etc.) refer to the identification of sessions outlined in the Conference Summary (p. 13-19) of the conference program. Institutes are reported last.

Data entries for each Presentation or Institute are as follows:

LEARNING ASST. OUTREACH (1A) FAREN SMITH
 THURS 4-5 PM

	E	G	A	P	NA	N	AVE
1	4	4	2	0	0	10	2.20
2	5	5	0	0	0	10	2.50
3	6	4	0	0	0	10	3.00
4	0	1	0	0	0	10	1.70
5	6	4	0	0	0	10	3.00
6	5	5	2	0	0	10	3.10
7	7	2	1	0	0	10	3.00
8	5	5	2	0	0	10	3.10
9	1	4	4	1	0	10	2.50

READING & WRITING (1B) BERAN/HUNTER
 THURS 4-5 PM

	E	G	A	P	NA	N	AVE
1	5	11	4	0	0	20	3.05
2	6	12	1	0	0	19	3.26
3	13	5	2	0	0	20	3.55
4	13	5	2	0	0	20	3.55
5	11	8	1	0	0	20	3.50
6	5	12	3	0	0	20	3.10
7	6	12	1	0	0	19	3.26
8	5	11	1	1	0	18	3.11
9	9	9	2	0	0	20	3.35

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READING (1D)
 THURS 4-5 PM

RICHARD LAPE

	E	G	A	F	NA	N	AVE
1	17	7	2	0	0	26	3.58
2	14	13	1	0	0	28	3.46
3	13	8	0	0	0	26	3.69
4	18	8	0	0	0	26	3.69
5	14	10	3	0	0	27	3.41
6	11	9	7	0	0	27	3.15
7	15	7	3	0	0	25	3.48
8	11	14	2	0	0	27	3.33
9	6	15	3	0	0	24	3.13

LEARNING STRATEGIES (1E)
 THURS 4-5 PM

PEGI DENTON

	E	G	A	F	NA	N	AVE
1	20	7	0	0	0	29	3.76
2	23	5	1	0	0	29	3.76
3	23	4	1	0	0	28	3.79
4	28	1	0	0	0	29	3.97
5	24	4	0	1	0	29	3.76
6	20	2	0	1	0	23	3.78
7	18	6	4	0	0	28	3.50
8	15	6	3	1	0	26	3.46
9	2	0	5	19	2	26	1.42

CONVERSATIONS WITH WCRLA MEMBERS (2A)

HELM/DEMPSEY ET AL

FRI 9-10 AM

	E	G	A	F	NA	N	AVE
1	16	6	0	0	0	22	3.73
2	14	7	1	0	0	22	3.59
3	17	5	0	0	0	22	3.77
4	16	6	0	0	0	22	3.73
5	14	5	2	0	0	21	3.57
6	2	0	0	0	16	18	4.00
7	8	10	2	0	0	20	3.30
8	8	10	2	0	0	20	3.30
9	7	11	4	0	0	22	3.14

INTEGRATED LEARNING ASSIST. INSTRUCTION (2B) H.AST

FRI 9-10 AM

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	E	G	A	P	NR	N	AVE
1	7	1	0	0	0	9	3.78
2	6	3	0	0	0	9	3.67
3	5	3	0	0	0	9	3.67
4	7	2	0	0	0	9	3.78
5	6	3	0	0	0	9	3.67
6	8	1	0	0	0	9	3.69
7	5	4	0	0	0	9	3.56
8	6	2	1	0	0	9	3.56
9	4	4	1	0	0	9	3.33

INTEGRATED LEARNING ASST. (2C) JOHNNEN, GILL

FRI 10 AM

	E	G	A	P	NR	N	AVE
1	20	10	1	0	0	31	3.61
2	17	12	1	0	0	30	3.53
3	10	12	0	0	0	31	3.67
4	13	1	1	0	0	31	3.71
5	17	11	1	0	0	29	3.55
6	11	7	1	1	1	25	3.24
7	11	6	2	0	0	30	3.57
8	12	10	4	0	1	30	3.27
9	5	10	8	2	1	31	3.16

INTEGRATED LEARNING ASST.

MAHRY, HLEB

FRI 9-10 AM

	E	G	A	P	NR	N	AVE
1	14	4	1	0	0	19	3.60
2	10	7	2	0	0	19	3.42
3	7	9	3	0	0	19	3.21
4	10	9	0	0	0	19	3.53
5	6	9	4	0	0	19	3.11
6	8	6	4	0	0	19	3.26
7	7	7	4	0	0	18	3.17
8	7	10	2	0	0	19	3.26
9	7	10	2	0	0	19	3.26

VOICED/UNVOICED RETENTION (2E)

SMITH/STAHL

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FPI 9-10 AM

	E	G	A	P	NA	N	AVE
1	18	7	0	0	0	25	3.72
2	8	18	0	0	0	26	3.31
3	10	16	0	0	0	26	3.38
4	18	7	1	0	0	26	3.65
5	9	16	1	1	0	27	3.22
6	1	2	1	2	16	22	2.33
7	5	17	2	0	0	24	3.13
8	6	15	3	0	0	24	3.13
9	6	16	2	0	0	24	3.17

READABILITY (3A)

A. RUNQUIST

FPI 10-11 AM

	F	G	A	P	NA	N	AVE
1	17	8	1	0	0	26	3.62
2	18	6	2	0	0	26	3.62
3	17	10	0	0	0	26	3.62
4	14	7	0	0	0	26	3.73
5	16	8	2	0	0	26	3.54
6	16	8	1	0	0	26	3.56
7	10	10	3	0	0	23	3.38
8	12	9	5	0	0	24	3.29
9	5	10	5	2	0	23	2.69

READING (3B)

SIEBENMAN/STAFFORD

FPI 10-11 AM

	E	G	A	P	NA	N	AVE
1	12	12	3	0	0	27	3.33
2	9	12	5	1	0	27	3.07
3	14	11	2	0	0	27	3.44
4	14	11	2	0	0	27	3.44
5	13	11	3	0	0	27	3.37
6	13	10	2	1	0	26	3.35
7	12	11	3	1	0	27	3.26
8	6	11	8	2	0	27	2.78
9	8	14	3	2	0	27	3.04

INFERENCING (3C)

JANE DEABET

FRI 10-11 AM

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	E	G	A	P	NA	N	AVE
1	24	3	0	0	0	27	3.89
2	20	7	0	0	0	27	3.74
3	18	8	1	0	0	27	3.63
4	14	12	1	0	0	27	3.48
5	20	7	0	0	0	27	3.74
6	20	6	0	0	0	26	3.77
7	17	8	2	0	0	27	3.56
8	18	4	3	0	0	25	3.60
9	10	7	6	1	0	24	3.08

CRITICAL THINKING (4A)

LEWIS/ANGUS

FRI 11-12 AM

	E	G	A	P	NA	N	AVE
1	23	11	0	0	0	34	3.68
2	15	15	0	0	0	34	3.56
3	23	11	1	0	0	34	3.62
4	24	7	3	0	0	34	3.62
5	21	9	1	0	0	34	3.68
6	21	17	0	0	0	34	3.62
7	21	11	1	0	0	34	3.62
8	17	14	3	0	0	34	3.41
9	4	9	9	12	1	35	2.15

BASIC SKILLS (4B)

O'HEAR/AIKMAN

FRI 11-12 AM

	E	G	A	P	NA	N	AVE
1	7	3	3	0	0	12	3.42
2	7	2	3	0	0	12	3.33
3	6	5	1	0	0	12	3.42
4	9	1	3	0	0	13	3.46
5	7	2	3	0	0	12	3.33
6	5	2	5	0	0	12	3.00
7	4	3	4	1	0	12	2.83
8	5	3	3	1	0	12	3.00
9	4	3	5	0	0	12	2.92

COMPUTERS (4C)

JUNE STARR

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FRI 11-12 AM

	E	G	H	P	NA	N	AVE
1	0	3	1	0	0	4	2.75
2	0	2	2	0	0	4	2.50
3	1	2	2	0	0	5	2.80
4	0	1	1	0	0	4	2.75
5	1	3	1	0	0	5	3.00
6	1	2	1	0	0	4	3.00
7	1	1	3	0	0	5	2.60
8	0	3	2	0	0	5	2.60
9	0	4	0	0	0	4	3.00

READING TESTS (4D)

NANCY WOOD

FRI 11-12 AM

	E	G	H	P	NA	N	AVE
1	24	5	0	0	0	29	3.63
2	20	7	0	0	0	27	3.77
3	27	7	0	0	0	34	3.77
4	27	0	0	0	0	27	3.83
5	28	5	0	0	0	33	3.83
6	14	7	2	0	0	23	3.57
7	20	6	2	0	0	28	3.64
8	21	7	2	0	0	30	3.63
9	11	8	11	0	0	30	3.00

TIME MANAGEMENT (4E)

ARTHUR BRUCH

FRI 11-12 AM

	E	G	H	P	NA	N	AVE
1	11	12	5	0	0	28	3.21
2	6	12	8	0	0	26	3.00
3	8	13	7	0	0	28	3.04
4	18	10	0	0	0	28	3.64
5	12	13	3	0	0	28	3.32
6	23	4	1	0	0	28	3.79
7	2	13	13	0	0	28	2.61
8	7	12	8	0	0	27	2.96
9	7	15	3	0	0	25	3.16

LEARNING STRATEGIES (5A)

HOWARD MASUDA

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FRI 3-4 PM

	E	G	A	P	NA	N	AVE
1	10	8	2	0	0	20	3.40
2	6	10	4	0	0	20	3.10
3	4	13	3	0	0	20	3.05
4	10	9	1	0	0	20	3.45
5	10	6	4	0	0	20	3.30
6	8	6	6	0	0	20	3.10
7	6	10	3	0	0	19	3.16
8	3	10	7	0	0	20	2.80
9	2	9	7	1	0	19	2.63

WRITING (5B)

JONES/STAPP-BOLLINGS

FRI 3-4 PM

	E	G	A	P	NA	N	AVE
1	1	4	2	1	0	8	2.63
2	1	6	1	0	0	8	3.00
3	1	6	1	0	0	8	3.00
4	1	7	1	0	0	8	3.38
5	1	5	3	0	0	8	2.88
6	2	5	1	0	0	8	3.13
7	0	6	2	0	0	8	2.75
8	0	7	1	0	0	8	2.88
9	1	7	4	0	0	8	2.63

COOPERATIVE LEARNING (5C)

SANCHEZ

FRI 3-4 PM

	E	G	A	P	NA	N	AVE
1	4	1	0	0	0	5	3.80
2	4	1	0	0	0	5	3.80
3	3	2	0	0	0	5	3.60
4	4	1	0	0	0	5	3.80
5	2	2	1	0	0	5	3.20
6	2	1	2	0	0	5	3.00
7	1	4	0	0	0	5	3.20
8	4	0	1	0	0	5	3.60
9	3	2	0	0	0	5	3.60

ADULT LEARNERS (5D)

RHEA ASHMORE

FRI 3-4 PM

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	E	G	A	P	NA	N	AVE
1	7	2	3	0	0	12	3.33
2	4	7	2	0	0	13	3.15
3	6	4	1	0	0	13	3.54
4	6	7	0	0	0	13	3.46
5	10	2	0	0	0	12	3.83
6	7	5	0	0	0	12	3.58
7	8	4	1	0	0	13	3.54
8	2	7	4	0	0	13	2.85
9	3	7	1	0	0	11	3.18

CRITICAL THINKING (6A)

JERRY FISHMAN

FRI 4-5 PM

	E	G	A	P	NA	N	AVE
1	17	5	0	0	0	32	3.84
2	14	6	0	0	0	33	3.73
3	10	5	1	0	0	33	3.67
4	17	6	0	0	0	33	3.82
5	15	8	0	0	0	33	3.76
6	15	6	0	0	0	33	3.76
7	20	7	1	0	0	33	3.79
8	21	8	4	0	0	33	3.55
9	9	5	11	0	0	31	2.91

TUTOR TRAINING (6C)

SHAW POSEY

FRI 4-5 PM

	E	G	A	P	NA	N	AVE
1	5	1	3	0	0	9	3.22
2	5	2	0	0	0	7	3.71
3	5	2	0	0	0	7	3.71
4	6	1	0	0	0	7	3.86
5	6	1	0	0	0	7	3.86
6	6	1	0	0	0	7	3.86
7	5	2	0	0	0	7	3.71
8	4	3	0	0	0	7	3.57
9	3	3	0	1	0	7	3.14

EFFECTIVE ACCOUNTABILITY (60) HINDS/MORELAND/TAYLOR

FRI 4-5 PM

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	E	G	A	F	NA	N	AVE
1	14	4	0	0	0	18	3.78
2	10	8	0	0	0	18	3.56
3	7	10	1	0	0	18	3.33
4	11	7	0	0	0	18	3.61
5	11	4	3	0	0	18	3.44
6	14	4	0	0	0	18	3.78
7	8	6	0	1	0	15	3.40
8	11	5	2	0	0	18	3.50
9	7	7	2	1	0	17	3.18

WCRLA/IRF, M16 (60)

DAVID CAVERLY

FRI 4-5 PM

	E	G	A	F	NA	N	AVE
1	7	1	1	0	0	5	3.40
2	7	1	2	0	0	5	3.00
3	7	1	1	0	0	5	3.20
4	7	1	1	0	0	5	3.40
5	7	2	2	0	0	5	2.80
6	7	2	2	0	0	5	2.80
7	7	2	1	0	0	5	2.80
8	7	2	1	0	0	5	3.20
9	7	2	1	0	0	5	3.20

LEARNING SKILLS (60)

HILL/FROVENCIO/McDONALD

FRI 4-5 PM

	E	G	A	F	NA	N	AVE
1	3	3	1	0	0	7	3.29
2	4	1	2	0	0	7	3.29
3	3	2	2	0	0	7	3.14
4	6	1	0	0	0	7	3.86
5	4	2	1	0	0	7	3.43
6	3	2	2	0	0	7	3.14
7	4	2	1	0	0	7	3.43
8	4	3	0	0	0	7	3.57
9	4	2	1	0	0	7	3.43

MATH (70)

JOE MARTINEZ

FRI 5-6 PM

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	E	G	A	P	NA	N	AVE
1	5	0	0	0	0	5	4.00
2	5	0	0	0	0	5	4.00
3	5	0	0	0	0	5	4.00
4	5	0	0	0	0	5	4.00
5	4	0	0	0	0	4	4.00
6	2	0	0	0	1	3	4.00
7	5	0	0	0	0	5	4.00
8	5	0	0	0	0	5	4.00
9	2	1	2	0	0	5	3.00

DATABASE MGMT (70)

CAMPBELL

FRI 5-6 PM

	E	G	A	P	NA	N	AVE
1	15	7	1	0	0	12	3.74
2		12	0	0	0	12	3.33
3	11	6	1	0	0	18	3.56
4	15	0	0	0	0	20	3.75
5	10	2	0	0	0	12	3.57
6	12	0	1	0	0	13	3.61
7	10	0	1	0	0	11	3.55
8	8	0	1	0	0	11	3.55
9	7	6	2	0	0	15	3.20

READING-WRITING (70)

LEWIS, CARTER-WELLS

SAT 9-10 AM

	E	G	A	P	NA	N	AVE
1	16	6	1	1	0	24	3.54
2	13	9	2	0	0	24	3.46
3	9	12	3	0	0	24	3.25
4	19	5	0	0	0	24	3.79
5	16	6	2	0	0	24	3.58
6	13	11	0	0	0	24	3.54
7	11	11	1	0	0	23	3.43
8	4	14	5	1	0	24	2.88
9	13	10	0	0	0	23	3.57

MATH ANXIETIES (8C)

BROWN/SCOTT

SAT 9-10 AM

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	E	G	A	P	NA	N	AVE
1	12	2	0	0	0	14	3.86
2	10	3	1	0	0	14	3.64
3	9	2	3	0	0	14	3.43
4	12	1	1	1	0	15	3.60
5	10	2	3	0	0	15	3.47
6	9	2	1	0	0	12	3.67
7	10	2	0	3	0	15	3.27
8	9	3	1	2	0	15	3.27
9	7	4	2	0	0	13	3.38

COMPUTERS IN READING&WRITING (8E)

BROWN/BROWN

SAT 9-10 AM

	E	G	A	P	NA	N	AVE
1	13	4	1	0	0	23	3.74
2	10	3	0	0	0	23	3.87
3	15	4	0	0	0	23	3.87
4	12	1	0	0	0	23	3.96
5	12	4	1	0	0	23	3.74
6	7	1	1	0	6	13	3.29
7	11	11	1	0	0	23	3.43
8	14	7	2	0	0	23	3.52
9	1	9	4	7	0	23	2.39

EVALUATION (9A)

CAROL WALVEH AF

SAT 10-11 AM

	E	G	A	P	NA	N	AVE
1	11	4	2	0	0	17	3.53
2	5	7	4	1	0	17	2.94
3	6	8	1	1	0	16	3.19
4	8	7	2	0	0	17	3.35
5	7	6	2	0	0	15	3.33
6	2	3	5	1	4	15	2.55
7	5	5	6	0	0	16	2.94
8	5	6	6	0	0	17	2.94
9	3	7	6	0	0	16	2.81

DEFINITE PENDING ETC (9B)

MARY RUBIN

SAT 10-11 AM

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	E	G	H	P	NR	N	AVE
1	9	1	0	0	1	11	3.90
2	6	3	1	0	1	11	3.50
3	7	2	1	0	1	11	3.60
4	7	2	0	0	1	10	3.78
5	5	3	2	0	1	11	3.30
6	1	6	3	0	1	11	2.80
7	6	2	2	0	1	11	3.40
8	3	4	2	0	1	10	3.11
9	6	4	0	0	0	10	3.60

WCPLA SCHOLARSHIPS (9C)

PAT MULCAHY

SAT 10-11 AM

	E	G	H	P	NR	N	AVE
1	19	2	1	0	0	21	3.81
2	17	4	0	0	0	21	3.61
3	1	6	2	0	0	21	3.52
4	18	1	0	0	0	21	3.86
5	18	2	1	0	0	21	3.81
6	16	0	0	0	0	21	3.76
7	15	3	2	0	0	21	3.62
8	14	7	1	1	0	21	3.43
9	11	5	4	0	0	21	3.76

READING WRITING/STUDY (9D)

STIMPSON/STAPHL/UNIT 1

SAT 10-11 AM

	E	G	H	P	NR	N	AVE
1	10	10	1	0	0	21	3.43
2	9	9	3	0	0	21	3.29
3	8	11	2	0	0	21	3.29
4	14	7	0	0	0	21	3.67
5	8	11	1	0	0	20	3.35
6	7	12	3	0	0	22	3.18
7	6	9	6	0	0	21	3.00
8	3	9	8	1	0	21	2.67
9	8	9	3	0	0	20	3.25

READING & WRITING (9E)

RUSSELLYN DEBBEHN

SAT 10-11 AM

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	E	G	A	P	NA	N	AVE
1	18	7	2	0	0	27	3.59
2	16	7	4	0	0	27	3.44
3	16	8	3	0	0	27	3.48
4	18	8	1	0	0	27	3.63
5	17	8	2	0	0	27	3.56
6	17	8	2	0	0	27	3.56
7	12	9	5	0	0	26	3.27
8	12	7	7	0	0	26	3.19
9	9	15	2	0	0	26	3.27

ADJUNCT WORKSHOPS (10B)

NOGALES / RAYE

SAT 11-12 AM

	E	G	A	P	NA	N	AVE
1	13	7	0	0	0	17	3.82
2	12	7	0	0	0	17	3.65
3	13	4	0	0	0	17	3.76
4	13	7	0	0	0	18	3.81
5	12	5	0	0	0	17	3.71
6	13	4	0	0	0	17	3.76
7	13	6	0	0	0	18	3.65
8	7	6	1	0	0	16	3.50
9	6	5	4	0	0	15	3.13

SYSTEMIZING SOFTWARE (10C)

JOHNSON FRAUSE

SAT 11-12 AM

	E	G	A	P	NA	N	AVE
1	13	2	0	0	0	15	3.87
2	14	1	0	0	0	15	3.93
3	13	2	0	0	0	15	3.87
4	14	1	0	0	0	15	3.93
5	13	2	0	0	0	15	3.87
6	13	2	0	0	0	15	3.87
7	10	5	0	0	0	15	3.67
8	12	3	0	0	0	15	3.80
9	8	5	2	0	0	15	3.40

WEITZEL (10D)

MARTINEZ/MARTINEZ

SGT 11-12 AM

	E	G	A	P	NA	N	AVE
1	15	8	0	0	0	23	3.65
2	7	14	2	0	0	23	3.22
3	5	11	7	0	0	23	2.91
4	10	9	1	1	0	24	3.42
5	6	13	4	0	0	23	3.09
6	1	1	1	0	20	23	3.00
7	1	12	6	2	1	23	2.64
8	3	16	3	0	1	23	3.00
9	10	7	6	0	0	23	3.17

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PHONICS (10E)

DELANEY/ANTTILA

SGT 11-12 AM

	E	G	A	P	NA	N	AVE
1	10	1	0	0	0	11	3.91
2	5	1	0	0	0	11	3.82
3	6	1	1	0	0	11	3.73
4	9	2	0	0	0	11	3.82
5	8	3	0	0	0	11	3.73
6	1	0	0	1	0	10	2.50
7	5	2	1	0	0	11	3.64
8	7	2	1	0	0	11	3.45
9	6	3	0	0	1	10	3.67

HOLIVERTON (10F)

LOGAN/FILPATRICK

SGT 11-12 AM

	E	G	A	P	NA	N	AVE
1	15	5	0	0	0	20	3.75
2	17	2	0	0	0	19	3.89
3	16	2	0	0	0	20	3.90
4	16	4	0	0	0	20	3.80
5	16	4	0	0	0	20	3.80
6	17	2	0	0	0	19	3.89
7	16	4	0	0	0	20	3.80
8	14	6	0	0	0	20	3.70
9	14	4	1	0	0	19	3.68

ESL (11E)

GILBERTSON, STEPHENS

SAT 1:30-2:30 PM

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	E	G	A	F	NA	N	AVE
1	6	6	0	0	0	12	3.50
2	6	6	0	0	0	12	3.50
3	10	2	0	0	0	12	3.83
4	8	3	0	0	0	11	3.73
5	9	3	0	0	0	12	3.75
6	4	7	0	0	0	11	3.36
7	7	4	1	0	0	12	3.50
8	5	4	3	0	0	12	3.17
9	5	5	2	0	0	12	3.25

PERFECTIONISM (11E)

JOYCE WEINSHEIMER

SAT 1:30-2:30 PM

	E	G	A	F	NA	N	AVE
1	18	2	0	0	0	20	3.90
2	12	7	0	0	0	20	3.90
3	18	1	0	0	0	20	3.95
4	17	3	0	0	0	20	3.85
5	18	1	0	0	0	20	3.90
6	11	6	1	0	0	17	3.58
7	13	1	0	0	0	20	3.90
8	17	3	0	0	0	20	3.85
9	12	7	0	0	0	20	3.85

READING (11C)

ENGLAND, ENGSTROM/STRASSER

SAT 1:30-2:30 PM

	E	G	A	F	NA	N	AVE
1	16	4	1	0	0	21	3.71
2	17	2	1	0	0	20	3.60
3	17	3	0	0	0	20	3.85
4	17	3	0	0	0	20	3.85
5	17	2	1	0	0	20	3.80
6	18	2	0	0	0	20	3.90
7	16	4	0	0	0	20	3.80
8	15	3	2	0	0	20	3.65
9	7	7	5	1	0	20	3.00

COMPUTERIZING (11D)

DEAN MANCINA

SAT 1:30-2:30 PM

	E	G	A	P	NA	N	AVE
1	10	2	1	0	0	13	3.69
2	8	4	1	0	0	13	3.54
3	9	3	1	0	0	13	3.62
4	7	3	3	0	0	13	3.31
5	10	3	0	0	0	13	3.77
6	8	4	1	0	0	13	3.54
7	6	6	1	0	0	13	3.38
8	6	4	3	0	0	13	3.23
9	3	7	3	0	0	13	3.00

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VOCABULARY (12A)

CARMONA/SANIDAD

SAT 2:30-3:30 PM

	E	G	A	P	NA	N	AVE
1	7	3	7	0	0	9	3.00
2	0	3	4	2	0	9	2.11
3	1	2	3	2	0	8	2.25
4	1	6	1	0	0	9	2.89
5	1	2	2	7	1	9	2.13
6	0	1	1	0	6	8	2.50
7	1	1	4	2	0	8	2.13
8	0	1		1	0	4	2.00
9	1	4	1	0	0	9	3.11

READING (12B)

LILLY SOUL

SAT 2:30-3:30 PM

	E	G	A	P	NA	N	AVE
1	12	4	2	0	0	18	3.56
2	6	9	3	0	0	18	3.17
3	7	9	2	0	0	18	3.28
4	12	5	1	0	0	18	3.61
5	8	8	1	1	0	18	3.28
6	6	9	2	0	0	17	3.24
7	5	8	4	1	0	18	2.94
8	5	9	4	0	0	18	3.06
9	9	7	1	1	0	18	3.33

COMPUTERS (1210)

FRANK TORRES

SAT 2:30-3:30 PM

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	E	G	A	P	NA	N	AVE
1	2	3	0	0	0	5	3.40
2	4	1	0	0	0	5	3.80
3	4	1	0	0	0	5	3.80
4	4	1	0	0	0	5	3.80
5	3	2	0	0	0	5	3.60
6	0	0	0	1	2	3	1.00
7	2	3	0	0	0	5	3.40
8	2	3	0	0	0	5	3.40
9	1	3	0	0	0	4	3.25

TUTORING (13A)

PAT BRAMLETT

SAT 3:30-4:30 PM

	E	G	A	P	NA	N	AVE
1	3	3	0	0	0	6	3.50
2	2	2	2	0	0	6	3.00
3	2	3	1	0	0	6	3.17
4	2	3	1	0	0	6	3.00
5	2	3	1	0	0	6	3.17
6	2	2	1	1	0	6	2.83
7	2	2	2	0	0	6	3.00
8	2	3	1	0	0	6	3.17
9	4	1	1	0	0	6	3.50

EVALUATION (13B)

INDEPENDENT

SAT 3:30-4:30 PM

	E	G	A	P	NA	N	AVE
1	2	4	1	1	0	8	2.88
2	1	4	2	1	0	8	2.63
3	1	5	1	1	0	8	2.75
4	3	4	1	0	0	8	3.25
5	2	4	2	0	0	8	3.00
6	1	2	0	0	5	8	3.33
7	0	5	3	0	0	8	2.63
8	1	5	0	2	0	8	2.63
9	0	5	2	0	0	7	2.71

LEARNING CENTERS (13C)

MATLOCK / SHELDON

SAT 3:30-4:30 PM

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	E	G	A	P	NA	N	AVE
1	6	1	0	0	0	7	3.86
2	6	1	0	0	0	7	3.86
3	6	1	0	0	0	7	3.86
4	6	1	0	0	0	7	3.86
5	7	0	0	0	0	7	4.00
6	7	0	0	0	0	7	4.00
7	6	1	0	0	0	7	3.86
8	4	2	1	0	0	7	3.43
9	4	2	1	0	0	7	3.43

LEARNING STYLES (13D)

EDDY / DURON

SAT 3:30-4:30 PM

	E	G	A	P	NA	N	AVE
1	5	3	1	4	0	13	2.69
2	10	0	3	0	0	13	3.54
3	6	5	1	0	0	13	3.31
4	10	1	1	1	0	13	3.54
5	7	4	1	1	0	13	3.31
6	10	1	1	1	0	13	3.54
7	5	6	1	0	0	13	3.33
8	6	3	2	1	0	13	3.17
9	7	2	2	1	0	13	3.25

CONFUTERS (13E)

BRODEUR

SAT 3:30-4:30 PM

	E	G	A	P	NA	N	AVE
1	11	3	0	0	0	14	3.79
2	10	2	2	0	0	14	3.57
3	12	1	1	0	0	14	3.79
4	11	3	0	0	0	14	3.79
5	12	2	0	0	0	14	3.86
6	3	7	2	1	1	14	2.92
7	6	7	1	0	0	14	3.36
8	8	4	2	0	0	14	3.43
9	5	4	3	0	0	12	3.17

WCRLA SCHOLARSHIPS (14A)

LOUISE PENABUT

SUN 9-10 AM

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	E	G	H	F	NG	N	AVE
1	8	1	1	0	0	10	3.70
2	5	3	1	0	0	9	3.44
3	1	6	2	0	0	9	2.89
4	9	1	0	0	0	10	3.90
5	5	4	1	0	0	10	3.40
6	0	0	0	0	6	6	0.00
7	2	5	2	0	0	9	3.00
8	0	8	1	0	0	9	2.89
9	4	4	2	0	0	10	3.20

STAFF TRAINING (14C)

PATTI GLENIN

SUN 9-10 AM

	E	G	A	F	NG	N	AVE
1	1	4	1	0	0	6	3.33
2	5	4	0	0	0	9	3.56
3	6	1	1	0	0	8	3.56
4	7	2	0	0	0	9	3.78
5	7	2	0	0	0	9	3.78
6	7	2	0	0	0	9	3.78
7	5	4	0	0	0	9	3.56
8	4	4	1	0	0	9	3.33
9	4	5	0	0	0	9	3.44

EXAM AVAILABLE (14D)

LONDON

SUN 9-10 AM

	E	G	A	F	NG	N	AVE
1	19	1	0	0	0	21	3.90
2	19	1	1	0	0	21	3.86
3	18	3	0	0	0	21	3.86
4	18	2	1	0	0	21	3.81
5	19	0	1	0	0	20	3.90
6	16	5	0	0	0	21	3.76
7	15	5	1	0	0	21	3.67
8	6	11	1	0	0	18	3.28
9	5	12	1	0	0	18	3.22

STUDY SKILLS (11)

FRANK CHPISI

THURS 7-17 AM

	E	G	A	P	NA	N	AVE
1	23	1	0	0	0	24	3.96
2	21	3	0	0	0	24	3.88
3	21	3	0	0	0	24	3.88
4	24	0	0	0	0	24	4.00
5	23	1	0	0	0	24	3.96
6	24	0	0	0	0	24	4.00
7	18	6	0	0	0	24	3.75
8	19	5	0	0	0	24	3.79
9	4	4	6	10	0	24	2.08

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READING (12)

BURRILL/RITCHEY/HEIM

THURS 9-12 AM

	E	G	A	P	NA	N	AVE
1	3	5	1	0	0	14	3.50
2	4	5	0	0	0	14	3.64
3	7	7	0	0	0	14	3.50
4	11	1	0	0	0	14	3.93
5	7	4	1	0	0	14	3.57
6	8	5	1	0	0	14	3.50
7	6	6	2	0	0	14	3.29
8	8	5	1	0	0	14	3.50
9	6	4	2	1	0	14	3.07

POLITICS IN READING AND LEARNING (14)

CARTER-WELLS, ET. AL.

THURS 9-12 AM

	E	G	A	P	NA	N	AVE
1	8	3	2	0	0	13	3.46
2	8	2	3	0	0	13	3.38
3	5	7	1	0	0	13	3.31
4	7	5	0	0	0	12	3.58
5	7	4	2	0	0	13	3.38
6	6	6	0	0	0	12	3.50
7	7	4	1	0	0	12	3.50
8	6	3	3	0	0	12	3.25
9	5	5	1	2	0	13	3.00

TOTAL TRAINING (15)

HAMILTON, E.L. AL.

THUR 9-12 AM

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	E	C	A	F	NA	N	AVE
1	24	1	0	0	0	25	3.96
2	21	3	0	0	0	25	3.88
3	20	5	0	0	0	25	3.80
4	24	1	0	0	0	25	3.96
5	19	6	0	0	0	25	3.76
6	22	3	0	0	0	25	3.88
7	18	6	3	0	0	25	3.52
8	20	4	1	0	0	25	3.76
9	7	11	4	0	0	22	3.14

CH1 TUTORIALS (16)

CAVERLY/TESSMER

FRI 9-12 AM

	E	C	A	F	NA	N	AVE
1	7	4	1	0	0	12	3.50
2	10	2	0	0	0	12	3.83
3	11	1	0	0	0	12	3.92
4	12	0	0	0	0	12	4.00
5	8	4	0	0	0	12	3.67
6	10	1	0	0	0	11	3.91
7	8	4	0	0	0	12	3.67
8	8	3	1	0	0	12	3.50
9	3	8	0	0	0	11	3.27

ASSESSING INSTRUCTIONAL STYLE (10)

HUNTER BOYLAND

SAT 9-12 AM

	E	C	A	F	NA	N	AVE
1	16	1	0	0	0	17	3.94
2	17	0	0	0	0	17	4.00
3	17	0	0	0	0	17	4.00
4	17	0	0	0	0	17	4.00
5	17	0	0	0	0	17	4.00
6	16	1	0	0	0	17	3.94
7	17	0	0	0	0	17	4.00
8	17	0	0	0	0	17	4.00
9	11	3	1	3	0	18	3.22

ADULT LEARNING (19)

MULLEN/MULLEN/ILPATRICK/URLAND

SAT 1:30-2:30 PM

	E	G	A	P	NH	N	AVE
1	12	3	0	0	0	15	3.80
2	12	3	1	0	0	16	3.69
3	13	6	0	0	0	19	3.68
4	12	4	0	0	0	16	3.75
5	13	3	0	0	0	16	3.81
6	12	3	1	0	0	16	3.69
7	14	1	1	0	0	16	3.81
8	10	4	2	0	0	16	3.50
9	7	8	0	0	0	15	3.47

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SUMMER SCIENCE PROGRAM (110)

BUSWORTH

SAT 1:30-2:30 PM

	E	G	A	P	NH	N	AVE
1	6	1	0	0	0	7	3.86
2	7	0	0	0	0	7	4.00
3	6	1	0	0	0	7	3.86
4	7	0	0	0	0	7	4.00
5	5	1	1	0	0	7	3.57
6	7	0	0	0	0	7	4.00
7	5	1	0	0	0	7	3.71
8	7	0	0	0	0	7	4.00
9	4	1	0	0	0	7	3.29

COORDINATOR OF CHAIRPERSONS REPORT

Annotated Step-by-Step Procedures

1987

JoAnn Carter-Wells
California State University, Fullerton

This report outlines procedures and processes that I followed as Coordinator of Chairpersons for the 1987 conference in Albuquerque, New Mexico. Previous reports provided the outline although I have added a few areas as a result of my experience at the conference. The role of coordinator of chairpersons is extremely important to the smooth functioning of a conference. I am grateful for the opportunity to have helped WCRLA this year.

A. OBTAINING NAMES

1. Prepared a Job Announcement that appeared in the fall and winter issues of the newsletter. This form was helpful in obtaining names but I would revise it to include preferred days and times that people would be available to chair.

2. Worked closely with the president-elect who referred some people to me and also received lists of previous chairpersons which were in the coordinator handbook.

3. Personally invited people who I knew would be attending the conference as a presenter and who might find some time to chair as well.

4. Kept a list of those people who indicated they would be willing to chair more than one session to use as back-ups.

5. Asked people at the conference and especially at the two orientation sessions if they might be willing to chair in an emergency.

B. MATCHING NAMES

I was impressed with the number of forms that I received from people all around the U.S. as well as with the willingness of many members who contacted me at the conference as to their availability if needed at the last minute!

1. Assigned chairpersons once I received a rough preliminary copy of the program; some changes were made later on as the program was revised.

2. Made assignments based on interest if I knew individuals.

3. Was careful not to assign people to chair sessions when they may have other commitments: meetings, institutes, presentations, etc.; since people did not have the total program and many were not aware that there were sessions on Saturday afternoon and Sunday morning, many changes were made after initial assignments were given; a summary of last-minute changes in assignments was included in the conference program at the registration table since the changes had to be made after the program was printed.

RECEIVED JUL 18 1987

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4. Tried to take into account the chairperson's background and interest and consulted with the president-elect in many cases; also, assignments were not made for institutes unless individual institute leaders made such requests or an individual attending the institute was willing to chair.

C. NOTIFYING CHAIRPERSONS

1. Notified chairpersons of their assignments and requested them to notify me if they could not accept the assignment. I did not include the guidelines because I wanted them to attend the orientation sessions that were discussed in my letter to them as I had prepared individual packets for each session and chairperson.

2. Presenters were notified as to their specific chairperson and were requested to complete the new 1 page vita form which I revised from previous formats and send back to me in the self-addressed stamped enveloped that I included in the letter to them. With this process I received a 98% return rate on presenter forms. Previous conference reports had repeatedly noted the large number of presenters who had failed to provide the background information or contact their chairperson.

D. FOLLOW-UP THROUGH THE CONFERENCE

1. Developed an alphabetical master list of chairpersons and the sessions they were chairing and a list of each session and the chairperson assignment.

2. Wrote a list of "Reminders to Chairpersons" and put one in each person's registration packet prior to the beginning of the conference. Essentially, the reminder was to attend the orientation session, to check the program changes in their packet, and/or to contact me if there were any problems.

3. Revised the guidelines.

4. Developed a list of alternate chairpersons.

5. Put notes in presenter packets of those who had not returned the background information form to me even after 2 separate mailings.

6. Revised the Chairperson Evaluation Form and put in individual packets made for each chairperson that also included 30 new evaluation forms and the presenter information sheet.

7. Planned and conducted two orientation sessions which were attended by all but 5 of the chairpersons. I invited Carol Clymer Walvekar to speak at these sessions about the new NCR evaluation forms. This form has two parts, one to be given immediately to the presenter and the other in the evaluation box at the registration area to be tabulated and given to the board.

8. Set up a box at the registration area throughout the conference for evaluation forms - conference, chairperson and individual session forms.

9. Following the conference, individual thank you letters are being prepared to be sent to chairpersons.

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10. A list of chairpersons who indicated willingness to chair at the 1988 conference in Sacramento will be developed and included in the handbook for the next chairperson coordinator.

SUMMARY OF RECOMMENDATIONS

1. Chairperson Solicitation Form - put in newsletter as early as possible; include preferred days and times to chair; also recommend that proposal submission form include space for an optional suggested chairperson to help increase the pool of chairpersons.
2. Chairperson Assignments - work closely with president-elect for assignments, room locations, so that there do not have to be very many revisions for individuals which creates confusion.
3. Presenter Information Form - revised 1 page format worked very well with self-addressed return envelope.
4. Evaluation Form - new NCR format worked very well; suggest that chairpersons be advised to put session number on the forms before they distribute them to help save time at the end of the session; also allow 10 minutes at the end of the session for questions/discussion and completion of forms.
5. Sessions - possible cap on the number in a room or close the doors after a few minutes so that people don't move in and out creating disturbances; advertise late Saturday and Sunday sessions so that people will stay to attend them.
6. Presenters - provide information on expected procedures - number of handouts, who to call for questions, etc.; my office received numerous phone calls and questions which weren't typically related to the coordinator of chairpersons role.

SUMMARY OF CHAIRPERSONS EVALUATION REPORT

WCRLA 1987 CONFERENCE

Jo Ann Carter-Wells

N-55 who returned forms although all did not respond to every item.

Number in attendance:

3-10	16 sessions	31-40	3 sessions
11-20	15 sessions	41+	3 sessions
21-30	14 sessions		

1. Session Evaluation

Did you have presenter vita/information form? yes - 50 no-5
Did session run smoothly? yes - 48 no-7
If not, what were the problems? - small size of room and not enough chairs; noise problem with competing rooms; people moving in and out of sessions creating a disturbance; rooms were too warm; and scheduled too late on Saturday.

2. Chairperson's Orientation Session

Did you attend the orientation session? yes - 50 no - 5
Was the orientation session helpful? yes - 50 no - 5
Did you have a good understanding of what was expected of you as a chairperson? yes - 50 no - 0
Comments: Sessions were scheduled in conflict with state directors breakfast and new members orientation.

3. Additional comments

Chairperson packets were extremely helpful.
Provision for making additional handouts was great.
Because of organization - chairing was made much easier!
New evaluation forms are distinct improvement over past practice.
New forms are excellent. I hope you continue it!



**GUIDELINES FOR CHAIRPERSON
1987 WCRLA CONFERENCE**

Thank you for agreeing to serve as a Chairperson at the WCRLA Conference. Your role is very important to the success of the conference since you will be setting the tone for the sessions. In essence, you will be acting as host or hostess introducing and assisting the presenter. You will also monitor the time to allow for a discussion period and to see that the sessions end on time. To help you perform your duties, the following suggestions are given:

1. Attend the chairpersons' orientation at the conference Thursday, April 9, 12:15-1 PM, or Friday, April 10, 8-8:45 AM.
2. Get acquainted as early as possible with your presenter(s). Obtain a vita sheet for each presenter at the orientation session. Read over the vita sheet prior to the presentation.
3. Arrive at your presentation room at least 10 minutes before the presentation is scheduled to begin to make sure that the room is ready.
4. Make any necessary last-minute arrangements with presenter(s) for assistance needed in addition to making introductions, i.e., passing out papers, assisting with AV equipment, signaling time for discussion.
5. Distribute session evaluation slips at the beginning of the session. These forms will be available at the chairpersons' orientation meeting. They are new session evaluation forms in the NCR format.
6. Call the meeting to order on time. The sessions are scheduled for 50 minutes in length which includes a 10 minute discussion/evaluation period. This allows for a 10 minute break between sessions.
7. Introduce your presenter(s) appropriately, showing a professional interest in the presenter(s) and the topics(s).
8. Ask the audience to return evaluations to you before they leave the meeting. Hand over the originals to the presenter(s). Put the copies in the box provided at the conference registration/administration table following the presentation.
9. See that the meeting ends on time. Notify the presenter when 10-15 minutes remains for a discussion period. Signal when it's time to conclude the session.
10. Return the chairperson's summary evaluation form (along with copies of presenter(s) evaluations) to the conference registration/administration table following the presentation.



CHAIRPERSON'S EVALUATION FORM

1987 WCRLA CONFERENCE

Thank you for your assistance as a session chairperson. Will you please help us by responding briefly to the questions below:

Chairperson's Name: _____

Session Title: _____

Presenter(s)' Name(s) _____

Number in Attendance _____

1. Session Evaluation

a. Did you have presenter vita/information form? yes ____ no ____

b. Did session run smoothly? yes ____ no ____

If not, what were the problems? (AV, room size, number of handouts, length of session, etc.) _____

c. Did the audience understand how to use the new evaluation forms? yes ____ no ____

Comments: _____

2. Chairperson's Orientation Session

a. Did you attend the orientation session? yes ____ no ____

b. Was the orientation session helpful? yes ____ no ____

c. Did you have a good understanding of what was expected of you as a chairperson? yes ____ no ____

Comments: _____

3. Future Conferences

Would you be willing to chair a session next year in Sacramento?

If so, list your name and address:

Name: _____

Address: _____

Phone: Work # () _____ Home # () _____

4. Letter of Appreciation

If you want an official letter of appreciation sent to your supervisor, complete the following:

Name & Title of Supervisor: _____

Address: _____

5. Please add any additional comments or suggestions that you feel would be helpful to the chairperson coordinator. _____



APRIL 7, 1987

!!!!!! C H A I R P E R S O N U P D A T E!!!!!!

Due to conflicts in scheduling, travel plans, and other commitments, the following changes have been made in chairperson assignments since the program was printed. HAVE A WONDERFUL SESSION! *John Carter-Lewis*

<u>Section No.</u>	<u>Title</u>	<u>Time</u>	<u>Location</u>	<u>Chairperson</u>
4b	Basic Skills for Industry: Possibilities and Pitfalls	4/10 11:00	Salon B	Kathy Engstrom Fullerton College
5b	Reassessing a Community College Writing Program	4/10 3:00	Salon B	Monica M. Grech, Ph.D. University of Reno, Nevada
7b	Designing a Reading Course for Industrial Workers	4/10 5:00	Salon B	Uelaine Lengefeld Cal-Poly, Pomona
7c	Using Art from the Past to Teach Problem Solving	4/10 5:00	Salon G	Rhoda Lintz Casey, Ed.D. Compton College
8b	A Causal Model of Reading Achievement and Writing	4/11 9:00	Salon B	Dr. Dolores A. Austin UC, Santa Barbara
8d	Publishing in the <u>Journal</u> of College Reading & Learning	4/11 9:00	Salon H	Delryn Fleming Brookhaven College
10b	Adjunct Workshop Programs for Critical Courses	4/11 11:00	Salon B	Susan Britton Cypress College
11a	Computerized Tutoring Record- keeping	4/11 1:30	Carlsbad	Barbara A. King University of Nevada, Reno (institution added)
12a	Vocabulary Errors of Under- prepared College Students	4/11 3:30	Salon A	Pat Jonason North Harris County Comm. College
12d	Log on to the Future: Improve Your Writing & Reading with the MacIntosh Computer	4/11 2:30	Carlsbad	Maxine Mc Donald Calif. State Univ., Fresno





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WCRLA CONFERENCE - 1987



R E M I N D E R S F O R C H A I R P E R S O N S



1. CHECK THE PROGRAM FOR ANY LAST MINUTE SCHEDULING CHANGES FOR THE SECTION YOU WILL BE CHAIRING.
2. ATTEND ONE OF THE CHAIRPERSON ORIENTATION SESSION SCHEDULED FOR THURSDAY, APRIL 9, 12:15-1 P.M., SALON H OR FRIDAY, APRIL 10, 8-8:45 A.M., SALON H.
3. IF YOU ARE UNABLE TO ATTEND EITHER ORIENTATION SESSION, PLEASE CONTACT ME AT THE REGISTRATION AREA.
4. IF YOU WOULD BE WILLING TO SERVE AS A BACK-UP CHAIRPERSON FOR LAST MINUTE CANCELLATIONS (OR SESSIONS LATE SATURDAY AND EARLY SUNDAY), PLEASE CHECK WITH ME PERSONALLY OR LEAVE A MESSAGE FOR ME AT THE REGISTRATION AREA.
5. FEEL FREE TO CONTACT ME AT THE REGISTRATION AREA AT ANY TIME IF YOU NEED ASSISTANCE.

HAVE A WONDERFUL CONFERENCE AND A GOOD SESSION AS CHAIRPERSON!!

THANK YOU FOR YOUR HELP IN MAKING THE CONFERENCE A SUCCESS!!!!

Joann Carter - here



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READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

1987 WCRLA CONFERENCE

ALBUQUERQUE, NEW MEXICO

PRESENTER INFORMATION SHEET

SESSION TITLE:

DAY/TIME:

NAME AND POSITION:

INSTITUTION:

TWO OR THREE MAJOR ACCOMPLISHMENTS:

REASONS FOR YOUR INTEREST IN THE SUBJECT ON WHICH YOU WILL SPEAK:

FORWARD IN ENCLOSED ENVELOPE BY TUESDAY, MARCH 24 TO:

DR. JOANN CARTER-WELLS
COORDINATOR OF CHAIRPERSONS
READING DEPARTMENT - EC 544
CALIFORNIA STATE UNIVERSITY, FULLERTON
FULLERTON, CA 92634



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READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

April 7, 1987

Dear Presenter,

As of this date, we have not received a Presenter's Information Form from you so that your chairperson may make a proper introduction for you. Could you please complete the attached form and give it to your chairperson at the beginning of your session?

I have informed your chairperson that you will be bringing this information to your session. If you have any questions, please contact me at the Marriott or leave a message at the registration area.

Thank you for your cooperation in ensuring that your session will be as professional as possible.

Sincerely,

A handwritten signature in cursive script that reads 'JoAnn'.

JoAnn Carter-Wells, Ph.D.
Coordinator of Chairpersons

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Western College Reading and Learning Association
Section Meeting/Institute Evaluation

Speaker(s) _____ Date: _____

he following items with (E) excellent, (G) good, (A) average, or (P) poor. Use (N) if not applicable.

of title and description of session in conference program or	E	G	A	P	N	or
f presentation	E	G	A	P	N	
oral presentation.	E	G	A	P	N	
e of presenter about topic	E	G	A	P	N	rer
ion of presenter.	E	G	A	P	N	nt
handouts.	E	G	A	P	N	
use of delivery methods.	E	G	A	P	N	
ue of presentation to me.	E	G	A	P	N	
ommodation.	E	G	A	P	N	

PLEASE RETURN THIS FORM TO THE SESSION CHAIRPERSON.

3. Campus tours and assembly pre-conference activities.

Hospitality Suite

1. Hospitality suite is only open during evening hours.
2. Only wine and beer are served in suite.

provided by wine & alcoholic beverages

Scheduling

Traditionally, Conference events are schedule as follows:

Wednesday - registration (pm)
hospitality suite (pm)

Thursday - registration (all day)
State Directors Workshop and luncheon (am)
institutes (am)
campus tours (am)
Editorial Board luncheon
1st general session (am)
State/Regional meetings (pm)

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On-Site Managers' Budget Proposal

Conference Promotion

Telephone \$250.00

Pre-Conference Supplies and Services

Student Assistants 400.00
 Registration Packets 600.00

Conference

Publisher's Breakfast 1,000.00
 Photographer 250.00
 Banquet Entertainment 600.00
 Decorations (including Brunch \$50) 300.00
 Hospitality Food 150.00
 Liquor 500.00
 A-V 400.00 + 700.00
 A-V Student Assistant 120.00
 Xerox Rental 300.00 - 100.00
 Supplies 250.00
 Registration Student Assistant 150.00
 Editorial Luncheon 150.00
 State Directors Dinner 500.00
 Coffee Breaks 350.00 - Thursday
 Friday

Conference Related Costs

Hotel Rooms for Site Managers W-S 550.00
 Parking for Committee Chairs W-S 250.00
 Committee Luncheon 100.00

TOTAL

\$6,720.00

350.00

700.00

7770.00

- 250.00

7520.00

+ 100.00

7620.00

- 200.00 (less Xerox)

7420.00

Entertainment for
 wine & cheese

150

7570

600 seats

8170

Program Chair's Budget Proposal

Conference Promotion

Printing 2nd call for proposals	\$120.00	<i>Advance</i>
Printing 3rd call to conference	300.00	
Printing 4th call to conference (conference brochure)	300.00	
* Telephone	150.00	
* Postage	200.00	
Advertising	500.00	

Pre-conference Supplies and Services

* Supplies	200.00
* Student Assistant	200.00

Conference

Honoraria	2,000.00
Speaker Travel/Hotel/Food	750.00
Printing Programs	2,000.00
Institutes	500.00
Evaluation	100.00

Conference Related Travel

Travel	500.00
Hotel/Food	200.00

Post Conference

Postage	100.00
---------	--------

TOTAL \$8,120.00

- 120 advance
8000

** UNM may pick up these costs*

Conference Publicity/Registration
Timeline of Events

July 1987	3rd call to Conference prepared for Newsletter
September 1987	Proposals due
October 1987	Proposals screened Presenters notified 4th call to Conference prepared for Newsletter and <u>Separate mailing to non-members</u>
November 1987	Conference program drafted Registration form prepared
December 1987	
January 1988	Pre-registration begins - registration forms and hotel cards distributed to WCRLA members via Newsletter. Separate mailing for non-members.
February 1988	Conference program printed
March 24-27	Conference

*3rd calls sent to
non-members via
newsletter*

I D E A S

WCRLA

STATE CHAPTER PROCESS

1. Need to have a founding meeting to start the process. This could occur at a state conference.
2. Officers must be elected at the founding meeting.
3. Name, purpose and bylaws must be established.
(Bylaws must be established before the group can file with the state or the IRS.)
4. Develop a 3-year budget; detail activities. (This will be checked to see if any activities include lobbying. If so, it must be kept to less than 20%; more than that, the group will not be considered non-profit; will be termed a political action group.)
5. Need to get incorporated as a non-profit organization. A non-profit status form must be filed with the "feds". Forms are available from local tax offices. (See sample.)
6. File for a tax identification number.
7. Other items that need to be determined:
 - A. Specify what will happen if the organization dissolves.
 - B. There must be a clause that officers and directors won't receive compensation.
 - C. Need to decide the level of involvement of the national group. Will the state group have its own board and make its own decision? Or, will national have to act on everything?
 - D. Who will be the dues collector? The state or national? Add an amount to national membership with a certain portion returned to the state? Bill twice? Once by national and separately by the state. Will national want part of state dues?
(This must be in the bylaws.)

SOURCES: Evelyn Murphy, Oregon ACLD
Kay Kaplan, Oregon Orton Dyslexia Society
Branch Development Person at the National Office of the Orton Dyslexia Society (they are sending their guidelines)
* Everyone said that it is a slow process.

Submit the Original
And One True Copy
(831.115) \$10.00

STATE OF OREGON
CORPORATION DIVISION
158 12th Street NE
Salem, OR 97310

Registry Number:

ARTICLES OF INCORPORATION
NONPROFIT CORPORATION

(Office Use Only)

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK

Article 1: Name of the corporation: _____

Article 2: Name of the initial registered agent: _____

Address of initial registered office (Must be a **street** address in Oregon that is identical to the registered agent's business office):

			OREGON
Street and Number	City		Zip Code

Article 3: Address the Division may use for mailing notices: _____
(C/O:) _____
(Attn:) _____

Street & Number or PO Box	City	State	Zip Code
---------------------------	------	-------	----------

Article 4: Purpose(s) for which the corporation is organized:

Article 5: The number of initial directors is _____. The names and addresses of the initial board of directors are as follows:

_____	_____
_____	_____

Article 6: Indicate how subsequent directors will be appointed or elected and their term of office.

Article 7: Optional provisions, including any provision for the distribution of assets on dissolution or final liquidation. (Attach a separate sheet if necessary.)

Article 8: Name and address of the incorporator:

Execution: _____
Signature Printed Name Title

Person to contact about this filing: _____
Name Daytime Phone Number

Submit the original and the true copy to the Corporation Division, 158 12th Street NE, Salem, OR 97310, with the filing fee of \$10.00. PLEASE DO NOT SEND CASH. If you have questions, call (503) 378-4166.

WCRLA Special Interest Groups: Contacts 1987-88

COORDINATOR OF SPECIAL INTEREST GROUPS

Tom Gier
The Learning Center
Anchorage Community College
2533 Providence Avenue
Anchorage, Alaska 99508-4670

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SPECIAL INTEREST GROUP LEADERS

ADVANCED READING

Carol Dodd
Richmond Technical College
P.O. Box 1189
Hamlett, N.C. 28345

COGNITIVE PSYCHOLOGY

Pat Mulcahy
Center for Research
in Human Learning
Elliott 318
University of Minnesota
Minneapolis, MN 55455

COMPUTER TECHNOLOGY

Bill Broderick
32405 Windsong Rd
Wildomar, CA 92395

CRITICAL THINKING
AND PROBLEM SOLVING

Jerry Fishman
English Department
Sacramento City College
3835 Freeport Boulevard
Sacramento, CA 95822

ENGLISH AS A SECOND LANGUAGE

Roberta Delaney
The Reading Workshop
525 West Sildon
Phoenix, AZ 85021

HISPANIC ASSISTANCE

Manuel Olgin
Learning Assistance Center
California State University, Fresno
Fresno, CA 93740

LEARNING ASSISTANCE CENTER MANAGEMENT

Deborah Weaver
North Lake College
5001 N. MacArthur Blvd
Irving, Texas 75038

LEARNING DISABLED STUDENT

Mary Lee Taylor
Amarillo College
Box 447
Amarillo, Texas 79178

PEER TUTORING

Tom Gier
The Learning Center
Anchorage Community College
2533 Providence Avenue
Anchorage, Alaska 99508-4670

ORGANIZATIONAL DEVELOPMENT

Larry Bridges
University of Oregon
267 Emerald Hall
Eugene, OR 97403

RESEARCH AND EVALUATION

Carol Walvekar
Special Services Coordinator
El Paso Community College
P.O. Box 20500
El Paso, Texas 79998

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Anchorage Community College *A Unit of the University of Alaska System*

27 May 1987

Dear S.I.G. Leaders:

I hope that you had a safe and happy Memorial Day weekend. Since I know how hectic things are at this time of the year I'll keep this letter brief. Enclosed you will find the following forms: "WCRLA Special Interest Group Guidelines;" "WCRLA Funding Request;" and "Duties of the SIG Leader." Please be aware of the following 3 SIG deadlines.

- 1) If you have not already done so, please complete the enclosed SIG Guidelines for 1987-88 and return it to me by June 15th. I will sign it, send a copy back to you, and forward one to Becky Johnen, Executive Board Secretary.
- 2) A request of WCRLA funding. If you are requesting funds this needs to be filled out and submitted to Gwyn Enright by June 30th.
- 3) Start planning now for the Fall WCRLA Newsletter issue, the deadline is July 31st.

Well, that is about it for now. Before I close, I do want to thank all those who have already sent me copies of their "WCRLA Special Interest Group Guidelines" and other information. I, also, really appreciate receiving copies of your newsletters and other correspondence; you are doing a *fantastic* job.

If I can be of further assistance don't hesitate to write or call me.

Sincerely,



Tom Gier
The Learning Center
Anchorage Community College
2533 Providnece Ave.
Anchorage, AK 99508-4670
office (907) 786-1926
home (907) 349-7128


Enclosures

cc: Gwyn Enright ✓
Becky Johnen

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2533 Providence Avenue • Anchorage, Alaska 99508-4670 • Telephone 907, 786-1200

Gwyn -
I am still getting
comments from my SIG members
about what a great conference the
albuquerque west conference was;
once again "congrats" I hope you
have a pleasant & enjoyable
summer.



WCRLA SPECIAL INTEREST GROUP GUIDELINES
1987-1988

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DIRECTIONS: Please complete this form and return to Tom Gier, SIG Coordinator, The Learning Center, Anchorage Community College, 2533 Providence Avenue, Anchorage, Alaska 99508-4670. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

DEADLINE: JUNE 15, 1987

Special Interest Group Name: _____

1987-88 SIG LEADER: _____

NAME

ADDRESS

() _____
Work Phone

() _____
Home Phone

Special Interest Group Purpose:

Goals for 1987-88:

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-over-

Proposed Activities for 1987-88:

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Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ _____

Please attach a membership list.

SIG Leader

Date

SIG Coordinator

Date

Duties of the SIG Leader
April-July

1. If possible, submit a brief article concerning your SIG to the Summer issue of the WCRLA Newsletter, deadline May 1st.
2. Complete the "WCRLA Special Interest Group Guidelines." Send a copy of this to the SIG Coordinator by June 15th. The SIG Coordinator will sign it, return a copy to you, and forward a copy to the Executive Board Secretary of WCRLA.
3. If you are requesting funds for your SIG, then fill out and submit a "WCRLA Funding Request" to the WCRLA President by June 30th.
4. Write to the new President-Elect to relate your SIG's plans for next year's conference. Include desired meeting places and times, special equipment needs, sectional or institute plans, extra activities, etc.

5. If possible, submit a brief article concerning your SIG to the Fall issue of the WCRLA Newsletter, deadline July 31st.

August-December

1. Write to all members in your SIG. Include a membership list and some item of interest to your members. Encourage an exchange of expertise.
2. Write to the President-Elect to confirm conference plans.

3. If possible, submit a brief article concerning your SIG to the Winter issue of the WCRLA Newsletter, deadline Oct 1st.

January-March

1. If possible, submit a brief article concerning your SIG to the Spring issue of the WCRLA Newsletter, deadline Jan 5th.
2. Make final arrangements for the conference.

3. Write to all SIG members to tell them the finalized conference arrangements, appropriate materials you would like them to bring, sectionals and institutes which are of mutual interest.

4. If you cannot attend the conference and/or continue as SIG Leader, contact another SIG member who will attend the conference. Explain in detail to this person what the SIG leader will have to do at the conference and then have this person take over the Leader's conference responsibilities. Please immediately notify the SIG Coordinator and the President-Elect of this change.

Conference

Attend all your SIG's meetings to facilitate the discussion. Have an appropriate agenda including an activity, which will benefit all members, and revised goals.

FINAL COMMENTS

1. These tasks are the minimum responsibilities which a SIG leader performs when he or she accepts the position. Leaders are encouraged to arrange for speakers or hold information booths, contribute to the WCRLA Newsletter, encourage quarterly SIG newsletters, publish articles, hold mini-conferences, exchange expertise with other professional organizations, and/or perform any other appropriate functions to serve the SIG's.
2. If at any time during the year you are unable to continue as SIG leader please:
a) find a replacement; and b) notify the SIG Coordinator.
3. Please send a copy of all SIG correspondence to the SIG Coordinator

W.C.R.L.A.
COMPUTER TECHNOLOGY
NEWSLETTER

VOLUME 2 NUMBER 1

JUNE 1987

Bill Broderick, editor

Dear SIG member,

As you may know, I have taken over the WCRLA Computer SIG from David Caverly, who is going to devote more of his time to writing and developing software. Dave has done a lot in his two years as SIG Director, but I have spoken with him and we both feel there is still much to accomplish as we share information about hardware, software, the latest technology, exemplary programs, etc.

To that end, I would like to share with you some of the things we are already working on, and then I want to ask you to share with me what you feel the SIG *should be* working on.

I. SOFTWARE EVALUATIONS

A recurring concern of SIG members who were in Albuquerque centered around software - who is using what, why they are using it, how well it is working, what the target population is, and so on. One of our goals this year is to collect software reviews from SIG members, with the following SIG members serving as "editors" of software program evaluations:

Gary Brown will edit reviews for word processing and writing;
Dave Caverly is doing the same for reading and study skills;
Dennis Gabriel will serve as editor for public domain software.
At present, we need someone to work as editor of math software. If you are interested in having math software program evaluations sent to you for editing and review dissemination, please let me know.

What we intend to do is serve as a clearing house for post-secondary basic skills software. I will be asking members to evaluate software they are currently using, and forward their reviews of that software to the appropriate editor, who will then share results and recommendations with the entire SIG. I will send you a SOFTWARE EVALUATION FORM with the next newsletter.

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II. ELECTRONIC BULLETIN BOARD

Another area we are working on involves electronic bulletin boards. Lucy MacDonald is researching "bulletin board" technology so that those of us with modems can communicate electronically. If you have recommendations on what we should be using or on what we should stay away from, please write to her at:

Dr. Lucy MacDonald
Chemeketa CC
P O Box 14007
Salem Oregon 97309

III. SHARING EXPERTISE

In Albuquerque, I was impressed with how many of the SIG members were knowledgeable about various aspects of computers and their use in basic skills. This year, we intend to take advantage of your expertise. We want to set up a resource network whereby various SIG members who consider themselves experts or very knowledgeable in a particular area will be "on-call," so to speak, to answer questions other SIG members might have, to offer advice, and to try to solve technical problems that come up.

To determine who has expertise in which areas, I have included with this newsletter a survey form which I hope you will take the time to fill out. This survey is important for two other reasons:

1. It will tell us what you are interested in knowing more about regarding computers and basic skills. This information will help us plan newsletters for the rest of the year and activities at the next WCRLA Conference in Sacramento.

2. It will give us current information and addresses for the members of the SIG. I have a list of 125 members, but I suspect some are inactive or have moved on. We need to keep an accurate list of who is still interested in the SIG.

I hope to share the results of this survey with you in the third newsletter. We should also have our resource network in place by then, as well.

COMING UP NEXT...

The next newsletter will focus on software evaluation, including software evaluation networks which already exist and how we can access those evaluations, how we can evaluate courseware ourselves and the best way to share those evaluations. I will also talk about membership dues.

STAY TUNED...

Bill B

Computer Technology SIG 1986/87 Member Survey

ON THE FOLLOWING LINES, PLEASE TYPE, PRINT, OR LEGIBLY WRITE
YOUR NAME, TITLE, AND THE ADDRESS YOU WANT SIG MATERIALS SENT TO:

* * * * *
USING THE FOLLOWING SCALE, PLEASE RANK YOURSELF IN EACH CATEGORY
BELOW.

- 1 - I CONSIDER MYSELF AN EXPERT IN THIS AREA
2 - I AM VERY KNOWLEDGEABLE ABOUT THIS AREA
3 - I HAVE SOME KNOWLEDGE OF THIS AREA
4 - I HAVE A LIMITED AMOUNT OF KNOWLEDGE OF THIS AREA
5 - I HAVE NO KNOWLEDGE AT ALL ABOUT THIS AREA

PLEASE RANK YOURSELF IN EACH OF THESE AREAS:

- A. Knowledge of Computer-Assisted Instruction _____
B. Knowledge of Computer-Managed Systems _____
C. Knowledge of Peripherals (Modems, etc.) _____
D. Knowledge of software in my field _____
(Please identify field: _____)

* * * * *
DO YOU FEEL YOU HAVE SUFFICIENT KNOWLEDGE AND WOULD YOU BE
WILLING TO SERVE AS A RESOURCE PERSON FOR ANY OF THE FOLLOWING
AREAS:

- | | | |
|---|-----|----|
| A. computers in general | YES | NO |
| B. this specific computer: _____ | YES | NO |
| C. peripherals (modems, etc) | YES | NO |
| D. software in this field
(please identify field); _____ | YES | NO |
| E. specific software programs, such as WS or db3
(please identify programs): _____ | YES | NO |
| F. these areas not covered by this survey:
_____ | YES | NO |

To help us to determine the direction the SIG should take this year, please indicate which of the following areas you want more information about:

CIRCLE THE LETTER OF EACH AREA YOU WOULD LIKE MORE INFORMATION ABOUT:

- a. computers in general
- b. this specific computer: _____
- c. modems and peripherals
- d. computer-assisted-instruction in basic skills
- e. computer-managed-programs for basic skills
- f. tutorial systems such as PLATO and NovaNET
- g. software in reading and study skills
- h. software in writing and word processing
- i. public domain software
- j. software in math
- k. software in these fields: _____
- l. these specific software programs: _____
- m. how to evaluate software
- n. who has already evaluated software and where can I get the results?
- o. this area not covered by this survey: _____

PLEASE COMPLETE THIS SURVEY BY AUG 30, AND MAIL IT TO:

Wm E Broderick, PhD
Reading Dept Chairman
Cerritos College
11110 E Alondra Bl
Norwalk CA 90650

If I don't hear from you, I will try to contact you, as we want to make sure this SIG is as responsive and as sharing as it can be.

19 June 1987

Becky:

I hope you are having an enjoyable summer so far. Enclosed you will find the information that the SIG leaders have forwarded to me. I realize that I am supposed to pass on to you the form for each SIG titled "WCRLA SPECIAL INTEREST GROUP GUIDELINES." I, also, realize that this form should include the following information from each SIG: leader; purpose; goals; proposed activities; amount of money collected; and membership list.

Since you have gone through this process of information collection yourself I am sure that you know "one gets what one can." I really can't complain about getting bits and pieces of information from each SIG, or no info at all, since I know how busy and hectic the summer months can be. I will go through each of the SIGs to give you a breakdown of what they have and have not sent me so far.

=====

1. ADVANCED READING - CAROL DODD

"I have received no correspondence from this SIG as of this date."

=====

2. COGNITIVE PSYCHOLOGY - PAT MULCAHY

"Mailing list; no WCRLA SPECIAL INTEREST GROUP GUIDELINES form. I do wish to add that I have received Pat's latest excellent interactive newsletter and other items of interest. Pat is very active in keeping her SIG members informed."

=====

3. COMPUTER TECHNOLOGY - BILL BRODERICK

"Bill is on leave until the end of June so I don't expect any correspondence from him till later this summer."

=====

4. CRITICAL THINKING - JERRY FISHMAN

"I have received the last three outstanding issues of Critical Thinking's newsletter "Another Spoke in the Wheel" but I haven't as yet received the ~~WCRLA SPECIAL INTEREST GROUP GUIDELINES form.~~ *just received guidelines as I was putting package in the mail.* :)"

=====

5. ENGLISH AS A SECOND LANGUAGE - ROBERTA DELANEY

"Roberta is looking for someone to takeover as chair. So far Roberta has had no luck and will wait till August to send out another SIG letter."

=====

6. HISPANIC ASSISTANCE - MANUAL OLGIN

"I have received information from Manual concerning MAC, which is not a SIG, but so far no information concerning Hispanic Assistance."

=====

7. LEARNING ASSISTANCE CENTER MANAGEMENT - DEBORAH WEAVER

"I have received all the necessary information from Deborah plus a 'WCRLA FUNDING REQUEST.' Could you please pass the funding request on to Gwyn?"

=====

8. LEARNING DISABLED STUDENT - MARY LEE TAYLOR

"I received a letter from Mary stating that she will forward the information to me as soon as she can."

=====

9. PEER TUTORING - TOM GIER

"I have received all the necessary information from this SIG."

=====

10. ORGANIZATIONAL DEVELOPMENT - LARRY BRIDGES

"I have received no correspondence from this SIG as of this date."

=====

11. EVALUATION AND RESEARCH - CAROL WALYEKAR

"Carol is in the process of getting this SIG started. I received a copy of her excellent initial letter which she sent out to SIG members. The letter included an excellent survey to be completed by the SIG members. I expect to get more information later this summer."

=====

Becky, there is the possibility that some of the SIG leaders, from force of habit, may have forwarded the information and forms directly to you. If this is the case please send me a copy of the information for my files. I will forward to you any additional information that I receive from the SIGs during the summer. Since I will be out of state from the last week of June to the end of July, I'll be attending the Kellogg Institute, the soonest I'll be sending you additional information will be the first week of August.

I have a feeling that the necessary information will trickle in throughout the summer. I will be sending out a letter to the SIG leaders during the first part of August and will include reminders to those who still need to send me information.

In conclusion, the following information from the various SIGs is included in this mailing:

- 1) Cognitive Psychology a two page mailing list;
- 2) ENGLISH AS A SECOND LANGUAGE two letters, 4/20 and 5/30;
- 3) LEARNING ASSISTANCE CENTER MANAGEMENT letter, guidelines, mailing list, and funding request; and
- 4) PEER TUTORING guidelines and mailing list.
- 5) CRITICAL & CREATIVE THINKING SIG guidelines (mailing list in Sept.)

Becky, have a nice summer; I'll be corresponding with you in August.

Sincerely,



Tom Gier
The Learning Center
Anchorage Community College
2533 Providence Avenue
Anchorage, Alaska 99508-4670

P.S. Becky, sorry for the last minute addition but I got Jerry's guidelines just as I was putting this in the mail. Perfect timing! :))

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1987-1988

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DIRECTIONS: Please complete this form and return to Tom Gier, SIG Coordinator, The Learning Center, Anchorage Community College, 2533 Providence Avenue, Anchorage, Alaska 99508-4670. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

DEADLINE: JUNE 15, 1987

Special Interest Group Name: CRITICAL AND CREATIVE THINKING SPECIAL INTEREST GROUP

1987-88 SIG LEADER:

Jerry Fishman

NAME

910 Pennsylvania Place

ADDRESS

Davis, California 95616

(916) 449-7577

Work Phone

(916) 753-2754

Home Phone

Special Interest Group Purpose:

To exchange techniques of teaching critical and creative thinking and to provide support and encouragement for teachers, learning center personnel and others who teach critical and creative thinking.

Goals for 1987-88:

The Critical and Creative Thinking SIG will make a three hour presentation at the Sacramento Conference.

Also, this SIG hopes to create a good directory of all its members this year.

Proposed Activities for 1987-88:

See goals.

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Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ 8.00 for 8 issues of Spoke

Please attach a membership list.

Will send same in September when I have
access to my floppy disks.

SIG Leader

John Fishman

Date

6/13/88

SIG Coordinator

Tom Gies

Date

6/19/87

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1987-1988

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DIRECTIONS: Please complete this form and return to Tom Gier, SIG Coordinator, The Learning Center, Anchorage Community College, 2533 Providence Avenue, Anchorage, Alaska 99508-4670. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

DEADLINE: JUNE 15, 1987

Special Interest Group Name: Peer Tutoring

1987-88 SIG LEADER: Tom Gier
NAME

Anchorage Community College, 2533 Providence Ave
ADDRESS

Anchorage, Alaska 99508-4670

(907) 786-1926 (907) 349-7128
Work Phone **Home Phone**

Special Interest Group Purpose:

"To improve peer tutoring programs"

Goals for 1987-88:

1. To increase tutor recruitment;
2. To improve tutor training;
3. To improve tutor evaluation;
4. To increase faculty involvement;
5. To improve tutor delivery systems;
6. To explore different types of tutoring programs;
7. To assist in setting-up new tutoring programs; and
8. To keep informed about the latest research concerning tutoring.

Proposed Activities for 1987-88:

1. To continue to publish a quarterly newsletter, "The Tutoring Exchange;"
2. To pursue the establishment of WCRLA Tutoring Certificates;
3. To present a tutor training institute at the Sacramento Conference;
4. To present a two hour "brunch and idea sharing" at the Sacramento Conference;
5. To help Peer Tutoring SIG members present tutoring sessions and institutes at the Sacramento Conference; and
6. To continue to act as a clearinghouse for tutoring ideas and information on a national level.

Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ ZERO

Please attach a membership list.

"SEE ATTACHMENT"

Tom Jier
SIG Leader

5-28-87
Date

TAM Jier
SIG Coordinator

5-28-87
Date

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1987-1988

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DIRECTIONS: Please complete this form and return to Tom Gier, SIG Coordinator, The Learning Center, Anchorage Community College, 2533 Providence Avenue, Anchorage, Alaska 99508-4670. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

DEADLINE: JUNE 15, 1987

Special Interest Group Name: Learning Assistance Center Management

1987-88 SIG LEADER: Deborah Weaver

NAME

North Lake College
5001 N. Mac Arthur Blvd.

ADDRESS

Irving, Texas 75038

(214)659-5266

Work Phone

(214) 296-7999

Home Phone

Special Interest Group Purpose:

To facilitate the sharing of information regarding issues relating to LAC management, such as grant funding, use of tutors, materials, use of software for record keeping and instruction, incorporation of LAC's into institutional structure, etc.

Goals for 1987-88:

To increase the viability of this SIG through quarterly mailings.
To present an institute specifically geared towards LAC management, and to solicit proposals for individual papers which relate to LAC management.

Proposed Activities for 1987-88:

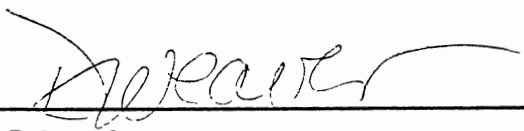
Institute at Sacramento
Quarterly mailing

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Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ 3.00

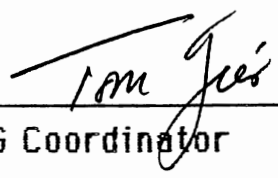
Please attach a membership list.



SIG Leader

4/1/87

Date



SIG Coordinator

6/14/87

Date



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

The Awards and Scholarship Committee of the Western College Reading and Learning Association is seeking members of the organization who would like to become candidates for the following grants:

RESEARCH ASSISTANCE AWARD

The purpose of this award is to foster significant investigation by members of the Association in the areas of reading, learning assistance, developmental education, and tutorial services. Studies using standard research approaches (e.g., historical, survey, experimental) are encouraged. The Research Assistance Award will not be awarded for the purpose of dissertation support, but instead to encourage research in the field. This \$500.00 award will be given in two parts: \$250.00 will be awarded at the beginning of the research project, with the remaining \$250.00 awarded upon its completion.

Proposals should include:

1. brief survey of previous research on the topic, statement of the research problem, indication of procedures and methods, and description of the implications of the investigation;
2. itemized budget;
3. schedule for completion; and
4. resume of the applicant.

Proposals will be judged on the basis of their thoroughness, significance, and likely impact. Proposals should be submitted in triplicate to the address below and postmarked no later than January 15, 1988.

DISTINGUISHED RESEARCH AWARD

The purpose of this award is to recognize outstanding research achievements each year in the areas of reading, learning assistance, developmental education, and tutorial services. Contributions to these areas that were published during the preceding calendar year may be nominated either by their authors or by others; publications nominated will be judged on the basis of their thoroughness, significance, and likely impact. The award will include an honorarium of \$100.00 and a plaque.

Letters of nomination and copies of the publication should be submitted in triplicate to the address below and postmarked no later than January 15, 1988.

SCHOLARSHIP

The purpose of the WCRLA Scholarship is to help members further their education and careers. If you are engaged in full-time graduate study in one of WCRLA's major interest areas (reading, learning assistance, developmental education, tutorial service, etc.), write to the address below for a scholarship application form. Applications for this \$500.00 Scholarship must be submitted by January 15, 1988.

APPLICATION FOR WCRLA AWARDS AND SCHOLARSHIP

Please send all application materials to:

Joyce Weinsheimer, Chair
WCRLA Awards and Scholarship Committee
Learning and Academic Skills Center
University of Minnesota, 104 Eddy Hall
Minneapolis, MN 55455

*** Recipients of the awards and scholarship will be announced at the 21st Annual Conference of the Western College Reading and Learning Association in Sacramento, California.

CENTER FOR LEARNING ASSISTANCE

Box 5278/Las Cruces, New Mexico 88003
Telephone (505) 646-3136



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Ms. Gwyn Enright
San Diego City College
1313 Twelfth Ave.
San Diego, CA 92101

Dear Gwyn:

I received a contract from Dee Tadlock. However, after carefully going over it, I discovered that a number of important items were missing. I really think that the missing items were oversights. I have written up the additions and changes and have contacted Dee. I am waiting for her to get back from vacation. As soon as we get these changes made I will send the contract to you, hopefully within the next few weeks.

I have had some conversations with people from Southern California and Arizona about hosting future conferences and will continue to pursue these areas.

Does the Board have any strong feelings on whether the conference following Seattle needs to be in Southern California or would they be willing for it to be in another state?

Have fun at the Board Meeting!

Sincerely,

A handwritten signature in cursive script, appearing to read 'Susan'.

Susan C. Brown
Site Selection Chairperson

July 6, 1987

To the WCRLA Executive Board:

Since WCRLA strongly encourages professional development and development of the profession through research and professional interaction; and since the first step in research (and interaction) should be a common language with agreement on basic terminology (such as remedial, compensatory, developmental, advanced college reading skills, etc.) used in the discipline; and as developmental education does not currently have said agreement on terminology, I respectfully request your consideration of the following actions:

1. That the WCRLA Executive Board act to establish a committee to study this problem to the end that a list of proposed definitions be submitted for the consideration of the general membership no later than the 1988 Conference. This committee should include recognized researchers and authorities in developmental education as well as current practitioners. This committee should also seek input from the general membership of the organization.
2. That this committee make preliminary contact with those professional organizations with whom we share common concerns.
3. That specific presentations addressing the problems of definitions used in developmental education be solicited for the 1988 Conference, including one with an open forum format to permit exchange of ideas.
4. That during the last business session of the 1988 Conference, the recommendation of the committee be considered by the entire membership for approval, amendment and/or further study.
5. That any definitions so agreed upon by the membership of this organization be transmitted to related professional organizations with the request that they consider similar adoptions.
6. That continued action be taken to encourage national agreement on definitions of said basic terminology of our profession.

Submitted by Mary Rubin
6008 NW Williams
Lawton, OK 73505

RECEIVED JUL 18 1987

WHAT'S IN A NAME:
The Need for Resolution of Terminology Confusion in
Developmental Education

Mary K. Rubin
Department of Education & Psychology
Cameron University

WHAT'S IN A NAME:

**The Need for Resolution of Terminology Confusion in
Developmental Education**

The confusion which exists in developmental education due to inconsistent use of terminology needs to be eliminated. The variance in terminology is illustrated using the terms remedial and developmental. Definitions of authorities, International Reading Association, and boards controlling higher educations are presented. Because other groups are developing definitions which may be harmful to developmental educators, the profession should take immediate steps to determine which terminology is basic to the profession, then standardize definitions for use in research and program operation.

WHAT'S IN A NAME:

The Need for Resolution of Terminology Confusion in Developmental Education

Are you a developmental educator, a learning specialist, a remedial instructor? Is your program called a reading center, a clinic, a learning center, compensatory instruction? Are your students remedial, corrective or developmental? And just what is "college level" content?

Recently several faculty members from college reading programs and learning centers met at a state conference. During the conversation several of the questions from the paragraph above were asked. As each term was introduced into the conversation, group members would break into the flow of ideas to clarify the meanings of terms. It was quite apparent that each person had different meanings for these simple terms; meanings which, in some cases, were quite disparate. It is little wonder that college reading instructors and others involved in developmental education are experiencing difficulty in gaining respect from other academic departments and obtaining funds for programs offered on campus. How can reading/learning specialists expect to be fully integrated as an academic program when something as elementary as a common language base does not exist? What is needed are clear, concise definitions for all the terms used by college reading/learning specialists.

WHAT'S IN A NAME

An examination of just two terms, *remedial* and *developmental*, will illustrate the deficiencies of the current situation.

When reading teachers in grades 1-12 meet to discuss reading problems, they have an agreed upon language base which facilitates their conversations. When college reading instructors meet to discuss reading instruction for college students, the discussion must begin with a definition of terms since the terminology is not consistent, sometimes even on a single campus. For example, when speaking of pre-college reading, remedial means students with 2 or more years discrepancy between expectancy and actual reading levels. At college level, remedial may mean a student with a 12.9 grade level score, a 6.0 grade level score, an ACT score below 16, or any of a variety of other definitions. This wide variation creates confusion and misunderstanding among college learning specialists, learning specialists and other educators, and learning specialists and the public (especially those with responsibility for funding higher education).

Even within professional groups concerned with developmental education, no specific definitions exist for terms which appear with regularity in our publications. The International Reading Association (IRA) has published A Dictionary of Reading and Related Terms which includes some definitions for the terms above, but many developmental educators would disagree with these definitions. For instance, remedial reading is defined as:

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1. any specialized reading instruction adjusted to the needs of a student who does not perform satisfactorily with regular reading instruction. 2.intensive, specialized reading instruction for students reading considerably below expectancy. 3. reading instruction which is more specialized than corrective reading in the classroom but not as specialized as that in definition 2. 4. developmental reading instruction set at a different pace and designed for an individual student or a selected group.

Developmental reading is defined as:

1. reading instruction, except remedial, for students at all levels. 2. reading instruction, except remedial, for all students beyond the elementary school level. 3. a comprehensive school program of remedial and nonremedial reading instruction for all students. 4. remedial reading instruction in high school and college, a misuse of the term.

Many authors have attempted to clarify basic definitions. Patricia Cross and John Rouché have proposed functional definitions for these terms:

. . .in the literature as well as on campuses across the nation, developmental is frequently used as a euphemism for remedial . . . In my view a more useful distinction is to be found in the purpose or goal of the program. If the purpose

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of the program is to overcome academic deficiencies, I would term the program remedial. . . If . . . the purpose of the program is to develop the diverse talents of students, whether academic or not, I would term the program developmental. (Cross, 1976)

'Remedial' implies the remediation of student deficiencies in order that the student may enter a program for which he was previously ineligible . . . 'Developmental' or 'compensatory' refers to the development of skills or attitudes and may not have anything to do with making a student eligible for another program. (Rouche & Wheeler, 1973)

Clowes (1980) defines remedial as education designed to "fix' the student or some weakness in the student and which can be applied as a kind of poltice." He sees compensatory education as "improving cognitive deficits which are primarily environmentally induced." Developmental education is "a process through which students must go and which extends beyond academic subject areas and competencies into basic decisions about life directions and purposes."

Other authors suggest definitions based more on performance skill levels possessed by college students. Nist (1985) indicates that remedial students lack skills normally learned in elementary and junior high school. Developmental skills are those reading and study skills required for academic success. Nist includes a chart detailing the

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characteristics of traditional, developmental and remedial students in the areas of basic reading skills, vocabulary, study skills, and thinking capability. The article also suggests guidelines for differentiating remedial and developmental instruction. These guidelines address issues of class size, instructional content and amount of time required for program completion. Nist closes her article with:

Those involved with reading programs at the college level need to take a closer look at the characteristics of their students and adjust programs accordingly, differentiating between remedial and developmental courses and students . . . each group requires different instructional techniques, materials and time requirements. Adjusting programs to meet these needs will result in more effective use of resources, time and instructional personnel.

POLITICAL INFLUENCE

In recent years various governmental agencies, especially academic governing boards in the various states, have begun to develop definitions which also determine funding. Early in 1987, higher education governing boards were surveyed with a questionnaire attempting to determine what official definitions (if any) are used when discussing learning center operations. The questionnaire asked if the state had an official definition for the terms *remedial* and/or *developmental*. If such definitions exist, the respondent was asked to indicate their applicability to vo-techs, community colleges, junior

WHAT'S IN A NAME

colleges, 4-year colleges, and/or universities. Respondents were asked to include definitions when returning the questionnaire.

Figure 1. is a summary of the thirty-five questionnaires that have been received at the time of this publication. (A total of 61 questionnaires were sent to higher education governing agencies in the 50 states. In some states more than one agency had responsibility for governing higher education decisions.) If definitions were received with the questionnaire, the type of document containing the definition is indicated. Asterisks indicate a response in a form other than that requested (i.e., the use of other terms such as "basic skills," "basic competencies," "compensatory skills," or nothing marked on the questionnaire but the response was clarified by accompanying documents). Virtually all states replying with official definitions use the definitions to determine credit and degree applicability of coursework defined as remedial or developmental.

The first fourteen agencies listed replied that no official definitions exist in the state. The next two, Massachusetts and Ohio, said there were no official definitions, but that each campus in the state developed their own definitions. In Massachusetts, an unofficial report discussed the variety of definitions for what appeared to be similar programs, but nothing has been done to standardize terminology.

The states with definitions seem to fall into categories. Some states have definitions only for the purpose of determining funding. Kentucky (Yes**) funds preparatory education for freshmen and

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sophomores who score less than 12 on the ACT test. Montana (No**) replied that no official definitions exist, but enclosed documents use the term remedial in funding formulas.

The remainder of the states shown answered that one or both of the terms are officially defined in various documents. A common means of defining terms is based on test results (exact tests used vary -- included are a variety of state competency tests, ACT, SAT, and other achievement tests). California and South Carolina are examples of states with policies which permit individual institutions within the state to select achievements tests for screening purposes. Other states, including Tennessee, Florida and Georgia, may use ACT/SAT scores for preliminary screening, but have a state-adopted test for final placement in courses. Georgia uses a test called BSE (Basic Skills Examination) with a minimum score of 63. Tennessee calls its test AAPP (Academic Assessment and Placement Program). Louisiana uses ACT scores for screening purposes, but permits campuses to set higher minimum scores and require additional testing. Louisiana also sets specific limits on the length of developmental programs for individual students by stating: "If a student works in a developmental program for 3 semesters and shows no progress, the student should be counseled into a more appropriate career training program." Funding statements may also be included, but are not the primary focus of the documents examined.

Other states use definitions reflecting the concepts of growth seen in the definitions of Cross and Rouché above. Washington defines basic

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skills courses as "courses in basic knowledge and skill areas as needed to prepare for college level courses." Skill areas are then specified including such categories as Academic & Intellectual Skills and Job-Seeking/Changing Skills. Minnesota (1985) defines remedial levels as "instruction needed because the student is functioning below the achievement norms for high school students for high school students completing the commonly-taken courses." A report for Minnesota's Higher Education Coordinating Board used Richardson's (1981) definitions as a basis for the report. These definitions include:

Remedial programs . . . focus exclusively on academic skills

- . . . short-term and limited in scope . . . purpose is to prepare students to enter regular academic and vocational programs as quickly as possible.

Compensatory programs . . . "make up for" social or educational disadvantages . . . teaching basic academic skills . . . addressing social and psychological factors. . .

Developmental programs . . . all students, including the academically able . . . growth of individual abilities on any level . . . establish individual goals for each student.

THE ROLE OF PROFESSIONAL ORGANIZATIONS

Several professional organizations exist to serve the needs of college learning educators. Western College Reading and Learning Association (WCRLA) and National Association for Developmental Education (NADE) are two of the most active of these organizations. Yet

WHAT'S IN A NAME

neither of these groups has provided leadership in resolving the terminology dilemma.

We currently face a crossroads for this issue. Are we willing to stand by and allow political entities to determine the definitions which will guide our profession? Or are we prepared to mature professionally and, through professional organizations, develop definitions critical to our future operation? There exists a wealth of opinion on possible definitions which can serve as a basis for investigation. Perhaps a joint committee of WCRLA and NADE representatives could be formed to study and make recommendations regarding definitions reflecting the needs of college learning educators. Such a committee should be comprised of leading authorities and researchers as well as classroom practitioners.

Such a committee should be encouraged to set specific deadlines for developing recommendations. Within the next year a preliminary report should be made to interested educators through professional organizations. These organizations could then take a leadership role in gaining widespread acceptance of the terminology.

To receive academic respect and be considered an academic discipline or field of study, a common language base must exist which communicates an agreed upon body of knowledge with historical and philosophical underpinnings. Until we have definite, universally accepted terminology in our field, research will be suspect. In fact, without this terminology, we have nothing. The time to act is now. Can we accept the challenge?

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Board of Regents of the University System of Georgia. (1986). Developmental Studies Administrative Procedures. Atlanta: Author.

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Tennessee State Board of Regents. (no date). Academic assessment
and placement program: Student information bulletin. Nashville,
TN: Author.

University of Wisconsin System. (1986). Central administration analysis
paper: Annual report to the Regents on racial/ethnic minority
students on the campuses of the University of Wisconsin system.

Madison, WI: Author.

Washington Administrative Code (WAC 131-28-026). (1984). Olympia,
WA: Higher Education Coordinating Board.

FIGURE 1 STATE'S RESPONDING TO QUESTIONNAIRE

AGENCY	State Name	Remedial	Develop- mental	Vo Tech	Jr Col	Com Col	4-YR	Univ	Definition - Yes/No & Form
Alabama Commission on Higher Education	ALABAMA	No	No						No
Arizona Board of Regents	ARIZONA	No	No						No
Arkansas Department of Higher Education	ARKANSAS	No	No						No
Board of Governors for Higher Education	CONNECTICUT	No	No						No
Board of Regents	IOWA	No	No						No
Board of Trustees of State Inst of High. Learn	MISSISSIPPI	No	No						No
Missouri Department of Higher Education	MISSOURI	No	No						No
Nebraska Coopdn. Commis for Postsecond Educ	NEBRASKA	No	No						No
Commission of Higher Education Facilities	NORTH CAROLINA	No	No						No
Board of Higher Education	NORTH DAKOTA	No	No						No
Board of Governors for Higher Education	RHODE ISLAND	No	No						No
Vermont Higher Education Planning Commission	VERMONT	No	No						No
State Council of Higher Education for Virginia	VIRGINIA	No	No						No
Wyoming Coordin. Council for Postsecondary Ed	WYOMING	No	No						No
Massachusetts Board of Regents	MASSACHUSETTS	No*	No*						Yes UNOFFICIAL
Ohio Board of Regents	OHIO	No*	No*						No SCHOOLS DEFINE
Board of Regents of the University System of GA	GEORGIA	No*	Yes	No	Yes	No	Yes	Yes	Yes DEVELOPMENTAL STUDIES
Board of Regents	LOUISIANA	No*	Yes	No	Yes	Yes	Yes	Yes	Yes REPORT
South Carolina Commission on Higher Education	SOUTH CAROLINA	No*	Yes	No	*	No	Yes	Yes	Yes "CUTTING EDGE" REPORT
Montana University System	MONTANA	No**	No*						Yes LETTER & MEMO
Florida Postsecondary Educ Planning Commission	FLORIDA	Yes		Yes		Yes			No
State Board for Higher Education	MARYLAND	Yes				Yes	Yes		Yes RESEARCH REPORT
Board of Governors, Chancellor's Office	CALIFORNIA	Yes	No			Yes			No
Illinois Board of Higher Education	ILLINOIS	Yes	No	No	No	Yes	No	Yes	Yes UNDERGRAD ED INFORM
Commissioner for Higher Education	PENNSYLVANIA	Yes	No		Yes	Yes	Yes		Yes HI ED EQUAL OPPORT. ACT
State Board of Regents	TENNESSEE	Yes	Yes			Yes	Yes	Yes	Yes BOARD REGENTS INFO
Tennessee Higher Education Commission	TENNESSEE	Yes	Yes	No	No	Yes	Yes	*	Yes NOTE ON QUESTIONNAIRE
Coordinating Board, Texas College & Univ System	TEXAS	Yes	Yes	Yes	Yes	Yes	Yes		No
West Virginia Board of Regents	WEST VIRGINIA	Yes	Yes	No	No	Yes	Yes	Yes	Yes COLLEGE CATALOGS
University of Wisconsin System	WISCONSIN	Yes*	Yes				Yes	Yes	Yes UW DOCUMENT AP7 2
State University System of Florida	FLORIDA	Yes*	Yes*						Yes GOVERNMENT DOCUMENT
Minnesota Higher Education Coordinating Board	MINNESOTA	Yes*	Yes*	*	*	*	*	*	Yes LETTER
State Board for Community College Education	WASHINGTON	Yes*	Yes*	No	No	Yes	No	No	Yes "BASIC SKILLS"
Council for Postsecondary Education	WASHINGTON	Yes*	Yes*			Yes			Yes "BASIC SKILLS"
Council on Higher Education	KENTUCKY	Yes**	Yes*	No	No	Yes	No	Yes	Yes FUNDING

FIGURE 1 STATES RESPONDING TO QUESTIONNAIRE

AGENCY	State Name	Remedial	Develop- mental	Vo Tech	Jr Col	Com Col	4-YR	Univ	Definition	Yes/No & Form
Alabama Commission on Higher Education	ALABAMA	No	No						No	
Arizona Board of Regents	ARIZONA	No	No						No	
Arkansas Department of Higher Education	ARKANSAS	No	No						No	
Board of Governors for Higher Education	CONNECTICUT	No	No						No	
Board of Regents	IOWA	No	No						No	
Board of Trustees of State Inst of High Learn	MISSISSIPPI	No	No						No	
Missouri Department of Higher Education	MISSOURI	No	No						No	
Nebraska Coordin Commis for Postsecond Educ	NEBRASKA	No	No						No	
Commission of Higher Education Facilities	NORTH CAROLINA	No	No						No	
Board of Higher Education	NORTH DAKOTA	No	No						No	
Board of Governors for Higher Education	RHODE ISLAND	No	No						No	
Vermont Higher Education Planning Commission	VERMONT	No	No						No	
State Council of Higher Education for Virginia	VIRGINIA	No	No						No	
Wyoming Coordin Council for Postsecondary Ed	WYOMING	No	No						No	
Massachusetts Board of Regents	MASSACHUSETTS	No*	No*						Yes	UNOFFICIAL
Ohio Board of Regents	OHIO	No*	No*						No	SCHOOLS DEFINE
Board of Regents of the University System of GA	GEORGIA	No*	Yes	No	Yes	No	Yes	Yes	Yes	DEVELOPMENTAL STUDIES
Board of Regents	LOUISIANA	No*	Yes	No	Yes	Yes	Yes	Yes	Yes	REPORT
South Carolina Commission on Higher Education	SOUTH CAROLINA	No*	Yes	No		No	Yes	Yes	Yes	"CUTTING EDGE" REPORT
Montana University System	MONTANA	No**	No*						Yes	LETTER & MEMO
Florida Postsecondary Educ Planning Commission	FLORIDA	Yes		Yes		Yes			No	
State Board for Higher Education	MARYLAND	Yes				Yes	Yes		Yes	RESEARCH REPORT
Board of Governors, Chancellor's Office	CALIFORNIA	Yes	No			Yes			No	
Illinois Board of Higher Education	ILLINOIS	Yes	No	No	No	Yes	No	Yes	Yes	UNDERGRAD ED INFORM
Commissioner for Higher Education	PENNSYLVANIA	Yes	No		Yes	Yes	Yes		Yes	HIED EQUAL OPPORT ACT
State Board of Regents	TENNESSEE	Yes	Yes			Yes	Yes	Yes	Yes	BOARD REGENTS INFO
Tennessee Higher Education Commission	TENNESSEE	Yes	Yes	No	No	Yes	Yes		Yes	NOTE ON QUESTIONNAIRE
Coordinating Board, Texas College & Univ System	TEXAS	Yes	Yes	Yes	Yes	Yes	Yes		No	
West Virginia Board of Regents	WEST VIRGINIA	Yes	Yes	No	No	Yes	Yes	Yes	Yes	COLLEGE CATALOGS
University of Wisconsin System	WISCONSIN	Yes*	Yes*				Yes	Yes	Yes	UW DOCUMENT AP72
State University System of Florida	FLORIDA	Yes*	Yes*						Yes	GOVERNMENT DOCUMENT
Minnesota Higher Education Coordinating Board	MINNESOTA	Yes*	Yes*						Yes	LETTER
State Board for Community College Education	WASHINGTON	Yes*	Yes*	No	No	Yes	No	No	Yes	"BASIC SKILLS"
Council for Postsecondary Education	WASHINGTON	Yes*	Yes*			Yes			Yes	"BASIC SKILLS"
Council on Higher Education	KENTUCKY	Yes**	Yes*	No	No	Yes	No	Yes	Yes	FUNDING



Consultation & Technical Assistance
Information Brokering Service
Journal of Developmental Education

National Center for Developmental Education
Reich College of Education
Appalachian State University
Boone, North Carolina 28608
704/262-3057

Kellogg Institute
Research in Developmental Education
Telementoring Project

July 16, 1987

Dr. Gwyn Enright
Academic Skills Center
College of Arts & Letters
San Diego State University
San Diego, CA 92182-0763

Dear Gwyn:

I am writing with much appreciation for the interest you and the WCRLA Board have shown in discussing a formal arrangement which would provide the JOURNAL OF DEVELOPMENTAL EDUCATION to your membership at wholesale cost. I am also aware that among your major concerns is the issue of increased membership fees and the overlap with NADE. In further conversation with you, I was led to believe that, while WCRLA may want to facilitate making the JOURNAL available to members, the Board might prefer a voluntary rather than a mandatory participation program. In light of your perception, I am proposing a voluntary participation program whereby the cost decreases as the participation rate increases. ~~I am also proposing that WCRLA consider offering both the JOURNAL and our bi-monthly newsletter, REVIEW OF RESEARCH IN DEVELOPMENTAL EDUCATION. Under this plan, members would be able to choose one or both publications. Final cost would be determined by the annual rate of participation.~~ For example, if 55% of the membership chose the JOURNAL, the cost of the JOURNAL would be \$3.93 per issue, or 9% over cost. If 35% of the membership chose RiDE, the cost of RiDE would be \$1.41 per issue, or 12% over cost. Attached are tables indicating the exact cost per unit for both publications as it correlates to participation rates.

~~WCRLA would be required to provide an annual membership list for each publication and enter the program for a minimum of two years. WCRLA would also be required to collect subscription fees from the membership and to make payment to the National Center on a mutually agreeable schedule.~~

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Dr. Gwyn Enright
Page Two
July 16, 1987

WCRLA MINUTES
July 17-19, 1987
Sacramento, California
Attachment T
Page 2 of 3

We believe the proposed arrangement will be beneficial to everyone involved and look forward to your response and suggestions.

Sincerely,



Milton G. Spann Jr.
Editor
JOURNAL OF DEVELOPMENTAL
EDUCATION

cc: Barbara Calderwood
Managing Editor

Enclosure: Table of rates and
unit costs

JOURNAL OF DEVELOPMENTAL EDUCATION
published 3 times per year
Academic year 1987-88

WCRLA MINUTES
July 17-19, 1987
Sacramento, California
Attachment T
Page 3 of 3

<u>Participation Rate</u>	<u>Unit Cost</u>
75% plus	Cost plus 5% or <u>\$3.79</u>
65%	Cost plus 7% or <u>\$3.86</u>
55%	Cost plus 9% or <u>\$3.93</u>
45%	Cost plus 12% or <u>\$4.04</u>
35% or less	Cost plus 15% or <u>\$4.15</u>

*NOTE: Base cost for Volume 11 = \$3.61 per issue. NADE agreement states cost plus 5% to any other organization.

RIDE
published 5 times per year
Academic year 1987-88

<u>Participation Rate</u>	<u>Unit Cost</u>
75% plus	Cost or <u>\$1.26</u>
65%	Cost plus 5% or <u>\$1.32</u>
55%	Cost plus 7% or <u>\$1.35</u>
45%	Cost plus 9% or <u>\$1.37</u>
35% or less	Cost plus 12% or <u>\$1.41</u>

*NOTE: Base price of Volume 5 is \$1.26 per issue.

NOTE: Retail JOURNAL OF DEVELOPMENTAL EDUCATION for academic year 1987-88 = \$14.00

Retail RIDE for academic year 1987-88 = \$9.50

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

SUMMARY OF BUDGET 1987/88

BUDGET ITEM	REQUESTED	APPROVED
I. OPERATING BUDGET		
A. Board		
B. Publications		
C. Gen. Operating Expense		
D. Committees		
E. Special Interest Groups		
TOTAL OPERATING BUDGET		
II. CONFERENCE BUDGET		
A. Conference Management		
B. General Conference Expenses		
C. Conference Program		
D. Food Functions		
TOTAL CONFERENCE BUDGET		
TOTAL BUDGET		

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WESTERN COLLEGE READING AND LEARNING ASSOCIATION

SUMMARY OF BUDGET VARIANCES
 1986-87 BUDGET

BUDGET ITEM	BUDGETED	SPENT	VARIANCE
I. OPERATING BUDGET			
A.Board Expenses	\$ 9,200	\$ 5,334.62	\$3,865.38
B.Publications	11,300	10,667.57	632.43
C.General Op. Expenses	5,050	5,396.43	(346.43)
D.Committees	2,875	2,449.07	425.93
E.State and Regional	2,100	1,199.48	900.52
F.Special Int. Groups	50	-	50.00
TOTAL OPERATING BUDGET	\$30,575	\$25,047.17	\$5,527.83
II. CONFERENCE BUDGET			
A.Conference Management	\$ 1,950	\$ 3,313.51	(\$1,363.51)
B.General Conf. Expenses	5,600	4,972.72	627.28
C.Conference Program	3,000	2,641.09	358.91
D.Food Functions	2,950	2,244.22	705.78
TOTAL CONFERENCE BUDGET	\$13,500	\$13,171.54	\$ 328.46
TOTAL BUDGET	\$44,075	\$38,218.71	\$5,856.29

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BUDGET ITEMS	APPROVED FOR 86-87	SPENT AT 6/30/87	BALANCE	REQUESTED FOR 87/88	APPROVED FOR 87/88
I. OPERATING BUDGET	\$30,575	\$25,047.17	\$5,527.83	<i>\$47970</i>	
A. BOARD TOTAL	9,200	5,334.62	3,865.38	<i>\$8550</i>	
President (Total)		2,571.81		<i>\$3500</i>	
Travel		1,227.99			
Hotels and Food		415.33			
Telephone Expense		289.95			
Postage		214.38			
Print. & Publish.		40.41			
Wages & Fees		210.00			
Supplies		173.75			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
President Elect (Total)		357.61		<i>\$1300</i>	
Travel		176.00			
Hotels and Food		153.09			
Telephone Expense		6.70			
Postage		9.40			
Print. & Publish.		12.42			
Wages & Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

Add a related revenue column

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Past President (Total)		\$1,318.73		11/00	
Travel		684.72			
Hotels and Food		569.28			
Telephone Expense		32.23			
Postage					
Print. & Publish.					
Wages and Fees					
Supplies		32.50			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Awards	100				
Secretary (Total)		301.80		1000	
Travel		158.00			
Hotels and Food		118.80			
Telephone Expense					
Postage		25.00			
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Treasurer (Total)		\$ 569.62		<i>*1000</i>	
Travel		276.66			
Hotels and Food		183.76			
Telephone Expense					
Postage		38.04			
Print. & Publish.		4.55			
Wages and Fees					
Supplies		66.61			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
General Board Expenses (Total)		215.05		<i>*300</i>	
Travel					
Hotels and Food		215.05			
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
B.PUBLICATIONS TOTAL	\$11,300	\$10,667.57	\$ 632.43	*12580	
Newspaper (Total)	5,400	4,230.79	1169.21	*4700	
Travel		93.00			
Hotels and Food		99.14			
Telephone Expense					
Postage	700	269.83			
Print. & Publish.	4,700	3,768.82			
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
JCRL (Total)	\$ 5,700	\$6,134.63	(\$434.63)	*7300	
Travel					
Hotels and Food					
Telephone Expense					
Postage	500	395.63			
Print. & Publish.	4,800	5,739.00			
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Brochures (Total)	\$ 200	\$ 302.15*	(\$102.15)	<i>500</i>	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.		\$ 302.15			
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

*Ledger Account under Adv. & Prom.

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
D. COMMITTEES TOTAL	\$2,875	\$2,449.07	\$ 425.93	390	
Awards and Fundraising (Total)	1,300	1,710.38	(410.38)	1800	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies		1,379.50 (Fundraising items)			
Advert. & Promo.		330.88 (Service Awards)			
Miscellaneous					
Other (Specify)					
Fundraising	500				
Awards (1300)					
Archives (Total)	\$ 200	\$ 108.11	\$ 91.89	350	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies		108.11			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

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BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Site Selection (Total)	\$450	\$ 56.17	\$ 393.83	450	
Travel		38.00			
Hotels and Food		18.17			
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
MAC(Total)	\$200	\$253.34	(\$ 53.34)	200	
Travel		234.00			
Hotels and Food		15.52			
Telephone Expense					
Postage		3.82			
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Bylaws (Total)	\$ 50	-	\$ 50	* 50	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Publicity (Total)				* 50	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Fundraising					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

*combined
if awards*

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
E.STATE & REGIONAL TOTAL	\$2,100	\$1,199.48	\$ 900.52	<i>#1850</i>	
Coordinator(Total)	<i>3450</i>	405.24	(5.24)	<i>#1450</i>	
Travel	<i>1100</i>				
Hotels and Food					
Telephone Expense		143.00			
Postage		52.82			
Print. & Publish.		209.42			
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Directors (Total)	\$1,700	\$ 794.24	\$ 905.76	<i>#1850</i>	
Travel					
Hotels and Food					
Telephone Expense		15.50			
Postage		160.02			
Print. & Publish.		266.57			
Wages and Fees					
Supplies		2.15			
Advert. & Promo.		350.00	(State of Washington)		
Miscellaneous					
Other (Specify)					

*see
past president
approval*

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
F.SPECIAL INTEREST GRPS.(TOTAL)	\$50		\$ 50	Ø	
Coordinator (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Group Chairmen (Total)	\$50		\$ 50	Ø	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR 1987	SPENT AT 6/30/87	BALANCE	REQUESTED FOR 1988	APPROVED FOR 1988
II. CONFERENCE TOTAL	\$13,500	\$13,171.54	\$ 328.46		
A. CONFERENCE MGT. TOTAL	1,950	3,313.51	(\$1,363.51)		
Chairman (Total)	1,500	2,200.75	(700.75)		
Travel	500	356.08			
Hotels and Food	200	339.76			
Telephone Expense	100	162.37			
Postage	100	241.37			
Print. & Publish.					
Wages & Fees	500	1,047.07			
Supplies	100	54.10			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
On Site Manager (Total)	\$ 450	\$ 710.15	(\$ 260.15)		
Travel	150				
Hotels and Food					
Telephone Expense	100	141.17			
Postage					
Print. & Publish.					
Wages & Fees		88.76			
Supplies	200	480.22			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Program Committee (Total)		\$201.54	(\$201.54)		
Travel		157.00			
Hotels and Food		44.54			
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Coord. of Chairpersons (Total)		\$ 27.10	(\$ 27.10)		
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.		27.10			
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Exhibits Chairman(Total)		\$173.97	(\$173.97)		
Travel		126.00			
Hotels and Food					
Telephone Expense		20.56			
Postage		27.41			
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Publicity Chairman(Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
B. GENERAL CONF. EXPENSES TOTAL	\$5600	\$4972.72	\$ 627.28		
Programs (Total)	1800	2925.66			
Travel					
Hotels and Food					
Telephone Expense					
Postage		767.81*			
Print. & Publish.	1800	2157.85*			
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
*Amounts include calls, programs and reg. forms					
Registration Packets(Total)	\$ 400	\$ 107.67	\$ 292.33		
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Calls to Conf.(Total)	\$1200				
Travel					
Hotels and Food					
Telephone Expense					
Postage	200				
Print. & Publish.	1000				
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Brochures (Total)	\$ 700				
Travel					
Hotels and Food					
Telephone Expense					
Postage	200				
Print. & Publish.	500				
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Other Gen. Exp. (Total)	\$1500	\$1939.39	(\$439.39		
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.	500				
Decorations	300	250			
Photography	200	250			
Entertainment	300	250			
Audio-Visual & Mechanical	300	1086.63			
Evaluation		102.76			
Other (Specify)					

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BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Section Mtgs. (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Computer Fair (Total)	\$100		\$100		
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
D. FOOD FUNCTIONS TOTAL	\$2950	\$2244.22	\$705.78		
Hospitality (Total)	1250	800.15	449.85		
Travel					
Hotels and Food	700	800.15			
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees	500				
Supplies	50				
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Publisher's Brk. (Total)	\$1200	\$ 661.50	\$ 538.50		
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
NOTE: Food plus the Chairman's expense totalled \$835.47					
Revenue from exhibits totalled		\$1300.00			
Since a net profit was generated from this activity of \$465.53, perhaps it should not be budgeted as an expense item.					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Editor's Lunch (Total)	\$100	\$96.50	\$3.50		
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
State Directors' Lunch (Total)	\$400	\$338	\$62		
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Coffee Breaks (Total)		\$348.07	(\$348.07)		
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

WCRLA BOARD MEETING
SUMMARY OF MINUTES
Capitol Plaza, Holiday Inn
Sacramento, California
July 17 - 19, 1987

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

July 17, 1987

Page

- 1 1. Minutes of the April, 1987 Board meetings were approved as corrected.
- 2 2. Becky Johnen, secretary, distributed microfiche copies of the 1986-87 minutes. The term of the office of secretary beginning July 1 instead of at the conference was discussed and the change approved, effective in 1989. Becky attended the Learning Assistance Center of Alberta conference in May at which time she participated on a panel discussion on the past, present and future of learning assistance centers and presented information on WCRLA.
- July 19 page 2
- 3 3. Multicultural Affairs Committee Report
- 3 A. Manual Olgin, chair, stated that goals for the committee included increased visibility and continuity. An overall objective is to get more minority members involved with WCRLA.
- 4 B. Manual will attempt to get John Vasconsellos as the luncheon speaker for the Sacramento conference.
- 4 4. Gladys Shaw, treasurer, reported a June 30 balance of \$41,197.23.
- 6 5. Newsletter
- 7 A. Placing the list of state/regional directors on the same page as the state/regional reports was discussed.
- 7 B. The Board reacted favorably to the printing of the WCRLA logo and the printing of the issue prior to the conference in different colors.

WCRLA SUMMARY OF MINUTES
Sacramento, California
Capitol Plaza, Holiday Inn
July 17-19, 1987
Page 2

- 8 6. Thirty-six manuscripts have been received for the Journal of College Reading and Learning. A style sheet and a tri-fold flyer on the Journal are being developed.

July 18, 1987

- 1 7. 1987 Conference
- 2 A. 318 people registered for the conference.
- 5 B. Carol Walvekar, conference evaluation chair, presented a detailed report which reflected very positive comments about the conference.
- 6 C. JoAnn Carter Wells, chairperson chair, recommended that sessions be limited to avoid overcrowding and not to admit late persons to sessions.
- 7 8. 1988 Conference
- A. The conference will be held March 23-26 in Sacramento. The theme will be Evaluation: Essential for Excellence.
- 7 B. To date, 20 proposals have been received. Distribution of first call for proposals at the conference was positively received.
- 9 C. The Board approved a change in the conference schedule. The conference will run from noon Wednesday until noon Saturday. The banquet will be held on Thursday evening.
- 10 D. Tom Hayden has been asked to keynote the conference.
- 10 9. Auditors Rich Edmonds and Joe Aiello, using a review form developed by Gladys Shaw, presented a favorable audit report.
- 13 10. Becky Johnen is drafting a mechanism for the election of officers in each state/region.

WCRLA SUMMARY OF MINUTES
Sacramento, California
Capitol Plaza, Holiday Inn
July 17-19

- 14 11. Tom Gier, SIG Coordinator, reported that there are 11 active SIGs, including a new one on Research and Evaluation. The Hispanic Assistance SIG will change its name to Hispanic Interest Group.
- 14 12. The Board discussed ways to increase applications for scholarship and research awards.
- 16 13. The Board approved the formation of a task force, to be headed by Mary Rubin, to study the issue of basic terminology used within the discipline and to formulate guidelines on the use of a common language within the discipline.

July 19, 1987

- 1 14. The Board is considering the addition of The Journal of Developmental Education and Research in Developmental Education as journal selections to members of WCRLA.
- 3 15. The Board will participate in a retreat October 25-27 at Asilomar.
- 5 16. The Board approved the 1987-88 budget of \$48,920.00. This includes a general operating budget of \$32,750 and a \$16,170 conference budget (\$8,170 - on-site manager; \$8,000 - program chair).
- 3

Respectfully submitted



Becky Johnen, Secretary
(These minutes have not been approved.)

WCRLA BOARD MINUTES
Sacramento, California
Capitol Plaza, Holiday Inn
July 17, 1987

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: Manuel Olgin, Multicultural Affairs Committee chairperson; Carol Morgan, Holiday Inn sales staff.

Gwyn Enright called the meeting to order at 3:35 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).

II. Approval of Minutes of April, 1987, Board Meeting

April, 1987 minutes approved

The minutes of the board meetings held April 7-12, 1987, were approved with the following corrections:

- A. April 7, 1987, p. 3, IV., A., line 33: change 1987 to 1986
- B. April 12, 1987, p. 4, II., line 4: change support the new awards for 1988 to pay for the t-shirts and coffee mugs
- C. Add Attachment AG, Answers to your questions about the Journal of Developmental Education

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

(S) Susan Deese

PASSED

III. Secretary's Report

Becky Johnen distributed microfiche copies of minutes from March, 1985 through April, 1987. Currently all board members and the archivist receive copies. Discussion followed on who should receive copies. Becky will research cost. If not cost efficient to distribute to everyone, she will make a recommendation on distribution. The use of microfiche copies at board meetings was discussed. Becky Johnen will investigate the cost of a portable microfiche reader and report back to the board.

Use of microfiche
board minutes
discussed

It was suggested that a yearly index be added to the minutes. Also recommended was the addition of page numbers to the summary of minutes. Becky Johnen will work on both of these items.

Yearly index to be
added to minutes;
summary of minutes
to be paged

Becky Johnen requested that the board think of changing the term of office for the position of secretary to begin July 1 instead of at the time of the conference. The difficulties with transition of office were discussed. No action taken at this time.

Secretary term of office
beginning July 1
considered

In May, Becky Johnen represented WCRLA at the Learning Assistance Conference of Alberta (LACA). She reported that the trip was successful in terms of promoting the organization and recruiting new members. A copy

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of a handout packet from the conference was circulated.

IV. Multicultural Affairs Committee Report

MAC goals to include
increased visibility
and continuity

Manuel Olgin, chair of the Multicultural Affairs Committee (MAC), reported that the two primary goals for the committee for the coming year will be to increase its visibility and to add continuity to the group.

MAC survey

Wes Brown stated that he has the responses to the MAC survey conducted by Juan Flores. The purpose of the survey was to establish priorities. Wes Brown will distribute the survey to board members.

MAC interested in
hosting a function at
the 1988 conference

Manuel expressed interest in the MAC hosting a function at the 1988 conference. The board supported the idea emphasizing the idea that the sponsor should be in an educational-related business. Susan Deese suggested that the MAC could host a cocktail hour before the banquet. The Association of Mexican American Educators was suggested as a possible sponsor. Manuel was encouraged to communicate with Robby Ching, exhibits chair, to see if one of the publishers attending the conference would be willing to sponsor a MAC event.

Manuel expressed an interest in the MAC sponsoring a speaker at the 1988 conference. Gwyn commented

John Vasconsellos
potential MAC luncheon
speaker

Recruitment of members
to assist with MAC
events encouraged

Cash on hand.
June 30, 1987:
\$41,197.23

Scholarship Fund now
with Citicorp

on the appropriateness of the
idea and recommended that
Manuel work with Susan Deese
on this. John Vasconsellos was
suggested as a potential
speaker, possibly at a MAC
luncheon. Manuel will contact
John.

To assist with increasing the
MAC's visibility and
involvement, Gladys Shaw
suggested that Manuel recruit
people to work with him.
Carlos Skeete and Anna Marie
Schlender were recommended.
The Board also encouraged
Manuel to get the mailing
lists from EOP programs in
California and from WESTOP.

V. Treasurer's Report

A. Financial Statement

Gladys Shaw distributed the
bank statement
reconciliation and the
fiscal year 1986-87
financial statements
(Attachments B and C).
Cash on hand as of June
30, 1987 was \$41,197.23.

Gladys reported that she
keeps a hard set of books,
a general journal, cash
payments journal and a cash
receipts journal.

Gladys noted that \$30,000
is in a CD because it
receives better rates. She
also relayed that the
Scholarship Fund is now
with Citicorp because Sears
sold out.

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**** Carol Morgan joined
the meeting at this
time.

The financial statement was
reviewed (Attachment C).
Changes to it include:

1986-87 financial
statement presented

- a. Schedule D, page 10:
NADE registration should
be added to the net
receipts in excess of
expenditures line,
bringing the total to
\$7,636.07.
- b. Schedule D-2a, page 15:
\$64.95 represents actual
reimbursement to Susan
Deese.

Gladys reported that Gwyn's
conference account has not
been closed out; she
recommended that that
occur.

B. Audit

Audit report form
developed

Gladys distributed an audit
report form that she
developed (Attachment D).
Gladys explained
terminology on the form.
Journal is the book of
original entry; ledger
summarizes what is in the
journal. It was the
consensus of the Board to
use the form during the
audit.

The audit is scheduled to
take place Saturday, July
18. The auditors will be
Joe Aiello and Rich
Edmonds. There are no

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Joe Aiello and Rich
Edmonds to conduct
1986-87 audit

special qualifications for auditors except that they be WCRLA members. Gladys recommended that the auditors trace a few large and small checks. She recommended that approximately \$20,000 be traced or 40-50% of the budget.

C. General

The Board approved the reimbursement of \$22 to Wes Brown for the purchase of stamps even though there is no receipt.

Explanations requested
when over budget

Gwyn asked that explanatory notes be attached when bills are submitted in excess of the budgeted amounts.

VI. Newsletter Report

A. General

Wayne Herlin, 1987-88
Newsletter Editor

Gwyn Enright presented information from a written report received from Newsletter Editor, Wayne Herlin (Attachment E). Wayne commented on two errors in the first edition he put out: incorrect picture captions and a typo on the application for membership, listing WCRLA as RCRLA.

B. Listing of state/regional directors

Wayne expressed a concern over amount of space

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Placement of listing
of state/regional
directors discussed

needed and the location of the listing of state/regional directors. The Board discussed several options: inserting a page; adding the list on the page that contains the state/regional directors reports. No action was taken on any of the ideas. The Board did not approve the idea of taking the membership application and placing on the next to the last page.

Number of pages in
Newsletter to remain
flexible

C. Number of pages

Wayne, in his report, asked the Board to discuss a policy or ceiling on the number of pages in the Newsletter. The Board decided that there should not be a limit or ceiling on the number of pages.

Change in the color of
Newsletter printing
supported

D. Color of the printing

The Board stated that Wayne has the authority to change the color of the printing without Board action. The Board generated the following ideas for Wayne: change the color annually; experiment with the logo in different colors; have the Newsletter prior to the conference in a different color.

E. Conference Issue

The issue of placing hotel reservation cards in the conference issue of the

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Hotel reservation cards
to be placed in Newsletter

Newsletter was endorsed by
the Board. Wayne should
discuss with Hal on the
best way to do this.

On behalf of the Board, Gwyn
commended Wayne on a great job
that he did under unusually
harsh circumstances.

VII. Journal of College Reading and
Learning (JCRL) Executive
Editor's Report

Thirty-six
manuscripts
received

Gwyn summarized the written
report submitted by Vince
Orlando, Executive Director of
JCRL (Attachment F). To date,
thirty-six manuscripts have
been received.

JCRL promotion
efforts

To promote the JCRL Vince and
Jo-Ann Mullen, Manuscript
Editor, will be sending
letters to members of CRI/IRA.
They are also developing a
tri-fold flyer which will
provide information on the
Journal and on how to submit
manuscripts. Jo-Ann plans to
attend the NADE conference in
order to solicit manuscripts.
Travel money was requested
from the Board for this trip.
It was unclear to the Board
whether this was National NADE
or a state conference; Gwyn
will seek clarification. Vince
plans to attend the National
Reading Conference to solicit
manuscripts. He has travel
money from his institution to
do so.

Development of tri-
fold flyer

Conference attendance

Cost analysis on
dividing issues to
be done

A cost analysis on dividing
the Journal into two or three
issues will be presented to
the Board in Sacramento.

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The Board accepted the JCRL
report.

The meeting was adjourned at 6:00
p.m.

Respectfully submitted

A handwritten signature in cursive script, reading "Becky Johnen", is written over a solid horizontal line.

Becky Johnen, Secretary

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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: Joe Aiello, Manuel Olgin, Multicultural Affairs Committee chairperson; Nancy Tooker, On-Site Conference Manager

Gwyn Enright called the meeting to order at 9:00 a.m.

I. 1987 Conference Report

A. On-Site Conference Manager Report Form

Susan Deese, 1987 on-site conference manager, developed a form (Attachment G) on which the following conference information can be recorded:

- a. general information
- b. registration information
- c. tours
- d. food functions
- e. hospitality suite
- f. exhibits
- g. audiovisual
- h. hotel arrangements
- i. dinner on the town

On-site conference manager report form developed

Use of the form allows for consistent information to be collected at each conference. This information can then be used to better plan future conferences.

The form is not meant to supplant the conference manager's handbook, but

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rather, to supplement by providing detailed information on the conference.

B. Registration Information

A total of 318 people registered for the conference.

Susan recommended that since the registration area also serves as an information area that it be staffed from 8:00 - 5:00 during the conference.

Also recommended was that statements be added to the pre-registration form which indicate that payment must be received with the form and that payment must be made in U.S. dollars.

C. Tours

Transportation cost per ticket was calculated on two-thirds occupancy. This is adequate to cover the cost of the trip.

D. Food Functions

After reviewing the budget and expenditures, Wes Brown questioned whether we were budgeting too much money for the publisher's breakfast. Susan commented that in the past continental breakfasts have been ordered. This year, a certain number of items were ordered, which costs less than ordering WCRLA

318 people attend the 1987 conference

Tour cost based on 2/3 occupancy

Continental breakfasts vs. ordering individual items considered for publisher's breakfast

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Complimentary banquet
tickets considered

continental breakfasts,
hence the large balance.

Three banquet tickets were provided complimentary this year. Gladys Shaw commented that this practice was a good idea and that 10-15 complimentary tickets should be planned for each year, the cost of which should be figured into the overall cost. No action taken on the idea.

E. Exhibits

Eleven publishers
exhibit at the 1987
conference

Eleven publishers exhibited at the conference. Gladys Shaw recommended that Canadian publishers be checked on for the 1988 conference.

F. Audiovisual

The University of New Mexico provided much of the audiovisual equipment (approximately \$810 in an in-kind donation) needed for the conference.

The hotel provided the following items: podiums, lecturns, screens and easels. This year the organization had four pads available for use with the easels; two were unused.

The Board discussed the issue of presenters using computers during sessions. There was a consensus among Board members that it should be the responsibility of the

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Session presenters are
responsible for computer
needs

presenter to provide the
computer or to rent one.
Notification of this should
be sent to presenters. The
use of a rental form
similar to what IRA and CRA
uses was discussed. If a
lot of special equipment is
needed, it was suggested
that an institute, rather
than a session, be
conducted so that equipment
costs can be figured into
the registration fee.

It was recommended that the
AV chairperson, Jerry
Fishman, work closely with
Frank Crist, Bill
Broderick, the Computer SIG
Chairperson and Rich
Edmonds, the conference
computer chairperson. It
was suggested that
exhibitors be encouraged
to bring computers. Also
recommended was having
computer companies supply
the equipment.

Changes to computer fair
recommended

Changes to the computer
fair were discussed.
Touring a lab at a college
or university was one
suggestion. Cutting down on
the number of computers at
the fair was suggested.
Running the fair for one
morning only was also
presented as an
alternative. It was
emphasized that if sessions
are tied to the computer
fair that those all need to
go through the conference
chairperson.

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Continued use of hotel
badges encouraged

1987 conference rated
high by attendees

Board stresses importance
of receiving conference
evaluations

G. Hotel Arrangements

The Albuquerque Marriott provided hotel badges to Gwyn Enright, Tom Parker, Susan Deese and John Garcia. It was recommended that this practice be continued at future conferences because the badges indicated to hotel staff that in the event of an on-the-spot decision, including those that involved the expenditure of money, the conference people with badges were the ones with authority.

Gwyn Enright commended Susan Deese on a fine report and on the on-site conference manager report form.

II. Conference Evaluation

Gwyn presented the report that evaluations chairperson, Carol Walvekar, submitted (Attachment H). Gwyn cautioned the Board to look at the detail and the actual number of people since percentages can be misleading. In general, responses indicate that attendees were pleased with the program.

The Board discussed the importance of receiving evaluations from conference participants and offered the following ideas to encourage people to turn evaluations in:

- a. when turn evaluation in, get to register for a door prize

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- b. encourage those who attend the brunch to complete the form
- c. have a table in the registration area just for evaluations
- d. increase the visibility of the forms; have in the lobby and in the hospitality suite

Conference evaluation form placed on NCR paper

Placing the session evaluation form on NCR paper was complimented by the Board.

Marci Matlock to be 1988 evaluation chair

Marci Matlock will be the evaluation chair for the 1988 conference. It was suggested that the Evaluation SIG could take on the conference evaluation as a project. No action was taken on the idea.

Carol Walvekar was commended on her fine report by Gwyn Enright.

III. Coordinator of Chairperson's Report

The report submitted by JoAnn Carter-Wells was presented by Gwyn Enright (Attachment I and J). JoAnn provided the following recommendations:

Recommendation made to limit number of persons attending a session

- a. to limit the number of people attending a session to avoid overcrowding
- b. to ask chairpersons not to

allow late admits

- c. post that session has started and those persons who are more than ten minutes late may not get the handouts
- d. provide information to presenters on expected procedures such as number of handouts and who to call for questions

No action taken on the items.

Notebook for coordinator
chairpersons developed

JoAnn had developed a notebook for the coordinator of chairpersons. JoAnn commended the Marriott Hotel staff on the job that they did.

IV. President-Elect/Program Chair Report

A. General

Call for proposals
distributed at the
conference a positive
idea

Susan Deese reported that to date twenty proposals have been received. Having the first call for proposals at the conference has been receiving positive comments. Susan suggested that having the call for proposals ready by the conference is a responsibility that should be added to the job description of the president-elect. No action taken.

Establishment of time-
lines encouraged

Susan discussed the importance of establishing timelines for WCRLA so that members always know when items are due.

An information sheet on
conference policies,

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Conference policies,
procedures and traditions
sheet developed

procedures and traditions
(Attachment K) was reviewed.
It was suggested that this be
added to the on-site
conference manager handbook.
Under registration fees, item
number 7, it was suggested
that an example, like the SIG
luncheon, be added to clarify
the statement. Under tours,
item number 3 should be
identified as a past practice.

All inclusive conference
fee discussed

The Board discussed the idea
of an all inclusive fee
(registration, banquet and fee
luncheon). Wes questioned how
WCRLA will benefit from such a
move. The advantage to
individuals was discussed.
The Board agreed that Susan
Deese can decide how to
approach this matter.

Susan notified the Board that
a few individuals sent their
membership fees along with
their conference registration.
She recommended that a clear
distinction be made as to
where each fee should be sent.
No action taken.

**** Joe Aiello joined the
meeting at this time.

Chairpersons to be
assigned to institutes

The ideas of assigning
chairpersons for institutes
and repeating some sessions
met with a favorable reaction.

B. Conference Schedule

Susan proposed the
following changes to the
conference schedule:

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Noon Wednesday through noon
Saturday conference schedule
approved for 1988

- a. the conference running
noon Wednesday through
noon Saturday
- b. the Board could meet all
day Tuesday, Wednesday
morning and Saturday
afternoon
- c. Wednesday afternoon,
tours and institutes
could be scheduled;
state/regional directors
could meet Wednesday
evening
- d. a plenary session, state
meetings, SIG meetings,
a general session and
section meetings could
be scheduled Thursday;
the banquet Thursday
evening
- e. section meetings and
institutes could be
scheduled Friday
morning; a business
meeting and section
meetings, Friday
afternoon; dinner on the
town preceded by a wine
tasting Friday evening
- f. scheduled Saturday
morning could be section
meetings followed by a
luncheon with a keynote
speaker
- g. post-conference
institutes and leisure
tours could be scheduled
Saturday afternoon

It was the consensus of the
Board to change the conference

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Tom Hayden asked to be
keynote speaker

Concept of plenary session
to act as a forum for
awareness of issues
endorsed

WCRLA receives a
positive audit report
for 1987

schedule per Susan's
recommendations.

C. Speakers

Susan reported that she has
approached Tom Hayden to be
the keynoter for Thursday
afternoon. Notification is
expected in mid-August.

Having John Vasconsellos as
the Saturday luncheon
speaker was discussed.

D. Plenary session

Susan suggested having a
plenary session during the
conference. The time would
be spent getting input from
the membership on issues so
that at the business
meeting if any item is to
be voted on, the membership
will have a better
awareness of the issues.
It would also allow time
for items to be discussed
at state/regional and SIG
meetings. The Board could
be available later in the
week to respond to any
questions the membership
might have. The idea of a
plenary session acting as a
preview and providing a
forum for awareness of
issues was received
positively by the Board.

V. Audit Report

Joe Aiello presented the Board
with a favorable 1987 audit
report. He commented that the
review form worked very well.

On behalf of the Board, Gwyn

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extended a thank you to Joe and Rich Edmonds for a job well done.

**** Joe Aiello left the meeting at this time.

VI. On-site conference manager conference budget

On-site conference manager budget proposed at \$8,170

Hotel Xerox machine to be used

Presenters are responsible for their own copies

Susan Deese distributed a proposal for \$8170 for the on-site manager's budget (Attachment L). Modifications in the original request of \$7,620.00 included taking out \$200 for Xerox rental (the Board decided not to have a Xerox machine on site; \$100 will be budgeted for use of the hotel machine; primary use will be by the secretary and registration staff; presenters are responsible for copies of their own material); adding \$150 to cover entertainment for the wine and cheese; \$600 to cover suite costs.

The Board supported the idea of separating coffee break expenses from hospitality expenses; adding \$100 to cover the cost of a luncheon for committee members; deleting money budgeted for parking for committee chairs since the hotel will validate parking.

VII. Program chair's budget proposal

1987 program chair budget, \$8,000

Susan Deese reviewed the program chair's budget proposal of \$8,000 (Attachment M) and the timeline of events (Attachment N). She stated that the University of New Mexico may pick up the

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Tom Hayden offered a
\$1,000 honorarium

telephone, postage, supplies
and student assistant costs.

A \$1,000 honorarium has been
offered to Tom Hayden. There
is a possibility of him
waiving the fee. If so, the
money would be donated to the
scholarship fund in his name.

Susan reported that she is
working on a logo for the
conference and will have it
ready by the October retreat.

\$500 has been budgeted for 10
institutes (\$50 per). This
money is available for
printing for each institute.
Institute presenters need to
be reminded that this money is
available. There was consensus
on the idea of increasing the
number of people permitted to
attend institutes.

Number of people per-
mitted to attend
institutes to be increased

VIII. On-site manager report

Nancy Tooker relayed that she
has a standing committee of
six active members.

River City will be the
theme of the banquet

The theme of the Thursday
night banquet will be River
City with a Dixie Land jazz
band. The hotel will provide
its jazz fest back drop. There
will be cocktail hour prior to
the banquet. The idea of a MAC
sponsored cocktail hour was
suggested.

Local tours planned

Nancy discussed the local
tours that are available. One
is a \$17.58 "do your own" tour
of Sacramento. The idea of
renting a bus and touring the
writing lab at Davis and
touring the Sacramento City

WCRLA BOARD MINUTES
Sacramento, California
Capitol Plaza, Holiday Inn
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Wine tasting event
at the Railroad Museum
being planned

Center was presented.

Renting the Railroad Museum on
Friday for a pre-dinner-on-
the-town wine tasting event is
being planned. The Foothill
wineries are interested in
assisting with this event.

The idea of special interest
groups (SIG) coordinating an
information exchange similar
to poster exchanges at other
conferences was raised. It was
recommended that this be
discussed with Tom Gier, SIG
Coordinator.

Leisure tours to San
Francisco, Nevada and Lake
Tahoe have not been finalized.

The Board recommended that
Nancy write a promotional
article for the Newsletter
that includes information on
the California wineries.

The Board extended its
appreciation to Nancy for her
accomplishments to date.

IX. State/Regional Report

Wes Brown asked the Board to
think about what the
organization wants the
states/regions to do for it.

**** Nancy Tooker left the
meeting at this time.

X. State Chapters

State chapter
mechanism to be
developed

Becky Johnen presented
information that she had
gathered regarding the
implementation of state

WCRLA BOARD MINUTES
Sacramento, California
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chapters (Attachment O). The Board questioned the complexity of incorporation and asked Becky to seek information from other sources. A report is to be given at the October retreat.

XI. Special Interest Group (SIG)
Report

Special interest groups
plan for 1987-88

Gwyn stated that Tom Gier, SIG Coordinator, reports that all is going well with the SIGs. Group guidelines, outlining purpose, goals and activities for 1987-88 were distributed (Attachment P).

Hispanic Assistance SIG
to change name to
Hispanic Interest Group

The distinction between the MAC and the Hispanic Assistance SIG was discussed. Manuel suggested that the SIG name be changed to Hispanic Interest Group. The Board concurred with the request.

XII. Committee Reports

A. Archives

Archives to be updated

Gwyn reported that Karen Smith requested another file cabinet. To complete the archives, Karen also requested one copy each of missing journals and newsletters. Gwyn will instruct Hal to send Karen the needed items.

B. Awards and Scholarships

Joyce Weinsheimer's information on awards and scholarships was reviewed by the Board (Attachment Q). Joyce has identified a

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Sacramento, California
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Scholarship fund raising
to be coordinated by a
member of the Awards and
Scholarship Committee

Voting Board members not
eligible for awards

1989 conference to be
held in Seattle

1990 conference in Southern
California supported

committee member to
coordinate scholarship fund
raising. It was recommended
that state/regional
directors and SIG leaders
attempt to get members to
apply for the awards. The
Board was reminded that
voting Board members are
not eligible to receive the
awards. It was the
consensus of the Board that
Joyce should tell
individuals who nominate
people who are ineligible
of that status.

C. Site Selection

Susan Brown, Site Selection
Chairperson, provided a
written report (Attachment
R) indicating that plans
for the 1989 Seattle
conference are progressing.

Susan Brown had asked
whether the 1990 conference
needed to be in Southern
California. This idea was
discussed at length. Susan
Deese stated that she felt
the organization was not
ready to go out of
California two years in a
row. What this would do to
NADE would have to be
considered. Arizona has
indicated an interest in
having a conference. WCRLA
would have to put money
into the state organization
for the state to support a
conference. It was
suggested that Gladys go to
an Arizona state meeting to
promote WCRLA. The Board
felt that a 1990 conference

WCRLA BOARD MINUTES
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Practice of the conference in
California every other year
to continue

in Southern California
would attract Arizona
members. It was the
consensus of the Board
that the organization had
more to lose by not
protecting Southern
California.

XIII. What's in a name?

At the Albuquerque conference,
Mary Rubin presented a session
on the need for resolution of
terminology confusion in
Developmental Education
(Attachment S). The Board felt
that the common definitions
would be supported in our
journals and newsletters.
Common definitions would also
provide internal support at
our institutions.

Establishment of a
committee to study the
problem of the use of
common language within
the discipline approved

(M) Gwyn Enright: that Mary
Rubin establish a committee to
study the problem of the use
of common language and basic
terminology within the
discipline.

(S) Wes Brown

PASSED

The Board made the following
recommendations to Mary:

- a. the actions listed on her
July 6, 1987 letter to the
Board (Attachment S) be
completed in the following
order: 1,3,4,2,5,6
- b. that guidelines for the
committee be developed and
presented to Gwyn so that
she can present to the

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Board

- c. at the 1988 conference have an open forum to present findings to the membership
- d. communicate conference needs to Susan Deese

XIV. Learning Center Standards

WCRLA to respond to standards for learning assistance programs

Standards for Learning Assistance Programs are currently being formulated by the American College Personnel Association's Commission XVI. Professional organizations are being asked to comment on the standards draft. Georgine Materniak of the University of Pittsburgh and a member of the Standards Committee has sent material to Gwyn. The Board decided to review and discuss the standards at the retreat.

(M) Gladys Shaw: the Gwyn Enright respond to Georgine Materniak on WCRLA's timeline with dealing with the standards.

(S) Wes Brown

PASSED

The meeting was adjourned at 3:45 p.m.

Respectfully submitted



Becky Johnen, Secretary

WCRLA BOARD MINUTES
Sacramento, California
Capitol Plaza, Holiday Inn
July 19, 1987

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

Gwyn Enright called the meeting to order at 8:33 a.m.

I. Journal of Developmental Education (JDE)

Gwyn shared a letter she had received from "Bunk" Spann regarding a voluntary participation program with the National Center for Developmental Education in which WCRLA members could receive the Journal of Developmental Education (Attachment T).

Board considers the Journal of Developmental Education as a benefit of membership

"Bunk" proposed that WCRLA consider offering both the Journal and Research in Developmental Education. Final cost would be determined by the annual rate of participation (Attachment T, Page 3 details the cost analysis).

Further clarification on the proposal to add JDE is requested

(M) Gladys Shaw: on an initially favorable reaction to the proposal, it was moved to seek further clarification by October 1 on the Journal of Education's proposal.

(S) Wes Brown

PASSED

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Sacramento, California
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Susan Deese commented that the key to the deal is when the first percentage is calculated. If possible, use of the prior year's average should be used. It was suggested that Hal should tally the groups average membership per month. Having a phase-in schedule was discussed. It was felt that this issue would be a good one for the plenary session at the 1988 conference.

II. Official year for officers

There was consensus of the Board that the term of office for the following positions should begin at the conference: president, president-elect and the coordinator of state/regional directors.

There was consensus as to moving the start of the secretary position to coincide with the beginning of the fiscal year (July 1) instead of at the conference. This will be in effect with the 1989 position. A temporary secretary will have to be named for March through June, 1989.

Term of office for the position of secretary to begin July 1

(M) Susan Deese: with the next election for secretary, that the term of office begins on July 1 and that the president will appoint Becky Johnen as temporary secretary from March through June.

(S) Wes Brown

PASSED

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III. Board Retreat

Board to hold retreat
in October

The Board will hold a retreat at Asilomar (Monterey, California) October 25-27. WCRLA will pay travel; attendees will pay lodging. In addition to the Board members, Manuel Olgin, Wayne Herlin, Vince Orlando and Jo-Ann Mullen will attend. The purpose of the retreat will be to focus on issues such as the name of the organization, goals, activities to accomplish, teambuilding, etc.

IV. On-site manager's budget

Susan met with Carol Morgan Saturday and arranged a deal for two suites. Normally the cost is \$750-\$800 per night, but Susan has arranged for WCRLA to get the rooms for \$100 a night for Wednesday, Thursday and Friday of the conference. \$600 has been added to the budget to accomodate this cost.

The on-site manager's budget still includes the publisher's breakfast. It was decided to keep it there this year and track expenditures.

\$8,170 approved for on-site manager's budget
\$8,000 approved for program chair's budget

The on-site manager's budget (Attachment L) of \$8,170 and the program chair's budget (Attachment M) of \$8,000 were approved.

V. 1987-88 budget

1987-88 budget reviewed

Gladys Shaw distributed copies of the proposed 1987-88 budget (Attachment U). The following

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Coordinator of state/
regional directors
responsible for the
purchase of the outgoing
president's plaque

\$500 budgeted for start-up
costs for fundraising

Colorado, Montana and
Washington plan special
projects

notes apply to the 1987-88
budget:

- a. an awards line was added to the past president's budget (page 4); this amount is to be used to purchase a plaque for the outgoing president
- b. the Newsletter budget (page 6) includes postage costs but not Hal's hourly fee
- c. awards and fundraising (page 9) - fundraising items should be self-supporting; added a fundraising line and budgeted \$500 for start-up costs; fundraising item on page 13 has been combined with awards on page 9
- d. archives budget (page 9) includes money for file cabinet and accessories
- e. past president's budget (page 4) has been combined with the state and regional coordinator budget (page 14)
- f. state/regional directors (page 14) budget amount includes \$50 for each director plus:
 1. \$100 to Colorado; \$50 seed money; \$50 special project
 2. \$192 to Montana; special project - to go to other state functions to promote WCRLA

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3. \$500 to Washington;
special project - bring
Frank Smith to state
conference

Board recommends joint
conferences with other
state organizations when
considering major name
speakers

Since the 1989 conference is
in Seattle, it was the
consensus of the Board to fund
this request, but to make it
clear to Washington that it is
a one time only deal. The
Board doesn't support this
approach and recommends in the
future, joint conferences with
other state organizations.

Exhibitor table fee
increased to \$150

- g. (M) Susan Deese: to charge
exhibitors \$150 per first
table; \$50 per extra table.

(S) Gladys Shaw

PASSED

1987-88 budget approved
at \$48,920

- (M) Susan Deese: to approve
the 1987-88 budget of \$48,920
(\$32,750 general operating;
\$16,170 conference) as
submitted.

(S) Wes Brown

PASSED

The meeting was adjourned at 12:46
p.m.

Respectfully submitted



Becky Johnen, Secretary

Western College Reading and Learning Association
Board of Directors Meeting
Capitol Plaza
Sacramento, California
July 17-19, 1987

AGENDA

Friday, July 17, 1987

3:30 pm - 6:30 pm

1. Approve agenda/additions
2. Approve April 1987 minutes
3. Reports
 - Secretary's Report B. Johnen
 - Treasurer's Report G. Shaw
 - Newsletter Editor's Report W. Herlin
 - JCRL Report V. Orlando
 - MAC Report M. Olgin

7:00 pm - 10:00 pm Dinner in Sacramento N. Tooker

Saturday, July 18, 1987

^{8:15}
~~8:30~~ am - 12:00 noon
₄₅

Audit

1. 1987 Final Conference Report S. Deese
 - Conference Manager Report Form
 - Conference Manager's Handbook
2. 1987 Conference Evaluation
3. President-Elect/Program Chair's Report
 - 1988 Conference
 - Deferred payment policy
 - Conference policies and procedures
 - Conference publicist
4. 1988 Conference Manager's Report
5. Proposed 1988 Conference Budget

12:00 noon - 1:00 pm Lunch

1:00 pm - 3:30 pm

1. State Reports W. Brown
 - State/Regional Boundaries

2. State Organizations B. Johnen
3. Special Interest Groups T. Gier
4. Committee Reports
 - Archives K. Smith
 - Awards J. Weinsheimer
 - Elections P. Heard/S. Brown
 - Placement A. Schlender
 - Site Selection S. Brown
 - Fund raising S. Brown*
- ~~5. Liasons~~
- ~~WCRLA/NADE overlap S. Deese~~
5. Journal of Dev. Ed.
6. Other Business

*tabled until
information
arrives*

"What's in a name?" M. Rubin

Learning Assistance standards
7. Tour of conference facility

tabled

3:30 pm - 6:00 pm

Break for audit G. Shaw

Sunday, July 19, 1987

8:30 am - 12:00 noon

1. Fiscal year W. Brown
2. Board Retreat
3. Publicity Chairperson
4. Budget - Board 1987 - 1988
5. *Journal of Dev. Ed. discussion*

WCRLA Quick Reference

July 17-19, 1987
Sacramento, California
Attachment A
Page 3 of 3

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(505) 883-4907

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(801) 378-7706

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

BANK STATEMENT RECONCILIATION

FOR ACCOUNT #34710 - *Cal Paso Teachers Federal Credit Union*

Date *June 30, 1987*

BALANCE PER BANK STATEMENT \$ 41,242.86

ADD: DEPOSITS IN TRANSIT \$

OTHER: *June Interest Credited 7/1/87 by bank
 and accrued as 6/30/87 by
 org.* 181.78

DEDUCT: OUTSTANDING CHECKS \$ 227.41 (227.41)

CORRECTED BALANCE \$ 41,197.23

BALANCE PER BOOKS \$ 41,197.03

ADD: UNRECORDED DEPOSITS \$

ACCOUNT INTEREST EARNED

OTHER: *Diff between Checkbook and
 Bank on Check # 248* .20

DEDUCT: SERVICE CHARGES \$
 RETURNED CHECKS

OTHER:

CORRECTED BALANCE \$ 41,197.23

000	0.00	*	
	25.00	+	162
	16.00	+	176
	12.00	+	181
	4.00	+	183
	53.00	+	205
	28.00	+	216
	31.43	+	256
	9.87	+	257
	48.11	+	259
000	227.41	*	

RECEIVED JUL 17 1987

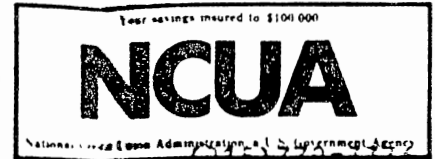
statement of account

El Paso Teachers Federal Credit Union
 6610 Continental Drive El Paso, Texas 79925 779 3336

NOTICE
 SEE REVERSE SIDE FOR IMPORTANT
 INFORMATION REGARDING YOUR RIGHTS
 TO DISPUTE BILLING ERRORS.

NOTICE
 SEE REVERSE SIDE FOR IMPORTANT
 INFORMATION REGARDING YOUR RIGHTS
 TO DISPUTE REGULATION ERRORS

SEND INQUIRIES TO
 El Paso Teachers Federal Credit Union
 6610 Continental Drive
 El Paso, Texas 79925



WESTERN COLLEGE ACCOUNT
 3 SHAW ST. S. FIDELITY
 6241 S. SHAW ST. S. FIDELITY
 EL PASO, TX 79912

PAGE 01 SOCIAL SECURITY NUMBER 060127 060137 ACCOUNT NUMBER 34710-04 (915)779-3336

DIVIDENDS 745.72 FINANCIAL CHARGE 0.00

THE BOARD OF DIRECTORS HAS DECLARED DIVIDENDS FOR THE FIRST QUARTER OF 1987
 5.75% ON REGULAR SHARE ACCOUNTS & 5.25% ON SHAREDRIFT ACCOUNTS

TRANS DATE	EFFECTIVE DATE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	BALANCE
		SHARE ACCOUNT		
		PREVIOUS BALANCE		2500
		NEW BALANCE		2500
		PREVIOUS BALANCE		4479431
0601		DR CHASEDRIFT ACCOUNT = 5.25%	13722	4493223
0601		ITEM 175	1200	4492023
0603		ITEM 213	11522	4480431
0603		ITEM 213	1200	4479231
0603		ITEM 132	1200	4478031
0603		ITEM 132	3500	4474531
0603		ITEM 132	21572	4452959
0604		ITEM 241	4200	4448759
0604		ITEM 242	61042	4387717
0604		ITEM 243	123701	4259017
0605		ITEM 132	1600	4257417
0608		DEPOSIT	55500	4312917
0609		DEPOSIT	5200	4319117
0610		ITEM 245	4092	4315025
0611		ITEM 213	1000	4314025
0611		ITEM 251	5904	4308041
0611		ITEM 246	66800	4241241
0611		ITEM 252	78231	4162930
0612		ITEM 253	5000	4157930
0615		DEPOSIT	23556	4181536
0615		DEPOSIT	22400	4203936
0615		ITEM 235	400	4203536
0615		ITEM 229	3960	4199576
0617		WITHDRAWAL	6200	4193376
0617		ITEM 253	33759	4159617
0623062287		ITEM 207	1200	4158417
0623062287		ITEM 254	30331	4127536
0629		ITEM 250	3250	4124286
		DIVIDEND PAID YTD: 745.72		4124286
		NEW BALANCE		4124286
		ITEMS CLEARED THIS STATEMENT PERIOD		
		ITEM-----AMOUNT	ITEM-----AMOUNT	ITEM-----AMOUNT
		175 12.00	235 4.00	250 50.00
		190 35.00	241 42.00	251 59.94

EACH LOAN MARKED "S" OPEN END CREDIT THE DAILY PER CC RATE AND THE ANNUAL PERCENTAGE RATE USED TO COMPUTE THE FINANCE CHARGE FOR EACH OF THESE LOANS IS PRINTED AT THE LAST TRANSACTION BE AVOIDING... (text is small and partially obscured)

statement of account

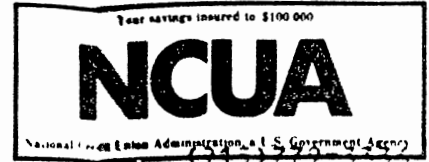
El Paso Teachers Federal Credit Union
 6610 Continental Drive El Paso, Texas 79925 779 3336

WESTERN COLLEGE ASSOC
 J SHAW JR G ENRIGHT
 0241 SNOW HEIGHTS CT
 EL PASO, TX 79912

NOTICE
 SEE REVERSE SIDE FOR IMPORTANT
 INFORMATION REGARDING YOUR RIGHTS
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SEND INQUIRIES TO
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 6610 Continental Drive
 El Paso, Texas 79925

NOTICE
 SEE REVERSE SIDE FOR IMPORTANT
 INFORMATION REGARDING YOUR RIGHTS
 TO DISPUTE REGULATION ERRORS



SOCIAL SECURITY
 PAGE 02
 000 00 0700
 NUMBER

STATEMENT PERIOD
 FROM 060187 TO 063087

ACCOUNT NUMBER
 34710-04 (915) 779-3336

DIVIDENDS 246.72 FINANCE CHARGE 0.00

THE BOARD OF DIRECTORS HAS DECLARED DIVIDENDS FOR THE FIRST QUARTER OF 1987
 5.7% ON REGULAR SHARE ACCOUNTS & 5.25% ON SHAREDRIFT ACCOUNTS

TRANS DATE	EFFECTIVE DATE	TRANSACTION DESCRIPTION	TRANSACTION AMOUNT	BALANCE
MG	DAY			
194	16.00✓	243 1,297.00✓	252 732.51	
199	12.00✓	245 40.92✓	253 337.59	
207	12.00✓	246 663.00✓	254 301.11	
210	12.00✓	247 115.92✓	253 32.51	
213	10.00✓	248 215.00✓		
222	12.63✓	249 510.47✓		
22	ITEMS CLEARED	4,703.95-		
1	WITHDRAWALS	62.00-	PREVIOUS BALANCE	44,724.71
5	DEPOSITS	1,214.40	NET CHANGE	3,551.45-
	NET CHANGE	3,551.45-	NEW BALANCE	41,242.71

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

FINANCIAL STATEMENTS

Fiscal Year 1986-87

Respectfully Submitted

Gladys R. Shaw
Treasurer

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF FINANCIAL CONDITION
June 30, 1987

ASSETS

CASH ACCOUNTS:

El Paso Teachers Federal Credit Union Checking	\$41,197.23
El Paso Teachers Federal Credit Union Required Savings	25.00
Scholarship Fund - Sears Savings/Now Citicorp	<u>806.38</u>
Total Cash	\$42,028.61
1988 Conference Chairman Advance Fund	500.00
Accounts Receivable (Schedule B)	<u>395.00</u>
TOTAL ASSETS	<u>\$42,923.61</u>

LIABILITIES AND FUND BALANCE

Accounts Payable (Schedule B)	\$ 348.19
-------------------------------	-----------

FUND BALANCE:

Beginning Balance, July 1, 1986 (Schedule A)	\$38,838.85
Net Increase in 1986-87	<u>3,736.57</u>
Fund Balance, June 30, 1987	<u>42,575.42</u>
TOTAL LIABILITIES AND FUND BALANCE	<u>\$42,923.61</u>

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF RECEIPTS AND EXPENSES
For The Year Ended June 30, 1987

RECEIPTS

Member Due	\$15,960.00
Journal Sales	783.00
Interest on Savings and Checking Accounts	1,911.30
Interest on Scholarship Account (Schedule C)	56.93
Advertising	105.55
Royalties	30.00
Conference Revenues -1987 (Schedule D)	28,739.43
Fundraiser Receipts	1,130.50
Balances of 1986 Conference Advances	1,233.48
Miscellaneous	<u>26.91</u>

TOTAL RECEIPTS

\$49,977.10

EXPENDITURES

Travel	\$ 2,888.37
Hotels and Food	1,837.63
Telephone	497.25
Postage and Shipping	1,545.83
Printing and Publishing	10,392.20
Supplies	480.58
Advertising and Promotion	652.15
Mailing Service	3,249.83
1986 Conference Refunds	856.50
Accounting-1985 Tax Return	300.01
Fidelity Bond	266.00
New Mexico State Corporation Commission	1.00
Currency Exchange Costs -Canadian Checks	89.44
Clerical	210.00
1987 Conference Refunds	1,236.00
1987 Conference Expenditures (Schedule D)	19,957.36
Awards	330.88
Fundraising Expenditures	1,379.50
Miscellaneous	<u>70.00</u>

TOTAL EXPENDITURES

46,240.53

NET INCREASE IN FUND BALANCE IN 1986-87

\$ 3,736.57

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

STATEMENT OF FINANCIAL CONDITION

June 30, 1986

Based on Analysis of Bank Records

ASSETS

Cash - Security Pacific Account (Schedule 1)	\$ (368.29)
Cash - San Francisco Savings Account (Schedule 2)	38,456.69
Cash - Scholarship Savings Account - Sears Savings (Schedule 3)	<u>750.45</u>
Total Assets	<u>\$38,838.85</u>

LIABILITIES AND FUND BALANCE

Fund Balance	<u>\$38,838.85</u>
--------------	--------------------

Note: Beginning balances and transactions subsequent to June 30, 1986, have been recorded in the 1986-87 Journals and Ledgers .

WCRLA MINUTES
July 17-19, 1987
Sacramento, California
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Page 4 of 17

Analysis of Security Pacific Account

Transferred to El Paso, Jan. 1987		\$1,038.84
Add checks written subsequent to June 30, 1986, per bank statements and returned checks (Cash Payments Journal P. 1&2)		4,690.90
Deduct deposits subsequent to June 30, 1986, per bank records:		
Transfers from San Francisco Savings	\$4500.00	
Deposits from regular operations	<u>1598.03</u>	<u>6,098.03</u>
June 30 Balance derived		<u><u>\$ (368.29)</u></u>

Analysis of San Francisco Savings Account

Balance transferred to El Paso, October, 1986	\$32,532.27
Deduct Interest July 1 - October 22, 1986, subsequent to June 30.	575.58 ^(a)

Add Transfers subsequent to June 30, 1986:

July 21, 1986 - Transfer to Security Pacific Account	\$3,000.00	
July 26, 1986 - Transfer to open El Paso Account	2,000.00	
July 27, 1986 - Transfer to Security Pacific Account	<u>1,500.00</u>	<u>6,500.00</u>

Account Balance on June 30, 1986	<u><u>\$38,456.69</u></u>
----------------------------------	---------------------------

(a) 1986 Interest per bank statement and 1099 Form	\$1399.37
Jan. 1-July 7 Interest per bank statement	<u>823.79</u>
Derived interest amount subsequent to June 30	<u><u>\$ 575.58⁽¹⁾</u></u>

(1) Posted to books March, 1987 - See Cash Receipts Journal P. 3

Analysis of Scholarship Fund - Sears

WCRLA MINUTES
July 17-19, 1987
Sacramento, California
Attachment C
Page 7 of 17

Balance March 27, 1987 per call to bank	\$795.00
Balance June 30, 1986 per bank record and book records	<u>750.45</u>
Interest Earned June 30, 1986 through . . . , 1987	<u>\$ 44.55</u> ^(a)
(a) Posted to books Mar., 1987 (Cash Receipts Journal Page 3)	

SCHEDULE OF ACCOUNTS RECEIVABLE ACCRUED JUNE 30, 1987

Educational Activities Exhibit Fees for 1987 Conference	\$ 100.00
Canadian Checks pending Collection	<u>295.00</u>
Total Receivables accrued	<u>\$ 395.00</u>

SCHEDULE OF ACCOUNTS PAYABLE ACCRUED AT JUNE 30, 1987

Susan Deese, Personal Funds Spent for 1987 Conference	\$ 1.94
Susan Deese, 1988 Conference Advance Funds Spent on 1987 Conference1	64.95
New Mex. State Univ. Learning Center - State & Regional Director Expenses Pending Approval	<u>281.30</u>
Total Payables accrued	<u>\$ 348.19</u>

Computation of Interest Earned on Scholarship Account
Sears Savings - Now Citicorp

March 31, 1987 - June 30, 1987

Account Balance per phone call 6/30/87	\$ 806.38 ⁽¹⁾
Balance on March 31, 1987	<u>795.00</u> ⁽²⁾
Interest earned 3/31/87-6/30/87	<u>\$ 11.38</u> (✓)

¹Note: This balance rolled over into another three-month C.D. @ 6.53% on 6/18/87.
²Interest earned at March 31, 1987 was recorded at that time.
(✓) Posted to the records at June 30, 1986.

STATEMENT OF 1987 CONFERENCE RECEIPTS AND EXPENDITURES

June 30, 1987

SUMMARY OF CONFERENCE RECEIPTS (Detail on D-1 and D-1a)

General Receipts:

Registration Fees	\$13,945.00
Institute Fees	2,880.00
Exhibit Fees	1,300.00
Transportation Fees	988.00
Food Function Fees	6,223.00
Interest on Advances and Receipts	<u>191.14</u>

Total General Receipts \$25,527.14

Other Receipts:

Reimbursement of Hotel Bill -Sue Brown	165.00
Contributions (Schedule D-3)	
Cash-Steck-Vaughn	\$ 100.00
Services to Program	
Chair	1,684.70
Services to Site Mgr.	<u>1,262.59</u>
Total Contributions	<u>3,047.29</u>

TOTAL RECEIPTS \$28,739.43

Less Refunds \$1,236.00

Less Hotel Charge for Sue Brown 165.00Total Adjustments to Conference Receipts 1,401.00

NET CONFERENCE RECEIPTS (D-1) \$27,338.43

CONFERENCE EXPENDITURES (Schedules D-2 through D-3)

Travel	\$ 1,711.00
Hotels and Food	9,061.90
Telephone	382.11
Supplies	685.90
Postage	1,056.87
Printing	2,382.12
Honoraria	1,500.00
Clerical	1,135.83
Entertainment	250.00
Photography	250.00
Decorations	200.00
Audio-Visual, Power and Copier Rental	1,086.63
Public Relations NADE Registration	<u>90.00</u>

TOTAL EXPENDITURES

19,792.36

NET RECEIPTS IN EXCESS OF EXPENDITURES

\$ 7,546.07

*This expense was reimbursed in July, 1987

*should
be added
to this figure*

90

WCRLA
July 17-19, 1987
Sacramento, CA

WESTERN COLLEGE READING AND LEARNING CONFERENCE

SCHEDULE D-1

RECONCILIATION OF FUNDS RECEIVED FROM SITE MANAGER WITH TOTAL RECEIPTS REPORTED
FOR THE 1987 CONFERENCE

Cash Remitted by Site Manager from Conference Receipts		\$24,602.99
Deduct Membership Dues included in Registrations		<u>475.00</u>
Conference Revenues Remitted		\$24,127.99
Adjustments made by Treasurer		
Collection of Exhibitors' Fees	\$1300.00	
Contributions to Site Manager and Program		
Chair	2947.29	
Cash Contribution	100.00	
Room Charge Reimbursement (Sue Brown)	165.00	
Other Adjustments on Refunds, Collections, etc.	<u>99.15</u>	
Added by Treasurer		<u>4,611.44</u>
Total Conference Receipts Reported (Statement of Receipts and Expenses and Schedule D)		\$28,739.43
Deductions for Refunds	\$1,236.00	
Deduction for Room Charge Reimbursement	<u>165.00</u>	<u>1,401.00</u>
NET RECEIPTS REPORTED		<u>\$27,338.43</u>

WCRCA 1987 Conference Receipts Subsidiary

Page 12 of 17

July 17-19, 1987
Sacramento, California

Item	Contrib.	Leg. Fees	Inst. Fees	Exh. Fees	Trans- portation	Food Functions	Interest	Other	Descriptio.
CR-2				750-					
CR-3				450-					
CR-4	100-								
CR-4 ①		13945-	2880-		988-	6223-	16199	165-	Remit- Subsidiary
EG-2							2915		
EG-3				100-					
EG-2	126259								
✓	168470								
EG 3 ②		13945-	2880-						
	304729	13945-	2880-	1300-	988-	6223-	14114	165-	
1986/87 Total									
000	0.00	*							
	3047.29	+							
	13945.00	+							
	2880.00	+							
	1300.00	+							
	988.00	+							
	6223.00	+							
	191.14	+							
	165.00	+							
Check Control	28739.43	*							

① Receipts from Site Mgr. less \$475⁰⁰ membership and 4⁷⁰ coll. items
② Correcting entry for fees recorded twice - Collection item included in
Site Mgr's total but recorded again by Treasurer when sent for
Collection

1986-87 Conference Expense Subsidiary Detail

Page 13 of 17

July 17-19, 1987
Sacramento, California

	Travel	Meals Food	Phone	Supplies	Postage	Printing	Wages & Fees	Other	Description
once Mtg. of Chair Site Mgr.	356 -	33976	16237	5410	24137	410 -	164707		
Site Mgr.			14117	48022			8876		
Site Chair	126 -		2056		2741				
Chairpersons						2710			
from Committee	157 -	4454							
once Spunkus	447 -	52139	5801		2028	676	1500 -		
Functions									
reg. & sign		39493							
lunch		94070							
hospitality		80015							
Director's		338 -							
ritual book		9650							
Pub. Brk.		66150							
offices		34801							
16 Keyp.									
17									
18									
19									
20									
21	625 -	97636							
22									
23									
24									
25									
26									
27									
28									
29									
30									
Food	1711 -	906170	38211	53432	8906	53151	42246		

1986-87 Conference Expenses Subsidiary Detail P.2

Page 14 of 17

7/1/86	8	9	10	11	12	13	14	15	16
7/1/86	1711 -	9061.90	382.11	534.32	289.06	531.51	4432.46		
Exp, Cont.	Travel	Hotel & Food	Phone	Supplies	Postage	Printing	Fees	Other	Description
Location						18276			
Tuition & Motivation									
Implementation									
Registration								90 -	NADET
Registration, Ills, Reg.					76781	174785			
3. Conf. Promotion				4391					
g. Packets				10767					
									165 - Pm Chy. in error on MasterCard
									123 - Refunds
	000	0.00 *							
	000	0.00 *							
		1711.00 +							
		9061.90 +							
		382.11 +							
		685.90 +							
		1056.87 +							
		2382.12 +							
		4512.46 +							
		1401.00 +							
	000			21193.36 *					
				Checks to Central A/c					

WCRLA MINUTES

July 17-19, 1987
Sacramento, CARECONCILIATION OF 1987 CONFERENCE SITE MANAGER'S ADVANCE
June 30, 1987Attachment C
Page 15 of 17

Date	Description	Fund Additions	Fund Expenditures	Balance
7/26/86	Cash Advance	\$1,000.00		\$1,000.00
	Hospitality		\$ 288.69	
	Photography		250.00	
	Entertainment		75.00	
	Supplies and Unbudgeted Items		285.93	
	Clerical		88.75	
	Registration Packets		107.67	(96.04)
	Interest earned	29.15 ¹		
	Loan from Susan Deese, Personally	1.94 ¹		
	Loan from 1988 Conference Chair Advance	64.95 ¹		-
TOTALS		\$1,096.04	\$1,096.04	-

¹ Accrued as payables at June 30, 1987, General Journal, Page 2.

NOTE: Expenses recorded in Conference Expenses June 30, 1987, GJ, P. 2.

*actual
reimb to
Susan*

Date	Description	Fund Additions	Fund Expenditures	Balance
7/26/86	Cash Advance	\$1000.00		\$1,000.00
	Ck.1001-Calls, Print.		\$ 142.62	
	1002-Brochure,Postage		29.05	
	1003-Supplies		25.28	
	1004-Prog.Com.,Travel		157.00	
	1005-Prog.Com.,Food		44.54	
	1006-Chair Travel		158.00	
	1007-Calls,Print.		39.75	
	1008-NADE Registration		90.00	
	1009-Clerical		10.00	
	1010-Calls,Broch,Postage		90.00	
	1011-Supplies		12.82	
	1012-Postage,Calls,Broch.		22.00	
	1013-Calls,Print		8.27	
	1014-Calls,Print		5.72	
	1015-Hotel & Food,Chair		79.92	
	1016-Postage		6.66	
	Bank Debit -checks, Supplies		16.00	
	Partial Reimb. for Personal Phone Costs		\$ 62.37	62.37
TOTALS		\$1000.00	\$1,000.00	-

NOTE: Recorded in Conference Expenses June 30, 1987, GJ P.2.

Contributions to the Conference Chair :

Clerical	\$1037.07	
Phone,Supplies and Postage	237.63	
Printing and Duplicating	410.00	
Total		\$1,684.70

Contributions to the Site Manager:

Phone	\$ 141.17	
Supplies	311.42	
Audio-Visual	<u>810.00</u>	
Total		<u>1,262.59</u>
Contributed Services and Supplies		<u>\$2,947.29</u>
Cash Contribution by Steck-Vaughn		<u>100.00</u>

Total Contributions (Schedule D) \$3,047.29

NOTE; These contributions have been recognized in the records as both revenues and expenses except for the cash contribution, which is recorded only as a receipt.

PROCEDURE	COMMENTS/DIFFERENCES	INITIALS
Cash balance reported agrees with reconciliation at June 30.		
Financial Statement Balances agree with Ledger balances		
Selected postings from the cash payments journal in the amount of \$ _____ were traced to the ledger		
Selected postings from the cash receipts journal in the amount of \$ _____ were traced to the ledger.		
Checks in the amount of \$ _____ were traced to the cash payments journal and to the original documents.		
Cash receipts in the amount of \$ _____ were traced to deposit slips and/or original documents.		

In our opinion the financial statements fairly reflect the receipts, expenditures and financial position of the organization for the fiscal year ending _____

Signed _____

Date of Audit _____

RECEIVED JUL 17 1987



Brigham Young University

Student Life
Counseling and Development Center

July 8, 1987

Ms. Gwyn Enright
Academic Skills Department
San Diego State University
San Diego, CA 92182

Dear Gwyn:

My apologies for the slowness of this budget estimate. I suffered a set back in the form of passing out and splitting open the back where I had the surgery and developing a temperature that put me back in the hospital for an additional six days beyond the five that I had originally planned. Everything seems now to be under control except that I have to go through a seven day self-administration of intravenous antibiotics to make sure that the temperature, which has now come back to normal, stays there and the infection is indeed cleared up.

The budget estimate, as near as I can figure it out, is as follows:

Budget Estimate, WCRLA Newsletter, 1987-88 (Volume 11, No.'s 3 and 4; Volume 12, No's 1 and 2)

Estimates are based on four issues, Fall and Winter 1987 and Spring and Summer 1988, averaging 12 pages each, on 60-pound paper.

Printing Costs (\$785 per issue)	\$3,140
Shipping Costs to mailing outlet (\$20 per issue)	80
Mailing Costs (\$200 per issue)	800
Editor Participation in Board Meetings (One per year)	500
Editor WCRLA Conference Costs	200
Editor Incidental Costs (postage, phones, typing, duplicating, copy editing, etc.)	180
	<u>\$4,700</u>
Total Budget Estimate	\$4,900

The above estimate is based on actual cost for printing and shipping of the issue that was just completed and an estimate that it will cost approximately \$200 to mail those copies out.

Ms. Gwyn Enright
July 8, 1987
Page two

~~that period.~~ That estimate is strictly my estimate and has not been checked with Hal or anyone else. The \$500 for participation in the board meetings will probably be saved this year because I will not be going, so if you are thinking in terms of the cost of my being in Sacramento this year, that will be totally saved. If you are thinking about the board meeting for next summer, that amount should stay in the budget estimate. I was thinking more of next summer than this summer when I put it in. The item on conference costs is a sheer guess. I based it on the probable cost of my being housed at the conference longer than BYU would be willing to send me under their normal procedure of funding one annual conference per employee. The last item I just do not know what to expect to come up. I will have some support for postage, phones, typing and duplicating from the University. I do not know how much, but I do know that the University is very careful to keep that to what they consider to be an incidental range. I have, therefore, asked for \$180 for that. Jane had written down cost for mileage in her estimate. The distance that I will be traveling will be minimal and for that reason, I plan simply to donate the cost of running my car over to the printers now and then. I see no additional costs involved and so I am not asking anything for mileage. I hope that this estimate takes care of what you need to complete your business at the board meeting.

1/2 (Handwritten)
I need to say a thing or two about the first edition that I have put out. Generally speaking I think it went well. There are some glaring errors that I have discovered. The worst errors are on the picture spread. Because of my surgery and set back, I was unable to check the captions against the pictures, and sure enough, there are some problems with that, as you probably have already discovered. The only other serious problem that I ran across was a typo in the application for membership on the last page. Somehow or other WCRLA got listed as RCRLA as the institution to which the check should be made payable. I hope that we'll still be able to cash the checks. Now in addition to those problems and one or two other minor things I want to ask some questions that you will probably want to take up with the board in terms of policy. When we came to the layout for the last page, I squeezed as much as I possibly could in order to get all of the state, province, and regional directors on the page, plus the officers of the organization. I cut down the size of the application for membership and the prices of WCRLA publications to about as small as it meaningfully can go. When we got everything put together I realized that the directors, if they were placed on the last page, would take up all of the space necessary for the address label that has to go on to that page.

Ms. Gwyn Enright
July 8, 1987
Page three

For that reason I suggested we try some other way to organize it, and the printer put the directors over on another page and moved the important deadlines ~~and~~ the JCRL correction to that page. I am not sure I like it that way, but you should look at that and give me some feedback on that kind of arrangement. Another thing that is possible is to take the application for membership and routinely put it on the next to the last page. We seem, every time, to have some kind of notification like a final call for papers or a notification of a call to conference, and I imagine there will be a call for chair persons. If we could put that kind of a call on the next to the last page with the application for membership directly below it, we probably would have plenty of room on the last page for officers and state directors. At any rate, that is a problem that you need to look at.

Keep in mind that my estimates are based on four 12-page newsletters. We will probably have at least two of the four at eight pages, and I noticed that one last year was 16 pages. I used the 12 pages as a kind of average but anticipate that we will have some eight-page newsletters and perhaps one 16-page newsletter. On occasion we may have another 12-page newsletter, but the size of the newsletter is the biggest variation in cost. You might want to discuss with the board some sort of a ceiling or policy about number of pages for the newsletter to be continued.

Another idea that I had was the possibility of changing the color of the printing, perhaps even the color of the paper, as we change volumes. We have traditionally used a brown. I think the brown that was used on the one that was done here is a little darker brown than has been done in the past. But if you are interested in some variety, I suggest you have the board consider the possibility of perhaps going to a dark blue for a year, a dark green for a year, and having some variety so that we can quickly tell which year the volumes are coming from. Anyway, consider that--I do not have any strong feelings about it--it is a thought that occurred to me. One more item for you, you had not given me any copy on the appointment of a newsletter editor, and I had planned not to mention that appointment because of the uncertainty of my condition. However, at the end, I had a little bit of space left over and so I took the liberty of writing your announcement of the newsletter editor appointment. I apologize if that creates any kind of embarrassment for you but it can easily be changed if things occur such that you need to appoint a different person as newsletter editor.

Ms. Gwyn Enright
July 8, 1987
Page four

Thanks for your help. Good luck at the board meeting. Be sure to send me a transcript or minutes of the meeting,

particularly outlining those things that I need to be concerned about. I hope that I will be well enough for the retreat that you have mentioned that would take place later in the year; I am looking forward to meeting with everyone at that time.

Sincerely,



Wayne R. Herlin, Professor
Counseling and Development Center

WRH:lah



Metropolitan State College

July 10, 1987

WCRLA Board of Directors
c/o Gwyn Enright
English Department
San Diego City College
1313 Twelfth Avenue
San Diego, CA 92101

Dear Board Members:

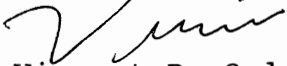
Since the end of the Albuquerque conference Jo-Ann and I have been busy with various aspects of the Journal. Immediately after the conference I sent a letter to all conference participants encouraging them to submit manuscripts for review. Thirty-six (36) manuscripts were received, which we feel was a great response given Mike's experiences over the past two years. These manuscripts have been sent to reviewers and a complete set of reviews has been received for 29 of them. We have also received a manuscript from Arthur Cohen, however, Bill Moore did not respond to our requests to submit one. Jo-Ann and I have been searching for a printer in both Greeley and Denver. We have received two estimates so far and the attached budget is based on the lowest bid received to this point. This estimate seems in line with the one used by Mike last year.

Over the course of the next few months Jo-Ann and I will concentrate our efforts on getting manuscripts ready for the printer. I am also working on sending a letter to 800 members of CRI/IRA informing them of the Journal and asking them to submit manuscripts. We will also work on the development of a tri-fold flyer which provides general information both on the Journal and on submitting manuscripts. Additionally, we will attempt to develop a style sheet which will provide information on how to submit manuscripts in order to clear up some of the confusion that we encountered over the past few months. We are also planning to submit to the board a cost analysis on dividing the Journal into two or possibly three issues. That information will be available for the conference in Sacramento.

This fall Jo-Ann will be attending the NADE conference in order to solicit manuscripts from members of that organization. I have requested travel money from the board for her to attend this meeting. I will be attending the annual meeting of the National Reading Conference and will solicit manuscripts from members of that group. I have travel money from my college for this meeting.

I hope you have a productive board meeting this summer and I look forward to seeing all of you at the upcoming retreat in October. Please feel free to contact either of us at any time.

Sincerely,



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

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

ON-SITE CONFERENCE MANAGER REPORT FORM

I. GENERAL INFORMATION

DATES April 9 - 12, 1987 CITY/STATE Albuquerque, NM

HOTEL Marriott

THEME Back to the Future: WCRLA Celebrate 20 Years

OFFICERS	<u>Wes Brown</u>	President
	<u>Gwyn Enright</u>	President-Elect
	<u>Sue Brown</u>	Past President
	<u>Jane Lehmann</u>	Secretary
	<u>Gladys Shaw</u>	Treasurer

ON-SITE CONFERENCE MANAGER Susan Deese

KEYNOTE SPEAKERS Arthur Cohen
William Moore

II. REGISTRATION INFORMATION (registration form attached)

TOTAL NUMBER OF PEOPLE REGISTERED 318

Total pre-registration 227
Total on-site registration 91

Members 281
Non-member 37

Full conference registrations 303
One-day registrations 15

CONFERENCE REGISTRATION HOURS

<u>4:00</u>	to	<u>9:00 pm</u>	(time)	<u>Wednesday</u>	(day)
<u>8:00</u>	to	<u>5:00 pm</u>	(time)	<u>Thursday</u>	(day)
<u>8:00</u>	to	<u>1:30 pm</u>	(time)	<u>Friday</u>	(day)
<u>8:00</u>	to	<u>12:00 noon</u>	(time)	<u>Saturday</u>	(day)

PEAK REGISTRATION PERIODS

<u>5:00</u>	to	<u>8:00 pm</u>	<u>Wednesday</u>
<u>8:00</u>	to	<u>12:00 noon</u>	<u>Thursday</u>
<u>3:00</u>	to	<u>5:00 pm</u>	<u>Thursday</u>

RECEIVED JUL 18 1987

GENERAL COMMENTS AND RECOMMENDATIONS:

- Registration area also serves as information area. The area needs to be staffed 8:00 - 5:00 Thursday - Saturday and Sunday morning (especially if sessions are scheduled). Brunch tickets will be requested on Sunday morning. Sale items for scholarship fund should not be handled by registration staff.
- Pre-registration form should include statements to the effect that payment must be received with form and that payment must be made in U.S. dollars. Form should include institution, institution address, and phone number.
- On-site chairperson needs to determine costs for meals and tours for registration forms prior to Oct. 31 deadline for Newsletter.
- Registration committee should communicate with participants who owe money, send in incomplete forms, etc.
- If a fee is received for a closed tour, meal, or institute, a refund form should be completed by Registration Committee - 1 copy in packet and 1 copy for Treasurer. Tax exempt number should be obtained by Treasurer. All fees should be accounted for by registration form category. Registration fees should not be expended. Tickets should not be "bought back" by Registration Committee.
- Phone should be available in registration area.

III. TOURS

CAMPUS VISITS

Place	Day	Time	Ticket Cost	Tickets Sold
Albuquerque TVI	Thursday	9-12	\$4.00	14
Univ. of New Mexico Skills Center	Friday	3-6	\$4.00	61
Univ. of New Mexico General College	Friday	3-6	\$4.00	19

LEISURE TOURS

Place	Day	Time	Ticket Cost	Tickets Sold
Sandia Peak	Saturday	5-9 pm	\$28.00 (food & transportation)	45
Santa Fe	Saturday	5-9 pm	\$7.00 (transportation)	54

TOTAL TOUR REVENUES AND EXPENDITURES

TOTAL EXPENDITURES \$1,579.17

Total transportation costs \$625.00
Total food costs \$954.17

TOTAL REVENUES \$2,014.00

BALANCE \$ 434.83

GENERAL COMMENTS AND RECOMMENDATIONS:

Transportation cost per ticket was calculated on 2/3 occupancy to cover the cost of the trip. Restaurants and transportation companies will often let us pay on credit. Treasurer should complete credit application form. We found Saturday night to be a very popular time. Scheduling should be made in cooperation with President-elect.

IV. FOOD FUNCTIONS (see attached hotel charges)

Function	Tickets Sold (Cost)	Actual Served	Amount Budgeted or Collected	Cost	Balance
Publishers Breakfast	0	unknown	1,200.00	661.50	538.50
Editorial Luncheon	0	8	100.00	78.00	22.00
State Directors Luncheon	0	35	400.00	338.00	62.00
Banquet	130 (20)	133	2,600.00	2,482.00	118.00
Brunch	82 (10)	82	820.00	815.50	4.50
Coffee Breaks	0	unknown	0.00	348.00	1,348.00
OTHER:					
SIG Breakfast	142 (9)	124	1,278.00	1,052.00	226.00
SIG Luncheon	37 (11)	35	407.00	338.00	69.00

TOTALS

NET BALANCE (non-budgeted items, Banquet, Brunch, and SIG meals): \$417.50

GENERAL COMMENTS AND RECOMMENDATIONS:

Very difficult to arrange breakfasts in rooms which need to be used as meeting rooms immediately following breakfast.

Must be schedule early so that costs can be determined for inclusion on registration form.

We found that only at the Brunch and Banquet did we actually serve the number equal to the number of tickets sold. We recommend calculating the guarantee number by subtracting 10% of the number of tickets sold from actual sales. You must pay for your guarantee number even if few people eat.

V. HOSPITALITY SUITE (see attached report)

HOURS

8:00 pm	to	1:00 am	Wednesday
8:00 pm	to	12 midnight	Thursday
9:00 pm	to	12 midnight	Friday
8:00 pm -	to	12 midnight	Saturday

PEAK PERIODS

9:00	to	1:00 am	Wednesday
9:00	to	12 midnight	Thursday
	to		
	to		

AMOUNT OF BEER/WINE SERVED

BEER

WINE

EVENING

3 cases regular 4 1.75 liters white
2 cases Lite 2 1.75 liters red
2 1.75 liters rose

Wednesday - Thursday

2 cases regular 3 1.75 liters white
1 case Lite 3 1.75 liters red/rose

Friday - Saturday

approximately 4 cases of soft drink were used -- many requests for diet drinks

FOOD

see attachment

GENERAL COMMENTS AND RECOMMENDATIONS:

It worked out very well when someone other than the Hospitality Chair would replenish the room each day. The Hospitality Chair worked many long evenings as well as attending conference programs; the help during the day was greatly appreciated. Large trash cans can be provided by the hotel.

VI. EXHIBITS (see attachments)

HOURS

8:00 am	to	5:00 pm	Friday
8:00	to	12:00 noon	Saturday
	to		

EXHIBITORS

Holt, Rinehard, and Winston

Wadsworth Publishing

H and H Publishing

Prentice - Hall

Scott, Foresman

College Skills Center

College Survivial, Inc.

Personal Efficiency Programs

Steck - Vaughn

T.H. Peak

Center for Developmental Education

COST PER TABLE	\$100
----------------	-------

Cost per additional table \$50.00

ADDITIONAL ELECTRICAL OUTLETS NEEDED

GENERAL COMMENTS AND RECOMMENDATIONS

Exhibits chairperson should be scheduled to help exhibitors to set-up on Thursday evening. Room should be scheduled from 5 pm Thursday - noon on Saturday.

AUDIOVISUAL

ENT RENTED/BORROWED

E

chased a bicycle lock for one room that we used for

e.

RE COMMENTS AND RECOMMENDATIONS:

Overhead projectors and screens should be available in every room.
Have some people to make last minute requests including requests for
markers and erasers and tables. Table and extension cord should be
available in each room. One person needed to be available during each
teaching section period. Get to hotel set-up personnel.

VIII. HOTEL ARRANGEMENTS

Attached are sample "Banquet Event Orders (BEOs)". This type of form is filled out for each room used by the association during the conference. The President-Elect should be consulted concerning seating arrangements, number of people on the dias, microphone needs, etc.

THE ACTUAL ROOM ASSIGNMENTS MUST BE MADE AT LEAST TWO MONTHS PRIOR TO THE CONFERENCE SO THAT ROOM ASSIGNMENTS CAN BE INCLUDED IN THE CONFERENCE PROGRAM.

GENERAL COMMENTS AND RECOMMENDATIONS:

Meet with hotel people regularly during the two months prior to the conference. Get to know the staff who will be setting up the rooms. Learn beeper numbers - how to contact staff.

IX. DINNER ON THE TOWN

HOURS
7:00 to 9:00 Thursday

NUMBER OF RESTAURANT MENUS DISPLAYED 11

APPROXIMATE NUMBER OF PEOPLE DINING 75

GENERAL COMMENTS AND RECOMMENDATIONS:

People appreciated having some restaurants within walking distance.

EVALUATION OF WCRLA CONFERENCE
APRIL 9-12, 1987
ALBUQUERQUE, NEW MEXICO

Contents

Executive Summary

Summary of Responses Conference Evaluation

Summary of Responses Presenter/Institute
Evaluation

Chart - Number of Evaluations by Time Slot

Submitted by
Carol Walvekar

RECEIVED JUL 18 1987

EXECUTIVE SUMMARY

1. Detailed summaries of the data for the conference evaluation and the presenter/institute evaluation begin on page 11. A chart of the number of evaluations by time is on page 33.
2. Conference evaluation N = 41.
3. Presenter evaluation -highest N = 35
Presenter evaluation -lowest N = 5
Institute evaluation -highest N = 25
Institute evaluation -lowest N = 7
4. No evaluations were submitted for 11 sessions and 2 institutes. They were as follows: 1C, 3D, 5E, 7A, 7B, 7C, 8A, 8D, 10A, 12C, 14B, 12C, 14B; Institute 2, Institute 7. Either the sessions were cancelled or the Chairperson did not collect and/or turn in the evaluations.
5. Prior conference attendance: 2-5 times 32%
1 time 24%
6-10 times 17%
0 time 15%
10+ times 12%
6. 95% of the respondents are members of WCRLA; 5% are not.
7. State of employment: California - 23%
Arizona - 10%
Nebraska - 8%
The remaining 15 states identified had 1 or 2 individuals from each state. (See Summary for States.)
8. Position held: Instructor - 48%
Administrator - 30%
Counselor - 8%
Other - 7%
7 respondents indicated they held more than one position.
9. Area of employment: Learning Assistance - 40%
Reading - ~~20%~~ 25%
Other - 20%
Writing - 8%
Tutorial - 8%
Math - 3%
15 respondents indicated more than one area.
10. Type of institution: 2 yr. Jr. or Community College - 54%
4 yr. College or University - 46%

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

E = Excellent = 4 G = Good = 3 A = Average = 2 P = Poor = 1
N = Not applicable = no value assigned and not computed in average.
12. Keynote speakers were rated as being "Good", with the "Past Presidents" at 3.05, Cohen at 2.74 and Moore at 2.50. Comments reflected both positive and negative feelings about the past president's general session and little else regarding the other two keynoters.
13. Section meetings, institutes and other meetings were rated as "Good" in general, with institute topics (3.53) and meeting topics (3.50) the highest. Scheduling of section meetings (3.08) and institutes (3.00) were on the lower end of the scale. Comments mostly reflect conflicts in scheduling, which always seem to be a problem as there are only so many hours in the day.
14. Ratings of activities varied greatly. The Albuquerque tram ride received a perfect 4.00 rating, while the computer fair was not evaluated highly (1.44). Comments vary greatly and mostly reflect individual preferences. Dancing seemed to be a hit, and some would have appreciated more local escorts for the dinner of the town (Thursday).
15. Services and planning overall were rated very highly. Respondents were most complimentary of the hotel both in their numerical rating--room accommodations (3.83), site (3.70), facility (3.66) and in their comments. Pre conference publicity was assigned a 2.41 rating and the program a 1.95 rating. Comments reflect some suggestion for improvement in this area. While ratings and comments reflect that the hotel was good as far as lodging and people were concerned, there were several criticisms about the meeting rooms being too small. The presenter evaluations which also include an item on room accommodations support this criticism, in some cases.
16. Overall suggestions reflect very positive feelings about the conference. A comment which occurs three times is a concern that sessions may be going too much in the research-theoretical direction and too far from the practical.
17. Overall, presenter and institute evaluations were good to excellent. Very few ratings were average or lower. Many presenters were mentioned as outstanding on the conference evaluation. Hunter Boylan received the highest evaluation ratings for his institute as well as several favorable comments on the conference evaluation.
18. Attendance seems to be greater in the mornings.
19. The low number of responses, 41 needs to be addressed. Perhaps more announcements about completing them could be made throughout the conference. Also, I should have put a mailing address on the form. Finally, identifying some type of reward for turning in the evaluation might be pursued as well.
20. The NCR form seemed to work well for presenter/institute evaluation. There are about 2,000 left and can be used next year.

SUMMARY OF RESPONSES

WCRLA

WESTERN COLLEGE READING AND LEARNING ASSOCIATION
1987 CONFERENCE EVALUATION - ALBUQUERQUE, NEW MEXICO

Your evaluation will help conference planners to improve future annual meetings. Please answer the following questions, include your comments where appropriate and return the evaluation to the box at the registration desk before leaving the conference. Thank you for your cooperation.

DEMOGRAPHIC INFORMATION

1. How many prior WCRLA conferences have you attended? N = 41

Check one. 6/15% 0 10/24% 1 13/32% 2-5 7/17% 6-10 5/12% 10+

2. Are you are member of WCRLA? 35/95% Yes 2/5% No N = 41

3. In which state are you currently employed? N = 39

9/23% - California	2/5% - Oregon
4/10% - Arizona	2/5% - Texas
3/8% - Nebraska	1/3% - Alberta
2/5% - Alaska	1/3% - Hawaii
2/5% - Colorado	1/3% - Kansas
2/5% - Iowa	1/3% - Minnesota
2/5% - Missouri	1/3% - Utah
2/5% - Montana	1/3% - Washington
2/5% - New Mexico	1/3% - Wyoming

4. What type of position do you hold? Check one. N = 50 (7 respondents indicated they held more than one position.)

24/48% Instructor 15/30% Administrator 4/8% Counselor
7/14% Other/ Specify: Reading/Computer specialist
 Lab Coordinator
 Director
 Lead Faculty
 Writing specialist - Learning Center
 Chairperson
 Research

5. What is the main area of your employment? N = 60 (15 individuals indicated more than one area.)

15/25% Reading 5/8% Writing 2/3% Math 24/40% Learning Assistance
5/8% Tutorial 12/20% Other/Specify:
 Administration
 College Credit
 ESL Tutoring
 Science Remedial
 Study Skills & Psychology
 Specify - Psychology
 Educational Opportunity

All Developmental Education Attachment H
 Computer Based Education/CAI Page 5 of 35
 Math and Natural Science
 Adjunct. classes
 Adult P.T. Education

6. In what type of institution do you work? N = 41

22/54% 2 Yr. Jr. or Community College
19/46% 4 Yr. College or University

EVALUATION OF EVENTS

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

KEYNOTE SPEAKERS

1. Thursday: Dr. Arthur Cohen	E-5	G-18	A-8	P-3	N-7	AVE. 2.74
2. Friday: Dr. Gene Kerstiens and Past Presidents	E-6	G-11	A-3	P-1	N-20	AVE. 3.05
3. Sunday: William Moore	E-0	G-2	A-2	P-0	N-37	AVE. 2.50

SECTION MEETINGS/ INSTITUTES/ OTHER MEETINGS

1. Section meeting topics	E-25	G-11	A-3	P-1	N-1	AVE. 3.50
2. Section meeting scheduling	E-13	G-19	A-6	P-2	N-1	AVE. 3.08
3. Overall quality of section meetings	E-20	G-15	A-3	P-2	N-1	AVE. 3.33
4. Institute topics	E-19	G-11	A-2	P-0	N-9	AVE. 3.53
5. Institute scheduling	E-8	G-17	A-4	P-2	N-10	AVE. 3.00
6. Overall quality of institutes	E-13	G-10	A-2	P-0	N-16	AVE. 3.44
7. State meeting	E-7	G-13	A-6	P-0	N-15	AVE. 3.04
8. Special interest groups	E-16	G-8	A-4	P-0	N-13	AVE. 3.43
9. WCRLA Board Meetings	E-1	G-2	A-0	P-0	N-38	AVE. 3.33

COMMENTS:

Section Meetings--too many meetings, Institute scheduling--too many conflicts, Overall Quality--computer were not hands on. It is unfair to allow persons to attend paid institutes without paying. I witnessed this and heard about it

Try not to schedule institutes during state director meeting. PPST sectional speakers did not show up! - very unprofessional

It would be better if there was not conflict between institutes adm. section meetings, both of which are frequently excellent. Also, there was a conflict between the Friday's General Section and the section meetings scheduled for 3 p.m. Even if the General Section had ended on time, people needed some time before starting other session.

Friday's session was tedious. It lacked organization. Didn't like airing dirty laundry, i.e. Karen Smith's remarks. No continuity in recognition and lack of recognition of members. Conference managers and other WCRLA officers play very significant roles. Your (Board's) disregard for the value of state director was evident

New people need to know ahead of time that there will be section meeting they can attend at the same time institutes are scheduled

The second general session went over its allotted time. This adversely affected the attendance of the section meetings held at 3:00. Many late comers continued to walk in during the presentation

Excellent leadership. Worthy research--results applicable
Make section meetings 1 hr. & 15 min.--do not schedule activities to begin at 11:30 a.m. when institutes and session are still going on. Why do you keep scheduling 5 institutes on thursday morning & only 1 on Saturday a.m.? Offer no more than 3 at the time

To many institutes at 9 a.m. Thursday. Maybe they could be more spread out

Why no section meetings Thursday a.m.? For those of us who were locked out of institutes we had nothing to do. Restrict questions during the presentations so that the subj. matter is covered. Many interruptions were of a narrow, personal nature that should be handled at the end

Some sections and esp. institutes should specify who they are aimed at, i.e just beginning or advanced

Institute topic- good institutes, preregistration is too difficult without the overall schedule. There are too many conflicts!

Thank you for the 20-year perspective

Accommodations were very good! However, I did not get what I came for. That is, hands-on current information I could take back to any campus. There was very little new innovative information. The computer fair was very disappointing. However, 2 computers sessions I went to were very good

Texas has a major problem it needs to resolve & it was difficult because of the presence of other state groups:

ACTIVITIES

1. Campus tours (specify) <u>4-TVI</u> & <u>6-UNM</u>	E-6	G-4	A-1	P-0	N-30	AVE. 3.45
2. Computer Fair	E-0	G-1	A-2	P-6	N-32	AVE. 1.44
3. Publisher's exhibits	E-5	G-14	A-14	P-2	N-6	AVE. 2.63
4. Lunch with a Mentor	E-5	G-1	A-0	P-1	N-34	AVE. 3.43
5. Newcomer's Reception	E-3	G-4	A-4	P-0	N-30	AVE. 2.91
6. Multi-cultural Affairs Luncheon	E-0	G-0	A-0	P-0	N-41	AVE. 0.00
7. Banquet	E-10	G-3	A-5	P-0	N-23	AVE. 3.28
8. Sunday Brunch	E-4	G-2	A-0	P-0	N-35	AVE. 3.67
9. Albuquerque Dinner on the Town (Thursday)	E-3	G-5	A-1	P-2	N-30	AVE. 2.82

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10. Santa Fe Dinner on the Town	E-6	G-1	A-0	P-0	N-34	AVE. 3.86
11. Albuquerque Tram Ride and Dinner (Saturday)	E-5	G-0	A-0	P-0	N-36	AVE. 4.00
12. Special Interest Group Meetings SIG	E-13	G-5	A-2	P-0	N-21	AVE. 3.55

COMMENTS:

Activities/ Too many conflicting choices
fewer choices available to all would help
Computer Fair- I came to the computer fair- so that part was
disappointing. Payment for institutes should be
partially refunded
State meetings should be separate, both for planning and
getting acquainted
Santa Fe Dinner on the Town - Kathy Nelson did a great Ok!
Banquet was great! Hotel must be complimented for their
"decoration" and assistance, love having dancing rather
than an entertainment group
It would have been nice if the stores had been open but a
great trip nonetheless, a big thank you to Kathy from
Santa Fe for all her work
Would like to attend SIG MTG but ~~not~~ have breakfast -isn't
that an option? I follow a no fat/sugar plan so must
eat other food than is served. More food options for
people who must eat simple fresh fruit and
vegetables-(had to skip state director's lunch, too)
A good conference site LAC management group has a new leader
that should help give direction
Repeat the oldies dance--make it a tradition!
I missed my lunch with a mentor because they left at 11:30
and I attended an 11-12 section meeting
Excellent -"Lunch with a Mentor"
Computer fair needed more software & people
Sorry there weren't enough Albuquerque members to take
people to restaurants (or at least lead the group) to
the restaurant. Locals can point out interesting
features of town
To control overcrowding, it would help to take names of
listeners at registration time
Hosts/Local transportation for dinner would have been
nice and helpful
Luncheon with mentor was excellent--as most tour of skill
center, UNMI
Found that some sections this year had their emphasis on the
research rather than on the practical application of
the results of the research. I have always felt that
WCRLA was special because of the ideas I could use as a
result of attending the conference. I'm not
particularly interested in someone's grad work unless I
can utilize it.

Please list the name of speakers, titles of section meetings or institutes, or activities that you thought were outstanding.

Karen Agee, Richard lake-but I'm prejudiced. Tutors training : techniques that really work assisting intermediate and advanced ESL students. UNM general College tour. A method for teaching revising to ESL comp. students.

Hunter Boylan, Becky Johnson as mentor for luncheon Strategic learning: A prescription for academic Success learning Disabilities SIG

Vaneta Condon - exam Analysis Excellent! Dr. Martinez's two presentations on Math and on Basic writing.

Pegi Denton -Sectional, Lucy McDonald - Mentor Dr. Mancy Wood, Peggy Denton- should give a 3 hours institute at Sacramento- has a lot offer

Condon-exam Analysis Tutor Training Institute #5,4d, and 11b excellent content and speakers

Tutoring Training Institute-Oldies but Goodies sectional, celebrating the extraordinary doing the ordinary sectional

Jane Drabek-teaching influencing through group discussion.

Janice Lewis- Kathern Bartle, Angus- Critical Thinking & Study Strategies

Sue Brown, Karen Agee

Joyce Weinsheimer, Pat Mulcaby, Karen Agee

Tutor training institute, Jerry Fishman, Hunter Boylan, Bunk Spann

Unfortunately, compared to past years, I found nothing to be exceptional because the focus seemed to shift primarily to how a study was conducted rather than what could be done with the info. gained.

EVALUATION OF SERVICES AND PLANNING

1. Conference facilities	E-30	G-8	A-3	P-0	N-0	AVE. 3.66
2. Room accomodations (not meeting/session rooms)	E-30	G-6	A-0	P-0	N-5	AVE. 3.83
3. Hospitality	E-24	G-10	A-1	P-0	N-6	AVE. 3.60
4. Program printing, layout and information	E-5	G-8	A-8	P-20	N-0	AVE. 1.95
5. Registration	E-23	G-14	A-0	P-1	N-3	AVE. 3.55
6. Chairperson	E-19	G-14	A-3	P-0	N-5	AVE. 3.44
7. Pre-conference publicity	E-3	G-13	A-6	P-7	N-2	AVE. 2.41
8. Cost of conference	E-13	G-19	A-8	P-1	N-0	AVE. 3.07
9. Site (Marriott/Albuquerque	E-29	G-10	A-1	P-0	N-1	AVE. 3.70

COMMENTS:

Fantastic! the hotel staff were unbelievable. The WCRLA staff were the same. Thank you so much for a great stay in Albuquerque

The program caused me to feel Dyslexic! keep full info. about 1 meeting all on same page

Program (1) Pages out of sequence (2) on brief conference sheets, put page numbers where descriptions are located

Members need conference program earlier as done by IRA, TESOL, etc.

Although my membership may have lapsed by a few weeks or so, still should have reviewed conference information. In addition, section description should be a part of the early publicity

Horrible buses to Santa Fe and good buses to Campus visit

Program printing, layout and information- once we received it, it was fine!

The staff of the Marriot plus its facilities were excellent

Advance confirmation of institutes of registrants

Need to have VCR for presentation and/or just use by people attending to see videos brought by others

Registration- I received my registration the day before it become late registration. Site -The site was the best in previous years. The facilities were great and the proximity at other eating places, shopping and entertainment was geat!

Ann Johns was excellent!

Registration info. was too late. I had to do an "Educated" guess of costs- will need to do a revision when I return to my college

Some years a sampling of sessions has been printed along with institutes--that would have been helpful

3 different chairpersons were assigned to our group

Pre-conference publicity- not enough turn around time. I have less than a week to respond. Pre-included institutional pre-payment

Conference room too warm. Need more advance information especially on section meetings

Conference Facilities - some meeting rooms were very cramped. Program printing, layout and information - even without the wrong page numbers, it was not easy to follow. Pre-conference publicity - much too late. Need pre-conference list of session with days and times of possible. Site - Gym and swim facilities are very good. A must for future conferences

Frequently conference room were too small to accommodate people. Insufficient handout- even for an institute (\$12). A no show 5e - too bad! not convenient to inexpensive food- coffee shop or at easy walking distance

I was quite disturbed when the computers which were promised for the institute I presented were not available. Had I been contacted ahead of time, I would have been able to write my presentation and give a more satisfactory institute. I carried 200 disketts there and back, and I had imposed on a software publisher to loan me 40 of them!

I know you have to have big hotels where the windows don't open, but I hate them and this is a particularly ugly part of town. I hate them so I won't circle (No response)

Something has got to be done about the stuffiness in the Hospitality room. It's unhealthy

Program printing, layout and information - Except of course for the mix-up in pages. Pre-conference publicity - I would still recommend having the section schedule before hand so that I can plan my schedule

Service at the hotel- best ever for a conference (any conference!). Friendliness of staff & helpfulness of Albuquerque people in general - great!

The food in the hotel terribly high priced. Enjoyable, friendly city with well-planned social activities

Wonderful conference. Great hosts & planning very strong program

Section rooms too small. Hotel need to offer more economical eating services

The hotel facility and staff were wonderful!

The service at banquet (Friday night buffet) while entertaining, was not efficient, at least not at our table. Janet Eddy was an outstanding Chairperson

Program printing, layout and information- Program was fine and except for the page # problems. Conference Facilities - Rooms didn't hold chairs at times for # of wished to attend; noise from adjoining rooms was distracting.

Of course, a scrambled programs booklet caused lots of confusion and an incorrect program page didn't help too much. Registration was super smooth!

Many people commented that they thought the institutes were the only presentations offered. Information should also be given about regular presentations.

Chairperson - Ask presenters to have colleagues introduce them in order to reduce cancellations. Offer chairs chance to choose presentations strands such as LAC management, writing, computers, etc. so the chair will have some interest in the topic as well.

Please write any other suggestions or comments that will help conference planners to improve the annual meeting of WCRLA.

Did I miss something? I scheduled my plans for too early Sunday. I thought the only thing would be the brunch??

Loved having the fitness (weight) room at the hotel.

Provide a jogging map in Sacramento

The program mistakes were inexcusably bad. Even the correction page had confusing errors: "page 38 is page 38" - and just below, "page 40 is page 38" I am certain some others feel resentful because it affected attendance to their presentations

Would like a session (1hr) on copyright problems

Get information out early and include info. about sectional as well as institutes

Possible have it in a more interesting part of the town with more interesting hotels- more real.

How about a free lunch for those who present institutes and sections meeting! (or at least, a cocktail party, coffee, or brunch!!)

Future topics: special programs for minority and foreign students other than EOP

A really great meeting thank you

Please arrange to get specific conference info. (cost of hotel, institutes) out earlier. I need to apply earlier in the year for funds

Allow more people into some institutes - check with coordinators of presentees or presenter @ # possible

Sacramento, Let's return to New Mexico often!
California Preliminary list of section titles might help potential registrants get financial support

This was a Fantastic conference. The hotel was great; the speaker, institutes and sessions were great; As always the people involved were incredible. Thank you all for a marvelous time.

Please continue the tradition of practical advice as the thrust of session. Without that the conference becomes a grad class which I am not particularly interested in attending.

I do not fault the attempt to base information & methods on sound research (it's important to maintain our professionalism) but the research should not be the topic of sessions and I found several conducted by University & 4 yr. college presentors to be just that. I truly hope this trend will not continue. I had to sit through debates about terminology! One last comment. Please advise presenters to include she when they refer to "the student". This is the 80's and the unintended use of he is truly inappropriate especially with the number of women sitting in each session!

Sorry for the negative. I really did think the conference was great!

During the general session, please have a mic in audience if there are to be questions or discussions. Much was lost in Cohen's discussion when couldn't hear participants.

THANK YOU! Return to the conference registration desk.



Western College Reading and Learning Association
Section Meeting/Institute Evaluation

Topic: _____ Speaker(s): _____ Date: _____

Rate each of the following items with (E) excellent, (G) good, (A) average, or (P) poor. Use (N) if not applicable.

- | | | | | | |
|---|---|---|---|---|---|
| 1. Accuracy of title and description of session in conference program or publicity. | E | G | A | P | N |
| 2. Content of presentation. | E | G | A | P | N |
| 3. Clarity of oral presentation. | E | G | A | P | N |
| 4. Knowledge of presenter about topic. | E | G | A | P | N |
| 5. Organization of presenter. | E | G | A | P | N |
| 6. Quality of handouts. | E | G | A | P | N |
| 7. Effective use of delivery methods. | E | G | A | P | N |
| 8. Overall value of presentation to me. | E | G | A | P | N |
| 9. Room accommodation. | E | G | A | P | N |

COMMENTS:

PLEASE RETURN THIS FORM TO THE SESSION CHAIRPERSON.

WCRLA MINUTES
 July 17-19, 1987
 Sacramento, California
 Attachment H
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SUMMARY OF RESPONSES
 PRESENTER/INSTITUTE EVALUATION
 WCRLA CONFERENCE
 ALBUQUERQUE, NM

Each entry below provides the topic, session number, time of presentation, presenter, the raw data from evaluation forms (attached), and the average rating for each item on the form. Averages were derived by assigning the following values to each verbal rating:

E = 4 G = 3 A = 2 P = 1 NA = No value, not computed in the average

topics are descriptions of the sessions and not necessarily the session title. Session numbers (1A, 1B, 1C, etc. I-1, I-2, I-3, etc.) refer to the identification of sessions outlined in the Conference Summary (p. 13-19) of the conference program. Institutes are reported last.

Data entries for each Presentation or Institute are as follows:

LEARNING ASST. OUTREACH (1A) FAREN SMITH
 THURS 4-5 PM

	E	G	A	P	NA	N	AVE
1	4	4	2	0	0	10	2.10
2	5	5	0	0	0	10	3.50
3	6	4	0	0	0	10	3.60
4	5	1	0	0	0	10	3.90
5	6	4	0	0	0	10	3.60
6	5	5	2	0	0	10	3.10
7	7	2	1	0	0	10	3.60
8	5	5	2	0	0	10	3.10
9	1	4	4	1	0	10	2.50

READING & WRITING (1B) BERAN/HUNTER
 THURS 4-5 PM

	E	G	A	P	NA	N	AVE
1	5	11	4	0	0	20	3.05
2	6	12	1	0	0	19	3.26
3	13	5	2	0	0	20	3.55
4	13	5	2	0	0	20	3.55
5	11	8	1	0	0	20	3.50
6	5	12	3	0	0	20	3.10
7	6	12	1	0	0	19	3.26
8	5	11	1	1	0	18	3.11
9	9	6	2	0	0	20	3.35

READING (1D)
 THURS 4-5 PM

RICHARD LALE

	E	G	A	F	NA	N	AVE
1	17	7	2	0	0	26	3.56
2	14	13	1	0	0	28	3.46
3	18	8	0	0	0	26	3.69
4	18	8	0	0	0	26	3.69
5	14	10	3	0	0	27	3.41
6	11	9	7	0	0	27	3.15
7	15	7	3	0	0	25	3.48
8	11	14	2	0	0	27	3.33
9	6	15	3	0	0	24	3.13

LEARNING STRATEGIES (1E)
 THURS 4-5 PM

PEGI DENTON

	E	G	A	F	NA	N	AVE
1	22	7	0	0	0	29	3.76
2	23	5	1	0	0	29	3.76
3	23	4	1	0	0	28	3.79
4	28	1	0	0	0	29	3.97
5	24	4	0	1	0	29	3.76
6	20	2	0	1	0	23	3.78
7	18	6	4	0	0	28	3.50
8	16	6	3	1	0	28	3.46
9	2	0	5	19	2	28	1.42

CONVERSATIONS WITH WCRLA MEMBERS (2A)

HELM/DEMPSEY ET AL

FRI 9-10 AM

	E	G	A	F	NA	N	AVE
1	16	6	0	0	0	22	3.73
2	14	7	1	0	0	22	3.59
3	17	5	0	0	0	22	3.77
4	16	6	0	0	0	22	3.73
5	14	5	2	0	0	21	3.57
6	2	0	0	0	16	18	4.00
7	8	10	2	0	0	20	3.30
8	8	10	2	0	0	20	3.30
9	7	11	4	0	0	22	3.14

THE TIME FOR READING INSTRUCTION (2B) H.AST

FRI 9-10 AM

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July 17-19, 1987
Sacramento, California
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	E	G	A	P	NA	N	AVE
1	7	2	0	0	0	9	3.78
2	6	3	0	0	0	9	3.67
3	6	3	0	0	0	9	3.67
4	7	2	0	0	0	9	3.78
5	6	3	0	0	0	9	3.67
6	8	1	0	0	0	9	3.89
7	5	4	0	0	0	9	3.56
8	6	2	1	0	0	9	3.56
9	4	4	1	0	0	9	3.33

INTEGRATED LEARNING ASST. (2C) JOHNNEN/BILL

9-10 AM

	E	G	A	P	NA	N	AVE
1	20	10	1	0	0	31	3.61
2	17	12	1	0	0	30	3.53
3	12	12	0	0	0	32	3.67
4	20	7	1	0	0	31	3.71
5	17	11	1	0	0	29	3.55
6	11	7	2	0	0	20	3.21
7	17	9	2	0	0	28	3.59
8	11	13	4	0	1	30	3.23
9	5	10	8	6	1	31	2.46

DIAGNOSIS (2D)

MARY HESS

FRI 9-10 AM

	E	G	A	P	NA	N	AVE
1	14	4	1	0	0	19	3.68
2	10	7	2	0	0	19	3.42
3	7	9	3	0	0	19	3.21
4	10	9	0	0	0	19	3.53
5	6	9	4	0	0	19	3.11
6	9	6	4	0	0	19	3.26
7	7	7	4	0	0	18	3.17
8	7	10	2	0	0	19	3.26
9	7	10	2	0	0	19	3.26

VOCABULARY RETENTION (2E)

SMITH/STAHL

FRI 9-10 AM

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	E	G	A	P	NA	N	AVE
1	18	7	0	0	0	25	3.72
2	8	18	0	0	0	26	3.31
3	10	16	0	0	0	26	3.38
4	18	7	1	0	0	26	3.65
5	9	16	1	1	0	27	3.22
6	1	2	1	2	16	22	2.33
7	5	17	2	0	0	24	3.13
8	6	15	3	0	0	24	3.13
9	6	16	2	0	0	24	3.17

READABILITY (3A)

A. RUNQUIST

FRI 10-11 AM

	E	G	A	P	NA	N	AVE
1	17	8	1	0	0	26	3.62
2	18	6	2	0	0	26	3.62
3	10	10	0	0	0	26	3.62
4	19	7	0	0	0	26	3.73
5	16	8	2	0	0	26	3.54
6	16	9	1	0	0	26	3.58
7	15	10	3	0	0	26	3.78
8	12	9	5	0	0	26	3.27
9	5	10	9	2	0	26	2.69

READING (3B)

SIEBENMAN/STAFFORD

FRI 10-11 AM

	E	G	A	P	NA	N	AVE
1	12	12	3	0	0	27	3.33
2	9	12	5	1	0	27	3.07
3	14	11	2	0	0	27	3.44
4	14	11	2	0	0	27	3.44
5	13	11	3	0	0	27	3.37
6	13	10	2	1	0	26	3.35
7	12	11	3	1	0	27	3.26
8	6	11	8	2	0	27	2.78
9	8	14	3	2	0	27	3.04

INFERENCING (3C)

JANE DRABET

FRI 10-11 AM

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	E	G	A	P	NA	N	AVE
1	24	3	0	0	0	27	3.89
2	20	7	0	0	0	27	3.74
3	18	8	1	0	0	27	3.63
4	14	12	1	0	0	27	3.48
5	20	7	0	0	0	27	3.74
6	20	6	0	0	0	26	3.77
7	17	8	2	0	0	27	3.56
8	18	4	3	0	0	25	3.60
9	10	7	6	1	0	24	3.08

CRITICAL THINKING (4A)

LEWIS/ANGUS

FRI 11-12 AM

	F	G	A	P	NA	N	AVE
1	23	11	0	0	0	34	3.68
2	19	15	0	0	0	34	3.56
3	23	11	1	0	0	34	3.62
4	24	7	3	0	0	34	3.62
5	24	9	1	0	0	34	3.68
6	21	13	0	0	0	34	3.62
7	22	11	1	0	0	34	3.62
8	17	14	3	0	0	34	3.41
9	4	9	9	12	1	35	2.15

BASIL SKILLS (4B)

O'HEAR/AIKMAN

FRI 11-12 AM

	E	G	A	P	NA	N	AVE
1	7	3	2	0	0	12	3.42
2	7	2	3	0	0	12	3.33
3	6	5	1	0	0	12	3.42
4	9	1	3	0	0	13	3.46
5	7	2	3	0	0	12	3.33
6	5	2	5	0	0	12	3.00
7	4	3	4	1	0	12	2.83
8	5	3	3	1	0	12	3.00
9	4	3	5	0	0	12	2.92

COMPUTERS (4C)

JUNE START.

FRI 11-12 AM

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	E	G	A	F	NA	N	AVE
1	0	3	1	0	0	4	2.75
2	0	2	2	0	0	4	2.50
3	1	2	2	0	0	5	2.80
4	0	3	1	0	0	4	2.75
5	1	3	1	0	0	5	3.00
6	1	2	1	0	0	4	3.00
7	1	1	3	0	0	5	2.60
8	0	3	2	0	0	5	2.60
9	0	4	0	0	0	4	3.00

READING TESTS (4D)

NANCY WOOD

FRI 11-12 AM

	E	G	A	F	NA	N	AVE
1	24	5	0	0	0	29	3.83
2	15	7	0	0	0	22	3.77
3	15	7	0	0	0	22	3.77
4	25	0	0	0	0	25	3.83
5	25	5	0	0	0	30	3.83
6	19	0	2	0	0	21	3.57
7	20	6	2	0	0	28	3.64
8	11	7	2	0	0	20	3.63
9	11	8	11	0	0	30	3.00

TIME MANAGEMENT (4E)

ARTHUR RAUCH

FRI 11-12 AM

	E	G	A	F	NA	N	AVE
1	11	12	5	0	0	28	3.21
2	8	12	8	0	0	28	3.00
3	8	13	7	0	0	28	3.04
4	18	10	0	0	0	28	3.64
5	12	13	3	0	0	28	3.32
6	23	4	1	0	0	28	3.79
7	2	13	13	0	0	28	2.61
8	7	12	8	0	0	27	2.96
9	7	15	3	0	0	25	3.16

LEARNING STRATEGIES (5A)
FRI 3-4 PM

HOWARD MASUDA

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	E	G	A	P	NA	N	AVE
1	10	8	2	0	0	20	3.40
2	6	10	4	0	0	20	3.10
3	4	13	3	0	0	20	3.05
4	10	9	1	0	0	20	3.45
5	10	6	4	0	0	20	3.30
6	8	6	6	0	0	20	3.10
7	6	10	3	0	0	19	3.16
8	3	10	7	0	0	20	2.80
9	2	9	7	1	0	19	2.63

WRITING (5B)
FRI 3-4 PM

JONES/STEPP-BOLLINGS

	E	G	A	P	NA	N	AVE
1	1	4	2	1	0	8	2.63
2	1	6	1	0	0	8	3.00
3	1	6	1	0	0	8	3.00
4	4	2	1	0	0	8	3.38
5	4	3	3	0	0	8	2.88
6	2	5	1	0	0	8	3.13
7	0	6	2	0	0	8	2.75
8	0	7	1	0	0	8	2.88
9	1	3	4	0	0	8	2.63

COOPERATIVE LEARNING (5C)
FRI 3-4 PM

SANCHEZ

	E	G	A	P	NA	N	AVE
1	4	1	0	0	0	5	3.80
2	4	1	0	0	0	5	3.80
3	3	2	0	0	0	5	3.60
4	4	1	0	0	0	5	3.80
5	2	2	1	0	0	5	3.20
6	2	1	2	0	0	5	3.00
7	1	4	0	0	0	5	3.20
8	4	0	1	0	0	5	3.60
9	3	2	0	0	0	5	3.60

ADULT LEARNERS (50)

RHEA ASHMORE

FRI 3-4 PM

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	E	G	A	F	NA	N	AVE
1	7	2	3	0	0	12	3.33
2	4	7	2	0	0	13	3.15
3	8	4	1	0	0	13	3.54
4	6	7	0	0	0	13	3.46
5	10	2	0	0	0	12	3.83
6	7	5	0	0	0	12	3.58
7	8	4	1	0	0	13	3.54
8	2	7	4	0	0	13	2.85
9	3	7	1	0	0	11	3.18

CRITICAL THINKING (6A)

JERRY FISHMAN

FRI 4-5 PM

	E	G	H	F	NA	N	AVE
1	27	5	0	0	0	32	3.84
2	24	9	0	0	0	33	3.73
3	27	9	1	0	0	37	3.67
4	27	6	0	0	0	33	3.82
5	25	8	0	0	0	33	3.76
6	25	8	0	0	0	33	3.76
7	24	7	1	0	0	32	3.70
8	21	8	4	0	0	33	3.50
9	9	5	11	6	0	31	2.55

TUTOR TRAINING (6B)

SHAW/POSEY

FRI 4-5 PM

	E	G	H	F	NA	N	AVE
1	5	1	3	0	0	9	3.22
2	5	2	0	0	0	7	3.71
3	5	2	0	0	0	7	3.71
4	6	1	0	0	0	7	3.86
5	6	1	0	0	0	7	3.86
6	6	1	0	0	0	7	3.86
7	5	2	0	0	0	7	3.71
8	4	3	0	0	0	7	3.57
9	3	3	0	1	0	7	3.14

EFFECTIVE ACCOUNTABILITY (6C) HINDS/MORELAND/TAYLOR

FRI 4-5 PM

	E	G	A	F	NA	N	AVE
1	14	4	0	0	0	18	3.78
2	10	8	0	0	0	18	3.56
3	7	10	1	0	0	18	3.33
4	11	7	0	0	0	18	3.61
5	11	4	3	0	0	18	3.44
6	14	4	0	0	0	18	3.78
7	8	6	0	1	0	15	3.40
8	11	5	2	0	0	18	3.50
9	7	7	2	1	0	17	3.18

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WCRLA/IRA MTG (6D)

DAVID CAVERLY

FRI 4-5 PM

	E	G	A	F	NA	N	AVE
1	7	1	1	0	0	5	3.40
2	7	1	1	0	0	5	3.00
3	2	7	1	0	0	5	3.20
4	7	1	1	0	0	5	3.40
5	1	2	2	0	0	5	2.80
6	1	2	2	0	0	5	2.80
7	1	2	1	0	0	5	2.80
8	2	2	1	0	0	5	3.20
9	2	2	1	0	0	5	3.20

LEARNING SKILLS (6E)

HILL/PROVENCIO/McDONALD

FRI 4-5 PM

	E	G	A	F	NA	N	AVE
1	3	3	1	0	0	7	3.29
2	4	1	2	0	0	7	3.29
3	3	2	2	0	0	7	3.14
4	6	1	0	0	0	7	3.86
5	4	2	1	0	0	7	3.43
6	3	2	2	0	0	7	3.14
7	4	2	1	0	0	7	3.43
8	4	3	0	0	0	7	3.57
9	4	2	1	0	0	7	3.43

MATH (7D)

JOE MARTINEZ

FRI 5-6 PM

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	E	G	A	P	NA	N	AVE
1	5	0	0	0	0	5	4.00
2	5	0	0	0	0	5	4.00
3	5	0	0	0	0	5	4.00
4	5	0	0	0	0	5	4.00
5	4	0	0	0	0	4	4.00
6	2	0	0	0	1	3	4.00
7	5	0	0	0	0	5	4.00
8	5	0	0	0	0	5	4.00
9	2	1	2	0	0	5	3.00

DATABASE MGMT (7E)

CAMPBELL

FRI 5-6 PM

	E	G	A	P	NA	N	AVE
1	15	3	1	0	0	19	3.74
2	7	12	0	0	0	19	3.37
3	11	6	1	0	0	18	3.56
4	15	3	0	0	0	20	3.75
5	10	9	0	0	0	19	3.57
6	12	3	1	0	0	16	3.61
7	10	7	1	0	0	18	3.50
8	8	7	1	0	0	16	3.39
9	7	6	2	0	0	16	3.25

READING/WRITING (8D)

LEWIS/CARTER-WELLS

SAT 9-10 AM

	E	G	A	P	NA	N	AVE
1	16	6	1	1	0	24	3.54
2	13	9	2	0	0	24	3.46
3	9	12	3	0	0	24	3.25
4	19	5	0	0	0	24	3.79
5	16	6	2	0	0	24	3.58
6	13	11	0	0	0	24	3.54
7	11	11	1	0	0	23	3.43
8	4	14	5	1	0	24	2.88
9	13	10	0	0	0	23	3.57

MATH ANXIETIES (8C)

BROWN/SCOTT

SAT 9-10 AM

	E	G	A	F	NA	N	AVE
1	12	2	0	0	0	14	3.86
2	10	3	1	0	0	14	3.64
3	9	2	3	0	0	14	3.43
4	12	1	1	1	0	15	3.60
5	10	2	3	0	0	15	3.47
6	9	2	1	0	0	12	3.67
7	10	2	0	3	0	15	3.27
8	9	3	1	2	0	15	3.27
9	7	4	2	0	0	13	3.38

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COMPUTERS IN READING&WRITING (8E)

BROWN/BROWN

SAT 9-10 AM

	E	G	A	F	NA	N	AVE
1	18	4	1	0	0	23	3.74
2	20	3	0	0	0	23	3.87
3	19	4	0	0	0	23	3.83
4	21	1	0	0	0	23	3.96
5	12	4	1	0	0	23	3.74
6	3	1	1	0	6	11	3.29
7	11	11	1	0	0	23	3.43
8	14	7	2	0	0	23	3.52
9	4	8	4	7	0	23	2.39

EVALUATION (9A)

CAROL WALVEHAR

SAT 10-11 AM

	E	G	A	F	NA	N	AVE
1	11	4	2	0	0	17	3.53
2	5	7	4	1	0	17	2.94
3	6	8	1	1	0	16	3.19
4	8	7	2	0	0	17	3.35
5	7	6	2	0	0	15	3.33
6	2	3	5	1	4	15	2.55
7	5	5	6	0	0	16	2.94
8	5	6	6	0	0	17	2.94
9	3	7	6	0	0	16	2.81

DEFENSE REMEDIAL ETC (9E)

MARY RUBIN

SAT 10-11 AM

	E	G	H	P	NA	N	AVE
1	9	1	0	0	1	11	3.90
2	6	3	1	0	1	11	3.50
3	7	2	1	0	1	11	3.60
4	7	2	0	0	1	10	3.78
5	5	3	2	0	1	11	3.30
6	1	6	3	0	1	11	2.80
7	6	2	2	0	1	11	3.40
8	3	4	2	0	1	10	3.11
9	6	4	0	0	0	10	3.60

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WCRLA SCHOLARSHIPS (9C)

PAT MULCAHY

SAT 10-11 AM

	E	G	H	P	NA	N	AVE
1	18	2	1	0	0	21	3.81
2	17	4	0	0	0	21	3.81
3	17	6	2	0	0	21	3.52
4	18	3	0	0	0	21	3.86
5	18	2	1	0	0	21	3.81
6	16	5	0	0	0	21	3.76
7	15	4	2	0	0	21	3.62
8	12	7	1	1	0	21	3.43
9	11	5	4	0	0	21	3.38

READING/WRITING/STUDY (9D)

SIMPSON/STAHL/UNIT

Sat 10-11 AM

	E	G	H	P	NA	N	AVE
1	10	10	1	0	0	21	3.43
2	9	9	3	0	0	21	3.29
3	8	11	2	0	0	21	3.29
4	14	7	0	0	0	21	3.67
5	8	11	1	0	0	20	3.35
6	7	12	3	0	0	22	3.18
7	6	9	6	0	0	21	3.00
8	3	9	8	1	0	21	2.67
9	8	9	3	0	0	20	3.25

READING & WRITING (9E)

HARRILYN DRAHEIM

SAT 10-11 AM

	E	G	A	P	NA	N	AVE
1	18	7	2	0	0	27	3.59
2	16	7	4	0	0	27	3.44
3	16	8	3	0	0	27	3.48
4	18	8	1	0	0	27	3.63
5	17	8	2	0	0	27	3.56
6	17	8	2	0	0	27	3.56
7	12	9	5	0	0	26	3.27
8	12	7	7	0	0	26	3.19
9	9	15	2	0	0	26	3.27

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ADJUNCT WORKSHOPS (10B)

NOGALES / RAYE

SAT 11-12 AM

	E	G	A	P	NA	N	AVE
1	14	3	0	0	0	17	3.82
2	14	7	0	0	0	19	3.63
3	13	4	0	0	0	17	3.76
4	13	3	0	0	0	16	3.81
5	12	5	0	0	0	17	3.71
6	13	4	0	0	0	17	3.76
7	14	6	0	0	0	16	3.67
8	9	6	1	0	0	16	3.50
9	6	5	4	0	0	15	3.13

SYSTEMIZING SOFTWARE (10C)

JOHNSON/FRAUSE

SAT 11-12 AM

	E	G	A	P	NA	N	AVE
1	13	2	0	0	0	15	3.87
2	14	1	0	0	0	15	3.93
3	13	2	0	0	0	15	3.87
4	14	1	0	0	0	15	3.93
5	13	2	0	0	0	15	3.87
6	13	2	0	0	0	15	3.87
7	10	5	0	0	0	15	3.67
8	12	3	0	0	0	15	3.80
9	8	5	2	0	0	15	3.40

WRITING (10E)

SAT 11-12 AM

MARTINEZ/MARTINEZ

	E	G	A	P	NA	N	AVE
1	15	8	0	0	0	23	3.65
2	7	14	2	0	0	23	3.22
3	5	11	7	0	0	23	2.91
4	13	9	1	1	0	24	3.42
5	6	13	4	0	0	23	3.09
6	1	1	1	0	20	23	3.00
7	2	12	6	2	1	23	2.64
8	3	16	3	0	1	23	3.00
9	10	7	6	0	0	23	3.17

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PHONICS (10E)

SAT 11-12 AM

DELANY/ANTTILA

	E	G	A	P	NA	N	AVE
1	10	1	0	0	0	11	3.91
2	4	2	0	0	0	11	3.82
3	9	1	1	0	0	11	3.73
4	9	2	0	0	0	11	3.82
5	8	3	0	0	0	11	3.73
6	2	0	0	2	0	10	2.50
7	8	2	1	0	0	11	3.64
8	7	2	1	0	0	11	3.45
9	6	3	0	0	1	10	3.67

MOTIVATION (10E)

SAT 11-12 AM

LOGAN/ELPATRICK

	E	G	A	P	NA	N	AVE
1	15	5	0	0	0	20	3.75
2	17	2	0	0	0	19	3.89
3	18	2	0	0	0	20	3.90
4	16	4	0	0	0	20	3.80
5	16	4	0	0	0	20	3.80
6	17	2	0	0	0	19	3.89
7	16	4	0	0	0	20	3.80
8	14	6	0	0	0	20	3.70
9	14	4	1	0	0	19	3.68

ESL (11a)

GILBERTSON/STEPHENS

SAT 1:30-2:30 PM

	E	G	A	F	NA	N	AVE
1	6	6	0	0	0	12	3.50
2	6	6	0	0	0	12	3.50
3	10	2	0	0	0	12	3.83
4	8	3	0	0	0	11	3.73
5	9	3	0	0	0	12	3.75
6	4	7	0	0	0	11	3.36
7	7	4	1	0	0	12	3.50
8	5	4	3	0	0	12	3.17
9	5	5	2	0	0	12	3.25

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PERFECTIONISM (11B)

JOYCE WEINSHEIMER

SAT 1:30-2:30 PM

	E	G	A	F	NA	N	AVE
1	18	2	0	0	0	20	3.90
2	18	2	0	0	0	20	3.90
3	19	1	0	0	0	20	3.95
4	17	3	0	0	0	20	3.85
5	18	2	0	0	0	20	3.90
6	11	6	1	0	0	18	3.56
7	18	2	0	0	0	20	3.90
8	15	3	0	0	0	20	3.65
9	12	7	0	0	0	20	3.65

READING (11C)

ENGLAND/ENGSTROM/STRASSEF

SAT 1:30-2:30 PM

	E	G	A	F	NA	N	AVE
1	16	4	1	0	0	21	3.71
2	17	2	1	0	0	20	3.80
3	17	3	0	0	0	20	3.85
4	17	3	0	0	0	20	3.85
5	17	2	1	0	0	20	3.80
6	18	2	0	0	0	20	3.90
7	16	4	0	0	0	20	3.80
8	15	3	2	0	0	20	3.65
9	7	7	5	1	0	20	3.00

COMPUTERIZING (11D)

DEAN MANCINA

T 1:30-2:30 PM

	E	G	A	F	NA	N	AVE
1	10	2	1	0	0	13	3.69
2	6	4	1	0	0	13	3.54
3	9	3	1	0	0	13	3.62
4	7	3	3	0	0	13	3.31
5	10	3	0	0	0	13	3.77
6	8	4	1	0	0	13	3.54
7	6	6	1	0	0	13	3.38
8	6	4	3	0	0	13	3.23
9	3	7	3	0	0	13	3.00

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VOCABULARY (12A)

CARMONA/SANIDAD

SAT 2:30-3:30 PM

	E	G	A	F	NA	N	AVE
1	3	3	3	0	0	9	3.00
2	0	3	4	2	0	9	2.11
3	1	2	3	2	0	8	2.25
4	1	6	1	0	0	9	2.89
5	1	2	2	3	1	9	2.13
6	0	1	1	0	6	8	2.50
7	1	1	4	2	0	8	2.13
8	0	1	7	1	0	9	2.00
9	3	4	2	0	0	9	3.11

READING (12B)

LILA SOUL

SAT 2:30-3:30 PM

	E	G	A	F	NA	N	AVE
1	12	4	2	0	0	18	3.56
2	6	9	3	0	0	18	3.17
3	7	9	2	0	0	18	3.28
4	12	5	1	0	0	18	3.61
5	8	8	1	1	0	18	3.28
6	6	9	2	0	0	17	3.24
7	5	8	4	1	0	18	2.94
8	5	9	4	0	0	18	3.06
9	9	7	1	1	0	18	3.33

COMPUTERS (12D)

FRANK TORRES

SAT 2:30-3:30 PM

	E	G	A	P	NA	N	AVE
1	2	3	0	0	0	5	3.40
2	4	1	0	0	0	5	3.80
3	4	1	0	0	0	5	3.80
4	4	1	0	0	0	5	3.80
5	3	2	0	0	0	5	3.60
6	0	0	0	1	2	3	1.00
7	2	3	0	0	0	5	3.40
8	2	3	0	0	0	5	3.40
9	1	3	0	0	0	4	3.25

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TUTORING (13A)

PAT BRAMLETT

SAT 3:30-4:30 PM

	E	G	A	P	NA	N	AVE
1	3	3	0	0	0	6	3.50
2	2	2	2	0	0	6	3.00
3	2	3	1	0	0	6	3.17
4	2	3	1	0	0	6	3.00
5	2	3	1	0	0	6	3.17
6	2	2	1	1	0	6	2.83
7	2	3	2	0	0	6	3.00
8	2	3	1	0	0	6	3.17
9	4	1	1	0	0	6	3.50

EVALUATION (13E)

INR 1612

SAT 3:30-4:30 PM

	E	G	A	P	NA	N	AVE
1	2	4	1	1	0	8	2.88
2	1	4	2	1	0	8	2.63
3	1	5	1	1	0	8	2.75
4	3	4	1	0	0	8	3.25
5	2	4	2	0	0	8	3.00
6	1	2	0	0	5	8	3.33
7	0	5	3	0	0	8	2.63
8	1	5	0	2	0	8	2.63
9	0	5	2	0	0	7	2.71

LEARNING CENTERS (13C)

NATLOCH / SHELDON

SAT 3:30-4:30 PM

	E	G	A	P	NA	N	AVE
1	6	1	0	0	0	7	3.86
2	6	1	0	0	0	7	3.86
3	6	1	0	0	0	7	3.86
4	6	1	0	0	0	7	3.86
5	7	0	0	0	0	7	4.00
6	7	0	0	0	0	7	4.00
7	6	1	0	0	0	7	3.86
8	4	2	1	0	0	7	3.43
9	4	2	1	0	0	7	3.43

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LEARNING STYLES (13D)

EDDY/DURON

SAT 3:30-4:30 PM

	E	G	A	P	NA	N	AVE
1	5	3	1	4	0	13	2.69
2	10	0	3	0	0	13	3.54
3	6	5	2	0	0	13	3.31
4	10	1	1	1	0	13	3.54
5	7	4	1	1	0	13	3.31
6	10	1	1	1	0	13	3.54
7	5	6	1	0	0	12	3.33
8	6	3	2	1	0	12	3.17
9	7	2	2	1	0	12	3.25

COMPUTERS (13E)

BRODERICK

SAT 3:30-4:30 PM

	E	G	A	P	NA	N	AVE
1	11	3	0	0	0	14	3.79
2	10	2	2	0	0	14	3.57
3	12	1	1	0	0	14	3.79
4	11	3	0	0	0	14	3.79
5	12	2	0	0	0	14	3.86
6	3	7	2	1	1	14	2.92
7	6	7	1	0	0	14	3.36
8	8	4	2	0	0	14	3.43
9	5	4	3	0	0	12	3.17

WCRLA SCHOLARSHIPS (14A)

LOUISE BENAULT

SUN 9-10 AM

	E	G	A	F	NA	N	AVE
1	8	1	1	0	0	10	3.70
2	5	3	1	0	0	9	3.44
3	1	6	2	0	0	9	2.89
4	9	1	0	0	0	10	3.90
5	5	4	1	0	0	10	3.40
6	0	0	0	0	6	6	0.00
7	2	5	2	0	0	9	3.00
8	0	8	1	0	0	9	2.89
9	4	4	2	0	0	10	3.20

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STAFF TRAINING (14C)

PATTI GLENN

SUN 9-10 AM

	E	G	A	F	NA	N	AVE
1	4	4	1	0	0	9	3.33
2	5	4	0	0	0	9	3.56
3	6	2	1	0	0	9	3.56
4	7	2	0	0	0	9	3.78
5	7	2	0	0	0	9	3.78
6	7	2	0	0	0	9	3.78
7	5	4	0	0	0	9	3.56
8	4	4	1	0	0	9	3.33
9	4	5	0	0	0	9	3.44

EXAM ANALYSIS (14D)

LONDON

SUN 9-10 AM

	E	G	A	F	NA	N	AVE
1	19	1	0	0	0	21	3.90
2	19	1	1	0	0	21	3.86
3	18	3	0	0	0	21	3.86
4	18	2	1	0	0	21	3.81
5	19	0	1	0	0	20	3.90
6	16	5	0	0	0	21	3.76
7	15	5	1	0	0	21	3.67
8	6	11	1	0	0	18	3.28
9	5	12	1	0	0	18	3.22

STUDY SKILLS (11)

FRANK CHRIST

THURS 7-12 AM

	E	G	A	P	NA	N	AVE
1	23	1	0	0	0	24	3.96
2	21	3	0	0	0	24	3.88
3	21	3	0	0	0	24	3.88
4	24	0	0	0	0	24	4.00
5	23	1	0	0	0	24	3.96
6	24	0	0	0	0	24	4.00
7	18	6	0	0	0	24	3.75
8	19	5	0	0	0	24	3.79
9	4	4	6	10	0	24	2.08

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READING (13)

BURRILL/RITCHEY/HEIM

THURS 9-12 AM

	E	G	A	P	NA	N	AVE
1	8	5	1	0	0	14	3.50
2	9	5	0	0	0	14	3.64
3	7	7	0	0	0	14	3.50
4	10	1	0	0	0	14	3.93
5	9	4	1	0	0	14	3.57
6	8	5	1	0	0	14	3.50
7	6	6	2	0	0	14	3.29
8	8	5	1	0	0	14	3.50
9	6	4	7	1	0	14	3.07

POLITICS IN READING AND LEARNING (14)

CARTER-WELLS, ET. AL.

THURS 9-12 AM

	E	G	A	P	NA	N	AVE
1	8	3	2	0	0	13	3.46
2	8	2	3	0	0	13	3.38
3	5	7	1	0	0	13	3.31
4	7	5	0	0	0	12	3.58
5	7	4	2	0	0	13	3.38
6	6	6	0	0	0	12	3.50
7	7	4	1	0	0	12	3.50
8	6	3	3	0	0	12	3.25
9	5	5	1	2	0	13	3.00

TUTOR TRAINING (15)

HAMPTON, ET. AL.

THURS 9-12 AM

	E	G	A	P	NA	N	AVE
1	24	1	0	0	0	25	3.96
2	22	3	0	0	0	25	3.88
3	20	5	0	0	0	25	3.80
4	24	1	0	0	0	25	3.96
5	19	6	0	0	0	25	3.76
6	22	3	0	0	0	25	3.88
7	16	6	3	0	0	25	3.52
8	20	4	1	0	0	25	3.76
9	7	11	4	0	0	22	3.14

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CAL TUTORIALS (16)

CAVERLY/TESSMER

FRI 9-12 AM

	E	G	A	P	NA	N	AVE
1	7	4	1	0	0	12	3.50
2	10	2	0	0	0	12	3.83
3	11	1	0	0	0	12	3.92
4	12	0	0	0	0	12	4.00
5	8	4	0	0	0	12	3.67
6	10	1	0	0	0	11	3.91
7	8	4	0	0	0	12	3.67
8	8	3	1	0	0	12	3.58
9	3	8	0	0	0	11	3.27

ASSESSING INSTRUCTIONAL STYLE (18)

HUNTER BOYLAN

SAT 9-12 AM

	E	G	A	P	NA	N	AVE
1	16	1	0	0	0	17	3.94
2	17	0	0	0	0	17	4.00
3	17	0	0	0	0	17	4.00
4	17	0	0	0	0	17	4.00
5	17	0	0	0	0	17	4.00
6	16	1	0	0	0	17	3.94
7	17	0	0	0	0	17	4.00
8	17	0	0	0	0	17	4.00
9	11	3	1	3	0	18	3.22

ADULT LEARNING (19)

MULLEN/MULLEN/HILPATRICK/ORLANDO

SAT 1:30-2:30 PM

	E	G	A	F	NA	N	AVE
1	12	3	0	0	0	15	3.80
2	12	3	1	0	0	16	3.69
3	13	6	0	0	0	19	3.68
4	12	4	0	0	0	16	3.75
5	13	3	0	0	0	16	3.81
6	12	3	1	0	0	16	3.69
7	14	1	1	0	0	16	3.81
8	10	4	2	0	0	16	3.50
9	7	8	0	0	0	15	3.47

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SUMMER SCIENCE PROGRAM (110)

BOSWORTH

SAT 1:30-2:30 PM

	E	G	A	F	NA	N	AVE
1	6	1	0	0	0	7	3.86
2	7	0	0	0	0	7	4.00
3	6	1	0	0	0	7	3.86
4	7	0	0	0	0	7	4.00
5	5	1	1	0	0	7	3.57
6	7	0	0	0	0	7	4.00
7	5	2	0	0	0	7	3.71
8	7	0	0	0	0	7	4.00
9	4	1	1	0	0	7	3.29

NUMBER OF EVALUATIONS BY TIME SLOT

NE = No Evaluation Available

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[illegible]

COORDINATOR OF CHAIRPERSONS REPORT

Annotated Step-by-Step Procedures

1987

JoAnn Carter-Wells
California State University, Fullerton

This report outlines procedures and processes that I followed as Coordinator of Chairpersons for the 1987 conference in Albuquerque, New Mexico. Previous reports provided the outline although I have added a few areas as a result of my experience at the conference. The role of coordinator of chairpersons is extremely important to the smooth functioning of a conference. I am grateful for the opportunity to have helped WCRLA this year.

A. OBTAINING NAMES

1. Prepared a Job Announcement that appeared in the fall and winter issues of the newsletter. This form was helpful in obtaining names but I would revise it to include preferred days and times that people would be available to chair.

2. Worked closely with the president-elect who referred some people to me and also received lists of previous chairpersons which were in the coordinator handbook.

3. Personally invited people who I knew would be attending the conference as a presenter and who might find some time to chair as well.

4. Kept a list of those people who indicated they would be willing to chair more than one session to use as back-ups.

5. Asked people at the conference and especially at the two orientation sessions if they might be willing to chair in an emergency.

B. MATCHING NAMES

I was impressed with the number of forms that I received from people all around the U.S. as well as with the willingness of many members who contacted me at the conference as to their availability if needed at the last minute!

1. Assigned chairpersons once I received a rough preliminary copy of the program; some changes were made later on as the program was revised.

2. Made assignments based on interest if I knew individuals.

3. Was careful not to assign people to chair sessions when they may have other commitments: meetings, institutes, presentations, etc.; since people did not have the total program and many were not aware that there were sessions on Saturday afternoon and Sunday morning, many changes were made after initial assignments were given; a summary of last-minute changes in assignments was included in the conference program at the registration table since the changes had to be made after the program was printed.

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4. Tried to take into account the chairperson's background and interest and consulted with the president-elect in many cases; also, assignments were not made for institutes unless individual institute leaders made such requests or an individual attending the institute was willing to chair.

C. NOTIFYING CHAIRPERSONS

1. Notified chairpersons of their assignments and requested them to notify me if they could not accept the assignment. I did not include the guidelines because I wanted them to attend the orientation sessions that were discussed in my letter to them as I had prepared individual packets for each session and chairperson.

2. Presenters were notified as to their specific chairperson and were requested to complete the new 1 page vita form which I revised from previous formats and send back to me in the self-addressed stamped envelope that I included in the letter to them. With this process I received a 98% return rate on presenter forms. Previous conference reports had repeatedly noted the large number of presenters who had failed to provide the background information or contact their chairperson.

D. FOLLOW-UP THROUGH THE CONFERENCE

1. Developed an alphabetical master list of chairpersons and the sessions they were chairing and a list of each session and the chairperson assignment.

2. Wrote a list of "Reminders to Chairpersons" and put one in each person's registration packet prior to the beginning of the conference. Essentially, the reminder was to attend the orientation session, to check the program changes in their packet, and/or to contact me if there were any problems.

3. Revised the guidelines.

4. Developed a list of alternate chairpersons.

5. Put notes in presenter packets of those who had not returned the background information form to me even after 2 separate mailings.

6. Revised the Chairperson Evaluation Form and put in individual packets made for each chairperson that also included 30 new evaluation forms and the presenter information sheet.

7. Planned and conducted two orientation sessions which were attended by all but 5 of the chairpersons. I invited Carol Clymer Walvekar to speak at these sessions about the new NCR evaluation forms. This form has two parts, one to be given immediately to the presenter and the other in the evaluation box at the registration area to be tabulated and given to the board.

8. Set up a box at the registration area throughout the conference for evaluation forms - conference, chairperson and individual session forms.

9. Following the conference, individual thank you letters are being prepared to be sent to chairpersons.

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10. A list of chairpersons who indicated willingness to chair at the 1988 conference in Sacramento will be developed and included in the handbook for the next chairperson coordinator.

SUMMARY OF RECOMMENDATIONS

1. Chairperson Solicitation Form - put in newsletter as early as possible; include preferred days and times to chair; also recommend that proposal submission form include space for an optional suggested chairperson to help increase the pool of chairpersons.
2. Chairperson Assignments - work closely with president-elect for assignments, room locations, so that there do not have to be very many revisions for individuals which creates confusion.
3. Presenter Information Form - revised 1 page format worked very well with self-addressed return envelope.
4. Evaluation Form - new NCR format worked very well; suggest that chairpersons be advised to put session number on the forms before they distribute them to help save time at the end of the session; also allow 10 minutes at the end of the session for questions/discussion and completion of forms.
5. Sessions - possible cap on the number in a room or close the doors after a few minutes so that people don't move in and out creating disturbances; advertise late Saturday and Sunday sessions so that people will stay to attend them.
6. Presenters - provide information on expected procedures - number of handouts, who to call for questions, etc.; my office received numerous phone calls and questions which weren't typically related to the coordinator of chairpersons role.

SUMMARY OF CHAIRPERSONS EVALUATION REPORT

WCRLA 1987 CONFERENCE

Jo Ann Carter-Wells

N-55 who returned forms although all did not respond to every item.

Number in attendance:

3-10	16 sessions	31-40	3 sessions
11-20	15 sessions	41+	3 sessions
21-30	14 sessions		

1. Session Evaluation

Did you have presenter vita/information form? yes - 50 no-5
Did session run smoothly? yes - 48 no-7
If not, what were the problems? - small size of room and not enough chairs; noise problem with competing rooms; people moving in and out of sessions creating a disturbance; rooms were too warm; and scheduled too late on Saturday.

2. Chairperson's Orientation Session

Did you attend the orientation session? yes - 50 no - 5
Was the orientation session helpful? yes - 50 no - 5
Did you have a good understanding of what was expected of you as a chairperson? yes - 50 no - 0
Comments: Sessions were scheduled in conflict with state directors breakfast and new members orientation.

3. Additional comments

Chairperson packets were extremely helpful.
Provision for making additional handouts was great.
Because of organization - chairing was made much easier!
New evaluation forms are distinct improvement over past practice.
New forms are excellent. I hope you continue it!



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READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

GUIDELINES FOR CHAIRPERSON
1987 WCRLA CONFERENCE

Thank you for agreeing to serve as a Chairperson at the WCRLA Conference. Your role is very important to the success of the conference since you will be setting the tone for the sessions. In essence, you will be acting as host or hostess introducing and assisting the presenter. You will also monitor the time to allow for a discussion period and to see that the sessions end on time. To help you perform your duties, the following suggestions are given:

1. Attend the chairpersons' orientation at the conference Thursday, April 9, 12:15-1 PM, or Friday, April 10, 8-8:45 AM.
2. Get acquainted as early as possible with your presenter(s). Obtain a vita sheet for each presenter at the orientation session. Read over the vita sheet prior to the presentation.
3. Arrive at your presentation room at least 10 minutes before the presentation is scheduled to begin to make sure that the room is ready.
4. Make any necessary last-minute arrangements with presenter(s) for assistance needed in addition to making introductions, i.e., passing out papers, assisting with AV equipment, signaling time for discussion.
5. Distribute session evaluation slips at the beginning of the session. These forms will be available at the chairpersons' orientation meeting. They are new session evaluation forms in the NCR format.
6. Call the meeting to order on time. The sessions are scheduled for 50 minutes in length which includes a 10 minute discussion/evaluation period. This allows for a 10 minute break between sessions.
7. Introduce your presenter(s) appropriately, showing a professional interest in the presenter(s) and the topics(s).
8. Ask the audience to return evaluations to you before they leave the meeting. Hand over the originals to the presenter(s). Put the copies in the box provided at the conference registration/administration table following the presentation.
9. See that the meeting ends on time. Notify the presenter when 10-15 minutes remains for a discussion period. Signal when it's time to conclude the session.
10. Return the chairperson's summary evaluation form (along with copies of presenter(s) evaluations) to the conference registration/administration table following the presentation.



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READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

CHAIRPERSON'S EVALUATION FORM

1987 WCRLA CONFERENCE

Thank you for your assistance as a session chairperson. Will you please help us by responding briefly to the questions below:

Chairperson's Name: _____

Session Title: _____

Presenter(s)' Name(s) _____

Number in Attendance _____

1. Session Evaluation

a. Did you have presenter vita/information form? yes ____ no ____

b. Did session run smoothly? yes ____ no ____

If not, what were the problems? (AV, room size, number of handouts, length of session, etc.) _____

c. Did the audience understand how to use the new evaluation forms? yes ____ no ____

Comments: _____

2. Chairperson's Orientation Session

a. Did you attend the orientation session? yes ____ no ____

b. Was the orientation session helpful? yes ____ no ____

c. Did you have a good understanding of what was expected of you as a chairperson? yes ____ no ____

Comments: _____

3. Future Conferences

Would you be willing to chair a session next year in Sacramento?

If so, list your name and address:

Name: _____

Address: _____

Phone: Work # () _____ Home # () _____

4. Letter of Appreciation

If you want an official letter of appreciation sent to your supervisor, complete the following:

Name & Title of Supervisor: _____

Address: _____

5. Please add any additional comments or suggestions that you feel would be helpful to the chairperson coordinator. _____



APRIL 7, 1987

!!!!!! C H A I R P E R S O N U P D A T E!!!!!!

Due to conflicts in scheduling, travel plans, and other commitments, the following changes have been made in chairperson assignments since the program was printed. HAVE A WONDERFUL SESSION! *John Carter-Wells*

<u>Section No.</u>	<u>Title</u>	<u>Time</u>	<u>Location</u>	<u>Chairperson</u>
4b	Basic Skills for Industry: Possibilities and Pitfalls	4/10 11:00	Salon B	Kathy Engstrom Fullerton College
5b	Reassessing a Community College Writing Program	4/10 3:00	Salon B	Monica M. Grech, Ph.D. University of Reno, Nevada
7b	Designing a Reading Course for Industrial Workers	4/10 5:00	Salon B	Uelaine Lengefeld Cal-Poly, Pomona
7c	Using Art from the Past to Teach Problem Solving	4/10 5:00	Salon G	Rhoda Lintz Casey, Ed.D. Compton College
8b	A Causal Model of Reading Achievement and Writing	4/11 9:00	Salon B	Dr. Dolores A. Austin UC, Santa Barbara
8d	Publishing in the <u>Journal</u> of College Reading & Learning	4/11 9:00	Salon H	Delryn Fleming Brookhaven College
10b	Adjunct Workshop Programs for Critical Courses	4/11 11:00	Salon B	Susan Britton Cypress College
11a	Computerized Tutoring Record- keeping	4/11 1:30	Carlsbad	Barbara A. King University of Nevada, Reno (institution added)
12a	Vocabulary Errors of Under- prepared College Students	4/11 3:30	Salon A	Pat Jonason North Harris County Comm. College
12d	Log on to the Future: Improve Your Writing & Reading with the MacIntosh Computer	4/11 2:30	Carlsbad	Maxine Mc Donald Calif. State Univ., Fresno



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July 17-19, 1987
Sacramento, California
Attachment J
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READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

WCRLA CONFERENCE - 1987

**** R E M I N D E R S F O R C H A I R P E R S O N S ****

1. CHECK THE PROGRAM FOR ANY LAST MINUTE SCHEDULING CHANGES FOR THE SECTION YOU WILL BE CHAIRING.
2. ATTEND ONE OF THE CHAIRPERSON ORIENTATION SESSION SCHEDULED FOR THURSDAY, APRIL 9, 12:15-1 P.M., SALON H OR FRIDAY, APRIL 10, 8-8:45 A.M., SALON H.
3. IF YOU ARE UNABLE TO ATTEND EITHER ORIENTATION SESSION, PLEASE CONTACT ME AT THE REGISTRATION AREA.
4. IF YOU WOULD BE WILLING TO SERVE AS A BACK-UP CHAIRPERSON FOR LAST MINUTE CANCELLATIONS (OR SESSIONS LATE SATURDAY AND EARLY SUNDAY), PLEASE CHECK WITH ME PERSONALLY OR LEAVE A MESSAGE FOR ME AT THE REGISTRATION AREA.
5. FEEL FREE TO CONTACT ME AT THE REGISTRATION AREA AT ANY TIME IF YOU NEED ASSISTANCE.

HAVE A WONDERFUL CONFERENCE AND A GOOD SESSION AS CHAIRPERSON!!

THANK YOU FOR YOUR HELP IN MAKING THE CONFERENCE A SUCCESS!!!!

Jean Carter - Miller



**Western
College
Reading &
Learning
Association**

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READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

1987 WCRLA CONFERENCE

ALBUQUERQUE, NEW MEXICO

PRESENTER INFORMATION SHEET

SESSION TITLE:

DAY/TIME:

NAME AND POSITION:

INSTITUTION:

TWO OR THREE MAJOR ACCOMPLISHMENTS:

REASONS FOR YOUR INTEREST IN THE SUBJECT ON WHICH YOU WILL SPEAK:

FORWARD IN ENCLOSED ENVELOPE BY TUESDAY, MARCH 24 TO:

DR. JOANN CARTER-WELLS
COORDINATOR OF CHAIRPERSONS
READING DEPARTMENT - EC 544
CALIFORNIA STATE UNIVERSITY, FULLERTON
FULLERTON, CA 92634



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

April 7, 1987

Dear Presenter,

As of this date, we have not received a Presenter's Information Form from you so that your chairperson may make a proper introduction for you. Could you please complete the attached form and give it to your chairperson at the beginning of your session?

I have informed your chairperson that you will be bringing this information to your session. If you have any questions, please contact me at the Marriott or leave a message at the registration area.

Thank you for your cooperation in ensuring that your session will be as professional as possible.

Sincerely,

A handwritten signature in cursive script that reads 'JoAnn'.

JoAnn Carter-Wells, Ph.D.
Coordinator or Chairpersons



Western College Reading and Learning Association
Section Meeting/Institute Evaluation

Topic: _____ Speaker(s): _____ Date: _____

Rate each of the following items with (E) excellent, (G) good, (A) average, or (P) poor. Use (N) if not applicable.

- | | | | | | |
|---|---|---|---|---|---|
| 1. Accuracy of title and description of session in conference program or publicity. | E | G | A | P | N |
| 2. Content of presentation. | E | G | A | P | N |
| 3. Clarity of oral presentation. | E | G | A | P | N |
| 4. Knowledge of presenter about topic. | E | G | A | P | N |
| 5. Organization of presenter. | E | G | A | P | N |
| 6. Quality of handouts. | E | G | A | P | N |
| 7. Effective use of delivery methods. | E | G | A | P | N |
| 8. Overall value of presentation to me. | E | G | A | P | N |
| 9. Room accommodation. | E | G | A | P | N |

COMMENTS:

PLEASE RETURN THIS FORM TO THE SESSION CHAIRPERSON.

Conference Policies, Procedures, and Traditions

Registration Fees

1. All participants including presenters must register.
2. Fees must be paid in U.S. Dollars
3. Fees must accompany registration forms
4. Requests for refunds (due to non-attendance) must be received prior to the first day of the Conference.
5. Refund requests for individual events should be prepared by the registration committee. Refunds will be mailed out by the Treasurer after the conference.
6. Registration committee will not buy back previously purchased event tickets.
7. Fees must be charged to cover expense of all events not funded through the Board approved budget.

Tours

1. Leisure tours will not be scheduled during Conference program.
2. All costs of leisure tours will be paid by participants (unless special funding is approved by the Board).
3. Campus tours are usually scheduled on Thursday mornings as pre-conference activities.

Hospitality Suite

1. Hospitality suite is only open during evening hours.
2. Only wine and beer are served in suite.

provided by WCKLA for alcoholic beverages

Scheduling

Traditionally, Conference events are schedule as follows:

Wednesday - registration (pm)
 hospitality suite (pm)

Thursday - registration (all day)
 State Directors Workshop and luncheon (am)
 institutes (am)
 campus tours (am)
 Editorial Board luncheon
 1st general session (am)
 State/Regional meetings (pm)

section meetings (pm)
Dinner on the Town (pm)
hospitality suite (pm)

Friday - registration (all day)
institutes and section meetings (am, pm)
2nd general session (pm)
Banquet (pm)

Saturday - section meetings and institutes (am, pm)
Publishers Breakfast (am)

Sunday - Brunch

Exhibits

Publisher's Breakfast funded by WCRLA on Saturday mornings.

Fees charged to Exhibitors are determined at Summer Board meeting.

On-Site Managers' Budget Proposal

Conference Promotion

Telephone \$250.00

Pre-Conference Supplies and Services

Student Assistants 400.00
 Registration Packets 600.00

Conference

Publisher's Breakfast 1,000.00
 Photographer 250.00
 Banquet Entertainment 600.00
 Decorations (including Brunch \$50) 300.00
 Hospitality Food 150.00
 Liquor 500.00

A-V 400.00 + 700.00

A-V Student Assistant 120.00

Xerox Rental 300.00 - 2.00

Supplies 250.00

Registration Student Assistant 150.00

Editorial Luncheon 150.00

State Directors Dinner 500.00

Coffee Breaks 350.00 - Thursday
 Friday

Conference Related Costs

Hotel Rooms for Site Managers W-S 550.00

~~Parking for Committee Chairs W-S~~ 250.00

Committee Luncheon 100.00

TOTAL

\$6,720.00

350.00

700.00

7770.00

- 250.00

7520.00

+ 100.00

7620.00

- 200.00 (less Xerox)

7420.00

Entertainment for
 wine & cheese

150

7570

600 suite

8170

Program Chair's Budget Proposal

Conference Promotion

Printing 2nd call for proposals	\$120.00	<i>Advance</i>
Printing 3rd call to conference	300.00	
Printing 4th call to conference (conference brochure)	300.00	
* Telephone	150.00	
* Postage	200.00	
Advertising	500.00	

Pre-conference Supplies and Services

* Supplies	200.00
* Student Assistant	200.00

Conference

Honoraria	2,000.00
Speaker Travel/Hotel/Food	750.00
Printing Programs	2,000.00
Institutes	500.00
Evaluation	100.00

Conference Related Travel

Travel	500.00
Hotel/Food	200.00

Post Conference

Postage	100.00
---------	--------

TOTAL \$8,120.00

- 120 advance
8000

** UNM may pick up these costs*

Conference Publicity/Registration
Timeline of Events

July 1987	3rd call to Conference prepared for Newsletter
September 1987	Proposals due
October 1987	Proposals screened Presenters notified 4th call to Conference prepared for Newsletter and <u>Separate mailing to non members</u>
November 1987	Conference program drafted Registration form prepared
December 1987	
January 1988	Pre-registration begins - registration forms and hotel cards distributed to WCRLA members via Newsletter. Separate mailing for non-members.
February 1988	Conference program printed
March 24-27	Conference

*3rd calls sent to
non-members who
never receive
Newsletter*

I D E A S

WCRLA

STATE CHAPTER PROCESS

1. Need to have a founding meeting to start the process. This could occur at a state conference.
2. Officers must be elected at the founding meeting.
3. Name, purpose and bylaws must be established.
(Bylaws must be established before the group can file with the state or the IRS.)
4. Develop a 3-year budget; detail activities. (This will be checked to see if any activities include lobbying. If so, it must be kept to less than 20%; more than that, the group will not be considered non-profit; will be termed a political action group.
5. Need to get incorporated as a non-profit organization. A non-profit status form must be filed with the "feds". Forms are available from local tax offices. (See sample.)
6. File for a tax identification number.
7. Other items that need to be determined:
 - A. Specify what will happen if the organization dissolves.
 - B. There must be a clause that officers and directors won't receive compensation.
 - C. Need to decide the level of involvement of the national group. Will the state group have its own board and make its own decision? Or, will national have to act on everything?
 - D. Who will be the dues collector? The state or national? Add an amount to national membership with a certain portion returned to the state? Bill twice? Once by national and, separately by the state. Will national want part of state dues?
(This must be in the bylaws.)

SOURCES: Evelyn Murphy, Oregon ACLD
Kay Kaplan, Oregon Orton Dyslexia Society
Branch Development Person at the National Office of the Orton Dyslexia Society (they are sending their guidelines)
* Everyone said that it is a slow process.

Submit the Original
And One True Copy
(831.115) \$10.00

STATE OF OREGON
CORPORATION DIVISION
158 12th Street NE
Salem, OR 97310

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Registry Number:

ARTICLES OF INCORPORATION
NONPROFIT CORPORATION

(Office Use Only)

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK

Article 1: Name of the corporation: _____

Article 2: Name of the initial registered agent: _____

Address of initial registered office (Must be a **street** address in Oregon that is identical to the registered agent's business office):

OREGON		
Street and Number	City	Zip Code

Article 3: Address the Division may use for mailing notices: (C/O:) _____
(Attn:)

Street & Number or PO Box	City	State	Zip Code
---------------------------	------	-------	----------

Article 4: Purpose(s) for which the corporation is organized:

Article 5: The number of initial directors is _____. The names and addresses of the initial board of directors are as follows:

_____	_____
_____	_____

Article 6: Indicate how subsequent directors will be appointed or elected and their term of office.

Article 7: Optional provisions, including any provision for the distribution of assets on dissolution or final liquidation. (Attach a separate sheet if necessary.)

Article 8: Name and address of the incorporator:

Execution:	INCORPORATOR		
	Signature	Printed Name	Title

Person to contact about this filing: _____
Name Daytime Phone Number

Submit the original and the true copy to the Corporation Division, 158 12th Street NE, Salem, OR 97310, with the filing fee of \$10.00. PLEASE DO NOT SEND CASH. If you have questions, call (503) 378-4166.

WCRLA Special Interest Groups: Contacts 1987-88

COORDINATOR OF SPECIAL INTEREST GROUPS

Tom Gier
The Learning Center
Anchorage Community College
2533 Providence Avenue
Anchorage, Alaska 99508-4670

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SPECIAL INTEREST GROUP LEADERS

ADVANCED READING

Carol Dodd
Richmond Technical College
P.O. Box 1189
Hamlett, N.C. 28345

COGNITIVE PSYCHOLOGY

Pat Mulcahy
Center for Research
in Human Learning
Elliott 318
University of Minnesota
Minneapolis, MN 55455

COMPUTER TECHNOLOGY

Bill Broderick
32405 Windsong Rd
Wildomar, CA 92395

CRITICAL THINKING
AND PROBLEM SOLVING

Jerry Fishman
English Department
Sacramento City College
3835 Freeport Boulevard
Sacramento, CA 95822

ENGLISH AS A SECOND LANGUAGE

Roberta Delaney
The Reading Workshop
525 West Sildon
Phoenix, AZ 85021

HISPANIC ASSISTANCE

Manuel Olgin
Learning Assistance Center
California State University, Fresno
Fresno, CA 93740

LEARNING ASSISTANCE CENTER MANAGEMENT

Deborah Weaver
North Lake College
5001 N. MacArthur Blvd
Irving, Texas 75038

LEARNING DISABLED STUDENT

Mary Lee Taylor
Amarillo College
Box 447
Amarillo, Texas 79178

PEER TUTORING

Tom Gier
The Learning Center
Anchorage Community College
2533 Providence Avenue
Anchorage, Alaska 99508-4670

ORGANIZATIONAL DEVELOPMENT

Larry Bridges
University of Oregon
267 Emerald Hall
Eugene, OR 97403

RESEARCH AND EVALUATION

Carol Walvekar
Special Services Coordinator
El Paso Community College
P.O. Box 20500
El Paso, Texas 79998

RECEIVED JUL 18 1987

Anchorage Community College *A Unit of the University of Alaska System*

27 May 1987

Dear S.I.G. Leaders:

I hope that you had a safe and happy Memorial Day weekend. Since I know how hectic things are at this time of the year I'll keep this letter brief. Enclosed you will find the following forms: "WCRLA Special Interest Group Guidelines;" "WCRLA Funding Request;" and "Duties of the SIG Leader." Please be aware of the following 3 SIG deadlines.

- 1) If you have not already done so, please complete the enclosed SIG Guidelines for 1987-88 and return it to me by June 15th. I will sign it, send a copy back to you, and forward one to Becky Johnen, Executive Board Secretary.
- 2) A request of WCRLA funding. If you are requesting funds this needs to be filled out and submitted to Gwyn Enright by June 30th.
- 3) Start planning now for the Fall WCRLA Newsletter issue, the deadline is July 31st.

Well, that is about it for now. Before I close, I do want to thank all those who have already sent me copies of their "WCRLA Special Interest Group Guidelines" and other information. I, also, really appreciate receiving copies of your newsletters and other correspondence; you are doing a *fantastic* job.

If I can be of further assistance don't hesitate to write or call me.

Sincerely,



Tom Gier
The Learning Center
Anchorage Community College
2533 Providence Ave.
Anchorage, AK 99508-4670
office (907) 786-1926
home (907) 349-7128

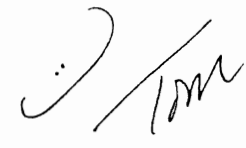
Enclosures

cc: Gwyn Enright ✓
Becky Johnen

RECEIVED JUL 18 1987

2533 Providence Avenue • Anchorage, Alaska 99508-4670 • Telephone 907, 786-1200

Gwyn -
I am still getting
comments from my SIG members
about what a great conference the
Albuquerque West conference was;
once again "Congrats." I hope you
have a pleasant & enjoyable
summer



WCRLA SPECIAL INTEREST GROUP GUIDELINES
1987-1988

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DIRECTIONS: Please complete this form and return to Tom Gier, SIG Coordinator, The Learning Center, Anchorage Community College, 2533 Providence Avenue, Anchorage, Alaska 99508-4670. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

DEADLINE: JUNE 15, 1987

Special Interest Group Name: _____

1987-88 SIG LEADER: _____

NAME

ADDRESS

()
Work Phone

()
Home Phone

Special Interest Group Purpose:

Goals for 1987-88:

RECEIVED JUL 18 1987

Proposed Activities for 1987-88:

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Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ _____

Please attach a membership list.

SIG Leader

Date

SIG Coordinator

Date

Duties of the SIG Leader

April-July

1. If possible, submit a brief article concerning your SIG to the Summer issue of the WCRLA Newsletter, deadline May 1st.
2. Complete the "WCRLA Special Interest Group Guidelines." Send a copy of this to the SIG Coordinator by June 15th. The SIG Coordinator will sign it, return a copy to you, and forward a copy to the Executive Board Secretary of WCRLA.
3. If you are requesting funds for your SIG, then fill out and submit a "WCRLA Funding Request" to the WCRLA President by June 30th.
4. Write to the new President-Elect to relate your SIG's plans for next year's conference. Include desired meeting places and times, special equipment needs, sectional or institute plans, extra activities, etc.
5. If possible, submit a brief article concerning your SIG to the Fall issue of the WCRLA Newsletter, deadline July 31st.

August-December

1. Write to all members in your SIG. Include a membership list and some item of interest to your members. Encourage an exchange of expertise.
2. Write to the President-Elect to confirm conference plans.
3. If possible, submit a brief article concerning your SIG to the Winter issue of the WCRLA Newsletter, deadline Oct 1st.

January-March

1. If possible, submit a brief article concerning your SIG to the Spring issue of the WCRLA Newsletter, deadline Jan 5th.
2. Make final arrangements for the conference.
3. Write to all SIG members to tell them the finalized conference arrangements, appropriate materials you would like them to bring, sectionals and institutes which are of mutual interest.
4. If you cannot attend the conference and/or continue as SIG Leader, contact another SIG member who will attend the conference. Explain in detail to this person what the SIG leader will have to do at the conference and then have this person take over the Leader's conference responsibilities. Please immediately notify the SIG Coordinator and the President-Elect of this change.

Conference

Attend all your SIG's meetings to facilitate the discussion. Have an appropriate agenda including an activity, which will benefit all members, and revised goals.

FINAL COMMENTS

1. These tasks are the minimum responsibilities which a SIG leader performs when he or she accepts the position. Leaders are encouraged to arrange for speakers or hold information booths, contribute to the WCRLA Newsletter, encourage quarterly SIG newsletters, publish articles, hold mini-conferences, exchange expertise with other professional organizations, and/or perform any other appropriate functions to serve the SIG's.
2. If at any time during the year you are unable to continue as SIG leader please:
a) find a replacement; and b) notify the SIG Coordinator.
3. Please send a copy of all SIG correspondence to the SIG Coordinator

W.C.R.L.A.
COMPUTER TECHNOLOGY
NEWSLETTER

VOLUME 2 NUMBER 1

JUNE 1987

Bill Broderick, editor

Dear SIG member,

As you may know, I have taken over the WCRLA Computer SIG from David Caverly, who is going to devote more of his time to writing and developing software. Dave has done a lot in his two years as SIG Director, but I have spoken with him and we both feel there is still much to accomplish as we share information about hardware, software, the latest technology, exemplary programs, etc.

To that end, I would like to share with you some of the things we are already working on, and then I want to ask you to share with me what you feel the SIG *should be* working on.

I. SOFTWARE EVALUATIONS

A recurring concern of SIG members who were in Albuquerque centered around software - who is using what, why they are using it, how well it is working, what the target population is, and so on. One of our goals this year is to collect software reviews from SIG members, with the following SIG members serving as "editors" of software program evaluations:

Gary Brown will edit reviews for word processing and writing;
Dave Caverly is doing the same for reading and study skills;
Dennis Gabriel will serve as editor for public domain software.
At present, we need someone to work as editor of math software. If you are interested in having math software program evaluations sent to you for editing and review dissemination, please let me know.

What we intend to do is serve as a clearing house for post-secondary basic skills software. I will be asking members to evaluate software they are currently using, and forward their reviews of that software to the appropriate editor, who will then share results and recommendations with the entire SIG. I will send you a SOFTWARE EVALUATION FORM with the next newsletter.

II. ELECTRONIC BULLETIN BOARD

Another area we are working on involves electronic bulletin boards. Lucy MacDonald is researching "bulletin board" technology so that those of us with modems can communicate electronically. If you have recommendations on what we should be using or on what we should stay away from, please write to her at:

Dr. Lucy MacDonald
Chemeketa CC
P O Box 14007
Salem Oregon 97309

III. SHARING EXPERTISE

In Albuquerque, I was impressed with how many of the SIG members were knowledgeable about various aspects of computers and their use in basic skills. This year, we intend to take advantage of your expertise. We want to set up a resource network whereby various SIG members who consider themselves experts or very knowledgeable in a particular area will be "on-call," so to speak, to answer questions other SIG members might have, to offer advice, and to try to solve technical problems that come up.

To determine who has expertise in which areas, I have included with this newsletter a survey form which I hope you will take the time to fill out. This survey is important for two other reasons:

1. It will tell us what you are interested in knowing more about regarding computers and basic skills. This information will help us plan newsletters for the rest of the year and activities at the next WCRLA Conference in Sacramento.

2. It will give us current information and addresses for the members of the SIG. I have a list of 125 members, but I suspect some are inactive or have moved on. We need to keep an accurate list of who is still interested in the SIG.

I hope to share the results of this survey with you in the third newsletter. We should also have our resource network in place by then, as well.

COMING UP NEXT...

The next newsletter will focus on software evaluation, including software evaluation networks which already exist and how we can access those evaluations, how we can evaluate courseware ourselves and the best way to share those evaluations. I will also talk about membership dues.

STAY TUNED...

Bill B

Computer Technology SIG 1986/87 Member Survey

ON THE FOLLOWING LINES, PLEASE TYPE, PRINT, OR LEGIBLY WRITE
YOUR NAME, TITLE, AND THE ADDRESS YOU WANT SIG MATERIALS SENT TO:

USING THE FOLLOWING SCALE, PLEASE RANK YOURSELF IN EACH CATEGORY
BELOW.

- 1 - I CONSIDER MYSELF AN EXPERT IN THIS AREA
- 2 - I AM VERY KNOWLEDGEABLE ABOUT THIS AREA
- 3 - I HAVE SOME KNOWLEDGE OF THIS AREA
- 4 - I HAVE A LIMITED AMOUNT OF KNOWLEDGE OF THIS AREA
- 5 - I HAVE NO KNOWLEDGE AT ALL ABOUT THIS AREA

PLEASE RANK YOURSELF IN EACH OF THESE AREAS:

- A. Knowledge of Computer-Assisted Instruction _____
- B. Knowledge of Computer-Managed Systems _____
- C. Knowledge of Peripherals (Modems, etc.) _____
- D. Knowledge of software in my field _____
(Please identify field: _____)

DO YOU FEEL YOU HAVE SUFFICIENT KNOWLEDGE AND WOULD YOU BE
WILLING TO SERVE AS A RESOURCE PERSON FOR ANY OF THE FOLLOWING
AREAS:

- | | | |
|--|-----|----|
| A. computers in general | YES | NO |
| B. this specific computer: _____ | YES | NO |
| C. peripherals (modems, etc) | YES | NO |
| D. software in this field
(please identify field); _____ | YES | NO |
| E. specific software programs, such as WS or db3
(please identify programs):
_____ | YES | NO |
| F. these areas not covered by this survey:
_____ | YES | NO |

To help us to determine the direction the SIG should take this year, please indicate which of the following areas you want more information about:

CIRCLE THE LETTER OF EACH AREA YOU WOULD LIKE MORE INFORMATION ABOUT:

- a. computers in general
- b. this specific computer: _____
- c. modems and peripherals
- d. computer-assisted-instruction in basic skills
- e. computer-managed-programs for basic skills
- f. tutorial systems such as PLATO and NovaNET
- g. software in reading and study skills
- h. software in writing and word processing
- i. public domain software
- j. software in math
- k. software in these fields: _____
- l. these specific software programs: _____
- m. how to evaluate software
- n. who has already evaluated software and where can I get the results?
- o. this area not covered by this survey: _____

PLEASE COMPLETE THIS SURVEY BY AUG 30, AND MAIL IT TO:

Wm E Broderick, PhD
Reading Dept Chairman
Cerritos College
11110 E Alondra Bl
Norwalk CA 90650

If I don't hear from you, I will try to contact you, as we want to make sure this SIG is as responsive and as sharing as it can be.

19 June 1987

Becky:

I hope you are having an enjoyable summer so far. Enclosed you will find the information that the SIG leaders have forwarded to me. I realize that I am supposed to pass on to you the form for each SIG titled "WCRLA SPECIAL INTEREST GROUP GUIDELINES." I, also, realize that this form should include the following information from each SIG: leader; purpose; goals; proposed activities; amount of money collected; and membership list.

Since you have gone through this process of information collection yourself I am sure that you know "one gets what one can." I really can't complain about getting bits and pieces of information from each SIG, or no info at all, since I know how busy and hectic the summer months can be. I will go through each of the SIGs to give you a breakdown of what they have and have not sent me so far.

=====

1. ADVANCED READING - CAROL DODD

"I have received no correspondence from this SIG as of this date."

=====

2. COGNITIVE PSYCHOLOGY - PAT MULCAHY

"Mailing list; no WCRLA SPECIAL INTEREST GROUP GUIDELINES form. I do wish to add that I have received Pat's latest excellent interactive newsletter and other items of interest. Pat is very active in keeping her SIG members informed."

=====

3. COMPUTER TECHNOLOGY - BILL BRODERICK

"Bill is on leave until the end of June so I don't expect any correspondence from him till later this summer."

=====

4. CRITICAL THINKING - JERRY FISHMAN

"I have received the last three outstanding issues of Critical Thinking's newsletter "Another Spoke in the Wheel" but I haven't as yet received the WCRLA SPECIAL INTEREST GROUP GUIDELINES form." *just received guidelines as I was putting package in the mail. :)*

=====

5. ENGLISH AS A SECOND LANGUAGE - ROBERTA DELANEY

"Roberta is looking for someone to takeover as chair. So far Roberta has had no luck and will wait till August to send out another SIG letter."

=====

6. HISPANIC ASSISTANCE - MANUAL OLGIN

"I have received information from Manual concerning MAC, which is not a SIG, but so far no information concerning Hispanic Assistance."

=====

7. LEARNING ASSISTANCE CENTER MANAGEMENT - DEBORAH WEAYER

"I have received all the necessary information from Deborah plus a "WCRLA FUNDING REQUEST." Could you please pass the funding request on to Gwyn?"

=====

8. LEARNING DISABLED STUDENT - MARY LEE TAYLOR

"I received a letter from Mary stating that she will forward the information to me as soon as she can."

=====

9. PEER TUTORING - TOM GIER

"I have received all the necessary information from this SIG."

=====

10. ORGANIZATIONAL DEVELOPMENT - LARRY BRIDGES

"I have received no correspondence from this SIG as of this date."

=====

11. EVALUATION AND RESEARCH - CAROL WALYEKAR

"Carol is in the process of getting this SIG started. I received a copy of her excellent initial letter which she sent out to SIG members. The letter included an excellent survey to be completed by the SIG members. I expect to get more information later this summer."

=====

Becky, there is the possibility that some of the SIG leaders, from force of habit, may have forwarded the information and forms directly to you. If this is the case please send me a copy of the information for my files. I will forward to you any additional information that I receive from the SIGs during the summer. Since I will be out of state from the last week of June to the end of July, I'll be attending the Kellogg Institute, the soonest I'll be sending you additional information will be the first week of August.

I have a feeling that the necessary information will trickle in throughout the summer. I will be sending out a letter to the SIG leaders during the first part of August and will include reminders to those who still need to send me information.

In conclusion, the following information from the various SIGs is included in this mailing:

- 1) Cognitive Psychology a two page mailing list;
- 2) ENGLISH AS A SECOND LANGUAGE two letters, 4/20 and 5/30;
- 3) LEARNING ASSISTANCE CENTER MANAGEMENT letter, guidelines, mailing list, and funding request; and
- 4) PEER TUTORING guidelines and mailing list.
- 5) CRITICAL & CREATIVE THINKING SIG guidelines (mailing list in Sept.)

Becky, have a nice summer; I'll be corresponding with you in August.

Sincerely,



Tom Gier
The Learning Center
Anchorage Community College
2533 Providence Avenue
Anchorage, Alaska 99508-4670

25. Becky, sorry for the last minute addition but I got Jerry's guidelines just as I was putting this in the mail. Perfect timing!!

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1987-1988

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DIRECTIONS: Please complete this form and return to Tom Gier, SIG Coordinator, The Learning Center, Anchorage Community College, 2533 Providence Avenue, Anchorage, Alaska 99508-4670. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

DEADLINE: JUNE 15, 1987

Special Interest Group Name: CRITICAL AND CREATIVE THINKING SPECIAL INTEREST GROUP

1987-88 SIG LEADER: Jerry Fishman

NAME

910 Pennsylvania Place

ADDRESS

Davis, California 95616

(916) 449-7577

Work Phone

(916) 753-2754

Home Phone

Special Interest Group Purpose:

To exchange techniques of teaching critical and creative thinking and to provide support and encouragement for teachers, learning center personnel and others who teach critical and creative thinking.

Goals for 1987-88:

The Critical and Creative Thinking SIG will make a three hour presentation at the Sacramento Conference.

Also, this SIG hopes to create a good directory of all its members this year.

Proposed Activities for 1987-88:

See goals.

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Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ 8.00 for 8 issues of Spoke

Please attach a membership list.

Will send same in September when I have
access to my floppy disks.

SIG Leader

Jerry Fishman

Date

6/13/88

SIG Coordinator

Tom Gies

Date

6/19/87

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1987-1988

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DIRECTIONS: Please complete this form and return to Tom Gier, SIG Coordinator, The Learning Center, Anchorage Community College, 2533 Providence Avenue, Anchorage, Alaska 99508-4670. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

DEADLINE: JUNE 15, 1987

Special Interest Group Name: Peer Tutoring

1987-88 SIG LEADER: Tom Gier

NAME

Anchorage Community College, 2533 Providence Ave
ADDRESS

Anchorage, Alaska 99508-4670

(907) 786-1926 **(907) 349-7128**

Work Phone

Home Phone

Special Interest Group Purpose:

"To improve peer tutoring programs"

Goals for 1987-88:

1. To increase tutor recruitment;
2. To improve tutor training;
3. To improve tutor evaluation;
4. To increase faculty involvement;
5. To improve tutor delivery systems;
6. To explore different types of tutoring programs;
7. To assist in setting-up new tutoring programs; and
8. To keep informed about the latest research concerning tutoring.

Proposed Activities for 1987-88:

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1. To continue to publish a quarterly newsletter, "The Tutoring Exchange;"
2. To pursue the establishment of WCRLA Tutoring Certificates;
3. To present a tutor training institute at the Sacramento Conference;
4. To present a two hour "brunch and idea sharing" at the Sacramento Conference;
5. To help Peer Tutoring SIG members present tutoring sessions and institutes at the Sacramento Conference; and
6. To continue to act as a clearinghouse for tutoring ideas and information on a national level.

Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ ZERO

Please attach a membership list.

"SEE ATTACHMENT"

Tom Jester
SIG Leader

5-28-87
Date

Tom Jester
SIG Coordinator

5-28-87
Date

WCRLA SPECIAL INTEREST GROUP GUIDELINES
1987-1988

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DIRECTIONS: Please complete this form and return to Tom Gier, SIG Coordinator, The Learning Center, Anchorage Community College, 2533 Providence Avenue, Anchorage, Alaska 99508-4670. The collected guidelines will be sent to the WCRLA Secretary for submission to the Executive Board at the July meeting.

DEADLINE: JUNE 15, 1987

Special Interest Group Name: Learning Assistance Center Management

1987-88 SIG LEADER: Deborah Weaver

NAME

North Lake College
5001 N. Mac Arthur Blvd.

ADDRESS

Irving, Texas 75038

(214)659-5266

Work Phone

(214) 296-7999

Home Phone

Special Interest Group Purpose:

To facilitate the sharing of information regarding issues relating to LAC management, such as grant funding, use of tutors, materials, use of software for record keeping and instruction, incorporation of LAC's into institutional structure, etc.

Goals for 1987-88:

To increase the viability of this SIG through quarterly mailings.
To present an institute specifically geared towards LAC management,
and to solicit proposals for individual papers which relate to
LAC management.

Proposed Activities for 1987-88:

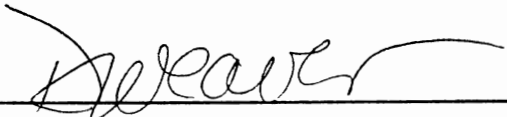
Institute at Sacramento
Quarterly mailing

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Amount of money to be collected from membership:
(\$3.00 per member is recommended)

\$ 3.00

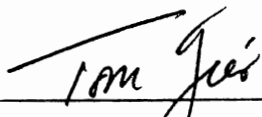
Please attach a membership list.



SIG Leader

4/1/87

Date



SIG Coordinator

4/14/87

Date



**Western
College
Reading &
Learning
Association**

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READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

The Awards and Scholarship Committee of the Western College Reading and Learning Association is seeking members of the organization who would like to become candidates for the following grants:

RESEARCH ASSISTANCE AWARD

The purpose of this award is to foster significant investigation by members of the Association in the areas of reading, learning assistance, developmental education, and tutorial services. Studies using standard research approaches (e.g., historical, survey, experimental) are encouraged. The Research Assistance Award will not be awarded for the purpose of dissertation support, but instead to encourage research in the field. This \$500.00 award will be given in two parts: \$250.00 will be awarded at the beginning of the research project, with the remaining \$250.00 awarded upon its completion.

Proposals should include:

1. brief survey of previous research on the topic, statement of the research problem, indication of procedures and methods, and description of the implications of the investigation;
2. itemized budget;
3. schedule for completion; and
4. resume of the applicant.

Proposals will be judged on the basis of their thoroughness, significance, and likely impact. Proposals should be submitted in triplicate to the address below and postmarked no later than January 15, 1988.

DISTINGUISHED RESEARCH AWARD

The purpose of this award is to recognize outstanding research achievements each year in the areas of reading, learning assistance, developmental education, and tutorial services. Contributions to these areas that were published during the preceding calendar year may be nominated either by their authors or by others; publications nominated will be judged on the basis of their thoroughness, significance, and likely impact. The award will include an honorarium of \$100.00 and a plaque.

Letters of nomination and copies of the publication should be submitted in triplicate to the address below and postmarked no later than January 15, 1988.

SCHOLARSHIP

The purpose of the WCRLA Scholarship is to help members further their education and careers. If you are engaged in full-time graduate study in one of WCRLA's major interest areas (reading, learning assistance, developmental education, tutorial service, etc.), write to the address below for a scholarship application form. Applications for this \$500.00 Scholarship must be submitted by January 15, 1988.

APPLICATION FOR WCRLA AWARDS AND SCHOLARSHIP

Please send all application materials to:

Joyce Weinsheimer, Chair
WCRLA Awards and Scholarship Committee
Learning and Academic Skills Center
University of Minnesota, 104 Eddy Hall
Minneapolis, MN 55455

*** Recipients of the awards and scholarship will be announced at the 21st Annual Conference of the Western College Reading and Learning Association in Sacramento, California.

CENTER FOR LEARNING ASSISTANCE

Box 5278/Las Cruces, New Mexico 88003
Telephone (505) 646-3136



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Ms. Gwyn Enright
San Diego City College
1313 Twelfth Ave.
San Diego, CA 92101

Dear Gwyn:

I received a contract from Dee Tadlock. However, after carefully going over it, I discovered that a number of important items were missing. I really think that the missing items were oversights. I have written up the additions and changes and have contacted Dee. I am waiting for her to get back from vacation. As soon as we get these changes made I will send the contract to you, hopefully within the next few weeks.

I have had some conversations with people from Southern California and Arizona about hosting future conferences and will continue to pursue these areas.

Does the Board have any strong feelings on whether the conference following Seattle needs to be in Southern California or would they be willing for it to be in another state?

Have fun at the Board Meeting!

Sincerely,

A handwritten signature in cursive script, appearing to read 'Susan'.

Susan C. Brown
Site Selection Chairperson

July 6, 1987

To the WCRLA Executive Board:

Since WCRLA strongly encourages professional development and development of the profession through research and professional interaction; and since the first step in research (and interaction) should be a common language with agreement on basic terminology (such as remedial, compensatory, developmental, advanced college reading skills, etc.) used in the discipline; and as developmental education does not currently have said agreement on terminology, I respectfully request your consideration of the following actions:

1. That the WCRLA Executive Board act to establish a committee to study this problem to the end that a list of proposed definitions be submitted for the consideration of the general membership no later than the 1988 Conference. This committee should include recognized researchers and authorities in developmental education as well as current practitioners. This committee should also seek input from the general membership of the organization.
2. That this committee make preliminary contact with those professional organizations with whom we share common concerns.
3. That specific presentations addressing the problems of definitions used in developmental education be solicited for the 1988 Conference, including one with an open forum format to permit exchange of ideas.
4. That during the last business session of the 1988 Conference, the recommendation of the committee be considered by the entire membership for approval, amendment and/or further study.
5. That any definitions so agreed upon by the membership of this organization be transmitted to related professional organizations with the request that they consider similar adoptions.
6. That continued action be taken to encourage national agreement on definitions of said basic terminology of our profession.

Submitted by Mary Rubin
6008 NW Williams
Lawton, OK 73505

RECEIVED JUL 18 1987

WHAT'S IN A NAME:
The Need for Resolution of Terminology Confusion in
Developmental Education

Mary K. Rubin
Department of Education & Psychology
Cameron University

WHAT'S IN A NAME:

**The Need for Resolution of Terminology Confusion in
Developmental Education**

The confusion which exists in developmental education due to inconsistent use of terminology needs to be eliminated. The variance in terminology is illustrated using the terms remedial and developmental. Definitions of authorities, International Reading Association, and boards controlling higher educations are presented. Because other groups are developing definitions which may be harmful to developmental educators, the profession should take immediate steps to determine which terminology is basic to the profession, then standardize definitions for use in research and program operation.

WHAT'S IN A NAME:

The Need for Resolution of Terminology Confusion in Developmental Education

Are you a developmental educator, a learning specialist, a remedial instructor? Is your program called a reading center, a clinic, a learning center, compensatory instruction? Are your students remedial, corrective or developmental? And just what is "college level" content?

Recently several faculty members from college reading programs and learning centers met at a state conference. During the conversation several of the questions from the paragraph above were asked. As each term was introduced into the conversation, group members would break into the flow of ideas to clarify the meanings of terms. It was quite apparent that each person had different meanings for these simple terms; meanings which, in some cases, were quite disparate. It is little wonder that college reading instructors and others involved in developmental education are experiencing difficulty in gaining respect from other academic departments and obtaining funds for programs offered on campus. How can reading/learning specialists expect to be fully integrated as an academic program when something as elementary as a common language base does not exist? What is needed are clear, concise definitions for all the terms used by college reading/learning specialists.

WHAT'S IN A NAME

An examination of just two terms, *remedial* and *developmental*, will illustrate the deficiencies of the current situation.

When reading teachers in grades 1-12 meet to discuss reading problems, they have an agreed upon language base which facilitates their conversations. When college reading instructors meet to discuss reading instruction for college students, the discussion must begin with a definition of terms since the terminology is not consistent, sometimes even on a single campus. For example, when speaking of pre-college reading, remedial means students with 2 or more years discrepancy between expectancy and actual reading levels. At college level, remedial may mean a student with a 12.9 grade level score, a 6.0 grade level score, an ACT score below 16, or any of a variety of other definitions. This wide variation creates confusion and misunderstanding among college learning specialists, learning specialists and other educators, and learning specialists and the public (especially those with responsibility for funding higher education).

Even within professional groups concerned with developmental education, no specific definitions exist for terms which appear with regularity in our publications. The International Reading Association (IRA) has published A Dictionary of Reading and Related Terms which includes some definitions for the terms above, but many developmental educators would disagree with these definitions. For instance, remedial reading is defined as:

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1. any specialized reading instruction adjusted to the needs of a student who does not perform satisfactorily with regular reading instruction. 2.intensive, specialized reading instruction for students reading considerably below expectancy. 3. reading instruction which is more specialized than corrective reading in the classroom but not as specialized as that in definition 2. 4. developmental reading instruction set at a different pace and designed for an individual student or a selected group.

Developmental reading is defined as:

1. reading instruction, except remedial, for students at all levels. 2. reading instruction, except remedial, for all students beyond the elementary school level. 3. a comprehensive school program of remedial and nonremedial reading instruction for all students. 4. remedial reading instruction in high school and college, a misuse of the term.

Many authors have attempted to clarify basic definitions. Patricia Cross and John Rouché have proposed functional definitions for these terms:

. . .in the literature as well as on campuses across the nation, developmental is frequently used as a euphemism for remedial . . . In my view a more useful distinction is to be found in the purpose or goal of the program. If the purpose

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of the program is to overcome academic deficiencies, I would term the program remedial. . . If . . . the purpose of the program is to develop the diverse talents of students, whether academic or not, I would term the program developmental. (Cross, 1976)

'Remedial' implies the remediation of student deficiencies in order that the student may enter a program for which he was previously ineligible . . . 'Developmental' or 'compensatory' refers to the development of skills or attitudes and may not have anything to do with making a student eligible for another program. (Rouche & Wheeler, 1973)

Clowes (1980) defines remedial as education designed to "fix' the student or some weakness in the student and which can be applied as a kind of poltice." He sees compensatory education as "improving cognitive deficits which are primarily environmentally induced." Developmental education is "a process through which students must go and which extends beyond academic subject areas and competencies into basic decisions about life directions and purposes."

Other authors suggest definitions based more on performance skill levels possessed by college students. Nist (1985) indicates that remedial students lack skills normally learned in elementary and junior high school. Developmental skills are those reading and study skills required for academic success. Nist includes a chart detailing the

WHAT'S IN A NAME

characteristics of traditional, developmental and remedial students in the areas of basic reading skills, vocabulary, study skills, and thinking capability. The article also suggests guidelines for differentiating remedial and developmental instruction. These guidelines address issues of class size, instructional content and amount of time required for program completion. Nist closes her article with:

Those involved with reading programs at the college level need to take a closer look at the characteristics of their students and adjust programs accordingly, differentiating between remedial and developmental courses and students . . . each group requires different instructional techniques, materials and time requirements. Adjusting programs to meet these needs will result in more effective use of resources, time and instructional personnel.

POLITICAL INFLUENCE

In recent years various governmental agencies, especially academic governing boards in the various states, have begun to develop definitions which also determine funding. Early in 1987, higher education governing boards were surveyed with a questionnaire attempting to determine what official definitions (if any) are used when discussing learning center operations. The questionnaire asked if the state had an official definition for the terms *remedial* and/or *developmental*. If such definitions exist, the respondent was asked to indicate their applicability to vo-techs, community colleges, junior

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colleges, 4-year colleges, and/or universities. Respondents were asked to include definitions when returning the questionnaire.

Figure 1. is a summary of the thirty-five questionnaires that have been received at the time of this publication. (A total of 61 questionnaires were sent to higher education governing agencies in the 50 states. In some states more than one agency had responsibility for governing higher education decisions.) If definitions were received with the questionnaire, the type of document containing the definition is indicated. Asterisks indicate a response in a form other than that requested (i.e., the use of other terms such as "basic skills," "basic competencies," "compensatory skills," or nothing marked on the questionnaire but the response was clarified by accompanying documents). Virtually all states replying with official definitions use the definitions to determine credit and degree applicability of coursework defined as remedial or developmental.

The first fourteen agencies listed replied that no official definitions exist in the state. The next two, Massachusetts and Ohio, said there were no official definitions, but that each campus in the state developed their own definitions. In Massachusetts, an unofficial report discussed the variety of definitions for what appeared to be similar programs, but nothing has been done to standardize terminology.

The states with definitions seem to fall into categories. Some states have definitions only for the purpose of determining funding. Kentucky (Yes**) funds preparatory education for freshmen and

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sophomores who score less than 12 on the ACT test. Montana (No**) replied that no official definitions exist, but enclosed documents use the term remedial in funding formulas.

The remainder of the states shown answered that one or both of the terms are officially defined in various documents. A common means of defining terms is based on test results (exact tests used vary -- included are a variety of state competency tests, ACT, SAT, and other achievement tests). California and South Carolina are examples of states with policies which permit individual institutions within the state to select achievements tests for screening purposes. Other states, including Tennessee, Florida and Georgia, may use ACT/SAT scores for preliminary screening, but have a state-adopted test for final placement in courses. Georgia uses a test called BSE (Basic Skills Examination) with a minimum score of 63. Tennessee calls its test AAPP (Academic Assessment and Placement Program). Louisiana uses ACT scores for screening purposes, but permits campuses to set higher minimum scores and require additional testing. Louisiana also sets specific limits on the length of developmental programs for individual students by stating: "If a student works in a developmental program for 3 semesters and shows no progress, the student should be counseled into a more appropriate career training program." Funding statements may also be included, but are not the primary focus of the documents examined.

Other states use definitions reflecting the concepts of growth seen in the definitions of Cross and Rouche above. Washington defines basic

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skills courses as "courses in basic knowledge and skill areas as needed to prepare for college level courses." Skill areas are then specified including such categories as Academic & Intellectual Skills and Job-Seeking/Changing Skills. Minnesota (1985) defines remedial levels as "instruction needed because the student is functioning below the achievement norms for high school students for high school students completing the commonly-taken courses." A report for Minnesota's Higher Education Coordinating Board used Richardson's (1981) definitions as a basis for the report. These definitions include:

Remedial programs . . . focus exclusively on academic skills
- . . . short-term and limited in scope . . . purpose is to prepare students to enter regular academic and vocational programs as quickly as possible.

Compensatory programs . . . "make up for" social or educational disadvantages . . . teaching basic academic skills . . . addressing social and psychological factors. . .

Developmental programs . . . all students, including the academically able . . . growth of individual abilities on any level . . . establish individual goals for each student.

THE ROLE OF PROFESSIONAL ORGANIZATIONS

Several professional organizations exist to serve the needs of college learning educators. Western College Reading and Learning Association (WCRLA) and National Association for Developmental Education (NADE) are two of the most active of these organizations. Yet

WHAT'S IN A NAME

neither of these groups has provided leadership in resolving the terminology dilemma.

We currently face a crossroads for this issue. Are we willing to stand by and allow political entities to determine the definitions which will guide our profession? Or are we prepared to mature professionally and, through professional organizations, develop definitions critical to our future operation? There exists a wealth of opinion on possible definitions which can serve as a basis for investigation. Perhaps a joint committee of WCRLA and NADE representatives could be formed to study and make recommendations regarding definitions reflecting the needs of college learning educators. Such a committee should be comprised of leading authorities and researchers as well as classroom practitioners.

Such a committee should be encouraged to set specific deadlines for developing recommendations. Within the next year a preliminary report should be made to interested educators through professional organizations. These organizations could then take a leadership role in gaining widespread acceptance of the terminology.

To receive academic respect and be considered an academic discipline or field of study, a common language base must exist which communicates an agreed upon body of knowledge with historical and philosophical underpinnings. Until we have definite, universally accepted terminology in our field, research will be suspect. In fact, without this terminology, we have nothing. The time to act is now. Can we accept the challenge?

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TN: Author.

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Madison, WI: Author.

Washington Administrative Code (WAC 131-28-026). (1984). Olympia,

WA: Higher Education Coordinating Board.

FIGURE 1 STATES RESPONDING TO QUESTIONNAIRE

AGENCY	State Name	Remedial	Develop- mental	Vo Tech	Jr Col	Com Col	4-YR	Univ	Definition - Yes/No & Form
Alabama Commission on Higher Education	ALABAMA	No	No						No
Arizona Board of Regents	ARIZONA	No	No						No
Arkansas Department of Higher Education	ARKANSAS	No	No						No
Board of Governors for Higher Education	CONNECTICUT	No	No						No
Board of Regents	IOWA	No	No						No
Board of Trustees of State Inst. of High. Learn.	MISSISSIPPI	No	No						No
Missouri Department of Higher Education	MISSOURI	No	No						No
Nebraska Coordin. Commis. for Postsecond. Educ	NEBRASKA	No	No						No
Commission of Higher Education Facilities	NORTH CAROLINA	No	No						No
Board of Higher Education	NORTH DAKOTA	No	No						No
Board of Governors for Higher Education	RHODE ISLAND	No	No						No
Vermont Higher Education Planning Commission	VERMONT	No	No						No
State Council of Higher Education for Virginia	VIRGINIA	No	No						No
Wyoming Coordin. Council for Postsecondary Ed.	WYOMING	No	No						No
Massachusetts Board of Regents	MASSACHUSETTS	No*	No*						Yes UNOFFICIAL
Ohio Board of Regents	OHIO	No*	No*						No SCHOOLS DEFINE
Board of Regents of the University System of GA	GEORGIA	No*	Yes	No	Yes	No	Yes	Yes	Yes DEVELOPMENTAL STUDIES
Board of Regents	LOUISIANA	No*	Yes	No	Yes	Yes	Yes	Yes	Yes REPORT
South Carolina Commission on Higher Education	SOUTH CAROLINA	No*	Yes	No	*	No	Yes	Yes	Yes "CUTTING EDGE" REPORT
Montana University System	MONTANA	No**	No*						Yes LETTER & MEMO
Florida Postsecondary Educ Planning Commission	FLORIDA	Yes		Yes		Yes			No
State Board for Higher Education	MARYLAND	Yes				Yes	Yes		Yes RESEARCH REPORT
Board of Governors, Chancellor's Office	CALIFORNIA	Yes	No			Yes			No
Illinois Board of Higher Education	ILLINOIS	Yes	No	No	No	Yes	No	Yes	Yes UNDERGRAD ED INFORM
Commissioner for Higher Education	PENNSYLVANIA	Yes	No		Yes	Yes	Yes		Yes HI ED EQUAL OPPORT. ACT
State Board of Regents	TENNESSEE	Yes	Yes			Yes	Yes	Yes	Yes BOARD REGENTS INFO
Tennessee Higher Education Commission	TENNESSEE	Yes	Yes	No	No	Yes	Yes	*	Yes NOTE ON QUESTIONNAIRE
Coordinating Board, Texas College & Univ. System	TEXAS	Yes	Yes	Yes	Yes	Yes	Yes		No
West Virginia Board of Regents	WEST VIRGINIA	Yes	Yes	No	No	Yes	Yes	Yes	Yes COLLEGE CATALOGS
University of Wisconsin System	WISCONSIN	Yes*	Yes				Yes	Yes	Yes UW DOCUMENT AP7.2
State University System of Florida	FLORIDA	Yes*	Yes*						Yes GOVERNMENT DOCUMENT
Minnesota Higher Education Coordinating Board	MINNESOTA	Yes*	Yes*	*	*	*	*	*	Yes LETTER
State Board for Community College Education	WASHINGTON	Yes*	Yes*	No	No	Yes	No	No	Yes "BASIC SKILLS"
Council for Postsecondary Education	WASHINGTON	Yes*	Yes*			Yes			Yes "BASIC SKILLS"
Council on Higher Education	KENTUCKY	Yes**	Yes*	No	No	Yes	No	Yes	Yes FUNDING

FIGURE 1 STATES RESPONDING TO QUESTIONNAIRE

AGENCY	State Name	Remedial	Develop- mental	Vo Tech	Jr Col	Com Col	4-YR	Unlv	Definition - Yes/No & Form
Alabama Commission on Higher Education	ALABAMA	No	No						No
Arizona Board of Regents	ARIZONA	No	No						No
Arkansas Department of Higher Education	ARKANSAS	No	No						No
Board of Governors for Higher Education	CONNECTICUT	No	No						No
Board of Regents	IOWA	No	No						No
Board of Trustees of State Inst. of High. Learn	MISSISSIPPI	No	No						No
Missouri Department of Higher Education	MISSOURI	No	No						No
Nebraska Coordin. Commis. for Postsecond. Educ	NEBRASKA	No	No						No
Commission of Higher Education Facilities	NORTH CAROLINA	No	No						No
Board of Higher Education	NORTH DAKOTA	No	No						No
Board of Governors for Higher Education	RHODE ISLAND	No	No						No
Vermont Higher Education Planning Commission	VERMONT	No	No						No
State Council of Higher Education for Virginia	VIRGINIA	No	No						No
Wyoming Coordin. Council for Postsecondary Ed	WYOMING	No	No						No
Massachusetts Board of Regents	MASSACHUSETTS	No*	No*						Yes UNOFFICIAL
Ohio Board of Regents	OHIO	No*	No*						No SCHOOLS DEFINE
Board of Regents of the University System of GA	GEORGIA	No*	Yes	No	Yes	No	Yes	Yes	Yes DEVELOPMENTAL STUDIES
Board of Regents	LOUISIANA	No*	Yes	No	Yes	Yes	Yes	Yes	Yes REPORT
South Carolina Commission on Higher Education	SOUTH CAROLINA	No*	Yes	No		No	Yes	Yes	Yes "CUTTING EDGE" REPORT
Montana University System	MONTANA	No**	No*						Yes LETTER & MEMO
Florida Postsecondary Educ Planning Commission	FLORIDA	Yes		Yes		Yes			No
State Board for Higher Education	MARYLAND	Yes				Yes	Yes		Yes RESEARCH REPORT
Board of Governors, Chancellor's Office	CALIFORNIA	Yes	No			Yes			No
Illinois Board of Higher Education	ILLINOIS	Yes	No	No	No	Yes	No	Yes	Yes UNDERGRAD ED INFORM
Commissioner for Higher Education	PENNSYLVANIA	Yes	No		Yes	Yes	Yes		Yes HI ED EQUAL OPPORT ACT
State Board of Regents	TENNESSEE	Yes	Yes			Yes	Yes	Yes	Yes BOARD REGENTS INFO
Tennessee Higher Education Commission	TENNESSEE	Yes	Yes	No	No	Yes	Yes	*	Yes NOTE ON QUESTIONNAIRE
Coordinating Board, Texas College & Univ System	TEXAS	Yes	Yes	Yes	Yes	Yes	Yes		No
West Virginia Board of Regents	WEST VIRGINIA	Yes	Yes	No	No	Yes	Yes	Yes	Yes COLLEGE CATALOGS
University of Wisconsin System	WISCONSIN	Yes*	Yes				Yes	Yes	Yes UW DOCUMENT AP72
State University System of Florida	FLORIDA	Yes*	Yes*						Yes GOVERNMENT DOCUMENT
Minnesota Higher Education Coordinating Board	MINNESOTA	Yes*	Yes*	*	*	*	*	*	Yes LETTER
State Board for Community College Education	WASHINGTON	Yes*	Yes*	No	No	Yes	No	No	Yes "BASIC SKILLS"
Council for Postsecondary Education	WASHINGTON	Yes*	Yes*			Yes			Yes "BASIC SKILLS"
Council on Higher Education	KENTUCKY	Yes**	Yes*	No	No	Yes	No	Yes	Yes FUNDING



Consultation & Technical Assistance
Information Brokering Service
Journal of Developmental Education

National Center for Developmental Education
Reich College of Education
Appalachian State University
Boone, North Carolina 28608
704/262-3057

Kellogg Institute
Research in Developmental Education
Telementoring Project

July 16, 1987

Dr. Gwyn Enright
Academic Skills Center
College of Arts & Letters
San Diego State University
San Diego, CA 92182-0763

Dear Gwyn:

I am writing with much appreciation for the interest you and the WCRLA Board have shown in discussing a formal arrangement which would provide the JOURNAL OF DEVELOPMENTAL EDUCATION to your membership at wholesale cost. I am also aware that among your major concerns is the issue of increased membership fees and the overlap with NADE. In further conversation with you, I was led to believe that, while WCRLA may want to facilitate making the JOURNAL available to members, the Board might prefer a voluntary rather than a mandatory participation program. In light of your perception, I am proposing a voluntary participation program whereby the cost decreases as the participation rate increases. I am also proposing that WCRLA consider offering both the JOURNAL and our bi-monthly newsletter, REVIEW OF RESEARCH IN DEVELOPMENTAL EDUCATION. Under this plan, members would be able to choose one or both publications. Final cost would be determined by the annual rate of participation. For example, if 55% of the membership chose the JOURNAL, the cost of the JOURNAL would be \$3.93 per issue, or 9% over cost. If 35% of the membership chose RiDE, the cost of RiDE would be \$1.41 per issue, or 12% over cost. Attached are tables indicating the exact cost per unit for both publications as it correlates to participation rates.

WCRLA would be required to provide an annual membership list for each publication and enter the program for a minimum of two years. WCRLA would also be required to collect subscription fees from the membership and to make payment to the National Center on a mutually agreeable schedule.

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Dr. Gwyn Enright
Page Two
July 16, 1987

WCRLA MINUTES
July 17-19, 1987
Sacramento, California
Attachment T
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We believe the proposed arrangement will be beneficial to everyone involved and look forward to your response and suggestions.

Sincerely,



Milton G. Spann Jr.
Editor
JOURNAL OF DEVELOPMENTAL
EDUCATION

cc: Barbara Calderwood
Managing Editor

Enclosure: Table of rates and
unit costs

JOURNAL OF DEVELOPMENTAL EDUCATION
published 3 times per year
Academic year 1987-88

WCRLA MINUTES
July 17-19, 1987
Sacramento, California
Attachment T
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<u>Participation Rate</u>	<u>Unit Cost</u>
75% plus	Cost plus 5% or \$3.79
65%	Cost plus 7% or \$3.86
55%	Cost plus 9% or \$3.93
45%	Cost plus 12% or \$4.04
35% or less	Cost plus 15% or \$4.15

*NOTE: Base cost for Volume 11 = \$3.61 per issue. NADE agreement states cost plus 5% to any other organization.

RiDE
published 5 times per year
Academic year 1987-88

<u>Participation Rate</u>	<u>Unit Cost</u>
75% plus	Cost or \$1.26
65%	Cost plus 5% or \$1.32
55%	Cost plus 7% or \$1.35
45%	Cost plus 9% or \$1.37
35% or less	Cost plus 12% or \$1.41

*NOTE: Base price of Volume 5 is \$1.26 per issue.

NOTE: Retail JOURNAL OF DEVELOPMENTAL EDUCATION for academic year 1987-88 = \$14.00

Retail RiDE for academic year 1987-88 = \$9.50

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

SUMMARY OF BUDGET 1987/88

BUDGET ITEM	REQUESTED	APPROVED
I. OPERATING BUDGET		
A. Board		
B. Publications		
C. Gen. Operating Expense		
D. Committees		
E. Special Interest Groups		
TOTAL OPERATING BUDGET		
II. CONFERENCE BUDGET		
A. Conference Management		
B. General Conference Expenses		
C. Conference Program		
D. Food Functions		
TOTAL CONFERENCE BUDGET		
TOTAL BUDGET		

RECEIVED JUL 18 1987

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

SUMMARY OF BUDGET VARIANCES
 1986-87 BUDGET

BUDGET ITEM	BUDGETED	SPENT	VARIANCE
I. OPERATING BUDGET			
A.Board Expenses	\$ 9,200	\$ 5,334.62	\$3,865.38
B.Publications	11,300	10,667.57	632.43
C.General Op. Expenses	5,050	5,396.43	(346.43)
D.Committees	2,875	2,449.07	425.93
E.State and Regional	2,100	1,199.48	900.52
F.Special Int. Groups	50	-	50.00
TOTAL OPERATING BUDGET	\$30,575	\$25,047.17	\$5,527.83
II. CONFERENCE BUDGET			
A.Conference Management	\$ 1,950	\$ 3,313.51	(\$1,363.51)
B.General Conf. Expenses	5,600	4,972.72	627.28
C.Conference Program	3,000	2,641.09	358.91
D.Food Functions	2,950	2,244.22	705.78
TOTAL CONFERENCE BUDGET	\$13,500	\$13,171.54	\$ 328.46
TOTAL BUDGET	\$44,075	\$38,218.71	\$5,856.29

WCRLA MINUTES
July 17-19, 1987
Sacramento, CA

WESTERN COLLEGE READING AND LEARNING ASSOCIATION BUDGET

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BUDGET ITEMS	APPROVED FOR 86-87	SPENT AT 6/30/87	BALANCE	REQUESTED FOR 87/88	APPROVED FOR 87/88
I. OPERATING BUDGET	\$30,575	\$25,047.17	\$5,527.83	<i>\$47970</i>	
A. BOARD TOTAL	9,200	5,334.62	3,865.38	<i>\$8550</i>	
President (Total)		2,571.81		<i>\$3500</i>	
Travel		1,227.99			
Hotels and Food		415.33			
Telephone Expense		289.95			
Postage		214.38			
Print. & Publish.		40.41			
Wages & Fees		210.00			
Supplies		173.75			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
President Elect (Total)		357.61		<i>\$1300</i>	
Travel		176.00			
Hotels and Food		153.09			
Telephone Expense		6.70			
Postage		9.40			
Print. & Publish.		12.42			
Wages & Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

Add a related revenue column

[illegible]

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Treasurer (Total)		\$ 569.62		*1000	
Travel		276.66			
Hotels and Food		183.76			
Telephone Expense					
Postage		38.04			
Print. & Publish.		4.55			
Wages and Fees					
Supplies		66.61			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
General Board Expenses (Total)		215.05		*300	
Travel					
Hotels and Food		215.05			
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
B. PUBLICATIONS TOTAL	\$11,300	\$10,667.57	\$ 632.43	<i>\$12,500</i>	
Newsletter (Total)	5,400	4,230.79	1169.21	<i>\$4,700</i>	
Travel		93.00			
Hotels and Food		99.14			
Telephone Expense					
Postage	700	269.83			
Print. & Publish.	4,700	3,768.82			
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
JCRL (Total)	\$ 5,700	\$6,134.63	(\$434.63)	<i>\$7,300</i>	
Travel					
Hotels and Food					
Telephone Expense					
Postage	500	395.63			
Print. & Publish.	4,800	5,739.00			
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Brochures (Total)	\$ 200	\$ 302.15*	(\$102.15)	<i>\$500</i>	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.		\$ 302.15			
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

*Ledger Account under Adv. & Prom.

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
C. GEN. ORG. EXPENSE TOTAL	\$5,050	\$5,396.43	(\$346.43)	5000	
Travel					
Hotels and Food					
Telephone Expense					
Postage		346.65			
Print. & Publish.		119.54			
Wages and Fees					
Supplies		97.46			
Advert. & Promo.					
Miscellaneous	250	160.44			
Other (Specify)					
Bonding		266.00			
Accounting	300	300.01			
Mail Service	4,500	3,249.83			
1986 Conf. Refunds		856.50			
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
D.COMMITTEES TOTAL	\$2,875	\$2,449.07	\$ 425.93	390	
Awards and Fundraising(Total)	1,300	1,710.38	(410.38)	\$1800	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies		1,379.50 (Fundraising items)			
		330.88 (Service Awards)			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Fundraising	500				
Awards (1300)					
Archives(Total)	\$ 200	\$ 108.11	\$ 91.89	\$ 350	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies		108.11			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Nominations & Elect.(Total)	\$ 525	\$239.82	\$285.18	<i>\$400</i>	
Travel					
Hotels and Food		49.49			
Telephone Expense		9.87			
Postage		2.09			
Print. & Publish.		178.37			
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Placement (Total)	\$ 150	\$ 81.25	\$ 68.75	<i>\$150</i>	
Travel					
Hotels and Food					
Telephone Expense					
Postage		28.15			
Print. & Publish.		53.10			
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Bylaws (Total)	\$ 50	-	\$ 50	<i>7 50</i>	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Publicity (Total)				<i>7 50</i>	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

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BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
E. STATE & REGIONAL TOTAL	\$2,100	\$1,199.48	\$ 900.52	<i>\$1850</i>	
Coordinator(Total)	350	405.24	(5.24)	<i>\$1450</i>	
Travel	<i>1100</i>				
Hotels and Food					
Telephone Expense		143.00			
Postage		52.82			
Print. & Publish.		209.42			
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Directors (Total)	\$1,700	\$ 794.24	\$ 905.76	<i>\$1850</i>	
Travel					
Hotels and Food					
Telephone Expense		15.50			
Postage		160.02			
Print. & Publish.		266.57			
Wages and Fees					
Supplies		2.15			
Advert. & Promo.		350.00 (State of Washington)			
Miscellaneous					
Other (Specify)					

*see
past
minutes
for details*



BUDGET ITEMS	APPROVED FOR 1987	SPENT AT 6/30/87	BALANCE	REQUESTED FOR 1988	APPROVED FOR 1988
II. CONFERENCE TOTAL	\$13,500	\$13,171.54	\$ 328.46		
A. CONFERENCE MGT. TOTAL	1,950	3,313.51	(\$1,363.51)		
Chairman (Total)	1,500	2,200.75	(700.75)		
Travel	500	356.08			
Hotels and Food	200	339.76			
Telephone Expense	100	162.37			
Postage	100	241.37			
Print. & Publish.					
Wages & Fees	500	1,047.07			
Supplies	100	54.10			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
On Site Manager (Total)	\$ 450	\$ 710.15	(\$ 260.15)		
Travel	150				
Hotels and Food					
Telephone Expense	100	141.17			
Postage					
Print. & Publish.					
Wages & Fees		88.76			
Supplies	200	480.22			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Program Committee (Total)		\$201.54	(\$201.54)		
Travel		157.00			
Hotels and Food		44.54			
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Coord. of Chairpersons (Total)		\$ 27.10	(\$ 27.10)		
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.		27.10			
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Exhibits Chairman(Total)		\$173.97	(\$173.97)		
Travel		126.00			
Hotels and Food					
Telephone Expense		20.56			
Postage		27.41			
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Publicity Chairman(Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
B, GENERAL CONF. EXPENSES TOTAL	\$5600	\$4972.72	\$ 627.28		
Programs (Total)	1800	2925.66			
Travel					
Hotels and Food					
Telephone Expense					
Postage		767.81*			
Print. & Publish.	1800	2157.85*			
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
*Amounts include calls, programs and reg. forms					
Registration Packets(Total)	\$ 400	\$ 107.67	\$ 292.33		
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Calls to Conf.(Total)	\$1200				
Travel					
Hotels and Food					
Telephone Expense					
Postage	200				
Print. & Publish.	1000				
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Brochures (Total)	\$ 700				
Travel					
Hotels and Food					
Telephone Expense					
Postage	200				
Print. & Publish.	500				
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

4

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
C. CONFERENCE PROGRAM TOTAL	\$3000	\$2641.09	\$358.91		
Speakers (Total)	2500	2553.44	(53.44)		
Travel	500	447.00			
Hotels and Food		521.39			
Telephone Expense		58.01			
Postage		20.28			
Print. & Publish.		6.76			
Wages and Fees	2000	1500.00			
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Institutes (Total)	\$ 400	\$ 87.65	\$ 312.35		
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.		87.65			
Wages and Fees					
Supplies	400				
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Section Mtgs. (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Computer Fair (Total)	\$100		\$100		
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
D. FOOD FUNCTIONS TOTAL	\$2950	\$2244.22	\$705.78		
Hospitality (Total)	1250	800.15	449.85		
Travel					
Hotels and Food	700	800.15			
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees	500				
Supplies	50				
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Publisher's Brk. (Total)	\$1200	\$ 661.50	\$ 538.50		
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
NOTE: Food plus the Chairman's expense totalled \$835.47					
Revenue from exhibits totalled		\$1300.00			
Since a net profit was generated from this activity of \$465.53, perhaps it should not be budgeted as an expense item.					



BUDGET ITEMS	APPROVED FOR	SPENT AT	BALANCE	REQUESTED FOR	APPROVED FOR
Coffee Breaks (Total)		\$348.07	(\$348.07)		
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

Answers To Your Questions
About The

WCRLA MINUTES
April 7-12, 1987
Albuquerque, New Mexico
Attachment AG
Page 1 of 3

JOURNAL OF DEVELOPMENTAL EDUCATION

1. What are the characteristics of the JOURNAL that meet with the interests of the membership of WCRLA?

The JOURNAL is the only nationally circulated periodical that focuses directly and exclusively on the field of postsecondary developmental education. It is published as a forum for educators concerned with the practice, theory, research, and news of the postsecondary developmental and remedial education community. The JOURNAL's content focuses on basic skills education but also treats adjacent fields of knowledge. Editorial emphasis is placed upon articles that relate education theory to practical and successful teaching and learning.

The growth and development of the JOURNAL parallel that of the field. First published in 1978, the JOURNAL is now entering its eleventh volume. Throughout its history, the publication has printed articles reflecting current ideas and practices that have influenced the field as it has grown to become an essential component of colleges and universities throughout the nation and abroad.

The JOURNAL derives its vigor not only from the staff and resources of the National Center for Developmental Education and Appalachian State University but also from the strong commitment of its Board of Editors. These individuals, located across the nation, act not only as readers of manuscripts for the publication but also as influential advisors. The Board of Editors are committed to holding the publication to high standards of quality and timeliness.

2. What benefits of a subscription agreement would accrue to individual members of WCRLA?

First, the JOURNAL offers a solid value for dollars spent. Those who receive it have access to the most comprehensive specialized information available about the field of postsecondary developmental education. Through the JOURNAL, readers learn about the research, teaching methods, theory, and products that can help them--and their students--achieve the goal of academic success. Readers also are connected to a nationwide network of professionals who share their concerns and interests. Should WCRLA and the JOURNAL enter into a subscription agreement, members would find receiving the publication to be even more cost effective, as

→ each would receive the JOURNAL at a substantial discount *current \$12.50 yr.*

WCRLA members would also benefit from becoming aware of the professional opportunities to publish articles in the JOURNAL and to serve on the Board of Editors. Because the JOURNAL uses a double-blind referee system of reviewing manuscripts and maintains a very respectable circulation, publication in it is beneficial to those being considered for promotion and tenure.

3. How would WCRLA, as an organization, benefit from such an agreement?

First and foremost, the organization would gain an enhanced image and increased professional status because a periodic journal is the single most valued benefit of membership in a professional organization. The JOURNAL would in no way supplant or overshadow the Annual Proceedings, which are well respected not only by WCRLA members but by others as well. Rather, the JOURNAL would function as a separate benefit of membership, adding to the information and knowledge contained in the Proceedings.

In a more direct way, WCRLA would benefit by using the JOURNAL to promote to a wider range of potential members. The JOURNAL offers the most comprehensive market penetration available and can serve as a useful tool in disseminating information about WCRLA, and a gain of membership may be expected.

Reinforcement of the organization's image and purpose to current members is also an important task; in this the JOURNAL is also useful. Successful organizations recognize that member contact on a regular basis serves to remind members of the importance of the organization and to inform them of the work being accomplished; the JOURNAL offers the opportunity to drive these points home at least three times per academic year. In this way, members would be reminded that they are a part of an ongoing organization which is dedicated to serving their professional needs and interests throughout the year, and the overall positive image of WCRLA can be reinforced.

4. If dues go up to cover the cost of the JOURNAL, what happens to membership?

It has been our observation that developmental educators are willing to pay for quality services and products. In our five-year relationship with NADE, NADE dues tripled--and membership doubled. Our most recent survey of NADE members showed that 95 percent of respondents were motivated to join or renew by the prospect of receiving the JOURNAL as a benefit of membership. The motivational power of the periodical was greater than the resistance to higher dues..

In essence, people simply want their money's worth of service when joining a professional organization, and the specific dollar figure involved is less important to prospective members than the overall value offered by the organization. The JOURNAL's value as a benefit of membership outweighs the number of dollars required to provide it.

5. In what ways would the JOURNAL benefit from an agreement with WCRLA?

As an ongoing, nonprofit publication, the JOURNAL faces many challenges as it continues its growth. Increased JOURNAL income would be helpful in meeting these challenges, as is noted in the most recent issue of Circulation Magazine:

"You can't make a magazine look good without the money to do so. Color separations, screens, quality typesetting, illustrations, and top editorial personnel all cost money. The lower the budget, the more likely the editor is to be hamstrung . . ."

Like most educational publications, the JOURNAL operates on a slender budget that simply will not accommodate the implementation of numerous ideas put forth by staff, readers, and the Board of Editors; yet those ideas would enhance the publication's usefulness to readers. No publication survives by reaching a certain level and becoming static; so the dollars the JOURNAL would gain by a subscription agreement would offer the potential for expanding staffing and service to subscription contractors, increasing production size and quality, and providing more and more varied information to its readers.

Equally important, the JOURNAL would benefit from expanded circulation in the West. This would place staff and editors in better contact with potential authors and editors in that area, and the contributions of those who participate in the publication process would be most welcome. Different ideas and perspectives are the fuel that make this vehicle go; therefore, the involvement of WCRLA in the JOURNAL is understood to be valuable.

6. If WCRLA was to enter into a subscription agreement with the JOURNAL, what sort of contract would be required?

The JOURNAL requires a straightforward contract which carefully protects the autonomy of both parties while fully describing the processes and procedures by which the agreement will be fulfilled. The contract with NADE is offered as a model, but each point of that contract was negotiated separately to the satisfaction of the contracting parties. While any contract with WCRLA would be expected to be similarly straightforward, most components would be open to negotiation.

The only stipulation in the NADE contract that would have a bearing on a contract with WCRLA is the agreement on pricing. This component was accepted in recognition of the stability that the long-term agreement with NADE has brought to the JOURNAL.

If we were to draw up an agreement today, the minimum price of a copy of the JOURNAL sent to a WCRLA member would be \$3.79. The price could be more, depending upon other services determined by negotiations. The JOURNAL requires a two-year minimum contract, with subsequent three-year cycles similar to those described in the NADE contract.

8. How might further discussions proceed?

For more information, feel free to contact Dr. Milton G. "Bunk" Spann, Jr., Director of the National Center for Developmental Education and Editor of the JOURNAL. He will be pleased to answer any questions about the JOURNAL or a prospective subscription agreement.

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MEMO TO: WCRLA Board of Directors

DATE: May 22, 1987

FROM: Elections Committee,

Patricia Heard, Univ. of Texas at Austin, Chair
Susan Brown, New Mexico State University
David Caverly, Metropolitan State College
Billie Jackson, Cal. State - Chico
Ina Katz, Cal. State - Fullerton

Pat Heard

SUBJECT: Slate of Nominees, 1988-89 Office

The Elections Committee is very pleased to present to you the following slate of nominees for your approval as candidates for office, 1988-89:

President-elect: Becky Patterson, Anchorage Community College
Bernie Rihn, Spokane Falls Community College

Treasurer: Rina Duron, University of Southern California
Carol Walvekär, El Paso Community College

We feel fortunate to have four such well-qualified WCRLA members willing to assume the responsibilities of these offices, and all have the approval of their institutions to run for office.

If this slate meets with your approval, I will contact the candidates to confirm their nominations as soon as I hear from you. Next fall I will initiate the printing of the election flyers, ballots, and envelopes.



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College
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~~Academic Skills San Diego State University San Diego Ca 92182~~

June 2, 1987

Pat Heard
Learning Skills Center
A332 Jester Center
The University of Texas at Austin
Austin, Texas 78784

Dear Pat:

On behalf of the WCRLA Board of Directors, I accept the 1988-89 Slate of Nominees, and I congratulate you and the Elections Committee for securing such a promising group of candidates for office. We are delighted with the four names submitted to us.

We are also awed by your ability to pull such a great slate of nominees together before most faculty scatter for summer recess. Thank-you very much.

Sincerely,

Gwyn Enright
President

cc Elections Committee
WCRLA Board of Directors



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DATE



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TUTOR COORDINATOR/SUPERVISOR

WCRLA'S PEER TUTORING S.I.G. LEADER

INSTITUTION

DATE



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Academic Skills San Diego State University San Diego CA 92182

August 18, 1987

Susan C. Brown
Site Selection Chairperson
Center for Learning Assistance
Box 5278
Las Cruces, New Mexico 88003

Dear Sue:

I trust you had a fun summer working with Carol Clymer (How could you not?).

Thanks for sending me the preliminary WCRLA 1989 Contract. This is the first time I have ever heard of tables having clothes! Everything made sense to me. However, at the Board Meeting, we decided to shift the 1988 conference days forward - we will be starting on Wednesday and ending on Saturday. This change accommodates our wide ranging membership by allowing travel time for those coming to the conference from far away. I suspect we will want to continue these days for the Seattle conference since changing them back so soon will be disastrous for Sunday's attendance. Therefore, the Stoffer Madison contract should probably read "March 15 - March 18," unless we want hospitality Tuesday night.

With regard to your question about the Board's druthers for a Southern California site following the Seattle site, we think it will be important to go back to Southern California at that time. Remember nearly 45% of our members are Californians.

The Board approved \$450.00 for the Site Selection Chair's budget for 1988 and \$400.00 for the Nominations and Elections Chair's budget.

Best wishes for Fall Semester 1987!

Sincerely,

Gwyn Enright
President

xc WCRLA Board

MEMORANDUM

TO: WCRLA Board of Directors and WCRLA Officers
FROM: Gwyn Enright *Gwyn*
DATE: August 24, 1987
SUBJECT: WCRLA Retreat

Are you anxious to get away? I am, and I am looking forward to an inspired retreat at beautiful (but rustic) Asilomar. As I promised I am soliciting agenda items for our two days together. Topics should be larger issues, not the nitty, gritty items we take care of at our regular business meetings. Two areas to pursue are operational goals and professional identity.

Goals for this year are 1) to protect the warm friendliness of WCRLA; 2) to increase the benefits of membership; and 3) to become more aware of politics in the educational arena. We should spend some time setting specific operational objectives to carry out these three main goals.

At the summer board meeting, we agreed to discuss the Commission XVI Standards for Learning Assistance Programs at our retreat. I would also like to go over Mary Rubin's work from her task force on What's in a Name. Perhaps we could prepare a statement or a position paper on professional identity/the professional field/the discipline.

We will need time for getting to know one another, too. To help me plan this, please send me your ideas by October 10 at the very latest. Thanks.

To follow up on my "To Do" list from the summer board meeting, I have a few items to report:

1) Joanne plans to go to NADE in Orlando this spring, not in the fall as Vince's report stated. She will represent WCRLA as the JCRL editor, and Vince will submit a budget addendum reflecting the cost of her trip. Then, we will review and probably approve the addition.

2) Hal says it takes about a week to make any changes on the renewal form. As we suspected, most renewals occur at conference time in the spring. The membership for last year averaged 618; from month to month, the greatest difference was about 12%. Our fattest month was July (647) and our leanest month was March (571).

3) I wrote Deborah Weaver. See attached.

4) I wrote Tom Gier. See attached.

5) Mary Rubin has accepted the chair of the "What's in a Name" Task Force, and she is putting together her committee.

Since she will want a representation of prominent individuals in the field, she plans to ask both WCRLA and non-WCRLA types to participate. From the WCRLA board, she has selected Wes to serve on the Task Force. She will keep us up to date.

I am looking forward to hearing from you. Let me know ideas for our agenda. I'll send travel information/coordination later.

WCRLA Quick Reference

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Academic Skills San Diego State University San Diego CA 98182

August 26, 1987

Tom Gier
8102 Harvest Circle
Anchorage, Alaska 99502

Dear Tom:

At the WCRLA board meeting in Albuquerque, you presented a compelling proposal to establish certification for tutors. I remember we were very interested in the concept and we asked you to establish standards for tutor certification.

Last month, at the summer board meeting in Sacramento, your project came up again. The WCRLA board has directed me to contact you to inquire about how these standards are developing. How are you doing? Would you like any help from the board? When do you think you would like to report back to us?

I am looking forward to hearing from you.

Cordially,

Gwyn Enright
President

cc WCRLA Board of Directors,