

**CRLA BOARD MEETING
SAN DIEGO RED LION INN
July 9, 1993**

Present: Jo-Ann Mullen, *President*; Becky Johnen, *Past-President*; Tom Gier, *President-Elect*; Rosa Hall, *Treasurer*; Nancy Moreland, *Secretary*.

OTHERS PRESENT: Richard Holdridge, Gwyn Enright

The meeting was called to order by Jo-Ann Mullen at 1:20PM.

Approval of Agenda

1. **Motion to approve the agenda was made by Rosa. Second by Tom. Passed (Attachment A)**
Gwyn welcomed everyone to San Diego.

Approval of Minutes

2. **Approval and corrections to the Kansas City Board minutes:**

March 30-page3, Item E. Becky thought this should be Jo-Ann. Discussion was held. Jo-Ann will speak with Mike about CRLA involvement in research.

Motion to accept the minutes of Kansas City Board Meeting as corrected was made by Becky. Second by Tom. Passed.

Approval of Telephone Conference Minutes 6-8-93. Motion by Becky. Second by Rosa. Passed

A discussion was held regarding the activities of the officers.

Reports from Officers and Guests

3. **Karen Agee's Secretary's Report was distributed by Nancy. (Attachment B)**

Secretary's Report

Job descriptions were updated. Jo-Ann

wants to discuss job descriptions and organizing.

Disability Policy

The Board read and discussed the Disability Policy and is pleased with the revision. (Attachment C)

Research Grant

Tom asked for a refresher and Becky gave an update to the Board about the history and the need for guidelines for involvement with research. Inquiry came from SIG in reference to "Hooked on Phonics." Becky asked what needed to be done with information - who disseminates? (Attachment D)

Action:

- * Thank SIG for preparation.
- * Funding was set forth in initial discussion.
- * Have category for budget with allotment of \$1,000.
- * Panel members? Need way review board is selected.
President will select reviewers.
Representative for appropriate SIG will be included.

Only members will be chosen for the grant. Proposal for research grant will be presented to the President who will forward the proposal to a review committee for blind review. The review committee will be selected from an appropriate SIG representative and another member. No more that \$1,000 will be granted. The final decision rests with the Board.

A motion for President forward research proposals with a request for review was made by Tom. Second by Becky. Passed.

Nancy will get the information back to Karen or Kate for corrections. Karen will need to add sentence and get copies to the Board. The request will go to Jo-Ann, then Tom, then Research SIG.

Treasurer's Report

**Conference Budget Report-Kansas City
(Attachment E)**

- A. Conference Budget Report-Rosa
 - Income \$59,557.35
 - Expenses \$38,431.26
 - Balance \$21,126.09
- B. We owe Pat Jonason a big thanks for recruiting people to attend.
- C. Special thanks to Becky for bringing Chemeteka staff.
- D. Question from Tom about \$1.00 in miscellaneous category. Robin Bischof collected \$1.00 for sale of notepads at conference.
- E. CRLA made money on all events.
- F. Robin discussed the difficulties of keeping account correct and balanced.
- G. Discussed attendee who did not pay registration fees for second year. No response from letter sent - copy is in treasurer's files.
- H. Rosa clarified how the conference budget worked.
- I. CRLA made \$561.60 from tours and entertainment.
- J. Conference budgeting is uncertain;

Board Commendation to Rosa

- K. therefore, an extra \$.50 was added on to several events just to cushion. Becky requested the Board give Rosa highest commendations for developing the conference budget. It is the first time the Board had ever received such a detailed conference accounting.

Becky made a motion to commend Rosa for her efforts in preparing the conference budget. Second by Tom. Passed by Board.

Financial Report

- L. Operating Fund
(Attachment F)
- | | |
|----------------------|-------------|
| Total income | \$88,946.76 |
| Total Expenses | \$39,234.70 |
| Net Op. Fund | \$49,712.06 |
| Conf. Acct. | \$21,126.09 |
| Op. Fund Acct. | \$ 1,508.90 |
| Net increase for yr. | \$19,617.19 |

Tutor Registry

- M. Gwyn had a question about Tutor Registry. (\$545 income from this.)

Glossary

Becky had a question about the Glossary. Jo-Ann and Becky suggested CRLA market it more. Robin could send out a Flyer for the Glossary with membership information. Gwen suggested Tom take to the Tucson Institute. State Directors should receive, then show to members. Jo-Ann suggested the Glossary needs to be out before it is out-of-date.

Financial Overview

- N. Rosa stated, "It is important for conference planners to be frugal in order to keep organization in good financial condition."
- O. Tom asked how much money CRLA actually has. Rosa responded that CRLA has \$88,946.76 from general income with expenses approximately \$50,000. Actual amount in back accounts is approx. \$75,500 with \$51,000 in reserve and \$3,500 in the conference account reserve.
- P. The Board discussed the need for careful stewardship of funds.
- Q. Gladys asked Rosa to mention to the Board the possibility of obtaining conference insurance. Jo-Ann will check into this.
- R. Rosa gave out reimbursement forms to Board Members.

Motion to accept the Treasurer's Report was made by Tom. Second by Jo-Ann. Passed.

Past President's Report

Becky gave the Past-President's Report. She led the Board in a discussion about purchasing the MAC Power Book. She gave the Power Book to Nancy for the Secretary. Rosa recommended paying off now.

Tom made a motion to pay off the Power Book now. Second by Nancy. Passed.

Rosa will issue a check for \$2,701.

Evaluation Report

Jo-Ann gave out conference evaluation reports and an overview. Members high and positive on sections, but sometimes critical of other things for example - distance from airport to hotel. Jo-Ann suggested that Susan Deese consider the distance for future conferences. Jo-Ann was concerned about SIG Breakfasts - \$7.50 for continental and \$14 for hot breakfast. Hotel couldn't do changeover in short time. (Attachment G)

Evaluation Chair

Jo-Ann has talked with Tom Dayton to see if he will be co-chair for 1994 conference. JoAnn Carter-Wells indicated to Tom Gier that she did not wish to continue as chair. After correspondence with JoAnn, Tom opened the position to Tom Dayton. Jo-Ann later accepted position. Confusion exists at this point. Tom Gier recommends that Tom Dayton be appointed chair. Board was concerned that JoAnn needed to be freed up to concentrate on the Journal.

Tom Gier made the motion to appoint Tom Dayton a Evaluation Chair for 1994 and encourage JoAnn to work with Tom for transition. Second by Becky. Passed.

*Commendation to
JoAnn Carter-Wells*

The Board commends JoAnn Carter-Wells for her excellent work as Evaluation Chair.

BREAK 2:50-3:00

TOUR OF RED LION INN CONFERENCE FACILITIES

Sharon Davies gave the tour. She wanted to mention a few key areas.

(Attachment H)

BREAK BACK AT 4:15

Past President's Report Cont.

Becky gave the following report:

(Attachments I)

- A. Since Kansas City conference, she concentrated on corresponding with State/Chapter Directors.
- B. Becky gave the Board an updated list of State/Chapter Directors.
- C. Tom Gier asked why Vaughn Waddell was president of the Washington group since he is from Idaho. Becky responded that Vaughn lives closer to Washington group.
- D. Becky gave Board Members a listing of CRLA members by states.
(Attachment J)
- E. Becky informed the Board that Oregon will have a nice conference in the Fall.
- F. Becky needs help in identifying which regions some states belong. Jo-Ann suggested that Joyce W. could assist in redefining regions.

Traveling Displays

- G. Becky is still working on the traveling display package. By end of August,

she should have a display for each state so they will be ready for Fall meetings. She is developing a one page overview of CRLA for the traveling displays.

- H. Becky is investigating having CRLA banners made for each state. She will have more information later.
- I. Jo-Ann advised CRLA can get new brochures.
- J. Rosa asked what Karen Smith would be contributing to the traveling exhibit. Becky replied that Karen will supply photos and suggested layouts for the exhibits.

Bonding Liabilities

- K. Becky asked if there was any bonding liability for state chapters handling of money. Rosa responded that currently only Rosa and the President were bonded. Gwen said only relationship to accountability is that as a chapter disbands, they are to send their treasury to CRLA. Rosa said she and Gladys were concerned and recommended we contact Gladys as official auditor to inquire whether we need to expand the bond to include State and Chapter Directors. (Bonding, in essence, is insurance we are not misappropriating funds.)

*Virgin Islands Members
Interested in Chapter*

- L. Becky informed the Board that CRLA has two people from the Virgin Islands interested in starting a chapter.

*Approved Oregon's
Request for \$500*

- M. The Board approved Oregon's request for \$500 for seed money for state meeting to help establish a state chapter. Patricia Mulcahy-Ernt will bring in attendees.
(Attachment K)

Tom made the motion to approve \$500 seed money for Oregon. Second by Nancy. Passed.

Becky will notify June Benson.

*Approved Kansas-
Nebraska Funding
for Speaker*

- N. Fay Dorwart requested funding of \$393.60 for assistance in paying for a speaker at their state conference. (Attachment L)

Tom made the motion to approve \$393.60 to fund a speaker for the Kansas-Nebraska conference. Second by Becky. Passed.

*Approved Kansas-
Nebraska Funding
Historical Project*

- O. Fay Dorwart requested \$240 to fund a special Kansas-Nebraska Historical Project. The Board thought this was a good idea and hoped others states would follow suit. (Attachment M)

Tom made the motion to approve \$240 for the Kansas-Nebraska historical project. Second by Nancy. Passed. Becky will notify Fay.

Board Travel

- P. Where should Board go to represent CRLA? Jo-Ann asked if we needed a policy? Becky said the objective of Board travel was

promotion of conference and visibility of CRLA. Gwen reported the past policy has been that any region that wanted Board Members' got them. Jo-Ann told Becky to get the word out that the Board is available -as long as funds are available. After Board discussion, it was determined that no new policy was needed.

Site Chair Report

Gwyn gave the report for Karen Lim. (Karen's mother recently passed away. Gwyn indicated that they are excited to have CRLA come to San Diego.

San Diego Zoo Tour

- A. The outcome of Karen's survey showed that the San Diego Zoo was #1 on everyone's list. The tour and dinner will be Wednesday 4-10PM. This is a special tour. Dutch Treat Dinner at Treetop's. We will be in the zoo after it is closed. Cost is \$28.50 per person plus transportation. *IMPORTANT! You can't do it on your own. Karen had to guarantee 100 people. Board will have to go. Becky will get flyer to state directors asking them to promote the zoo tour. Gwyn indicated marketing the zoo tour is very important.

Other Entertainment

- B. Other program items from Gwyn. No tour of Sea World - wasn't high on survey. Tijuana walking tour will be on Thursday. The Harbour Cruise is scheduled as a Post-Conference tour. Dinner in Old Town on Saturday

night is comparable to dinner on the town we have had in the past.

School Tours

- C. School tours are planned for Miramar (reading) and Southwest (computers).

Banquet

- D. The Banquet theme is "International Night." It is scheduled for Friday night and will feature Lion Dancers.

PAL Reception

- E. Gwyn wasn't sure of plans for PAL Reception. It is scheduled for Friday 5:15-6:00PM. Becky will check with Gladys about meeting and food.

*Hospitality Food
Included in Hotel
Contract?*

- F. Gwyn asked about hotel contract concerning food for hospitality suite. Karen Lim or Tom will talk with hotel salespeople about how to handle.

Past President-Elect Report Jo-Ann gave this report to the Board.

- A. She gave 2 copies of Pat Jonason's conference notebook to Karen Lim and talked about Pat's report.

- B. Concerns from Kansas City conference
1. Better working with airlines.
 2. Program scheduling - room set-up was a problem, hard to limit people in sessions. Tom suggested indicating capacity levels for each session in San Diego.
 3. Whether to overlap sessions.
 4. Newcomers Reception. Tom said focus this year would be on history of CRLA. Rosa suggested having a more

Newcomers Reception

informal event. Rosa suggested SIG Leaders present information on SIG's. Gwyn suggested wine and cheese with informal presentations. Rosa suggested group rotation for presentations. Tom will contact Newcomers Reception Chairs and will report in the next Telephone Conference call.

- C. Jo-Ann was pleased to see response so good in Midwest.

Kansas City Negatives D. Jo-Ann reported a few negatives from Kansas City.

1. Jo-Ann asked what was the role of conference officials if someone required medical attention. Rosa suggested we don't need a policy but handle on a case by case basis.
2. Sunday problems - 1. hotel required Jo-Ann and Pat to give up their rooms. 2. had missing boxes - one sent to Jo-Ann COD.
3. Exhibitors - had some things thrown away, some throw-always were shipped. Caution exhibitors not to rush on Sunday to leave.
4. Hotel called Jo-Ann's college about \$15,000 outstanding bill- it was delinquent only a few days.

Other Concerns

Jo-Ann mentioned a few other concerns to the Board.

Mailing Lists

1. We had requests for list of attendees at conference. We are unable to disclose without permission. Mailing labels are for sale to members of CRLA. Gwyn indicated if we give out names, we should have permission space on forms.

Recognition Plaques

2. Recognition of on-site chair. Jo-Ann purchased plaque for Pat Jonason and Nancy K. presented it to Pat. Tom said plaques should be given to site chairs and officers leaving office. Unanimous agreement from Board to recognize people serving the organization.

BREAK 5:45-5:55PM

Election Committee Report

No formal report was given, but Jo-Ann reported list of nominees: *President-elect*- Pat Mulcahy-Ernt, Cathy Carpenter. *Treasurer*- Sandra Evans, Judy Haney.

Political Action Committee Report

Becky reported Trish DuPart will be a liaison to groups and she has ideas of how she can work with the states. Becky has sent letters to State/Regional Directors requesting names of those members interested in serving on the committee. Becky suggested writing a column for the Newsletter. Probably won't occur until Fall. Will have a good network by Winter.

Professional Assoc. Liaison Committee Report

Becky gave Board Members copies of Gladys' report. Becky reported that Gladys

has already done an outstanding job organizing this group.

(Attachment N)

*Awards and Scholarships
Committee Report*

Kate Sandberg's report included the question of giving 4 scholarships for this year. Jo-Ann was concerned we need to put extra money from year to year in reserve for lean times. Becky and Rosa feel strongly we should give 4 scholarships. (Attachment O)

*4 Scholarships
for 1993-94*

Tom made the motion to give 4 scholarships this year. Second by Becky. Passed. Tom will notify Kate of the approval.

Kate also wanted to know if the budget is still separate from the general operating budget. Rosa replied yes.

Kate asked to have the Board nominate someone for the Long and Outstanding Service Award.

Kellogg Scholarship

Kate will be glad to do what Becky wants concerning the Kellogg Scholarship. The Board discussed the following:

- A. CRLA needs a new promotional package.
- B. Promote research and professional development.(Kellogg). Send to Jo-Ann and Becky. Becky needs before August to distribute to states-need by December.
- C. Research through scholarships and awards.

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*Scholarship for Frank
Crist's Institute* Tom will research the cost of the institute
and the possibility of joining efforts just
as CRLA had done with the Kellogg Institute.

*Long and Outstanding
Service Award
Nomination* Tom made a motion to nominate
Gladys Shaw for the Long and
Outstanding Service Award.
Second by Rosa. Passed.

*Special Recognition
Award Nomination* Rosa made the motion to nominate
Tom Pasternak for the Special
Recognition Award. Second by Becky.
Passed.

Mention was made about a "Rookie of the
Year" - "Outstanding Newcomer Award"-
Think about - will revisit Saturday.

The meeting was adjourned at 6:30PM.

The Board will reconvene at 8:30AM Saturday morning.

**CRLA BOARD MEETING
SAN DIEGO RED LION INN
July 10, 1993**

Members Present: Jo-Ann Mullen, *President*; Tom Gier, *President- Elect*; Becky Johnen, *Past-President*; Rosa Hall, *Treasurer*; Nancy Moreland, *Secretary*.

OTHERS PRESENT: Gwyn Enright, Richard Holdridge, Susan Deese

Jo-Ann Mullen called the meeting to order at 8:35AM.

*San Diego Conference
Report*

1. Tom gave the following conference report.

(Attachment P)

*Board Meeting
Schedule*

- A. Chemeketa will print and mail Call Conference.
- B. Board will meet Friday 5-6 in Mission Valley Room (added Meeting), 8-9 Sunday, and 12-3 Sunday.
- C. New offering Sunday will be 8-9 "Coffee and Conversation with Sophie Freud."
- D. Tom suggested capacity limits for sessions.
- E. Robin Bischof, Membership Chair, will be available at Registration at specified times.
- F. Tom suggested a luncheon for Past/Future Site Chairs. Rosa said it is good for people to have the opportunity to network. Gwyn indicated that some Site Chairs are just past newcomer stage and need this type of support.

*Luncheon for Past/Future
Site Chairs*

**Tom made the motion to have a Past/
Future Site Chair Luncheon at the**

**San Diego Conference. Second by
Nancy. Passed.**

*SIG Social Eliminated,
Business Meeting Added*

G. This year the Board agreed to eliminat the SIG formal social because the last two years they have had poor attendance. Instead, SIGS will have additional one hour for business meetings.

*Pre-Conference Board
Meetings*

H. Pre-Conference Board meetings will be Monday 1-9PM. and Tuesday 9:00 AM until 9:00PM.

BREAK 10:00-10:15

*1994 CRLA Membership
Required for Full Conference
Attendance*

I. Change on Call to Conference Form for Registration. "Just a reminder...1994 membership required to full conferenc attendance."

1994 Conference Fees

- 1.) Prepaid (membership fees already paid) \$75 and on-site fees \$90.
- 2.) Renewal (includes \$40 membership fee) \$115 prepaid and on-site \$130. Remember to attach membership form with conference registration.
- 3.) New (includes \$40 membership fee) \$115 prepaid and \$130 on-site. Remember to attach membership form with this conference registration.
- 4.) One-day fee (does not include membership privileges) \$60 (includes institute fee if sole

day is Thursday.)

- 5.) Registration deadline postmarked by March 1. All registration forms postmarked after that date will be subject to on-site fees.

Change in Institute Fees

- J. There is a change in conference registration fees for Institutes. All institutes will be \$20. This will greatly assist treasurer and will make it easier to change from one institute to another.

Tom made the motion to charge \$20 as fee for all institutes. Second by Rosa. Passed

No Purchase Orders for Conference Fees

- K. CRLA will not accept Purchase Orders for conference fee.

Reduced Student Fees

- L. Board addressed the question, "Should CRLA have a reduced student fee?" Since it is difficult to determine status of student, we will use one-day fee for student attendance. The \$60 one-day fee would allow a break for student attendance if their funds are limited.

Site Selection Report

2. Susan Deese made the following report.
- (Attachment Q)**
- A. Susan has talked with Canada and Reno members about hosting future conferences. No bids have been received thus far.
- B. Susan visited with Rick Sheets in Phoenix area in late May. They began contract negotiations with the Radisson Mission Palms.

(Attachment R)

C Susan discussed the Site Selection
Chair's Job Description.

(Attachment S)

- 1.) Asked for clarification of term of office. Becky responded that term is on 3 year basis. Susan was appointed 1993, so her term will end in 1996.

- 2.) Susan gave the Board a Hotel Trends Report. 1987-93.

(Attachment T)

- 3.) Fall Newsletter article is good idea to provide listing for future conferences.

- 4.) Question items D,E,F.

- a. Jo-Ann asked if we need hotel information prior to determining site. Need 2 step process:
 - * Site Selection
 - * Hotel Selection
 - * On-Site team can send out bids to hotel. Susan will negotiate with hotel.
- b. How is timing? Determine site at summer board meeting. This would allow Susan to visit site in Fall. Mid-October too late to start.
- c. How many years in advance should we plan for conference?
- d. What about a date change? Rosa asked if we could stay away from Palm Sunday. Becky responded that CRLA Constitution indicates that the Conference is built

- around Palm Sunday.
- e. What about the California tradition? Becky presented information giving the number above 20 members per state. CA23, OR 65, TX 59, KC 42, NM 33, Missouri 31, WA 27, Canada 23, NB 23, CO 19.

- 5.) Becky was concerned about major groups having conferences in about the same time frame.
 - a. Discussion - negatives
 - * May lose members
 - * May conflict with some state meetings
 - b. Discussion - positivies
 - * Avoids Spring Break conflicts
 - * Coincides with Spring Break so you do not have to miss classes
 - * First shot at publishers
 - * Better chance of members attending a conference in Fall and another in Spting than attending two conferences in the Spring.

*1996 CRLA Conference
Moves to Fall*

Tom made the motion that effective in 1996 CRLA should change its annual conference to the Fall. Second by Becky. Passed.

This action calls for a By-Law change which will be voted on at the Business Meeting in San Diego.

- 6.) Becky was still concerned about the joint conference with NADE.
 - a. Becky has not received contract forms from Bertha.
 - b. Susan was supposed to hear from Bertha, but still hasn't heard through 7-10-93.
 - c. Jo-Ann is concerned NADE Board is not committed.
 - d. Susan indicated CRLA past Board Members would not want a joint conference.

- D. Susan indicated the Canadian group is interested in hosting a conference in Calgary. Karl Olsen and Terry Franklin are interested. Long distance is a problem, but they are still very supportive of hosting the conference.

Questions:

- 1.) Would attendance be significantly smaller because some people cannot leave the states?
 - a. Tom suggested the Spring 96 conference be held in Calgary, Canada with the Fall 96 conference in Texas.
 - b. Becky reported the question was given to states at last conference, but no report on the outcome was given.
 - c. Becky aid AAACE had their conference in Quebec. She suggested this is probably not as big of an issue as we

- think.
- d. Susan has information from the hotels which indicates they are not as expensive as we think.
- e. Becky said airfare is not too much. It is the same to get to Seattle or San Diego for some.
- f. Gwyn was concerned the psychological effect might keep more from attending.
- 2.) How close is the airport?
 - a. Susan responded that airfare is around \$278-328. The distance from the hotel would not be a problem.

*Mail Ballot for By-Law
Change*

Ballot and By-Law change will be done by mail. Motion was made by Tom. Second by Becky. Passed. By-Law changes will be mailed out along with 1994-95 Officer election ballots when they are sent in August.

BREAK 11:35-11:40

- 3.) Jo-Ann, as President, will write a letter to be included in ballot to explain why we are doing this.
- 4.) Becky suggested members with concerns should discuss these in state meetings and report to Becky.
- 5.) Reason Board is making change now it that we must make decisions about conference site negotiations.

LUNCH BREAK 12:00-1:30

*Future Conference
Planning*

Radisson Hotel Contract

Accessibility at Conference

- E. Susan asked how many years in advance do we try to plan conferences
 - 1.) Jo-Ann suggested 3-5 years if possible.
- F. Board approved for Susan to seek site/hotel contract in Canada. Susan will need to visit 3 hotels and have a preliminary contract for one by Spring meeting.
- G. Planning for future conferences - Fall 1996 Canada, Spring 1996 Texas or Tahoe or Reno.
- H. Concerning dates of conferences, Susan has the flexibility to work with hotels scheduling Thursday through Sunday.
- I. Radisson Hotel contract in Phoenix and Radisson Hotel Check List.
 - (Attachment U)
 - 1.) Susan will negotiate with hotel.
 - a. Early check-in.
 - b. Overflow hotel available.
 - c. Transportation provided
 - d. Alternative food service (Box lunches)
 - e. Handicapped rooms and accessible meeting rooms
 - f. Complimentary coffee/tea service for Board Meeting in July and during the conference.
 - 2.) Susan thinks this will be an excellent location for us. CRLA will take up the entire hotel.
 - 3.) Jo-Ann indicated the Board Meetings would need comping for a 2-day weekend. Some Board

*Relationship between Site
Selection and
Site-Chair*

Members may need 3 night availability. Susan will check on availability.

- J. Susan related concerns about the relationship between on-site manager and site-selection person since the site selection chair needs past information.
- 1.) Jo-Ann gave Susan Pat Jonason's report from Kansas City.
 - 2.) Susan suggested CRLA Board acknowledge the relationship that site-selection person is in place before President-Elect who is planning the conference.
 - 3.) Jo-Ann requested the past President-Elect forward conference reports to the site-selection person. (Add to Job Description.)
- K In regard to evaluations, Susan suggested CRLA ask members what they look for in a hotel.
- L In guidelines, Susan suggested duties of on-site manager include meeting with conference director for final planning.
- M Becky will send Susan the report from the San Francisco conference.

*Professional Association
Liaison Report*

3. Becky gave the Professional Association Liaison report for Gladys.
- (Attachment V)
- A. Gladys Shaw had 3 questions which needed answering from her report.
- 1.) How many complimentary displays do we have available? (How many free tables should we grant at conference?) Becky inquired whether we were talking about full display or

flyers. She needs clarification. Jo-Ann suggested the number be based on the number of agreements we have with the other organizations.

- 2.) On the Conference Program advertisement, would that not have basically the same proviso? Board Members agreed that it would.
- 3.) What are the chances of having a general sharing table for brochures, etc. from those who have not yet formalized agreements with us but want to share information? The Board agreed this would be fine.
- 4.) Becky will respond to Gladys' questions.

*PAL Coordinator's
Job Description
Changes*

- B. Becky made suggestions for changing the PAL Coordinator Job Description.
 - 1.) Gladys suggested the PAL Coordinator serve a three year term.
 - 2.) Add item #3 "Develop annual goals for the Professional Liaison Committee in cooperation with individual liaisons."
 - 3.) Additions to item #4 "Newsletter deadlines are _____."
 - 4.) Item #8 had the addition of one word, "computerized." It now reads "Work with the Associate Membership Coordinator to develop a computerized liaison tracking system."

*PAL Job Description
Changes*

C Gladys also made suggestions changing the Professional Association Liaison Job Description.

- 1.) Add item A "Collaborate on establishing committee goals and projects."
- 2.) Change item C to read "Work with CRLA's President-Elect and the PAL Coordinator to arrange a CRLA co-sponsored meeting during annual or regional meetings of the association to which one is a liaison."
- 3.) Change item D to read "Keep the PAL Coordinator informed with a quarterly report about the following items learned from the other association:..."
- 4.) Add item G "Work with the organization/s to which you are liaison to obtain an agreement of collaboration."

Becky made a motion that we accept Gladys Shaw's PAL report and recommended changes to her job description and PAL Job Description. Second by Tom. Passed.

SIG Report

3. Pat Jonason sent in the SIG Report.
(Attachment W)

A. **Becky made the motion that since the TRIO and Whole Language SIG do not have identified leaders, they be moved to an inactive status. Second by Tom. Passed. Jo-Ann will notify Pat.**

B. 17 SIGs are currently on active status.
(Attachment X)

C. Rosa mentioned Pat was concerned with speeding up reimbursements. Rosa responded that she cannot do this without Board approval. Jo-Ann and Becky suggested we maintain the same procedure for approval for reimbursements. Jo-Ann agreed that the Treasurer should be in complete charge of disbursements rather than the SIG Coordinator. No action was taken since current policy will be maintained. Jo-Ann will respond to Pa

Tom made a motion to accept Pat's SIG Report. Second by Becky. Passed.

D. Rita Dunbar also submitted a letter that Becky shared with the Board.
(Attachment Y)

Membership Report

5. Robin Bischof sent in this report. Jo-Ann requested Board revisit this report on Sunday.
(Attachment Z)

Journal Report

6. JoAnn Carter-Wells and Janice Lewis submitted this report.
(Attachment AA)

A. The Board approved the Editorial Board's working meeting at the annual conference.

Becky made a motion to accept the Journal report. Second by Tom. Passed.

- Conference Budget Report* 7. Rosa presented the Conference Budget report
- A. Rosa's report contains Kathy Carpenter proposed budget for reference.
(Attachment BB)
 - B. Conference budget proposal for 1993-94. (Attachments CC and DD)
 - 1.) Tom lead the Board through the budget for reference only.
 - 2.) Summary of Proposed Conference Budget.
 - a. Total Conf Management \$9,300
 - b. Total Gen. Conf. Exp. \$12,100
 - c. Total Conf. Program \$7,400
 - d. Total Food Functions \$8,750
 - e. Total Expenses \$37,550
 - C. Motion to approve the conference budget was made by Tom. Second by Becky. Passed.
- Tutor Certification Report* 8. Karan Hancock sent in the report.
(Attachment EE)
- Tutor Certification
Records Manager*
- A. Becky made a motion to accept the new position of Tutor Certification Records Manager Job Description. Second by Rosa. Passed.
 - B. Becky made the motion to accept Karan's report. Second by Tom. Passed.
- CRLA Newsletter Report* 9. Tom Pasternack sent the following report.
(Attachment FF)
- A. The Board discussed Tom's letter.
 - 1.) Tom's term ends at the San Diego

conference in March. Jo-Ann will invite Tom to continue or will find a replacement if necessary.

2.) Tom was concerned that the newsletter editor was not invited to attend the Summer Board Meeting. Jo-Ann will respond to Tom about his concerns.

3.) Tom was also concerned about the Journal Editor's travel. Jo-Ann responded that previous travel for Journal and Newsletter Editors was totally different.

B. Do we want CRLA application in each newsletter? Becky not sure it needs to be there all the time. Rosa indicated that most people who read the CRLA Newsletter are members. Rosa and Becky suggested adding a box space on back page with "For membership information contact Robin Bischof." Becky doesn't think we need to print complete form again.

C. Susan asked, "Should Call for Papers be published in Newsletter?" Board agrees yes.

D. Becky suggested that the Membership Resource form appear in the Newsletter for one time.

E. Board feels priority to disseminate information to members in the most economical way.

F. Tom Gier will write an article

highlighting the conference for the Fall issue of the Newsletter.

- G. Becky would like to do a column "Headed to the Future" as an on-going feature for conference publicity.
- H. Tom P. asked, "What about extending the length of Secretary and Treasurer 3 years?" Jo-Ann polled a sample of previous secretaries and treasurers. Their response was not positive. Becky responded that it is hard to get people to serve because of the intensity of the work. Board appreciates Tom's suggestions; however, the Board doesn't choose to pursue at this time.
- I. **Tom Gier made the motion to accept Tom Pasternack's report. Second by Nancy. Passed.**

Joint Conference with NADE 10. Becky led the board in the discussion about the joint conference with NADE.

- A. Board discussed the possibility
- B. Board has voted to take to the CRLA members the option to move the CRLA conference date to Fall.
- C. Becky will inform Bertha that because of possible operational changes, we feel at this time we are unable to make a commitment to do joint conference.
- D. **Motion was made by Becky and seconded by Tom that at this point**

in time CRLA cannot go forth with a joint conference in 1996, and CRLA hopes there are other ways CRLA and NADE can collaborate. We both know that the progress the two groups have made in discussions about a joint conference will pave the way for further collaborative efforts. Motion passed.

*Design & Development of
College Learning Centers*

11. Becky gave the following report:

- A. Becky will continue working on this. She was unable to focus on this project due to other obligations.
- B. Information item. Doesn't need a vote.

CRLA Video Now Hypercard

12. Becky reported the video is not possible at this time. Lucy McDonald is working on Hypercard stacks. Nothing is ready yet, but she should have something for Fall meetings

Kellogg Institute Scholarship

13. Kate Sandberg sent this report.
(Attachment GG)

- A. Kate presented the Board a draft and asked for approval.
- B. Board added that the application be post marked by January 1.
- C. Tom will respond to Kate and request that she provide an article and application for the Fall Newsletter.
- D. Rosa made the motion to accept

Kate's report with approved changes. Second by Tom. Passed

JDE Agreement

14. Jo-Ann indicated an agreement with the Journal of Developmental Education exists.

Response to Martha Maxwell

15. The Board discussed Martha Maxwell's, Carolyn Smith's, Karl Olsen's, Jan Norton's, and Karan Hancock's letters in regard to the CAS Standards. (Attachments HH-NN)

- A. Would CRLA Board endorse CAS Materials?
- B. Motion was made by Tom to endorse NADE's Tutoring Services Self-Assessment Guides. Second by Becky. Passed.
- C. Martha will continue looking at the Guidelines on Learning Center Manangement.
- D. Jo-Ann will send comments to Martha. Board wants to continue to give reactions to NADE.
- E. Jo-Ann will sent Adjunct Course Guidelines to May Garland and Joe Ramirez for review.
- F. Becky reported concerning the Teaching/Learning Guides. Thus far, v have received insufficient response to make any decisions or give feedback.

Strategic Plan Update

16. Becky said she had no report at this time.

CRLA Board Minutes
Summer Board Meeting
July 10, 1993
Page 18

*Frank Christ's Proposed
Center*

17. The Board discussed Frank Christ's proposed center. (ATTACHMENT OO)
- A. What is CRLA's position?
 - B. Board will discuss at next Telephone Conference.
 - C. Jo-Ann will respond to Frank and ask him to send the Board an overview of the program and proposals, etc.
 - D. Tom will present at the Institute in Florida and will talk to Frank at that time.

**MEETING ADJOURNED AT 5:15P.M. NEXT MEETING SUNDAY MORNING
8:00 A.M.**

CRLA BOARD MEETING
SAN DIEGO RED LION INN
July 11, 1993

Members Present: Jo-Ann Mullen, *President*; Tom Gier, *President-Elect*; Becky Johnen, *Past President*; Rosa Hall, *Treasurer*; Nancy Moreland, *Secretary*.

Others Present: Gwyn Enright, Richard Holdridge

The Board acknowledged Becky Johnen's "major significant birthday."

THE MEETING WAS CALLED TO ORDER BY JO-ANN MULLEN AT 7:30AM.

Operating Budget Report 1. Rosa lead the Board in a discussion of the Conference Budget and the Operating Budget

A. Conference Budget.
(Attachment PP)

- 1.) Rosa reported that Tom and Richard determined a need to raise the budget for the Computer Fair by \$1,000 because local colleges and universities will not be able to assist with computer loans.
- 2.) Rosa reported the difference in the budget for this year as compared to last year is an increase of \$3,125.

B. Operating Budget - Rosa presented an explanation of the operating budget for 1993-94. The Board thoroughly examined and discussed the proposed budget. Changes per category are:

President's Budget

- 1.) President \$150 increase for Telephone Expense. Becky's College covered telephone expenses for 1992-93.

President-Elect's Budget

- 2.) President-Elect's travel was changed to \$750 and the Hotel and Food expense was reduced to \$1,000 instead of \$1500 as

Secretary's Budget

proposed initially. This travel budget is for representing CRLA and is separate from the Conference Budget.

- 3.) Several increases were made in the Secretary's Budget as recommended by Karen Agee: Hotel and Food expense increased to \$300, Postage was increased to \$300, Supplies were increased to \$200. A new category was created for Clerical. Increases will be needed for conversion to computer data and scanning capabilities. Baggage and Shipping was reduced to 0 since data will be scanned and extra baggage will not be necessary. Travel expenses reflect travel to CASP Conference to represent CRLA.

General Board Budget

- 4.) General Board Expenses were increased \$50 for Printing and Publishing.

JCRL Budget

- 5.) The JCRL Printing and Publishing budget was changed from \$8,000 to \$8,400. \$400 was deleted from the mailing service category and moved to Printing and Publishing.

General Organizational Budget

- 6.) Under General Organizational Expenses, the Research Grants category was added and \$1,000 was appropriated. Category 5471 had a name change from Advt/Promo Video to Promotional Media Distribution

Monograph Budget

Archives Budget

*Sponsored Research Committee
Category Moved*

States and Regions' Budget

to more accurately reflect this activity. Category 5481 was changed from Misc. Expenses to Tutor Registry and Printing with \$150 budgeted for this category.

- 7.) Category 5221, Monographs, is for non-journal/newsletter publications. Becky anticipates funds will be needed for the Design and Development of Learning Assistance Center guides or handbook.
- 8.) Under 5412 Postage and Shipping was reduced to \$75. Karen Smith requested \$50 for layout and design for display boards. Becky will be in charge of coordinating the distribution of the display boards.
- 9.) Becky suggested when one's institution covers some expense, that the word "Institution" be included in the budget box. Historically, it will help to plan for years when institutional support is not as great.
- 10.) The Sponsored Research Committee was moved to Research.
- 11.) Becky indicated she has so much institutional support, she may not need as much funding. Travel was placed at \$250, and Hotels and Meals were set at \$100.

*Special Project: Cognitive
Psychology SIG
Funded*

*Historical Research Project
Funded*

Membership Coordinator Budget

*Proposed Operating Budget
Approved*

- 12.) Motion by Tom and second by Becky to grant the special request from Pat Mulcahy-Ernt for the Cognitive Psychology newsletter. Motion passed. (Attachment QQ)
- 13.) Pat Johnason requested funding for Kansas -Nebraska for a Historical Research Project. Tom made the motion to approve. Second by Nancy. Passed. (This was addressed in an earlier meeting.)
- 14.) Miscellaneous Expenses were moved to the General Board Category.
- 15.) New Membership Coordinator category was added. Robin requested \$40 per month for telephone, \$96 on Fax for the year, Renewal Notices, Membership Reports, Special Requests \$300 for the year, miscellaneous computer supplies \$50, miscellaneous office supplies \$325, Postage \$1480, Work Study Students \$850. Becky indicated the figures were accurate.
- 16.) Motion was made by Tom, with Second by Nancy to approve the Operating Budget. Passed.

*Proposed Conference
Budget Approved*

C. Motion was made by Tom, with Second by Nancy to approve the Conference Budget. Motion Passed.

*Commendation to
Rosa & Richard*

D. Jo-Ann suggested the Board commend Rosa and Richard for the outstanding job they did in preparing the budget.

E. Rosa will send copies of approved budgets to the Board.

BREAK 8:45-9:00AM

Executive Session

2. The Board went into Executive session from 9:00-9:15AM.

*August Conference
Call*

3. The August Conference Call will be Monday, August 23, at 9:30 CDT. Judy will call to confirm.

Job Description Changes

4. The following Job Descriptions were changed

Treasurer

A. Rosa requested the following changes for the Treasurer's Job Description:
1.) page 54, III C. be changed to read, "All checks over \$1,000 that have not been budgeted or approved by the Board must have two signatures-that of the Treasurer and that of the President. (Barney & Barney requirement for bonding.)
2.) Page 56, change IV. F. This now reads "The Treasurer should make sure that the CRLA President and Treasurer are bonded."

- 3.) Page 56, V.A. Delete the last sentence. This now reads, "The Treasurer should work closely with event chairpersons each year to make sure accurate records of all conference income and expenditures are kept."
- 4.) Page 56, V.B. was completely deleted.
- 5.) Page 57, VIII A, change the third sentence to read, "If these do not balance, the payment received will be deposited and the sender will be contacted."
- 6.) Page 57, VIII B. was deleted. Other items were relettered.
- 7.) Page 58, VIII D, the word "deposited" was changed to "credited."
- 8.) Page 58, VIII F, the first two sentences were deleted.
- 9.) Page 58, VIII H, delete complete text. Replace with "Charge to Refunds will be made upon request within three weeks after close of the conference."

*State/Region Directors
Chapter Presidents*

- B. Becky asked for the following correction on Page 13. Change "or" to "of" in the second sentence of the "Annual Report."

*Coordinator of States/
Regions*

- C. Becky made the following changes:
- 1.) Page 7, Items 1,3,4 need to be moved to the President's Job Description.
 - 2.) Page 7, Item 2. Delete-move after Item 17.

CRLA Board Minutes
Summer Board Meeting
July 11, 1993
Page 7

*Associate Membership
Coordinator*

- D. Becky made the following changes:
- 1.) Becky presented the draft for the Associate Membership Coordinator.
 - 2.) Add F, "Disseminate on a regular basis the CRLA Membership Resource Form to appropriate officers/committee chairs/coordinators.

President

- E. Jo-Ann requested the following change on Page 40. Add new #48. "Attend the State/Regional Directors' and Chapter Presidents' Leadership Institute."

A motion was made by Becky and Seconded by Rosa to approve all Job Description changes as presented today. Motion Passed.

Respectfully submitted,

Nancy Moreland, Secretary

(Minutes approved November 9, 1993.)

**CRLA BOARD MEETING
SAN DIEGO RED LION INN
July 9-11, 1993**

List of Attachments

- A. CRLA Summer Board Meeting Final Agenda
- B. Letter from Karen Agee (Secretary's Report)
- C. CRLA Disability Policy
- D. CRLA Research Grant Request for Funding
- E. CRLA Conference Budget
- F. CRLA Operating Fund Budget
- G. CRLA 1993 Conference Evaluation Report
- H. Red Lion Hotel Brochure
- I. CRLA Chapter Presidents, State/Region Directors 1993-94
- J. CRLA Members by State
- K. Funding Request from June Benson for Oregon Chapter (Keynote Speaker)
- L. Funding Request from Faye Dorwart for Kansas/Nebraska(Keynote Speaker)
- M. Funding Request from Faye Dorwart for Kansas/Nebraska(Historical Project)
- N. Letter from Gladys Shaw (Professional Liaison Report)
- O. Letter from Kate Sandberg(Scholarships and Awards Report)
- P. Call to Conference for San Diego Conference
- Q. Letter from Susan Deese(Site Selection Chair Report)
- R. Letter of Agreement(Radisson Tempe Mission Palms Hotel)
- S. CRLA Job Description for Conference Site Selection Chair
- T. CRLA Conference Dates/Locations 1991-98
- U. Hotel Checklist - Radisson Tempe Mission Palms Hotel
- V. Letter from Gladys Shaw (Professional Liaisons)
- W. Letter from Pat Jonason(SIG Report)
- X. 1993 CRLA Special Interest Groups
- Y. Letter from Becky Johnen(Associate Membership Coordinator Position)
- Z. Proposed Budget for CRLA Membership Coordinator
- AA. Journal of College Reading and Learning Report
- BB. 1991-92 Budget Summary from Kathy Carpenter
- CC. 1993-94 Proposed Conference Budget for San Diego Conference
- DD. 1991-93 CRLA Conference Budget Expense Report
- EE. Letter from Karan Hancock(International Tutor Certification Program Report)
- FF. Letter from Tom Pasternack(CRLA Newsletter Report)
- GG. Kellogg Institute Scholarship Application for CRLA Members
- HH. Letter from Martha Maxwell(Report on May, 1993 CAS Meeting)

CRLA Board Minutes
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List of Attachments
Page 2

- II. Letter from Martha Maxwell
- JJ. CAS Executive Summary of Council for Advancement of Standards in Higher Education
- KK. Letter from Carolyn Smith(NADE Self-Assessment Guides)
- LL. Letter from Karl Olsen(NADE Self-Assessment for Developmental Courses)
- MM. Letter from Jan Norton(NADE Guidelines for Developmental Courses)
- NN. Letter from Karan Hancock(NADE Self-Assessment Guidelines)
- 00. Copy of **Unfinished Business** page referring to Frank Christ's Institute
- PP. CRLA General Operating Fund Budget
- QQ. CRLA Funding Request - Cognitive Psychology SIG

Summer Board
July 9-11, 1993
Attachment A

TO: CRLA Board

FROM: Jo-Ann Mullen

RE: Here is the agenda for our summer board meeting along with relevant attachments.

To reach the Red Lion Hotel, call the hotel from the courtesy phone in the airport baggage claim area. They will tell you where to catch the courtesy van to the hotel.

CRLA Summer Board Meeting
Final Agenda
July 9 - 11, 1993

RED LION INN, SAN DIEGO, CA
(Mission Valley Board Room))

Friday, July 9, 1993

Begin at 1:00 PM

APPROVAL OF AGENDA

APPROVAL OF MINUTES

REPORTS FROM OFFICERS AND BOARD GUEST

Past President

- *Status of states and regions
- *Requests for officers to speak at state/regional events
- *new promotion display package

Secretary

Treasurer

- *Report of 1992 Conference
- *Financial Report

President-Elect

- *1994 conference plans (see enclosed call to conference draft)

Site Chair

- *1994 conference plans
- *hotel tour - Sharon Davey

Past President-Elect

*1993 conference report

*1993 conference evaluations (Jo-Ann Carter-Wells)

Saturday, July 10, 1993

✓
Summer Board
July 9-11, 1993
Attachment A pg 3

REPORTS FROM STANDING COMMITTEES

Awards and Scholarships (Kate Sandberg) -see enclosed ✓

Elections (Dee Tadlock)

*Sandra Evans }
Judy Hani }*

Pat ✓

Archivist (Karen Smith)

Political Action (status report by Becky Johnen) ✓

Professional Association Liasion (status report by Becky Johnen) ✓

Tbw
2 Special Interest Groups (Pat Jonason)

Membership (Robin Bischof)

CRLA By-laws (Patti Glenn) -see enclosed

Tutor Certification (Karan Hancock) - see enclosed

Site Selection (Susan Deese)

Newsletter (Tom Pasternack) - see enclosed

JCRL (JoAnn Carter-Wells and Janice Lewis) - see enclosed

OLD BUSINESS

JDE/Ride agreement and mailing

Joint conference with NADE update (Becky Johnen)

Council for the Advancement of Standards

Update on NADE self-study guidelines - see enclosed

Strategic plan update (Becky)

Review of CRLA job descriptions - see enclosed and packet sent by Karen Agee

Design + development of Learning Centers

Up-date on Promotional Video --

Revisit reduced student membership

NEW BUSINESS

Frank Christ's proposed center
CRLA position - see enclosed

Photo identification from 1992 and 1993 conferences

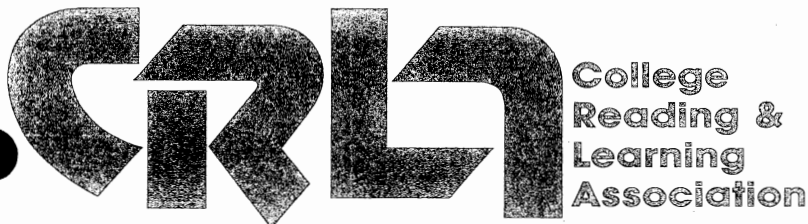
Discussion of CRLA's current conference dates

Sunday, July 11, 1993

1993-1994 BUDGET DEVELOPMENT

Budget adjustments and approval for 1993-94

- I. Operating Budget
 - A. Board
 - B. Publications
 - C. General Organizational Expenses
 - D. Committees
 - e. States and Regions
- II. Conference
 - A. Conference Management
 - B. General Conference Expenses
 - C. Conference Program
 - D. Food Functions



Summer Board
July 9-11, 1993
Attachment B

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

University of Northern Iowa, Cedar Falls, IA 50614-0383 319/273-2349 or 277-1087

TO: Board Members
FROM: Karen Agee *KA*
DATE: June 2, 1993
RE: Summer Reading

Greetings! Were you looking for something to read before the summer Board meeting? Enclosed you will find revisions to the Index of Minutes you received in your black notebooks at the conference meeting. Please throw out only the revised pages and insert new pages.

Also enclosed are the revised pages for your Policies and Procedures Manual, also in the black notebook. There are not so many revisions here.

You'll also find the revised job descriptions enclosed, although not all are there. (We're still working out the bugs in some of them.) Please note errors of all kinds and let me know about those. The summer Board agenda is probably filling up fast, but I'd feel better if everyone had a chance to look these over and then approve or amend these job descriptions as a Board.

Let's see, what else is here? You each get an up-to-date revision of the Bylaws, sent by Patti Glenn. I'm also sending the Guidelines for CRLA Research Grant we revised at the conference and the CRLA Research Grant Request for Funding form I adapted from that, for your consideration.

A copy of the disability policy is also enclosed. You may want to change the wording: as you can see, I have altered, without your authorization, the end of the second paragraph from the AAACE version: instead of promising to "make every effort to obtain reasonable accommodations" if no advance notice is given that such accommodations will be needed, I have written that CRLA "will attempt" to obtain them. I am really worried about offering to "make every effort," in the knowledge that a lawyer for someone inconvenienced by our lack of accommodations could construe that in very unpleasant ways. Even offering to "make every reasonable effort" then imposes a legal burden on us to prove that it isn't reasonable, for instance, to expect that we could produce a Braille version of the program within a few hours, without advance notice. Please let me know if you want to go back to the AAACE wording, though, especially if you can get some legal advice on the matter. I'll put whatever words there you want.

College of Reading and Learning Association

DISABILITY POLICY

In accordance with the Americans with Disabilities Act, CRLA will provide barrier-free services and opportunities to all program participants and guests. Auxiliary aids and services, or reasonable accommodations, will be provided to program participants and guests with vision or hearing impairments or other disabilities, unless an undue burden would result.

CRLA will provide the opportunity for program participants to notify the Association of special needs in advance so that cost may be determined and auxiliary aids obtained, unless the financial or other costs of obtaining an auxiliary aid would impose an undue burden in light of the resources available to CRLA. If no advance notice is given, CRLA will attempt to obtain reasonable accommodations.

When CRLA selects facilities, a primary consideration will be the extent of the facility's compliance with the provisions of the Act. CRLA will include in all facility contracts the requirement to comply in all respects with the provision of the Act, unless CRLA agrees that compliance with one or more specific requirements would constitute an undue burden and lists the specific requirement(s) as an exception(s) to the contract clause that requires full compliance.

Adopted March 29, 1993



Summer Board
July 9-11, 1993
Attachment D

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

CRLA RESEARCH GRANT
Request for Funding

Please complete this form and attach project description and budget statement. Researchers' signatures below indicate that each researcher (1) certifies that the information comprising the request for funding is true, (2) certifies that the proposal satisfies the selection criteria printed on the reverse of this page, and (3) agrees to the funding process as described.

Name(s), Address(es) and Telephone Numbers of Researcher(s):

Amount of Funding Requested:

Date of Request:

Signature(s):

CRLA RESEARCH GRANT Request for Funding

Selection Criteria. *To be considered for funding by CRLA, proposal must meet the following criteria:*

1. Must be useful and timely in relating directly to important post-secondary, developmental-education issues (including individual differences, reading, writing, or learning pedagogy, effectiveness of strategies, cultural issues, program composition, program evaluation, etc.).
2. Must have potential for high interest and application for members seeking to improve post-secondary teaching and learning. Results must be generalizable beyond the researchers' campus.
3. Must use recognized research methodology, though researchers are not limited to the quantitative model. Data collection methods should be reliable, and studies should include an evaluation component.
4. Must normally be capable of completion within a calendar year. Projects potentially requiring fund commitment beyond a year's time must be so identified before initial funding.

To be considered for funding by CRLA, researchers must meet the following criteria:

5. May request funding up to \$1000. CRLA encourages that larger projects be co-sponsored with other agencies, colleges, foundations, or other organizations external to CRLA. For co-sponsored research, CRLA funding will be contingent on receipt of grant from other source.
6. Must give credit to CRLA in any publications, presentations, or other dissemination of results. A spot will be reserved in each year's conference program for reports on CRLA-sponsored research.
7. May not receive funding from CRLA more often than once every five years.
8. May not apply for both this grant and a CRLA Research Assistance Award simultaneously.

Funding Process:

1. A request for funding must be received by the CRLA Board of Directors by January 15 of the year for which funding is desired. Requests should be sent to the President.
2. Application will include the completed Request for Funding sheet, a description of the research project of between 500 and 750 words, and a budget statement detailing amounts to be spent and amount requested.
3. The President will forward the proposal to a panel for blind review. The panel's recommendation will be returned to the CRLA Board at least 30 days before the annual conference. The Board will make a decision by the end of the annual conference. No more than one award will be granted per year and is contingent on sound financial standing of the Association.

RESEARCH GUIDELINES FOR
CRLA RESEARCH GRANT

Guidelines

To be considered for funding by CRLA, a proposal must meet the following guidelines:

1. Must be useful and timely in relating directly to important post-secondary developmental education issues (including individual differences, reading, writing, or learning pedagogy, effectiveness of strategies, cultural issues, program make up, program evaluation, etc.).
2. Must have high interest and application potential for members in seeking to improve teaching and learning (Results must generalize beyond the researchers' campus).
3. Must use recognized research methodology, though researchers should not be limited to the quantitative model. Data collection methods should be reliable, and studies should include an evaluation component.
4. ^{May request funding up to \$1000.} ~~Must require relatively small fund outlays,~~ ^{external to CRLA} ~~or be co-sponsored~~ ^{CRLA encourages that larger projects} with other organizations, agencies, colleges, or foundations. For co-sponsored research, CRLA funding will ~~depend on receipt of grant~~ ^{be contingent} from other source.
5. Must give credit to CRLA in any publications, presentations, or other dissemination of results. A spot will be reserved in each year's conference program for reports on CRLA-sponsored research.
6. Must normally be capable of completion within a calendar year. Projects potentially requiring fund commitment beyond a year's time frame will need to clarify this need before initial funding.

Funding Process

1. A request for funding must be received by the CRLA Board by January 15 of the year for which funding is desired. Requests need to be submitted on an RFP form that specifies selection criteria.
2. Application will include a cover sheet, a description of the research project of between 500 and 750 words, and a budget statement detailing amounts to be spent and amount requested.
3. The President will forward the proposal to a panel for a blind review. The panel's recommendation will be returned to the CRLA Board at least 30 days before the annual conference. *The Board will make a decision by the end of the annual conference.*
4. *Not more than one award will be granted per year and is contingent on sound financial standing of the Association.*
7. *May not receive funding more often than once every five years.*
8. *May not apply for both this grant and a CRLA Research Assistance Award simultaneously.*

CRLA CONFERENCE BUDGET

Summary of Income Report 1993-94

Registration	\$30,572.00	
One Day Registration	1,860.00	
C. Western Banquet	3,480.00	
Brunch, K. Smith	1834.00	
Dinner Plaza Bus	800.00	
On Site Registration	894.00	
Institutes	5853.00	
SIG Breakfasts	856.25	
SIG Luncheons	1277.50	
Lunch w/Mentor	1176.00	
<u>Tours/Theater/Pub Crawl</u>	<u>3101.00</u>	
sub-total		51,703.75

Misc	1.00	
Refunds Due (Unclaimed)	355.75	
Acct Transfer (check fr wrong acct)	276.21	
<u>Interest</u>	<u>282.89</u>	
sub-total		915.85

Exhibitor Fees	6250.00	
Funds to Start Account	**3575.00	
Funds to Tx from Op Acct (Bond)	** -132.00	
Funds Transferred to OP Acct.	-10443.00	<i>Sig memb dues</i>
Sig/Mem Dues paid w/Conf. Fees	9325.00	
Awards and Scholarships	1118.00	<i>Includes Raffle</i>
NSF Check	- 95.00	
Names Badges	32.75	
<u>Book Sales (Pat Cross)</u>	<u>750.00</u>	
sub-total		<u>10380.75</u>

Total Income **\$63000.35**

**Total 63000.35 - 3575.00 (start up) + 132 (bond). = \$59557.35

\$59,557.35 (income) - 38431.26 (expenses) = **\$21,126.09 net income.**

*Approved by Board
7-9-93*

Income Statement

Thursday, July 8, 1993

CRLA Conference

Accounts	1992		
	Balances	Budgets	Variance
4000 INCOME			
4100 Exhibitor Fees	6,250.00	0.00	6,250.00
4101 Trans fr old accts	3,575.00	0.00	3,575.00
4102 Accounts Receivable	-95.00	0.00	-95.00
5701 Funds to Trans frm OpFund	-132.00	0.00	-132.00
4202 Transfer to Op Fund	-10,443.00	0.00	-10,443.00
4302 Badge covers	32.75	0.00	32.75
4402 Book sales/Pat Cross	750.00	0.00	750.00
4602 Scholarships & Awards			
4211 Awards with conference	47.00	0.00	47.00
4512 Refund donated to Award	234.00	0.00	234.00
4502 Raffle	813.00	0.00	813.00
4503 Refund converted to raffle	24.00	0.00	24.00
Total Scholarships & Awards	1,118.00	0.00	1,118.00
4220 SIG/Mem Dues with Conf			
4221 SIG 1/Cog-Psych	15.00	0.00	15.00
4222 SIG2/College Reading	70.00	0.00	70.00
4223 SIG3/Computer Tech	25.00	0.00	25.00
4224 SIG4/Couns/Guidance	0.00	0.00	0.00
4225 SIG5/Critical Thinking	10.00	0.00	10.00
4226 SIG6/Dev-Basic Writing	10.00	0.00	10.00
4227 SIG7/Emot/MotivAspects	15.00	0.00	15.00
4228 SIG8/EFL/ESL	20.00	0.00	20.00
4229 SIG9/Research & Eval	15.00	0.00	15.00
4231 SIG10/LC Management	50.00	0.00	50.00
4232 SIG11/Learning Disability	40.00	0.00	40.00
4233 SIG12/Lib'l Arts Colleges	10.00	0.00	10.00
4234 SIG13/Math Tutorial Prog	20.00	0.00	20.00
4235 SIG14/Multicultural	30.00	0.00	30.00
4236 SIG15/Peer Tutoring	35.00	0.00	35.00
4237 SIG16/Placement Bureaus	0.00	0.00	0.00
4238 SIG17/TRIO	0.00	0.00	0.00
4239 SIG18/Whole Languages	0.00	0.00	0.00
4241 SIG19/Workplace Literacy	35.00	0.00	35.00
4242 SIG20/Teaching Excel'nce	15.00	0.00	15.00
4243 SIG21/HyperCard	25.00	0.00	25.00
4253 Unnamed SIGs	165.00	0.00	165.00
4210 Membership with Conf	8,720.00	0.00	8,720.00
Total SIG/Mem Dues with Conf	9,325.00	0.00	9,325.00
4200 Conference Fees			
4230 Registration	30,572.00	0.00	30,572.00
4245 One day registration	1,860.00	0.00	1,860.00
4240 Country Western Banquet	3,480.00	0.00	3,480.00
4250 Brunch/Karen S. Address	1,834.00	0.00	1,834.00
4251 Dinner on the Plaza bus	800.00	0.00	800.00
4252 Misc Onsite Registration	894.00	0.00	894.00
4244 Institutes			
4254 Inst1/Cooperative Learn'	400.00	0.00	400.00
4255 Inst2 Dev & Writ'g Grants	450.00	0.00	450.00
4256 Inst3 CA Tutor Project	475.00	0.00	475.00
4257 Inst4 Serving Disabled Sts	180.00	0.00	180.00
4258 Inst5 Comp in Dev Ed	492.00	0.00	492.00
4259 Inst6 Women's Literacy	180.00	0.00	180.00

Summer Board
July 9-11, 1993
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Income Statement

CRLA Conference

Summer Board
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Accounts	1992		
	Balances	Budgets	Variance
4275 Inst7 Empowering Student	744.00	0.00	744.00
4276 Inst8 Workplace Lit	144.00	0.00	144.00
4277 Inst9 Cooperative Learn'g	351.00	0.00	351.00
4278 Inst10 Dev Writ'g Grants	550.00	0.00	550.00
4279 Inst11 Strat Instr Apprch	756.00	0.00	756.00
4281 Inst12pm Multimedia Bks	324.00	0.00	324.00
4285 Inst12am Multimedia bks	12.00	0.00	12.00
4282 Inst13 Adult Students	360.00	0.00	360.00
4283 Inst14 Quality Education	204.00	0.00	204.00
4284 Unnamed Institutes	231.00	0.00	231.00
Total Institutes	5,853.00	0.00	5,853.00
4268 SIG Breakfasts			
4269 BSIG1/Computer Tech	112.50	0.00	112.50
4271 BSIG2/Critical Thinking	217.50	0.00	217.50
4272 BSIG3/EFL/ESL	53.75	0.00	53.75
4273 BSIG4/Peer Tutoring	315.00	0.00	315.00
4274 BSIG5/Teaching Excel'nc	127.50	0.00	127.50
4280 Unnamed BSIG	30.00	0.00	30.00
Total SIG Breakfasts	856.25	0.00	856.25
4260 SIG Luncheons			
4261 LSIG1/Cog Psych	227.50	0.00	227.50
4262 LSIG2/College Reading	297.50	0.00	297.50
4263 LSIG3/Emotional Aspects	271.25	0.00	271.25
4264 LSIG4/HyperCard	78.75	0.00	78.75
4265 LSIG5/Learning Disabl	183.75	0.00	183.75
4266 LSIG6/Libr'l Arts Coll	70.00	0.00	70.00
4267 LSIG7/Workplace Lit'rcy	122.50	0.00	122.50
4270 Unnamed LSIG	26.25	0.00	26.25
Total SIG Luncheons	1,277.50	0.00	1,277.50
4300 Lunch With Mentors			
4310 M1 Arendale	108.00	0.00	108.00
4311 M2 Boylan	120.00	0.00	120.00
4312 M3 Carter-Wells	120.00	0.00	120.00
4313 M4 Deese	108.00	0.00	108.00
4314 M5 Mohr	108.00	0.00	108.00
4315 M6 Orlando	108.00	0.00	108.00
4316 M7 Pasternak	96.00	0.00	96.00
4317 M8 Patterson	84.00	0.00	84.00
4318 M9 Smith	108.00	0.00	108.00
4319 M10 Tadlock	108.00	0.00	108.00
4320 M11 Weinsheimer	108.00	0.00	108.00
4322 Waiting list for lunches	0.00	0.00	0.00
Total Lunch With Mentors	1,176.00	0.00	1,176.00
4321 Leisure Tours & Entn...			
4331 Historic Tour	225.00	0.00	225.00
4332 Art Tour	450.00	0.00	450.00
4333 Ent 1 option	930.00	0.00	930.00
4334 Ent 2 option	1,496.00	0.00	1,496.00

Income Statement

Thursday, July 8, 1993

CRLA Conference

Summer Board
July 9-11, 1993
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Accounts	1992		
	Balances	Budgets	Variance
Total Leisure Tours & Entnmnt	3,101.00	0.00	3,101.00
Total Conference Fees	51,703.75	0.00	51,703.75
4900 Misc. Income	1.00	0.00	1.00
4201 Refunds Due	355.75	0.00	355.75
4901 CRLA Acct Transfer	276.21	0.00	276.21
5001 Interest Income	282.89	0.00	282.89
Total INCOME	63,000.35	0.00	63,000.35
5000 EXPENSES			
5100 Conf Management			
5110 Chair			
5111 CH Travel	197.00	500.00	303.00
5112 CH Hotels & Food	171.20	300.00	128.80
5113 CH Telephone	129.09	200.00	70.91
5134 CH Postage	103.96	1,200.00	1,096.04
5114 CH Photocopying	45.14	400.00	354.86
5115 CH Clerical Assistance	307.47	500.00	192.53
5116 CH Supplies	0.00	200.00	200.00
5117 CH Misc	0.00	0.00	0.00
5118 CH Other (Specify)			
5119 CH Committee Exp	0.00	0.00	0.00
5121 CH Call Pprs/Print	713.58	800.00	86.42
5122 CH Call Pprs/Post	375.13	400.00	24.87
Total CH Other (Specify)	1,088.71	1,200.00	111.29
Total Chair	2,042.57	4,500.00	2,457.43
5120 On-site Manager			
5123 ON Travel	0.00	0.00	0.00
5124 ON Hotels & Food at Conf	349.20	500.00	150.80
5125 ON Telephone	0.00	25.00	25.00
5126 ON Postage	97.38	40.00	-57.38
5127 ON Photocopying	6.89	100.00	93.11
5128 ON Wages & Fees	300.00	300.00	0.00
5129 ON Adver & Promotion	462.00	300.00	-162.00
5131 ON Supplies	309.84	150.00	-159.84
5132 ON Misc	0.00	0.00	0.00
5133 ON Other (Specify)	0.00	0.00	0.00
Total On-site Manager	1,525.31	1,415.00	-110.31
5130 Exhibits Chair			
5140 EX Telephone	29.04	25.00	-4.04
5141 EX Postage	211.76	50.00	-161.76
5142 EX Misc	0.00	0.00	0.00
5143 EX Other (Specify)			
5144 EX Printing	0.00	50.00	50.00
5145 EX Decoration	0.00	1,500.00	1,500.00
5146 EX Exhibit Hall	0.00	0.00	0.00
5147 Pat Cross Books	1,943.51	0.00	-1,943.51
5148 EX Supplies	2.50	0.00	-2.50

Income Statement

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CRLA Conference

Summer Board
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Accounts	1992		
	Balances	Budgets	Variance
Total EX Other (Specify)	1,946.01	1,550.00	-396.01
Total Exhibits Chair	2,186.81	1,625.00	-561.81
Total Conf Management	5,754.69	7,540.00	1,785.31
5200 Gen Conf Expenses			
5201 Programs			
5202 PR Postage	0.00	100.00	100.00
5203 PR Printing & Publishing	2,894.29	3,400.00	505.71
5204 PR Misc	0.00	0.00	0.00
5205 PR Other (Specify)	0.00	0.00	0.00
Total Programs	2,894.29	3,500.00	605.71
5211 Reg Packets			
5212 RE Printing & Publishing	0.00	350.00	350.00
5213 RE Supplies	284.08	350.00	65.92
5214 RE Misc	0.00	0.00	0.00
5215 RE Other (Specify)			
5216 RE Ribbons	126.01	300.00	173.99
Total RE Other (Specify)	126.01	300.00	173.99
Total Reg Packets	410.09	1,000.00	589.91
5221 Calls to Conference			
5222 CA Telephone	0.00	0.00	0.00
5223 CA Postage	975.20	250.00	-725.20
5224 CA Printing & Publishing	2,615.49	2,340.00	-275.49
5225 CA Misc	7.65	0.00	-7.65
5226 CA Other (Specify)			
5227 CA JDE Advert for C...	430.20	910.00	479.80
Total CA Other (Specify)	430.20	910.00	479.80
Total Calls to Conference	4,028.54	3,500.00	-528.54
5231 Other Gen Expenses			
5241 OT Supplies	207.88	200.00	-7.88
5242 OT Postage	0.00	25.00	25.00
5243 OT Printing	0.00	25.00	25.00
5244 OT Misc	0.00	0.00	0.00
5245 OT Other (Specify)			
5246 OT Xerox rental	0.00	0.00	0.00
5247 OT Decorations	122.56	260.00	137.44
5248 OT Film & Processing	165.21	200.00	34.79
5249 OT Entertainment	350.00	600.00	250.00
5250 OT Audiovisual & Me...	652.68	1,000.00	347.32
5251 OT Evaluation	934.54	1,200.00	265.46
5252 OT Phone Equipment	0.00	0.00	0.00

Income Statement

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CRLA Conference

Summer Board
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Accounts	1992		
	Balances	Budgets	Variance
Total OT Other (Specify)	2,224.99	3,260.00	1,035.01
Total Other Gen Expenses	2,432.87	3,510.00	1,077.13
Total Gen Conf Expenses	9,765.79	11,510.00	1,744.21
5300 Conference Program			
5301 Speakers			
5311 SP Travel	887.61	1,000.00	112.39
5312 SP Hotels & Food	0.00	300.00	300.00
5313 SP Wages & Fees	2,000.00	3,000.00	1,000.00
5314 SP Misc	0.00	0.00	0.00
5315 SP Other (Specify)	0.00	0.00	0.00
Total Speakers	2,887.61	4,300.00	1,412.39
5401 Invited Institutes			
5411 II Travel	325.00	1,000.00	675.00
5412 II Hotels & Food	440.00	300.00	-140.00
5413 II Wages & Fees	200.00	2,000.00	1,800.00
5414 II Misc	35.00	0.00	-35.00
5415 II Other (Specify)	0.00	0.00	0.00
Total Invited Institutes	1,000.00	3,300.00	2,300.00
5501 Institutes			
5511 I Materials (14 @ \$50)	323.73	700.00	376.27
5512 I Misc	0.00	0.00	0.00
5513 I Other (Specify)	0.00	0.00	0.00
Total Institutes	323.73	700.00	376.27
5601 Computer Fair			
5611 CF Wages & Fees	250.00	250.00	0.00
5612 CF Misc	0.00	0.00	0.00
5613 CF Other (Specify)			
5614 CF Electrical Hook-up	0.00	750.00	750.00
Total CF Other (Specify)	0.00	750.00	750.00
Total Computer Fair	250.00	1,000.00	750.00
5615 Tours & Entertainment	3,339.40	0.00	-3,339.40
Total Conference Program	7,800.74	9,300.00	1,499.26
5400 Food Functions			
5500 Hospitality			
5502 HO Food & Drink	398.99	600.00	201.01
5503 HO Other (Specify)			
5504 HO Hotel Room	0.00	0.00	0.00
Total HO Other (Specify)	0.00	0.00	0.00

Income \$3901 Profit \$561.60

Income Statement

Thursday, July 8, 1993

CRLA Conference

Accounts	1992		
	Balances	Budgets	Variance
Total Hospitality	398.99	600.00	201.01
5510 Publisher's Brk.			
5516 PB Food	700.00	1,500.00	800.00
5514 PB Misc	0.00	0.00	0.00
5515 Other (Specify)	0.00	0.00	0.00
Total Publisher's Brk.	700.00	1,500.00	800.00
5520 Editor's Lunch			
5521 EL Food	52.00	200.00	148.00
5522 EL Misc	0.00	0.00	0.00
5523 EL Other (Specify)	0.00	0.00	0.00
Total Editor's Lunch	52.00	200.00	148.00
5530 State Dir's Dinner			
5531 SD Food	568.72	800.00	231.28
5532 SD Misc	0.00	0.00	0.00
5533 SD Other (Specify)	0.00	0.00	0.00
Total State Dir's Dinner	568.72	800.00	231.28
5540 Coffee Breaks			
5541 CB Food	4,133.13	2,200.00	-1,933.13
5543 CB Misc	0.00	0.00	0.00
5544 CB Other (Specify)	0.00	0.00	0.00
Total Coffee Breaks	4,133.13	2,200.00	-1,933.13
5550 Newcomer's Reception			
5551 NR Food	500.00	500.00	0.00
5552 NR Misc	0.00	0.00	0.00
5553 NR Other (Specify)	0.00	0.00	0.00
Total Newcomer's Reception	500.00	500.00	0.00
5560 Past Board Lunch			
5561 PB Food	273.75	600.00	326.25
5562 PB Misc	0.00	0.00	0.00
5563 PB Other (Specify)	0.00	0.00	0.00
Total Past Board Lunch	273.75	600.00	326.25
5570 Tutor Cert. Lunch			
5571 TC Food	237.60	300.00	62.40
5572 TC Misc	0.00	0.00	0.00
5573 TC Other (Specify)	0.00	0.00	0.00
Total Tutor Cert. Lunch	237.60	300.00	62.40
5580 Planning Breakfast			
5581 PL Food	177.04	150.00	-27.04
5582 PL Misc	0.00	0.00	0.00
5583 PL Other (Specify)	0.00	0.00	0.00

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CRLA Conference

Thursday, July 8, 1993

Accounts	1992		
	Balances	Budgets	Variance
Total Planning Breakfast	177.04	150.00	-27.04
5590 SIG Leader's Lunch			
5591 SL Food	1,929.54	400.00	-1,529.54
5592 SL Misc	0.00	0.00	0.00
5593 Other (Specify)	0.00	0.00	0.00
Total SIG Leader's Lunch	1,929.54	400.00	-1,529.54
5600 Lunch With Mentor			
5602 LM Food	1,112.00	200.00	-912.00
5603 LM Misc	0.00	0.00	0.00
5604 LM Other (Specify)	0.00	0.00	0.00
Total Lunch With Mentor	1,112.00	200.00	-912.00
5610 SIG Social			
5620 SS Food	150.00	150.00	0.00
5621 SS Misc	0.00	0.00	0.00
5622 SS Other (Specify)	0.00	0.00	0.00
Total SIG Social	150.00	150.00	0.00
5623 Banquet	3,283.20	0.00	-3,283.20
5633 Awards Brunch	1,414.88	0.00	-1,414.88
Total Food Functions	14,930.85	7,600.00	-7,330.85
5700 Banking/Check Expenses	92.19	0.00	-92.19
5702 OpFund exps pd byConf	0.00	0.00	0.00
5800 1992 Conference expense	87.00	0.00	-87.00
5900 Misc. Expenses	0.00	0.00	0.00
Total EXPENSES	38,431.26	35,950.00	-2,481.26
NET INCOME	24,569.09		

Summer Board
 July 9-11, 1993
 Attachment E pg 8

Income \$2142 Profit \$212.96

Income = \$1200 Profit \$88.00

Income = \$3480 Profit \$197.00
 Income = \$1820 Profit \$405.12

CRLA OPERATING FUND BUDGET

Summary of Income Report 1993-94

Income

Miscellaneous	\$361.04	
CRLA Account Transfer from 91-92	51,220.96	
Membership Dues	27,958.00	
JDE	14.28	
RRIDE	6.75	
Interest Income	689.39	
Credit Union Interest	435.34	
JCRL	86.00	
SIGs	2,450.00	
Tutor Certification	3,250.50	
Tutor Registry	545.00	
<u>Awards/Donations</u>	<u>1,929.50</u>	
Total Income		88,946.76

Expenses

Board	13,625.49	
Publications	15,170.53	
General Organizational Expenses	5,809.81	
Committees	1,557.21	
<u>States & Regions</u>	<u>2,662.22</u>	
sub-total		38,825.26

Misc. Expenses

Banking/Check expenses	58.23	
Conference Checking Account startup	50.00	
Conference Savings Account startup	25.00	
Conference expenses chrgd to Opfund	276.21	
sub-total		<u>409.44</u>
Total Expenses		39,234.70

Net Income, Operating Fund **\$49,712.06**

Total Income \$88,946.76 - 39,234.70 expenses = 49,712.06

49,712.06 income - 51,220.96 transfer from 91-92 = **-1,508.90** net income for 92-93

*Approved by Board
7-9-93*

CRLA Yearly Overall Net Increase

Summer Board
July 9-11, 1993
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Conference Account	\$21,126.09
Operating Fund Account	<u>-1,508.90</u>
Net Increase	\$19,617.19

Submitted by Rosa Hall, Treasurer
July 9, 1993

CRLA Operating Budget

Thursday, July 8, 1993

Summer Board
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Attachment F pg 3

Accounts	1992		
	Balances	Budgets	Variance
4000 INCOME			
4900 Misc. Income	361.04	0.00	361.04
4901 CRLA Acct Transfer	51,220.96	0.00	51,220.96
5001 Dues	27,958.00	0.00	27,958.00
5002 JDE	14.28	0.00	14.28
5003 RRIDE	6.75	0.00	6.75
5004 Both JDE & RRIDE	0.00	0.00	0.00
5011 Interest Income/Cr Union	689.39	0.00	689.39
5012 JCRL	86.00	0.00	86.00
5014 SIGS			
5005 Unidentified SIGs	2,275.00	0.00	2,275.00
5015 SIG1 Cognitive Psych	25.00	0.00	25.00
5025 SIG2 College Reading	15.00	0.00	15.00
5035 SIG3 Computer Technology	20.00	0.00	20.00
5045 SIG4 Couns/Guidance Supp	0.00	0.00	0.00
5055 SIG5 Critical Thinking	5.00	0.00	5.00
5065 SIG6 Dev/Basic Writing	10.00	0.00	10.00
5075 SIG7 Emot/MotivAspects	10.00	0.00	10.00
5085 SIG8 EFL/ESL	0.00	0.00	0.00
5095 SIG9 Research & Eval	15.00	0.00	15.00
5096 SIG10 LC Management	10.00	0.00	10.00
5097 SIG11 LearningDisabilities	10.00	0.00	10.00
5098 SIG12 Libr'l Arts Colleges	5.00	0.00	5.00
5099 SIG13 Math Tutorial Progs	5.00	0.00	5.00
5142 SIG14 Multicultural	5.00	0.00	5.00
5143 SIG15 Peer Tutoring	20.00	0.00	20.00
5144 SIG16 Placement Bureaus	0.00	0.00	0.00
5145 SIG17 TRIO	0.00	0.00	0.00
5146 SIG18 Whole Language	0.00	0.00	0.00
5147 SIG19 Workplace Literacy	5.00	0.00	5.00
5148 SIG20 Teaching Excellence	10.00	0.00	10.00
5149 SIG21 HyperCard	5.00	0.00	5.00
Total SIGS	2,450.00	0.00	2,450.00
5006 Tutor Certification	3,250.50	0.00	3,250.50
5007 Registry/Tutor	545.00	0.00	545.00
5008 CU Interest	435.34	0.00	435.34
5009 NFC Coverage	0.00	0.00	0.00
5010 Awards Donations	1,929.50	0.00	1,929.50
Total INCOME	88,946.76	0.00	88,946.76
5000 EXPENSES			
5100 Board			
5101 President			
5102 P Travel	1,559.32	1,500.00	-59.32
5103 P Hotels & Food	1,174.95	1,200.00	25.05
5104 P Telephone Expense	0.00	100.00	100.00
5105 P Postage	84.64	100.00	15.36
5106 P Printing & Publishing	11.40	50.00	38.60
5107 P Clerical Assistance	0.00	200.00	200.00
5108 P Supplies	1.90	100.00	98.10
5109 P Misc expenses	0.00	0.00	0.00
5110 P Other (Specify)			
5112 P Conference Registr...	55.00	300.00	245.00

Income Statement

Thursday, July 8, 1993

CRLA Operating Budget

Summer Board
July 9-11, 1993
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Accounts	1992		
	Balances	Budgets	Variance
Total P Other (Specify)	55.00	300.00	245.00
Total President	2,887.21	3,550.00	662.79
5111 President-Elect			
5113 PE Travel	314.00	1,800.00	1,486.00
5114 PE Hotels & Food	733.30	700.00	-33.30
5115 PE Telephone Expense	196.56	100.00	-96.56
5116 PE Postage	0.00	50.00	50.00
5117 PE Printing & Publishing	0.00	0.00	0.00
5118 PE Wages & Fees	0.00	0.00	0.00
5119 PE Supplies	0.00	0.00	0.00
5120 PE Misc expenses	0.00	0.00	0.00
5122 PE Other (Specify)	0.00	0.00	0.00
Total President-Elect	1,243.86	2,650.00	1,406.14
5121 Secretary			
5123 S Travel	0.00	200.00	200.00
5124 S Hotels & Food	0.00	100.00	100.00
5125 S Telephone Expense	0.00	0.00	0.00
5126 S Postage	30.36	75.00	44.64
5127 S Printing & Publishing	53.16	50.00	-3.16
5128 S Supplies	52.67	25.00	-27.67
5129 S Other (Specify)			
5130 S Baggage & Shipping	0.00	60.00	60.00
S Other (Specify)	0.00	60.00	60.00
Total Secretary	136.19	510.00	373.81
5131 Treasurer			
5132 T Travel	0.00	100.00	100.00
5133 T Hotel & Food	0.00	100.00	100.00
5134 T Telephone Expense	120.01	150.00	29.99
5135 T Postage	291.56	200.00	-91.56
5136 T Printing & Publishing	27.78	30.00	2.22
5137 T Clerical Assistance	2,017.63	2,000.00	-17.63
5138 T Supplies	11.13	0.00	-11.13
5139 T Misc Expenses	0.00	0.00	0.00
5140 T Other (Specify)	0.00	0.00	0.00
Total Treasurer	2,468.11	2,580.00	111.89
5141 Gen. Board Expenses			
5151 GB Travel	2,139.48	3,500.00	1,360.52
5152 GB Hotel & Food	4,490.73	5,500.00	1,009.27
5153 GB Telephone Expenses	11.63	50.00	38.37
5154 GB Postage	42.68	0.00	-42.68
5155 GB Printing & Publishing	0.00	0.00	0.00
5156 GB Wages & Fees	0.00	0.00	0.00
5157 GB Supplies	0.00	0.00	0.00
5158 GB Misc expenses	29.85	50.00	20.15
5159 GB Other (Specify)	125.00	0.00	-125.00
5160 GB UPS shipping	50.75	0.00	-50.75

CRLA Operating Budget

Thursday, July 8, 1993

Accounts	1992		
	Balances	Budgets	Variance
Total Gen. Board Expenses	6,890.12	9,100.00	2,209.88
Total Board	13,625.49	18,390.00	4,764.51
5200 Publications			
5201 Newsletter			
5202 NL Travel	0.00	0.00	0.00
5203 NL Hotels & Food	0.00	0.00	0.00
5204 NL Telephone & Fax	17.63	50.00	32.37
5205 NL Postage	76.05	60.00	-16.05
5206 NL Printing & publishing	3,982.00	5,000.00	1,018.00
5207 NL Wages & Fees	0.00	0.00	0.00
5208 NL Supplies	0.00	30.00	30.00
5209 NL Other (Specify)			
5210 NL Mail Service	665.99	600.00	-65.99
5212 NL UPS	50.00	60.00	10.00
Total NL Other (Specify)	715.99	660.00	-55.99
Total Newsletter	4,791.67	5,800.00	1,008.33
5211 JCRL			
5213 J Travel	0.00	400.00	400.00
5214 J Hotels & Food	500.00	500.00	0.00
5215 J Telephone expenses	68.02	75.00	6.98
5216 J Postage	792.26	225.00	-567.26
5217 J Printing & Publishing	8,654.23	8,000.00	-654.23
5218 J Clerical Assistance	70.00	150.00	80.00
5219 J Supplies	16.50	50.00	33.50
5220 J Misc expenses	0.00	0.00	0.00
5222 Other (Specify)			
5223 J Mailing Service	0.00	400.00	400.00
5224 J Conference Registr...	0.00	125.00	125.00
5225 Business Cards	269.00	0.00	-269.00
Total Other (Specify)	269.00	525.00	256.00
Total JCRL	10,370.01	9,925.00	-445.01
5221 Monographs			
5231 M Graphics	0.00	200.00	200.00
5232 M Printing & Publishing	8.85	700.00	691.15
5233 M Advertising/ Promotion	0.00	200.00	200.00
5234 M Postage	0.00	100.00	100.00
Total Monographs	8.85	1,200.00	1,191.15
Total Publications	15,170.53	16,925.00	1,754.47
5300 Gen'l Org. Expenses			
5301 General Expenses			
5431 G Postage	0.00	100.00	100.00

Summer Board
 July 9-11, 1993
 Attachment F pg 5

CRLA Operating Budget

Thursday, July 8, 1993

Summer Board
July 9-11, 1993
Attachment F pg 6

Accounts	1992		
	Balances	Budgets	Variance
5461 G Supplies	0.00	50.00	50.00
5471 G Advert/Promo Video	0.00	500.00	500.00
5481 G Misc expenses	2,115.25	150.00	-1,965.25
5491 G Other (Specify)			
5501 Oxford Mailing Service	0.00	550.00	550.00
5511 Membership Service	516.00	575.00	59.00
5521 Bond	0.00	150.00	150.00
5531 Stationery	567.59	300.00	-267.59
5541 Scholarship	1,500.00	1,000.00	-500.00
5542 Research Awards	350.00	600.00	250.00
5543 Brochure	0.00	800.00	800.00
5544 JDE Subscription	60.97	100.00	39.03
5545 CAS Membership	200.00	0.00	-200.00
5546 San Diego Zoo	500.00	0.00	-500.00
Total G Other (Specify)	3,694.56	4,075.00	380.44
Total General Expenses	5,809.81	4,875.00	-934.81
Total Gen'l Org. Expenses	5,809.81	4,875.00	-934.81
5400 Committees			
5402 Awards & Fund Raising			
5403 AF Supplies	0.00	0.00	0.00
5404 AF Telephone Expenses	0.00	0.00	0.00
5405 AF Postage	12.00	50.00	38.00
5406 AF Printing & Publishing	42.45	50.00	7.55
5407 AF Sale Items	0.00	0.00	0.00
5408 AF Raffle	15.17	30.00	14.83
5409 AF Plaques	224.24	400.00	175.76
Total Awards & Fund Raising	293.86	530.00	236.14
5412 Archives			
5413 AR Telephone Expenses	0.00	0.00	0.00
5414 AR Postage/Shipping	151.11	75.00	-76.11
5415 AR Supplies	39.05	50.00	10.95
5416 AR Other (Specify)			
5417 Conversion	0.00	500.00	500.00
Total AR Other (Specify)	0.00	500.00	500.00
Total Archives	190.16	625.00	434.84
5422 Site Selection			
5423 SS Travel	143.42	1,600.00	1,456.58
5424 SS Hotels & Food	30.34	300.00	269.66
5425 SS Telephone Expenses	0.00	50.00	50.00
5426 SS Postage	0.00	50.00	50.00
5427 SS Supplies	0.00	0.00	0.00
Total Site Selection	173.76	2,000.00	1,826.24
5432 Nominations & Electi...			

Thursday, July 8, 1993

CRLA Operating Budget

Summer Board
July 9-11, 1993
Attachment F pg 7

Accounts	1992		
	Balances	Budgets	Variance
5433 NE Telephone Expenses	0.00	50.00	50.00
5434 NE Postage	0.00	300.00	300.00
5435 NE Printing & Publishing	297.17	500.00	202.83
5436 NE Supplies	0.00	0.00	0.00
5437 NE Wages & Fees	0.00	100.00	100.00
5438 NE Misc expenses	100.00	0.00	-100.00
5439 NE Other (Specify)	0.00	0.00	0.00
Total Nominations & Elections	397.17	950.00	552.83
5442 Tutor Certification			
5452 TC Postage	480.72	600.00	119.28
5453 TC Printing & Publishing	21.54	150.00	128.46
5454 TC Supplies	0.00	0.00	0.00
5455 TC Misc expenses	0.00	0.00	0.00
5456 TC Other (Specify)	0.00	0.00	0.00
Total Tutor Certification	502.26	750.00	247.74
Total Committees	1,557.21	4,855.00	3,297.79
5500 States & Regions			
5600 Coordinators			
5601 CO Travel	243.00	850.00	607.00
5602 CO Hotels & Food	0.00	0.00	0.00
5603 CO Telephone Expenses	0.00	75.00	75.00
5604 CO Postage	0.00	50.00	50.00
5605 CO Printing & Publishing	179.97	100.00	-79.97
5606 CO Supplies	0.00	30.00	30.00
5607 CO Misc expenses	0.00	0.00	0.00
5608 CO Other (Specify)	0.00	0.00	0.00
Total Coordinators	422.97	1,105.00	682.03
5610 Directors			
5611 DI Misc expenses	0.00	0.00	0.00
5612 DI Other (Specify)			
5613 DI Special Requests	700.00	700.00	0.00
5614 DI Regular Group @ \$...	168.00	1,350.00	1,182.00
5615 DI Mailing	0.00	0.00	0.00
Total DI Other (Specify)	868.00	2,050.00	1,182.00
Total Directors	868.00	2,050.00	1,182.00
5620 SIG Coordinator			
5621 SC Postage	61.38	25.00	-36.38
5622 SC Printing	0.00	100.00	100.00
5623 SC Supplies	0.00	25.00	25.00
5624 SC Telephone expenses	20.01	25.00	4.99
SIG Coordinator	81.39	175.00	93.61
5630 SIG Leaders			
5640 SL Postage	481.46	935.00	453.54

Income Statement

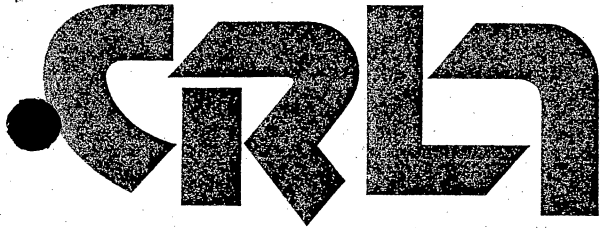
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Thursday, July 8, 1993

CRLA Operating Budget

Accounts	1992		
	Balances	Budgets	Variance
5641 SL Printing & Publishing	551.69	680.00	128.31
5642 SL Supplies	32.49	85.00	52.51
5643 SL Misc expenses	0.00	0.00	0.00
5644 SL Other (Specify)			
5645 SL Special Requests	224.22	0.00	-224.22
Total SL Other (Specify)	224.22	0.00	-224.22
Total SIG Leaders	1,289.86	1,700.00	410.14
Total States & Regions	2,662.22	5,030.00	2,367.78
5700 Banking/Check Expenses	58.23	0.00	-58.23
5800 Conf Accts Checking, to	50.00	0.00	-50.00
5801 Conf Accts Savings, to	25.00	0.00	-25.00
5901 Conf exp, charged in error	276.21	0.00	-276.21
5900 Misc. Expenses	0.00	0.00	0.00
Total EXPENSES	39,234.70	50,075.00	10,840.30
NET INCOME	49,712.06		

Summer Board
 July 9-11, 1993
 Attachment F pg 8



College
Reading &
Learning
Association

Summer Board
July 9-11, 1993
Attachment G

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

CRLA 1993 CONFERENCE EVALUATION REPORT

JoAnn Carter-Wells, Evaluation Chairperson June 29, 1993

1. EVALUATION PROCESS/COMPONENTS

- A. Session/Institute - forms for all sessions except for 1,3,9,38,61,71,92,100; some had very high attendance rate per summary form for each session
- B. Overall Conference - 192 returns (all time record)
- C. Computer Room - none returned
- D. Exhibitors - new form developed at conference with Cathy Carpenter

2. RECOMMENDATIONS

- A. Session/Institute form - consider amending with questions about "what I learned" and/or "what else I'd like to know" which would be more helpful content wise (see attached AAHE Assessment Forum questions on card stock); NCR form is still working wonderfully well.
- B. Overall Conference evaluation - continue reward option for returns; this year was 192 compared with about 127 last year; also more comments on the overall form than ever before as per attached content coded summary (also see Mike McHargue's response); continue back side for special board and/or president-elect concerns and issues.
- C. Computer Room - no returns this year possibly due to setup of room; last year there were 20-30; recommend including on overall conference form so attendees become more aware of involvement opportunities.
- D. Exhibitors - Cathy Carpenter and I designed an evaluation form on site with Pat Jonasson's kind assistance which seemed to work very well; see enclosed forms (please send to Cathy after board review).
- E. 1994 Evaluation Chairperson(s) - have spoken to Tom Dayton about co-chairing evaluations for the 1994 conference as a transition year for him; he liked that idea very much and we will need to get the board's approval on this; we can divide up the tasks especially presentations at Chairperson's Orientations (very critical to evaluations success!) and other duties such as helping Chairperson Coordinator with "absentee" sessions and general monitoring of sessions, etc.
- F. Job Description - will need to revise the job description since over the past three years this "job" has expanded; please send me the existing one so that I can revise it.
- G. Conference Program Numbering System - please continue numbering the sessions as with the last two programs: this greatly expedites the process both for the chairpersons and for the evaluations!!!
- H. Special Thank You - for the opportunity to participate in the last few conferences as Evaluation Chairperson; I hope that this process has helped to convey a genuine concern and involvement for attendees' input and eventual feedback to refine the conference each year.

1993 CONTENT CODED SUMMARY COMMENTS

- schedule state meetings in early evening; make them longer; set up room for more interaction 12
- signs were great
- notify earlier regarding transportation and program 7
- schedule sessions at same time; overlapping sessions are very confusing and distracting 25
- Becky Johnen's presentations was fantastic 10
- schedule conference in fall; conflicts with NADE and 4C's 8
- SIG breakfasts and luncheons need speakers or some agenda 15
- an information center would be nice/ registration is not the same as information
- "I learned lots"; "anxious to implement" 5
- "Bless all of you for your commitment to quality education"
- more research-oriented sessions that link practical to theory 5
- student rate for registration and way to meet other students
- tier the sessions - beginner, intermediate, advanced 2
- "professional and enjoyable conference agenda" 8
- excellent and smooth running and well organized 32
- hotel closer to public transportation and airport/better shuttle service 36
- helpful and outstanding Johnson County team 36
- enjoyed visit to JCCC 5
- all day Thursday institutes are fine but include sessions as well
- conduct business on Saturday night and my institution will pay for it
- hotel was good size for conference
- warm, open, friendly, accepting people; upbeat environment 13
- have chairperson write session number and topic on evaluation forms 2
- excellent keynote speakers 5
- surprised that Pat Cross didn't take questions
- CRLA does good job of getting people involved in organization - Newcomers, raffles, awards, colleague's expertise 5
- larger rooms for sessions and more round tables 5
- name tags with city and state 12
- schedule "dialogue" meetings for exchanging ideas with others who attended sessions 5
- have continental breakfast each morning
- slow and poor restaurant service
- hospitality room too crowded for quality sharing
- thanks for "workout" room
- really appreciated Becky Johnen's acknowledgment of "old folks"
- "It was a delight to come home again to another terrific CRLA conference (Mike McHargue) and see how organization's matured (even if I haven't)"
- poor quality food and expensive for SIG breakfasts and luncheons 10
- ticket swap area away from registration table
- prefer Wed to Sat program 5
- poor exhibits - too meager
- benefited my professional growth 5
- need bibliography and handouts or outline from presenters 8

1993 CONTENT CODED SUMMARY COMMENTS

-2-

- list of conference attendees including college or university affiliation 12
- books or classroom materials used in institutes or concurrent sessions made available for purchase later 4
- what is difference between institute and concurrent session? 2
- require that proposals include theoretical framework and related references 5
- session on concentration and medical problems that impact on learning
- more conferences in midwest or eastern U.S. /"Keep thinking East" 10
- change dates prior to Palm Sunday weekend 5
- good leisure events - particularly jazz and pub crawl 10
- shuttle buses for dinner on town and malls 2
- CRLA should require more ethnic minorities; "almost intimidating to see that all program participants and officers were white females"
- computer sessions interwoven into program
- opportunity to join SIGs at conference
- some orientation to conference first timers!; need an experienced person at "mentor" 10
- "lunch with a mentor" on site was much better than last year - 10
- 15 minutes between session for movement - 10
- liked computer sessions separate in the program
- xerox machine somewhere in hotel/or negotiate with Kinko's 6
- free time on schedule to get chance to see exhibits or use computer -5
- 1994 conference themes and topics sent early in summer -4
- tighten up on business details so time is not wasted before speaker
- advance sale of tickets for luncheons and dinners
- good assortment of options and balance of program 10
- abstracts of presentations and handouts organized by subject and available in proceedings format 3
- section in conference program to set up personal conference schedule 3
- 8 am on Sunday and late days are "cruel"; people not polite then -4
- excellent AV coordination with Judy and crew 3
- hold all of one type/strand of presentation in one place
- liked book signing 3
- add historical/educational on tour
- more exhibits 5
- when institute is canceled make every effort to get people to another choice
- status of joint conference with NADE? 6
- smoke free room option on registration materials 2
- more explanation of SIGS and mentor luncheon on program 3
- 1st conference and outstanding! 15
- consider not programming last Sat afternoon/consider evening program and shorter banquets
- make sure presenter are not selling or talked about a canned program
- #11 Michael Hock and Pat Deuton and #28 -Barbara Rudyk and Sue Williams were superb!
- Lunch with a Mentor with J. Carter-Wells was excellent
- would not ask Mr. Jones again - lectured but not enough applicable information

FUTURE CONFERENCE PLANNING

- speakers on reading across the curriculum programs
- more sessions for 4 year college and staff and not "developmental" 6
- have conference in Oregon - Bill Segura - President of Chemeketa
- Maya Angelou/ President Clinton/ Bill Cosby
- Workforce 2000
- Hawaii and Calvin Trilling
- collaborative workshops/team teaching - "reading and math"
- practical suggestions for engaging students in active learning
- continue preconference institute, tours, and leisure events
- learning centers
- computers
- motivation/ stress management and wellness
- diversity of all types - including gender and ethnicity - 10
- accelerated learning
- writing centers 3
- more panel format and co-presenters 5
- cross cultural communication
- ESL and second dialect
- SIG for math education
- distance education
- more technological presentations of instructional fields
- mentoring
- assessment tools
- Alaska/Canada/ Nashville/ Atlanta
- Claire Weinstein
- Michael Allen - Univ. of NW Missouri - tutoring and gender interaction
- Averill McClelland -Kent State - gender and women in leadership
- Dr. Charles Pascal, Minister of Advanced Education, Ontario, Canada -
mentoring - 403 - 271-6736
- Dr. Dale Landrey - Calgary - Learning styles (see Karl Olsen)
- Tom Angelo/ Ken and Yetta Goodman/ Arthur Whimbey/ Thomas Sticht -San Diego
- John F. Parker - Vancouver - (call Laela Thompson - 501- 279-4416 - engaging
students in active learning

N-192

SUMMARY INFORMATION



College Reading and Learning Association

1993 Conference Evaluation: Overland Park, Kansas

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

Demographic Information

1. How many prior annual CRLA conferences have you attended?

Check one: ☐ 0 ☐ 1 ☐ 2-5 ☐ 6-10 ☐ 10+

72 117 37 25 19

2. Have you been a member of CRLA prior to this conference? ☐ Yes ☐ No

122 47

3. How did you learn of this conference?

☒ colleague ☐ mailing 75

☒ Journal of Developmental Education ☒ CRLA newsletter, or

☒ Other (please specify) Becky Doherty / last year's conference

4. In which state are you currently employed? Nebraska (28) / Kansas (28) / Oregon (25) / Iowa (20) /

California (27) / Texas (10) / Washington (10) / Canada (5) / Missouri (5) / Arizona (4) / Nevada (2) / Arkansas (2) / Alaska (2) /

5. What type of position do you hold? Georgia (12) / Maine (2) / Kentucky / Ohio / Tennessee / Hawaii / Wisconsin

Check one: ☒ Instructor ☒ Counselor ☒ Tutor ☒ Instructional Assistant

☒ Administrator ☒ Other (please specify) program director (8) / tutor coordinator (4) / LD specialist (3) /

data specialist / consultant / advisory board / nursing / life sciences / 6EB / study skills (3)

6. What is the main area of your employment?

☒ Reading ☒ Writing ☒ Math ☒ Counseling ☒ Learning Assistance ☒ Tutorial

☒ Other (please specify) ESL (4) / study skills (5) / developmental education / graduate assistant /

college success courses / Title IV student support services

7. In what type of institution do you work?

☒ Two-year Jr./Community College ☒ Four-year College/University ☒ Worksite Literacy Program

☒ Other (please specify) technical institute / language school

Evaluation of Services and Planning

Please rate each of the following items by circling (E) for excellent, (G) good, (A) average, (P) poor. If you did not attend an event or do not wish to respond, use (N) for no response. Additional and clarifying comments are welcome.

GENERAL

1. Program printing, layout and information

E 111 G 43 A 1 P 0 N 0

2. Registration process

E 89 G 42 A 5 P 2 N 0

3. Cost of conference

E 66 G 55 A 25 P 6 N 2

4. Exhibits

E 86 G 55 A 20 P 0 N 2

5. Hotel location

E 60 G 20 A 49 P 25 N 0

Let's have "Kevin the Waiter" at every conference

1993 Conference Evaluation (continued)

6. Hotel accommodations

Thanks for work out room - should be a stage!

7. Pre-conference publicity (call, newsletter articles, ads)

8. Tours/Leisure events

Don't go / don't care

E	G	A	P	N
E	G	A	P	N
E	G	A	P	N

Comments/Suggestions:

FUTURE CONFERENCE IDEAS/SUGGESTIONS

Suggestions for speakers, scheduling, format, and location, etc.:

RON
REAGAN
MEMORY EXPERT
TROGLDYTE INST.

Name tags need work - They should be done so one can actually read the name. We could also celebrate our diversity by listing job title as well as institution. My example is above

State tags need to be longer - 1/2 hr netting + need better spacing / Y-5 to a small room didn't work states!

I love the interactivity of our (even large group) mtgs
I find the lottery drawing during brunch a little annoying - I'd rather schmooze/network. Besides, I didn't win anything!

I endorse the idea of even more awards - let's keep celebrating each other. Another way: conf. relations for Joyce's acknowledgement of Becky exactly captured our wonderful blend of professionalism & PLAT. KEEP IT UP

OVERALL CONFERENCE RATING

A+ (The usual)

Comments/Suggestions:

I really appreciated Becky J's acknowledgement of us "old farts" thru mid-year communication/dodderers luncheon/lifetime ACLU card. FEELS GOOD!!

It is wonderful to see how our organization has matured, even if I haven't.

It was a delight to "come home" again to another terrific CRLA conference

THANK YOU! Please Return This Form to the Conference Registration Desk or Mail to:

JoAnn Carter-Wells, Ph.D.
Coordinator, Undergraduate Reading Program
Reading Department, EC 529
California State University, Fullerton
P.O. Box 34080 • Fullerton, CA 92634-9480

Mike
McHargue

Our wrap-up meeting was a HOOT - as always.

We are so NOT! Next year we will be the San Diego

CRLA Exhibitor Evaluation

1993 - 26th Annual Conference

Summer Board
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N-16

SUMMARY

CRLA seeks your assistance in helping conference planners improve future annual meetings. Please answer the following questions, include comments where appropriate, and return the evaluation to the exhibit's coordinator. Thanks for your help.

DEMOGRAPHIC INFORMATION

At how many prior annual CRLA conferences has your company exhibited:

Check one: 0 1 2 3 4+

EVALUATION OF SERVICES AND PLANNING

Please rate each of the following items by circling (E) for Excellent, (G) for Good, (A) for Average, (P) for Poor. If you do not wish to respond, use (N) for No response. Additional and clarifying comments are welcome.

1. Initial invitation packet	E8	G3	A0	P1	N1
2. Follow-up confirmation letter	E9	G4	A0	P0	N2
3. Information and instructions provided	E9	G6	A1	P0	N1
4. Exhibit hall location in hotel	E7	G5	A3	P1	N0
5. Exhibit hall size	E2	G4	A4	P6	N0
6. Exhibit hours	E3	G7	A5	P0	N0
7. Attitude of conference attendees	E11	G5	A0	P0	N0
8. Services supplied by hotel	E9	G4	A2	P0	N1
9. Exhibitor's breakfast	E6	G5	A2	P0	N2
10. Benefits derived for your company	E5	G5	A6	P0	N1
11. Fee for exhibiting	E2	G5	A8	P0	N0

FUTURE CONFERENCE IDEAS/SUGGESTIONS

Specific Suggestions for exhibits: - like author signing but set up when there is traffic
III - limit exhibitor days to 2 or cut down on length of day
III - more space between tables
- include narrative in program summarizing exhibitor offerings or end of tones
- get prizes for exhibitors to be raffled off at publisher's breakfast

OVERALL CONFERENCE RATING

Comments/Suggestions: III - Great, excellent, superb, well organized

III - Kathy Carpenter - wonderful

III - nice group of attendees

- permanent exhibit chairpersons

(please use back for additional comments)

SHARYN DAVIE
DIRECTOR OF SALES



RED LION HOTEL SAN DIEGO

7450 HAZARD CENTER DRIVE
SAN DIEGO, CA 92108

(619) 297-5466
FAX (619) 688-4088

Summer Board
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Attachment H



RED LION HOTEL SAN DIEGO



SAN DIEGO, CALIFORNIA



Summer Board
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Attachment H pg 2

Welcoming visitors with a temperate climate, relaxed lifestyle and vital business location, San Diego is often referred to as "America's Finest City." It has also earned a reputation as one of the best cities to visit in Southern California.

One of the region's newest sites for conventions and conferences is the Red Lion Hotel San Diego. This luxurious high-rise hotel offers 300 well-furnished guest rooms and suites, and complete meeting and banquet facilities for up to 1,200 people. Professional service, first-rate facilities and exceptional convenience will be your keys to success at this well-designed Red Lion.

For large groups, our Convention Service Managers will personally plan and coordinate every detail of your event. Our Executive Conference Manager will handle arrangements for smaller gatherings.

After the meeting, your attendees will find superb dining and entertainment

choices at the hotel, too. Our Fountain Cafe provides a bright, open setting for breakfast, lunch and dinner, while Club Max comes alive in the evenings with live music and dancing. Your delegates may also enjoy the relaxing mood and view in Windows Lounge, overlooking the lobby, pool and courtyard.

Other inviting features include indoor and outdoor swimming pools, a complete health club and tennis courts. Specialty shops, restaurants and theaters await at The Brickyard, a retail and commercial plaza conveniently connected to this Red Lion.

Within an easy drive are Jack Murphy Stadium, Downtown San Diego, the Convention Center, Sea World, San Diego Zoo, Wild Animal Park, Old San Diego Mission, beaches and Mexico.

For more information on how the Red Lion Hotel San Diego can enhance your next meeting, please call our Director of Sales.



RED LION HOTEL SAN DIEGO MEETING FACILITIES

Summer Board
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RED LION HOTEL SAN DIEGO FACT SHEET

Summer Board
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GUEST SERVICES:

- Room Service
- Valet Parking
- Complimentary Airport Shuttle
- Laundry & Valet Service
- Safe Deposit Boxes
- Gift Shop

DINING & ENTERTAINMENT:

- Fountain Cafe, a full-service restaurant serving breakfast, lunch and dinner
- Club Max, featuring live entertainment and dancing
- Windows Lounge, a relaxing retreat overlooking the lobby, pool and courtyard

LOCATION:

In the heart of San Diego's Mission Valley District, off Highway 163 near I-8. Convenient to downtown, beaches and all major attractions. Just 2 miles from Jack Murphy Stadium and 10 minutes from San Diego Airport.



ATHLETIC FACILITIES:

- Indoor and Outdoor Swimming Pools
- Hydrotherapy Pool
- 2 Tennis Courts
- Complete Health Club, including weight machines, stationary lifecycles and circuit training

MEETING ROOM FEATURES:

- House Phones
- Microphone Jacks
- Individual Dimmer Controls
- Audio-Visual Equipment available through in-house professional staff

CONFERENCE SERVICES:

- Convention Service Managers
- Executive Conference Manager for smaller groups
- FAX service available
- Mail and package handling/storage

AIRLINE INFORMATION:

- San Diego Airport serviced by all major carriers

NEARBY:

- Downtown San Diego • Convention Center • Sea World
- San Diego Zoo • Wild Animal Park • Old San Diego Mission
- Beaches • U.S. Navy • Mexico

FEATURES:

- Contemporary architecture featuring 11 stories
- Spacious, well-furnished guest rooms and suites
- Complete meeting and banquet facilities to accommodate up to 1,200 people

GUEST ROOM INFORMATION:

- Number of Rooms 300
- Number of Floors 11
- Suites 6

GUEST ROOM AMENITIES:

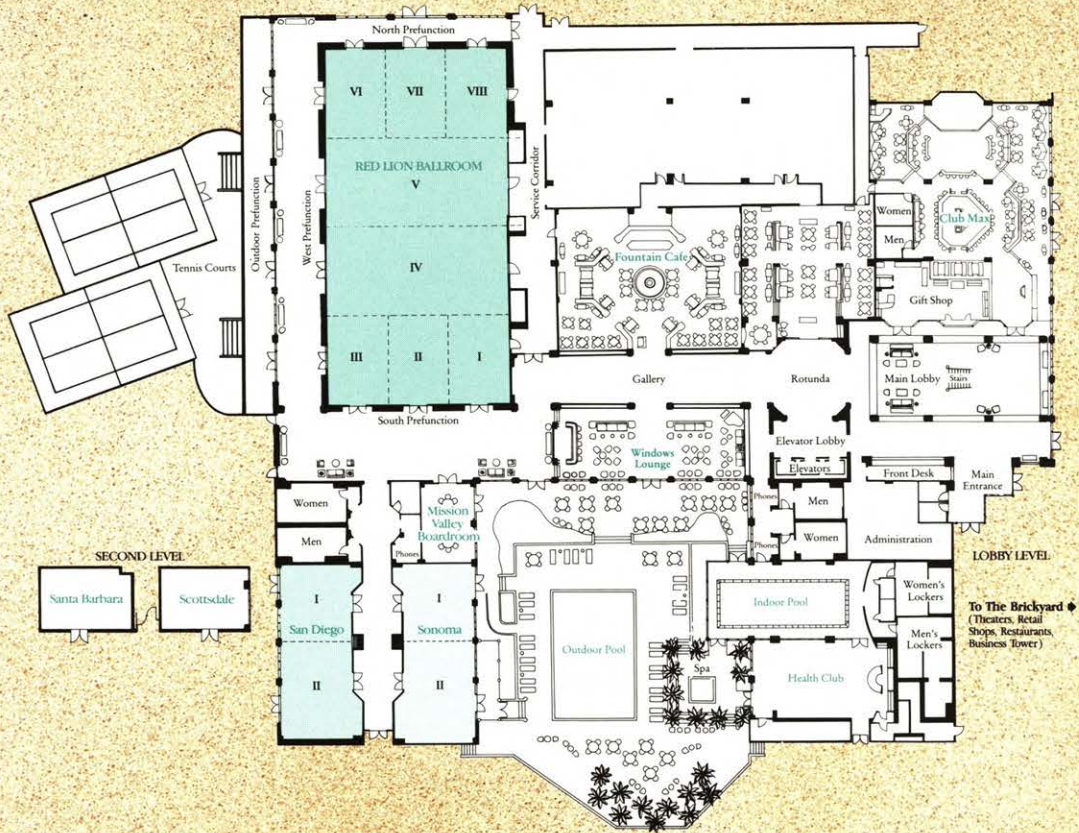
- 2 Phones in Each Room
- PC Dataport
- Mini Bars
- Remote Control Color TV with In-Room Movies
- Alarm Clock/Radio
- Ving Card Key Locking System
- Individual Climate Control
- Concierge Level with extra amenities and services



 **RED LION HOTEL**
SAN DIEGO

RED LION HOTEL SAN DIEGO MEETING FACILITIES

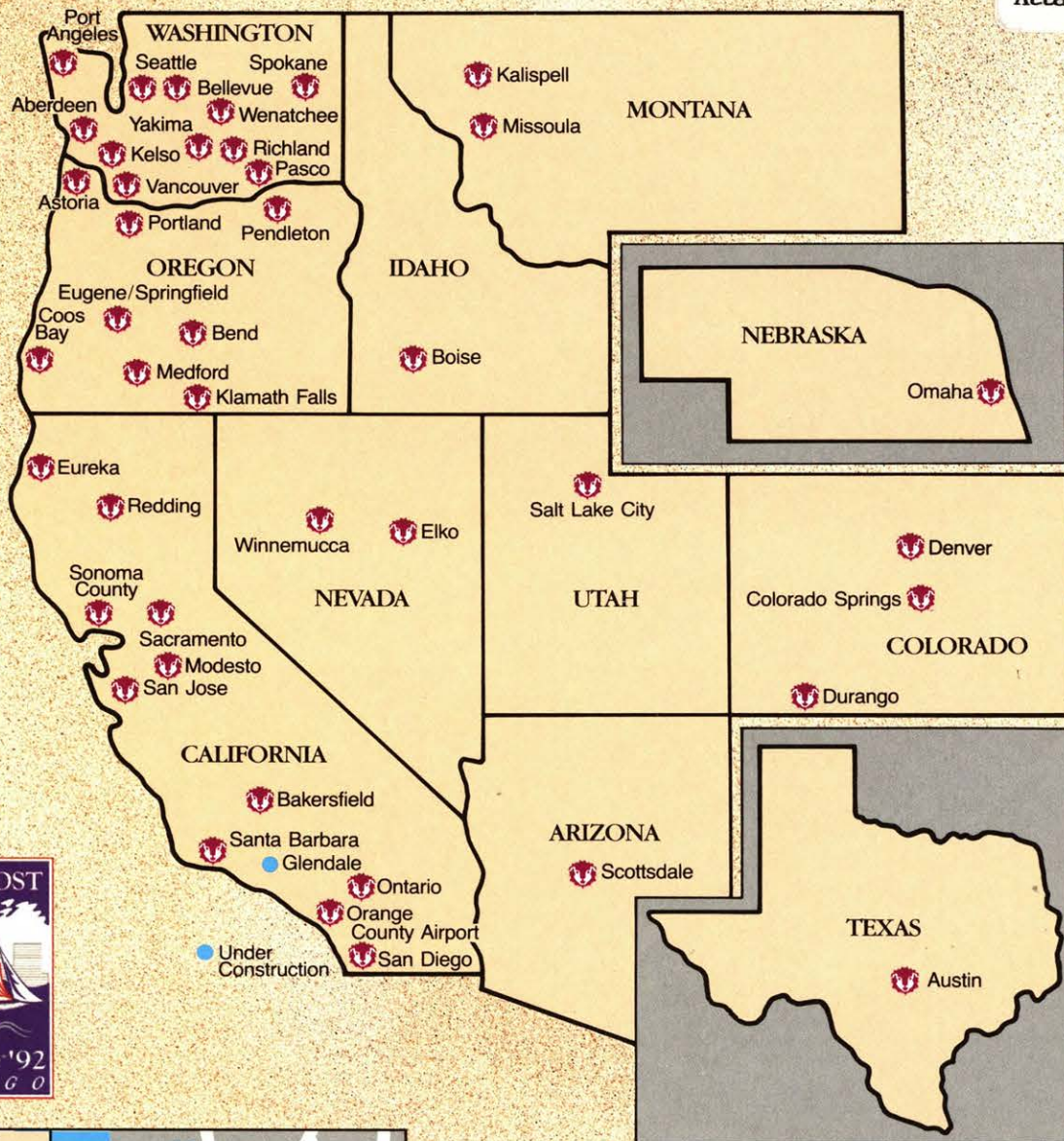
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	SQUARE FOOTAGE	LENGTH	WIDTH	CEILING HEIGHT	CLASSROOM	THEATER	U-SHAPE	CONFERENCE	HOLLOW SQUARE	RECEPTION	ROUNDS OF 10
RED LION BALLROOM	8192	64	128	16	576	1,000	N/A	N/A	N/A	1,000	720
½ RED LION BALLROOM	4096	32	21	16	275	450	N/A	N/A	N/A	500	360
SALON COMBO 1+2, 2+3, 6+7, 7+8	1344	32	21	12	80	125	40	50	50	180	120
SALON I	672	32	21	12	45	75	25	25	25	70	60
SALON II	672	32	21	12	45	75	25	25	25	70	60
SALON III	672	32	21	12	45	75	25	25	25	70	60
SALON IV	2016	32	63	12	150	250	N/A	N/A	N/A	225	180
SALON V	2016	32	63	12	150	250	N/A	N/A	N/A	225	180
SALON VI	672	32	21	12	45	75	25	25	25	70	60
SALON VII	672	32	21	12	45	75	25	25	25	70	60
SALON VIII	672	32	21	12	45	75	25	25	25	70	60
SAN DIEGO I & II	1728	27	64	12	100	170	N/A	N/A	N/A	175	120
SAN DIEGO I	756	27	28	12	40	70	25	25	25	90	50
SAN DIEGO II	972	27	36	12	60	100	30	30	30	115	60
SONOMA I & II	1728	27	64	12	100	190	N/A	N/A	N/A	200	130
SONOMA I	756	27	28	12	40	70	24	20	30	90	60
SONOMA II	972	27	36	12	60	100	30	30	40	115	70
SANTA BARBARA	448	16	28	9	25	35	18	20	20	40	30
SCOTTSDALE	448	16	28	9	25	35	18	20	20	40	30
MISSION VALLEY BOARDROOM	5041	28	18	12	N/A	N/A	N/A	14	N/A	N/A	N/A

WELCOME TO LION COUNTRY...

Summer Board
July 9-11, 1993
Attachment H pg 6



The Red Lion Hotel San Diego
is one of many
Red Lion hotels and resorts
located throughout the West.
Call or write
for a free directory.


RED LION HOTEL
SAN DIEGO

7450 Hazard Center Drive • San Diego, California 92108 • (619) 297-5466 • FAX: (619) 688-4088

**CRLA CHAPTER PRESIDENTS
STATE/REGION DIRECTORS**

**1993-1994
As of 6-25-93**

Summer Board
July 9-11, 1993
Attachment I

CHAPTER PRESIDENTS

CALIFORNIA

Gretchen Cupp
Yuba College
1666 Buena Vista Drive
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(916) 674-5754 (h)

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June Benson*
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Vaun Waddell
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NEBRASKA/KANSAS

Faye Dorwart
University of Nebraska
Eppley Admin. Building 117
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President-Elect

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* indicates a change from the previous list

**CRLA CHAPTER PRESIDENTS
STATE/REGION DIRECTORS
1993-1994**

STATE REGION DIRECTORS (continued)

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(908) 302-9666 (h)

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UTAH

Donna Cheney
English Department
Weber State College
Ogden, UT 84408-1201
(801) 626-7085 (w)

WYOMING/COLORADO

Pat Marino
120 West 5th Avenue
Cheyenne, WY 82001
(307) 634-5853 (w)
(307) 632-6081 (h)

* indicates a change from the previous list

CRLA MEMBERS BY STATE**CRLA MEMBERS BY STATE**

Tuesday, June 8, 1993

Summer Board
July 9-11, 1993
Attachment J

TOTAL MEMBERS	STATE	ABBREVIATION
97	CALIFORNIA	CA
65	OREGON	OR
59	TEXAS	TX
42	KANSAS	KS
33	NEW MEXICO	NM
31	MISSOURI	MO
27	WASHINGTON	WA
23	CANADA	
23	NEBRASKA	NE
19	COLORADO	CO
14	ALASKA	AK
14	ILLINOIS	IL
14	IOWA	IA
14	NEW JERSEY	NJ
13	ARIZONA	AZ
13	UTAH	UT
10	MINNESOTA	MN
09	OTHER COUNTRIES	
08	LOUISIANA	LA
08	TENNESSEE	TN
07	NEW YORK	NY
07	OHIO	OH
07	SOUTH CAROLINA	SC
07	VIRGINIA	VA
06	MASSACHUSETTS	MA
06	MICHIGAN	MI
05	ARKANSAS	AR
05	GEORGIA	GA
05	HAWAII	HI
05	OKLAHOMA	OK
05	WISCONSIN	WI
04	MARYLAND	MD
04	MONTANA	MT
04	NEVADA	NV
04	PENNSYLVANIA	PA
03	CONNECTICUT	CT
03	FLORIDA	FL
03	IDAHO	ID
03	INDIANA	IN
03	WYOMING	WY
01	KENTUCKY	KY
01	MISSISSIPPI	MS
01	NEW HAMPSHIRE	NH
01	VERMONT	VT
0	ALABAMA	AL
0	DELAWARE	DE
0	MAINE	ME
0	NORTH DAKOTA	ND
0	RHODE ISLAND	RI
0	SOUTH DAKOTA	SD
0	WEST VIRGINIA	WV

M E M O

TO: Jo-Ann Mullen
FROM: June Benson *June Benson*
DATE: June 23, 1993
RE: Funding Request for Oregon Chapter

We are planning our fall conference for Friday, October 29. Dr. Patricia Mulcahy-Ernt, who presented at our annual conference in Kansas, has agreed to be our keynote speaker. Those of us from Oregon who attended her presentation in Kansas were very impressed. We believe she will attract a variety of learning assistance professionals from two- and four-year colleges to our conference. This will enable us to continue to increase state membership.

We are requesting \$500 from CRLA to pay for her travel expenses. We are also requesting \$500 from the Office of Community College Services, Oregon, to help pay for her honorarium. In addition we want to charge a fee for this conference which will allow us to cover our expenses and build up our reserves.

c: Becky Johnen

CRLA STATE/REGION FUNDING REQUEST FORM

Name of State/Region Oregon

Statement of Purpose for Funding Request Funding our keynote speaker
(Patricia Mulcahy-Ernt, Ph.D.) for our state conference in the
fall.

Itemize Projected Expenses

<u>Item(s)</u>	<u>Amount</u>
Airfare	\$ 500
Honorarium (See attached)	750

TOTAL AMOUNT REQUESTED \$500

Mailing Address Chemeketa Community College
P O Box 14007
Salem, OR 97309

Work Phone (503) 399-6048 Home Phone (503) 691-0358
(After 9/13/93)

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

June Benson
signature of State/Region Director or Chapter President



University of
Nebraska
at Omaha

Learning Center
Division of Educational and Student Services
Omaha, Nebraska 68182-0070
(402) 554-2992

June 18, 1993

TO: Becky Johnon
Coordinator of States, Regions and Chapters

FROM: Faye Dorwart *Faye D*
Nebraska/Kansas Chapter President

SUBJECT: Funding Keynote Speaker and Presenter for October
1993 NE/KS Conference

I have invited Jo-Ann Mullen to present the keynote address at the fall conference. Additionally, she and Vince Orlando will present a seminar--Writing for Professional Publication:
Why, What, & Where.

The seminar will be presented to all conference attenders; no other sessions will be scheduled at the same time.

Thank you.

cc: Jo-Ann Mullen

*O.S. I would like to reserve
the "display package" for
the conference.*

*Dates: October 7-8, 1993
Keeneey, NE*

CRLA STATE/REGION FUNDING REQUEST FORM

Name of State/Region Nebraska/Kansas Chapter

Statement of Purpose for Funding Request ⁽¹⁾ Funding for Jo-Ann Mullen, Keynote

Speaker for 1993 fall conference Kearney, Nebraska, October 7-8, 1993

(2) Partial funding for Vince Orlando (He will co-present a seminar with Jo-Ann

Mullen) Ne/KS Chapter will provide registration for both Jo-Ann and Vince.

Itemize Projected Expenses

<u>Item(s)</u>	<u>Amount</u>	
Mileage for Jo-Ann Mullen (Vince Orlando will ride with her)	320 miles (Greeley to Kearney x 2 @ .24 mile)	\$153.60
Lodging (2 nights @ \$45.00)	Jo-Ann Mullen	90.00
	Vince Orlando	90.00
Meals (2 dinners each, other meals are provided)	Jo-Ann	30.00
	Vince	30.00
TOTAL AMOUNT REQUESTED	\$393.60	

Mailing Address Faye Dorwart
Learning Center EAB Room 117
University of Nebraska at Omaha, Omaha, NE 68182

Work Phone (402) 554-2992 Home Phone (402) 291-1086

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

Faye Dorwart
signature of State/Region Director or Chapter President



University of
Nebraska
at Omaha

Learning Center
Division of Educational and Student Services
Omaha, Nebraska 68182-0070
(402) 554-2992

June 18, 1993

TO: Becky Johnen
Coordinator of States, Regions and Chapters

FROM: Faye Dorwart *Faye D.*
Nebraska/Kansas Chapter President

SUBJECT: Funding Request for Special Project: Historical Booklet

I would like the Board at its summer meeting to consider this request for special funding to provide historical booklets to both former and current members of the Nebraska/Kansas Chapter. Over the years individuals from this Chapter have played major roles in CRLA. As the host group for the 26th Annual Conference in Overland Park, together we worked hard to compose a high quality conference. Often times, after such a peak, a group may experience a decline in its vigor. While I don't anticipate a slump in enthusiasm (not with this terrific group), I would like to sustain the energy and force that is found within our group. One method that I would like to use to nourish this force is to document our chapter's story. I propose to write a summary of activities which will describe the highlights of this chapter. My initial thoughts for formulating such a project began when Joyce Weinsheimer, the then current president of CRLA, provided the keynote address at our 1991 chapter conference. Her speech "Stories from Students and the Lessons from Learning" focused, of course, on students, but clearly, we as learning assistance professionals have been a part of these students' general stories. The spark that ignited the project began to burn at this time. Then, the idea for doing such a project took on greater importance after hearing Joyce's address (Stories Shared: A Look at CRLA Today) at the 25th CRLA Annual Conference. But at this time our group had to direct its energy to planning for the 1993 conference, and the historical project smoldered for a year.

I discussed this proposed project with members at our chapter meeting in Overland Park, and they are quite enthusiastic about it. In fact, a good number of our members belonged in the early 1980's to a group called CLASSIC (Consortium for Learning and Study Skills in College). In 1985 professionals from WCRLA, MRADE (Midwest Regional Association of Developmental Education), and CLASSIC held a joint regional conference. At this conference the CLASSIC organization voted to become part of WCRLA and subsequently in 1988 members petitioned for chapter status.

page 2
Funding Request

I would like to develop a narrative that tells about the NE/KS Chapter--our beginnings and where we have been, and perhaps a look at where we are going although this part may come later. Our fall conference is October 7-8, 1993 and I would like to have the booklet ready for distribution at that time.

I would appreciate whatever financial support the Board can provide to support this project. Also, do you know of any other chapter or state group that has done a similar project? If you have any thoughts about this project, please let me know.

Thank you, Becky, for your help in presenting this to the Board and please thank the Board for their consideration.

cc: Jo-Ann Mullen

*Jo-Ann,
Thanks!*

CRLA STATE/REGION FUNDING REQUEST FORM

Name of State/Region Nebraska-Kansas Chapter

Statement of Purpose for Funding Request Funding for a Historical Booklet

(see attached memo)

Itemize Projected Expenses

<u>Item(s)</u>	<u>Amount</u>
100 booklets (20 pages each) at \$2.40 each	\$240.00

TOTAL AMOUNT REQUESTED \$240.00

Mailing Address Faye Dorwart
Learning Center EAB Room 117
University of Nebraska at Omaha , Omaha, NE 68182

Work Phone (402) 554-2992 Home Phone (402) 291-1086

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

Faye A. Dorwart
signature of State/Region Director or Chapter President



Summer Board
July 9-11, 1993
Attachment N

Study Skills and
Tutorial Services

June 30, 1993

TO: Becky Johnen
FROM: Gladys Shaw
SUBJECT: Professional Liaisons

After looking through the packet of materials, I am returning the job descriptions with a few suggested revisions.

I am contacting the people now to acknowledge their interest, and confirm their participation. Please see enclosures. I will send the finalized job description, the collaboration agreement form, the sample letter on co-sponsoring presentations, and a quarterly report outline later. Also, I am asking each liaison to designate one or more specific organizations they will work with, to list items that should be included in our Mission Statement and goals over the next year, two years and three years.

Using this information I can then develop a list of organizations for which we still need liaisons. I also hope to develop a mission statement, goals, and a reporting process which will enable me to do newsletter articles and to work on the tracking system data base.

Some questions I need answered are:

1. How many complimentary displays do we have available? Should we base that on finalized collaboration agreements? For example, we only grant a free display when there is reciprocity?
2. On Conference Program advertising, would that not have basically the same proviso?
3. What are the chances of having a general sharing table for brochures, etc from those who have not yet formalized agreements with us but want to share information?

Becky, I am excited about the possibilities, so I'll have to be careful not to overwork everyone. A tentative plan of action is enclosed, but I welcome any and all suggestions you or any member of the board might have.

105 West Union
El Paso, Texas
79968-0611
(915) 747-5366

**1993-94 PLAN OF ACTION
PALC - CRLA**

Summer Board
July 9-11, 1993
Attachment N pg 2

1. Formalize a Mission Statement.
2. Develop specific goals for 1993-94, 1994-95, and 1995-96.
3. Implement a reporting procedure.
4. Implement a computerized tracking database for PALC.
5. Fulfil job description duties.

DRAFT
PROFESSIONAL ASSOCIATION LIAISON COORDINATOR

This position is appointed by the CRLA president with Board consent to serve a three-year term.

1. Recommend to the Board what associations with whom CRLA should liaison.
2. Recruit CRLA members to serve as liaisons to associations.
3. Develop annual goals for the Professional Liaison Committee in cooperation with the individual liaisons.
4. Monitor activities of liaisons; gather from liaisons, on a regular basis, information on conferences, special events, common issues and prepares an article for each edition of the Newsletter (as appropriate. (Newsletter deadlines are _____))
5. Submit a conference meeting calendar to the Newsletter editor.
6. Coordinate conference meeting time, association share tables, and conference advertising in the conference program with the president-elect.
7. Correspond on a regular basis (at least quarterly) with liaisons.
8. Work with the associate membership coordinator to develop a computerized liaison tracking system.
9. Establish agreements of collaboration, based on the CRLA's model with NADE, with association identified in task 1.
10. Coordinate a CRLA display to take to liaison conferences.

Don't know
what this
means -
for our
conf or
conf of
a this
org?

DRAFT
JOB DESCRIPTION

Job Title: Professional Association Liaison

Timeframe	Work Performed
	<p>The over-all objective of the liaison function is to keep CRLA members better informed of the potential resources within other organizations and vice versa. Many of the specifics, however, must be left to the individual judgment of the person serving in this capacity regarding the other organization's dynamics, etc. The following list of activities summarizes, in general, how one serving in the role of official liaison to another professional organization might proceed:</p> <ul style="list-style-type: none">a. Collaborate on establishing committee goals and projects.b. Let the CRLA president-elect/program chairperson know about particularly good people/presentations encountered at the other association's conference; it might be suggested that some of them present at CRLA's conference as well.c. Work with CRLA's president-elect and the PAL Coordinator to arrange a CRLA co-sponsored meeting during annual or regional meetings of the association to which one is liaison.d. Keep the PAL Coordinator informed with a quarterly report about the following items learned from the other association: new publications available; upcoming conference dates and locations; and names and specialties of good resource people in the other association (and vice versa).e. Attend the board meetings of other associations and describe CRLA and its commitment to the liaison function with regard to other organizations.

- f. Be available as a general resource person about the other association for CRLA members who may want to know more about it and names of its current officers and editors. Report the other association's decisions and policies related to professional issues of common concern to PAL Coordinator.
- g. Work with the organization/s to which you are liaison to obtain an agreement of collaboration.
- h. Remain alert to professional issues in both associations which might be facilitated by joint effort/approaches.

Summer Board
July 9-11, 1993
Attachment N pg 6

Dear Colleague:

I have been given your name as a CRLA Member who is interested in serving as a Professional Liaison to another related professional organization.

I am delighted you are interested, and I want to confirm your participation as soon as possible.

Former boards and PAL committees have brought us a long way but, believe me, there are still many things we can do to enhance CRLA's progress in this area. Therein lies our challenge, our work, and our excitement.

For starters, please review the enclosed Draft Only job description. Feel free to suggest revisions. Also, please confirm your participation on the form provided that also asks for your ideas for the committee's mission and goals. Suggestions are welcome anytime; this really will be a committee, and your input will be very important.

I look forward to facilitating this group effort and working with you individually.

PROFESSIONAL LIAISON CONFIRMATION

Summer Board
July 9-11, 1993
Attachment N pg 7

1. Personal Data:

Name: _____

Address: _____

Phone & Fax #: _____

2. Please list the specific organizations for which you wish to be the Professional Liaison.

(A) Organization: _____

Address: _____

Contact Person: _____

(B) Organization: _____

Address: _____

Contact Person: _____

(C) Organization: _____

Address: _____

Contact Person: _____

(D) Organization: _____

Address: _____

Contact Person: _____

3. Other organizations I cannot serve but for which we should recruit liaisons:

(A) Organization: _____

Address: _____

Contact Person: _____

(B) Organization: _____

Address: _____

Contact Person: _____

(C) Organization: _____

Address: _____

Contact Person: _____

4. My mission statement for the committee would include:

5. My goals for the Committee would include for 1993-94:

For 1994-95:

For 1995-96:

6. My personal goals as liaison include:

June 3, 1993

TO: Jo-Ann Mullen, President
College Reading and Learning Association

FROM: Kate Sandberg, Scholarships and Awards *Kate*

I have enclosed my yearly report from the conference because it has our committee goals for 1993-94. Coupled with my questions in my recent letter, everything should be complete.

I still have not heard from Hunter Boylan about the Kellogg Institute scholarship. Becky Johnen is working on it too. Tom Gier and Becky Patterson are off this committee. I have asked Sandra Ross if any Texan would like to help, but I haven't heard from her. In the fall, I'll contact her and/or other people who have contacted me about helping.

Take care, Jo-Ann. Go Rockies!!

**CRLA Scholarships and Awards Committee
Annual Report**

submitted by

Kate Sandberg, Chair
February 25, 1993

I. Committee Members

Karan Hancock, Raffle
Becky Patterson
Tom Gier
Kate Sandberg

II. Committee Goals for 1992-93

Goal 1--To publicize and distribute widely the applications for scholarships and awards.

Goal 2--To raise enough funds for at least one extra scholarship for 1993-4.

Goal 3--To select well qualified people for awards and scholarships.

Goal 4--To develop an "Exemplary Practices" award for the organization.

Goal 5--To accomplish these activities in a professional, ethical manner.

III. Committee Accomplishments

Goal 1--This goal was accomplished by: instituting a "bulletin board" at the conference which contained next year's applications; having the President distribute applications at the state conferences; writing articles for each issue of the Newsletter; and sending applications to all chapter presidents, state/regional directors, and SIG Leaders.

Goal 2--This goal was accomplished by holding a conference raffle which raised over \$600.00, enough for one more scholarship. An extra scholarship will be awarded in 1993.

The Board changed the standing practice of two scholarship 2 awards to three, based on available funds. This decision will be on a year-to-year basis. Also the membership form now includes a donation box. The amount from these donations is unknown.

All Scholarship and Award money in the general fund is now designated as such.

Goal 3--This goal was accomplished by luck. Only one person applied for Research Assistance and for Distinguished Research. Only one nomination came for the Robert Griffin Long and Outstanding Service Award, and three for scholarships. This is a discouraging rate of return, to say the least.

All applicants were well qualified and the awards are given with great pride. However, I do not know what more to do with this type of disinterest. Goal 1, "To publicize and distribute widely...", was accomplished well.

Goal 4--This goal was not accomplished because definitions and criteria need to be discussed further. The award must reflect a consensus definition of "exemplary" and of "practice."

Goal 5--This goal was accomplished by the committee and chair. All applicants were kept informed and are aware of their awards. Long/Outstanding Service and Special Recognition awardees will be at the conference.

IV. Future Committee Action

The Committee intends to keep the same five goals for 1993-94. Changes in accomplishing these goals are:

Goal 1--Contacting key people by telephone who may be interested and qualified for these awards and scholarships. Asking all SIG Leaders, state/regional directors, and chapter presidents to nominate one person from their group.

Continue all other activities.

Goal 2--Change the raffle somewhat to earn more money at the conference. Primary goal is \$500.00; secondary goal is \$1000.00.

Continue all other activities.

Goal 3--No change.

Goal 4--Meet with state/regional directors, chapter presidents, and hold a group session in the plenary session about the Exemplary Practices Award. Discuss with Board. Write article for Newsletter after the conference. Solicit ideas from other organizations.

Have application ready for 1994-5.

Goal 5--No change.

V. Board Discussion/Action in April

1. *Discussion*--Finalize agreement on how the scholarship raffle money will be categorized in the general fund. Action already completed. *when tell me next time*

2. *Discussion/Action before Sunday Brunch*--Kellogg scholarship from Hunter Boylan. Committee recommends publicize and accept applications similar to our CRLA scholarships. Announce new award at 1993 Brunch or at the second general session; announce first scholarship winner at 1994 conference.

I will not be at the conference before Wednesday evening. This action can be taken before I get there.

3. *Discussion*--Results of member input concerning Exemplary Practice Award.

→ amount?
his expectations?
apply to him?
or to us?

Thank you

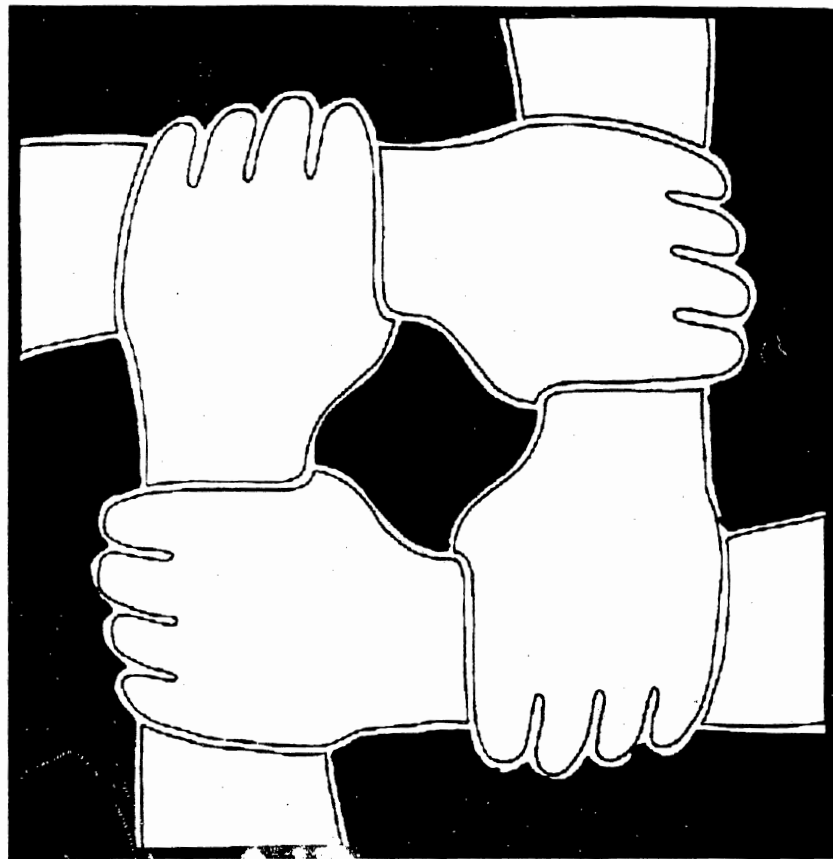
The #
change application.
~~change~~
Add: Have you ever received another word.

CALL TO CONFERENCE

27TH Annual Conference



**College
Reading &
Learning
Association**



**March 24th - 27th
San Diego, California
Red Lion Hotel**

CONFERENCE AT A GLANCE

WEDNESDAY MARCH 23

9:00 am - ⁹3:00 pm
9:00 am - ~~3:00~~ pm
1:30 pm - 4:30 pm

Registration
Board Meeting
Special Event #1 \$ _____
Campus Tour: Southwest
College and Miramar College

*Separate
San Diego City
Colleges*

~~6:00 pm - 9:00 pm~~
4:00 pm - 10:00 pm

Registration
Special Event #2 \$ _____
San Diego Zoo & Banquet *Dinner*

~~7:00 pm - 11:00 pm~~

~~Special Event #3 \$ _____~~
~~Seaport Village~~

7:30 pm - 8:00 pm

Chairperson Orientation

THURSDAY MARCH 24

8:00 am - 6:00 pm
8:00 am - 8:20 am
8:30 am - 4:30 pm

Registration
Chairperson Orientation
Special Event #3 \$ _____
Tours: ~~Historic San Diego or~~
Tijuana Walking & Shopping

9:00 am - 12:00 pm
12:00 pm - 1:15 pm
12:00 pm - 1:15 pm
12:00 pm - 1:15 pm
1:30 pm - 4:30 pm
~~1:20 pm - 4:30 pm~~
4:30 pm - 7:30 pm

Institutes (1-8) ~~1-9~~
Lunch
SIG Leaders' Luncheon
Journal Editorial Board Luncheon
Institutes (9-16)
~~Board meeting~~
Grand Opening of Exhibits,
Computer Room, and
Author Autographing
State/Regional Director Leadership
Institute and Dinner
Chairperson's Orientation
Newcomers' Reception/Raffle #1
Hospitality

5:15 pm - ^{7:30}~~8:00~~ pm

7:00 pm - 7:20 pm
7:30 pm - 9:00 pm
9:00 pm - 12:00 am

FRIDAY MARCH 25

7:00 am - 8:15 am
8:00 am - 9:00 am
8:00 am - 5:00 pm
8:00 am - 8:20 am
8:00 am - 8:20 am
9:00 am - 10:30 am

SIG Breakfast Meetings
Exhibits & Computer Room Open
Registration
Chairperson Orientation
Open Nominations for 1995 Officers
1st General Session
Dr. Sophie Freud's Address
Exhibits and Computer Room Open
1st Set of Concurrent Sessions
Lunch
Past Board Members Lunch
→ Past/Future ^{Supp} Chairs Lunch
SIG Luncheons

10:30 am - 7:00 pm
10:45 am - 11:45 am
11:45 am - 1:00 pm
11:45 am - 1:00 pm
11:45 am - 1:00 pm
11:45 am - 1:00 pm

CONFERENCE AT A GLANCE

11:45 am - 1:00 pm
1:15 pm - 2:15 pm
2:30 pm - 3:30 pm
3:45 pm - 4:45 pm
5:00 pm - ~~5:30 pm~~
5:15 pm - 6:00 pm

~~5:30 pm - 6:00 pm~~
6:00 pm - 9:00 pm

9:00 pm - 12:00 am

Tutor Certification Committee Luncheon
2nd Set of Concurrent Sessions
3rd Set of Concurrent Sessions
4th Set of Concurrent Sessions
SIG Business Meetings
Professional Association Liaison
Orientation and Reception
SIG Informal Social
Special Event #5 \$30
Banquet: International Night
/Raffle #2
Hospitality

7:00 am - 8:00 am
7:00 am - 9:30 am
8:00 am - 3:00 pm
8:00 am - 8:20 am
8:20 am - 9:20 am
9:30 am - 10:30 am

10:45 am - 2:00 pm
10:45 am - 11:45 am
12:00 pm - 1:15 pm
12:00 pm - 1:15 pm
~~12:00 pm - 1:15 pm~~

~~1:30 pm - 2:30 pm~~
1:30 pm - 2:30 pm
2:45 pm - 3:45 pm
4:00 pm - 5:00 pm
5:00 pm - 10:00 pm

9:00 pm - 12:00 am

Publisher's Breakfast
Exhibits and Computer Room Open
Registration
Chairperson Orientation
Second General Session/Plenary Session
Second General Session/Presidential
Address and Business Meeting/Raffle #3
Exhibits and Computer Room Open
5th Set of Concurrent Sessions
Lunch
Lunch with a Mentor *15 tables of 10 ppl
Need chairs - 2013*
1995 Conference Planning Committee
~~Luncheon~~ *Dinner \$9.00 per person
Point Loma College*
~~SIG Business Meetings~~
6th Set of Concurrent Sessions
7th Set of Concurrent Sessions
8th Set of Concurrent Sessions
Special Event #6 \$
Dinner/Tour: Old Town
Hospitality

8:00 am - 9:00 am

~~9:00 am - 6:00 pm~~

9:15 am - 11:30 am
9:45 am - 11:30 am
10:30 am - 11:30 am

12:00 pm - ~~4:00 pm~~
1:30 pm - 4:30 pm

copy with Sophie Zand
~~9th Set of Concurrent Sessions~~
Special Event #7 \$
Sea World
Third General Session/Raffle #4
Dr. Kathy Carpenter, Address
Special Event #8 \$12.50
Brunch/Awards/Induction of Officers
Board Meeting
Special Event #9 \$
Harbor Cruise

**FRIDAY
MARCH 25
CONTINUED**

**SATURDAY
MARCH 26**

**SUNDAY
MARCH 27**

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KEYNOTE
ADDRESS

FEATURED
INSTITUTES

BRUNCH
SPEAKER

MEMBERSHIP INFORMATION

CRLA membership coincides with the calendar year. Memberships for 1994 is due by January 1, 1994. If you have not already done so, please take this opportunity to send in your membership dues for 1994.

Make checks payable to CRLA. Send this form with dues to:

Dr. Rosa Hall
Learning Center
Antelope Community College
3041 W. ~~R~~ Avenue K
Lancaster, CA 93536

All funds drawn on non-U.S. banks must be remitted in U.S. dollars on a Foreign Draft or International Money Order.

MEMBERSHIP QUESTIONS

For any questions regarding membership in the CRLA, please contact

Robin Bischoff
Developmental Education Department
Chemeketa Community College
P.O. Box 14007
Salem, OR 97309

ON-SITE INFORMATION

For any questions concerning the forthcoming CRLA conference in San Diego, please contact

Karen Lim
CRLA On-Site Chair
San Diego City College
1313 Twelfth Ave.
San Diego, CA 92101
Work: (619) 230-2610
Home: (619) 296-8923

SPECIAL CONSIDER- ATIONS

In accordance with A.D.A., anyone needing accommodations should contact Karen Lem, On-Site Chair, by 1 March 1994

REMINDERS

Have you filled out and mailed your
1994 membership form?
If not, please see page ---- of this booklet.

1994 Membership Form

Summer Board
July 9-11, 1993
Attachment P pg 7

**1994
MEMBERSHIP
FORM**

Name (Ms. Mr. Dr.)

Home Address

Home Phone _____

Work Phone _____

Name of Affiliation (College/University)

School Address

Current Position/Title

Send mail to: _____ Home _____ Work _____

(Please Complete Form on Back)

1994 Mem Form Continued

SPECIAL INTEREST GROUPS

Special Interest Groups (SIGs) provide networking on selected topics throughout the year through quality newsletters/mailings. Dues for each SIG are \$5.00 yearly. (You must be a CRLA member to join SIGs). SIGs are also active during CRLA conferences. Indicate the SIGs you would like to join or renew membership in:

<input checked="" type="checkbox"/> Cognitive Psychology	<input type="checkbox"/> College Reading
<input type="checkbox"/> Computer Technology	<input type="checkbox"/> Counseling/Guidance Support
<input type="checkbox"/> Critical Thinking	<input type="checkbox"/> Developmental/Basic Writing
<input type="checkbox"/> Emotional/Motivational Aspects of Learning	<input type="checkbox"/> English as a Foreign/Second Language
<input type="checkbox"/> Learning Center Management	<input type="checkbox"/> Learning Disabilities
<input type="checkbox"/> Liberal Arts Colleges/Universities	<input type="checkbox"/> Mathematics Tutorial Programs
<input type="checkbox"/> Multicultural	<input type="checkbox"/> Peer Tutoring
<input type="checkbox"/> Research and Evaluation	<input type="checkbox"/> Teaching Excellence
<input type="checkbox"/> Workplace Literacy	<input type="checkbox"/> Hypercard

MEMBER- SHIP FEES

Dues of \$40 per year include 2 issues of the
JOURNAL OF COLLEGE READING AND LEARNING
and 3 issues of the Newsletter *(CRLA)*

Dues	_____	(\$40)
SIGs	_____	(\$5 per SIG)
CRLA Scholarship Fund <i>Donation</i>	_____	(\$1, \$5, \$10, Other)

Total Enclosed \$ _____

Make checks payable to CRLA. Send this form with dues to:

Dr. Rosa Hall
Learning Center
Antelope Community College
3041 W. "K" Avenue *K*
Lancaster, CA 93536

**1994
CONFERENCE
ADVANCE
REGISTRA-
TION FORM**

Please don't make - better for business purposes

Name (Ms. Mr. Dr.) _____

(NOTE: Print name and institution as you want them on your name tag)

Member _____

Non-Member _____

Home Address

Home Phone _____

Work Phone _____

Name of Affiliation (College/University)

School Address

Current Position/Title

Send mail to: _____ Home _____ Work _____

Name _____

**GENERAL
CONFERENCE
FEES**

1994 Paid member 75.00

Member -- \$115

Non-Member -- \$115

One Day Only -- \$60

**INSTITUTE
FEES**

9:00 am - 12:00 noon Institutes

(All Institutes are \$20. Descriptions are found on pages.)

Institute #1

Institute #2

Institute #3

Institute #4

Institute #5

Institute #6

Institute #7

Institute #8

1:30 pm - 4:30pm Institutes

Institute #9

Institute #10

Institute #11

Institute #12

Institute #13

Institute #14

Institute #15

Institute #16

SUBTOTAL

(please carry this total over to the next page)

Breakfasts - Friday, 7:00 - 8:15 am

(All breakfasts are \$12)

Lunch - Friday, 11:45am - 1:00 pm

(All lunches are \$15)

Cognitive Psychology

College Reading

Computer Technology

Counseling/Guidance

Critical Thinking

Developmental/Basic Writing

Emotional/Motivational Aspects of Learning

English as a Foreign/Second Language

Learning Center Management

Learning Disabilities

Liberal Arts Colleges/Universities

Mathematics Tutorial Programs

Multicultural

Peer Tutoring

Research and Evaluation

Teaching Excellence

Workplace Literacy

Hypercard

SPECIAL INTEREST GROUP FUNCTIONS

Special Event #1 \$ Campus Tour: Southwest College & Miramar College

Special Event #2 \$ San Diego Zoo & Banquet

Special Event #3 \$ Seaport Village

Special Event #4 \$ Tours: Historic San Diego or Tijuana Walking Tour

Special Event #5 \$30 Banquet: International Night

Special Event #6 \$ Dinner Tour: Old Town

Special Event #7 \$ Sea World

Special Event #8 \$12 Brunch/Awards

Special Event #9 \$ Harbor Cruise

SPECIAL EVENTS FEES

SUBTOTAL PAGE 11

SUBTOTAL PAGE 10

GRAND TOTAL

Please enclose ~~the~~ page 9, 10, 11

CRLA SITE-SELECTION

Summer Board
July 9-11, 1993
Attachment Q

July 10, 1993

TO: Jo-Ann Mullen, President, CRLA
FROM: Susan Deese, Chairperson, Site Selection
RE: 1992 - 1993 Annual Report

Having been appointed site selection chairperson during 1992 - 1993, this report is brief in terms of 1992 - 1993 accomplishments and "long" in terms of questions and ideas for the future.

Site Selection.

Immediately prior to the annual conference, I received site selection information from Dee Tadlock and began the Phoenix area hotel selection process with Rick Sheets, 1995 On-site Conference Manager. (Unfortunately, Rick was unable to attend the annual conference.)

At the Annual Conference, I discussed the possibility of a 1996 conference in Canada with several of the Canadian members and a 1996 conference in the Reno/Tahoe area with two members from Nevada. I discussed the Phoenix area hotels with Craig Stern, Arizona member who has worked closely with Rick Sheets.

I traveled to the Phoenix area in late May to meet with Rick Sheets and to visit hotels submitting bids for the 1995 conference. Seven hotel bid proposals were mailed out by Rick. Only two of the responding hotels had the CRLA 1995 dates available. I visited those two hotels as well as a third which could accommodate the conference a week later in 1995. Of the two hotels with CRLA dates, only one seemed appropriate for the conference in terms of cost and physical layout. I began the contract negotiation process with the Radisson Mission Palms.

Summer Board Meeting.

For the summer board meeting, I prepared or updated the following documents:

- job description
- guidelines for submitting a proposal to host annual conference
- conference dates/locations
- occupancy information.

In addition, I have the following questions to discuss with the Board:

What is the process of site selection/hotel selection if more than 1 site is being considered?

How many years in advance does the Board want to be in terms of site and hotel selection?

Will we continue the California tradition? Has the Board considered a different "tradition"?

Is the Board considering changing the conference dates either to another time of year or to a different spring schedule?

How much flexibility is there in the Wednesday - Saturday vs. the Thursday - Sunday conference schedule?

Are on-site conference reports being generated? If so, could copies be sent to me? If not, should contacting the hotel for specific occupancy information be part of the job description?

How valuable are conference evaluations concerning facilities? Do we want conference evaluation forms to feed directly into hotel selection process? In general, is it the sense of the Board that people have been pleased with recent hotel selections?

The site selection chair works with the on-site manager before the President-Elect for that conference year has been elected. Do we need to "formalize" a relationship between that on-site manager and the site selection chair during the hotel selection process?

Do we want a back-up for the 1997 conference in case the joint conference with NADE does not happen? Should we assume that Texas will be the location with or without NADE?

Last, but not least, I negotiated a preliminary contract with the Radisson Mission Palms for discussion at the Board meeting.

Radisson.

TEMPE MISSION PALMS HOTEL

Summer Board
July 9-11, 1993
Attachment R

LETTER OF AGREEMENT

DATE PREPARED: June 18, 1993

PREPARED FOR: College Reading and Learning Association

CONTACT: Susan Deese

CONFERENCE: Annual Conference

DATES: April 5 - 9, 1995

SCENARIO FOR SUCCESS

Our Assured Meeting Agreement certifies that the management and staff are dedicated to providing the finest in facilities and services, to assure the quality and success of your meeting. If any of your requirements are not properly fulfilled, you will be promptly compensated or credited as needed.

GUEST ROOM BLOCK:

The following room block has been reserved for your group:

<u>Day</u>	<u>Date</u>	<u>Guest Rooms</u>	<u>Day</u>	<u>Date</u>	<u>Guest Rooms</u>
Tue	4/4	20 rooms	Fri	4/7	215 rooms
Wed	4/5	160 rooms	Sat	4/8	175 rooms
Thu	4/6	225 rooms	Sun	4/9	20 rooms

SUITES: 4/5-4/9 1 Jacuzzi King Suite

UPGRADES: 4/5-4/9 5 Courtyard Rooms

GUEST ROOM RATES:

The following special rates are confirmed for your organization:

Single	\$89.00	Triple	\$89.00
Double	\$89.00	Quad	\$89.00

*Charges to Room Block
will be made by
April 4, 1994.*

*Wheelchair
accessibility
ADA*

Susan Deese
June 18, 1993
Page Two

Summer Board
July 9-1, 1993
Attachment R pg 2

April 1994 rack rates are: \$125.00 single / \$135.00 double.

Conference rates will be available from Sunday, April 2, 1995 to Monday, April 10, 1995.

All rates are subject to the prevailing state and local taxes at the time of arrival. Our current tax is 9.05%.

The Radisson Tempe Mission Palms Hotel agrees to hold the aforementioned block of rooms until March 21, 1995, at which time the hotel will release the unused portion of the group room block. Reservations received after this date will be honored on a space available basis at the conference rate.

Thirty days prior to arrival, CRLA's room block will be reviewed. Upon approval from CRLA unused rooms may be returned to the Hotel for general sale.

RESERVATIONS:

The Radisson Tempe Mission Palms Hotel will supply your organization with 1500 complimentary reservation cards. Please advise us when and to whom the reservation cards should be delivered. All return reservation cards must be received by your established cut-off date of March 21, 1995. Any reservations received after this cut-off date will be honored on a space available basis only.

GUARANTEE POLICY:

All reservations will be held until 6:00 p.m. local time. In order to guarantee a reservation for arrival after 6:00 p.m., a deposit equivalent to one night's room and tax, or the guarantee of same by major credit card, is required. There will be no room cancellation fee for reservations cancelled prior to 6:00 p.m. the scheduled day of arrival. If reservations are NOT cancelled, a "no show" fee will be charged.

Summer Board
July 9-11, 1993
Attachment R pg 3

Susan Deese
June 18, 1993
Page Three

GUEST ROOM CHECK-IN TIME:

Check-in time is 3:00 p.m. If your schedule requires an early check-in time, please advise us. We will make every effort to honor your request; however, we cannot guarantee an early check-in. We will be happy to provide luggage storage in the event rooms are not available.

Early check-in for Board members will be provided if needed based upon Board meeting schedule.

GUEST ROOM CHECK-OUT TIME:

Check-out time is 12:00 noon. Arrangements can be made for baggage storage beyond 12:00 noon. Late check-outs must be approved in advance.

COMPLIMENTARIES:

It is our policy to provide your organization with one complimentary guest room per night for each 50 paid guest rooms occupied per night by your convention delegates. You may use these complimentary rooms in any configuration of rooms and suites you desire, keeping in mind a suite constitutes two room units.

In addition, we will provide your organization with 1 complimentary VIP Suite over the days of 4/5/95 through 4/8/95. This suite may be used as a hospitality suite during your program. The Radisson Tempe Mission Palms will waive its customary corkage fees for this hospitality suite.

Ten (10) complimentary VIP fruit baskets will be provided by the Radisson Tempe Mission Palms Hotel to those individuals specified by CRLA.

METHOD OF PAYMENT:

It is understood that each individual will be responsible for their own room, tax and incidental charges. Method of payment for these charges will be established upon check-in.

Susan Deese
June 18, 1993
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Summer Board
July 9-11, 1993
Attachment R pg 4

DIRECT BILL PRIVILEGES:

If you require direct billing of the master account, please complete the enclosed credit application and return it to my attention by October 4, 1994. Please advise what specific charges you would like billed to the master account. To ensure the accuracy of your master account, we request that you review your charges daily.

Full payment of the master account is due within 30 days of the conclusion of the conference.

ADVANCE DEPOSIT/PREPAYMENT OF CHARGES:

Our typical advance deposit has been waived for CRLA.

MEETING PROGRAM:

At this time, we have placed an "all space hold" on our meeting facilities from 4/5/95 to 4/9/95. We require a tentative program be submitted to the Radisson Tempe Mission Palms Hotel nine (9) months prior to the convention dates. At that time, appropriate meeting space will be set aside. A final program must be received no later than three (3) months prior to your conference dates. - *President-Elect's trip*

ADVANCE SET-UP AND DISMANTLING OF FUNCTION SPACE:

Should you require advance set-up of your Function Rooms the day prior to the commencement of your functions, please notify the catering office to check on function room availability and rental charges. Please be aware of your space conclusion time as other organizations may be scheduled into the same function space after the conclusion of your event. All supplies and personal belongings need to be removed at the completion of your event.

FUNCTION ROOM ASSIGNMENTS:

Function rooms are assigned according to the anticipated number of guests and set-up requirements. The hotel reserves the right to re-assign the scheduled function rooms with a 24 hour advance notice.

Susan Deese
June 18, 1993
Page Five

Summer Board
July 9-11, 1993
Attachment R pg 5

MEETING ROOM RENTAL/REQUIREMENTS:

It is hotel policy to charge meeting room rental. However, based on your cumulative room block, we will provide complimentary meeting space to fulfill your program needs. Should your cumulative room block fall below 85% of your room block, the following sliding scale will be implemented:

<u>Total Room Nights Utilized</u>	<u>Daily Rental Charge</u>
692+	Complimentary
691 - 652	\$ 875.00 / day
651 - 611	\$ 1,250.00 / day
610 - 570	\$ 1,625.00 / day
569 - 529	\$ 2,000.00 / day
528 - 489	\$ 2,375.00 / day
488 - less	\$ 2,750.00 / day

Normal Daily Rental Charges

Palm Ballroom	\$ 1,500.00
Augustine	\$ 225.00
Dolores	\$ 225.00
Xavier	\$ 225.00
Campanile	\$ 175.00
Cavetto	\$ 175.00
Colonnade	\$ 175.00
Cloister	\$ 200.00
Monks Hood	\$ 125.00
Joshua Tree	\$ 125.00
Sand Lotus	\$ 125.00
Windflower	\$ 125.00
Total:	\$ 3,400.00

Due to the size of CRLA's annual meeting, this association would basically be the only group meeting in the hotel over the dates of the convention. There are several evenings during the entirety of the CRLA convention that no functions are currently scheduled. The hotel reserves the right to book catering functions into meeting rooms during these evenings; however, please be assured no conflicting groups will be placed into the hotel over the dates of the CRLA convention. During the day all space will be controlled by CRLA unless, upon completion of the agenda, some space is returned to the hotel.

Susan Deese
June 18, 1993
Page Six

Summer Board
July 9-11, 1993
Attachment R pg 6

The Radisson Tempe Mission Palms will provide at no charge a reasonable amount of meeting equipment, i.e., chairs, tables, blackboards, etc. This complimentary arrangement does not include special set-ups or extraordinary formats that would exhaust our present in-house equipment to the point of requiring rental of an additional supply to accommodate your needs. If such is the case, we will anticipate it in sufficient time as to present two (2) alternatives: the rental cost to your group for additional equipment, or the change of the extraordinary set-up to a more workable format, avoiding the extra cost.

EXHIBITOR'S CONTRACT

It is understood the primary nature of your exhibits is educational displays and your space requirements for such is approximately 20 exhibit tables of 8' x 30". The exhibit area will be available for set-up by 8:00am on April 6, 1995. It is understood the exhibit portion of your convention will have concluded and be completely clear of the Radisson Tempe Mission Palms Hotel by Saturday, April 8, 1995 at 5:00pm. Due to the size of our storage facilities, the Radisson Tempe Mission Palms Hotel can not accept drayage prior to 48 hours to the conference.

EXHIBIT RENTAL:

The Radisson Tempe Mission Palms will provide the 1st five (5) tables, draped and skirted, on a complimentary basis. Each additional table will be provided at a daily cost of \$25.00 per table thereafter. Electrical hook-ups may be provided at an additional charge of \$12.00 each.

Exhibit rental does not include the following; however, our Convention Services Department will be happy to recommend a decorating firm and will be pleased to cooperate with whomever you desire to function in this capacity.

- 1) Drayage and placement of display equipment
- 2) Decoration and related services.
- 3) Guard services
- 4) Labor, i.e., carpenters, electricians and draperymen
- 5) Storage of any exhibit-related materials
- 6) Any excessive lighting and electrical power needs over what is normally provided.
- 7) Gas or water supply.

Susan Deese
June 18, 1993
Page Seven

Summer Board
July 9-11, 1993
Attachment R pg 7

FOOD AND BEVERAGE:

Current banquet menus are enclosed. Final prices for your 1995 convention will be available six (6) months prior to the actual dates of your conference. All prices are subject to a service charge, currently 17% and applicable tax, currently 6.5%. Upon execution of this contract, a Convention Services Manager will be assigned to work with you throughout the implementation of your program. This individual will be experienced in all phases of the hotel and will ensure a smooth and orderly convention.

Restaurant alternative if needed.

BOARD MEETINGS:

The Radisson Tempe Mission Palms will provide a complimentary meeting room for Board Meetings from Monday, April 3, 1995 through Saturday, April 8, 1995.

*complimentary
beverage
service
for 10:*

Additionally, a maximum of seven (7) guest rooms will be provided for a two-day weekend in July, 1994. Complimentary meeting space for twelve (12) Board members will also be provided during the July Board meeting as well as at the Board meetings during the April, 1995 convention.

A complimentary guest room for the program chair will be provided for two (2) nights in January or February, 1995, for final arrangements regarding conference. This complimentary guest room is based upon hotel availability.

PORTERAGE/MAID GRATUITIES:

Individuals are responsible for any portorage and gratuities. However, if you desire, automatic gratuities may be placed on your master account.

AIRPORT TRANSPORTATION AND GUEST PARKING:

The Radisson Tempe Mission Palms Hotel provides courtesy transportation to and from the Sky Harbor International Airport. Hotel parking is also available on a complimentary basis.

CANCELLATION DATE: April 4, 1994

CANCELLATION POLICY:

Cancellation by the group of any part of this agreement after the cancellation date specified in this agreement will result in charges for part or all of any resulting loss of revenue.

Overflow Hotel Transportation

Susan Deese
June 18, 1993
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Summer Board
July 9-11, 1993
Attachment R pg 8

IMPOSSIBILITY

Should events beyond the Radisson Tempe Mission Palms Hotel's control or beyond the control of College Reading and Learning Association, such as strikes, acts of God, or civil disturbances materially affect either party's ability to perform, this agreement shall be terminated without prejudice.

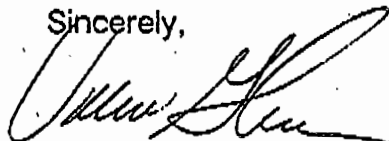
CHANGES, ADDITIONS, STIPULATIONS OR LINING-OUT:

Any changes, additions, stipulations or corrective lining-out by College Reading and Learning Association will not be binding to the Hotel until such additions, clauses, or stipulations have been approved by a means of a corrected contractual agreement by the Radisson Tempe Mission Palms Hotel.

ACCEPTANCE:

Enclosed with this agreement is a duplicate copy. Please sign and return the copy to me by July 25, 1993, so that this agreement may be confirmed and considered definite.

Sincerely,



Valerie G. Ewen
Sales Manager

/dml

Signature of Acceptance
Jo-Ann Mullen, Ph.D.

Date

Signature of Acceptance
Susan Deese

Date

Updated as
of 7-10-93

CRLA Job Description

CONFERENCE SITE SELECTION CHAIR

Page 1 of 2

1. The Conference Site Selection Chair is appointed by the President and serves a renewable, three-year term of office. *Board to conf Board mtg?*
2. The duties of the Conference Site Selection Chair are as follows:
 - a. Use the annual conference as a good occasion to solicit informally and feel out interest in conference sponsorship among the state/regional directors and other members.
 - b. Before the summer Board meeting, review the current conference site and hotel selection guidelines and prepare to propose any necessary revisions at the Board meeting. *Submit report including occupancy trends and conference dates updates.*
 - c. Before the fall Newsletter deadline, write an article (if appropriate and needed) requesting that prospective conference site bidders contact you for more information. (This rarely produces a response, but it is worth a try if you do not have any other leads.) *Advertise future dates and sites.*
 - d. *Before Summer B. Mtg?* In mid-October, write to possible bidders, enclose copies of the revised site and hotel selection guidelines, and ask that they let you know immediately if they are at least interested in contemplating a bid. Explain that the bid would have to be completed and mailed to you by late January to allow time for necessary follow-up work before being presented to the Board at the next annual conference. To those who are really interested, send sample copies of previous bids and hotel evaluation notes, etc., to facilitate their task.
 - e. From November through January, lend whatever encouragement and support is necessary via telephone, mail, and fax.
 - f. Through February and March, receive and examine the site and hotel bids in detail. Work with the bidders (via telephone, mail, fax, and in person if the CRLA budget permits) to polish the bids into final form. Send copies of

*Summer Board -
Site preferences
for follow-up*

*Process ~~change~~ may
be charge if there is
more than one site bid.*

2 or 3 sites

→ 3 Hotel bids - visits?

*discretion of site selection chair if more
than 3 hotel bids are submitted*

CRLA Job Description

CONFERENCE SITE SELECTION CHAIR

Page 2 of 2

the bids and summary evaluations to the CRLA Board members for their study as early as possible before the annual conference. Arrange for the bidders to meet with the Board at the annual conference to present and discuss their bids.

site bids?

- g. At the conference, coordinate the presentation of bids to the Board. Remind the new President to respond officially to the bidding institutions after the conference. Preliminary hotel contracts should also be finalized and signed by the new President after the conference. *Negotiate hotel contract to meet CRLA specifications and forward to President.*
- h. Send copies of appropriate correspondence to the Archivist regularly.
- i. Submit a projected budget to the Treasurer prior to May 31 annually.

Hotel selected by Board at this time?
Submit checklist to President w/ recommendation

3. The Conference Site Selection Chair must maintain membership in CRLA throughout term of office.
4. The Chair should work with the Board to identify and mentor a successor.
5. The Chair should update this job description at end of term.

6. *The Chair should keep current the conference date/location list, the occupancy rate list, and should maintain contracts for the past two conferences and contracts for future conferences.*

5/93

how many years in advance.

California tradition? California/Texas "tradition"?

conference date? fall? different spring dates?

Thursday - Sunday?

on-site conference reports?

conference evaluations - hotel information?

n-site manager?

Back-up for 1997?

CRLA CONFERENCE DATES/LOCATIONS

(Wednesdays - Sundays)

1991 -- March 20 - 24 -- San Antonio
1992 -- April 8 - 12 -- San Francisco (Burlingame)
1993 -- March 31 - April 4 -- Kansas City (Overland Park)
1994 -- March 23 - 27 -- San Diego
1995 -- April 5 - 9 -- Phoenix (Tempe)
1996 -- March 27 - 31 *Canada*
1997 -- March 19 - 23 -- Texas - NADE
1998 -- April 1 - 5

CRLA HOTEL OCCUPANCY INFORMATION

*total
registered*

	(Marriott) Albuquerque <u>1987</u>	(Holiday Inn) Sacramento <u>1988</u>	(Stouffer- Madison) Seattle <u>1989</u>	(Hilton) Irvine <u>1990</u>
Tuesday	9	35	102	100
Wednesday	124	140	184	169
Thursday	163	168	192	165
Friday	157	143	181	150
Saturday	116	63	140	29
Sunday	10	---	---	14

*Hyatt
San Antonio
1991*

*Marriott
SF.
1992*

*Marriott
KC
1993*

T
W
Th
F
S
S

*~~746~~(0) 20 (10)
(125) 149 (100)
(200) 213 (100)
(220) 202 (100)
(220) 165 (100)
(10) 20 (0)*

CRLAoccu.pcy

*Add singles
double,
triple as
available*

HOTEL CHECKLIST

HOTEL Tempe Mission Palms

CONFERENCE ROOM REQUIREMENTS

- ~~P~~
- 1a. ☒ 8+ meeting rooms, 50-75, morning and afternoon
 - 1b. ☒ 1 room with electrical outlets for computers
 2. ☒ 1 small board room, Monday afternoon through the end of the conference
 3. ☒ 3,000 square foot room, locked for exhibitors, including 2.5' x 8' tables, electrical outlets
 4. ☒ room for 500 people for general sessions
 5. ☒ complimentary room for every 50 rooms, suite for 100 rooms
 6. ☒ complimentary hospitality suite, no corkage fees, complimentary use of any attached bedrooms
 7. ☒ small locked room for audio visual equipment
 8. ☒ preferential room selection for officers (VIP floor)
 9. ☒ lodging/meeting space for 12 for 2-day weekend in July before conference, maximum 7 rooms
 10. ☒ complimentary room for program chair for two nights in January or February for final arrangements regarding conference
 11. ☒ conference rates and guaranteed rooms for Board members beginning Sunday preceding conference week

HOTEL AMENITIES

1. ☒ transportation to and from airport
2. ☒ transportation to surrounding area for shopping, restaurants, etc.
3. ☒ rates: 89 single 89 double 89 triple 89 ^{guar}suite
4. ☒ 1500 reservation cards (2 week cutoff)
5. ☒ 10 VIP courtesy baskets
6. ☒ registration area/table with room for SIG displays, CRLA display board, announcements
7. ☒ any other conference during CRLA?
8. ☒ free or reduced parking rates
9. ☒ extend conference rate to CRLA as long as there are empty rooms in the hotel during the conference

- added* 10. _____ early check-in for board members on Sunday or Monday of conference week
- added* 11. _____ complimentary coffee and tea service for board meeting in July and during conference
12. ☒ early arrivals on Wednesday of Conference
- added* 13. _____ overflow hotel and transportation provided
- added* 14. _____ alternative food service
- added* 15. _____ handicapped accessible rooms

COMMENTS:

Contract.

1. ☒ Cancellation policy (date)
2. ☒ payment (30 days, master account)
3. ☒ impossibility clause

Comments:

Hotel located close to a variety of restaurants and shops. (easy walking distance.)

Hotel also close to Arizona State University (easy walking distance.)

Car rental agency located in hotel lobby.

Tennis courts, jacuzzi, swimming pool at hotel

Hiking trail immediately behind hotel.



Summer Board
July 9-11, 1993
Attachment V

Study Skills and
Tutorial Services

June 30, 1993

TO: Becky Johnen
FROM: Gladys Shaw
SUBJECT: Professional Liaisons

After looking through the packet of materials, I am returning the job descriptions with a few suggested revisions.

I am contacting the people now to acknowledge their interest, and confirm their participation. Please see enclosures. I will send the finalized job description, the collaboration agreement form, the sample letter on co-sponsoring presentations, and a quarterly report outline later. Also, I am asking each liaison to designate one or more specific organizations they will work with, to list items that should be included in our Mission Statement and goals over the next year, two years and three years.

Using this information I can then develop a list of organizations for which we still need liaisons. I also hope to develop a mission statement, goals, and a reporting process which will enable me to do newsletter articles and to work on the tracking system data base.

Some questions I need answered are:

- OK 1. How many complimentary displays do we have available? Should we base that on finalized collaboration agreements? For example, we only grant a free display when there is reciprocity?
- OK 2. On Conference Program advertising, would that not have basically the same proviso?
- fine 3. What are the chances of having a general sharing table for brochures, etc from those who have not yet formalized agreements with us but want to share information?

Becky, I am excited about the possibilities, so I'll have to be careful not to overwork everyone. A tentative plan of action is enclosed, but I welcome any and all suggestions you or any member of the board might have.

105 West Union
El Paso, Texas
79968-0611
(915) 747-5366

**1993-94 PLAN OF ACTION
PALC - CRLA**

Summer Board
July 9-11, 1993
Attachment V pg 2

1. Formalize a Mission Statement.
2. Develop specific goals for 1993-94, 1994-95, and 1995-96.
3. Implement a reporting procedure.
4. Implement a computerized tracking database for PALC.
5. Fulfil job description duties.

DRAFT
PROFESSIONAL ASSOCIATION LIAISON COORDINATOR

*B - my changes
recommending
are circled*

This position is appointed by the CRLA president with Board consent to serve a three-year term.

1. Recommend to the Board what associations with whom CRLA should liaison.
2. Recruit CRLA members to serve as liaisons to associations.
3. Develop annual goals for the Professional Liaison Committee in cooperation with the individual liaisons.
4. Monitor activities of liaisons; gather from liaisons, on a regular basis, information on conferences, special events, common issues and prepares an article for each edition of the Newsletter (as appropriate. (Newsletter deadlines are _____))
5. Submit a conference meeting calendar to the Newsletter editor. *of other groups*
6. Coordinate conference meeting time, association share tables, and conference advertising in the conference program with the president-elect.
7. Correspond on a regular basis (at least quarterly) with liaisons.
8. Work with the associate membership coordinator to develop a computerized liaison tracking system.
9. Establish agreements of collaboration, based on the CRLA's model with NADE, with association identified in task 1.
10. Coordinate a CRLA display to take to liaison conferences.

*Don't
not sure
what this
means
for our
conf. in
a this
org?*

DRAFT
JOB DESCRIPTION

Summer Board
July 9-11, 1993
Attachment V pg 4

Job Title: Professional Association Liaison

Timeframe	Work Performed
	<p>The over-all objective of the liaison function is to keep CRLA members better informed of the potential resources within other organizations and vice versa. Many of the specifics, however, must be left to the individual judgment of the person serving in this capacity regarding the other organization's dynamics, etc. The following list of activities summarizes, in general, how one serving in the role of official liaison to another professional organization might proceed:</p> <ul style="list-style-type: none">a. Collaborate on establishing committee goals and projects.b. Let the CRLA president-elect/program chairperson know about particularly good people/presentations encountered at the other association's conference; it might be suggested that some of them present at CRLA's conference as well.c. Work with CRLA's president-elect and the PAL Coordinator to arrange a CRLA co-sponsored meeting during annual or regional meetings of the association to which one is liaison.d. Keep the PAL Coordinator informed with a quarterly report about the following items learned from the other association: new publications available; upcoming conference dates and locations; and names and specialties of good resource people in the other association (and vice versa).e. Attend the board meetings of other associations and describe CRLA and its commitment to the liaison function with regard to other organizations.

f. Be available as a general resource person about the other association for CRLA members who may want to know more about it and names of its current officers and editors. Report the other association's decisions and policies related to professional issues of common concern to PAL Coordinator.

g. Work with the organization/s to which you are liaison to obtain an agreement of collaboration.

h. Remain alert to professional issues in both associations which might be facilitated by joint effort/approaches.

Dear Colleague:

I have been given your name as a CRLA Member who is interested in serving as a Professional Liaison to another related professional organization.

I am delighted you are interested, and I want to confirm your participation as soon as possible.

Former boards and PAL committees have brought us a long way but, believe me, there are still many things we can do to enhance CRLA's progress in this area. Therein lies our challenge, our work, and our excitement.

For starters, please review the enclosed Draft Only job description. Feel free to suggest revisions. Also, please confirm your participation on the form provided that also asks for your ideas for the committee's mission and goals. Suggestions are welcome anytime; this really will be a committee, and your input will be very important.

I look forward to facilitating this group effort and working with you individually.

PROFESSIONAL LIAISON CONFIRMATION

Summer Board
July 9-11, 1993
Attachment V pg 7

1. Personal Data:

Name: _____

Address: _____

Phone & Fax #: _____

2. Please list the specific organizations for which you wish to be the Professional Liaison.

(A) Organization: _____
Address: _____

Contact Person: _____

(B) Organization: _____
Address: _____

Contact Person: _____

(C) Organization: _____
Address: _____

Contact Person: _____

(D) Organization: _____
Address: _____

Contact Person: _____

3. Other organizations I cannot serve but for which we should recruit liaisons:

(A) Organization: _____
Address: _____

Contact Person: _____

(B) Organization: _____
Address: _____

Contact Person: _____

(C) Organization: _____
Address: _____

Contact Person: _____

4. My mission statement for the committee would include:

5. My goals for the Committee would include for 1993-94:

For 1994-95:

For 1995-96:

6. My personal goals as liaison include:

JCCC

Summer Board
July 9-11, 1993
Attachment W

Johnson County Community College
12345 College at Quivira
Overland Park, Kansas 66210-1299
(913) 469-8500

To: Jo-Ann Mullen
From: Pat Jonason
Date: July 8, 1993
Subject: SIG

Jo-Ann, earlier in the week I faxed you the SIG Directory; it contains the most current information that I have. There are a couple of issues that probably should be addressed before that Directory is accept in final form.

First, there are two SIG that have no leaders. If we cannot get a current member to accept responsibility for those SIG's, we have a couple options. I would be willing to serve as Interim leader until we can recruit a leader. However, if the membership is extremely low, it might be best to assume these SIG's have outlived their usefulness and to let them fold.

Another issue that Rosa Hall and I discussed was a process of speeding up the reimbursement for SIG directors who have exceeded their budget. We discussed the option of having SIG directors' reimbursements come through me for examination and/or some type of approval process. If these seemed to be in-line with the purpose/goals of that SIG, then I could approve payment. Then Rosa could make the payment. Only those that I felt some level of discomfort with would need to go to the Board for approval.

Now that 1993 CRLA is almost history for me, I am finally getting a grasp of the role of SIG Coordinator and have started reading some of the background information. One of the first projects that I have in mind is to up-date the SIG Director's Handbook. I'll send you this up-dated information as I work on it.

Jo-Ann, let's plan to get together the first week in August. My family and I have a cabin rented in Frisco and will be spending the week biking, shopping, and doing other "touristy stuff."



Summer Board
July 9-11, 1993
Attachment W pg 2

1993 CRLA NATIONAL CONFERENCE GEOGRAPHIC/ATTENDANCE DATA

The following information is based on the data base program used by the Registration Committee for the 1993 CRLA National Conference:

Attendance by State and/or Province:

Alabama	0	Alasaka	8	Arizona	9
Arkansas	6	California	52	Colorado	12
Connecticut	1	Delaware	0	Florida	1
Georgia	5	Hawaii	2	Idaho	1
Illinois	9	Indiana	4	Iowa	11
Kansas	53	Kentucky	1	Louisiana	4
Maine	2	Maryland	2	Massachusetts	0
Michigan	0	Minnesota	6	Mississippi	0
Missouri	54	Montana	2	Nebraska	26
Nevada	2	New Hampshire	0	New Jersey	8
New Mexico	14	New York	3	North Carolina	3
North Dakota	0	Ohio	3	Oklahoma	5
Oregon	27	Pennsylvania	2	Rhode Island	0
South Carolina	4	South Dakota	0	Tennessee	9
Texas	32	Utah	12	Vermont	1
Virginia	3	Washington	14	West Virginia	0
Wisconsin	3	Wyoming	3	District of Columbia	0
Alberta CAN	8	British Columbia CA	1	Ontario CAN	1
ManitobaCAN	4				

56% of the 435 in the data base were from the following 6 state:

Missouri	54
Kansas	53
California	52
Texas	32
Oregon	27
Nebraska	26

Attendance by state then dropped to the following:

New Mexico	14
Washington	14
Colorado	12
Utah	12
Iowa	11

Summer Board
 July 9-11, 1993
 Attachment W pg 3

Attendance by event:

Institutes: 394 attended, the range was from 10-62 (#8 was low "Adapting Educational Practices for Workplace Literacy Instruction with Industrial Construction Workers," and #7 and # 11 both has 62 in attendance: "Who's Responsible for Change? Empowering Students to Improve Reading and Study Skills" and "Using a Strategies Instructional Approach to Improve the Performance of At-Risk College Students").

Lunch with Mentor: 97 attended, the range was from 7-9, with 9 being the maximum number of tickets available for sale. All but one was a sell-out.

Tours:

Campus:	20 attended
Historic:	15 attended
Art:	28 attended

Entertainment Options:

Dinner Theater	67 attended
Jazz Pub Crawl	30 attended

SIG Breakfasts: 111 attended

Computer Technology	14
Critical Thinking	30
EFL/ESL	6
Peer Tutoring	42
Teaching Excellence	19

SIG Lunches: 150 attended

Cognitive Psychology	26
College Reading	36
Emotional/Motivational	33
Hypercard	10
Learning Disabilities	22
Liberal Arts Colleges/U	9
Workplace Literacy	14

Country Western Festival	152 attended
Sunday Brunch	135 attended
Dinner on the Plaza	66 attended

**COLLEGE READING AND LEARNING ASSOCIATION
1993 SPECIAL INTEREST GROUPS**

Summer Board
July 9-11, 1993
Attachment X

Special interest groups (SIG's) were developed to provide CRLA with a means of networking throughout the year. Each group reflects the current issues and interests of CRLA membership and maintains the flexibility, openness, and commitment to the professionalism of the organization. Membership in each SIG is \$5.00, payable with membership fees. General information on each SIG is listed below.

SIG	PURPOSE	ACTIVITIES	CONTACT
Cognitive Psychology	To share research about learning processes, especially research related to how adults learn in an academic setting. The SIG publishes a newsletter that informs members about current research in reading theory and instruction, writing processes, adult literacy, problem solving, cognitive models describing how adults learn and remember. It also serves as an important communication tool among SIG members about research ideas, events, and periodicals pertinent to the SIG and CRLA professional interests.	Interactive newsletter SIG-sponsored institutes and sessions at the annual CRLA conference Publication of a five-year collection of newsletters from 1988-1993	Patricia Mulcahy-Ernt Department of Learning and Teaching Graduate School of Education Rutgers University 10 Seminary Place New Brunswick, NJ 08903 (908) 932-6563 (W) (908) 932-8206 (FAX)
College Reading	To provide a vehicle for sharing ideas about various methods of teaching reading and study skills at the college level.	Informal exchange and sharing	Carol Wills 2825 Juniper Street San Mateo, CA 94403 (415) 345-9837 (H) (415) 574-6612 (W) Lucy Nelson Napa Valley College 2277 Napa-Vallejo Hwy Napa, CA 94558 (800) 826-1077 (W)
Computer Technology	To share information, exchange news of methods, techniques, and technology to promote effective use of computers to deliver instruction.	Newsletter	LaVern Schroeder Learning Resource Center Beloit College 700 College Street Beloit, WI 53511 (608) 363-2572 (W)

P.02
16192975499

TO
DILLONS #71 7405 QUIVIRA
FROM
JUL-09-1993 20:44

SIG	PURPOSE	ACTIVITIES	CONTACT
Counseling and Helping Relationships	To provide a discussion and resource forum for counselors and learning assistance personnel working in the areas of guidance, developmental studies, non-traditional student services, and learning support. The newsletter is a forum for counseling issues and a source of successful ideas for counselors interested in developmental education and student success.	Newsletter	Diance Crary Coordinator Adult LD Program California State University at Long Beach 1250 Bellflower Boulevard Long Beach, CA 90840-2001 (310) 985-4430 (W) (714) 830-1298 (H)
Critical Thinking	To stimulate, encourage, and enhance the processes of critical awareness in the individual; to promote professional recognition of the importance of critical awareness--socially and educationally; to contribute to the development and exchange of strategies and curriculum designed for the infusion of critical awareness in the educational process.	4 Newsletters-May, August, November, and March Conference activities	Craig Stern Learning Assistance Center Northern Arizona University Box 6035 Flagstaff, AZ 86011 (602) 523-6977 (W) (602) 774-8393 (H)
Developmental/Basic Writing	To promote a more global understanding of the issues in developmental writing and to promote the advancement of more dynamic strategies for addressing the challenges. To engage members in discussion of pressing concerns in field. To examine the multicultural nature of basic writing classrooms and address those challenges. To consider the place of developmental writing in graduate programs in rhetoric and composition. To respond to concerns of all SIG members as they are presented.	Newsletter Sponsor a SIG session at the 1994 CRLA Conference Host an institute at the 1993 CRLA Conference Host a social gathering for new and continuing members and other interested persons at the 1994 CRLA conference.	Mary Fagan Clark Department of English University of Houston- Downtown #1 Main Street Houston, TX 77002 (713) 221-8097 (W) (713) 956-0922 (H)

SIG	PURPOSE	ACTIVITIES	CONTACT
English as a Foreign/ Second Language	To exchange information on testing, textbooks, techniques of teaching EFL/ESL. To evaluate and act as a clearing house for materials and resources.	Clearing house for materials and resources Conference activities	Anna-Maria Schlender EF International School of English at Mills College Mary Morse Hall 500 Macarthur Boulevard Oakland, CA 94613 (415) 430-3209 (W) (415) 430-8252 (FAX)
HyperCard	Create a network of HyperCard users and interested parties. Provide a forum for sharing of stack development, stack, reviews, and related literature.		Richard Holdredge Los Angeles Valley College Learning Center 5800 Fulton Ave. Van Nuys, CA 91401 (818) 781-1200 (Ext. 407)
Learning Assistance Center Management	To provide a forum that will allow the membership to build a collaborative, interdependent, and supportive network of members united by the goals of improving individual performance as well as meeting learning center management goals and needs.	Conference activities Membership directory	Carolyn Smith University of Indiana 8600 University Boulevard Evansville, IN 47712 (812) 464-1743
Learning Disabilities	To share information, exchange ideas, and develop techniques to assist the student with a learning disability to acquire skills and knowledge for success in higher education through the Learning Disability SIG newsletter.	Interactive Newsletter Sponsor institute at 1994 CRLA conference Encourage participation in 1994 CRLA conference through sessions Encourage members to research and to contribute to SIG newsletter and CRLA newsletter	Lorraine Peniston University of New Mexico CAPS -Zimmerman Library Albuquerque, NM 87131 (505) 277-7208 (W) (505) 298-3158 (H) (505) 277-6019 (FAX) Barb Witkowski (Co-leader) 221 North Central Avenue Brownsville, TX 78521 (512) 544-8200 X 6122 (W)

SIG	PURPOSE	ACTIVITIES	CONTACT
Liberal Arts Colleges and Universities	To foster communication and networking among educators involved in academic support programs in a liberal arts setting.	Newsletter Membership directory	Kelly Hudgins Austin College AC Suite 61531 P.O. Box 1177 Sherman, TX 75091-1177 (512) 483-7000
Mathematics Tutorial Programs	To provide an opportunity for communication among those providing tutorial services in mathematics. To encourage presentation of papers at CRLA conference and participation in related conference activities, i.e. SIG lunch.	Conference activities Newsletter Membership directory	Margaret Rogers Math Learning Center Shoreline Community College 16101 Greenwood Avenue N. Seattle, WA 98133 (206) 546-5825 Ext. 451 (W) (206) 367-1952 (H)
Multicultural Issues	To increase awareness of and to provide a means of sharing various multicultural issues.	Sponsor session at conference Network at conference	Patti Dozen Moore Park College 7075 Campus Road Moore Park, CA 93021 (805) 378-1400 (W) (805) 378-1499 (FAX)
Peer Tutoring	To improve peer tutoring programs by providing information which will increase tutor recruitment; improve tutor training; improve tutor education; increase faculty involvement; improve tutor delivery systems; explore different types of tutoring programs; assist in setting up new tutoring programs; and keep informed about the latest research concerning tutoring.	Newsletter <u>The Tutoring Exchange</u> Coordinate institutes and/or session at national conference Clearing house for tutoring ideas Promote CRLA Tutor Certification Program	Karan Hancock 8102 Harvest Circle Anchorage, AK 99502 (907) 786-1711 (W)
Research and Evaluation	To encourage CRLA members to become researchers, to aid in development of a research base in developmental education, and to disseminate information on current research and evaluation issues.	Sponsor conference session Newsletter Membership directory Create a bibliography of research articles by SIG members	Michael F. O'Hear Asst. Dean, Arts & Sciences Indiana University-Purdue University at Fort Wayne Fort Wayne, IN 46805 (219) 481-6817 (W)

SIG	PURPOSE	ACTIVITIES	CONTACT
Teaching Excellence	To provide a vehicle for the exchange of ideas to foster excellence in teaching.	Newsletter Membership directory	Carol Morgan Colorado Mountain College 901 S. Highway 24 Leadville, CO 80461 (719) 486-4216 (W) (719) 486 2493 (H)
TRIO	To provide an opportunity for communication among professionals in TRIO programs.	Conference activities	No leader
Whole Language		Information exchange	No leader
Workforce Literacy	To network, sharing workforce literacy ideas nationally.	Newsletter	Sinda J. Slagle 1745 Peavine Road Reno, NV 89503 (702) 747-2556 (H) Carol Pottorff (Asst. Leader) American River College 4700 College Oak Drive Sacramento, CA 95814 (916) 483-7746 (W)

Copies of SIG newsletters, membership lists, and communications should be sent to the following:

PRESIDENT

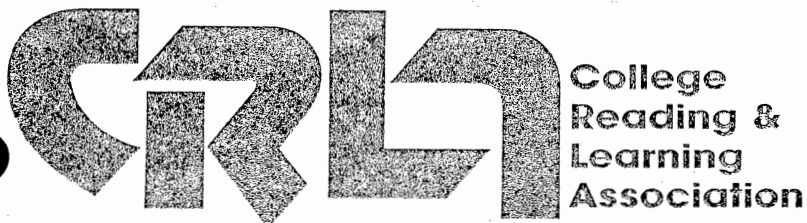
Jo-Ann Mullen
Division of EMECR
University of Northern Colorado
Greeley, CO 80639
(303) 351-2189 (W)
(303) 330-8230 (H)
(303) 351-2312 (FAX)

SIG COORDINATOR

Pat Jonason
Academic Achievement Center
Johnson County Community College
12345 College Boulevard
Overland Park, KS 66210
(913) 469-8500 Ext. 3351 (W)
(913) 631-0311 (H)
(913) 469-4409 (FAX)

ARCHIVIST

Karen Smith
Rutgers University
Kreeger Learning Resource Center
College Avenue Campus
P.O. Box 5062
New Brunswick, NJ 08903
(908) 932-1443 (W)
(908) 424-0749 (H)
(908) 932-1453 (FAX)



Summer Board
July 9-11, 1993
Attachment Y

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Developmental Education Department
Chemeketa Community College, P.O. Box 14007
Salem, OR 97309

November 2, 1992

TO: Rita Dunbar

FR: Becky Johnen *Becky*

RE: Associate Membership Coordinator Position

It was great talking with you last week. Attached is a draft job description for the Associate Membership Coordinator position. Please review and let me know how it reads, feasibility, etc.

I couldn't locate a CRLA Membership Resources Directory although I'm sure we had one ages ago. I will ask Karen Smith, our Archivist to see what she may have in the files. I have enclosed the Membership Directory from NADE to give you an idea of the format of such an item.

I have also enclosed completed Membership Resource Forms. Information from these can form the basis of the directory you'll be developing. I will forward these on to you as I receive them. Please review the current membership resource form and let me know, by December 11, any recommendations you have for changes to the format and/or information gathered.

November 2-13 I will be out of town on business. I'll contact you sometime the week of Nov. 16 to get your thoughts on the job description.

Take care.

cc: Board (please review job description draft and let me know your thoughts)

Karen Smith (please research to see if you can find a copy of a membership resources directory. If yes, please send me a copy.)

DRAFT

ASSOCIATE MEMBERSHIP COORDINATOR
for the
College Reading and Learning Association

This volunteer position requires a dedicated CRLA member with strong organizational skills. The associate membership coordinator will be responsible for maintaining a membership resources directory.

Specific duties include:

- * Developing the format and content for the Association's Membership Resources Directory; updating the directory on a regular basis; and, providing for its distribution.
- * Updating the Membership Resources Form; coordinating with the Board and appropriate committee chairs for items to include.
- * Assisting the Professional Association Liaison (PALs) Chair with the development of and the maintenance of a liaison tracking system.
- * Providing assistance as needed to the membership coordinator, particularly at the annual conference with the membership booth/table.
- * Monitoring budget, maintaining records, and submitting receipts to the CRLA Treasurer for expenses involved in carrying out responsibilities as Associate Membership Coordinator.

Disseminating CRLA Membership Resource Form to appropriate officer/committee chairs/coordinators.

on a regular basis the

11/2/92

PROPOSED BUDGET FOR
CRLA MEMBERSHIP COORDINATOR
1993-94

Summer Board
July 9-11, 1993
Attachment Z

Submitted by Robin Bischof, CRLA Membership Coordinator

Yearly Expenses:

TELEPHONE: \$40.00 X 12 = \$480.00

FAX: \$ 96.00

PRINTING: Renewal notices
Conference items
State Reports
Membership Reports \$300.00

MISC COMPUTER SUPPLIES:

Paper 8 1/2 X 11
Paper 8 1/2 X14
Printer Cartridges
Software Program \$ 450.00

MISC OFFICE SUPPLIES:

Envelopes (both sizes) \$ 425.00
Misc

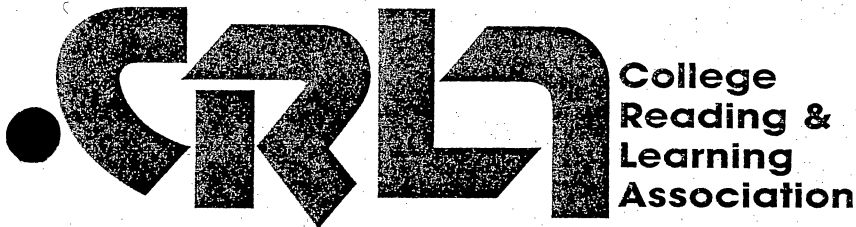
POSTAGE:

\$1380.00

CWS STUDENT WORKERS:

\$ 850.00

TOTAL: \$3980.00



Summer Board
July 9-11, 1993
Attachment AA

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

CRLA SUMMER BOARD MEETING
JULY, 1993

JOURNAL OF COLLEGE READING AND LEARNING
JoAnn Carter-Wells and Janice Lewis, Editors

UPDATED REPORT SINCE APRIL, 1993, BOARD MEETING-

1. *Editorial Advisory Board* - expanded membership with Karen Agee, Jane Hopper, Pat Mulcahy-Ernt (with contingency plans), and Vince Orlando (resident expert).
2. *Job Description* - provided updated description to Karen Agee and begun JCRL disk for archivist with judicious consideration of entries due to nature of review process.
3. *Conference Keynote Speech* - have edited speech from Pat Cross; recommend that board establish policy (if not already) of negotiation with keynote speaker for copy of paper for either newsletter or journal.
4. *Advertisements* - have asked editorial advisory board members for input on advertisements and would like to make a decision this year.
5. *Annual Conference Editorial Board Meeting* - would like to schedule regular working meeting with agenda in addition to luncheon for the next conference; would need to put on conference schedule with president-elect's and board's approval. *OK*
6. *Policy Articles* - will initiate separate section of journal for policy articles with special introductory note; Edward Fuentes, National Education Goals panel, will do the first one updating the status of Goal 5.5 and the related national public hearings held in spring; need board's suggestions for contacts for future articles????
7. *Journal Expansion/Collaboration Efforts* - a. Rhea Ashmore (current editorial advisory board member) will take 10 journals to Shanghai where she will be on exchange program from January to July, 1994; will take leave from journal and plans to submit related articles; b. will exchange tear sheets with Journal of General Education per contact with Jim Ratcliff, Director, National Center for Postsecondary Teaching, learning, and Assessment (with whom I will be doing some presentations).
8. *Budget* - no changes per phone call to Rosa Hall; decision on advertisements may alter future perspectives.
9. *Membership Coordinator* - need specific guidelines regarding working relationship with journal requests and number of copies for new members.

Summer Board
July 9-11, 1993
Attachment BB

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET SUMMARY 1991-92

BS ~~FF~~ Proposal OP-2

243
Kathy's report
from last
yr

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNAUDITED)	BALANCE
Treasurer (Total)	\$ 2,530	\$1,796.76	\$ 733.24
Travel	100	100.00	0
Hotels and Food	100	100.00	0
Telephone Expense	75	92.00	< 17.00 >
Postage	200	177.26	22.74
Print & Publish.	30	0	30.00
Clerical wages & fees	2,000	1,327.50	672.50
Supplies			
Miscellaneous			
Other (Specify)			
1. Mailing Service	25	0	25.00
Gen. Board Exp. (Total)	8,950	8,993.30	< 143.30 >
Travel	4,500	3,419.50	1,080.50
Hotels and Food	4,000	5,363.05	< 1,363.05 >
Telephone Expense	200	5.07	194.93
Postage	50	0	50.00
Print & Publish.			
Wages & Fees			
Supplies			
Miscellaneous		44.43	< 44.43 >
Other (Specify)			
Parking		46.50	< 46.50 >
Conf. Registration		114.75	< 114.75 >
PUBLICATIONS TOTAL	16,325	15,492.43	832.57
Newsletter (Total)	5,800	5,805.93	< 5.93 >
Postage	50	45.25	4.75
Printing & Publ.	4,800	5,191.00	< 391.00 >
Other (Specify)			
Mail Service	900	550.57	349.43
Supplies	25	6.45	18.55
Telephone & Fax	25	12.66	12.34

For reference only

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET SUMMARY 1991-92

OF-3 Summer Board
July 9-11, 1993
Attachment BB pg 2

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNAUDITED)	BALANCE
JCRL (Total)	\$ 9,075	\$ 8,806.50	\$ 268.50
Travel	600	316.38	283.62
Hotels and Food	300	468.32	< 168.32
Telephone Expense	75	83.46	< 8.46
Postage	100	223.75	< 123.75
Print & Publish.	7,000	7,282.58	< 282.58
Clerical wages & fees	150	140.00	10.00
Supplies	150	4.19	145.81
Other (Specify)			
1. Mailing Service	700	172.52	527.48
2. Conf. Registration		115.00	< 115.00
Monographs (Total)	1,450	880.00	570.00
Graphics	300	180.00	120.00
Printing & Publ.	750	700.00	50.00
Adv. & Promotion	300	0	300.00
Postage	100	0	100.00
C. GEN. ORG. EXPENSE TOTAL	6,300	5,942.89	357.11
Postage	50	100.00	< 50.00
Supplies	50	0	50.00
Videotape	500	0	500.00
Miscellaneous	100	157.00	< 57.00
Other (Specify)			
Mailing Service	2,500	2,692.55	< 192.55
Bond	200	132.00	68.00
Stationery	500	63.25	436.75
Scholarship	1,000	1,000.00	0
Research Awards	600	600.00	0
Brochure	800	671.22	128.78
Journal Subscription		111.87	< 111.87
Anniversary pins		415.00	< 415.00

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET SUMMARY 1991-92

OP- Summer Board
July 9-11, 1993
Attachment BB pg 3

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNaudited)	BALANCE
COMMITTEES TOTAL	\$ 4,395	\$ 3,313.90	\$ 1,081.10
Awards and Fundraising (Total)	1,135	919.45	215.55
Travel			
Hotels and Food			
Telephone Expense			
Postage	50	0	50.00
Print & Publish.	50	0	50.00
Supplies	60	0	60.00
Miscellaneous			
Other (Specify)			
Mailing Service	25	0	25.00
Sale Items	500	569.50	< 69.50 >
Raffle	50	8.95	41.05
Plaques (6 or 7)	400	341.00	59.00
Archives (Total)	750	740.10	9.90
Telephone Expense			
Postage	200	60.10	139.90
Supplies	50	0	50.00
Miscellaneous			
Other (Specify)			
Conversion	500	0	500.00
Moving Service		680.00	< 680.00 >
Site Selection (Total)	1,360	539.95	820.05
Travel	1,000	530.00	470.00
Hotels and Food	500	0	500.00
Telephone Expense	30	0	30.00
Postage	30	9.95	20.05
Supplies			
Nominations & Elections (Total)	\$ 500	\$ 390.50	\$ 109.50
Telephone Expense	0	0	0
Postage	150	0	150.00
Print & Publish.	325	390.50	< 65.50 >
Miscellaneous			
Other (Specify)			
Mailing Service	25	0	25.00

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET SUMMARY 1991-92

OF Summer Board
July 9-11, 1993
Attachment BB pg 4

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNAUDITED)	BALANCE
Tutor Certification (Tot.)	\$ 650	\$ 723.90	\$ < 73.90
Postage	500	649.90	< 149.90
Print. & Publ.	150	74.00	76.00
Miscellaneous			
STATE & REGIONAL TOTAL	5,755	1,961.84	3,793.16
Coordinator (Total)	1,455 1205	876.49	578.51
Travel	850	786.00	64.00
Hotels and Food		24.00	< 24.00
Telephone Expense	75	12.59	62.41
Postage	50	39.74	10.26
Print & Publish.	100	14.16	85.84
Supplies	30	0	30.00
Other (Specify)			
Mailing Service	100	0	100.00
Directors (Total)	3,050	292.86	2,757.14
Miscellaneous			
Other (Specify)			
Special Requests	500	0	500.00
Regular Group			
@ \$50 each	2,250	292.86	2,757.14
Mailing Service	300	0	300.00
Sig Coordinator (Total)	1,250	792.49	457.51
Postage	25	274.26	< 249.26
Print & Publish.	200	325.18	< 125.18
Supplies	25	5.48	19.52
Telephone	0	32.32	< 32.32
Miscellaneous			
Other (Specify)			
20 Reg. Groups			
@ \$50 each	1,000	155.25	844.75

Conference did not run in red -
Donations compensated for this difference.

CONF 1

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET SUMMARY 1991-92

Summer Board
July 9-11, 1993
Attachment BB pg 5

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNAUDITED)	BALANCE
I. CONFERENCE TOTAL	\$ 26,350	\$ 39,121.24	\$ < 12,771.24
A. CONF. MGT. TOTAL	5,325	9,243.87	< 2,918.87
Chairman (Total)	2,650	7,142.68	< 4,492.68
Travel	500	278.00	222.00
Hotels and Food	300	90.42	209.58
Telephone Expense	150	21.94	128.06
Postage	1200	*1,607.52	< 407.52
Print & Publish.			
Clerical wages & fees	300	0	300.00
Supplies	200	0	200.00
Miscellaneous		7.00	< 7.00
Other (Specify)			
Committee Exp.	0	350.00	< 350.00
* Canvas Tote Bags	0	* 1,960.00	< 1,960.00
* Anniversary Pens	0	* 198.03	< 198.03
* Call for Papers	0	* 2,629.77	< 2,629.77
On Site Manager (Total)	1,500	1,078.22	421.78
Travel	100	0	100.00
Hotels and Food	500	514.80	< 14.80
Telephone Expense	25	23.92	1.08
Postage	25	38.35	< 13.35
Wages & Fees	300	295.50	4.50
Advert. & Promo.	400	200.69	199.31
Miscellaneous			
Other (Specify)			
Committee Expenses	150	4.96	145.04
Exhibits Chairman (Total)	1,175	22.97	1,152.03
Telephone Expense	25	22.97	2.03
Postage	50	0	50.00
Miscellaneous			
Other (Specify)			
Printing	50	0	50.00
Decoration	1,000	0	1,000.00
Exhibit Hall			

(\$4530 received from 17 Publishers)

} donation

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET SUMMARY 1991-92

Summer Board
July 9-11, 1993
Attachment BB pg 6

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNAUDITED)	BALANCE
B. GEN. CONF. EXPENSES (TOTAL)	7,225	14,594.64	< 7,369.64
Programs (Total)	2,200	3,573.72	< 1,373.72
Postage	100	0	100.00
Print & Publish.	2,100	* 3,573.72	< 1,473.72
Miscellaneous			
Other (Specify)			
Req. Packets (Total)	850	990.07	< 140.07
Print & Publish.	250	332.42	< 82.42
Supplies	300	344.13	< 44.13
Miscellaneous			
Other (Specify)			
Ribbons	300	313.52	< 13.52
Calls to Conf. (Total)	1,150	3,334.57	< 2,184.57
Telephone Expense			
Postage	250	0	250.00
Print & Publish.	900	* 3,334.57	< 2,184.57
Miscellaneous			
Other (Specify)			
Other Gen. Exp. (Total)	3,025	6,696.28	< 3,671.28
Supplies	200	4.01	195.99
Postage	50	29.00	< 21.00
Printing	25	0	25.00
Miscellaneous			
Other (Specify)			
Xerox Rental	200	0	200.00
Decorations		61.41	< 61.41
Photography	100	192.06	< 92.06
Entertainment	600	0	600.00
Audio-visual & Mechanical	1,000	4,520.57	< 3,520.57
Evaluation	600	1,283.73	< 683.73
Phone Equipment	250	0	250.00
Evening In Town Exp.	0	605.50	< 605.50

(Income from fees for Evening In Town:

95 people @ \$10.00 each = \$950.00)

part was
destroyed
by
donations

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET SUMMARY 1991-92

Summer Board
July 9-11, 1993
Attachment BB pg 7

*Water donated
travel, wages & fees
700.00
4500.00*

CONF 3

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNAUDITED)	BALANCE
C. CONF. PROGRAM (TOTAL)	6,900	9,895.65	< 2,995.65
Speakers (Total)	2,500	5,281.22	< 2,781.22
Travel	700	700.00	0
Hotels & Food	300	81.22	218.78
Wages & Fees	1,500	4,500.00	< 3,000.00
Miscellaneous			
Other (Specify)			
<hr/>			
Invited Institutes (Tot.)	3,500	1,071.67	< 571.67
Travel	1,000	1,353.00	< 353.00
Hotels & Food	500	178.67	321.33
Wages & Fees	2,000	2,500.00	< 500.00
Miscellaneous			
Other (Specify)			
<hr/>			
Regular Institutes (Total)	700	314.16	385.84
Materials (14 @ \$50 each)	700	314.16	385.84
Miscellaneous			
Other (Specify)			
<hr/>			
Computer Fair (Total)	200	228.60	< 28.60
Wages & Fees	200	228.60	< 28.60
Miscellaneous			
Other (Specify)			
<hr/>			

COLLEGE READING AND LEARNING ASSOCIATION
 BUDGET SUMMARY 1991-92

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNAUDITED)	BALANCE
D. FOOD FUNCTIONS (TOTAL)	6,900	6,387.08	512.92
Hospitality (Total)	1,000	621.35	378.65
Food and Drink	600	621.35	< 21.35
Hotel room	400	0	400.00
Other (Specify)			
Publisher's Brk. (Total)	1,700	1,020.28	679.72
Miscellaneous			
Other (Specify)			
Editors Lunch (Total)	200	102.19	97.81
Miscellaneous			
Other (Specify)			
State Directors Dinner (Total)	800	651.45	148.55
Miscellaneous			
Other (Specify)			
Coffee Breaks (Total)	1,500	2,123.40	< 623.40
Board (1) Monday		31.93	
Board (2) Tuesday		63.86	
Board (1) Thursday		31.93	
General - Friday		817.50	
General - Saturday		1,146.25	
Board (1) Sunday		31.93	
Newcomers Reception (Total)	400	510.95	< 110.95
Miscellaneous			
Other (Specify)			
Past Board Luncheon (Total)	600	343.10	256.90
Miscellaneous			
Other (Specify)			

COLLEGE READING AND LEARNING ASSOCIATION
BUDGET SUMMARY 1991-92

CON Summer Board
July 9-11, 1993
Attachment BB pg 9

BUDGET ITEMS	APPROVED FOR 91/92	SPENT AT 6/30/92 (UNAUDITED)	BALANCE
Tutor Cent. Lunch (Total)	300	287.60	12.40
Miscellaneous			
Other (Specify)			
Planning Breakfast (Total)	100	140.54	< 40.54
Miscellaneous			
Other (Specify)			
SIG Leaders Lunch (Total)	300	388.31	< 88.31
Miscellaneous			
Other (Specify)			
Lunch With Mentor (Total)	0	55.88	< 55.88
Miscellaneous			
Other (Specify)			
SIG Social (Total)	0	141.43	< 141.43
Miscellaneous			
Other (Specify)			

CRLA 1993-94 Conference Budget (San Diego)

Summer Board
 July 9-11, 1993
 Attachment CC

CRLA Conference Budget	92-93	92-93	92-93	93-94
	Budget	Actual	Variance	Approved
5100 Conf Management				
5110 Chair				
5111 CH Travel	500.00	197.00	303.00	650
5112 CH Hotels & Food	300.00	171.20	128.80	300
5113 CH Telephone	200.00	129.09	70.91	200
5134 CH Postage	1200.00	103.96	1096.04	1000
5114 CH Photocopying	400.00	45.14	354.86	400
5115 CH Clerical Assistance	500.00	307.47	192.53	0
5116 CH Supplies	200.00	0.00	200.00	50
5117 CH Misc	0.00	0.00	0.00	
5118 CH Other (Specify)				
5119 CH Committee Exp	0.00	0.00	0.00	
5121 CH Call Pprs/Print	800.00	713.58	86.42	800
5122 CH Call Pprs/Post	400.00	375.13	24.87	400
CH Computer layout				1000
CH Plaques				200
Total CH Other (Specify)	1200.00	1088.71	111.29	
Total Chair	4500.00	2042.57	2457.43	5000
5120 On-site Manager				
5123 ON Travel	0.00	0.00	0.00	25
5124 ON Hotels & Food at Conf	500.00	349.20	150.80	350
5125 ON Telephone	25.00	0.00	25.00	100
5126 ON Postage	40.00	97.38	-57.38	100
5127 ON Photocopying	100.00	6.89	93.11	100
5128 ON Wages & Fees	300.00	300.00	0.00	300
5131 ON Supplies	150.00	309.84	-159.84	350
5132 ON Misc	0.00	0.00	0.00	
5133 ON Other (Specify)	0.00	0.00	0.00	
Total On-site Manager	1415.00	1525.31	-110.31	1325

CRLA Conference Budget	92-93	92-93	92-93	93-94
	Budget	Actual	Variance	Approved
5130 Exhibits Chair				
5140 EX Telephone	25.00	29.04	-4.04	50
5141 EX Postage	50.00	211.76	-161.76	250
5142 EX Misc	0.00	0.00	0.00	
5143 EX Other (Specify)				
5144 EX Printing	50.00	0.00	50.00	50
5145 EX Decoration	1500.00	0.00	1500.00	1000
5146 EX Exhibit Hall	0.00	0.00	0.00	0
5147 Keynote Speaker's Books	0.00	1943.51	-1943.51	25
5148 EX Supplies	0.00	2.50	-2.50	
Total EX Other (Specify)	1550.00	1946.01	-396.01	
Total Exhibits Chair	1625.00	2186.81	-561.81	1375
Total Conf Management	7540.00	5754.69	1785.31	7700
5200 Gen Conf Expenses				
5201 Programs				
5202 PR Postage	100.00	0.00	100.00	100
5203 PR Printing & Publishing	3400.00	2894.29	505.71	3400
5204 PR Misc	0.00	0.00	0.00	0
5205 PR Other (Specify)	0.00	0.00	0.00	0
Total Programs	3500.00	2894.29	605.71	3500
5211 Reg Packets				
5212 RE Printing & Publishing	350.00	0.00	350.00	350
5213 RE Supplies	350.00	284.08	65.92	350
5214 RE Misc	0.00	0.00	0.00	0
5215 RE Other (Specify)				0
5216 RE Ribbons	300.00	126.01	173.99	300
Total RE Other (Specify)	300.00	126.01	173.99	0
Total Reg Packets	1000.00	410.09	589.91	1000

CRLA Conference Budget	92-93	92-93	92-93	93-94
	Budget	Actual	Variance	Approved
5221 Calls to Conference				
5222 CA Telephone	0.00	0.00	0.00	0
5223 CA Postage	250.00	975.20	-725.20	1000
5224 CA Printing & Publishing	2340.00	2615.49	-275.49	2700
5225 CA Misc	0.00	7.65	-7.65	25
5226 CA Other (Specify)				
5227 CA JDE Advert for Conf	910.00	430.20	479.80	move?
Total CA Other (Specify)	910.00	430.20	479.80	0
Total Calls to Conference	3500.00	4028.54	-528.54	3725
5231 Other Gen Expenses				
5241 OT Supplies	200.00	207.88	-7.88	200
5242 OT Postage	25.00	0.00	25.00	25
5243 OT Printing	25.00	0.00	25.00	25
5244 OT Misc	0.00	0.00	0.00	0
5245 OT Other (Specify)				
5246 OT Xerox rental	0.00	0.00	0.00	
5247 OT Decorations	260.00	122.56	137.44	200
5248 OT Film & Processing	200.00	165.21	34.79	200
5249 OT Entertainment	600.00	350.00	250.00	600
5250 OT Audiovisual & Mechan.	1000.00	652.68	347.32	4000
5251 OT Evaluation	1200.00	934.54	265.46	1000
5252 OT Phone Equipment	0.00	0.00	0.00	0
5129 ON Adver & Promotion (moved)	300.00	462.00	-162.00	1000
Total OT Other (Specify)	3260.00	2224.99	1035.01	
Total Other Gen Expenses	3510.00	2432.87	1077.13	7250
Total Gen Conf Expenses	11510.00	9765.79	1744.21	15475
5300 Conference Program				
5301 Speakers				
5311 SP Travel	1000.00	887.61	112.39	700
5312 SP Hotels & Food	300.00	0.00	300.00	1200
5313 SP Wages & Fees	3000.00	2000.00	1000.00	1000
5314 SP Misc	0.00	0.00	0.00	
5315 SP Other (Specify)	0.00	0.00	0.00	
SP Special Event Fees/S. Freud				100
Total Speakers	4300.00	2887.61	1412.39	3000

CRLA Conference Budget	92-93	92-93	92-93	93-94
	Budget	Actual	Variance	Approved
5401 Invited Institutes				
5411 II Travel	1000.00	325.00	675.00	0
5412 II Hotels & Food	300.00	440.00	-140.00	1200
5413 II Wages & Fees	2000.00	200.00	1800.00	1000
5414 II Misc	0.00	35.00	-35.00	0
5415 II Other (Specify)	0.00	0.00	0.00	
Total Invited Institutes	3300.00	1000.00	2300.00	2200
5501 Institutes				
5511 I Materials (14 @ \$50)	700.00	323.73	376.27	900
5512 I Misc	0.00	0.00	0.00	
5513 I Other (Specify)	0.00	0.00	0.00	
Total Institutes	700.00	323.73	376.27	900
5601 Computer Fair				
5611 CF Wages & Fees	250.00	250.00	0.00	250
5612 CF Misc	0.00	0.00	0.00	1000
5613 CF Other (Specify)				
5614 CF Electrical Hook-up	750.00	0.00	750.00	750
Total Computer Fair	1000.00	250.00	750.00	2000
5615 Tours & Entertainment	0.00	3339.40	-3339.40	1000
Total Conference Program	9300.00	7800.74	1499.26	9100
5400 Food Functions				
5500 Hospitality				
5502 HO Food & Drink	600.00	398.99	201.01	600
5503 HO Other (Specify)				0
5504 HO Hotel Room	0.00	0.00	0.00	0
Total Hospitality	600.00	398.99	201.01	600
5510 Publisher's Brk.				
5516 PB Food	1500.00	700.00	800.00	700
5514 PB Misc	0.00	0.00	0.00	
5515 Other (Specify)	0.00	0.00	0.00	
Total Publisher's Brk.	1500.00	700.00	800.00	700

CRLA Conference Budget	92-93	92-93	92-93	93-94
	Budget	Actual	Variance	Approved
5520 Editor's Lunch				
5521 EL Food	200.00	52.00	148.00	100
5522 EL Misc	0.00	0.00	0.00	
5523 EL Other (Specify)	0.00	0.00	0.00	
Total Editor's Lunch	200.00	52.00	148.00	100
5530 State Dir's Dinner				
5531 SD Food	800.00	568.72	231.28	700
5532 SD Misc	0.00	0.00	0.00	
5533 SD Other (Specify)	0.00	0.00	0.00	
Total State Dir's Dinner	800.00	568.72	231.28	700
5540 Coffee Breaks				
5541 CB Food	2200.00	4133.13	-1933.13	3000
5543 CB Misc	0.00	0.00	0.00	
5544 CB Other (Specify)	0.00	0.00	0.00	
Total Coffee Breaks	2200.00	4133.13	-1933.13	3000
5550 Newcomer's Reception				
5551 NR Food	500.00	500.00	0.00	500
5552 NR Misc	0.00	0.00	0.00	
5553 NR Other (Specify)	0.00	0.00	0.00	
Total Newcomer's Reception	500.00	500.00	0.00	500
5560 Past Board Lunch				
5561 PB Food	600.00	450.79	149.21	350
5562 PB Misc	0.00	0.00	0.00	
5563 PB Other (Specify)	0.00	0.00	0.00	
Total Past Board Lunch	600.00	450.79	149.21	350
5570 Tutor Cert. Lunch				
5571 TC Food	300.00	237.60	62.40	350
5572 TC Misc	0.00	0.00	0.00	
5573 TC Other (Specify)	0.00	0.00	0.00	
Total Tutor Cert. Lunch	300.00	237.60	62.40	350
5580 Planning Breakfast				
5581 PL Food	150.00	0.00	150.00	300
5582 PL Misc	0.00	0.00	0.00	
5583 PL Other (Specify)	0.00	0.00	0.00	
Total Planning Breakfast	150.00	0.00	150.00	300

CRLA Conference Budget	92-93	92-93	92-93	93-94
	Budget	Actual	Variance	Approved
5590 SIG Food Functions				
5591 SL Food	400.00	1929.54	-1529.54	400
5592 SL Misc	0.00	0.00	0.00	
5593 Other (Specify)	0.00	0.00	0.00	
Total SIG Food Functions	400.00	1929.54	-1529.54	400
5600 Lunch With Mentor				
5602 LM Food	200.00	1112.00	-912.00	200
5603 LM Misc	0.00	0.00	0.00	
5604 LM Other (Specify)	0.00	0.00	0.00	
Total Lunch With Mentor	200.00	1112.00	-912.00	200
5610 SIG Leader's Lunch				
5620 SS Food	150.00	150.00	0.00	400
5621 SS Misc	0.00	0.00	0.00	
5622 SS Other (Specify)	0.00	0.00	0.00	
Total SIG Leader's Lunch	150.00	150.00	0.00	400
5623 Banquet	0.00	3283.20	-3283.20	0
5633 Awards Brunch	0.00	1414.88	-1414.88	0
Past/Present Site Lunch				200
Total Food Functions	7600.00	14930.85	-7330.85	7800
5700 Banking/Check Expenses	0.00	92.19	-92.19	
5702 OpFund exps pd byConf	0.00	0.00	0.00	
5800 1992 Conference expense	0.00	87.00	-87.00	
5900 Misc. Expenses	0.00	0.00	0.00	
Total EXPENSES	35950.00	38431.26	-2481.26	40075

[Signature]
Summer Board
July 9-11, 1993
Attachment DD

CRLA CONFERENCE BUDGET

Expense Report 1991-92 & Budget 1992-93

SUMMARY

Accounts	<u>Approved</u> '91-'92	<u>Spent</u>	<u>Balance</u>	<u>Approved</u> '92-'93
Total Conf Management	5325	8243	-2918	7540
Total Gen Conf Expenses	7225	14595	-7370	11510
Total Conference Program	6900	9896	-2996	9300
<u>Total Food Functions</u>	<u>6900</u>	<u>6387</u>	<u>513</u>	<u>7600</u>
Total EXPENSES	\$26,350	\$39,121	\$-12,771	\$35,950

Submitted by Rosa Hall, Treasurer

Summer Board
July 9-11, 1993
Attachment DD pg 2

Accounts

Approved
'91-'92

SpentBalance

Approved
'92-'93

5100 Conf Management**5110 Chair**

5111 CH Travel	500	278	222	500
5112 CH Hotels & Food	300	90	210	300
5113 CH Telephone	150	22	128	200
5134 CH Postage	1200	1607	-407	1200
5114 CH Photocopying	0	0	0	400
5115 CH Clerical Assistance	300	0	300	500
5116 CH Supplies	200	0	200	200
5117 CH Misc	0	7	-7	0
5118 CH Other (Specify)			0	
5119 CH Committee Exp	0	350	-350	0
Canvas Tote Bags		1960	-1960	
Anniversary Pens		198	-198	
5121 CH Call for Papers/Print	0	2630	-2630	800
5122 CH Call for Papers/Post			0	400

Total CH Other (Specify)	2650	7142	-4492	4500
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5120 On-site Manager

5123 ON Travel	100	0	100	0
5124 ON Hotels & Food at Conf	500	515	-15	500
5125 ON Telephone	25	24	1	25
5126 ON Postage	25	38	-13	40
5127 ON Photocopying	0	0	0	100
5128 ON Wages & Fees	300	296	5	300
5129 ON Adver & Promotion	400	201	199	300
5131 ON Supplies			0	150
5132 ON Misc			0	0
5133 ON Other (Specify)			0	0
Committee expenses	150	5	145	

Total On-site Manager	1500	1078	422	1415
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5130 Exhibits Chair

5140 EX Telephone	25	23	2	25
5141 EX Postage	50	0	50	50
5142 EX Misc	0	0	0	0
5143 EX Other (Specify)			0	
5144 EX Printing	50	0	50	50
5145 EX Decoration	1000	0	1000	1500
5146 EX Exhibit Hall	0	0	0	0

***** DISCREPANCY

Total EX Other (Specify)	1175	23	1152	1625
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<u>Total Conf Management</u>	<u>5325</u>	<u>8243.22</u>	<u>-2918.22</u>	<u>7540</u>
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Accounts	<u>Approved</u> <u>'91-'92</u>	<u>Spent</u>	<u>Balance</u>	<u>Approved</u> <u>'92-'93</u>
<u>5200 Gen Conf Expenses</u>				
<u>5201 Programs</u>				
5202 PR Postage	100	0	100	100
5203 PR Printing & Publishing	2100	3574	-1474	3400
5204 PR Misc			0	0
5205 PR Other (Specify)			0	0
			0	
Total Programs	2200	3574	-1374	3500
<u>5211 Reg Packets</u>				
5212 RE Printing & Publishing	250	332	-82	350
5213 RE Supplies	300	344	-44	350
5214 RE Misc	0	0	0	0
5215 RE Other (Specify)			0	
5216 RE Ribbons	300	314	-14	300
Total REG	850	990	-140	1000
<u>5221 Calls to Conference</u>				
5222 CA Telephone	0	0	0	0
5223 CA Postage	250	0	250	250
5224 CA Printing & Publishing	900	3335	-2435	2340
5225 CA Misc	0	0	0	0
5226 CA Other (Specify)			0	
5227 CA JDE Advert for Conf	0	0	0	910
			0	
Total CA Other (Specify)	1150	3335	-2185	3500
<u>5231 Other Gen Expenses</u>				
5241 OT Supplies	200	4	196	200
5242 OT Postage	50	29	21	25
5243 OT Printing	25	0	25	25
5244 OT Misc	0	0	0	0
5245 OT Other (Specify)			0	
5246 OT Xerox rental	200	0	200	0
5247 OT Decorations	0	61	-61	260
5248 OT Film & Processing	100	192	-92	200
5249 OT Entertainment	600	0	600	600
5250 OT Audiovisual & Mechan.	1000	4521	-3521	1000
5251 OT Evaluation	600	1284	-684	1200
5252 OT Phone Equipment	250	0	250	0
EVENING IN TOWN	0	605	-605	
Total OT Other (Specify)	3025	6696	-3671	3510
Total Gen Conf Expenses	7225	14595	-7370	11510

Accounts	<u>Approved</u> <u>'91-'92</u>	<u>Spent</u>	<u>Balance</u>	<u>Approved</u> <u>'92-'93</u>
<u>5300 Conference Program</u>				
<u>5301 Speakers</u>				
5311 SP Travel	700	700	0	1000
5312 SP Hotels & Food	300	81	219	300
5313 SP Wages & Fees	1500	4500	-3000	3000
5314 SP Misc			0	0
5315 SP Other (Specify)			0	0
			0	
Total Speakers	2500	5281	-2781	4300
<u>5401 Invited Institutes</u>				
5411 II Travel	1000	1353	-353	1000
5412 II Hotels & Food	500	179	321	300
5413 II Wages & Fees	2000	2500	-500	2000
5414 II Misc			0	0
5415 II Other (Specify)			0	0
* DISCREPANCY		40	-40	
Total Invited Institutes	3500	4072	-572	3300
<u>5501 Institutes</u>				
5511 I Materials (14 @ \$50)	700	314	386	700
5512 I Misc				0
5513 I Other (Specify)				0
Total Institutes	700	314	386	700
<u>5601 Computer Fair</u>				
5611 CF Wages & Fees	200	229	-29	250
5612 CF Misc				0
5613 CF Other (Specify)				
5614 CF Electrical Hook-up				750
Total CF Other (Specify)	200	229	-29	1000
Total Conference Program	6900	9896	-2996	9300

Accounts	Approved '91-'92	Spent	Balance	Approved '92-'93
<u>5400 Food Functions</u>				
<u>5500 Hospitality</u>				
5502 HO Food & Drink	600	621	-21	600
5503 HO Other (Specify)			0	
5504 HO Hotel Room	400	0	400	0
			0	
Total HO Other (Specify)	1000	621	379	600
<u>5510 Publisher's Brk.</u>				
5516 PB Food	1700	1020	680	1500
5514 PB Misc				0
5515 Other (Specify)				0
Total Publisher's Brk.	1700	1020	680	1500
<u>5520 Editor's Lunch</u>				
5521 EL Food	200	102	98	200
5522 EL Misc				0
5523 EL Other (Specify)				0
Total Editor's Lunch	200	102	98	200
<u>5530 State Dir's Dinner</u>				
5531 SD Food	800	651	149	800
5532 SD Misc				0
5533 SD Other (Specify)				0
Total State Dir's Dinner	800	651	149	800
<u>5540 Coffee Breaks</u>				
5541 CB Food	1500	2123	-623	2200
5543 CB Misc				0
5544 CB Other (Specify)				0
Total Coffee Breaks	1500	2123	-623	2200
<u>5550 Newcomer's Reception</u>				
5551 NR Food	400	511	-111	500
5552 NR Misc				0
5553 NR Other (Specify)				0
Total Newcomer's Reception	400	511	-111	500
<u>5560 Past Board Lunch</u>				
5561 PB Food	600	343	257	600
5562 PB Misc				0
5563 PB Other (Specify)				0
Total Past Board Lunch	600	343	257	600

Summer Board
July 9-11, 1993
Attachment ID pg 6

Accounts	<u>Approved</u> <u>'91-'92</u>	<u>Spent</u>	<u>Balance</u>	<u>Approved</u> <u>'92-'93</u>
<u>5570 Tutor Cert. Lunch</u>				
5571 TC Food	300	288	12	300
5572 TC Misc				0
5573 TC Other (Specify)				0
Total Tutor Cert. Lunch	300	288	12	300
<u>5580 Planning Breakfast</u>				
5581 PL Food	100	141	-41	150
5582 PL Misc				0
5583 PL Other (Specify)				0
Total Planning Breakfast	100	141	-41	150
<u>5590 SIG Leader's Lunch</u>				
5591 SL Food	300	388	-88	400
5592 Misc				0
5593 Other (Specify)				0
Total SIG Leader's Lunch	300	388	-88	400
<u>5600 Lunch With Mentor</u>				
5602 LM Food	0	56	-56	200
5603 LM Misc				0
5604 LM Other (Specify)				0
Total Lunch With Mentor	0	56	-56	200
<u>5610 SIG Social</u>				
5620 SS Food	0	141	-141	150
5621 SS Misc				0
5622 SS Other (Specify)				0
Total SIG Social	0	141	-141	150
Total Food Functions	6900	6387	513	7600

SUMMARY

Accounts	<u>Approved</u> <u>'91-'92</u>	<u>Spent</u>	<u>Balance</u>	<u>Approved</u> <u>'92-'93</u>
Total Conf Management	5325	8243	-2918	7540
Total Gen Conf Expenses	7225	14595	-7370	11510
Total Conference Program	6900	9896	-2996	9300
<u>Total Food Functions</u>	<u>6900</u>	<u>6387</u>	<u>513</u>	<u>7600</u>
Total EXPENSES	26350	39121	-12771	35950

COLLEGE READING & LEARNING ASSOCIATION

TO: JO-ANN MULLEN, PRESIDENT
COLLEGE READING & LEARNING ASSOCIATION

FROM: KARAN HANCOCK, COORDINATOR *Karan*
CRLA INTERNATIONAL TUTOR CERTIFICATION PROGRAM

DATE: 7 JUNE 1993

RE: ITCP UPDATE

Jo-Ann, the following is a brief update concerning ITCP activities since the Overland Park conference.

- 1) Gladys Shaw is now **ITCP Assistant Coordinator**.
- 2) There are, as of June 7th, 140 programs that are certified, which is an increase of 40 programs from exactly one year ago.
- 3) Tom Gier has assumed the new position of **ITCP Records Manager** (Karen Agee has the "Job Description" for this position, which awaits Board approval). I did not realize how much such a position was needed until I made my transition from Assistant Coordinator to Coordinator. Having a separate position to handle all of the now 140 certified programs plus tracking three year renewals and five year recertifications is vitally essential to the smooth operating of the ITCP. Having Tom in the position certainly has made my job as new Coordinator a lot easier.

Jo-Ann, if you have any questions or there is anything that I can clarify, please contact me. Have a great summer.



Summer Board
July 9-11, 1993
Attachment FF

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

LRC R-MWC 2500 Rivermont Avenue Lynchburg, VA 24503

June 14, 1993

Jo-Ann Mullen
Division of EMECR
McKee 213
University of Northern Colorado
Greeley, CO 80639

Dear Jo-Ann,

I think the Board made a mistake at its pre-conference meeting which ought to be corrected before you begin looking for someone to replace me as editor of the *Newsletter* when my term ends in March, 1994. The decision to not have the *Newsletter* editor attend the Summer Board meeting seems to me to be wrong for several reasons; some personal and subjective, others more objective. I regret that no one who was part of that decision ever asked me how CRLA might benefit by my presence (or the presence of any *Newsletter* editor) at the Summer meeting.

As the primary vehicle between the organization and its membership and between CRLA and the rest of the world, it seems to me that the *Newsletter* is very important to the well-being of CRLA. An attractive, interesting, informative *Newsletter* might contribute to a person's decision to remain a member or to become one. A number of issues came up in getting the current issue ready to go to the printer. Since they are likely to arise in the future as well, it would have been helpful to have been able to discuss those problems with the Board this summer.

Moreover, the editor of the *Newsletter* is more than an editor. He/she is also a reporter. One of his/her important tasks is to report on the actions of the Board. The Fall 1991 issue of the *Newsletter* was the vehicle for informing the membership of the dues increase. The Fall 1992 issue was going to feature one of the highlights of the 1992 Summer Board meeting: the decision to hold a joint conference with NADE in 1995. I would like the Fall 1993 issue to feature a story from this year's Summer meeting. If it does, I will have to rely on one of you who will be there to write it.

I may be biased, but I believe the *Newsletter* is as important to CRLA as the *Journal* is. The approved budget for JCRL for the current year includes \$1025 for travel, hotels, food, and conference registration. Why is it that CRLA has funds to send some of its publication editors to other conferences, but is unwilling to fund the travel of its *Newsletter* editor to its own Summer Board meeting? When I was asked by Dee Tadlock if I would consider becoming editor of the *Newsletter*, I asked whether there were any perquisites which went along with the position, e.g., being brought to the Summer Board meeting. I was told that the *Newsletter* editor traditionally attended the Summer Board meeting. I find it ironic that that tradition comes to an end in a year when I came in approximately \$1200 under budget.

Now for the issues on which I seek the Board's advice.

There were a number of articles submitted for inclusion in the Summer issue of the *Newsletter* which I was unable to include due to lack of space. There was not even enough room to include the Application for Membership, something which I believe should be in each issue of the *Newsletter*.

Traditionally, a Call for Papers and a Conference Presentation Proposal Form appear in the Summer issue. They account for 2 of the 12 pages. This year, Becky Johnen asked me to include the CRLA Membership Resource Form. Collectively, those 3 pages represent 25% of the current issue. Since every member receives a Call for Papers, is it necessary to include it in the *Newsletter*? If space is at a premium, would a note about where to write if interested in submitting a proposal suffice? And now that the Membership Resource Form has been approved, why not have the Membership Coordinator mail it to members when they join or renew their memberships in CRLA? Do the members of the Board agree with me that the Application for Membership is something that I should attempt to include in every issue?

Scholarships and Awards would like the size of their "ad" for nominees increased. The coordinator of conference session chairpersons writes that she and Tom Gier are working on a new form for session chairpersons which she assumes will appear in the Fall issue. If space is tight again, should I include the form or should I simply include information about where people can obtain the form? I suspect that every member will receive a copy of "the form" in the Call to Conference.

In my opinion, the *Newsletter* should attempt to avoid duplicating information and forms available elsewhere. Its content, as much as possible, should be material that CRLA members are unlikely to find elsewhere. Although I will continue to use my best judgment

in making decisions about the *Newsletter*, I am fully aware that it is not *my* newsletter, but CRLA's. Therefore, I seek the advice and counsel of the Board. Your response will make my job easier and will provide important guidance for my successor.

The "deadline" for the Fall issue is August 1. In addition to "From the President..." could you or some other member of the Board write a feature about the important changes/developments/progress taking place in CRLA? If anyone takes pictures during the summer meeting, please send them to me for possible inclusion in the Fall issue. Speaking of pictures, I am including the photos which Larry Pedroza sent to me from the Overland Park conference.

The Summer issue of the *Newsletter* is at the printer and should begin being mailed next week.

One other thought ...

Now that many positions in CRLA have three year terms, does it not make sense to increase the tenure of Secretary and Treasurer from two years to three? If it takes most people a year to learn the job, currently half of a person's tenure is spent in learning the position. With a three year term, that same one year learning period represents only a third of the person's tenure. Increasing the terms of office by one year also decreases the number of new persons getting lifetime memberships in CRLA by one-third.

I look forward to learning about the Board's reactions to my diverse assortment of opinions, suggestions, and questions.

Best wishes for a good summer to you, Phil, Daniel, and the Rockies.

Sincerely,



Tom Pasternack

Summer Board
July 9-11, 1993
Attachment GG

Matt

KELLOGG INSTITUTE SCHOLARSHIP APPLICATION
FOR
COLLEGE READING AND LEARNING ASSOCIATION MEMBERS
\$500.00

DUE JANUARY 14, 1994 ~~X~~

Purpose

This scholarship funds \$500.00 of the \$700.00 basic registration fee for the 1994 Kellogg Institute at the National Center for Developmental Education in Boone, North Carolina, (dates to be supplied later). The remaining \$200.00 and other fees of room, board, and tuition are paid for by the recipient of the scholarship.

This scholarship is given through the generosity of the Kellogg Institute.

Kellogg Institute

The Kellogg Institute....(information to be supplied later).
More information can be obtained by writing:

Kellogg Institute
National Center for Developmental Education
Appalachian State University
Boone, NC 28608
(704) 262-3057

Qualifications of Applicants

CRLA will award this scholarship on the applicant's demonstration of commitment to developmental education, involvement in CRLA, and leadership potential. Minimum qualifications are one year's membership in CRLA, one year's experience in developmental education, and a bachelor's degree. (this is basically Kellogg's minimums)

Application

Applications must include: 1) "front page" (see attached); 2) short essay concerning applicant's experience and future goals in developmental education, CRLA, and professional leadership; 3) curriculum vita.

~~X~~ Application Post marked by Jan 1.



**COUNCIL for the ADVANCEMENT of STANDARDS
in higher education**

COUNCIL OFFICERS

President: Phyllis Mable
Vice President for Student Affairs
Longwood College
Farmville, VA 23901

Treasurer: Sara C. Looney
George Mason University
4400 University Drive
Fairfax, VA 22030

Secretary: William L. Thomas
Vice President for Student Affairs
University of Maryland
College Park, MD 20742

Past President: Theodore K. Miller
Professor, 402 Aderhold Hall
University of Georgia
Athens, GA 30602

MEMBER ASSOCIATIONS

American Counseling Association
(ACA)

American Association of
College Registrars and
Admission Officers (AACRAO)

American College Personnel
Association (ACPA)

Association of College and University
Housing Officers - International (ACUHO-I)

Association of College Unions -
International (ACU-I)

Association for Counselor Education
and Supervision (ACES)

Association of Fraternity Advisors (AFA)

Association for School, College and University
Staffing (ASCUS)

Association for Student Judicial Affairs
(ASJA)

Association on Higher Education
and Disability (AHEAD)

College Placement Council (CPC)

National Academic Advising Association
(NACADA)

National Association of
Campus Activities (NACA)

National Association of College Admission
Counselors (NACAC)

NAFSA: Association of
International Educators

National Association of Student Financial
Aid Administrators (NASFAA)

National Association of Student
Personnel Administrators (NASPA)

National Association for Women
in Education (NAWE)

National Clearinghouse for
Commuter Programs (NCCP)

National Council on Student Development
(NCSO: A Council of AACJC)

National Intramural Recreational
Sports Association (NIRSA)

National Orientation
Directors Association (NODA)

Southern Association for
College Student Affairs (SACSA)
Associate Member

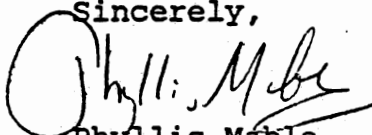
Summer Board
July 9-11, 1993
Attachment JJ

May 15, 1993

**Presidents of CAS Member Associations,
Executive Directors, and CAS Directors and
Alternates**

Enclosed please find the Executive Summary of
the Meeting of the Council for the Advance-
ment of Standards in Higher Education: May
1993. A brochure is also enclosed. The CAS
Directors are pleased to provide you with the
continuation of activity and progress.

Sincerely,


Phyllis Mable

Enclosures

**Consortium of Professional Associations Promoting Quality
Programs and Services for Students**

CAS PUBLICITY

Between November 1992 and April 1993, CAS sales (Standards and Self Assessment Guides) totaled \$10,486.50. Distribution of the attached brochure within the 25 CAS member associations proved to be purposeful and productive. CAS welcomes the College Reading and Learning Association as a new member. Brochures are available (call Phyllis Mable 804/395-2039).

PREPARATION STANDARDS AND GUIDELINES AT THE MASTER'S DEGREE LEVEL

These standards - approved at the November 1992 meeting - will be distributed to each preparation program, thus making these revised standards immediately available.

NEW CAS TREASURER

The new CAS treasurer was elected unanimously: Carmen G. Neuburger. CAS thanks Sara C. Looney for serving CAS as treasurer for the past several years.

NEW STANDARDS REVISION OF EXISTING STANDARDS

CAS is working on and developing new standards: Standards and Guidelines for International Student Office Programs and Services, Registrar Programs and Services, and Student Leadership Programs. Standards being revised include: Disabled Student Services, Judicial Programs, Recreational Sports, and Student Orientation Programs.

CAS PREAMBLE AND PRINCIPLES

The preamble and principles task for CAS continues. The preamble will provide direction and vision for the CAS standards and will integrate the principles inherent in the promotion of quality programs and services for students. Review of the general standards continues.

QUALITY ASSURANCE

The CAS Directors continued a substantive discussion about quality assurance, based on a paper prepared for the American College Personnel Association and the National Association of Student Personnel Administrators.

May 15, 1993

NEXT CAS MEETING: November 8 - 9, 1993

REVIEW of NADE SELF-ASSESSMENT GUIDES

The Self-Assessment Guides appears to be a very thorough and ambitious document. Many of us who have been in developmental education for some time will probably never see the day that development courses and faculty of developmental courses are given the respect aspired to by this document. That does not in any way infer that these matters should not be included. We all strive for the day when the curriculum and those who teach it are afforded respect as the "norm" and not as the exception.

I have only one criticism before I offer a few suggestions. First, my concern: there appears to be some indecision throughout the document as to how to refer to disabled students. At one point, they are referred to as handicapped; later, they are recognized as physically disadvantaged. May I suggest that NADE contact Dr. Jane Jarrow, Executive Director of AHSSPPE (Association of Handicapped Student Service Personnel in Post-Secondary Education) to determine what term is currently correct and to use that term with consistency throughout the document.

Now, the suggestions:

Part 5--Human Resources. Add Item 5.18--The DCP faculty meets prior to the each semester to review the faculty handbook, to discuss procedural changes, to meet one another, and to share general information.

Add Item 5.19--The DCP holds an annual appreciation day to recognize the efforts of the DCP faculty, tutors, and staff. Certificates of appreciation are awarded at this time.

Part 6--Funding. Change Item 6.12--The items listed e.g, handicapped, learning disabled presents a stilted picture. If international students were included as one of the examples, it would provide a more complete picture. As stated, the inference is that only disabled or handicapped or physically disadvantaged students are students with special needs.

Part 13--Evaluation. Add Item 13.8--DCP will publish and distribute to all Deans and interested campus personnel an annual report which should also be placed in the Special Collections/University Archives Department of the campus library for easy reference.

Part 15--Deliver of Courses. Add Item 15.6A There is a faculty handbook for all instructors teaching developmental courses which includes a copy of a sample syllabus for all developmental courses being taught that academic year.



University of
Southern Indiana

8600 UNIVERSITY BOULEVARD · EVANSVILLE, INDIANA 47712

Summer Board
July 9-11, 1993
Attachment KK pg 2

April 27, 1993

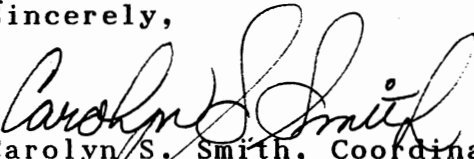
Ms. Jo-Ann Mullen
Division of EMECR
McKee 213
University of Northern Colorado
Greeley, CO 80639

Dear Jo-Ann:

Enclosed is my review of the NADE Self-assessment Guides. I have also requested that two other members of the Learning Center Assistance Management SIG review the Guides--Jan Norton, Missouri Western State College; and Karl Olsen, SAIT (Southern Alberta Institution of Technology).

If anything further is needed, please let me hear from you.

Sincerely,


Carolyn S. Smith, Coordinator
Academic Skills

Enclosures (2)

Please note: Suggestions have been marked with paper clips for easy access.

The Self-assessment Guide provides an excellent tool for evaluating developmental courses and faculty; however, most of us have programs which include so much more. For instance, our program is not only responsible for the developmental courses, but for all the tutoring programs on campus as well as the administration of placement tests for incoming freshmen. It would be nice to have a comprehensive self-assessment tool which could be applied to the total program.

Carolyn S. Smith, Coordinator
Academic Skills and
CRLA SIG Leader, Learning
Center Assistance Management
(812) 464-1743

NOT FIELD USED

Self Assessment for the Developmental Courses Program

from the

National Association for Developmental Education

Summer Board
July 9-11, 1993
Attachment KK pg 4

PURPOSE AND USE OF THIS GUIDE

One of the distinguishing characteristics of a profession is a set of self-governing standards that establish a degree of excellence to which members in the profession should aspire. This Self-Assessment Guide provides such standards for the Developmental Courses Program. The standards have been cooperatively developed by professionals across the nation. Although it is not anticipated that every program will be able to meet every standard all the time, it is hoped that the guidelines will be used periodically as a whole or by components to assess current status and to plan improvements that will bring the Developmental Courses Program closer to the level of excellence denoted by the standards. Frequent self-assessments will assist institutions in monitoring progress in that direction. Such assessments also furnish the supporting data needed for communicating both accomplishments and needs to developmental faculty and staff.

Directions for Use: There are fifteen components in the guidelines: Mission; Program, Leadership and Management, Human Resources, Funding, Facilities, Legal Responsibilities, Equal Opportunity, Campus and Community Relations, Individual Differences, Ethics, Evaluation, Content, and Delivery of Courses.

Rate your compliance with each standard on a scale of 1 to 5 with "1" representing non-compliance and "5" representing full compliance. A glossary is included to help you with terminology. Use "UK" for "unknown" if you have no information on an item. Brief comments supporting your rating should be penciled in under the item. It is recommended that two or more people complete the ratings independently then come together for discussion to determine a consensus on ratings.

On the summary page following each component, you can total your score for that component, find your percentage of compliance, analyze your deficiencies, and plan whatever measures are possible in your circumstances to improve your program. If you assess more than one component at a time, program limitations may make it necessary for you to prioritize needed actions and implement only certain ones. Most programs have some limitations, due to fund policies, etc., but most can also continue to improve within those limitations, and that is the most important result these guidelines could have.

SELF-ASSESSMENT FOR DEVELOPMENTAL COURSES PROGRAM
from the
NATIONAL ASSOCIATION FOR DEVELOPMENTAL EDUCATION

=====

=====

Introduction: This document was developed to assist institutions in assessing the Developmental Courses Program within their developmental education programs. The DEVELOPMENTAL COURSES PROGRAM is defined as any course or series of courses designed to build upon existing skills in order to prepare students for more advanced academic work.

Instructions: Use this scale to rate assessment criteria below. Place rating in the space to the right of each criterion statement. Use unknown (UK) response only if documentation or other information is unavailable.

Part I: Mission

- ___ 1.1 The goals for the DCP support the institution's written mission statement.
- ___ 1.2 The courses of the DCP have well-developed, clearly written sets of goals and objectives that specify how the course work meets the needs of students.
- ___ 1.3 All goals and objectives for the DCP and the individual courses are communicated to faculty and students in oral and written form.
- ___ 1.4 Overall goals and objectives for the courses support the goals of the respective departments within the institution as well as the institution's academic standards.
- ___ 1.5 DCP curricular objectives are reviewed regularly and revised as needed by faculty and staff to meet institutional and instructional needs.
- ___ 1.6 The courses and activities within the DCP enable the student to become an independent learner.
- ___ 1.7 The DCP provides support for the total college curriculum by teaching learning strategies that can be transferred to other coursework.
- ___ 1.8 The DCP courses have been developed to meet the needs of a diverse population.

A. Possible Score: 40

B. Your Raw Score: (The sum of the ratings)

C. Your Compliance Score: (B divided by 40)

_____ %

D. Discrepancies: _____

E. Actions Needed for Compliance: _____

F. Actions Feasible and Recommended: _____

Evaluator(s)

Date of Assessment

Part 2: PROGRAM

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Assessment Criteria

- ☐ 2.1 The DCP is directly related to the institution mission.
- ☐ 2.2 Responsibility for the supervision of the DCP is clearly delineated in the institution's organizational chart.
- ☐ 2.3 The DCP is based on a relevant theoretical foundation that incorporates knowledge of content with knowledge of human development and learning characteristics.
- ☐ 2.4 A written set of goals for the DCP exists.
- ☐ 2.5 Recognition of the importance of the DCP's contribution to students' academic success is reflected through adequate funding.
- ☐ 2.6 Standards for DCP's on multi-campus institutions are consistent across campuses.
- ☐ 2.7 The DCP is responsive to the developmental and demographic profiles of students served.
- ☐ 2.8 The DCP is responsive to the needs of the academic departments whose students it serves.
- ☐ 2.9 Access to the DCP is a clearly recognized part of the admissions process.
- ☐ 2.10 Access to the DCP is determined and carried out in a systematic, well-publicized manner in accordance with institution policy.
- ☐ 2.11 The DCP is made available to all students (including special populations) who are identified as needing it, within the constraints of the budget, staff, and mission of the institution.
- ☐ 2.12 The DCP supports the academic standards of the institution.
- ☐ 2.13 The relationship of the DCP to other academic departments is clearly established.

- ____ 2.14 The DCP offers courses and other learning opportunities which operate according to the publicized academic standards of the program and the institution.
- ____ 2.15 The DCP recognizes its role, along with other academic and support areas, in providing positive educational experiences for students.
- ____ 2.16 The DCP staff who teach developmental courses are knowledgeable about other support services and encourage students to take advantage of them.
- ____ 2.17 Developmental course offerings are appropriate to the ability and previous academic preparation of students to the institution.

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A. Possible Score: 95

B. Your Raw Score: (The sum of the ratings) _____

C. Your Compliance Score: (B divided by 95) _____

D. Discrepancies: _____

E. Actions Needed for Compliance: _____

F. Actions Feasible and Recommended: _____

Evaluator(s) _____

Date of Assessment

Part 3: LEADERSHIP AND MANAGEMENT

Assessment Criteria

Summer Board
July 9-11, 1993
Attachment KK pg 11

- ___ 3.1 The DCP is administered by a professional full-time director/coordinator with specific experience in developmental education and appropriate academic credentials.**
- ___ 3.2 The faculty teaching developmental courses are consulted in the management of the courses.**
- ___ 3.3 The faculty of the DCP participate in outreach activities in the community in accordance with the mission of the institution.**
- ___ 3.4 The faculty of the developmental courses contribute to local, state and national professional organizations and conferences.**
- ___ 3.5 The faculty of the developmental courses remain current with learning theory and their respective content theory.**
- ___ 3.6 The faculty of the developmental courses participate in activities that help publicize the developmental courses to other faculty, counselors and administrators.**
- ___ 3.7 The faculty of the DCP act as resource persons for faculty, staff and administration not teaching developmental courses.**

A. Possible Score: 35

B. Your Raw Score: (The sum of the ratings)

C. Your Compliance Score: (B divided by 35)

%

D. Discrepancies:

E. Actions Needed for Compliance:

F. Actions Feasible and Recommended:

Evaluator(s)

Date of Assessment

Part 4: ORGANIZATION AND ADMINISTRATION

Summer Board
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Attachment KK pg 13

Assessment Criteria:

- ___ 4.1 The developmental courses are organized as a well defined component of the institution's education program.**
- ___ 4.2 The director/coordinator of the developmental courses participates in all institution decisions regarding management of the courses.**
- ___ 4.3 Faculty members teaching developmental courses are treated equitably with other faculty in terms of salary, promotion, tenure and opportunities for salary, promotion, tenure and opportunities for professional involvement and growth.**
- ___ 4.4 An organizational chart shows job functions and reporting relationships within and beyond the DCP.**
- ___ 4.5 A written set of procedures for creation and revision of developmental courses exists.**
- ___ 4.6 Job descriptions exist for all administrators and faculty/staff associated with the DCP.**
- ___ 4.7 The DCP is organized and administered to reflect the written goals of the program.**
- ___ 4.8 The organizational chart and/or policies covering the developmental courses clearly allow input regarding developmental courses from all faculty teaching the courses.**

A. Possible Score: 40

B. Your Raw Score: (The sum of the ratings) _____

C. Your Compliance Score: (B divided by 145) _____

D. Discrepancies: _____

E. Actions Needed for Compliance: _____

F. Actions Feasible and Recommended: _____

Evaluator(s) _____

Date of Assessment

Part 5: HUMAN RESOURCES

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Assessment Criteria:

- ___ 5.1 All faculty are qualified on the basis of relevant graduate education or an appropriate combination of education and experience.
- ___ 5.2 All faculty are proficient in communication, diagnosis, assessment, and evaluation as related to the discipline/skills taught.
- ___ 5.3 All faculty who hold joint appointments in the developmental program are committed to the philosophy, objectives, and priorities of the program and have qualifications in the discipline of their teaching assignment.
- ___ 5.4 Graduate assistants and part-time instructors have academic preparation germane to their teaching assignment.
- ___ 5.5 Adequate training and supervision is provided for graduate assistants.
- ___ 5.6 A mentoring program/arrangement exists for part-time teachers, graduate assistants and those new in the field.
- ___ 5.7 Systematic procedures for selection of faculty which reflect a commitment to fair employment practices are utilized.
- ___ 5.8 Systematic procedures for evaluation of instruction, full-time faculty, part-time faculty and graduate assistants are used.
- ___ 5.9 Faculty have academic rank and are eligible for promotion and tenure.
- ___ 5.10 Criteria for promotion and tenure are clearly delineated.
- ___ 5.11 Salary and fringe benefits for all developmental faculty are commensurate with those of similar positions at the institution and region.
- ___ 5.12 The number of qualified faculty is adequate to staff all sections of developmental courses.

- ___ 5.13 Teaching loads (class hours) are equivalent to and/or consistent with those of faculty in other areas.
- ___ 5.14 Class size is limited in developmental classes to reflect the needs of the students.
- ___ 5.15 Faculty load may be adjusted so that the faculty can engage in research or other duties relating to instruction.
- ___ 5.16 The percentage of full-time faculty teaching in the DCP meets or exceeds 60% when compared to the percentage of part-time faculty teaching in the DCP,
- ___ 5.17 The department/program provides adequate and appropriate professional development opportunities for faculty including in-service education and professional development activities.

- 5.18 ~~Me~~ The DCP faculty ~~will~~ meet

- 5.19 The DCP provides an appreciation day ~~to~~ annually to recognize the faculty, labors, & staff

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A. Possible Score: 85

B. Your Raw Score: (The sum of the ratings) _____

C. Your Compliance Score: (B divided by 85) _____ $\frac{07}{10}$

D. Discrepancies: _____

E. Actions Needed for Compliance: _____

F. Actions Feasible and Recommended: _____

Evaluator(s) _____

Date of Assessment

Part 6 FUNDING

- ___ 6.1 The DCP has a specific budget.
- ___ 6.2 Funding is adequate to carry out the DCP's designated mission and goals.
- ___ 6.3 Personnel teaching developmental courses, and particularly and administrator of the DCP, attempt to identify and utilize all appropriate sources of funds.
- ___ 6.4 Funds are allocated between administrative costs and direct instructional services to students in a manner commensurate with similar institutional programs.
- ___ 6.5 Available funds are adequate for professional development and staff training for personnel teaching developmental courses.
- ___ 6.6 The present level of funding provides adequate instructional materials, supplies, and equipment which sufficiently reflects the current state of technology and automation.
- ___ 6.7 Institutional memberships in appropriate professional organizations and subscriptions to professional publications are obtained.
- ___ 6.8 Current funding is sufficient for regular promotional and merit increases for employees who teach or assist with developmental courses.
- ___ 6.9 The compensation for paraprofessionals is commensurate with other paraprofessional positions at the institution.
- ___ 6.10 Funding exists for texts, materials, and audio visual equipment to supplement classroom activities.
- ___ 6.11 Funding is adequate to support tutoring programs, labs, and personnel attached to the developmental courses.
- ___ 6.12 Funding is available to provide individual assistance for special needs (e.g., ~~handicapped~~ disabled, international, etc.) students in developmental courses.

____ 6.13 Current funding exists to research the effectiveness of developmental courses through follow-up studies and other forms of evaluation.

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A. Possible Score: 65

B. Your Raw Score: (The sum of the ratings) _____

C. Your Compliance Score: (B divided by 65) _____%

D. Discrepancies: _____

E. Actions Needed for Compliance: _____

F. Actions Feasible and Recommended: _____

Evaluator(s) _____

Date of Assessment

Part 7: FACILITIES

- ☐ 7.1 Adequate classroom and tutoring areas are provided for the developmental courses.
- ☐ 7.2 All facilities are accessible to the physically disabled and in compliance with all relevant federal, state and local health and safety requirements.
- ☐ 7.3 Faculty and staff have access to private spaces for counseling, tutoring and testing.
- ☐ 7.4 Sufficient office, storage and meeting space is provided.
- ☐ 7.5 Classrooms and work space are well-lighted.
- ☐ 7.6 Classrooms and work space are well ventilated and adequately heated and cooled.
- ☐ 7.7 Classrooms and work space are adequately furnished: tables, chairs, blackboards, desks.
- ☐ 7.8 Ancillary facilities such as the library and computer center are easily accessible.
- ☐ 7.9 Printing and media services are available and easily accessible.
- ☐ 7.10 Sufficient work space and equipment are provided for labs if these are part of the DCP.
- ☐ 7.11 Physical location is clearly a part of the campus and easily accessible to students.

A. Possible Score: 55

B. Your Raw Score: (The sum of the ratings) _____

C. Your Compliance Score: (B divided by 55) _____ %

D. Discrepancies: _____

E. Actions Needed for Compliance: _____

F. Actions Feasible and Recommended: _____

Evaluator(s) _____

Date of Assessment

Part 8: LEGAL RESPONSIBILITIES

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Assessment Criteria:

- ___ 8.1 Faculty members are knowledgeable about and responsive to relevant civil and criminal laws related to their role and function in the institution.**
- ___ 8.2 Faculty members are well informed and regularly updated about the obligations and limitations placed upon the institution by constitutional, statutory and common law; external governmental agencies; and institutional policy.**
- ___ 8.3 Faculty members are provided access to legal advice as needed to implement assigned responsibilities.**
- ___ 8.4 Faculty members utilize policies and practices that limit liability exposure for the institution and its agents.**
- ___ 8.5 The institution provides professional liability coverage for faculty members.**

A. Possible Score: 40

B. Your Raw Score: (The sum of the ratings) _____

C. Your Compliance Score: (B divided by 40) _____

D. Discrepancies: _____

E. Actions Needed for Compliance: _____

F. Actions Feasible and Recommended: _____

Evaluator(s) _____

Date of Assessment _____

Part 9: EQUAL OPPORTUNITY, ACCESS AND AFFIRMATIVE ACTION

- ☐ 9.1 Throughout the DCP, both the spirit and the intent of equal opportunity laws are evident.
- ☐ 9.2 The facilities, courses, and services of the DCP are accessible to all day, evening, part and full-time students.
- ☐ 9.3 Throughout the DCP, nondiscriminatory personnel policies regarding race, gender, marital status, religion, age, national and ethnic origin, color, and ~~the handicapped~~ ^{disability} have been developed and are followed.
- ☐ 9.4 Hiring and promotional policies exist within the DCP to facilitate the use of affirmative action measures to correct staff imbalances where they occur.
- ☐ 9.5 The predominant ethnic culture of the student body is well represented in the overall DCP.
- ☐ 9.6 Administrative, faculty and support staff vacancies in the DCP are filled in compliance with affirmative action guidelines and procedures.
- ☐ 9.7 The availability of facilities, courses, and services within the DCP is commensurate with the assessed needs of the entire student population.
- ☐ 9.8 Modifications of the facilities, courses and services within the DCP is commensurate with the assessed needs of the entire student population.

A. Possible Score: 40

B. Your Raw Score: (The sum of the ratings) _____

C. Your Compliance Score: (B divided by 40) _____ %

D. Discrepancies: _____

E. Actions Needed for Compliance: _____

F. Actions Feasible and Recommended: _____

Evaluator(s) _____

Date of Assessment

Part 10: CAMPUS AND COMMUNITY RELATIONS

Assessment Criteria:

- ☐ **10.1 There is evidence of systematic efforts to maintain effective working relationships with campus and community agencies whose operations are relevant to the DCP.**
- ☐ **10.2 Information regarding the DCP, its goals, purposes, and the relationship to the regular program is disseminated to faculty.**
- ☐ **10.3 Advisors are kept fully informed about courses, their sequences, and criteria for placing students in the DCP.**
- ☐ **10.4 Clear statements regarding required developmental courses are included in the catalog.**
- ☐ **10.5 Students are fully informed about developmental courses through university publications.**
- ☐ **10.6 The DCP is presented to students in a positive manner as part of the college's commitment to student success.**
- ☐ **10.7 There is evidence of cooperation between faculty teaching developmental courses and the learning center or other campus support programs.**

Part 11: PROGRAMS AND SERVICES RECOGNIZING INDIVIDUAL DIFFERENCES AND NEEDS IN THE DEVELOPMENTAL COURSES PROGRAM (DCP)

- ___ 11.1 The DCP helps the institution in providing an environment that enhances awareness of cultural differences and of the unique needs of the psychically disadvantaged and of the learning disabled.
- ___ 11.2 The DCP helps the institution in providing opportunities for individuals to assess their personal views and biases regarding cultural differences, the physically disadvantaged, and the learning disabled and the need for behavioral change.
- ___ 11.3 The DCP assists minority students, the physically disadvantaged, and the learning disabled to identify, prioritize, and meet their unique educational and developmental needs.
- ___ 11.4 The DCP assists minority students, the physically disadvantaged, and the learning disabled in understanding the institutions' unique culture.
- ___ 11.5 The DCP assists minority students to understand their unique cultures and heritages.
- ___ 11.6 The DCP works closely with other administrative units on campus to enhance access and success of minorities, the physically handicapped, and the learning disabled.
disabled w/ disadvantaged (consistently)
- ___ 11.7 The DCP has a continuing staff development program to help the faculty and staff be sensitive to cultural differences and to the unique needs of the physically handicapped and the learning disabled.
disabled (or disadvantaged)
- ___ 11.8 The DCP provides assistance to those students whose native language is not English.
- ___ 11.9 The ethnic and cultural mix in the administrative, support, and paraprofessional staffs of the DCP contributes to cultural sensitivity.
- ___ 11.10 The DCP helps the institution enhance awareness of cultural differences and of the unique needs of the physically disadvantaged and of the learning disabled.

A. Possible Score: 35

B. Your Raw Score: (The sum of the ratings) _____

C. Your Compliance Score: (B divided by 35) _____

D. Discrepancies: _____

E. Actions Needed for Compliance: _____

F. Actions Feasible and Recommended: _____

Evaluator(s) _____

Date of Assessment

___11.11 The developmental courses do not promote sexual, racial, ethnic, or religious discrimination.

___11.12 The developmental courses do not promote discrimination against the physically disadvantaged and the learning disabled.

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A. Possible Score: 60

B. Your Raw Score: (The sum of the ratings) _____

C. Your Compliance Score: (B divided by 60) _____%

D. Discrepancies: _____

E. Actions Needed for Compliance: _____

F. Actions Feasible and Recommended: _____

Evaluator(s) _____

Date of Assessment _____

Part 12: ETHICS

- ___ 12.1 Within the DCP, an appropriate set of ethical standards have been identified and implemented to guide professional practice.**
- ___ 12.2 The DCP's policies and procedures are consistent with the ethical standards which are in written form and are available for review when needed.**
- ___ 12.3 Pursuant to the Federal Education Rights and Privacy Act, the DCP ensures individual privacy and the confidentiality of information, including research data.**
- ___ 12.4 The DCP staff members are expected to comply with the institution's policies regarding ethical practice when conducting research in which data on human subjects are used.**
- ___ 12.5 The DCP staff members are informed about the institution's policy concerning the avoidance of personal conflicts of interest or the appearance thereof.**
- ___ 12.6 The DCP supports a clearly stated policy of the institution against sexual harassment.**
- ___ 12.7 All funds and requisitions for funds handled by the staff of the DCP are managed in accordance with established and responsible accounting procedures.**
- ___ 12.8 The DCP staff members are encouraged to recognize their limitations when dealing with students and to make appropriate referrals when confronted with situations they are not professionally equipped to handle.**
- ___ 12.9 Written policy statements on ethics and ethical behavior are included in personnel handbooks and in orientation and training programs within the DCP.**

A. Possible Score: 50

B. Your Raw Score: (The sum of the ratings) _____

C. Your Compliance Score: (B divided by 50) _____

D. Discrepancies: _____

E. Actions Needed for Compliance: _____

F. Actions Feasible and Recommended: _____

Evaluator(s) _____

Date of Assessment

Part 13: EVALUATION

Assessment Criteria

- ___ 13.1 A program of regular and systematic research and evaluation exists within the program to determine whether the educational goals and the needs of students are being met.
- ___ 13.2 Relevant quantitative and qualitative data obtained as a result of the research and evaluation are used to revise and improve program goals and implementation processes.
- ___ 13.3 Evaluation data includes responses from students and other significant constituencies.
- ___ 13.4 Evaluation of the developmental program is keyed to the program's stated goals.
- ___ 13.5 Evaluation of the developmental program is keyed to various criteria for student success established by the program and the college.
- ___ 13.6 Measures of competence in the developmental courses are compared to broader, college-level measures of competence.
- ___ 13.7 A parallel program of regular and systematic research and evaluation exists for non-developmental students in order to provide comparative group statistics.
- ___ 13.8 An annual report is published campus-wide for DCP and a copy of each report is preserved in ~~the~~ Special Collections / University Archives.

A. Possible Score: 35

B. Your Raw Score: (The sum of the ratings) _____

C. Your Compliance Score: (B dividend by 35) _____

D. Discrepancies: _____

E. Actions Needed for Compliance: _____

F. Actions Feasible and Recommended: _____

Evaluator(s) _____

Date of Assessment

P 14: CONTENT

Assessment Criteria

- ☐ 14.1 A detailed syllabus outlining course objectives, grading procedures and content exists for each developmental course.
- ☐ 14.2 Measurable objectives exist for each developmental course.
- ☐ 14.3 Material in each developmental course is carefully sequenced.
- ☐ 14.4 Accurate course descriptions exist for all developmental courses.
- ☐ 14.5 A set of common objectives exists for all developmental courses.
- ☐ 14.6 The common objectives for all developmental courses are clearly identifiable within each course's objectives.
- ☐ 14.7 A clear sequence and linkage of developmental courses with non developmental college credit courses exists.
- ☐ 14.8 Course objectives and content for developmental courses are consistent with current learning theory.

- A. Possible Score: 40
- B. Your Raw Score: (The sum of the ratings) _____
- C. Your Compliance Score: (B divided by 40) _____
- D. Discrepancies: _____

- E. Actions Needed for Compliance: _____

- F. Actions Feasible and Recommended: _____

Evaluator(s) _____

Date of Assessment

B. Possible Score: 55

D. Your Raw Score: (The sum of the ratings) _____

C. Your Compliance Score: (B dividend by 55) _____

D. Discrepancies: _____

E. Actions Needed for Compliance: _____

F. Actions Feasible and Recommended: _____

Evaluator(s) _____

Date of Assessment

Part 15: DELIVERY OF COURSES

- ☐ 15.1 Placement testing for developmental courses is available (mandatory.)
- ☐ 15.2 Developmental courses are offered at a variety of times during both day and night.
- ☐ 15.3 Developmental classes are no larger than 18 students.
- ☐ 15.4 Developmental courses are taught by properly qualified faculty members.
- ☐ 15.5 No more than 40% of all developmental courses are taught by part-time faculty.
- ☐ 15.6 There is an orientation program for part-time faculty teaching developmental courses.
15.6A There is ~~an~~ *an* ~~advised~~ *faculty handbook* for all faculty teaching dev. courses
- ☐ 15.7 Part-time faculty of developmental courses are supervised by a full-time faculty member.
- ☐ 15.8 In all developmental courses in the same discipline, common objectives are followed.
- ☐ 15.9 A procedure exists for students to evaluate the instruction in the developmental courses.
- ☐ 15.10 Common evaluation standards of students exist among all developmental courses in the same discipline.
- ☐ 15.11 A procedure exists for students to gain early exit from a developmental course once the objectives are met.

A. Possible Score: 55

B. Your Raw Score: (The sum of the ratings)

C. Your Compliance Score: (B dividend by 55)

D. Discrepancies:

E. Actions Needed for Compliance:

F. Actions Feasible and Recommended:

Evaluator(s)

Date of Assessment

A. Possible Score: 55

B. Your Raw Score: (The sum of the ratings) _____

C. Your Compliance Score: (B dividend by 55) _____

D. Discrepancies: _____

E. Actions Needed for Compliance: _____

F. Actions Feasible and Recommended: _____

Evaluator(s) _____

Date of Assessment



Southern Alberta
Institute of Technology

LEARNING SKILLS CENTRE
1301 - 16 Avenue N.W.
Calgary, AB. Canada T2M 0L4
403 / 284-7050

Summer Board
July 9-11, 1993
Attachment II

May 13, 1993

Professor Jo-Ann Mullen
Division of EMECR
McKee 213
University of Northern Colorado
Greeley, Colorado 80639
U.S.A.

Dear Jo-Ann,

Self Assessment for the Developmental Courses Program

Thanks for your part in our recent successful CRLA Conference in Kansas City. I returned home with the best material yet and, more especially, with contacts I didn't have before. Our campus and students will benefit from the 1993 Conference.

Dr. Carolyn S. Smith, Chair of our Learning Centre Management SIG, passed on to me a draft of NADE's "Self Assessment for the Developmental Courses Program" with the charge to review and render an opinion as to whether CRLA should endorse these guides.

My recommendation is a hearty *yes!*

As I reviewed the document, I kept our own Developmental Courses Program (Pre-Careers) in mind. I supervised that program for three years. I found many items in the document that validated what we were already doing and, more particularly, gave me new ideas on making our program even better—especially in the eyes of administrators who sometimes view these programs as non-essential "luxuries". Adopting many of the guides presented would enhance and "professionalize" our program.

The document is concise, precise, and provides a clear standard of excellence all Developmental Programs should strive for. It is very thorough and reflects my personal philosophy of Developmental Education.

I am sure others in Developmental Education will view this document with the same enthusiasm I do and pronounce it a fine scholarly work with vision and thought and clear standard we should all strive to achieve.

Whether or not CRLA adopts these guides is a Board decision. I endorse it and have shared its contents with our current Pre-Careers Coordinator with the knowledge that our program will be the better for it. It is filled with exceptional guidelines, practices, standards and a fine way of saying things.

I trust this meets with your request for input. Should you require further comment, please do not hesitate to write or phone or visit Calgary, Alberta, and our beautiful Canadian Rockies for a personal consultation!

Sincerely,

A handwritten signature in cursive script that reads "Karl F. Olsen".

KARL F. OLSEN
Supervisor
Learning Skills Centre

KFO/km

c Dr. Carolyn S. Smith, Coordinator
Academic Skills
University of Southern Indiana
8600 University Boulevard
Evansville, Indiana 47712

Summer Board
July 9-11, 1993
Attachment MM

To: Jo-Ann Mullen, CRLA President

From: Jan Norton ^{JN}
Director of Center for Academic Support at Missouri Western
State College
Iowa-Missouri Regional Director for CRLA and Learning Center
Management SIG Member

Date: May 28, 1993

Re: Proposed NADE Guidelines for Developmental Courses Programs

CC: Dr. Martha Maxwell
Carolyn Smith

I have reviewed the proposed NADE self-assessment guidelines for developmental programs, considering especially the following three charges set by the CRLA board:

1. Does the self-assessment guide reflect minimum standards?
2. Is the document something I or my colleagues would use?
3. Should CRLA endorse the guidelines?

1. Does the self-assessment guide reflect minimum standards?

I think the standards are more ideal than minimal. There seems to be a notable bias toward staffing concerns, but I have yet to see that simply having more staff, a better paid staff, or a staff with more degrees necessarily leads to a superior program. I am also concerned that there is comparatively little emphasis on instructional methods and statistical evaluations of student success.

Part of my review process involved answering this question for myself: could an excellent program exist without this element? I found myself thinking "yes" for many of the items. There are some items, though, which seem definitely minimal: adherence to Affirmative Action and non-discrimination policies towards students and staff, assurance that the DCP is funded and treated the same as other programs on campus, and several other such items.

Out of curiosity: did NADE work at all with CAS to coincide with or develop comparable standards?

2. Is the document something I or my colleagues would use?

In its present state, I would not use it. There are quite a few elements that seem repetitious. Look, for example, at 2.7 & 2.17, 4.3 & 5.9, 5.14 & 15.3, 6.6 & 6.10, 9.4 & 9.6, and 10.4 & 10.5. Others are definitely repeated: 5.16 requires at least 60% full-time faculty, while 15.5 limits part-time faculty to 40%.

I am also concerned about the issue noted above, that many items do not seem to be minimum standards for a high-quality program. For example, 6.6 deals with funding sufficient to keep up with "the current level of technology and automation." In part I would argue that "technology and automation" are not critical elements of a good program; the main point here, though, is that many colleges with fine programs may not have the funding or the inclination to meet this criterion. If nothing else, perhaps the guidelines need to be viewed in context: i.e., that the DCP not be less equipped, less staffed, less acceptable, etc. than the institution's other programs.

I would, however, like to use such guidelines. The instructions and suggestions for use are good (but what does one do with the UK items? not figure them into the percentage?). The 1-5 scale provides good flexibility in interpretation, plus the resulting percentage score provides a clear means to prioritize actions and measure improvements. Does NADE plan to make the percentage scores mean something? There is certainly an implication that a percentage score indicates whether a program is average, above or below average, etc.; will the field testing of the DCP guidelines provide any statistical referencing for the compliance scores?

I like the fact that the evaluation can be completed by an outside consultant or by a number of different staff members and faculty within the DCP, another strength of the guidelines and a great source of discussion for improvement. I think the two narrative sections on "Actions Needed for Compliance" and "Actions Feasible and Recommended" are realistic ways to view solutions (though I wish there were something more positive than "compliance" to describe the goals of the evaluation).

3. Should CRLA endorse the guidelines?

I would hope that CRLA would want to see these field-tested before endorsing them. I also think there are enough problems with the guidelines to encourage NADE to review them further. In other words, I think praise for the work done so far is in order, but endorsement should wait.

21 May 93

Summer Board
July 9-11, 1993
Attachment NN

Jo-Ann:

Sorry to be so tardy in returning this to you---too many end-of-the-semester-ends to tie up.

I think this looks really good and as Peer Tutor SIG leader and the ITCP coordinator I certainly give it a thumbs up.

1. The self-assessment seems more than adequate. It is simple and well written.
2. This document would be something I would consider using if the occasion arose.
3. I can recommend that the guide be endorsed. It is comprehensive, well-written, and seems to be an instrument that would be effective in a variety of settings.

Karan Hancock

Unfinished Business...

A Quarterly Publication of the Annual Institutes for Learning Assistance Professionals

Vol. 1, No. 1 Winter 1993

Editorial Credo

Summer Board
July 9-11, 1993
Attachment 00

This quarterly newsletter is designed as an ongoing collegial link not only between the Institute Co-directors, Institute Participants, and curious colleagues in postsecondary Learning Assistance but also among Institute participants. True to the Winter Institute philosophy, this is our newsletter. The title *Unfinished Business...* comes from the opening question preceding each general session that attempts to give everyone a chance to question, comment, react, announce.

Now the phrase, *Unfinished Business...*, expands to meet our needs with a quarterly forum to look back at the Institute and to add an unasked question, an unstated comment, a delayed reaction, a new announcement—all in the spirit of Institute collegiality.

Specifically, *Unfinished Business...* will publish your learning assistance questions, responses from mentors and participants to these questions, your comments on the Institute and on other learning assistance topics, your reactions to Institute presentations now that you are back at your institution, and professional announcements.

(continued on page 3)

Evaluation Comments About the 1992 Winter Institute

Here are some of the comments made by the 1992 participants on their evaluation forms for the Institute. In our next issue we will publish comments from the 1993 Institute participants.

■ I appreciated the suite arrangement of the hotel providing both living and working accommodations.

■ Nice to have breakfast included for those on limited budget

■ Enjoyed the free cocktail/buffet hour for talking informally

■ I liked the mentor groups that began and finished each day. It was a great learning experience for me.

■ Dinners on the town allow participants to network and form a bond

■ The mentor's [week long] accessibility provided an opportunity for dialogues that I've never experienced at any conference.

■ ...outstanding institute...my affective and cognitive needs were met with sensitivity, style, and awareness.

(continued on page 3)

Our Collegial Connections...what's happening to Institute colleagues

♦ At the request of Jane Ellen Reid Park ('93), Director of Learning Assistance at Central Arizona College, Frank Christ ('92, '93) visited CAC's Apache Junction campus on January 19 to assist in exploring learning assistance alternatives for a proposed LAC.

♦ Gene Kersteins ('92, '93) has relocated to California and is still available for networking and consulting. Gene's new address is: 5947-0 Armaga Springs Rd., Rancho Palos Verdes, CA 90274. Tele: (310) 541-7626.

♦ Martha Maxwell ('93) has been appointed as CRLA liaison on professional standards with the Council for the Advancement of Standards. Martha will be at CRLA in Kansas City and is listed on the program for two conversational hours during the conference.

♦ Eleanor Harner ('92, '93) is in the middle of a development campaign to raise money for a new building to house the SALT program.

(continued on page 2)

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etc: the ongoing Institute dialogue

Apropos of First Year Programs. If you want more information on the mandated, for credit, freshman orientation program at CSU Long Beach, write to Ms. Sharon Olson, Director of Freshman Orientation Program, CSU Long Beach, Long Beach, CA 90840.

Apropos of Review of Research on Study Skills. Two recent books, both available from IRA (International Reading Association), that are up-to-date references for study skills are *Teaching Reading & Study Strategies* by Rona F. Flippo and David C. Caverly (editors), Newark, DE: International Reading Association, 1991; and *College Reading & Study Strategies* by Rona F. Flippo and David C. Caverly (editors), Newark, DE: International Reading Association, 1991.

Apropos of Math and Science Update. A new video series from PBS Video (Alexandria, VA (800) 344-3337) is *Futures 2*, twelve 15 minute episodes that include inter-

views and great graphics to show students how math principles are relevant to occupational success. May be suitable to JTPA programs and vocational math courses.

Apropos of Learning Assistance Model for Community Colleges. One of the earliest community college references to a learning center is *The Learning Center* by Gary Peterson (Hamden, CT: Linnet Books, 1975), a book that grew out of Peterson's earlier articles in the periodical *Audiovisual Instruction*.

Apropos of Campus-Wide Student Assessment. The College Board will have a computer adaptive ESL component in about a year.

Apropos of Update on Learning Disabilities: A basic reference to understanding scotopic sensitivity syndrome is "Improving Reading Problems Due to Symptoms of Scotopic Sensitivity Syndrome Using Irlen Lens and Overlays" by Helen Irlen and Mary Jo Lass,

Education, Volume 109, Number 4 (Summer 1989), pp. 413-417. Scotopic Sensitivity Syndrome (SSS) described as being "...discovered by Helen Irlen in 1981, is a perceptual dysfunction which is related to difficulties with light source, luminance, intensity, wavelength, and color contrast." Four general groups of symptoms comprise SSS: 1) Background Resolution, 2) Visual Resolution, 3) Span of Focus, and 4) Sustained Focus (p. 414).

Apropos of the 1992 and 1993 Institute Presentations. If you were a mentor or participant at either the 1992 or 1993 Winter Institutes, look for a free copy of the combined Institute proceedings to be in the mail to you during the last week of March. Copies of the proceedings will be available for purchase by non-participants.

Apropos of Optimizing Your Institutional Investment for your Attendance at the Institute. Consider writing a report on the Institute and its implications for your program. Disseminate this report to the Significant Others on your campus with a request for a follow-up meeting. This post-Institute action can expand your campus network, publicize your program, and may even help you get a larger share of campus resources.



Remember, this publication is designed to strengthen the Institute network. Send your questions, reactions, concerns, and personal announcements to Unfinished Business ... for future issues.

Collegial Connections (cont'd.)

♦ Tom Gier, University of Alaska at Anchorage ('93) to be installed as President-elect of CRLA at the spring conference in Kansas City.

♦ Sylvia Mioduski, University of Arizona ('92, '93) and Socorro Vasquez ('93) will be making presentations on *Learning Assistance Strategies Useful at the High School Level* to high school counselors from Tucson Unified School District on March 27.

♦ Rick Sheets, Paradise Valley College ('92, '93) is getting ready to start his doctoral dissertation for Arizona State University.

♦ Two major conferences coming up are NADE (National Association for Developmental Education) in Washington, D.C., March 17-21, and the CRLA (College Reading Learning Association) Conference in Kansas City, KS, April 1-3. At the CRLA Conference, Frank Christ will be giving a demonstration of the *SRSE II*, a computer assisted study skills survey, at the Computer Fair on Friday, April 2.

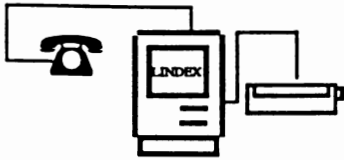
♦ Harley Ast, Yukon College ('93) will be featured in the March issue of *Runnersworld*. Look for his picture there.

Unfinished Business...

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References to research and other professional material are down-loaded from LINDEX™ the post-secondary database for learning assistance developed by Frank L. Christ.

LINDEX™ may soon be available on INTERNET as an information service from the University of Arizona.

Editorial (cont'd)

Let *Unfinished Business...* publish news about your research, publications, conference presentation, promotions, or change of institutions. In addition, *Unfinished Business...* will keep you informed about next year's Institute, the status of the proposed National Center for Learning Assistance, and the University of Arizona's National Learning Assistance Professional and Research Scholars Library and Internet Learning Assistance Database.

Remember this is *your* newsletter to keep you networked to your Institute colleagues who include over 300 participants and nearly 30 mentors. Send your questions, reactions, comments, and announcements to Frank L. Christ, Editor, *Unfinished Business...*, P.O. Box 249, Sierra Vista, AZ 85636-0249.

☞

Notes on 1994 Institute —

Following a review of your evaluations and other input and feedback regarding future Institutes, the Institute planning committee will be teleconferencing in late February to plan the 1994 Institute. Our location, the Viscount Suites Hotel, received excellent participant evaluations and will be our Institute site for 1994.

With New Year's Day falling on Saturday in 1994, the Institute will open Monday night with our traditional welcome, institute orientation, mentor and participant introductions, and refreshments. The first General Session convenes on Tuesday morning. Thursday afternoon becomes our mid-Institute recreation break. The concluding Institute luncheon is scheduled for Saturday, January 8.

Since airfare costs are lower with a Saturday layover, the 1994 dates seem like a useful compromise. ☞

*The "silly" question
is the first intimation of
some totally new development.*

Alfred North Whitehead

Evaluation Comments (cont'd)

- The most well organized conference I have ever attended.
- I appreciated being with professionals who were willing to share their experiences.
- The sustained and intensive nature of the institute made it a far better experience than conferences usually are.
- Great sense of community
- ...best of the myriad of workshops, conferences, and institutes I have ever attended.
- Well planned...the collegiality was great.
- This has been an extraordinary experience!

☞

Sylvia Mioduski, Director
 University Learning Center
 Old Main Building, #129
 University of Arizona
 Tucson, AZ 85721

15th Institute for Learning Assistance Professionals Tucson, Arizona, January 3-8, 1994

The Winter 1994 Institute for Learning Assistance Professionals, held at the Viscount Suites Hotel in Tucson marks the fifteenth in a series of institutes for learning center directors and practitioners. It follows in the tradition of previous Institutes at UC Berkeley (1977-1982), CSU, Long Beach (1985-1989), US Air Force Academy (1990), and University of Arizona (1992-1993).

The Institute is a one-week collegial experience limited to 70 participants mentored by such nationally recognized learning assistance leaders as Elaine Burns (Hartnell CC), Frank Christ (CSU Long Beach, emeritus), Hunter Boylan (Appalachian State U), Gwyn Enright (San Diego City College), Tom Gier (U of Alaska, Anchorage), Bob Hackworth (St. Petersburg JC), Eleanor Harner (U of Arizona), Bradley Hughes (U of Wisconsin, Madison), Gene Kerstiens (Scottsdale CC), Martha Maxwell (UC Berkeley, emeritus), Gen Ramirez (CSU Long Beach), and Rick Sheets (Paradise Valley College).

The purpose of the Annual Institute is to provide learning assistance directors and practitioners with an annual update on research and practices in developmental education; program design, management, and evaluation; computer-assisted learning; and methodologies and materials for assisting students in study skills, reading, writing, math, and computer literacy.

For registration information write or call:

Sylvia Mioduski, Director
 University Learning Ctr., Old Main Bldg. #129
 University of Arizona
 Tucson, AZ 85721

(602) 621-1206

Reserve your place now.
 Registration is limited to 70 participants.

The Institute's Professional Network

for Learning Assistance
 Program Directors and Practitioners

The following Institute mentors are available for on-site and telephone consultation.

Boylan, Hunter (704) 262-3057

Dev. Ed. Programs, Grad. Programs

Burns, Elaine (408) 755-6866

LACs, Study Skills Workshops,

Minority Programs

Christ, Frank L. (602) 459-4125

LAC Design & Management, Study

Skills Evaluation, Workshops &

Programs, Executive Training

Enright, Gwyn (619) 230-2086

Program Evaluation, Writing Programs,

LACs

Gier, Tom (907) 786-1926

Tutor Program Certification

Hackworth, Bob (818) 366-4079

Math Anxiety, Teaching of Math,

Math CAI

Hancock, Karan (907) 349-7128

Tutor Training

Harner, Eleanor (602) 621-1242

LD Programs & Services

Hughes, Brad (608) 263-3823

Writing Centers, Writing Across

Curriculum, Writing Workshops

Kerstiens, Gene (310) 541-7626

Campus-Wide Student Assessment

Maxwell, Martha (301) 530-5078

LACs, Study Skills, Program Evaluation

Mioduski, Sylvia (602) 621-1206

LACs, First Year Programs,

Minority Programs

Mittan, Bob (602) 621-1206

First Year Program Research,

Writing Programs

Ramirez, Gen (213) 985-5350

Supplemental Instruction,

Scolopic Sensitivity Syndrome,

Retention Programs

Sheets, Rick (602) 493-2925

LACs, Tutor Training

Vasquez, Socorro (602) 621-3093

First Year Programs

CRLA BUDGET 1991-94	Approv 91-92	Actual 91-92	Variance 91-92	Approvd 92-93	Actual 92-93	Variance 92-93	Proposed 93-94
5100 Board							
5101 President							
5102 P Travel	1700	1163	537	1500	1559	-59	1500
5103 P Hotels & Food	1200	1204	-4	1200	1175	25	1000
5104 P Telephone Expense	200	0	200	100	0	100	150
5105 P Postage	125	0	125	100	85	15	100
5106 P Printing & Publishing	50	0	50	50	11	39	50
5107 P Clerical Assistance	150	0	150	200	0	200	200
5108 P Supplies	100	0	100	100	2	98	100
5109 P Misc expenses	50		50	0	0	0	0
5110 P Other (Specify)			0				
MAILING SERVICE	60		60				
5112 P Other Conf Regist as Bd Rep.		295	-295	300	55	245	300
TOTAL PRESIDENT	3635	2662	973	3550	2887	663	3400
5111 President-Elect							
5113 PE Travel	1800	804	996	1800	314	1486	750
5114 PE Hotels & Food	700	815	-115	700	733	-33	1000
5115 PE Telephone Expense	50	0	50	100	197	-97	100
5116 PE Postage	50	0	50	50	0	50	100
5117 PE Printing & Publishing			0	0	0	0	0
5118 PE Wages & Fees			0	0	0	0	0
5119 PE Supplies		135	-135	0	0	0	100
5120 PE Misc expenses			0	0	0	0	0
5122 PE Other (Specify)			0	0	0	0	0
MAILING SERVICE	100	0	100	0	0	0	0
TOTAL President-Elect	2700	1754	946	2650	1244	1406	2050
5121 Secretary							
5123 S Travel	200	272	-72	200	0	200	200
5124 S Hotels & Food	100	49	51	100	0	100	300
5125 S Telephone Expense			0	0	0	0	0
5126 S Postage	30	42	-12	75	30	45	300
5127 S Printing & Publishing	100	0	100	50	53	-3	200
5128 S Supplies	25	2	23	25	53	-28	100
Clerical							150
5129 S Other (Specify)			0				
5130 S Baggage & Shipping	60	55	5	60	0	60	0
MAILING SERVICE	25	0	25	0	0	0	
TOTAL Secretary	540	420	120	510	136	374	1250

CRLA BUDGET 1991-94	Approv 91-92	Actual 91-92	Variance 91-92	Approvd 92-93	Actual 92-93	Variance 92-93	Approved 93-94
5131 Treasurer							
5132 T Travel	100	100	0	100	0	100	50
5133 T Hotel & Food	100	100	0	100	0	100	50
5134 T Telephone Expense	75	92	-17	150	120	30	150
5135 T Postage	200	177	23	200	292	-92	300
5136 T Printing & Publishing	30	0	30	30	28	2	30
5137 T Clerical Assistance	2000	1328	672	2000	2018	-18	2100
5138 T Supplies				0	11	-11	250
5139 T Misc Expenses				0	0	0	
5140 T Other (Specify)				0	0	0	
MAILING SERVICE	25		25				
TOTAL Treasurer	2530	1797	733	2580	2468	112	2930
5141 Gen. Board Expenses							
5151 GB Travel	4500	3420	1080	3500	2139	1361	3500
5152 GB Hotel & Food	4000	5363	-1363	5500	4491	1009	5500
5153 GB Telephone Expenses	200	5	195	50	12	38	50
5154 GB Postage	50		50	0	43	-43	50
5155 GB Printing & Publishing			0	0	0	0	50
5156 GB Wages & Fees			0	0	0	0	
5157 GB Supplies			0	0	0	0	
5158 GB Misc expenses		44	-44	50	30	20	50
5159 GB Other (Specify)			0	0	125	-125	
5700 Banking/Check Expenses (moved to this loc)					58	-58	30
Plaques							50
PARKING		46	-46				
CONFERENCE REGISTRATION		115	-115				
ADDITION ERROR	100		100				
TOTAL Gen. Board Expenses	8850	8993	-143	9100	6898	2202	9280
TOTAL BOARD EXPENSES	18255	15626	2629	18390	13633	4757	18910

CRLA BUDGET 1991-94	Approv 91-92	Actual 91-92	Variance 91-92	Approvd 92-93	Actual 92-93	Variance 92-93	Approved 93-94
5200 Publications							
5201 Newsletter							
5202 NL Travel				0	0	0	
5203 NL Hotels & Food				0	0	0	
5204 NL Telephone & Fax	25	13	12	50	18	32	75
5205 NL Postage	50	45	5	60	76	-16	75
5206 NL Printing & publishing	4800	5191	-391	5000	3982	1018	5000
5207 NL Wages & Fees			0	0	0	0	
5208 NL Supplies	25	6	19	30	0	30	40
5209 NL Other (Specify)							
*Preparation of camera-ready art							1000
5210 NL Mail Service	900	551	349	600	666	-66	750
5212 NL UPS				60			60
TOTAL Newsletter	5800	5806	-6	5800	4742	998	7000
5211 JCRL							
5213 J Travel	600	317	283	400	0	400	400
5214 J Hotels & Food	300	468	-168	500	500	0	500
5215 J Telephone expenses	75	83	-8	75	68	7	75
5216 J Postage	100	224	-124	225	792	-567	225
5217 J Printing & Publishing	7000	7283	-283	8000	8654	-654	8400
5218 J Clerical Assistance	150	140	10	150	70	80	150
5219 J Supplies	150	4	146	50	17	34	50
5220 J Misc expenses				0	0	0	0
5222 Other (Specify)							0
5223 J Mailing Service	700	173	527	400	0	400	0
5224 J Conference Registration		115	-115	125	0	125	125
ADDITION ERROR	100		100				0
5225 Business Cards				0	269	-269	0
TOTAL JCRL	9175	8807	368	9925	10370	-445	9925
5221 Monographs							
5231 M Graphics	300	180	120	200	0	200	200
5232 M Printing & Publishing	750	700	50	700	9	691	700
5233 M Advertising/ Promoti	300	0	300	200	0	200	200
5234 M Postage	100	0	100	100	0	100	100
TOTAL Monographs	1450	880	570	1200	9	1191	1200
TOTAL Publications	16425	15493	932	16925	15121	1744	18125

CRLA BUDGET 1991-94	Approv 91-92	Actual 91-92	Variance 91-92	Approvd 92-93	Actual 92-93	Variance 92-93	Approved 93-94
5300 Gen'l Org. Expenses							
5301 General Expenses							
5431 G Postage	50	100	-50	100	0	100	100
5441 G Printing & Publishing			0	0			
5451 G Wages Fees			0	0			
5461 G Supplies	50		50	50	0	50	50
5471 G *Promo Media distrib	500		500	500	0	500	500
5481 G Misc expenses	100	157	-57	150	2115	-1965	150
5491 G Other (Specify)			0	0			
5501 Oxford Mailing Service			0	550	0	550	0
5511 Membership Service	2500	2693	-193	575	516	59	0
5521 Bond	200	132	68	150	0	150	150
5531 Stationery	500	63	437	300	568	-268	300
5541 Scholarship	1000	1000	0	1000	1500	-500	2000
5542 Research Awards	600	600	0	600	350	250	600
*Research Grants							1000
5543 Brochure	800	671	129	800	0	800	800
5544 JDE Subscription		112	-112	100	61	39	100
Anniversary pins		415	-415	0			
5545 Comm for Acad Stdds Membership			0	0	200	-200	200
5546 San Diego Zoo			0	0	500	-500	0
TOTAL General Expenses	6300	5943	357	4875	5810	-935	5950
5400 Committees							
5402 Awards & Fund Raising							
5403 AF Supplies	60	0	60	0	0	0	0
5404 AF Telephone Expenses		0	0	0	0	0	0
5405 AF Postage	50	0	50	50	12	38	50
5406 AF Printing & Publishing	50	0	50	50	42	8	50
5407 AF Sale Items	500	570	-70	0	0	0	0
5408 AF Raffle	50	9	41	30	15	15	30
5409 AF Plaques	400	341	59	400	224	176	400
Mailing Service	25	0	25	0	0	0	0
TOTAL Awards & Fund Raising	1135	920	215	530	294	236	530

CRLA BUDGET 1991-94	Approv 91-92	Actual 91-92	Variance 91-92	Approvd 92-93	Actual 92-93	Variance 92-93	Proposed 93-94
5412 Archives							
5413 AR Telephone Expenses	0	0	0	0	0	0	
5414 AR Postage/Shipping	200	60	140	75	151	-76	75
5415 AR Supplies	50	0	50	50	39	11	50
5416 AR Other (Specify)							
Miscellaneous (NEW)							50
MOVING SERVICES		680	-680				
5417 Conversion	500	0	500	500	0	500	500
TOTAL Archives	750	740	10	625	190	435	675
5422 Site Selection							
5423 SS Travel	1000	530	470	1600	143	1457	1000
5424 SS Hotels & Food	300	0	300	300	30	270	200
5425 SS Telephone Expenses	30	0	30	50	0	50	100
5426 SS Postage	30	10	20	50	0	50	inst
5427 SS Supplies	0	0	0	0	0	0	inst
Total Site Selection	1360	540	820	2000	174	1826	1300
5432 Nominations & Elections							
5433 NE Telephone Expenses	0	0	0	50	0	50	50
5434 NE Postage	150	0	150	300	0	300	200
5435 NE Printing & Publishing	325	391	-66	500	297	203	400
5436 NE Supplies	0	0	0	0	0	0	0
5437 NE Wages & Fees	0	0	0	100	0	100	100
5438 NE Misc expenses				0	100	-100	
5439 NE Other (Specify)				0	0	0	
MAILING SERVICE	25		25	0			0
Total Nominations & Elections	500	391	109	950	397	553	750

CRLA BUDGET 1991-94	Approv 91-92	Actual 91-92	Variance 91-92	Approvd 92-93	Actual 92-93	Variance 92-93	Approved 93-94
5442 Tutor Certification							
5452 TC Postage	500	650	-150	600	481	119	500
5453 TC Printing & Publishing	150	74	76	150	22	128	150
5454 TC Supplies			0	0	0	0	
5455 TC Misc expenses			0	0	0	0	
5456 TC Other (Specify)				0	0	0	
Total Tutor Certification	650	724	-74	750	502	248	650
*Membership Coordinator (new)							
*Telephone & FAX							575
*Postage							1380
*Printing & Publishing							300
*Misc. Computer Supplies							450
*Misc. Office Supplies							425
*Clerical Assistance							850
*Total Membership Coordinator							3980
Sponsored Research Committee							500
Prof. Association Liaison Coordinator							50
Political Action Coordinator							50
Total Committees	4395	3315	1080	4855	1557	3298	8485
5500 States & Regions							
5600 Coordinators							
5601 CO Travel	850	786	64	850	243	607	250
5602 CO Hotels & Food		24	-24	0	0	0	100
5603 CO Telephone Expenses	75	13	62	75	0	75	75
5604 CO Postage	50	40	10	50	0	50	50
5605 CO Printing & Publishing	100	14	86	100	180	-80	100
5606 CO Supplies	30	0	30	30	0	30	30
5607 CO Misc expenses				0	0	0	0
5608 CO Other (Specify)				0	0	0	0
ADDITION ERROR	250		250	0			0
MAILING SERVICE	100		100	0			0
Total Coordinators	1455	877	578	1105	423	682	605
5610 Directors							
5611 DI Misc expenses				0	0	0	
5612 DI Other (Specify)							
5613 DI Special Requests	500	0	500	700	700	0	1140
5614 DI Regular Group @\$50e	2250	293	1957	1350	168	1182	1450
5615 DI Mailing	300	0	300	0	0	0	0
Total Directors	3050	293	2757	2050	868	1182	2590

CRLA BUDGET 1991-94	Approv 91-92	Actual 91-92	Variance 91-92	Approv 92-93	Actual 92-93	Variance 92-93	Approved 93-94
5620 SIG Coordinator							
5621 SC Postage				25	61	-36	25
5622 SC Printing				100	0	100	100
5623 SC Supplies				25	0	25	25
5624 SC Telephone expenses				25	20	5	25
Total SIG Coordinator	0	0	0	175	81	94	175
5630 SIG Leaders							
5640 SL Postage	25	274	-249	935	481	454	1045
5641 SL Printing & Publishing	200	325	-125	680	552	128	760
5642 SL Supplies	25	6	19	85	32	53	95
5643 SL Misc expenses		32	-32	0	0	0	
5644 SL Other (Specify)			0	0			
TWENTY GROUPS	1000	155	845	0			
5645 SL Special Requests				0	224	-224	500
Total SIG Leaders	1250	792	458	1700	1290	410	2400
TOTAL States & Regions	5755	1962	3793	5030	2662	2368	5770
Miscellaneous Expenses							
5800 Conf Accts Checking, to					50	-50	0
5801 Conf Accts Savings, to					25	-25	0
5901 Conf exp,charged in error					276	-276	0
5900 Misc. Expenses				0			
TOTAL Miscellaneous Expenses	0	0	0	0	351	-351	0
Summary Totals							
Board Expense	18255	15626	2629	18390	13633	4757	18910
Publications	16425	15493	932	16925	15121	1744	18125
General Expenses	6300	5943	357	4875	5810	-935	5950
Committees	4395	3315	1080	4855	1557	3298	8485
States & Regions	5755	1962	3793	5030	2662	2368	5770
MISCELLANEOUS	0	0	0	0	351	-351	0
TOTAL EXPENSES	51130	42339	8791	50075	39134	10881	57240
Change from Prev Year							7165

CRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc. Cognitive Psychology SIG

Total amount of request \$500

Date needed August 15, 1993

Funds to cover from August 15, 1993 to May 30, 1994

Statement of purpose for funding request. The funds are to duplicate
mail the Cognitive Psychology SIG Newsletter for approximately 100
members & CRLA Board members and disseminate SIG information about
the CRLA conference to SIG members.

Attach additional explanation if necessary.

Itemize projected expenses and timeline:

<u>Item</u>	<u>Amount</u>	<u>Date</u>
Newsletter (Fall)	\$200.00	August 15, 1993
Postage & Xerox		
Newsletter (Spring)	\$200.00	February 15, 1994
Postage & Xerox		
SIG Conference Information	\$100.00	on-going
Patricia Mulcahy-Ernt		

Name Patricia Mulcahy-Ernt

Mailing Address 35B Chicopee Drive
Princeton, NJ 08540

Day Phone (908) 932-6563 Home Phone (609) 683-5208

The budget for CRLA is approved by the Board of Directors each year at the Summer Board meeting. Funding requests should be submitted to the President by June 30th to be considered for inclusion in the 1993-1994 budget.

**COLLEGE READING & LEARNING ASSOCIATION
QUICK REFERENCE
SEPTEMBER 1993**

PRESIDENT Dr. Jo-Ann Mullen
Division of EMECR
McKee 213
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**COLLEGE READING AND LEARNING ASSOCIATION
1992-93 ACCOMPLISHMENTS**

1. Established a monthly board conference call (with financial support for coming from Chemeketa Community College)
2. Established positions of:

Membership Coordinator	(Robin Bischof)
Associate Membership Coordinator	(Rita Dunbar)
Political Action Coordinator	(Trish Dupart)
Professional Association Liaison Coordinator	(Gladys Shaw)
State Liaisons for Political Action Professional Association Liaisons	
Council for the Advancement of Standards Representative	(Martha Maxwell)
3. Signed an agreement of collaboration with the National Association for Developmental Education - NADE)
4. Agreed to plan, with NADE, a joint or overlap conference in Texas in in 1997
5. Designed the first component of a five-year strategic plan:

Developed vision and values statements
Reviewed mission and goals
Drafted a strength, weakness, opportunity, threat statement
6. Established new awards:

Leaders scholarship to the summer Kellogg institute, effective 1994
Exemplary Practice Award
7. Established a research grant, of up to \$1,000.00 and guidelines

CRLA
1992-93 Accomplishments

8. Appointed:

JoAnn Carter-Wells, JCRL Editor
Janice Lewis, JCRL Executive Editor
Pat Jonason, SIG Coordinator
Karan Hancock, International Tutor Certification Program
Coordinator
Gladys Shaw, Assistant International Tutor Certification Program
Coordinator

9. Clarified expectations of SIG's; placed a moratorium on establishing new SIG's until a process for leader selection and group choice is developed
10. Developed an accessibility policy that ensures CRLA conferences comply with the ADA
11. Welcomed the California State Chapter
12. Changed name of Tutor Certification Committee to International Tutor Certification Program
13. Revised Tutor Registry
14. Appointed Susan Deese to a three-year, renewable, term as site selection coordinator; this changes the presidential rotation from five years to four years
15. Developed a task force on the design and development of college learning assistance centers to be chaired by Becky Johnen, Task force will develop a handbook to assist individuals starting new learning centers, including standards.
16. Continued work on CRLA promotional package; will develop a computerized format rather than video
17. Co-sponsored with NADE and the National Center for Developmental Education the First National Conference on Research in Developmental Education