

Denver, Colorado
March 29, 1977

WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in Denver, Colorado, at the Cosmopolitan Hotel, March 29, 1977. President Royce Adams presided.

Board members present: Past president June Dempsey, President Royce Adams, President-elect Margaret Coda-Messerle, Secretary Barbara Oakman, and Treasurer Seymour Prog.

non-voting members: Parliamentarian Loretta Newman, Newsletter editor Carol Scarifiotti, Proceeding editor Gwyn Enright.

Guests: Elaine Cohen, Sue Johnson, Betty Levinson

I. CALL TO ORDER

President Royce Adams called the meeting to order at 7:24 pm.

II. MINUTES

The secretary read the minutes for the Executive Board meeting of September 17, 1976.

Moved (Dempsey), seconded (Prog) to accept as transcribed from tape.

PASSED

The secretary then read the minutes for the Executive Board meeting of September 18, 1976.

After discussion the following sections of the minutes were amended:

Section II, page 7, "UC at Long Beach be amended to read "UC at Irvine".

Moved (Oakman), seconded (Dempsey) to accept minutes as amended dependent on checking tape transcription.

PASSED

The secretary then read the minutes for the Executive Board meeting of September 19, 1976. These minutes were amended as follows:

Section V - Program - after paragraph 2.

Moved (Coda-Messerle), seconded (Dempsey) that a copy of the President's elect's conference budget be attached to the minutes of this date.

PASSED

Moved (Coda-Messerle), seconded (Dempsey) that the President-elect's tentative budget for WCRA's Tenth Annual Conference be approved.

PASSED

Moved (Coda-Messerle) seconded (Dempsey) that the minutes be approved as amended.

PASSED

III. OFFICIAL PHOTOGRAPHER

President Adams announced the appointment of Bob Williams as official photographer for WCRA.

Barbara Oakman reported on the unavailability of black and white and color polaroid-type cameras.

After discussion, the Board decided to leave the decision as to which camera to buy up to Bob Williams.

IV. TREASURER'S REPORT

A. WESTERN COLLEGE READING ASSOCIATION

TREASURER'S REPORT
March 28, 1977

Income

Balance Brought Forward (April 5, 1976) \$19,279.19

Receipts to March 18, 1977

* Conference, 1976	\$3,227.00
* Conference, 1977	8,195.00
Membership Dues	1,692.00
Proceedings	<u>1,506.18</u>

Total Receipts \$33,889.37

*(Includes Dues and Proceedings payments)

Expense

Expenditures to March 18, 1977

Conference, 1976	\$4,448.97	
Conference, 1977	641.35	
Proceedings	3,327.70	
Newsletter	1,548.82	
Placement Office	145.16	
Board Expense	1,090.08	
Past President	37.71	
State Directors	11.12	
Clerical, postage, phone	907.76	
Refunds	<u>662.00</u>	
Total Expense		\$12,781.40
Balance March 18, 1977		\$21,117.97
Cash in Checking Account (United California Bank)		\$ 5,510.15
On Deposit in Savings & Loan (Mercury)		<u>\$16,181.03</u>
		\$21,691.18*
(Interest Earned since April 4, 1976) (\$634.71)		

Seymour Prog, Treasurer

Seymour Prog reported that as of this date we had 9,754 members, including one from Guam, one from South Africa and one from Mexico. We also have approximately half a dozen members from the East Coast.

The treasurer also reported that the interest on the account amounted to \$1,242.00 which was set aside to pay for Keynote speakers.

Exhibitors fees plus \$1,000.00 set aside from 1976 and 1977 gave us \$7,625.00 to pay for conference expenses as needed.

Moved (Coda-Messerle), seconded (Dempsey) that the Treasurer's Report be accepted.

PASSED

Moved (Dempsey), seconded (Prog) that the minutes of September 19, 1976, page 3, "Publishers' Exhibits" paragraph 3 corrected to read "Money from exhibitors will be set aside in a separate account plus \$1,000.00 per year to help finance future conferences."

PASSED

Moved (Dempsey), seconded (Coda-Messerle) that the minutes of September 19, 1976, page 3, paragraph 5 be amended to read "Moved (Coda-Messerle), seconded (Prog) that WCRA pay for a non-WCRA Keynote speaker's transportation (equivalent to coach airfare), one night's lodging, meals as necessary, and honorarium of \$150.00, from Account A which reflects the interest earned on bank deposits."

PASSED

Moved (Dempsey), seconded (Coda-Messerle) that the minutes of September 19, 1976, page 3, paragraph 6 be corrected by adding the following sentence to this paragraph. "This sum will be taken from Account A which reflects the interest earned on bank deposits."

PASSED

B. Partial Registration

The treasurer then asked for discussion on one-day registration fees for the annual conference. Discussion is summarized as follows:

"Has been discussed before. Students and tutors have become more interested. Board has agreed that anyone who participates in conference should be a member.

Margaret responded that she had clarified this matter with Elaine Cohen, conference co-manager, in a letter July 18, 1976. Precedent had been set in Tucson when daily attendance for students was permitted for \$7.00 per day, excluding Newsletter or Proceedings. This was established informally and was not meant as membership but only as participation in the conference for one day only.

Concern was expressed that an over-run of one-day participants could limit the participation of full members because of the limitation of room sizes.

Elaine explained that the Colorado IRA does permit a one-day registration, using different color badges for identification.

Loretta expressed the need of tutors to find out more about the field in which they are working.

Elaine then mentioned professionals who were unable to attend the full conference but did not like paying the full fee for one day's participation.

Margaret mentioned her concern that one-day non-members could take over the conference in large metropolitan areas.

June mentioned that a policy had been established either prior to or at the Anaheim that any participant must be a member of WCRA.

Most Board members felt that any fee should include membership according to the minutes for the Anaheim Conference.

It was suggested that the fee be membership dues plus a ratio of the cost of the conference.

Pre-registration may become a necessity even for one-day participation.

Pre-registration for conference section meetings could become an awesome and non-profitable task.

Possibility of eventually moving into convention center sites rather than hotel conference sites.

June suggested that perhaps State Directors could plan a Fall conference aimed at tutors and para-professionals in the field.

It was also suggested that the reduced rate permit attendance at any section meeting in which there was room.

Another suggestion was made that we set aside certain sections designed for the pre-professional.

Suggested that this matter be handled on a yearly basis.

Moved (Prog), seconded (Dempsey) that professionals be required to pay \$5.00 membership fee plus \$7.00 attendance fee per day, excluding Proceedings. Non-professionals would be required to pay \$5.00 membership fee plus \$3.00 per day, excluding Proceedings for the Denver conference only.

PASSED

It was then decided to bring this matter up for discussion at the Fall Board meeting with the aim of establishing some kind of policy in this regard for the 1978 and 1979 conferences.

One idea should be considered of registration on a space available basis only.

Seymour was asked to attempt to keep some records as to one-day attendance at the Denver conference.

C. Attorney

This discussion was continued from the Fall Board Meeting, 1976.

Seymour reported that he located a Mr. Henry L. Patton, Clovis, New Mexico, was WCRA's attorney of record. He then summarized the correspondence relating to clarification of WCRA's status as a non-profit organization.

Moved (Dempsey), seconded (Prog) that (1) the Board check to determine if WCRA has paid Mr. Patton a retainer's fee that covers a certain amount of services or certain length of time; (2) if we are not bound, we write to Mr. Patton and indicate to him that if he is too busy to serve our account in accordance with our needs, that he release us as his client; (3) and in the event he does release us, the Executive Board direct the State Director of New Mexico to obtain services of an attorney for WCRA.

PASSED

June said she would find out about the retainer as she had received a box of records from Liz Johnson, prior to her death. Liz had said at that time that attorney's information was in this box.

D. Re-election

Seymour brought up the fact that his running for re-election was illegal until after the new By-laws had been voted on and approved.

It was pointed out that the vote on the By-laws came before the nominating speeches so that if the By-laws were approved there would be no problem.

If the By-laws are not approved, then Seymour would withdraw his name from nomination.

V. CONFERENCE REPORT

Margaret Coda-Messerle and Elaine Cohen gave their pre-conference report to the Board.

They stressed the cooperation of the area colleges. Margaret called attention to the sections on "WCRA: Where Has It Been? Where Is It Going?"

VI. NEWSLETTER REPORT

Carol Scarifiotti presented the Newsletter report. There was a letter of resignation from Gene Fazio, assistant editor.

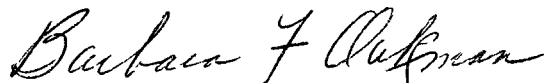
Carol stated she would like to resign from the label making part of the job. The Board decided to discuss this aspect later.

Carol will encourage State Directors to send in reports of their activities as well as activities of individual members.

VII. ADJOURNMENT

Moved (Oakman) adjournment at 9:34 pm.

Respectfully submitted,



Barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.

WESTERN COLLEGE READING ASSOCIATION

Board of Director's Meeting

President Royce Adams called the meeting to order at 9:13 AM in the Empire Room of the Cosmopolitan Hotel, Denver, Colorado.

Members present: Past-president June Dempsey, President Royce Adams, President-elect Margaret Coda-Messerle, Secretary Barbara Oakman, and Treasurer Seymour Prog.

Non-voting members present: Parliamentarian Loretta Newman, Newsletter editor Carol Scarafiotti, Proceedings editor Gwyn Enright, Arthur Rauch.

I. CALL TO ORDER

President Royce Adams called the meeting to order at 9:13 AM.

II. 1977 CONFERENCE REPORT

Margaret Coda-Messerle gave her conference report as Program Chairperson and explained some changes in the Conference set-up.

III. CONFERENCE SITES

- A. There was a discussion of dates for Hawaii conference as well as possible alternatives.
- B. Portland was mentioned as a possible sight for a conference, as was Las Vegas. However, date changes might be necessary in Las Vegas.
- C. Discussion included the possibilities of other locations as conference sites.
- D. Further discussion on Hawaii was tabled until Liz D'Argy comes before the Board.

IV. BY-LAWS

The Board agreed that June, Royce and Margaret would make themselves available in the Hospitality Suite at specified times Thursday and Friday to answer questions on the proposed changes.

V. RELATIONSHIP WITH SIMILAR ORGANIZATIONS

- A. The board discussed the need for and advisability of having some kind of formal relationship with other organizations. Some of these organizations, such as California Community College Tutorial Association, John Wooley, President; National Skills Development Association, John Rousch, Director, Task Force 9 of the American College Personnel Association, Robby Anenaman, Chairperson, have already been in contact with the President-elect asking how their organizations can work with ours to achieve similar goals.

- B. Margaret has also had contact with IRA and the National Reading Association. She mentioned that there are other organizations with which similarities may be formed.
- C. Margaret suggested that it was the President's responsibility to keep contact with other organizations. She further suggested that WCRA could send complimentary copies of the Newletter to the President's of such organizations and request that these other organizations return this courtesy.
- D. Moved (Coda-Messerle), seconded (Dempsey) that the President of WCRA be charged with the responsibility of articulation with other associations of similar interests and goals.

PASSED

- E. June Suggested that the Board should look closely at these other organizations to determine benefits received and our purpose in being there.
- F. Royce said that he felt the individual Board member should send a proposal to the Board for attending a conference, stating the benefits to WCRA. The individual, if funded, should also send a follow-up report to the Board.
- G. Moved (Dempsey), seconded (Coda-Messerle) that the President be directed to contact Dennis Gabriel and request that he act as official WCRA representative at the Miami IRA Conference, 1977.

PASSED

- H. Moved (Dempsey), seconded (Coda-Messerle) that we rescind the motion of September 19, 1976 regarding authorization of payment of delegates' expenses to Miami IRA Conference, 1977.

PASSED

- I. Moved (Dempsey), seconded (Prog) that WCRA accept the following policy statement: In the event that a WCRA member is attending a conference or meeting of one of the associations with whom we have decided it is desirable to have articulation, the President is authorized to appoint that member as official representative of WCRA to that meeting with no obligation to assume expenses.

PASSED

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How does this
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page?*

VI. READABILITY CLEARING HOUSE

- A. Royce and June had requested that Jon Hagstrom travel to Fort Collins, Colorado from Denver to investigate the establishment of the readability clearing house.

- B. Moved (Dempsey), seconded (Prog) that WCRA pay for Jon Hagstrom's expenses from Denver to Fort Collins, Colorado, and back to Denver for the purpose of investigating the establishment of a readability clearing house at Colorado State University and reporting to the Board on same.

PASSED

VII. MEETINGS

- A. June reported on a committee meeting concerning learning assistance centers in San Francisco. June was unable to attend the meeting but was able to get Dick Lyman to attend. Dick reported to both June and Royce and said that this meeting was extremely crucial in terms of development of reading and learning assistance center development in California.
- B. Moved (Prog), seconded (Coda-Messerle) that on the recommendation of the State Director the President may authorize a member to attend any official meeting which appears to have consequences to the direction of college reading and learning assistance on a state, regional, or national level. Reimbursement would be limited to \$100.00. A written report must be submitted within 30 days, to the President who will then present it at the next Board meeting.

*Decision?
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page*

PASSED

VIII. AWARDS

- A. The Board discussed the need for guidelines to recognize outstanding members of WCRA.
- B. Moved (Coda-Messerle), seconded (Oakman) that the President be authorized to appoint the chairperson of a committee which would establish guidelines for designating and recognizing outstanding members and outstanding members of long-standing upon their retirement.

PASSED

IX. MEMBERSHIP

- A. The Board discussed ways and means of keeping the membership list current.
June suggested hiring someone to do this, paying a small salary for this purpose.
- B. Moved (Oakman), seconded (Dempsey) that the treasurer be directed to keep membership data current.

PASSED

- C. Moved (Oakman), seconded (Prog) that the treasurer be directed to send a membership list to every member shortly after the annual conference.

PASSED

X. SCHOLARSHIP FUND

- A. The Board discussed establishing a scholarship fund to be granted to a graduate student. This scholarship is to honor those members who have served WCRA faithfully and are now deceased. There will be no one person's name attached to the scholarship.
- B. Moved (Dempsey), seconded (Oakman) that WCRA establish a \$1000.00 Memorial Scholarship to be awarded on a yearly basis to a graduate student ~~majoring~~ ^{majoring} in college-level reading and/or learning assistance education from one of the states or provinces from the WCRA region. A standing committee should be appointed for purposes of selecting an annual recipient of this award to be presented at the Spring conference. The recipient's transportation, lodging, registration, and per diem will be funded by WCRA.

PASSED

- C. Moved (Oakman), seconded (Prog) that it be recommended to future program chairpersons that the recipient be invited to make a presentation at the conference.

PASSED

XI. ADJOURNMENT

Moved (Coda-Messerle), adjournment at 12:20 pm.

I. CALL TO ORDER

President Royce Adams reconvened the meeting at 1:56 PM.

Guests: Betty Levinson, Paul Heard, Linda Martin, Barbara Tomlinson, Dave Hubin, Dave Spillman, Sue Johnson, Jon Hagstrom, Frank Christ.

II. PROCEEDINGS REPORT

- A. Gwyn Enright reported on the costs incurred by the Proceedings since January 1, 1977 when she was appointed. Her costs have amounted to \$144.03. Sales during this period of time amounted to \$296.00 (See attachment #1).

Gwyn requested Board approval of the Editorial Advisory Committee luncheon. However, she requested that the figure of \$18.00 be changed to \$30.00.

Estimates for printing and binding were \$3350.00 at Girard.

- B. Moved (Coda-Messerle), seconded (Dempsey) that the Board accept the expenditures of the Proceedings as presented by Gwyn Enright with the charge for luncheon changed from \$18.00 to approximately \$30.00.

PASSED

- C. Moved (Oakman), seconded (Coda-Messerle) that the Proceedings editor send xerox copies of abstracts to an individual designated by the presenter with a cover letter pointing out the contribution of the presenter to WCRA. Costs will be covered by WCRA.

PASSED

- D. A journal for WCRA was discussed. The cost of the journal for 500 copies would be approximately \$1080.00 plus \$225.00 postage for a total of \$1205.00 quarterly. These figures do not reflect costs of reproducing charts and graphs which might be included in research articles tentatively planned for 90 pages, printed, stapled or glued. It would resemble The Journal of Reading Behavior.

After discussion, it was decided that Gwyn would appoint a committee to further investigate the possibilities of a journal-costs, advertising, articles, degree of interest from membership, etc.

III. PLACEMENT BUREAU

- A. Barbara Tomlinson gave the Placement Bureau report and presented her budget. (See attachment #2).
- B. Moved (Dempsey), seconded (Prog) that we approve the expenditures of the Placement Chairperson as reported in her communication to the Board on March 25, 1977.

PASSED

V. GUIDELINES REPORT

- A. Barbara Tomlinson and Dave Hubin, co-chairpersons, included a statement of guidelines. (see attachment #3). They also handed to the Board drafts of alternatives for the College Writing-Lab (see attachment #4) and the College Tutorial Program (see attachment #5). The co-chairpersons also included in their report a tentative flow chart for their operation (see attachment #5).
- B. It was suggested that this flow chart be reported to the membership through the Newsletter.
- C. Moved (Dempsey), seconded (Oakman) that Barbara Tomlinson be requested to report to the general membership on the Guidelines committee work to date, with the approval of the Board.

PASSED

V. SLATE REPRESENTATION

Sue Johnson expressed a concern from California that out-of-states, particularly out of region people, were not represented on the nominating slates.

There was a discussion on the possibility of a first and second vice president or having additional officers of some kind. Her concern covered three broad areas: (1) Elections-nominating and balloting; (2) geographical representation of officer candidates as it relates to WCRA boundaries; and (3) the concept of the general scope of WCRA, including the possibility of becoming a national organization. Discussion was held on the possibility of forming a committee to investigate these ideas.

The Board agreed that this was new business and should be deferred until Saturday afternoon when the new president takes office.

VI. HISTORIAN

This matter was deferred until the Saturday Board Meeting.

VII. READABILITY CLEARING HOUSE

- A. Jon Hagstrom gave this report. Besides outlining what the committee had already done, he presented a time line and cost chart that the committee had worked out.
His written report was to be turned into the Board after Friday afternoon's interest session.
- B. The Board determined that after Jon made his report to the membership at the Friday General Session, the President would request a vote from the membership on the continuation of this work.

VIII. CONFERENCE SITE - HAWAII

- A. Liz D'Argy Hawaiian State Director, and Sherm Harris of Group Travel Unlimited, Inc., made a presentation to the Board on the feasibility of having Hawaii as a conference site.

After much discussion on cost, pros and cons, the Board voted.

- B. Moved (Dempsey), seconded (Coda-Messerle) that WCRA accept the bid from Leeward Community College of the University of Hawaii system to hold our conference in Hawaii in 1979.

PASSED

- C. Moved (Coda-Messerle), seconded (Dempsey) that for Hawaii, 1979, out conference activities during April 7-10 be held at the Hyatt Regency, Waikiki; that post conference activities be held April 11-15 on an outer island, preferably Kona Hilton or Maui Surf, subject to passage of Article II-1 of the By-Laws.

PASSED

IX. JEWELRY

Paul Hollingsworth had various pieces of jewelry designed for WCRA. These could be made available for sale.

The Board suggested that he leave them on the registration table for member to look at. Seymour was requested to try and get some feedback from members.

X. CONFERENCE SITE - SAN FRANCISCO

- A. Rose Wassman gave her report on the San Francisco Conference in 1980.
- B. Moved (Oakman), seconded (Dempsey) that we accept the bid from the Hyatt Union Square Hotel for the 1980 conference in San Francisco.

PASSED

- C. The Board directed June and Rose to continue investigating possibilities for post-conference activities and sites.

XI. MATERIAL RESOURCE CLEARING HOUSE

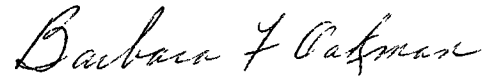
- A. Rose Wassman presented informational ideas on the Materials Resource Clearinghouse. This idea will be brought up in interest session to get the feeling of the membership.
- B. It was suggested that Rose get in touch with Barbara Tomlinson to correlate her activities with the appropriate stages and on activities of the Guidelines committee.

C. Frank Christ explained a proposal he had written, seeking funds for doing massive program and materials evaluation.

XII. ADJOURNMENT

Moved (Coda-Messerle) adjournment at 6:58 pm.

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara F. Oakman".

Barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.

WESTERN COLLEGE READING ASSOCIATION

General Business Meeting

The General Business Meeting of the Western College Reading Association was held in Denver, Colorado, at the Cosmopolitan Hotel, March 31, 1977. President Royce Adams Presiding.

I. CALL TO ORDER

President-elect Margaret Coda-Messerle called the meeting to order at 12:45 pm.

II. ANNOUNCEMENTS

- A. The President-elect made several announcements regarding program changes.
- B. June Dempsey gave a Memoriam in remembrance of Elizabeth Johnson.
- C. Introduction of the conference co-managers and committee chairpersons.
- D. Welcome from Dr. Melvin Spurlin from Metropolitan State College.
- E. Introduction of State Directors.

III. MINUTES

- A. Secretary Oakman read the minutes of the General Business Meeting held in Tucson, Arizona on April 8, 1976.
- B. Moved (Robert Williams), seconded (Gene Kerstiens) that the minutes be approved as read.

PASSED

- C. Secretary Oakman then read the minutes of the General Business meeting held in Tucson, Arizona on April 9, 1976.
- D. Moved (Gene Kerstiens), seconded (Robert Williams) that the minutes be approved as read.

PASSED

IV. TREASURER'S REPORT

- A. Treasurer Prog gave the Treasurer's Report. This same report had been distributed to members present.

Income

Balance Brought Forward (April 6, 1976 \$19,279.19

Receipts to March 18, 1977

*Conference, 1976	\$3,227.00
*Conference, 1977	\$8,195.00
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Total Receipts \$33,899.37

*(Includes Dues and Proceedings payments)

ExpenseExpenditures to March 18, 1977

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Past President	37.71
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Refunds	<u>662.00</u>

Total Expense \$12,781.40

Balance 3/18/77 \$21,117.97

Cash in Checking Account (United California Bank)	5,510.15
On Deposit in Savings & Loan (Mercury)	16,181.03
(Interest earned since 4/4/76) (634.71)	<u>\$21,691.18</u>

- B. Moved (Kerstiens), seconded (Williams) that the Treasurer's Report stand approved as read.

PASSED

- V. Secretary Oakman then read highlights from the Board Meeting, March 30, 1977.

These highlights included:

- A. Discussion of the feasibility of establishing a standing By-Laws committee to handle changes as the need arises.
- B. Moved (Oakman), seconded (Williams) that WCRA establish a standing By-Laws committee to handle changes as the need arises.

PASSED

- C. The Board has authorized the President to appoint a committee which would develop guidelines for designating and recognizing outstanding members of WCRA. This committee would also develop guidelines for recognizing outstanding members of long-standing upon their retirement.
- D. The Board discussed WCRA's relationship with other organizations whose interests and goals are similar to ours. Representatives from some other groups have been invited to attend our Saturday Board meeting along with the State Directors.
- E. The Board unanimously voted to establish a \$1000.00 scholarship to be awarded on a yearly basis to a graduate student majoring in college level reading and/or learning assistance education from one of the states or provinces of the WCRA region. A standing committee will be appointed for purposes of selecting an annual recipient of this award to be presented at the Spring Conferences. It was also recommended that the recipient be invited to give a presentation at the conference.
- F. So moved (Oakman), seconded (Hollingworth).

PASSED

- G. Gwyn Enright, Proceedings Editor, brought up the possibility of WCRA publishing a journal. This journal would not attempt to duplicate existing journals. It would be an outlet for both members and non-members.
- H. The 1978 conference will be held on the Queen Mary at Long Beach, California. This conference will be unique in that a community college, a state college, and a university will be co-managing it.

- I. The Board received reports on both the Guidelines and Readability Clearing House committee. These reports will be presented to the membership later.
- J. The idea of a Materials Resource Center was brought to the attention of the Board. Rose Wassman will discuss this in an interest session. The Board would like to have your reactions to this idea.
- K. It has been brought to the attention of the Board that there is concern, on the part of some members, on the question of nominating and electing officers, on the possible need for additional officers, on the geographical representation of officer candidates as this representation relates to WCRA boundaries, and on the general scope of WCRA - its goals, purposes and directions. These concerns should be discussed in the WCRA sessions and also at the Board meeting on Saturday.

VI. GUIDELINES COMMITTEE

- A. Barbara Tomlinson gave the report of the Guidelines Committee. (see attachment)
- B. Moved (Tomlinson), seconded (Davidson) that the membership support the continuation of the work of the Guidelines Committee.

PASSED

VII. NOMINATING COMMITTEE

Paul Hollingsworth introduced the nominees for office.

VIII. KEYNOTE SPEAKER

president-elect Coda-Messerle introduced Frank Christ who, in turn, introduced Jon Hagstrom, WCRA Keynote Speaker.

IX. ADJOURNMENT

Moved (Oakman), adjournment at 2:25 pm.

Respectfully submitted,

Barbara F. Oakman

barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.

WESTERN COLLEGE READING ASSOCIATION

General Business Meeting

The General Business Meeting of the Western College Reading Association was held in Denver, Colorado, at the Cosmopolitan Hotel, April 1, 1977. President Royce Adams presiding.

I. CALL TO ORDER

The meeting was called to order by President Adams at 1:42 pm.

II. CONFERENCE SITES

President Adams announced the sites for the next three conferences:

1978 - Long Beach, California
1979 - Hawaii
1980 - San Francisco, California

III. READABILITY CLEARING HOUSE

- A. Jon Hagstrom gave a report on the intentions of this committee. He gave a timeline which would make this Clearing House operational in September, 1977.
- B. Moved (Frank Christ), seconded (Irwin Joffe) that the concept of the Readability Clearing House be continued with regular reports to the Board according to the proposed timeline.

PASSED

IV. MATERIALS CLEARING HOUSE

President Adams announced that some members were interested in having a Materials Clearing House available to include such things as course outlines, catalog description, etc.

He informed the membership that this topic would be discussed at one of the interest sessions under the chairmanship of Rose Waseman.

V. ANNOUNCEMENTS

- A. Mary Hess of Ricks College, Idaho, is ill. Anyone who wishes to send her a note can so through Mary Wortham in Rm 449.
- B. President Adams introduced Dr. John F. Dean of Whittier College. Dr. Dean is past president of the California Reading Association; now Executive Secretary of the California Reading Association and is their official representative to WCRA.

- C. President Adams then announced that Mr. James Sawyer is the official IRA representative to the Tenth Annual Conference of WCRA.

VI. BY-LAWS

- A. President Adams reminded the membership of their opportunity to meet with Board members to answer questions on the proposed changes. He also announced to the membership the formation of a standing By-Laws committee to handle future changes as needed.

Adams requested a motion to accept the proposed By-Laws.

- B. Moved (Gene Kerstiens), seconded (Betty Levenson) that the By-Laws changes be adopted.

PASSED

VII. ANNOUNCEMENTS

- A. President-elect Coda-Messerle reminded the membership that they must have their name tags on in order to vote.
- B. There are 343 members in attendance.
- C. She announced additions to the interest sessions.
- D. The Exhibitors' Drawing will be held at 4:30 pm in the Exhibit Room instead of at the General Meeting.
- E. President-elect Coda-Messerle then thanked the hotel and all who had worked on the conference.
- F. Thanks were given to ERIC who will publish many of the papers from this conference. They have also offered us some computer researchers.
- G. Members were requested to answer the questions on the evaluation form handed out.
- H. Welcome from Dr. William Board, Dean of General Studies at Community College of Denver, Red Rocks.

VIII. NOMINATIONS

- A. President Adams turned the meeting over to Paul Hollingsworth, chairperson of the Nominating Committee, who then introduced the nominees for office.

- B. Nominees were introduced and nominations from the floor opened.

The two nominees for President-elect: Deborah Osen Hancock
Patricia Heard

The two nominees for Secretary: Mike McHargue
Barbara Oakman

The two nominees for Treasurer: Becky Patterson
Seymour Prog

Request for nominations from the floor for each office.
There were none.

Moved (Paul Hollingsworth), seconded (Frank Christ) that
nominations be closed.

PASSED

- C. Each candidate then gave his/her nomination speech.
D. Ballots were handed out, marked, and collected by the
nomination committee.

IC. KEYNOTE SPEAKER

President-elect Coda-Messerle introduced Sue Johnson who
introduced the Keynote Speaker, Dr. Allen Raygor.

X. ELECTION RESULTS

President Royce Adams announced the election results.

Treasurer	-	Seymour Prog
Secretary	-	Mike McHargue
President-Elect	-	Patricia Heard

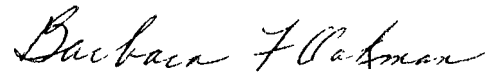
XI. AWARDS

- A. President-elect Coda-Messerle acknowledged Royce Adam's
contribution and presented him with a plaque from WCRA.
B. Royce Adams then presented Margaret Coda-Messerle with
the President's membership card and gavel.

XII. ADJOURNMENT

Moved (Frank Christ), adjournment at 3:14 pm.

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara F. Oakman".

Barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.

WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

President Royce Adams called the meeting to order at 9:20 AM in the Board Room of the Cosmopolitan Hotel, Denver, Colorado.

Members present: Past President, June Dempsey, President Royce Adams, President-Elect Margaret Coda-Messerle, Secretary Barbara Oakman, and Treasurer Seymour Prog.

Non-voting members present: Carol Bogue, Anne Eisenberg, Gwyn Enright, Ann Faulkner, Dennis Gabriel, Louise Haugh, Patricia Heard, Sue Johnson, Irwin Joffe, Mike McHargue, Loretta Newman, Carol Scarafiotti, Norman Spaulding, Silver Stanfill, Anastasia Vavoulis.

I. CALL TO ORDER

President Royce Adams called the meeting to order at 9:20 AM.

II. STATE DIRECTORS

A. June Dempsey introduced the State Directors and asked them to give their reports to the Board.

B. June introduced Ann Faulkner as a new State Director for Texas, replacing Narcissa Larate who is moving to New Mexico.

C. Carol Bogue of Northern California reported her group was favorable on both the Guidelines Committee and the Readability Clearing House.

Sue Johnson suggested that someone from Central California coordinate that area and work with the state's Co-Director.

D. Moved (Dempsey), seconded (Prog) that Sue Johnson be named State Liason Director for Northern and Southern California on a one year trial basis.

PASSED

E. Northern California College Reading Association has asked WCRA to submit a list of reasons why they might become the Northern California WCRA group as opposed to remaining as a separate entity or the NCCRA affiliate of CRA or WCRA. Since WCRA does not have affiliations, June suggested that this group might become NCCRA of WCRA.

Moved (Dempsey), seconded (Oakman) that WCRA offer the Northern California College Reading Association the opportunity to become the Northern California College Reading Association of Western College Reading Association.

FAILED

Discussion

Dick Lyman expressed a strong feeling on the part of NCCRA for affiliation. He requested that WCRA give serious consideration to the idea of affiliation in general.

Margaret suggested committee to work on ideas of formal affiliation.

Louise Haugh asked about the permissability of a WCRA State group meeting with the organizational structure of another group such as the Arizona State Reading Council.

June said this ~~was~~ quite permissible as long as we retain our separate identity.

- F. Anastasia Vavoulis presented her report. Suggestions made included the idea that WCRA provided money for printing costs for presenters. She also mentioned starting their own communication network which might include newsletters, workshops, sister organizations.
- G. There was general discussion on the feasibility of WCRA allotting a certain amount for each presenter for printing costs. There was some feeling in favor of this suggestion. However, there was some concern as to the limitations of copies, ultimate cost, etc.

Others felt that the persons who wanted copies of papers should be willing to bear the cost of copying.

Seymour suggested that a centrally located xerox machine be provided at reasonable cost at the conference site.

Irwin Joffe suggested that WCRA might consider purchasing an offset machine to be used at the conferences.

Presenters could offer to send copies to anyone who writes for them.

- H. It was decided to leave this matter in the hands of next year's program chairperson.
- I. Out-of-Region People. Loretta Newman suggested that perhaps some of the pre-conference institutes might be presented at State Fall meetings. She said that the states would probably have to pay for the transportation and lodging of the person giving the institute.

Louise Haugh reported that the Arizona people would like to see some continuity in the program - one year being theory; the second year, practical and the third year, research. This was not to be interpreted as repetition but as continuity.

This idea must be approved by the program director. Speakers could offer to do a three- or four-part presentation but would have to rely on the program chairperson's approval each year.

Royce commented that he felt WCRA had no obligation to out of region people in terms of supplying programs, etc for them. He stated that he would be willing to offer help and support to these others but that he would prefer to see WCRA remain regional. This was a personal comment rather than a presidential one.

- J. Dennis Gabriel spoke in favor of an Eastern College Reading Association stating that he believes it is coming. He needs access to his colleagues on the West Coast and therefore would like to keep a liason with them.

Mr. Gabriel requested WCRA's goodwill, counsel, advice, expertise, direction and liason with WCRA.

Moved (Oakman), seconded (Prog) that WCRA go on record as offering support, goodwill, advice, whatever help is needed to our other colleges in helping them start their own organization.

PASSED

Moved (Dempsey), seconded (Cota-Messerle) to amend the above motion to the following: that WCRA offer our goodwill, advice, counsel, assistance and our willingness to accept our other states in a liason capacity in the event that they organize as a separate association.

PASSED

- K. Arizona State Report was given by Louise Haugh. People from Arizona were not interested in a Readability Clearing House as some schools already have it and there's a computer program available from General Electric.

As far as the Guidelines are concerned, the State Director will send out a questionnaire to survey all the ARizona Colleges. In the Fall meeting, the group will discuss the results of this questionnaire.

There has been excellent response from Arizona members. They have made many excellent suggestions but they require money. Louise suggested that perhaps an extra dollar could be added to the dues to be returned to the states.

June referred to the motion made on March 30, 1977 regarding attendance at other conferences or meetings.

- L. Donna Davidson mentioned that Sallie Brown had been appointed State Director for Southern California but in view of the fact that she is one of the conference co-managers for next year, would be unable to fulfill her duties as such. Donna wondered if it was legal for her to stay on for another year and Sallie would assume the duties of State Director after the 1978 conference.

Royce and June responded that this was legal.

- M. Anne Eisenberg reported that in the special interest group meeting there was much interest expressed in reading in special content areas. She expressed a desire to be part of next year's program.

June responded that Anne could write to Carol and submit an article to the Newsletter. She could also write Pat Heard regarding next year's program.

Anne Faulkner then gave the State Director's report on Texas. Concern was expressed about the Readability Clearing House. This group felt that WCRA should move slowly on this and be sure of its use before expanding this project into a costly overture.

Narcissa Zarate was introduced as co-State Director from Texas. She stated that she would be living in New Mexico and would make recommendations for her successor to June and Royce.

Silver Stanfill gave the State Director's report for Alaska. This group suggested posting highlights of Board meetings near the WCRA registration table as well as giving these highlights at the first General Session.

The Clearing Houses were discussed and members felt that the responsibilities of each clearing house need to be more clearly delineated.

Concern was expressed over the cost involved in establishing these clearing houses.

Moved (Dempsey), seconded (Coda-Messerle), that State Directors be appointed for one year terms, renewable for additional terms at the discretion of the incoming Coordinator of State Directors.

PASSED

III. ADJOURNMENT

Moved (Oakman) adjournment at 11:15 AM.

I CALL TO ORDER

President Adams reconvened the meeting at 12:55 PM.

II. PUBLISHER'S EXHIBITS for 1978

- A. David Hubin spoke for Barbara Tomlinson regarding fees for Exhibitors for the 1978 annual conference. He requested that the Board determine the fees now as the Fall Board meeting is too late to make the initial contact.
- B. Moved (Dempsey), seconded (Oakman) that the fee of \$125.00 be maintained for exhibitors.

PASSED

- C. Amendment to the above motion: Moved (Coda-Messerle), seconded (Prog), with agreement from Dempsey and Oakman that the above motion be amended to include: The fee of \$50.00 per additional table be maintained.

PASSED

III. REPORT ON GUIDELINES COMMITTEE

David Hubin stated that the name should be changed. At this time, no new name has been determined. There was good attendance at the interest session on the Guidelines. From this session, consensus was to go ahead with the time plan and report to the Board and general membership at next year's conference.

IV. CONFERENCE REPORT - 1977

Natalie Hoffman gave the report for the 1977 Conference. She expressed the appreciation of herself and Elaine Cohen for the cooperation they received from everyone. They felt it to be a very positive experience. She recommended that an effort be made to keep people together at the Friday night dinner. It helped new members meet other people.

Various members had expressed interest in having time to meet other people earlier in conference.

V. REPORT ON MULTIPLE ORGANIZATIONS IN CALIFORNIA

- A. Dick Lyman spoke to articulation between and among the multiple college organizations in California. These include reading, learning assistance associations, tutorial associations. Many of these organizations have direct ties to the Chancellor's Office in California. He expressed the need for a direct contact between WCRA and the Chancellor's Office in California because of the crucial need to influence legislation and budgets.

Royce said that although he heard what Dick was saying, he did not feel that WCRA should have this direct contact in one state at this time. He informed Dick that the Board had made provision for attendance at articulation meetings.

- B. Moved (Coda-Messerle), seconded (Oakman) that WCRA reimburse Dick Lyman for his incurred expenses for attending the ECTIC meeting.

PASSED.

VI. REPORT ON MATERIALS RESOURCE INTEREST SESSION

- A. Rose Wassman gave a report on the Materials Resource Interest Session. Members were concerned about the logistics of forming and setting up this center as well as what the task of this center would be.
- B. This interest session formed a committee to start work on a Materials Clearing House especially ABE. Committee members are as follows:

Helen Gladson	Ruth May
Anne Foster	Gloria Balista
Liz Carzag	Kathy Cerrouze
Mary Cunningham	Sue Sanders
Clyde Cato	Marie Lium
Karl Kenke	Charlesetta Alston
Carol Serges	Elizabeth Green

It was stated on the note handed to the secretary, that some of the names may be misspelled.

- C. Rose mentioned that some members had requested an exchange of materials at next year's conference.

VII. SCHOLARSHIP FUND

Moved (Coda-Messerle), seconded (Dempsey) that WCRA direct an appropriate person to write a letter to Mr. Pete Johnson making him aware of the fact that WCRA has established a Memorial Scholarship Fund.

PASSED

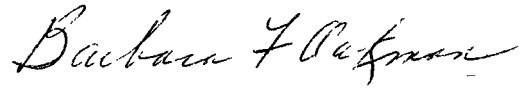
VIII. AWARDS AND SCHOLARSHIP

Donna Davidson has been appointed awards chairperson and scholarship fund chairperson.

IX NEW OFFICERS

President Royce Adams turned the gavel over to the new president, Margaret Coda-Messerle at 1:33 PM. The new officers were then installed.

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara F. Oakman". The signature is written in dark ink and is positioned above the typed name.

Barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.

Denver, Colorado
March 29, 1977

Extra

WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

The Board of Directors of the Western College Reading Association met in Denver, Colorado, at the Cosmopolitan Hotel, March 29, 1977. President Royce Adams presided.

Board members present: Past president June Dempsey, President Royce Adams, President-elect Margaret Coda-Messerle, Secretary Barbara Oakman, and Treasurer Seymour Prog.

Non-voting members: Parliamentarian Loretta Newman, Newsletter editor Carol Scarifiotti, Proceeding editor Gwyn Enright.

Guests: Elaine Cohen, Sue Johnson, Betty Levinson

I. CALL TO ORDER

President Royce Adams called the meeting to order at 7:24 pm.

II. MINUTES

The secretary read the minutes for the Executive Board meeting of September 17, 1976.

Moved (Dempsey), seconded (Prog) to accept as transcribed from tape.

PASSED

The secretary then read the minutes for the Executive Board meeting of September 18, 1976.

After discussion the following sections of the minutes were amended:

Section II, page 7, "UC at Long Beach be amended to read "UC at Irvine".

Moved (Oakman), seconded (Dempsey) to accept minutes as amended dependent on checking tape transcription.

PASSED

The secretary then read the minutes for the Executive Board meeting of September 19, 1976. These minutes were amended as follows:

Section V - Program - after paragraph 2.

Moved (Coda-Messerle), seconded (Dempsey) that a copy of the President's elect's conference budget be attached to the minutes of this date.

PASSED

Moved (Coda-Messerle), seconded (Dempsey) that the President-elect's tentative budget for WCRA's Tenth Annual Conference be approved.

PASSED

Moved (Coda-Messerle) seconded (Dempsey) that the minutes be approved as amended.

PASSED

III. OFFICIAL PHOTOGRAPHER

President Adams announced the appointment of Bob Williams as official photographer for WCRA.

Barbara Oakman reported on the unavailability of black and white and color polaroid-type cameras.

After discussion, the Board decided to leave the decision as to which camera to buy up to Bob Williams.

IV. TREASURER'S REPORT

A. WESTERN COLLEGE READING ASSOCIATION

TREASURER'S REPORT
March 28, 1977

Income

Balance Brought Forward (April 5, 1976) \$19,279.19

Receipts to March 18, 1977

* Conference, 1976	\$3,227.00
* Conference, 1977	8,195.00
Membership Dues	1,692.00
Proceedings	<u>1,506.18</u>

Total Receipts \$33,889.37

*(Includes Dues and Proceedings payments)

ExpenseExpenditures to March 18, 1977

Conference, 1976	\$4,448.97	
Conference, 1977	641.35	
Proceedings	3,327.70	
Newsletter	1,548.82	
Placement Office	145.16	
Board Expense	1,090.08	
Past President	37.71	
State Directors	11.12	
Clerical, postage, phone	907.76	
Refunds	662.00	
Total Expense		\$12,781.40
Balance March 18, 1977		\$21,117.97
Cash in Checking Account (United California Bank)		\$ 5,510.15
On Deposit in Savings & Loan (Mercury)		\$16,181.03
		<u>\$21,691.18*</u>
(Interest Earned since April 4, 1976) (\$634.71)		

Seymour Prog, Treasurer

Seymour Prog reported that as of this date we had 9,750 members, including one from Guam, one from South Africa and one from Mexico. We also have approximately half a dozen members from the East Coast.

The treasurer also reported that the interest on the account amounted to \$1,242.00 which was set aside to pay for Keynote speakers.

Exhibitors fees plus \$1,000.00 set aside from 1976 and 1977 gave us \$7,625.00 to pay for conference expenses as needed.

Moved (Coda-Messerle), seconded (Dempsey) that the Treasurer's Report be accepted.

PASSED

Moved (Dempsey), seconded (Prog) that the minutes of September 19, 1976, page 3, "Publishers' Exhibits" paragraph 3 corrected to read "Money from exhibitors will be set aside in a separate account plus \$1,000.00 per year to help finance future conferences."

PASSED

Moved (Dempsey), seconded (Coda-Messerle) that the minutes of September 19, 1976, page 3, paragraph 5 be amended to read "Moved (Coda-Messerle), seconded (Prog) that WCRA pay for a non-WCRA Keynote speaker's transportation (equivalent to coach airfare), one night's lodging, meals as necessary, and honorarium of \$150.00, from Account A which reflects the interest earned on bank deposits."

PASSED

Moved (Dempsey), seconded (Coda-Messerle) that the minutes of September 19, 1976, page 3, paragraph 6 be corrected by adding the following sentence to this paragraph. "This sum will be taken from Account A which reflects the interest earned on bank deposits."

PASSED

B. Partial Registration

The treasurer then asked for discussion on one-day registration fees for the annual conference. Discussion is summarized as follows:

"Has been discussed before. Students and tutors have become more interested. Board has agreed that anyone who participates in conference should be a member.

Margaret responded that she had clarified this matter with Elaine Cohen, conference co-manager, in a letter July 18, 1976. Precedent had been set in Tucson when daily attendance for students was permitted for \$7.00 per day, excluding Newsletter or Proceedings. This was established informally and was not meant as membership but only as participation in the conference for one day only.

Concern was expressed that an over-run of one-day participants could limit the participation of full members because of the limitation of room sizes.

Elaine explained that the Colorado IRA does permit a one-day registration, using different color badges for identification.

Loretta expressed the need of tutors to find out more about the field in which they are working.

Elaine then mentioned professionals who were unable to attend the full conference but did not like paying the full fee for one day's participation.

Margaret mentioned her concern that one-day non-members could take over the conference in large metropolitan areas.

June mentioned that a policy had been established either prior to or at the Anaheim that any participant must be a member of WCRA.

Most Board members felt that any fee should include membership according to the minutes for the Anaheim Conference.

It was suggested that the fee be membership dues plus a ratio of the cost of the conference.

Pre-registration may become a necessity even for one-day participation.

Pre-registration for conference section meetings could become an awesome and non-profitable task.

Possibility of eventually moving into convention center sites rather than hotel conference sites.

June suggested that perhaps State Directors could plan a Fall conference aimed at tutors and para-professionals in the field.

It was also suggested that the reduced rate permit attendance at any section meeting in which there was room.

Another suggestion was made that we set aside certain sections designed for the pre-professional.

Suggested that this matter be handled on a yearly basis.

Moved (Prog), seconded (Dempsey) that professionals be required to pay \$5.00 membership fee plus \$7.00 attendance fee per day, excluding Proceedings. Non-professionals would be required to pay \$5.00 membership fee plus \$3.00 per day, excluding Proceedings for the Denver conference only.

PASSED

It was then decided to bring this matter up for discussion at the Fall Board meeting with the aim of establishing some kind of policy in this regard for the 1978 and 1979 conferences.

One idea should be considered of registration on a space available basis only.

Seymour was asked to attempt to keep some records as to one-day attendance at the Denver conference.

C. Attorney

This discussion was continued from the Fall Board Meeting, 1976.

Seymour reported that he located a Mr. Henry L. Patton, Clovis, New Mexico, was WCRA's attorney of record. He then summarized the correspondence relating to clarification of WCRA's status as a non-profit organization.

Moved (Dempsey), seconded (Prog) that (1) the Board check to determine if WCRA has paid Mr. Patton a retainer's fee that covers a certain amount of services or certain length of time; (2) if we are not bound, we write to Mr. Patton and indicate to him that if he is too busy to serve our account in accordance with our needs, that he release us as his client; (3) and in the event he does release us, the Executive Board direct the State Director of New Mexico to obtain services of an attorney for WCRA.

PASSED

June said she would find out about the retainer as she had received a box of records from Liz Johnson, prior to her death. Liz had said at that time that attorney's information was in this box.

D. Re-election

Seymour brought up the fact that his running for re-election was illegal until after the new By-laws had been voted on and approved.

It was pointed out that the vote on the By-laws came before the nominating speeches so that if the By-laws were approved there would be no problem.

If the By-laws are not approved, then Seymour would withdraw his name from nomination.

V. CONFERENCE REPORT

Margaret Coda-Messerle and Elaine Cohen gave their pre-conference report to the Board.

They stressed the cooperation of the area colleges. Margaret called attention to the sections on "WCRA: Where Has It Been? Where Is It Going?"

VI. NEWSLETTER REPORT

Carol Scarifiotti presented the Newsletter report. There was a letter of resignation from Gene Fazio, assistant editor.

Carol stated she would like to resign from the label making part of the job. The Board decided to discuss this aspect later.

Carol will encourage State Directors to send in reports of their activities as well as activities of individual members.

VII. ADJOURNMENT

Moved (Oakman) adjournment at 9:34 pm.

Respectfully submitted,



Barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.

Denver, Colorado
March 29, 1977

E. Adams

WESTERN COLLEGE READING ASSOCIATION

Board of Directors Meeting

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PASSED

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PASSED

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June said she would find out about the retainer as she had received a box of records from Liz Johnson, prior to her death. Liz had said at that time that attorney's information was in this box.

D. Re-election

Seymour brought up the fact that his running for re-election was illegal until after the new By-laws had been voted on and approved.

It was pointed out that the vote on the By-laws came before the nominating speeches so that if the By-laws were approved there would be no problem.

If the By-laws are not approved, then Seymour would withdraw his name from nomination.

V. CONFERENCE REPORT

Margaret Coda-Messerle and Elaine Cohen gave their pre-conference report to the Board.

They stressed the cooperation of the area colleges. Margaret called attention to the sections on "WCRA: Where Has It Been? Where Is It Going?"

VI. NEWSLETTER REPORT

Carol Scarifiotti presented the Newsletter report. There was a letter of resignation from Gene Fazio, assistant editor.

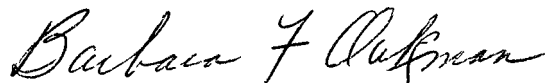
Carol stated she would like to resign from the label making part of the job. The Board decided to discuss this aspect later.

Carol will encourage State Directors to send in reports of their activities as well as activities of individual members.

VII. ADJOURNMENT

Moved (Oakman) adjournment at 9:34 pm.

Respectfully submitted,



Barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.

rado
77

Board of Director's Meeting

Members present: Past-president June Dempsey, President Royce Adams, President-elect Margaret Coda-MEggerle, Secretary Barbara Oakman, and Treasurer Seymour Prog.

I. CALL TO ORDER

II. 1977 CONFERENCE REPORT

III. CONFERENCE SITES

- #### IV. BY-LAWS

V. RELATIONSHIP WITH SIMILAR ORGANIZATIONS

- A. The board discussed the need for and advisability of having some kind of formal relationship with other organizations. Some of these organizations, such as California Community College Tutorial Association, John Woolley, President; National Skills Development Association, John Rousch, Director, Task Force 9 of the American College Personnel Association, Robby J. Anderson, Chairperson, have already been in contact with the President-elect asking how their organizations can work with ours to achieve similar goals.

- B. Margaret has also had contact with IRA and the National Reading Association. She mentioned that there are other organizations with which similarities may be formed.
- C. Margaret suggested that it was the President's responsibility to keep contact with other organizations. She further suggested that WCRA could send complimentary copies of the Newletter to the President's of such organizations and request that these other organizations return this courtesy.
- D. Moved (Coda-Messerle), seconded (Dempsey) that the President of WCRA be charged with the responsibility of articulation with other associations of similar interests and goals.

PASSED

- E. June Suggested that the Board should look closely at these other organizations to determine benefits received and our purpose in being there.
- F. Royce said that he felt the individual Board member should send a proposal to the Board for attending a conference, stating the benefits to WCRA. The individual, if funded, should also send a follow-up report to the Board.
- G. Moved (Dempsey), seconded (Coda-Messerle) that the President be directed to contact Dennis Gabriel and request that he act as official WCRA representative at the Miami IRA Conference, 1977.

PASSED

- H. Moved (Dempsey), seconded (Coda-Messerle) that we rescind the motion of September 19, 1976 regarding authorization of payment of delegates' expenses to Miami IRA Conference, 1977.

PASSED

- I. Moved (Dempsey), seconded (Prog) that WCRA accept the following policy statement: In the event that a WCRA member is attending a conference or meeting of one of the associations with whom we have decided it is desirable to have articulation, the President is authorized to appoint that member as official representative of WCRA to that meeting with no obligation to assume expenses.

PASSED

VI. READABILITY CLEARING HOUSE

- A. Royce and June had requested that Jon Hagstrom travel to Fort Collins, Colorado from Denver to investigate the establishment of the readability clearing house.

- B. Moved (Dempsey), seconded (Prog) that WCRA pay for Jon Hagstrom's expenses from Denver to Fort Collins, Colorado, and back to Denver for the purpose of investigating the establishment of a readability clearing house at Colorado State University and reporting to the Board on same.

PASSED

VII. MEETINGS

- A. June reported on a committee meeting concerning learning assistance centers in San Francisco. June was unable to attend the meeting but was able to get Dick Lyman to attend. Dick reported to both June and Royce and said that this meeting was extremely crucial in terms of development of reading and learning assistance center development in California.
- B. Moved (Prog), seconded (Coda-Messerle) that on the recommendation of the State Director the President may authorize a member to attend any official meeting which appears to have consequences to the direction of college reading and learning assistance on a state, regional, or national level. Reimbursement would be limited to \$100.00. A written report must be submitted within 30 days, to the President who will then present it at the next Board meeting.

PASSED

VIII. AWARDS

- A. The Board discussed the need for guidelines to recognize outstanding members of WCRA.
- B. Moved (Coda-Messerle), seconded (Oakman) that the President be authorized to appoint the chairperson of a committee which would establish guidelines for designating and recognizing outstanding members and outstanding members of long-standing upon their retirement. PASSED

IX. MEMBERSHIP

- A. The Board discussed ways and means of keeping the membership list current.
June suggested hiring someone to do this, paying a small salary for this purpose.
- B. Moved (Oakman), seconded (Dempsey) that the treasurer be directed to keep membership data current.

PASSED

- C. Moved (Oakman), seconded (Prog) that the treasurer be directed to send a membership list to every member shortly after the annual conference.

PASSED

X. SCHOLARSHIP FUND

- A. The Board discussed establishing a scholarship fund to be granted to a graduate student. This scholarship is to honor those members who have served WCRA faithfully and are now deceased. There will be no one person's name attached to the scholarship.
- B. Moved (Dempsey), seconded (Oakman) that WCRA establish a \$1000.00 Memorial Scholarship to be awarded on a yearly basis to a graduate student ^{interested} ~~majoring~~ in college-level reading and/or learning assistance education from one of the states or provinces from the WCRA region. A standing committee should be appointed for purposes of selecting an annual recipient of this award to be presented at the Spring conference. The recipient's transportation, lodging, registration, and per diem will be funded by WCRA.

PASSED

- C. Moved (Oakman), seconded (Prog) that it be recommended to future program chairpersons that the recipient be invited to make a presentation at the conference.

PASSED

XI. ADJOURNMENT

Moved (Coda-Messerle), adjournment at 12:20 pm.

I. CALL TO ORDER

President Royce Adams reconvened the meeting at 1:56 PM.

Guests: Betty Levinson, ~~Pat~~ Heard, Linda Martin, Barbara Tomlinson, Dave Hubin, Dave Spillman, Sue Johnson, Jon Hagstrom, Frank Christ.

II. PROCEEDINGS REPORT

- A. Gwyn Enright reported on the costs incurred by the Proceedings since January 1, 1977 when she was appointed. Her costs have amounted to \$144.03. Sales during this period of time amounted to \$296.00 (See attachment #1).

Gwyn requested Board approval of the Editorial Advisory Committee luncheon. However, she requested that the figure of \$18.00 be changed to \$30.00.

Estimates for printing and binding were \$3350.00 at Girard.

- B. Moved (Coda-Messerle), seconded (Dempsey) that the Board accept the expenditures of the Proceedings as presented by Gwyn Enright with the charge for luncheon changed from \$18.00 to approximately \$30.00.

PASSED

- C. Moved (Oakman), seconded (Coda-Messerle) that the Proceedings editor send xerox copies of abstracts to an individual designated by the presenter with a cover letter pointing out the contribution of the presenter to WCRA. Costs will be covered by WCRA.

PASSED

- D. A journal for WCRA was discussed. The cost of the journal for 500 copies would be approximately \$1080.00 plus \$225.00 postage for a total of \$1205.00 quarterly. These figures do not reflect costs of reproducing charts and graphs which might be included in research articles tentatively planned for 90 pages, printed, stapled or glued. It would resemble The Journal of Reading Behavior.

After discussion, it was decided that Gwyn would appoint a committee to further investigate the possibilities of a journal—costs, advertising, articles, degree of interest from membership, etc.

III. PLACEMENT BUREAU

- A. Barbara Tomlinson gave the Placement Bureau report and presented her budget. (See attachment #2) ~~~~~
- B. Moved (Dempsey), seconded (Prog) that we approve the expenditures of the Placement Chairperson as reported in her communication to the Board on March 25, 1977.

PASSED

V. GUIDELINES REPORT

- A. Barbara Tomlinson and Dave Hubin, co-chairpersons, included a statement of guidelines. (see attachment #3). They also handed to the Board drafts of alternatives for the College Writing-Lab (see attachment #4) and the College Tutorial Program (see attachment #5). The co-chairpersons also included in their report a tentative flow chart for their operation (see attachment #5).
- B. It was suggested that this flow chart be reported to the membership through the Newsletter.
- C. Moved (Dempsey), seconded (Oakman) that Barbara Tomlinson be requested to report to the general membership on the Guidelines committee work to date, with the approval of the Board.

PASSED

V. SLATE REPRESENTATION

Sue Johnson expressed a concern from California that out-of-states, particularly out of region people, were not represented on the nominating slates.

There was a discussion on the possibility of a first and second vice president or having additional officers of some kind. Her concern covered three broad areas: (1) Elections-nominating and balloting; (2) geographical representation of officer candidates as it relates to WCRA boundaries; and (3) the concept of the general scope of WCRA, including the possibility of becoming a national organization. Discussion was held on the possibility of forming a committee to investigate these ideas.

The Board agreed that this was new business and should be deferred until Saturday afternoon when the new president takes office.

VI. HISTORIAN

This matter was deferred until the Saturday Board Meeting.

VII. READABILITY CLEARING HOUSE

- A. Jon Hagstrom gave this report. ^{attached} Besides outlining what the committee had already done, he presented a time line and cost chart that the committee had worked out. His written report was to be turned into the Board after Friday afternoon's interest session.
- B. The Board determined that after Jon made his report to the membership at the Friday General Session, the President would request a vote from the membership on the continuation of this work.

VIII. CONFERENCE SITE - HAWAII

- A. Liz D'Argy Hawaiian State Director, and Sherm Harris of Group Travel Unlimited, Inc., made a presentation to the Board on the feasibility of having Hawaii as a conference site.

After much discussion on cost, pros and cons, the Board voted.

- B. Moved (Dempsey), seconded (Coda-Messerle) that WCRA accept the bid from Leeward Community College of the University of Hawaii system to hold our conference in Hawaii in 1979.

PASSED

- C. Moved (Coda-Messerle), seconded (Dempsey) that for Hawaii, 1979, out conference activities during April 7-10 be held at the Hyatt Regency, Waikiki; that post conference activities be held April 11-15 on an outer island, preferably Kona Hilton or Maui Surf, subject to passage of Article II-1 of the By-Laws.

PASSED

IX. JEWELRY

Paul Hollingsworth had various pieces of jewelry designed for WCRA. These could be made available for sale.

The Board suggested that he leave them on the registration table for member to look at. Seymour was requested to try and get some feedback from members.

X. CONFERENCE SITE - SAN FRANCISCO

- A. Rose Wassman gave her report on the San Francisco Conference in 1980.
- B. Moved (Oakman), seconded (Dempsey) that we accept the bid from the Hyatt Union Square Hotel for the 1980 conference in San Francisco.

PASSED

- C. The Board directed June and Rose to continue investigating possibilities for post-conference activities and sites.

XI. MATERIAL RESOURCE CLEARING HOUSE

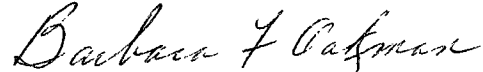
- A. Rose Wassman presented informational ideas on the Materials Resource Clearinghouse. This idea will be brought up in interest session to get the feeling of the membership.
- B. It was suggested that Rose get in touch with Barbara Tomlinson to correlate her activities with the appropriate stages and on activities of the Guidelines committee.

- C. Frank Christ explained a proposal he had written, seeking funds for doing massive program and materials evaluation.

XII. ADJOURNMENT

Moved (Coda-Messerle) adjournment at 6:58 pm.

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara F. Oakman".

Barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.

Denver, Colorado
March 30, 1977

E. Adams

WESTERN COLLEGE READING ASSOCIATION

Board of Director's Meeting

President Royce Adams called the meeting to order at 9:13 AM in the Empire Room of the Cosmopolitan Hotel, Denver, Colorado.

Members present: Past-president June Dempsey, President Royce Adams, President-elect Margaret Coda-Messerle, Secretary Barbara Oakman, and Treasurer Seymour Prog.

Non-voting members present: Parliamentarian Loretta Newman, Newsletter editor Carol Scarafiotti, Proceedings editor Gwyn Enright, Arthur Rauch.

I. CALL TO ORDER

President Royce Adams called the meeting to order at 9:13 AM.

II. 1977 CONFERENCE REPORT

Margaret Coda-Messerle gave her conference report as Program Chairperson and explained some changes in the Conference set-up.

III. CONFERENCE SITES

- A. There was a discussion of dates for Hawaii conference as well as possible alternatives.
- B. Portland was mentioned as a possible sight for a conference, as was Las Vegas. However, date changes might be necessary in Las Vegas.
- C. Discussion included the possibilities of other locations as conference sites.
- D. Further discussion on Hawaii was tabled until Liz D'Argy comes before the Board.

IV. BY-LAWS

The Board agreed that June, Royce and Margaret would make themselves available in the Hospitality Suite at specified times Thursday and Friday to answer questions on the proposed changes.

V. RELATIONSHIP WITH SIMILAR ORGANIZATIONS

- A. The board discussed the need for and advisability of having some kind of formal relationship with other organizations. Some of these organizations, such as California Community College Tutorial Association, John Wooley, President; National Skills Development Association, John Rousch, Director, Task Force 9 of the American College Personnel Association, Robby Anenaman, Chairperson, have already been in contact with the President-elect asking how their organizations can work with ours to achieve similar goals.

- B. Margaret has also had contact with IRA and the National Reading Association. She mentioned that there are other organizations with which similarities may be formed.
- C. Margaret suggested that it was the President's responsibility to keep contact with other organizations. She further suggested that WCRA could send complimentary copies of the Newletter to the President's of such organizations and request that these other organizations return this courtesy.
- D. Moved (Coda-Messerle), seconded (Dempsey) that the President of WCRA be charged with the responsibility of articulation with other associations of similar interests and goals.

PASSED

- E. June Suggested that the Board should look closely at these other organizations to determine benefits received and our purpose in being there.
- F. Royce said that he felt the individual Board member should send a proposal to the Board for attending a conference, stating the benefits to WCRA. The individual, if funded, should also send a follow-up report to the Board.
- G. Moved (Dempsey), seconded (Coda-Messerle) that the President be directed to contact Dennis Gabriel and request that he act as official WCRA representative at the Miami IRA Conference, 1977.

PASSED

- H. Moved (Dempsey), seconded (Coda-Messerle) that we rescind the motion of September 19, 1976 regarding authorization of payment of delegates' expenses to Miami IRA Conference, 1977.

PASSED

- I. Moved (Dempsey), seconded (Prog) that WCRA accept the following policy statement: In the event that a WCRA member is attending a conference or meeting of one of the associations with whom we have decided it is desirable to have articulation, the President is authorized to appoint that member as official representative of WCRA to that meeting with no obligation to assume expenses.

PASSED

VI. READABILITY CLEARING HOUSE

- A. Royce and June had requested that Jon Hagstrom travel to Fort Collins, Colorado from Denver to investigate the establishment of the readability clearing house.

- B. Moved (Dempsey), seconded (Prog) that WCRA pay for Jon Hagstrom's expenses from Denver to Fort Collins, Colorado, and back to Denver for the purpose of investigating the establishment of a readability clearing house at Colorado State University and reporting to the Board on same.

PASSED

VII. MEETINGS

- A. June reported on a committee meeting concerning learning assistance centers in San Francisco. June was unable to attend the meeting but was able to get Dick Lyman to attend. Dick reported to both June and Royce and said that this meeting was extremely crucial in terms of development of reading and learning assistance center development in California.
- B. Moved (Prog), seconded (Coda-Messerle) that on the recommendation of the State Director the President may author a member to attend any official meeting which appears to have consequences to the direction of college reading and learning assistance on a state, regional, or national level. Reimbursement would be limited to \$100.00. A written report must be submitted within 30 days, to the President who will then present it at the next Board meeting.

PASSED

VIII. AWARDS

- A. The Board discussed the need for guidelines to recognize outstanding members of WCRA.
- B. Moved (Coda-Messerle), seconded (Oakman) that the President be authorized to appoint the chairperson of a committee which would establish guidelines for designating and recognizing outstanding members and outstanding members of long-standing upon their retirement.

IX. MEMBERSHIP

- A. The Board discussed ways and means of keeping the membership list current.
June suggested hiring someone to do this, paying a small salary for this purpose.
- B. Moved (Oakman), seconded (Dempsey) that the treasurer be directed to keep membership data current.

PASSED

- C. Moved (Oakman), seconded (Prog) that the treasurer be directed to send a membership list to every member shortly after the annual conference.

PASSED

X. SCHOLARSHIP FUND

- A. The Board discussed establishing a scholarship fund to be granted to a graduate student. This scholarship is to honor those members who have served WCRA faithfully and are now deceased. There will be no one person's name attached to the scholarship.
- B. Moved (Dempsey), seconded (Oakman) that WCRA establish a \$1000.00 Memorial Scholarship to be awarded on a yearly basis to a graduate student majoring in college-level reading and/or learning assistance education from one of the states or provinces from the WCRA region. A standing committee should be appointed for purposes of selecting an annual recipient of this award to be presented at the Spring conference. The recipient's transportation, lodging, registration, and per diem will be funded by WCRA.

PASSED

- C. Moved (Oakman), seconded (Prog) that it be recommended to future program chairpersons that the recipient be invited to make a presentation at the conference.

PASSED

XI. ADJOURNMENT

Moved (Coda-Messerle), adjournment at 12:20 pm.

I. CALL TO ORDER

President Royce Adams reconvened the meeting at 1:56 PM.

Guests: Betty Levinson, Paul Heard, Linda Martin, Barbara Tomlinson, Dave Hubin, Dave Spillman, Sue Johnson, Jon Hagstrom, Frank Christ.

II. PROCEEDINGS REPORT

- A. Gwyn Enright reported on the costs incurred by the Proceedings since January 1, 1977 when she was appointed. Her costs have amounted to \$144.03. Sales during this period of time amounted to \$296.00 (See attachment #1).

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- C. Moved (Oakman), seconded (Coda-Messerle) that the Proceedings editor send xerox copies of abstracts to an individual designated by the presenter with a cover letter pointing out the contribution of the presenter to WCRA. Costs will be covered by WCRA.

PASSED

- D. A journal for WCRA was discussed. The cost of the journal for 500 copies would be approximately \$1080.00 plus \$225.00 postage for a total of \$1205.00 quarterly. These figures do not reflect costs of reproducing charts and graphs which might be included in research articles tentatively planned for 90 pages, printed, stapled or glued. It would resemble The Journal of Reading Behavior.

After discussion, it was decided that Gwyn would appoint a committee to further investigate the possibilities of a journal--costs, advertising, articles, degree of interest from membership, etc.

III. PLACEMENT BUREAU

- A. Barbara Tomlinson gave the Placement Bureau report and presented her budget. (See attachment #2).
- B. Moved (Dempsey), seconded (Prog) that we approve the expenditures of the Placement Chairperson as reported in her communication to the Board on March 25, 1977.

PASSED

V. GUIDELINES REPORT

- A. Barbara Tomlinson and Dave Hubin, co-chairpersons, included a statement of guidelines. (see attachment #3). They also handed to the Board drafts of alternatives for the College Writing-Lab (see attachment #4) and the College Tutorial Program (see attachment #5). The co-chairpersons also included in their report a tentative flow chart for their operation (see attachment #5).
- B. It was suggested that this flow chart be reported to the membership through the Newsletter.
- C. Moved (Dempsey), seconded (Oakman) that Barbara Tomlinson be requested to report to the general membership on the Guidelines committee work to date, with the approval of the Board.

PASSED

V. SLATE REPRESENTATION

Sue Johnson expressed a concern from California that out-of-states, particularly out of region people, were not represented on the nominating slates.

There was a discussion on the possibility of a first and second vice president or having additional officers of some kind. Her concern covered three broad areas: (1) Elections-nominating and balloting; (2) geographical representation of officer candidates as it relates to WCRA boundaries; and (3) the concept of the general scope of WCRA, including the possibility of becoming a national organization. Discussion was held on the possibility of forming a committee to investigate these ideas.

The Board agreed that this was new business and should be deferred until Saturday afternoon when the new president takes office.

VI. HISTORIAN

This matter was deferred until the Saturday Board Meeting.

VII. READABILITY CLEARING HOUSE

- A. Jon Hagstrom gave this report. Besides outlining what the committee had already done, he presented a time line and cost chart that the committee had worked out. His written report was to be turned into the Board after Friday afternoon's interest session.
- B. The Board determined that after Jon made his report to the membership at the Friday General Session, the President would request a vote from the membership on the continuation of this work.

VIII. CONFERENCE SITE - HAWAII

- A. Liz D'Argy Hawaiian State Director, and Sherm Harris of Group Travel Unlimited, Inc., made a presentation to the Board on the feasibility of having Hawaii as a conference site.

After much discussion on cost, pros and cons, the Board voted.

- B. Moved (Dempsey), seconded (Coda-Messerle) that WCRA accept the bid from Leeward Community College of the University of Hawaii system to hold our conference in Hawaii in 1979.

PASSED

- C. Moved (Coda-Messerle), seconded (Dempsey) that for Hawaii, 1979, out conference activities during April 7-10 be held at the Hyatt Regency, Waikiki; that post conference activities be held April 11-15 on an outer island, preferably Kona Hilton or Maui Surf, subject to passage of Article II-1 of the By-Laws.

PASSED

IX. JEWELRY

Paul Hollingsworth had various pieces of jewelry designed for WCRA. These could be made available for sale.

The Board suggested that he leave them on the registration table for member to look at. Seymour was requested to try and get some feedback from members.

X. CONFERENCE SITE - SAN FRANCISCO

- A. Rose Wassman gave her report on the San Francisco Conference in 1980.
- B. Moved (Oakman), seconded (Dempsey) that we accept the bid from the Hyatt Union Square Hotel for the 1980 conference in San Francisco.

PASSED

- C. The Board directed June and Rose to continue investigating possibilities for post-conference activities and sites.

XI. MATERIAL RESOURCE CLEARING HOUSE

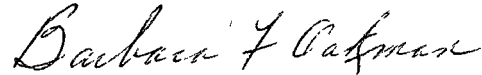
- A. Rose Wassman presented informational ideas on the Materials Resource Clearinghouse. This idea will be brought up in interest session to get the feeling of the membership.
- B. It was suggested that Rose get in touch with Barbara Tomlinson to correlate her activities with the appropriate stages and on activities of the Guidelines committee.

C. Frank Christ explained a proposal he had written, seeking funds for doing massive program and materials evaluation.

XII. ADJOURNMENT

Moved (Coda-Messerle) adjournment at 6:58 pm.

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara F. Oakman".

Barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.

Denver, Colorado
March 31, 1977

WESTERN COLLEGE READING ASSOCIATION

General Business Meeting

The General Business Meeting of the Western College Reading Association was held in Denver, Colorado, at the Cosmopolitan Hotel, March 31, 1977. President Royce Adams Presiding.

I. CALL TO ORDER

Royce Adams
~~President-elect Margaret Coda Messerle~~ called the meeting to order at 12:45 pm.

II. ANNOUNCEMENTS

- A. The President-elect made several announcements regarding program changes.
- B. June Dempsey gave a Memoriam in remembrance of Elizabeth Johnson.
- C. Introduction of the conference co-managers and committee chairpersons.
- D. Welcome from Dr. Melvin Spurlin from Metropolitan State College.
- E. Introduction of State Directors.

III. MINUTES

- A. Secretary Oakman read the minutes of the General Business Meeting held in Tucson, Arizona on April 8, 1976.
- B. Moved (Robert Williams), seconded (Gene Kerstiens) that the minutes be approved as read.

PASSED

- C. Secretary Oakman then read the minutes of the General Business meeting held in Tucson, Arizona on April 9, 1976.
- D. Moved (Gene Kerstiens), seconded (Robert Williams) that the minutes be approved as read.

PASSED

IV. TREASURER's REPORT

- A. Treasurer Prog gave the Treasurer's Report. This same report had been distributed to members present.

Income

Balance Brought Forward (April 6, 1976 \$19,279.19

Receipts to March 18, 1977

*Conference, 1976	\$3,227.00
*Conference, 1977	\$8,195.00
Membership Dues	\$1,692.00
Proceedings	\$1,506.18

Total Receipts \$33,899.37
*(Includes Dues and Proceedings payments)

Expense

Expenditures to March 18, 1977

Conference, 1976	\$4,448.97
Conference, 1977	641.35
Proceedings	3,327.70
Newsletter	1,548.82
Placement Office	145.16
Board Expense	1,010.08
Past President	37.71
State Directors	11.12
Clerical, Postage, Phone	907.76
Refunds	<u>662.00</u>

Total Expense \$12,781.40

Balance 3/18/77 \$21,117.97

Cash in Checking Account (United California Bank)	5,510.15
On Deposit in Savings & Loan (Mercury)	16,181.03
(Interest earned since 4/4/76) (634.71)	<u>\$21,691.18</u>

- B. Moved (Kerstiens), seconded (Williams) that the Treasurer's Report stand approved as read.

PASSED

- V. Secretary Oakman then read highlights from the Board Meeting, March 30, 1977.

These highlights included:

- A. Discussion of the feasibility of establishing a standing By-Laws committee to handle changes as the need arises.
- B. Moved (Oakman), seconded (Williams) that WCRA establish a standing By-Laws committee to handle changes as the need arises.

PASSED

- C. The Board has authorized the President to appoint a committee which would develop guidelines for designating and recognizing outstanding members of WCRA. This committee would also develop guidelines for recognizing outstanding members of long-standing upon their retirement.
- D. The Board discussed WCRA's relationship with other organizations whose interests and goals are similar to ours. Representatives from some other groups have been invited to attend our Saturday Board meeting along with the State Directors.
- E. The Board unanimously voted to establish a \$1000.00 scholarship to be awarded on a yearly basis to a graduate student majoring in college level reading and/or learning assistance education from one of the states or provinces of the WCRA region. A standing committee will be appointed for purposes of selecting an annual recipient of this award to be presented at the Spring Conferences. It was also recommended that the recipient be invited to give a presentation at the conference.
- F. So moved (Oakman), seconded (Hollingworth).

PASSED

- G. Gwyn Enright, Proceedings Editor, brought up the possibility of WCRA publishing a journal. This journal would not attempt to duplicate existing journals. It would be an outlet for both members and non-members.
- H. The 1978 conference will be held on the Queen Mary at Long Beach, California. This conference will be unique in that a community college, a state college, and a university will be co-managing it.

- I. The Board received reports on both the Guidelines and Readability Clearing House committee. These reports will be presented to the membership later.
- J. The idea of a Materials Resource Center was brought to the attention of the Board. Rose Wassman will discuss this in an interest session. The Board would like to have your reactions to this idea.
- K. It has been brought to the attention of the Board that there is concern, on the part of some members, on the question of nominating and electing officers, on the possible need for additional officers, on the geographical representation of officer candidates as this representation relates to WCRA boundaries, and on the general scope of WCRA - its goals, purposes and directions. These concerns should be discussed in the WCRA sessions and also at the Board meeting on Saturday.

VI. GUIDELINES COMMITTEE

- A. Barbara Tomlinson gave the report of the Guidelines Committee. (see attachment)
- B. Moved (Tomlinson), seconded (Davidson) that the membership support the continuation of the work of the Guidelines Committee.

PASSED

VII. NOMINATING COMMITTEE

Paul Hollingsworth introduced the nominees for office.

VIII. KEYNOTE SPEAKER

president-elect Coda-Messerle introduced Frank Christ who, in turn, introduced Jon Hagstrom, WCRA Keynote Speaker.

IX. ADJOURNMENT

Moved (Oakman), adjournment at 2:25 pm.

Respectfully submitted,

Barbara F. Oakman

Barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.

Denver, Colorado
March 31, 1977

WESTERN COLLEGE READING ASSOCIATION

General Business Meeting

E. J. Adams

The General Business Meeting of the Western College Reading Association was held in Denver, Colorado, at the Cosmopolitan Hotel, March 31, 1977. President Royce Adams Presiding.

I. CALL TO ORDER

President-elect Margaret Coda-Messerle called the meeting to order at 12:45 pm.

II. ANNOUNCEMENTS

- A. The President-elect made several announcements regarding program changes.
- B. June Dempsey gave a Memoriam in remembrance of Elizabeth Johnson.
- C. Introduction of the conference co-managers and committee chairpersons.
- D. Welcome from Dr. Melvin Spurlin from Metropolitan State College.
- E. Introduction of State Directors.

III. MINUTES

- A. Secretary Oakman read the minutes of the General Business Meeting held in Tucson, Arizona on April 8, 1976.
- B. Moved (Robert Williams), seconded (Gene Kerstiens) that the minutes be approved as read.

PASSED

- C. Secretary Oakman then read the minutes of the General Business meeting held in Tucson, Arizona on April 9, 1976.
- D. Moved (Gene Kerstiens), seconded (Robert Williams) that the minutes be approved as read.

PASSED

IV. TREASURER'S REPORT

- A. Treasurer Prog gave the Treasurer's Report. This same report had been distributed to members present.

Income

Balance Brought Forward (April 6, 1976 \$19,279.19

Receipts to March 18, 1977

*Conference, 1976	\$3,227.00
*Conference, 1977	\$8,195.00
Membership Dues	\$1,692.00
Proceedings	\$1,506.18

Total Receipts \$33,899.37
*(Includes Dues and Proceedings payments)

Expense

Expenditures to March 18, 1977

Conference, 1976	\$4,448.97
Conference, 1977	641.35
Proceedings	3,327.70
Newsletter	1,548.82
Placement Office	145.16
Board Expense	1,010.08
Past President	37.71
State Directors	11.12
Clerical, Postage, Phone	907.76
Refunds	<u>662.00</u>

Total Expense \$12,781.40

Balance 3/18/77 \$21,117.97

Cash in Checking Account (United California Bank)	5,510.15
On Deposit in Savings & Loan (Mercury)	16,181.03
(Interest earned since 4/4/76) (634.71)	<u>\$21,691.18</u>

- B. Moved (Kerstiens), seconded (Williams) that the Treasurer's Report stand approved as read.

PASSED

- V. Secretary Oakman then read highlights from the Board Meeting, March 30, 1977.

These highlights included:

- A. Discussion of the feasibility of establishing a standing By-Laws committee to handle changes as the need arises.
- B. Moved (Oakman), seconded (Williams) that WCRA establish a standing By-Laws committee to handle changes as the need arises.

PASSED

- C. The Board has authorized the President to appoint a committee which would develop guidelines for designating and recognizing outstanding members of WCRA. This committee would also develop guidelines for recognizing outstanding members of long-standing upon their retirement.
- D. The Board discussed WCRA's relationship with other organizations whose interests and goals are similar to ours. Representatives from some other groups have been invited to attend our Saturday Board meeting along with the State Directors.
- E. The Board unanimously voted to establish a \$1000.00 scholarship to be awarded on a yearly basis to a graduate student majoring in college level reading and/or learning assistance education from one of the states or provinces of the WCRA region. A standing committee will be appointed for purposes of selecting an annual recipient of this award to be presented at the Spring Conferences. It was also recommended that the recipient be invited to give a presentation at the conference.
- F. So moved (Oakman), seconded (Hollingworth).

PASSED

- G. Gwyn Enright, Proceedings Editor, brought up the possibility of WCRA publishing a journal. This journal would not attempt to duplicate existing journals. It would be an outlet for both members and non-members.
- H. The 1978 conference will be held on the Queen Mary at Long Beach, California. This conference will be unique in that a community college, a state college, and a university will be co-managing it.

- I. The Board received reports on both the Guidelines and Readability Clearing House committee. These reports will be presented to the membership later.
- J. The idea of a Materials Resource Center was brought to the attention of the Board. Rose Wassman will discuss this in an interest session. The Board would like to have your reactions to this idea.
- K. It has been brought to the attention of the Board that there is concern, on the part of some members, on the question of nominating and electing officers, on the possible need for additional officers, on the geographical representation of officer candidates as this representation relates to WCRA boundaries, and on the general scope of WCRA - its goals, purposes and directions. These concerns should be discussed in the WCRA sessions and also at the Board meeting on Saturday.

VI. GUIDELINES COMMITTEE

- A. Barbara Tomlinson gave the report of the Guidelines Committee. (see attachment)
- B. Moved (Tomlinson), seconded (Davidson) that the membership support the continuation of the work of the Guidelines Committee.

PASSED

VII. NOMINATING COMMITTEE

Paul Hollingsworth introduced the nominees for office.

VIII. KEYNOTE SPEAKER

president-elect Coda-Messerle introduced Frank Christ who, in turn, introduced Jon Hagstrom, WCRA Keynote Speaker.

IX. ADJOURNMENT

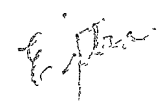
Moved (Oakman), adjournment at 2:25 pm.

Respectfully submitted,

Barbara F. Oakman

Barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.



WESTERN COLLEGE READING ASSOCIATION

General Business Meeting

The General Business Meeting of the Western College Reading Association was held in Denver, Colorado, at the Cosmopolitan Hotel, April 1, 1977. President Royce Adams presiding.

I. CALL TO ORDER

The meeting was called to order by President Adams at 1:42 pm.

II. CONFERENCE SITES

President Adams announced the sites for the next three conferences:

1978 - Long Beach, California
1979 - Hawaii
1980 - San Francisco, California

III. READABILITY CLEARING HOUSE

- A. Jon Hagstrom gave a report on the intentions of this committee. He gave a timeline which would make this Clearing House operational in September, 1977.
- B. Moved (Frank Christ), seconded (Irwin Joffe) that the concept of the Readability Clearing House be continued with regular reports to the Board according to the proposed timeline.

PASSED

IV. MATERIALS CLEARING HOUSE

President Adams announced that some members were interested in having a Materials Clearing House available to include such things as course outlines, catalog description, etc.

He informed the membership that this topic would be discussed at one of the interest sessions under the chairmanship of Rose Waseman.

V. ANNOUNCEMENTS

- A. Mary Hess of Ricks College, Idaho, is ill. Anyone who wishes to send her a note can do so through Mary Wortham in Rm 449.
- B. President Adams introduced Dr. John F. Dean of Whittier College. Dr. Dean is past president of the California Reading Association; now Executive Secretary of the California Reading Association and is their official representative to WCRA.

- C. President Adams then announced that Mr. James Sawyer is the official IRA representative to the Tenth Annual Conference of WCRA.

VI. BY-LAWS

- A. President Adams reminded the membership of their opportunity to meet with Board members to answer questions on the proposed changes. He also announced to the membership the formation of a standing By-Laws committee to handle future changes as needed.

Adams requested a motion to accept the proposed By-Laws.

- B. Moved (Gene Kerstiens), seconded (Betty Levenson) that the By-Laws changes be adopted.

PASSED

VII. ANNOUNCEMENTS

- A. President-elect Coda-Messerle reminded the membership that they must have their name tags on in order to vote.
- B. There are 343 members in attendance.
- C. She announced additions to the interest sessions.
- D. The Exhibitors' Drawing will be held at 4:30 pm in the Exhibit Room instead of at the General Meeting.
- E. President-elect Coda-Messerle then thanked the hotel and all who had worked on the conference.
- F. Thanks were given to ERIC who will publish many of the papers from this conference. They have also offered us some computer researchers.
- G. Members were requested to answer the questions on the evaluation form handed out.
- H. Welcome from Dr. William Board, Dean of General Studies at Community College of Denver, Red Rocks.

VIII. NOMINATIONS

- A. President Adams turned the meeting over to Paul Hollingsworth, chairperson of the Nominating Committee, who then introduced the nominees for office.

- B. Nominees were introduced and nominations from the floor opened.

The two nominees for President-elect: Deborah Osen Hancock
Patricia Heard

The two nominees for Secretary: Mike McHargue
Barbara Oakman

The two nominees for Treasurer: Becky Patterson
Seymour Prog

Request for nominations from the floor for each office.
There were none.

Moved (Paul Hollingsworth), seconded (Frank Christ) that
nominations be closed.

PASSED

- C. Each candidate then gave his/her nomination speech.

- D. Ballots were handed out, marked, and collected by the
nomination committee.

IC. KEYNOTE SPEAKER

President-elect Coda-Messerle introduced Sue Johnson who
introduced the Keynote Speaker, Dr. Al~~an~~ Raygor.

X. ELECTION RESULTS

President Royce Adams announced the election results.

Treasurer	-	Seymour Prog
Secretary	-	Mike McHargue
President-Elect	-	Patricia Heard

XI. AWARDS

- A. President-elect Coda-Messerle acknowledged Royce Adam's
contribution and presented him with a plaque from WCRA.
- B. Royce Adams then presented Margaret Coda-Messerle with
the President's membership card and gavel.

XII. ADJOURNMENT

Moved (Frank Christ), adjournment at 3:14 pm.

Respectfully submitted,

Barbara F. Oakman

Barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.



WESTERN COLLEGE READING ASSOCIATION

General Business Meeting

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- B. Moved (Frank Christ), seconded (Irwin Joffe) that the concept of the Readability Clearing House be continued with regular reports to the Board according to the proposed timeline.

PASSED

IV. MATERIALS CLEARING HOUSE

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Adams requested a motion to accept the proposed By-Laws.

- B. Moved (Gene Kerstiens), seconded (Betty Levenson) that the By-Laws changes be adopted.

PASSED

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Patricia Heard

The two nominees for Secretary: Mike McHargue
Barbara Oakman

The two nominees for Treasurer: Becky Patterson
Seymour Prog

Request for nominations from the floor for each office.
There were none.

Moved (Paul Hollingsworth), seconded (Frank Christ) that
nominations be closed.

PASSED

- C. Each candidate then gave his/her nomination speech.
D. Ballots were handed out, marked, and collected by the
nomination committee.

IC. KEYNOTE SPEAKER

President-elect Coda-Messerle introduced Sue Johnson who
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Secretary	-	Mike McHargue
President-Elect	-	Patricia Heard

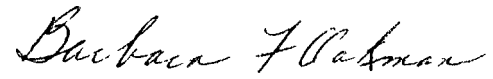
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B. Royce Adams then presented Margaret Coda-Messerle with
the President's membership card and gavel.

XII. ADJOURNMENT

Moved (Frank Christ), adjournment at 3:14 pm.

Respectfully submitted,

A handwritten signature in cursive script, reading "Barbara F. Oakman".

Barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.

Denver, Colorado
April 2, 1977

WESTERN COLLEGE READING ASSOCIATION
-Executive Board Meeting

E. H. H.

The Executive Board of the Western College Reading Association continued its meeting in Denver, Colorado at the Cosmopolitan Hotel on April 2, 1977. Our shiny new President Margaret Coda-Messerle presided. Newly elected (and now voting) Board members present: President-Elect Patricia Heard, Secretary Mike McHargue, and Treasurer Seymour Prog (again!). Other voting members were President Coda-Messerle and our relieved-looking, immediate Past-President Royce Adams. Non-voting members present included an even more relieved Past-President-once-removed, June Dempsey (Past-President²?), Past-President^(6?) Gene Kerstiens, Newsletter Editor Carol Scarafiotti, Proceedings Editor Gwyn Enright, and members Charlesette Alston, Carol Clymer, Ruth May, Karen Smith, Frank Valencia, and Juan Vasquez.

I. CALL TO ORDER

President Margaret Coda-Messerle reconvened the meeting, by calling it to relative order, at 1:33 pm. (Why must minutes always be kept to the exact minute? What's wrong with half-past one?)

II. PURPOSE OF THE MEETING

Margaret announced that this continuation was called to allow the New 1977-78 Board to consider (appropriately enough) New Business. She solicited agenda items from the members.

III. RESPONSIVENESS TO MINORITY NEEDS

Several members (Alston, May, Valencia and Vasquez) expressed their belief that WCRA could do a better job of meeting the needs of ethnic minorities in our membership and in the students we serve. They suggested several ways of responding more effectively:

1. solicit more workshops which are directed to the needs of minority students and professionals,
2. recruit more minorities into professional training programs and into WCRA,
3. assure that the memorial award selection committee have some minority representation and ask it to give strong consideration to minority student applicants, and
4. seek minority professionals for new positions through the Placement Clearinghouse.

In response, Pat Heard asked that specific, minority-oriented program suggestions and ideas for speakers be sent to her. She will consider them for the Long Beach conference. Royce Adams will pursue this affirmative action through the State and Province Directors. Mike McHargue said that this outreach to ethnic minorities will also be noted in the summary of these Board minutes which will appear in the Newsletter. It will request that affirmative action recruiting for training programs and MCRA membership be increased and that names of appropriate potential members be sent to training institutions, our Treasurer/Membership Chairperson, and/or our President-Elect.

Moved (Prog), seconded (McHargue) that the MCRA Placement Director set up a bank of minority candidates for positions related to the goals and purposes of MCRA.

PASSED

IV. WHERE ARE WE GOING?

Gene Kerstiens gave a brief report on the major themes discussed in the "MCRA: Where Has It Been: More Important, Where Is It Going?" meetings that were held in Denver. A more complete summary will be printed in the Newsletter. The meetings drew a small but relatively good cross-section of the membership, and the basic conclusions seemed to be rather conservative: remain a friendly, practical association; keep the same name even though the "R" is "a problem (Pat Heard was seen to nod assent here) we can live with" (Pat stopped nodding). Discussions favored MCRA's assisting the development of other college reading associations rather than a geographical expansion. There seemed to be less enthusiasm for putting too much energy into lobbying, a MCRA journal (yet), expanding our professional "content" too far past our basic reading/study skills set, and the new readability clearinghouse. There was general consensus that this set of meetings had been a useful way to solicit "grass-roots" input from members.

V. NEWSLETTER

Carol Scarafiotti presented the Newsletter budget for next year. The total tab came to \$2,246.68. The details (such as, why the 68¢?) are in Appendix I of these minutes.

Moved (Adams), seconded (Prog) that we accept Carol's Newsletter budget for 1977-78 and include it in the minutes of this meeting.

PASSED

Moved (Adams), seconded (Prog) that the Newsletter continue to charge \$50/quarter page (\$100/half-page, etc.) for advertisements and that this price structure be reviewed annually.

PASSED

VI. 1978 CONFERENCE

President-Elect Pat Heard expressed the concern of several members who felt that a longer conference was needed in order to have more sessions and more time to consider the ideas they generate. An animated discussion and two motions followed.

Moved (Heard), seconded (Adams) that the 1978 program chairperson be authorized to consider starting the pre-conference workshops on Wednesday and have the conference run through Saturday noon. Her decision should be reported at the Fall Board meeting.

PASSED

The motion was passed after discussion pointed out that a Thursday through Sunday conference might be a better choice for members who have heavy teaching responsibilities. The second option would also allow Pat and the Queen Mary (what a twosome!) more flexibility in deciding the dates. Therefore a second motion was proposed.

Moved (Adams), seconded (McHargue) that Pat Heard also be authorized to select and plan a Thursday morning--Sunday noon conference for 1978.

PASSED

VII. 1979 CONFERENCE

Royce relayed a note from Past-President⁴ Jerry Rainwater. It expressed concern that many members from the eastern sections of our region will not be able to attend the 1979 conference because of its location in Hawaii.

VIII. FUTURE CONFERENCE SITE SELECTIONS AND PROGRAMS

June Dempsey pointed out that on September 19, 1976, the Executive Board had given the "ex officio Past President" the duties of conference site selection as authorized by the Board without ever authorizing the position. Everyone agreed that seemed like a rather considerable oversight which should be rectified. So...

Moved (McHargue), seconded (Heard) that the position of Ex-officio Past-President be established. This person (usually the out-going Past-President), will be responsible for future site selection and will be a non-voting member of the Board (as the title suggests).

PASSED

(Note: ' outgoing" Past-President is not a personality evaluation. Neither is the "retiring" Past-President. The motion refers to the person most recently leaving the voting Board--the Past-President-Once-Removed.)

Now that the position of Ex-officio Past-President existed, Margaret appointed June to it. In her first official act, June requested guidance about possible 3-day post-conference activities for the 1980 San Francisco get-together and an exploratory site-selection visit to Las Vegas--a possibility for 1981.

Moved (McHargue), seconded (Heard) to authorize June Dempsey to pursue the possibility of 1980 post-conference activities at either Tahoe or Asilomar and to do the same thing for Las Vegas, 1981 if and when we get a bid.

PASSED

Royce had been rather quiet since handing the gavel to Margaret. (Perhaps the relative silence was caused by our meeting during nap-time.) At any rate, he was roused by the magic words "Las Vegas". As an afterthought...

Moved (Adams), seconded (Prog-naturally) that the Las Vegas site selection visit take place only after a firm bid is issued.

PASSED

A number of Board members volunteered to assist June in these ordeals (she had previously explained, at length, how they were not as much fun as they sounded) but no decisions were reached.

IV. BOARD MEETING EXPENSES

It was noted that, at special Board meetings which involve travel/room/board expenses, the President may invite members whose participation is needed. However, beyond the five constitutional members (President, President-Elect, Past-President, Secretary, Treasurer) such invitations are not automatic and payments are at the (in)discretion of the President.

X. EXECUTIVE DIRECTOR/EXECUTIVE SECRETARY?

As our membership increases, the demands on our treasurer increase even more. Even though Seymour has managed the job for two years and (glutton for punishment) come back for more, it is clear that the workload will continue to rise. Some members believed that it is time to consider appointing a paid Executive Director or Executive Secretary (really a business manager) for WCRA who could perform many of the tasks currently performed (nobly) by our Treasurer. After a brief discussion, it was decided to refer the question to the By-Laws Committee. So it shall be written, so it shall be done.

XI. PROCEEDINGS

Gwyn Enright discussed her proposed budget for this year's Proceedings. One thousand copies will be printed again in 1977 and the total budget is \$3,494.50. (They always throw in some extra cents so it sounds really exact!). It is Attachment II to these minutes. In a brief discussion, it became clear that Gwyn's Proceedings—crammed garage probably equals Fort Knox as a repository of valued treasure. She will check her insurance policy and, if necessary, add a rider to it, covering the books. Additional cost will be noted in Gwyn's Fall budget. (Members will be proud to note that nobody suggested over-insuring and arson as a means of dealing with our "back-issue problem.")

Moved (Adams), seconded (McHargue) to accept the proposed Proceedings budget for 1977-78.

XII. BY-LAWS COMMITTEE

At an earlier Denver Board meeting, Sue Johnson had brought up several important issues concerning the election process, geographic representation and the general scope of WCRA. In response to her concern about the communication problems between colleagues in Central California, Sue has been authorized to arrange means of improving the information network in that part of the state. The other issues have been referred to the By-Laws Committee.

XIII. DENVER CONFERENCE BILLS

Seymour presented the Denver conference bills currently on hand and provided some estimates concerning those still outstanding. (I personally believe that the only "outstanding bill" is no bill at all.) He requested that all bills be submitted as soon as possible. He also asked that other budgets (i.e. the Secretary's, ta-da!) be submitted soon.

Moved (Adams--once he gets going, he's tough to stop!), second (Prog--surprise!) that we approve payment of all Denver conference bills.

PASSED

XIV. FALL MEETINGS

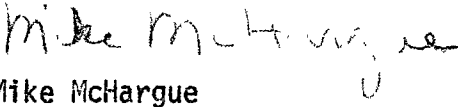
There will be two meetings in the Fall to work on organization business and plan the 1978 Conference. The first will be held at the Queen Mary, Long Beach, California from 7:00 pm Friday, September 16 through Sunday afternoon, September 18. The second meeting date and agenda will be set later.

XV. ADJOURNMENT

Luckily, we ran out of agenda items and attention span at the same time. Snow had started to fall on Denver and thoughts turned to airport departures and missed check-out times.

Moved (Adams) to adjourn the meeting at 3:50 pm.

Respectfully submitted*


Mike McHargue
Secretary

**These minutes have not been approved.

*Here's another standard "minutes" phrase that doesn't absolutely thrill me.

**However, it is believed they are not hazardous to your health.

BUDGET FOR WCRA NEWSLETTER
1977-78

Postage	
1000 x .24 (per newsletter) = 240 x 4	\$ 960.00
Printing (per 1000)	902.68
Additional printing (200 extra per issue)	184.00
Miscellaneous	<u>200.00</u>
	\$2,246.68

Submitted by Carol Scarafiotti
WCRA Editor

BUDGET FOR WCRA PROCEEDINGS

1977-78

Proceedings

Composition, paste up, printing perfect bound	\$3,035.00
Two color, slick cover cover design	70.00
Mailers	30.00
Postage	
1000 <u>Proceedings</u> x 25¢ - 4th class	250.00
Other <u>Proceedings</u> orders \$4.00/mo	48.00
Letters of appreciation to author's superiors	
45 papers x 4¢ xerox	1.80
90 x 13¢ postage	11.70
typing 3 hour x \$6.00/hour	18.00
Editorial Luncheon	<u>30.00</u>
Total	\$3,494.50

Submitted by Gwyn Enright
WCRA Editor

WESTERN
COLLEGE
READING
ASSOCIATION

March 21, 1977

To: All Executive Board Members and Guests

From: W. Royce Adams, President

Enclosed is a copy of the dates, place and agenda items submitted to me.
I am certain that there will be adjustments and changes as time takes over.
If I have omitted any item, approach me on Tuesday evening and we will place
it at an appropriate time.

I hope that a copy of this is received by every one invited to participate
in our board meetings. If you know of anyone who does not receive a copy
but should, please feel free to invite them or remind them to come.

See you next Tuesday.

Royce

Enclosure

Pat -
Feel free to board as a
come to any meeting potential
officer.

Royce

WESTERN COLLEGE READING ASSOCIATION

Report to the Executive Board of the Western College Reading Association
From Gwyn Enright, Editor, WCRA PROCEEDINGS

January 1, 1977 - March 30, 1977

Expenditures

Gasoline to move <u>Proceedings</u> to San Diego	\$11.55
Truck rental to move <u>Proceedings</u>	78.32
Donation of one set of <u>Proceedings</u> to City College	25.00
Editor return address labels	1.50
Editorial Advisory Committee luncheon meeting 3/31/77	30.00
Postage for <u>Proceedings</u> mailed 1/1/77 - 2/28/77	8.66
Sign to advertize <u>Proceedings</u> 4-10	1.00

Total expenditures

156.03

Sales

7 sets of <u>Proceedings</u> 4-9 at \$25.00	\$175.00
4 sets of <u>Proceedings</u> 4-8 at \$20.00	80.00
1 <u>Proceedings</u> 6 at \$ 5.00	5.00
3 <u>Proceedings</u> 8 at \$ 7.00	21.00
5 <u>Proceedings</u> 9 at \$ 7.00	35.00
Total sales	<u>\$296.00</u>

Estimated Assets

5 boxes of approximately 80 <u>Proceedings</u> 4	@ \$5.00/volume	\$2000
5 boxes of approximately 80 <u>Proceedings</u> 5	@ 5.00/volume	2000
9 boxes of approximately 80 <u>Proceedings</u> 6	@ 5.00/volume	3600
11 boxes of approximately 80 <u>Proceedings</u> 7	@ 6.00/volume	5280 or @ \$5.00/volume \$4400
8 boxes of approximately 80 <u>Proceedings</u> 8	@ 7.00/volume	4480 or @ 5.00/volume 3200
7 boxes of approximately 80 <u>Proceedings</u> 9	@ 7.00/volume	<u>3920 or @ 5.00/volume 2800</u>

45 boxes of approximately 80 Proceedings or 3600 volumes sold separately \$21,280 or in sets \$18,000

Sales by Purchaser	Individuals	Institutions
--------------------	-------------	--------------

Sets of <u>Proceedings</u> 4-8 and 4-9	15	16
Separate <u>Proceedings</u> volumes	<u>437</u>	<u>6</u>
Total Purchasers	452	22

September 1, 1976 - March 30, 1977

Sales by Volume

39	4	<u>Proceedings</u>
39	5	<u>Proceedings</u>
43	6	<u>Proceedings</u>
40	7	<u>Proceedings</u>
35	8	<u>Proceedings</u>
453	9	<u>Proceedings</u>
649	Total volumes sold	

UNIVERSITY OF CALIFORNIA, IRVINE

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SANTA BARBARA • SANTA CRUZ

LEARNING SKILLS SERVICES

IRVINE, CALIFORNIA 92664

March 25, 1977

Center for Counseling and Special Services, University of California-Irvine
Costs for WCRA Placement Mailings

Mailings:	1542 envelopes @ .006/ea.	= \$ 9.25
	55 sheets labels @ .16/ea.	= 8.80
	4.16 reams mimeo paper @ 2.024/rm.	= 8.42
	Postage @ .13 for 2079	= 201.11
	Printing (Letters & forms to colleges for openings)	= 23.12
	26 stencils @ .18/ea.	= 4.68
	UC, Riverside Costs	= 15.73
	TOTAL	<u>\$276.11</u>

Account to be credited: Center for Counseling and Special Services
 9-683090-20000-3

Placement Newsletters; Average of 99 each sent on May 26; Summer;
 October 29; November 17; December 2 and 21; January 3,
 14 and 27; February 15 and 24; March 9 and 25.

Request to all Western Colleges for notification of position openings:
 462 sent on February 25, 1977.

The Standards Committee, now called the Guidelines Committee, presented a proposal at the First General Session at Tucson to develop guidelines and subsequent accreditation for college learning assistance programs. The membership, during discussions, expressed interest in the development of guidelines for various learning assistance programs based on exemplary practice and research findings, without desiring concentration on formal accreditation procedures. The Guidelines Committee, and its chairperson, Barbara Tomlinson, will coordinate membership input to the guidelines, then submit tentative Guidelines to the membership through the Newsletter, for discussion, revision and further input. Obviously, this cyclical procedure of input and revision may take several years, and it is hoped that State Directors at Regional Meetings and other groups involved will include discussion of guidelines issues as part of their programs. The following general overview of the conceived guidelines is designed to provide only a framework for the final expression of the membership.

The guidelines developed by the Western College Reading Association will be flexible, in order to recognize the strengths of diverse centers and staffing patterns. They must be broad guidelines, reflecting

the extent to which programs are most suitable for their own particular institutions. They will provide suggestions for good practice rather than dogmatic statements. They will be based on generally recognized professional standards rather than particular philosophies. For example, in the case of learning assistance components which must evaluate undergraduate tutors, the guidelines might suggest that tutors should be evaluated 1) through student subjective evaluation 2) through concomitant student achievement, 3) through supervisor observation, with

hints for successful data collection and analysis in these areas. It is hoped that the guidelines will: 1) provide information and suggestions for new or developing programs, 2) provide standards for professional growth and evaluation, 3) provide information for college administrators desiring to expand their learning assistance programs.

Possible areas of concern might include: 1) methods of contacting and receiving students, 2) methods of assessing student need and organizing programs to meet those needs, 3) types and methods of data collection and analysis of student use, 4) appropriate methods for assessing effects of learning assistance intervention, 5) suggested directions for professional staff development, 6) guidelines for liason with faculty and administration, 7) suggestions for necessary facilities for various types of programs. These suggestions won't be meaningful without strong input from the WCRA membership. Please send suggestions to Barbara Tomlinson, Chairperson, WCRA Guidelines Committee, Learning and Study Skills Center, University of California, Riverside, California 92502.

THE COLLEGE WRITING LAB : ALTERNATIVES

I. LEVELS OF INDIVIDUALIZATION

- a. Change administrative procedures
- b. Allow student to move at own pace
- c. Provide self-instructional materials
- d. Diagnose style as well as problem area
- e. Allow self-selection on the part of the student

II. LEVELS OF PERSONAL INTERACTION AND STAFFING

- a. Complete individual counseling by professionals
- b. Complete individual counseling by student paraprofessionals or interns
- c. Diagnosis by professional, follow-up individually by student paraprofessional
- d. Diagnosis by paraprofessional
- e. Combination of counseling and self-help materials
- f. Combination of self-help materials and counseling
- g. Complete use of self-help materials

III. PHILOSOPHICAL STYLE OR "STANCE"

- a. Didactic
- b. Counseling model
- c. Supplementary model

IV. LEVELS OF ORGANIZATIONAL PLACEMENT

- a. Autonomous
- b. Learning Assistance or Reading and Study Skills Center or Counseling Center
- c. English Department
- d. Library
- e. Learning Resources and Audio-visual

V. LEVELS OF STUDENT ENTRY

- a. Self-selected
- b. Referral from Counseling, Career Planning, etc.
- c. Referral from faculty
- d. Adjunct to English Department courses
- e. Formal course requirement or required by college intake procedures

VI. LEVELS OF ORGANIZATIONAL PROCEDURES

- a. Completely informal, no sign-in, no records
- b. Records of visits with writing professionals, not lab
- c. Records of professional and lab visits
- d. Detailed information on interactions with professionals and lab materials
- e. Use at student's convenience
- f. Use at set "class" times
- g. Detailed assignments in lab
- h. Additional detailed homework assignments
- i. Credit opportunities
- j. Completely voluntary without credit or recognition
- k. "Displacement credit" opportunities
- l. Individual work only
- m. Use of "mini-courses" on relevant topics

VII. LEVELS OF MATERIALS/FOCUS

- a. Very low levels
- b. Distinctly remedial
- c. Developmental
- d. Commercially prepared
- e. Self-prepared (Learning Activity Packets, Focused Pattern Practice, etc.)
- f. Commercial self-teaching machines, tapes and multi-media materials
- g. Published texts, programmed or otherwise
- h. Focus on traditional grammar
- i. Focus on transformational grammar
- j. Focus on systems transfer to writing papers

VIII. LEVELS OF TOPICS ADDRESSED

- a. Grammar only
- b. Sentence structure only
- c. Organizational principles
- d. The whole essay
- e. Development of thought for the essay from written materials

THE COLLEGE TUTORING PROGRAM: ALTERNATIVES

PROGRAM SCOPE

- a) Short-term "drop-in" tutoring
- b) Long-term remedial tutoring, lower division courses
- c) Long-term remedial tutoring, all courses (including upper division)
- d) Specific student subpopulations, i.e., E.O.P. students
- e) Available to general student population

DELIVERY MODEL

- a) Tutors available at set time/place for "drop-in"
- b) Appointments scheduled by program office
- c) Independent tutor/tutee relationship
- d) Tutor Clearinghouse, i.e., names of tutors given to students

ORGANIZATIONAL POSITION

- a) Independent Program in Student Affairs
- b) Independent Program in Academic Affairs
- c) Component of Learning Center
- d) Component of Counseling Center
- e) Component of academic divisions or departments
- f) Component of department (college) of education

CRITERIA FOR TUTOR CERTIFICATION

- a) Current student status
- b) Current enrollment in specific course
- c) Prior enrollment in specific course
- d) Recommendation of Faculty
- e) Specific gradepoint (overall or by discipline)

TRAINING

- a) No formal training
- b) Voluntary training, tutors not paid or given academic credit
- c) Mandatory training, tutors not paid or given academic credit
- d) Voluntary training, tutors paid
- e) Mandatory training, tutors paid
- f) Academic credit given for training
- g) Training in effective tutoring techniques
- h) Training in study skills counseling
- i) Training in referral skills
- j) Training in assertion
- k) Training in skills of particular disciplines
- l) Training in effective teaching techniques

FUNDING

--Source of funds

- a) Federal (H.E.W.)
- b) E.O.P. funds
- c) State funds
- d) Registration fees
- e) Grants (Private)
- f) Self-pay by student

FUNDING continued.

--Criteria for subsidized tutoring

- a) Formal financial aid need determined by Financial Aid Office
- b) Grade in course below established threshold
- c) No formal criteria

--Funding Models

- a) Salary to tutor
- b) "Vouchering" system established whereby student gives tutor voucher for later reimbursement
- c) Student accounts established in manner similar to Veteran

RELATIONSHIP TO ACADEMIC DEPARTMENTS

- a) No formal involvement: independent programming
- b) Interface for selection of tutors
- c) Interface for selection and training of tutors
- d) Interface for materials development
- e) Required referral from professor for tutees
- f) Encouraged referral
- g) Regular consultation with faculty on individual students

PROGRAM EVALUATION

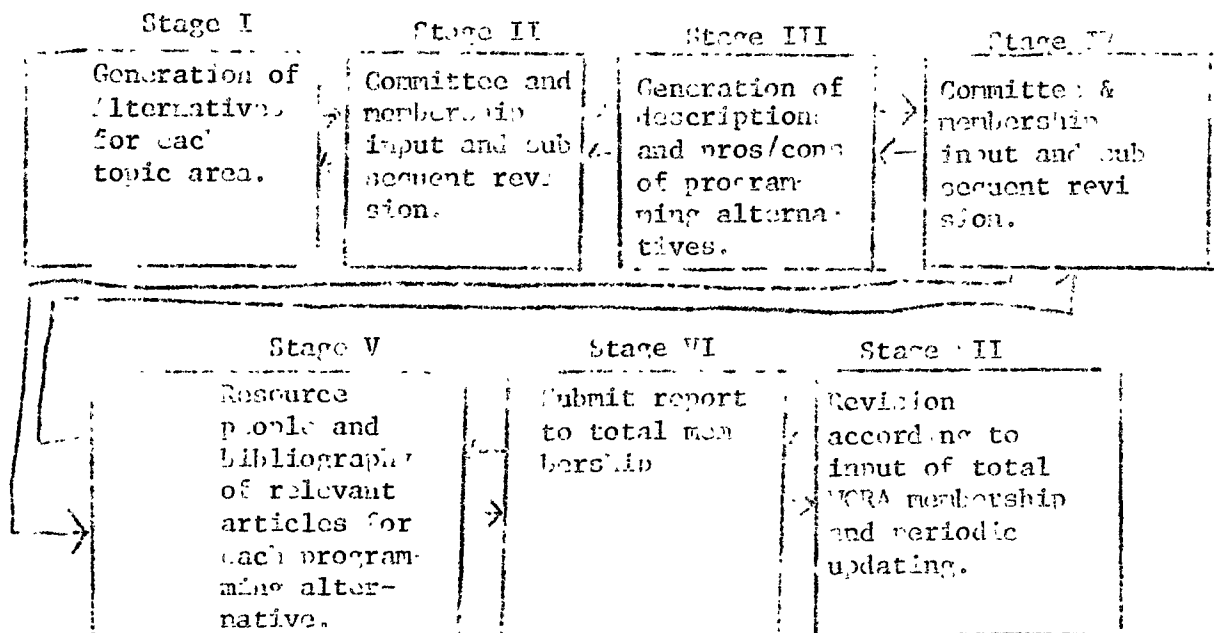
- a) Internal process evaluation, formal or informal
- b) Process evaluation by external evaluator
- c) Internal product evaluation, formal or informal
- d) Product evaluation by external evaluator
- e) Program evaluation by student clients
- f) Program evaluation by tutors
- g) Quantifiable instruments for evaluation
- h) Open-ended questions on evaluation instrument

GUIDELINES COMMITTEE PROCESSING ALTERNATIVES CLEARINGHOUSE

OBJECTIVES: Generate programming alternatives for use of all WGRA members to be neither prescriptive nor proscriptive drawing from as broad a base as possible to serve as a clearinghouse for exchange of this information.

METHOD FOR MEMBERSHIP INPUT: 1) Committee of interested WGRA members to review all topic areas 2) Informal satellite committees of WGRA members expressing interest in particular topic areas 3) Informal satellite committees of randomly selected WGRA members for each topic area.

PROCESS FLOWCHART



LIST OF SAMPLE TOPICS

Writing Labs Tutoring Outreach Reading Programs Self Help Labs
Staff Development Data Collection Needs Assessment Funding
Facilities valuation.

CHAIRMEN:

Barbara Tomlinson and Dave Rubin (Both, University of California/Irvine)