

Denver, Colorado
April 2, 1977

WESTERN COLLEGE READING ASSOCIATION

~~Executive Board Meeting~~
BOARD OF DIRECTORS MEETING

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-President⁶(?) Gene Kerstiens, Newsletter Editor Carol Scarafioti, 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 WCRA 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 WCRA Placement Director set up a bank of minority candidates for positions related to the goals and purposes of WCRA.

PASSED

IV. WHERE ARE WE GOING?

Gene Kerstiens gave a brief report on the major themes discussed in the "WCRA: 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 WCRA'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 WCRA 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~~ ^{*institutional*} 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.

PASSED

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

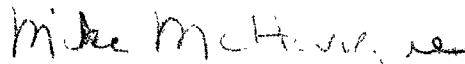
There will be two meetings in the Fall to work on organization business and plan the 1978 Conference. The first will be held at the Queen Mary, Long Beach, California from 7:00 pm Friday, September 16 through Sunday afternoon, September 18. The second meeting date and agenda will be set later.

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

WCRA BOARD MEETING AGENDA ITEMS

Tuesday, March 29.

7-9 PM, The Empire Room

1. Call to Order.
2. Minutes of the last meeting read: Barbara Oakman
3. Treasurer's report: Seymour Prog
4. Report on 10th Annual Conference: Margaret Coda-Messerle, Natalie Hoffman, Elaine Cohen
5. Discussion of cost of attending conference on a daily basis
6. Report on Newsletter status: Carol Scarafiotti
7. Discussion of future conference sites
8. Other:

Wednesday, March 30.

9 AM-12 Noon, The Empire Room

1. Discussion of changes in by-laws and voting procedures
2. Discussion of WCRA's relationship with organizations having similar interests: Margaret Coda-Messerle
3. Discussion of formulation of methods and appropriate ways for designating and having outstanding members recognized: Margaret Coda-Messerle
4. Discussion on formulating a method or committee to find appropriate ways for designating and honoring outstanding WCRA members of long standing upon their retirement: Margaret Coda-Messerle
5. Discussion on appointing a Yearbook (Membership List) Editor or some plan other than the one we now employ: June Dempsey
6. Discussion of establishing a memorial scholarship fund for Liz Johnson at DeAnza College: June Dempsey
7. Other:

Wednesday, March 30. (Con't)

1:30-5:30 PM, The Empire Room

1. Report on WCRA Proceedings and possibility of WCRA publishing a journal: Gwyn Enright
2. Report on Materials Resource Clearinghouse: Rose Waseman, Gail Ziros
3. Report on Guidelines Committee: Barbara Tomlinson, Dave Hubin
4. Report on WCRA Placement Services: Barbara Tomlinson
5. Discussion regarding the possibility of having two Presidents: Sue Johnson
6. Discussion on status of a WCRA Historian: Gene Kersteins
7. Other:

Wednesday, March 30. (Con't)

7-10 PM, The Empire Room

1. Conference Bids: Rose Wassman, Gail Ziros, Liz D'Arcy, Nancy Higa, Sallie Brown, Barbara Tomlinson, Betty Levinson

Wednesday (Con't)

2. Report on Readability Clearinghouse: Bob Williams, Jon Hagstrom
3. Introduction of WCRA's official photographer: Bob Williams

Saturday, April 2

9AM - 2 PM, Conference Room #341

1. State Directors' Reports: All State Directors or their representatives
2. Discussion with representatives of other organizations with interests similar to WCRA's and possible coordinated efforts.
3. Follow-up report on Guidelines Committee based on information gained from conference section meetings: Barbara Tomlinson, Dave Hubin, Gene Kersteins
4. Concluding Report on 10th Annual Conference: Margaret Coda-Messerle
5. Other:

Guidelines 3

as members ingrat due to lack of time, great interest

I Genetic alternatives

II

III

IV

V

VI

VII Subint to membership

VIII find reunion

UNIVERSITY OF CALIFORNIA, IRVINE

BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



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.

WCRA PROCEEDINGS

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 meetings 3/31/77	18.00
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	<u>\$144.03</u>

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</u> or @ 5.00/volume <u>2800</u>
45 boxes of approximately 80 <u>Proceedings</u> 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	

General:

500 - 4/92
1000 - 2/92

90 pages (the last of Ray Examined
what's going on? — methodology?
research?
no-member contributors?
survived with advertisements?

Extra

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".

Barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.

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

January 1, 1977 - March 30, 1977

Expenditures

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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

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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</u> or @ 5.00/volume <u>2800</u>
45 boxes of approximately 80 <u>Proceedings</u> 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

Individuals

Institutions

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 grade point (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

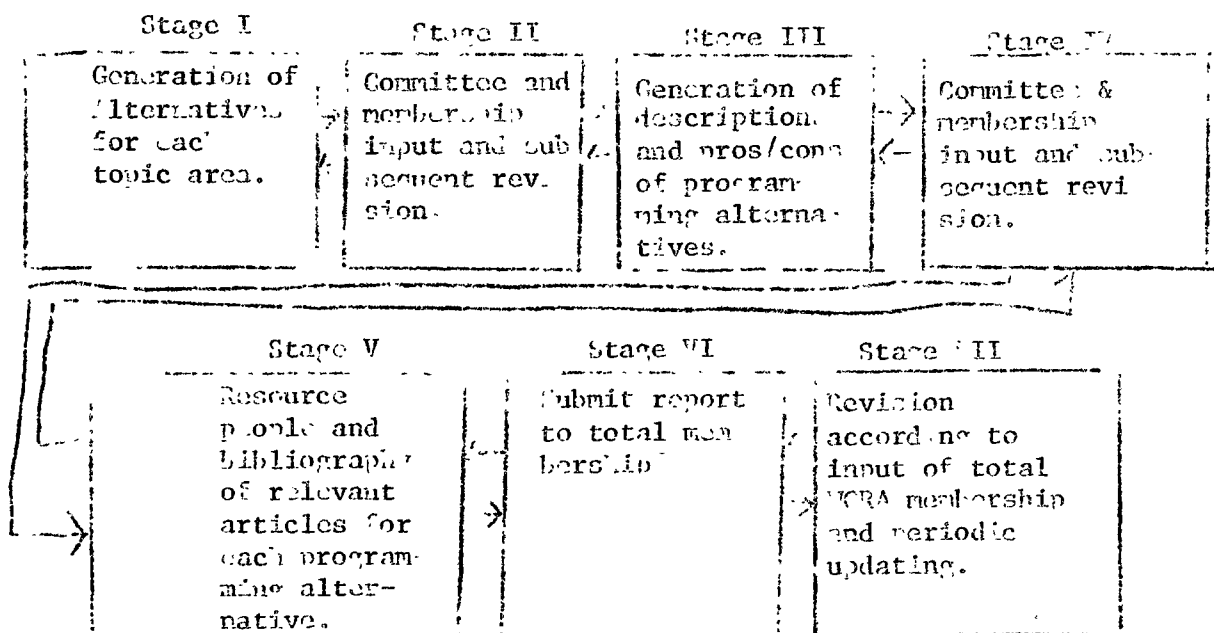
- a) Internal process evaluation, formal or informal
- b) Process evaluation by external evaluator
- c) Internal product evaluation, formal or informal
- d) Product evaluation by external evaluator
- e) Program evaluation by student clients
- f) Program evaluation by tutors
- g) Quantifiable instruments 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.

CHAIRPERSONS

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

Denver, Colorado
April 2, 1977

Extra

WESTERN COLLEGE READING ASSOCIATION
~~Executive Board Meeting~~ *Proceedings*

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 Scarafioti, 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 WCRA 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 WCRA Placement Director set up a bank of minority candidates for positions related to the goals and purposes of WCRA.

PASSED

IV. WHERE ARE WE GOING?

Gene Kerstiens gave a brief report on the major themes discussed in the "WCRA: 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 WCRA'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 WCRA 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

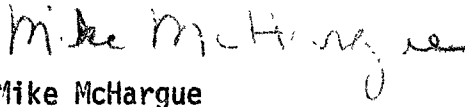
There will be two meetings in the Fall to work on organization business and plan the 1978 Conference. The first will be held at the Queen Mary, Long Beach, California from 7:00 pm Friday, September 16 through Sunday afternoon, September 18. The second meeting date and agenda will be set later.

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.

Attachment I
April 2, 1977

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

Denver, Colorado
April 2, 1977

E. Adams

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 Zarate 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.

*E. Cota
Frederick gave report
(also)*

- 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

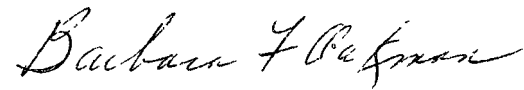
VIII. AWARDS AND SCHOLARSHIP

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".

Barbara F. Oakman
Secretary, WCRA

These minutes have not as yet been approved.

UNIVERSITY OF CALIFORNIA, IRVINE

Placement

Attachment #2

BERKELEY • DAVIS • IRVINE • LOS ANGELES • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



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>

Budget approved

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.

GUIDELINES COMMITTEE

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 grade point (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

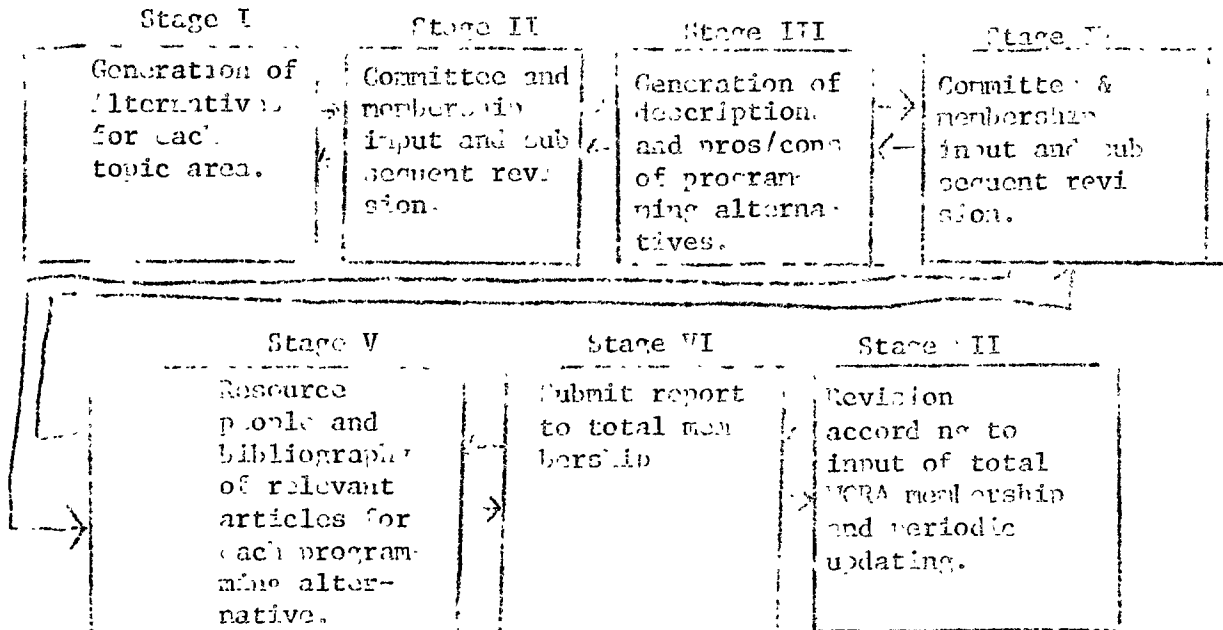
- a) Internal process evaluation, formal or informal
- b) Process evaluation by external evaluator
- c) Internal product evaluation, formal or informal
- d) Product evaluation by external evaluator
- e) Program evaluation by student clients
- f) Program evaluation by tutors
- g) Quantifiable instruments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

GUIDELINES COMMITTEE PROGRAMMING ALTERNATIVES CLEARINGHOUSE

OBJECTIVES: Generate programming alternatives for use of all WCRA members to be neither prescriptive nor descriptive 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 CRA members to review all topic areas 2) Informal satellite committees of WCRA members expressing interest in particular topic areas 3) Informal satellite committees of randomly selected WCRA members for each topic area.

PROCESS FLOWCHART



LIST OF CURRENT TOPICS

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

CHAIRPERSONS

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