

1980

WESTERN COLLEGE READING ASSOCIATION  
Highlights of Board meetings, 1980 conference

Honolulu, Hawaii

Board report to State Directors, March 25, 1980

The meeting was called to order by President Elaine Cohen.

Treasurer's report -- Jim Baugh

\*PASSED\*  
Oxford Mail-  
ing Service;  
Renewal and  
resource forms

In reviewing matters connected with the treasurer's report, the Board agreed to continue using the Oxford Mailing Service. To encourage membership renewal, letters and resource forms will be sent as soon as possible after the conference.

\*PASSED\*  
May 15; June 30  
deadlines

All expense claims must be submitted no later than May 15 of each fiscal year. Also, officers must complete all official business no later than June 30. New officers should assume duties as soon as possible and no later than July 1.

Coordinator of State Directors -- Pat Heard

Pat updated the list of duties for Coordinator and for State Directors. Pat also presented a state membership count as of the Long Beach conference (attachment #1). She reported that Wyoming members, despite their limited membership, prefer to remain autonomous rather than join another state. Some of the other state organizations have inquired about developing a variety of memberships as well as a special structure for their organizations. If enough states express an interest, the matter will be given to the by-laws committee to consider. Arizona listed as their concerns: 1) the ERA motion should be reconsidered; 2) future conferences should be held in the hub of WCRA population; and 3) members who cannot attend the annual conference should be able to vote.

\*PASSED\*  
Absentee  
ballot

In response, the Board agreed to provide an absentee ballot for members not attending the conference, thereby allowing them to vote on those issues and amendments which have been publicized as required at least one month prior to the general session.

President's report -- Elaine Cohen

For the Dallas conference, to be held April 7-12, 1981, pre-conference registration information will be mailed first class to assure timeliness. The publishers' exhibits will be limited to one day to encourage a greater number participating. The day will begin with a continental breakfast. NARDSPE will be encouraged to co-sponsor a meeting.

WCRA will co-sponsor at the IRA meeting in St. Louis. Several members have agreed to participate.

\*PASSED\*  
Affiliation  
through states

Requests for affiliation will be referred to the State Directors to establish an informal liaison.

Three appointments have been made: Suzanne McKewon, photographer; Royce Adams, nominations chairperson; and Kate O'Dell, parliamentarian.

Conference site selection -- Margaret Coda-Messerle

\*PASSED\*  
1983 conference in San Diego

From the three proposed sites in San Diego, the Board agreed to the Bahia-by-the-Bay, the site preferred by the membership for March 31 through April 4, 1982.

Journal Proposal

\*PASSED\*  
Jossey Bass proposal

The Board agreed to explore the affiliation with Jossey Bass by appointing an editor representative, the WCRA president, and Kurt Lauridson to develop a proposal which would meet the publication needs of the membership as soon as possible. Kurt is director of the Student Learning Center at UC Berkeley and the new series editor of New Directions in Learning Assistance with Jossey Bass Publishers.

Scholarships and awards -- Mitch Kaman

\*PASSED\*  
No scholarship award

Because of the lack of clear guidelines, Mitch asked that a form be designed for nominations of members. The committee drafted proposed guidelines which were submitted and accepted. The Board further agreed not to reinstate the scholarship this year. In addition, Don Yamamoto recommended honoring members who have published during the year.

Thirteenth Annual Meeting, March 27, 1980

The first general session was called to order by President Elaine Cohen.

Conference manager, Rose Wassman, introduced and thanked her staff. Carol Pfeffer introduced the speaker, Dr. Rosemary Park, who spoke on "Literacy: the challenge for the 80s." Candidates were introduced for the offices of treasurer, secretary and president.

The second general session was called to order by President-elect Betty Levinson March 28, 1980. Karen Smith introduced the keynote speaker, Dr. Michael McHargue from Foothills College.

New officers

New officers were announced:  
Treasurer: Don Yamamoto  
Secretary: Ann Coil  
President-elect: Ann Faulkner

\*DEFEATED\*  
Change in nominating procedure

A motion was defeated to direct the nominating committee to select from the membership at least one candidate for the offices of treasurer, secretary, and president.

\*DEFEATED\*  
Name change

A motion was defeated to change the name WCRA to CLAA, College Learning Assistance Association.

State Directors and Board Meeting, March 29, 1980

The State Directors expressed several concerns and recommended that:

1. Special groups be formed such as tutorial, legislative, and learning disabilities.
2. Members be allowed a special one-day rate; however, the Board had agreed not to make such an allowance because members have previously stayed longer.
3. Charter and discount air fares to Dallas be explored.
4. An exchange service be formed for faculty members from other campuses including job and house.
5. Members assist Kate Sandberg from Alaska who is seeking to develop a contact network.
6. WCRA re-examine its goals.
7. Regional meetings be held because of rising costs.
8. Institutes should run either before or after the conference.
9. To encourage attendance, institutional membership be offered.
10. Development of a network of evaluators for programs that are attempting to measure their effectiveness.
11. State Directors identify one contact person at each institution who could disseminate information.
12. New members be welcomed and integrated into the activities.
13. Communications be increased between the Board and State Directors. If State Directors could arrive early at the conference site, the Board could meet with them, which would allow a longer orientation to the organizational structure, operation, policies and problems. With the orientation, State Directors would be more involved with the decision-making. State Directors also recommended their term of office increase to two years, possibly three, to provide continuity and strengthen the organization.

Placement Bureau report -- Jane Ballback

Jane asked that State Directors send job announcements directly to her. She will also list relevant job descriptions from the Chronicle of Higher Education, include information about areas where jobs are scarce and about how to make career changes.

Proceedings report -- Gwyn Enright

Gwyn asked for names of members who would assist in editing, specifically members of one-year standing. On the matter of publishing abstracts, Gwyn pointed out that an advantage in printing abstracts is that more readers would have access to the information. The disadvantage is that the paper could not be submitted elsewhere. Presenters will be asked their preference.

Members will be informed about publishing date through the Newsletter.

Newsletter report -- JoAnn Wells

JoAnn announced that she currently has 10 columns with a commitment for four more:

1. a review of materials by June Dempsey
2. evaluation by Carol Walvekar
3. minority affairs by Tamyra Turner
4. bibliographies and other relevant information in ERIC

State Directors should send information directly to JoAnn.

Minority affairs report -- J.R. Bonner

Persons concerned about minority issues met and recommended that:

1. the keynoter reflect the philosophy of the organization. If controversial, a panel should address the issues
2. Tamyra Turner write a column on minority issues and function as a clearing house
3. the committee seek liaisons with organizations concerned about minority affairs
4. members plan contributions to the conference
5. the committee increase its number

Summer Board meeting

The summer meeting will be held August 23-24, 1980, at North Park, Dallas, Texas.

Budget

In final action, the Board adopted a budget of \$16,790.00 for the next conference.

Corrections of Minutes  
August 24-25, 1979 San Francisco

- p. 3 IV H and VII C -- change Rose's name from Wasson to Wassman.
- p. 6 IX C -- Hotel contract: The Board reviewed the flexible guidelines of hotel negotiations prepared by June Dempsey.
- p. 10 III A. 4 -- If members pay within 60 days of conference they are automatically paying for the next year.
- p. 10 III B -- S&E Budget: Betty suggested we set up a permanent S&E budget.

## WESTERN COLLEGE READING ASSOCIATION

## TREASURER'S REPORT

21 MARCH, 1980

ASSETSCHECKING

Beginning balance from end of last report period (10 December, 1979)	\$ 2770.71	
Deposits for <u>this</u> period (total of receipts and transfers from savings)	<u>18669.00</u>	
Subtotal	21439.71	
Transfers to savings	- <u>-0-</u>	
Subtotal	21439.71	
Expenditures for <u>this</u> report period	- <u>6006.57</u>	
Balance as of 21 March, 1980	15433.14	15433.14

SAVINGS

Beginning balance from end of last report period (10 December, 1979)	10149.51	
Deposits	+ <u>-0-</u>	
Subtotal	10149.51	
Withdrawals	- <u>-0-</u>	
Subtotal	10149.51	
Interest	+ <u>90.70</u>	
Balance as of 21 March, 1980	10240.21	<u>10240.21</u>

TOTAL ASSETS

25673.35

RECEIPTS

Dues	5715.09
Proceedings	1928.91
Ads for Newsletter	180.00
Conference	<u>10845.00</u>
Total receipts (11 December, 1979 through 21 March, 1980)	18669.00

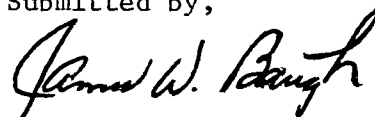
TRANSFERS

From savings to checking	-0-
From checking to savings	-0-

RECONCILIATION

Total assets at end of last period (10 December, 1979)	12920.22
Receipts 11 December, 1979 through 21 March, 1980	18669.00
Interest earned	+ <u>90.70</u>
Subtotal	31679.92
Expenditures 11 December, 1979 through 21 March 1980	- <u>6006.57</u>
Total assets as of 21 March, 1980 = checking + savings	\$ 25673.35

Submitted by,

James W. Baugh, Treasurer  
Western College Reading Association

WESTERN COLLEGE READING ASSOCIATION  
ACCOUNTS

BUDGET CATEGORY	AMOUNT BUDGETED	EXPENDITURES	TRANSFERS		BALANCE
			DEBIT	CREDIT	
1. President	\$ 670.00	357.82	49.90*		262.28
3. Nominating Committee	250.00	299.90		49.90	-0-
4. Coordinator of State Directors	240.00	143.51			96.49
5. Conference Site Selection	50.00	6.30			43.70
6. Treasurer	250.00	70.42			179.58
7. Secretary	300.00	87.03			212.97
8. State Directors	400.00	90.15			309.85
9. Newsletter	3,000.00	3079.52			<79.52>
10. Proceedings	3,960.00	3019.49	750.00*		190.51
11. Placement	50.00	-0-			50.00
13. Bylaws Committee	10.00	-0-			10.00
14. Minority Affairs	150.00	-0-			150.00
16. Board of Directors	1,320.00	943.22			376.78
17. Scholarships and Awards	50.00	-0-			50.00
20. Conference	1,000.00	<del>1139.36</del> 735.36			<del>&lt;139.36&gt;</del> 260.64
21. Mailing Service	1,500.00	2275.55		1250.00	474.45
TOTAL	\$13,200.00	<del>11512.27</del>			<del>2187.73</del>
Increase acct #21	500.00	11,112.27			2587.73
	\$13,700.00				

. \*Not included in "expenditures"



WCRA COORDINATOR OF STATE DIRECTORS - DutiesAS OUT-GOING PRESIDENT:Feb.

1. Two months prior to annual conference, begin contacting members whom you wish to appoint as State/Province Directors for the coming year. (Request recommendations from current Coordinator of SD's, consult Membership Resources Forms, etc. By-laws state that President should appoint new SD's "within 30 days prior to the annual conference", so that the transition from current to new SD's can be facilitated at the annual conference. SD appointments are for one year only, with the possibility of re-appointment for a second and possibly third year if circumstances warrant.)
2. Write letters to prospective SD's -
  - a. Ask if they are interested in serving.
  - b. Enclose a copy of SD duties.
  - c. Ask them to respond in writing within a given deadline - (self-addressed postcard facilitates this process).
  - d. Ask them to send you their home and office addresses and phone nos.
  - e. Ask them to send you the name and address of an administrator at their school if they wish you to send a letter of acknowledgement.
  - f. Invite them to attend the SD meetings at the upcoming conference to facilitate the transition between current and new SD's.

for the  
conference

3. Prepare a list of names, addresses, and phone nos. of all appointed SD's, and distribute this list to WCRA Board members, the Newsletter editor, other SD's, and the WCRA Mailing Service.

at the  
conference

4. Attend SD meetings at the annual conference.

AS COORDINATOR OF STATE DIRECTORS (PAST-PRESIDENT):right after  
the conference

5. Remind new President to update Mailing Service letters and have non-renewal letters sent immediately post-conference. Remind Secretary to send summaries of Board meetings to SD's.
6. Contact the WCRA Mailing Service to have an updated list of members mailed to each SD as soon as possible after the annual conference.

April/May

7. Write letters to non-continuing SD's, thanking them for their service and asking that they forward their WCRA materials and records to their successor.

8. Write letters of acknowledgement to institutional administrators designated by new SD's.

by Mid-May

9. Send an initial "group letter" to all SD's:
  - a. Include any follow-up info from recent conference.
  - b. Checklist of materials and supplies they should have on hand - acquired from predecessor or request extras from you.
  - c. Suggest they start making plans for fall mini-conferences now.
  - d. Tell them they should have received (or will) updated mailing lists and summaries of minutes.
  - e. Mention budget and reimbursement procedures.
  - f. Send them lists of any members who've indicated on Membership Resources Form a willingness to help with state/province activities (or do this in 2nd letter).
  - g. Remind them to send you (and the Newsletter) copies of agendas and news from state mini-conferences, etc.

late August

10. Request that WCRA Mailing Service send a second updated membership list to all SD's the first week in September.

early  
September

11. Remind Secretary to send summaries from Fall board meeting to SD's. Remind President-elect to send extras of conference mailings to SD's to be used in recruiting new members.
12. Send a second "group letter" to all SD's:
  - a. Highlight early conference info and any other important news/issues from Fall board meeting.
  - b. Tell them to send new membership recruitment letters now.
  - c. Tell them to contact non-renewals when they receive their updated mailing list.
  - d. Remind them of current membership/dues policies - e.g., membership is conference-to-conference; those renewing earlier than 60 days before annual conference will be paying for current year only and will renew at conference, etc.
  - e. Ask for news of their fall meetings.
  - f. Remind them that they can request additional updated mailing lists (or labels) if needed during the year, but that cost will come from their budget.

late Dec./  
early Jan.

13. Send a third "group letter":
  - a. Ask them about availability/recommendations for next year's SD appointment - enclose self-addressed postcard for prompt response.
  - b. Remind them of Feb. 1 deadline for annual report.
  - c. Request items for SD meeting agenda at conference - and issues for Board agenda, too.

14. Request one complete updated membership list from WCRA Mailing Service - to represent membership as of December 31 and be mailed to you in early January. This will give you the info to report the year's base membership count in various states/provinces to the Board at the annual conference. It will also provide the figure for determining a quorum of the Association, should that be needed at the annual conference.

early Feb.

15. Send recommendations for next year's SD appointments to current President. Send items for Board agenda, too.

late Feb.

16. Send a fourth "group letter":
  - a. Ask for annual reports if not yet received.
  - b. Finalize meeting times for SD's at conference.
  - c. Enclose a self-addressed postcard to indicate if SD will be there - or who substitute will be.
  - d. Mention some agenda items for the meetings.
  - e. Final request for reimbursement of expenses on this year's budget must be in by \_\_\_\_\_ (date).
  - f. Save and transfer your materials to your successor.

17. Arrange for current and recent Board members to attend state meetings at annual conference - to represent the Board and act as resource persons re: Association issues.

at the  
conference

18. Conduct State/Province Directors' meeting.
  - a. Summarize state/province annual reports.
  - b. Summarize items from pre-conference Board meetings.
  - c. Suggest agenda items for their state/province meetings.
  - d. Ask for their evaluations, recommendations.

19. Coordinate SD's meeting with WCRA Board.

after the  
conference

20. Assemble files and transfer to next Coordinator of State Directors.
21. Breathe a sigh of relief and fade away .... before moving into role of Conference Site Chairperson!

as needed

Periodically as needed:

- (1) Respond to assorted correspondence from SD's.
- (2) Serve as advisor to current President.

DUTIES OF WCRA STATE/PROVINCE DIRECTORS

The WCRA State/Province Director role is largely one of membership recruitment and communication, with an additional focus on identifying and developing appropriate forums for the discussion of ideas and issues of special interest to our members in a particular state or province. The appointment is for one year only, with the possibility of re-appointment for a second and possibly third year if circumstances deem it appropriate. Some of the specific duties listed below may vary according to the size and nature of particular states, provinces, and regions.

1. Conduct a membership drive in early fall by sending an informative letter about WCRA and a brochure to appropriate administrators and colleagues in institutions in your area (state, province, region, etc.).
2. Establish liaison with officers of other related professional organizations in your area.
3. Make follow-up contacts with prospective members.
4. Plan a mini-conference, workshop, meeting, or get-together for members in your area - and to attract new members, too.
5. Consider regional planning for hosting a future WCRA annual conference in your area. (The Guidelines for Submitting a Conference Proposal contain necessary information and can be obtained from the Conference Site Chairperson, who is also available for consultation with members considering a conference bid.)
6. Submit articles containing news about activities and members in your area to the Newsletter editor. Encourage members in your area to write educational articles for submission to the Newsletter.
7. Act as a resource person and communications link among members in your area to assist in keeping updated about professional and Association developments.
8. Report jobs available in your area to the Placement Bureau Chairperson.
9. Encourage members to attend the annual conference and to make conference presentations. Include a reminder about the call for papers deadline in your fall letter to them. Explore the possibility of group travel rates to the annual conference.
10. Submit a yearly report to the Coordinator of State Directors by February 1st of each year. Include:
  - a. total number of members
  - b. new members added during the conference year
  - c. summary of area meetings during the year
  - d. activities designed to interest and attract new members
  - e. recommendations to the Board of Directors
  - f. suggestions for your successor
11. At the annual conference:
  - a. attend the State/Province Directors' meeting
  - b. with other directors from your region, plan agenda for and conduct the state/province meeting
  - c. attend the State/Province Directors meeting with the WCRA Board
  - d. appoint a member to replace you at the annual conference if you are unable to attend

## WCRA STATE/PROVINCE MEMBERSHIP COUNT

	1978 & 1979	Jan.1980
ALASKA	17	11
ALBERTA	15	10
ARIZONA	39	29
BRITISH COLUMBIA	23	13
NORTHERN CALIFORNIA	166	76
	<del>509</del>	
SOUTHERN CALIFORNIA	343	158
COLORADO	39	21
HAWAII	58	48
IDAHO	15	8
MONTANA	6	3
NEVADA	12	7
NEW MEXICO	34	20
OKLAHOMA	7	4
OREGON	47	25
TEXAS	97	45
UTAH	23	14
WASHINGTON	33	26
WYOMING	5	4
OTHERS	116	90
	<hr/> 1095	<hr/> 612

October 17, 1979



**WESTERN COLLEGE READING ASSOCIATION**  
**READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES**

REPORT OF THE 1980 WCRA  
NOMINATIONS COMMITTEE

Margaret Coda-Messerle  
Gwyn Enright  
Patricia Heard  
Midori Hiyama  
Manuel Olgün

On Wednesday, August 23, 1979, the 1980 WCRA Nominations Committee met at the Hyatt on Union Square, San Francisco, from 9 a.m. till 2 p.m.

Having taken into consideration the direction provided by the 1978 and 1979 Nominations Committees as well as the information gleaned from the "information nominations survey" conducted at the 1979 Conference, the Committee developed a priority listing of potential candidates for each of the three elective offices.

Referring to the work done by the 1978 Nominations Committee, this 1980 Committee used the following criteria as guidelines, not requirements, in their selection and ranking of candidates for nomination to office:

1. Management skills of planning, organizing, motivating and controlling (president-elect)
2. Past service to WCRA
3. Experience in leadership and management roles (president-elect)
4. Demonstrated commitments to the philosophy and goals of WCRA
5. Personal and professional stability
6. Professional visibility outside his/her own locality, i.e., teaching, lecturing, writing, and research (president-elect)
7. Indication of institutional commitment

Potential candidates were later contacted by the Chairperson and according to procedures agreed upon by the Committee, such processes yielded the slate that follows:

President-Elect

Ann Faulkner  
Barbara Tomlinson

Secretary

Ann Coil  
Carol Clymer Walvekar

Treasurer

Jeanette Driscoll  
Don Yamamoto

Upon submitting the slate of candidates to the WCRA President, Dr. Elaine Cohen, Board members were contacted by letter and approved the slate presented to them.

These nominees have been instructed to (1) submit in writing their willingness to run for office and to (2) submit their pictures together with biographical sketch including professional training, current responsibility, WCRA service and position statement regarding their candidacies to the Newsletter editor no later than November 15, 1979.

In addition, the Committee recommended to the Board of Directors at its August, 1979, Mid-year Board meeting the following By-laws change for vote by the membership at the 1980 Annual Conference in San Francisco:

Change Article VI, Parliamentary Procedure, Item 3a, to read as follows:

"The nominating committee shall confer in face-to-face meeting and select from the membership at least one (1) member for each of the offices of president-elect, secretary and treasurer."

The Committee felt that a nominations committee "hands should not be tied" by the present requirement of selecting at least two (2) members for each of the offices.

(The Board voted to approve this By-laws change and submit it to a vote of the membership.)

Respectfully submitted,

  
Margaret L. Coda-Messerle, Chairperson

## WCRA STATE/PROVINCE DIRECTORS, 1979-80

ALASKA

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MEMBERS-AT-LARGE

(see next page)

AT-LARGE

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SANTA BARBARA • SANTA CRUZ

OFFICE OF ACADEMIC SUPPORT  
AND INSTRUCTIONAL SERVICES

LA JOLLA, CALIFORNIA 92093

March 25, 1980

Ms. Betty K. Levinson, President  
Western College Reading Association

Dear Betty,

On behalf of the Office of Academic Support and Instructional Services (OASIS) and UCSD, with the approval of Dr. Paul Saltman, Vice Chancellor, Academic Affairs, I am extending an invitation to the Western College Reading Association (WCRA) to hold its 1982 Conference in San Diego. Ms. Beryl Brown, OASIS Tutorial Program Coordinator, has indicated that OASIS should expect to provide the following support if the conference bid is accepted:

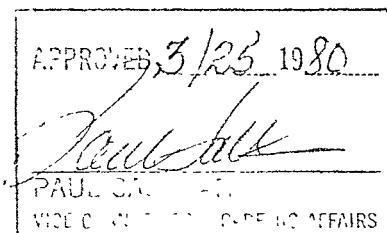
1. a portion of her time to serve as conference manager.
2. a small amount of clerical support, to be absorbed by the Tutorial Program staff.
3. the possibility of an additional 80 hours of work-study assistance prior to the conference, estimated at \$100.
4. the cost of a bulk mailing to about 2,000 people, estimated at \$125.
5. telephone expenses including both county and long distance calls, estimate not provided.

Ms. Brown has said that audio-visual support will not be expected and I can confirm that we will not be able to provide this.

After discussing with Ms. Brown the duties and responsibilities involved in managing such a conference, I concur that her participation would benefit her and this university. Although OASIS would be incurring certain additional expenses, the savings in travel dollars for OASIS staff would be considerable. Additionally, faculty and staff from the University would have the opportunity to participate in this local program for far less cost. Assuming the conference bid is accepted, UCSD will be listed in all of the literature as co-sponsoring the conference, and a site visit to the campus can be expected.

Ms. Brown is an exceptional staff member and I am certain she will bring to this task the same commitment, creativity, and organizational skills she brings to her work in OASIS. I believe you would be very fortunate to have her as your conference manager and we would be delighted to assist WCRA in this way.

Sincerely,

Carmel Myers, Ph.D.  
Acting Directorcc: Ms. Beryl Brown, Coordinator, Tutorial Program  
Dr. Kenneth Majer, Acting Managing Director, Outreach and Retention Programs

CM:15

WCRA  
Treasurer's Report  
Aug 23, 1980

# ASSETS:

## CHECKING

Beginning balance from end of last report period (June 30, 1980)	\$ 19,429.66
Deposits	0
Subtotal	\$ 19,429.66
Expenditures for this report period	- 1,189.54
Balance as of Aug. 23, 1980	\$ 18,240.12

## SAVINGS

Beginning balance from end of last report	\$ 5,452.73
Deposits	+ \$ 470.00
Subtotal	5,922.73
Withdrawals	0
Subtotal	5,922.73
Interest earned (\$6.67 = amount of interest earned from previous bank account)	+ \$ 20.28
Total savings account	\$ 5,943.01

## RECEIPTS

Dues	0
Proceedings	0
Ads for Newsletter	0
Conference (Book exhibits)	450.00
Miscellaneous	20.00
Total receipts (June 30, 1980 through Aug 23, 1980)	470.00

## RECONCILIATION

Total assets at end of last Period (June 30, 1980)	\$ 24,882.39
Receipts (June 30, 1980 through Aug 23, 1980)	+ 470.00
Interest earned	+ 20.28
Subtotal.	\$ 25,372.67
Expenditures (June 30, 1980 through Aug 23, 1980)	1,189.54
Total assets as of Aug 23, 1980 = Checking + Savings	\$ 24,183.13

## WESTERN COLLEGE READING ASSOCIATION

#2

## TREASURER'S REPORT

30 June, 1980

ASSETSCHECKING

Beginning balance from end of last report period (21 March, 1980)	\$ 15585.95	
Deposits for <u>this</u> period (total of receipts and transfers from savings -- 14603.50 + 5000)	<u>19603.50</u>	
Subtotal	35189.45	
Transfers to savings	- <u>-0-</u>	
Subtotal	35189.45	
Expenditures for <u>this</u> report period (includes refunds related to conference)	- <u>15759.79</u>	
Balance as of 30 June, 1980	19429.66	19429.66

SAVINGS

Beginning balance from end of last report period (21 March, 1980)	10240.21	
Deposits	+ <u>-0-</u>	
Subtotal	10240.21	
Withdrawals	- <u>5000.00</u>	
Subtotal	5240.21	
Interest	+ <u>212.52</u>	
Balance as of 30 June, 1980	5452.73	<u>5452.73</u>

TOTAL ASSETS

24882.39

RECEIPTS

Dues	4305.00
Proceedings	1699.50
Ads for Newsletter	-0-
Conference	8496.00
Miscellaneous	<u>103.00</u>
Total receipts (22 March, 1980 through 30 June, 1980)	14603.50

TRANSFERS

From savings to checking	\$ 5000.00
From checking to savings	-0-

RECONCILIATION

Total assets at end of last period (21 March, 1980)	25826.16
Receipts (22 March, 1980 through 30 June, 1980)	14603.50
Interest earned	+ <u>212.52</u>
Subtotal	40642.18
Expenditures (22 March, 1980 through 30 June, 1980)	<u>-15759.79</u>
Total assets as of 30 June, 1980 = checking + savings	\$ 24882.39

Submitted by,

James W. Baugh, Treasurer  
Western College Reading Association

30 June, 1980

WESTERN COLLEGE READING ASSOCIATION  
ACCOUNTS

BUDGET CATEGORY	AMOUNT BUDGETED	EXPENDITURES	TRANSFERS		BALANCE
			DEBIT	CREDIT	
1. President	\$ 670.00	684.19	49.90*		64.09
3. Nominating Committee	250.00	299.90		49.90	-0-
4. Coordinator of State Directors	240.00	152.26			87.74
5. Conference Site Selection	50.00	47.34			2.66
6. Treasurer	250.00	95.45			154.55
7. Secretary	300.00	124.60			175.40
8. State Directors	400.00	248.65			151.35
9. Newsletter	3,000.00	3200.73			200.73
10. Proceedings	3,960.00	3019.49	750.00*		190.51
11. Placement	50.00	105.00			55.00
13. Bylaws Committee	10.00	-0-			10.00
14. Minority Affairs	150.00	-0-			150.00
16. Board of Directors	1,320.00	1295.13			24.87
17. Scholarships and Awards	50.00	50.00			-0-
20. Conference	1,000.00	739.36			260.64
21. Mailing Service	<u>1,500.00</u>	<u>3323.51</u>		1250.00	<u>573.51</u>
TOTAL	\$13,200.00	13385.61			<u>314.39</u>

\* Not included in "expenditures"



NEW MEMBERS

Dear WCRA Member:

On behalf of the Board of Directors and the membership of Western College Reading Association, welcome. Your membership card is enclosed and your name has been added to our mailing list. We are pleased that you decided to join the Association.

WCRA's main goal is to provide a forum for the exchange of ideas and information to improve student learning and to facilitate member professional growth. The Annual Conference, the State and Province Regional Meetings, the Newsletters, and the Proceedings have all been planned with this goal in mind. We encourage you to participate in all these opportunities.

We hope you will consider taking an active role in WCRA. The Board strives to provide responsible leadership, but we depend on the interest and participation of members. Please take a few minutes to fill out and return the enclosed Membership Resources Form, including your ideas and suggestions for the future of WCRA. We will give your requests careful attention.

If you have any questions concerning WCRA, please contact me or the appropriate chairperson. If you have questions about your membership or mailings, please contact our mailing office: P.O. Box 4576, Whittier, CA 90607.

We look forward to welcoming you personally at the Fourteenth Annual Conference, April 9-12 in Dallas, Texas.

Sincerely,

Betty Levinson  
President

Dear WCRA Member:

On behalf of the Board of Directors and the membership of WCRA, welcome. Your membership card is enclosed and your name has been added to our mailing list. We are pleased that you renewed your membership.

WCRA's main goal is to provide a forum for the exchange of ideas and information to improve student learning and to facilitate member professional growth. The Annual Conference, the State and Province Regional Meetings, the Newsletter and the Proceedings have all been planned with this goal in mind. We encourage you to participate in all these opportunities.

If you have any questions concerning WCRA, please contact me or the appropriate chairperson. If you have questions about your membership or mailings, please contact our mailing office: P.O. Box 4576, Whittier, CA 90607.

We look forward to welcoming you personally at the Fourteenth Annual Conference, April 9-12 in Dallas, Texas.

Sincerely,

Betty Levirson  
President

MEMORIAL REQUEST

Dear Colleague:

We missed you at the Thirteenth Annual Conference in San Francisco. The diverse program featured formal presentations by professionals in the fields of reading, learning assistance, developmental education and tutorial services. In addition, tours of local campuses, informal discussions, and a variety of social activities were included. Those who attended were renewed and revitalized by the knowledge they gained from exchanging ideas and information, innovative approaches and current research to improve learning skills and consequent academic achievement of college students. The conference, as always, provided a focus for communication among colleagues from many institutions.

Because you did not attend the conference, we suspect you forgot to renew your membership in WCRA. We value your participation in the Association and want to remind you to renew your membership for 1980-1981. By doing so immediately, you can insure receipt of all the newsletters which will provide highlights of the conference past, interesting and timely articles, and news of what's in store for us next. Remember, you must be a current member to use the WCRA Placement Bureau and to receive the 1981 pre-conference information.

We hope that as you renew your membership you will consider taking an active role in WCRA. The Board strives to provide responsible leadership, but we depend on the interest and participation of members. Please take a few minutes to fill out the enclosed Membership Resources Form, including your ideas and suggestions for the future of WCRA, and enclose it with your 1980-81 dues payment.

On behalf of the Board, I welcome you to WCRA. We hope to see you in person at the Fourteenth Annual Conference in Dallas, Texas, April 9-12, 1981.

Sincerely,

Betty Levinson  
President



School of Human Development  
and Community Services  
Reading Program  
(714) 773-3356

### WCRA PLACEMENT BUREAU REPORT

In an effort to get the placement news out more quickly and efficiently this coming year I have spent the summer doing several things. I hired some inexpensive clerical help and bought several hundred envelopes and they have already been stamped and addressed. That way when the job notices come my way I can get the news out more quickly since half of the work is already done. I have also up-dated my mailing list. There are over 200 names on the list as of now. I was never sure if I was to check the most recent membership list to see who qualifies for the placement news. If I am, please notify me and I will do so.

Very soon I will be contacting the state directors and asking for their assistance in contacting people they may be interested in certain openings when there isn't time to do a whole mailing.

I hope to do two other projects this year. The first will be an article or series of articles for the newsletter that will address the issue of the "do's and don't" for applying for a position. I hope to interview several people who have recently served on search committees, or who have successfully been through the process themselves, for suggestions of how to successfully apply, interview and get the position desired.

The second project I hope to do is a workshop at the conference in Dallas that looks at the career change process and presents interesting and vital information to the WCRA professionals who may be contemplating a career change. Ann Faulkner has that proposal for your review.

I look forward to serving as the placement bureau chief. Please ask if there is anything I can do to better serve you and the group.

*Jane Ballback*

To Betty Levinson  
WCRA President

From Gwyn Enright  
WCRA Proceedings Editor

Re Report to the WCRA Board  
Mid Year Board Meeting  
August 21, 1980

Please accept this outline instead of an in person mid year report. For financial details about how many volumes we have sold since April, please contact Hal McCune.

1. The Proceedings was advertized in the recent WCRA Newsletter. After Volume 13 is out, I will pursue additional ways to advertize the Proceedings.
2. Jo Ann contacted me about "starring" in a Newsletter; I am mulling over the pros and cons of this honor. I think an interview format would be more appropriate than an article describing the Proceedings.
3. I have appointed two new editorial advisors to the Proceedings team; we now have a rather impressive geographical representation. Please welcome Elizabeth Howard (Lyman) from the University of Texas at Arlington and Craig Mayfield from Brigham Young University to the editorial team. That means we have five editorial advisors:

Elizabeth Howard (Lyman)  
Craig Mayfield  
Delryn Fleming  
Michael O'Hear  
Ramona Knowles (Fusco)
4. Right now, all 35 manuscripts submitted for possible publication in the Proceedings have been reviewed by three and sometimes four advisors. Many will be published and no abstracts will be used. We are editing the manuscripts for clarity and correctness now. All members who submitted papers will receive letters informing them about whether their papers will appear in the volume and when to expect to receive their Proceedings.
5. Editorial housekeeping you might be interested in included revising and updating our reviewing sheet and deciding to circulate final copies of manuscripts as they are submitted to the printer so that editors can see what suggested changes were incorporated in the final edit.

NEWSLETTER REPORT - J. Wells

WCRA BOARD MEETING - August 22, 1980

# 8

CURRENT STATUS

1. Next issue - deadline - August 31 with September publication; other fall deadlines presented at the March meeting are October 15 and January 15 (see October deadline below)
  2. New columns - Materials with June Dempsey and Evaluation with Carol Clymer Walvekar will be introduced in the next issue; have written to Tamyra Turner re: minority affairs column and to Bonnie Sanchez re: ERIC but no response; is there someone else from Minority Affairs Committee whom I could contact?
  3. Ads - have requests for two in this next issue; should I also repeat the Proceedings ad?; also there will be more San Francisco photos and publisher logos from the conference
  4. Circulation - last one sent to 600 members and 200 to WCRA board members, officers from other professional organizations from the list established by Pat Heard; circulation should remain the same with this next issue as Hall has the current member list up to date after the conference; also sent one issue to each publisher from the publisher's exhibit to try and get more ads...
- QUESTIONS/CONCERNS

1. Invoices for ads - need some mechanism for billing publishers for ads; did Jim forward invoices to Don and if so should I forward bills to Don who would then send them to the publisher?
2. Article re: ads in newsletter - would it be appropriate to direct a letter in the newsletter to WCRA members who have publishers to encourage them to secure ads from those publishers for the newsletter?
3. Issues highlighted - separate 2-3 paragraph articles on issues from board highlights in last issue that may need to be expanded? President or Secretary would need to write these...
4. Circulation - are there any corrections in numbers sent to Board members? should state directors be sent 3-4 extra issues?
5. October deadline - would the end of October be more feasible for Ann Faulkner and the nominations committee as the nominees are usually presented in that issue and other conference deadlines are discussed?
6. S.T.A.R. - Gordon Cox for this issue with letter to Sally Conway for next issue - does the board have any more nominees? (Soon To Achieve Recognition column)
7. Photos - need new photos from board members for future issues; printer has "misplaced" my photo file so I will keep my own in my office

THANKS AND HAVE A GOOD MEETING.....

WCRA ORGANIZERS

# 9

1981 Conference

*Conference Manager:*

Delryn Fleming, Eastfield College  
3737 Motley Drive  
Mesquite, Texas 75150  
(214) 746-3245 or 245-5305

*President-Elect:*

Ann Faulkner, Mt. View College  
4849 W. Illinois  
Dallas, Texas 75211  
(214) 746-4236 or 296-1019

COMMITTEES

*Exhibits:*

Elizabeth Lyman (Howard)  
University of Texas at Arlington  
Office of Counseling, Testing &  
Career Placement  
P. O. Box 19156  
Arlington, Texas 76019  
(817) 273-3671 (metro line)

*Hospitality:*

Spencer Olesen  
Mt. View College  
(214) 746-4127

*Graphics:*

Bill Moreland  
Richland College  
(214) 746-4544

*Audio Visual:*

Frank Korman  
Mt. View College  
(214) 746-4165

*Registration:*

Pam Hartsell  
North Lake College  
(214) 659-5273 or 659-5279

*Banquet:*

Marion Mills  
Brookhaven College  
(214) 746-5261 or 522-3005

Helen Harris  
El Centro College  
(214) 746-2271

*Entertainment/Leisure Tours:*

Nancy Spivey  
4416 Beverly  
Dallas, Texas 75205  
(214) 521-9036

Diane Tharp  
Mt. View College  
(214) 746-4236

*Credit for Conference Institutes:*

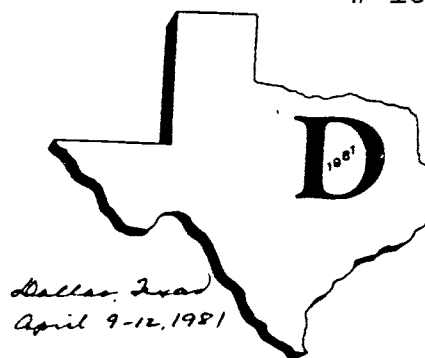
*Transportation/Educational Tours:*

Joe Cortina  
Cedar Valley College  
(214) 746-4722

\*Copies of all correspondence to Claudia Robinson, DCCCD District  
Public Information Office.

WCRA  
Conference Activities  
Dallas 1981

# 10



SCHEDULE ADDITIONS:

<u>Friday</u>	8:00 a.m.-5:00 p.m.	Publishers Exhibits
	6:00 p.m.-7:00 p.m.	Free beer and cash bar with entertainment
	7:30 p.m.- ?	Party (Country & Western band and dancing)
<u>Saturday</u>	7:30 a.m.-9:00 a.m.	Breakfast for Publishers
	9:00 a.m.-3:00 p.m.	Publishers' Exhibits
	12:00 Noon-3:00 p.m.	Dallas Tour
	6:00 p.m.-12:00 p.m.	Bus to restaurant, then to Mesquite Rodeo

COMMITTEE REPORTS:

Audio Visual:	DCCCD in charge
Food:	Friday Party/Dinner Publishers' Breakfast Brunch
Exhibits:	Presently have money from 6-7 exhibitors
Graphics:	Budget
Hospitality:	Newcomers' Reception Dinner on the town/Issues & Interests
Registration:	Partial Fees Refunds
Tours-Educational:	Thursday--emphasis on observation, "hands on" Friday --emphasis on conversation with director



Tours-Leisure:

Dallas Highlights--lunch & Cutter Bill's  
Saturday night barbeque, beer & rodeo  
Ft. Worth Art. Tour  
Shopping tours

## WCRA 1980 CONFERENCE -- FINAL ACCOUNTING

# 11

529/80

Project Category Account #	Projected Expenses Aug. 1980	Income Projected	Income Actual	Amount Expended		Total Expended	Expenses Under/⟨over⟩ Projection	Expenses Under/⟨over⟩ Income
				Acct. #20 Prior to Conf.	Acct. #20-A From Conf. Income			
Publishers' Exhibits		3600.00	2650.00					
Printing Call to Conf. Ads 20A-1	700.00			258.75	171.30	430.05	269.95	
Printing Call to Conf. 20A-2	300.00			16.53		16.53	283.47	
Printing Conf. Programs 20A-3	1000.00				1236.50	1236.50	⟨236.50⟩	
Conf. Phone Calls 20A-4	250.00			5.69	111.72	117.41	204.99	
Dinner 20A-5	6175.00 1175.00	5760.00 2065	2014.00	19.00 <sup>1</sup>	2200.00	2219.00	3956.00	⟨205.00⟩
Lunch 20A-6	2765.00 1215.00	2200.00 1215.00	1177.00	11.00 <sup>1</sup>	1419.46	1430.46	1334.54	⟨253.46⟩
Host Cocktails 20A-7	180.00 160.00						180.00	
Continental Breakfast 20A-8	1500.00 805.00				1500.32	1500.32	⟨.32⟩	
Decorations 20A-9	75.00 50.00				20.86	20.86	54.14	
Entertainment for Dinner 20A-10	250.00 250.00				300.00	300.00	⟨50.00⟩	
Hospitality 20A-11	250.00 225.00				213.78	213.78	36.22	
Hospitality Suite 20A-12	700.00				842.40	842.40	⟨142.40⟩	

Budget Category and Account #	Projected Expenses Aug. 1980	Income Projected	Income Actual	Amount Expended		Total Expended	Expenses Under/⟨over⟩ Projection	Expenses Under/⟨over⟩ Income
				Acct. #20 Prior to Conf.	Acct. #20-A From Conf. Income			
Speakers' Honoraria 20A-13	450.00				450.00	450.00		
Speakers' Expenses 20A-14	335.00				379.30	379.30	⟨44.30⟩	
Conf. Manager's Room 20A-15	180.00 160.00				183.84	183.84	⟨3.84⟩	
Misc. Printing 20A-16	300.00 150.00				137.30	137.30	162.70	
Stickets to hold Reg. Mat. 20A-17	150.00				227.65	227.65	⟨77.65⟩	
Institutes 20A-18	200.00	1000.00 500.00	660.00		182.11 <sup>2</sup>	182.11	17.89	477.89
Student Workers 20A-19	250.00 150.00				208.60	208.60	41.40	
Miscellaneous 20A-20	350.00 400.00			134.53 <sup>3</sup>	617.76	752.29	⟨399.98⟩	
Oxford Partial Pre-Reg. 20A-21	300.00 200.00				313.02	313.02	⟨13.02⟩	
Recreation Tours 20A-22			798.00		798.00 <sup>4</sup>	798.00		
Campus Tours 20A-23			372.00 576.00 948.00	298.86	820.25 <sup>5</sup>	1119.11		⟨171.11⟩
Registration 20A-24	10,265	15000.00 8,100.00	11488.00		206.00 <sup>6</sup>	206.00		11282.00
Misc. Paid Out 20A-25					19.00 <sup>7</sup>	19.00		

Budget Category and Account #	Projected Expenses Aug. 1980	Income Projected	Income Actual	Amount Expended		Total Expended	Expenses Under/⟨over⟩ Projection	Expenses Under/⟨over⟩ Income
				Acct. #20 Prior to Conf.	Acct. #20-A From Conf. Income			
Conf. Course Credit 20A-26			414.00		414.00	414.00		
Disc. Conf. Income			744.00					744.00
TOTALS	16660.00 <i>10 21 80</i>	27560.00 <i>10 21 80</i>	20893.00	744.36	12973.17	13717.53		

Total Income \$20893.00

Total Expenses \$13717.53

Profit \$ 7175.47

#### NOTES

- . Refund
- . Includes \$55.00 in refunds
- . Includes one 1979 Conference refund and one 1979 Conference expense
- . All refunds; tours did not operate
- . Includes \$156.00 in refunds
- . All refunds (double payments, 2 cancellations)
- . Overpayments

MEMO TO: Jacquelyn Bonner, Secretary WCRA  
FROM: Mitch Kaman, WCRA Awards Chairperson  
DATE: April 3, 1980  
SUBJECT: Awards Committee Report adopted by WCRA Board on March 29, 1980

The awards committee for the 1980 conference consisted of: Jeweleane Whittaker, Kathleen D. O'Dell, Theria M. Beverly, Elizabeth Hill Rogers and Jack Pond.

Members of the committee who drafted the guidelines below were: Mitchell Kaman, Theria Beverly and Kathlene O'Dell.

The procedures adopted by the board was as follows:

I. Guidelines for making Nominations for the Long and Outstanding Service to WCRA Award.

1. Nominations must be made on WCRA (form to be developed and sent to board prior to its August 1980 meeting).
2. Board must approve all awards.
3. Nominations must be received by Awards Chairman by December 1.
4. Publicity for award: Two newsletters prior to December 1.
5. Committee will bring a recommendation to the board at the annual conference.
6. There must be a five year interval between receiving the Long and Outstanding Award and other WCRA awards.

II. Committee Operation

1. A total of five members will make up the committee. The chairperson will be appointed by the president and four members chosen from the total membership.
2. A committee member cannot make a nomination.
3. If a committee member is nominated, he/she will have to resign from the committee.
4. The committee will meet on the first day of the conference to discuss the awards.
5. The chairperson must get all the nomination information to the committee by February 1.
6. Only persons who were nominated prior to December 1 will be considered eligible for the award.
7. A quorum of the committee shall consist of three of the five members.
8. If no quorum is possible at a particular conference, the matter may then be turned directly to the board.

Awards Committee Report - Continued

III. Nomination Form

1. The nominee must have been a WCRA member for five or more years to receive the award.
2. Specific WCRA Service
  - A. Local
  - B. State
  - C. Regional (Conference)
  - D. Committees served, positions in organization
  - E. Presentations at Conference
3. Professional Contributions Furthering WCRA Philosophy
  - A. Leadership in home institution.
  - B. Work in other professional organizations.

The information below was submitted but not approved by the board. The board directed the committee to submit more detailed information and specific guidelines for consideration at their August board meeting.

Recommendations for Future Awards

1. Outstanding literary/research contribution
2. Outstanding dissertation/thesis/project
3. Presidents Certificate. The president presents this certificate to person(s) he/she chooses to recognize.

eg

cc: Betty Levinson

## WCRA NOMINATION FORM

## Long and Outstanding Service to WCRA Award

## Purpose of Award

The Long and Outstanding Service to WCRA Award is given periodically to recognize a member's past service, commitment and contribution to WCRA through the years

## Eligibility

The nominee must have been a WCRA member for five or more years

## Application Procedure

1. All nominations must be made on the WCRA form. A separate

piece of paper may be attached to the form if more room is needed

- 2 All nominations must be sent to the Awards Committee chairperson by December 1.
- 3 The Awards Committee chairperson must receive three separate nominations for the committee to consider a member for the award.
- 4 There must be a five-year interval between receiving the Outgoing President's Award and being considered for the Long and Outstanding Service to WCRA Award

Name of Nominee: \_\_\_\_\_

Name of Person Making Nomination: \_\_\_\_\_

Evidence of local (college/university) service to WCRA: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evidence of state level service to WCRA: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Evidence of regional (conference) service to WCRA: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Committees served in WCRA: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Positions held in WCRA: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Presentations at WCRA conferences (local, state, regional): \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Professional contributions furthering WCRA philosophy: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Leadership in home institution: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Work with or in other professional organizations: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

RA NOMINATION FORM  
Retiring Member Award

# 14

Purpose of Award

The Retiring Member Award is intended to recognize a WCRA member who is retiring from his/her institution

Eligibility

- 1 The nominee must have been a member of WCRA for at least five years
- 2 The nominee must be retiring from his/her institution during the current conference year.

Instructions

- 1 All nominations must be made on the official nomination form. A separate piece of paper may be attached to the form if more room is needed.
- 2 All nominations must be sent to the awards chairperson by December 1.
- 3 The awards chairperson must receive at least three separate nominations for the committee to consider a member for the award.

Name of Nominee:\_\_\_\_\_

Name of Person Making Nomination:\_\_\_\_\_

Evidence of local (college/university) service to WCRA:\_\_\_\_\_

Evidence of state level service to WCRA:\_\_\_\_\_

Evidence of regional (conference) service to WCRA:\_\_\_\_\_

Committees served in WCRA:\_\_\_\_\_

Positions held in WCRA:\_\_\_\_\_

Presentations at WCRA conferences (local, state, regional):\_\_\_\_\_

Professional Contribution Furthering WCRA Philosophy:\_\_\_\_\_

Submit to:

Mitchell Kaman, WCRA Awards Chairperson  
Larimer County Voc-Tech Center  
4616 S. Shields  
P.O. Box 2397  
Ft. Collins, CO 80522



WCRA AWARDS COMMITTEE REPORT

July 1980

I. Suggested Guidelines for Awarding WCRA Certificate of Appreciation

- A. The president shall recommend to the Board of Directors the names of individuals who shall receive the certificate.
- B. There shall be no limit on the number of certificates issued at any one conference.
- C. Since the recognition of the individual is in the form of a certificate of appreciation and not an award, receipt of this certificate shall not restrict the member from receiving an award from the organization.

II. Suggestions for Individuals to be Considered for WCRA Certificate of Appreciation

- A. Members at large who assist the organization in a significant way.
- B. Conference chairpersons and conference committee members.
- C. Host college/university personnel.
- D. City officials where applicable.
- E. Publishers.
- F. Local (conference site) businesses and industries which contributed to the success of the conference.

III. Sample Certificate

A sample certificate has been included in this packet. If the Board decides to go ahead with this concept, then they must decide if they want to use the format in the sample, make modifications or come up with a new format. The Board should also decide upon a color for the certificate.

IV. Suggested Guidelines for Outstanding Literary or Research Contribution by a WCRA Member

- A. Committee operation
  - 1. The committee shall consist of five members, at least two of whom have an earned doctorate in a WCRA interest area and are familiar with current research.

2. All committee members shall have received copies of submitted work prior to January 1 of a conference year.
3. Each committee member shall evaluate the submitted work on the basis of contribution to the field and usefulness to WCRA members and the clients they serve. (See Attached: Instrument for Evaluation of Literary or Research Materials.)
4. All committee members shall review submitted work and by January 20 shall send their completed evaluations to the chairperson.
5. The chairperson shall submit the committee's recommendation and evaluations to the president by February 1 for Board action.
6. The award is not necessarily given annually.
7. Information about the award shall be placed in the summer and fall WCRA newsletters.

B. Information to applicants.

1. Individuals seeking to submit materials for the award must be active (dues paying) WCRA members.
2. The competition is open to those who have published material, have had material accepted for publication or completed dissertation/thesis by the submission deadline date of September 20. The applicant must enclose evidence of publication, acceptance for publication or completion of dissertation/thesis when submitting material.
3. One copy of the material shall be sent to the committee chairperson by September 20.

V. WCRA Instrument for Evaluation of Literary or Research Materials

(See Attached: WCRA Instrument for Evaluation of Literary or Research Materials.)

VI. Nomination Form for the Long and Outstanding Service and Retiring Member Awards

A sample nomination form has been enclosed with this report. The form was developed to meet the guidelines approved by the Board on March 29, 1980. It is suggested that the nomination form be a separate unattached page in the newsletter.

Note: If the Board approves the Award for Outstanding Literary/Research contribution, then there will need to be a change in the March 29th guidelines. Item #5 under guidelines for making nominations currently reads: "There must be a five-year interval between receiving the Long and Outstanding Award and other WCRA awards." This statement would preclude a past president from being considered

for the Literary Research Award for five years. Thus, it is recommended that the procedures be changed as follows: "There must be a five-year interval between receiving the Outgoing President's Award and being considered for the Long and Outstanding Service to WCRA Award."

WCRAInstrument for Evaluation of Literary/Research Materials

## 1. How practically or theoretically significant is the material?

- |                 |  |   |   |   |                |
|-----------------|--|---|---|---|----------------|
| a. Purpose      | (important                             |   |   |   | non-important) |
|                 | 1                                      | 2 | 3 | 4 | 5              |
| b. Rationale    | (logical                               |   |   |   | illogical)     |
|                 | 1                                      | 2 | 3 | 4 | 5              |
| c. Originality  | (original                              |   |   |   | rehash)        |
|                 | 1                                      | 2 | 3 | 4 | 5              |
| d. Practicality | (easily applied/difficult application) |   |   |   |                |
|                 | 1                                      | 2 | 3 | 4 | 5              |

## 2. How appropriate are the interpretations and generalizations from the material?

- |                    |             |   |   |   |              |
|--------------------|-------------|---|---|---|--------------|
| a. Generalizations | (reasonable |   |   |   | exaggerated) |
|                    | 1           | 2 | 3 | 4 | 5            |
| b. Implications    | (reasonable |   |   |   | exaggerated) |
|                    | 1           | 2 | 3 | 4 | 5            |
| c. Limitations     | (noted      |   |   |   | not noted)   |
|                    | 1           | 2 | 3 | 4 | 5            |

## 3. How adequately is the material written?

- |                 |            |   |   |   |        |
|-----------------|------------|---|---|---|--------|
| a. Organization | (excellent |   |   |   | poor)  |
|                 | 1          | 2 | 3 | 4 | 5      |
| b. Style        | (clear     |   |   |   | vague) |
|                 | 1          | 2 | 3 | 4 | 5      |
| c. Readability  | (excellent |   |   |   | poor)  |
|                 | 1          | 2 | 3 | 4 | 5      |
| d. Completeness | (excellent |   |   |   | poor)  |
|                 | 1          | 2 | 3 | 4 | 5      |
| e. Clarity      | (excellent |   |   |   | poor)  |
|                 | 1          | 2 | 3 | 4 | 5      |

4. How well were visuals used in the material?

a. Tables	(adequate				inadequate)
	1	2	3	4	5
b. Graphs	(adequate				inadequate)
	1	2	3	4	5
c. Charts	(adequate				inadequate)
	1	2	3	4	5

Total Points: \_\_\_\_\_

Overall Comments:

Reviewer's Signature: \_\_\_\_\_

June 25, 1980

Betty Levinson  
Office of Undergraduate Affairs  
A-311 Murphy Hall  
University of California at Los Angeles  
Los Angeles, CA 90024

Dear Betty:

Way back in April, I attended the ACPA Convention. My role as the liaison with Commission XVI on Learning Assistance was interesting and educational. I participated in all of the business meetings and am sending relevant excerpts of the minutes. They should give you some idea of the purposes of the Commission.

Mainly, I have two items to report as an "official" liaison person. First, Commission XVI invites members of WCRA to submit proposals for the 1981 convention in Cincinnati on March 29 - April 1. Enclosed is an outline of procedures for submitting proposals through Commission XVI which is guaranteed six program slots. I am also sending information on submitting proposals on a regular basis through ACPA.

I am not sure if it is feasible to publish this information in the WCRA Newsletter, but I plan to send it to Jo Ann Wells. Additionally, I will give the information to Elaine Cohen to pass on to state directors.

Secondly, Commission XVI is seriously considering establishing a consortium or information network regarding learning assistance via various related professional associations. They would like WCRA to participate. Probably, this matter will go to the Board. Unfortunately, I do not have much more information than what is stated in the minutes. You may want to correspond with the following people for more details:

Georgine Materniak,  
Commission XVI - Chairperson  
University of Pittsburgh  
Learning Skills Center  
500 Student Union  
Pittsburgh, PA 15260

Gladdys Church  
Commission XVI - Chair of Task Force III on  
Collection & Dissemination of  
Learning Assistance Information,  
Chair of Task Force IV on Liaison  
With Other Professional Organizations..

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UNDERGRADUATE AFFAIRS

JUL 1 1980

Learning Skills Center  
State University College at Brockport  
Brockport, NY 14420

June 25, 1980

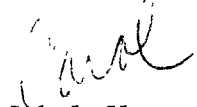
Betty Levinson  
Office of Undergraduate Affairs

Page 2

While at ACPA, I did a lot of talking about WCRA. I am including a list of people who want information on WCRA. I would also appreciate a handful of brochures for my use.

Understanding the structure of Commission XVI can be confusing. Give me a call if you need help sorting it out or if I can be of further assistance. Have a good summer! Check below; I have a new address.

Warmly,



Carol Clymer Walvekar  
1804 Imperial Ridge  
Las Cruces, NM 88001  
(505) 522-7958 - Home

CC:st  
Enclosures

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JUL 1 1980

## PROFESSIONAL ROOTS, CURRENT REALITIES AND FUTURE PROMISES

## PROGRAM PROPOSAL

FOR COMMITTEE USE ONLY

SOURCE \_\_\_\_\_

TIME BLOCK \_\_\_\_\_

DAY \_\_\_\_\_

ROOM ASSIGNMENT \_\_\_\_\_

INSTRUCTIONS FOR PROPOSAL SUBMISSION Program proposals must contain *three copies* of the following

1. the program proposal form
2. a 500 word double spaced program summary
3. a brief abstract for inclusion in the convention program

In addition, each proposal must be accompanied by a letter of acceptance from each program participant

**PROGRAM PROPOSAL DEADLINE IS OCTOBER 15, 1981**

PROGRAM TITLE \_\_\_\_\_

PROGRAM FORM: ☐ workshop ☐ panel ☐ Lecture ☐ open discussion ☐ combinationROOM ARRANGEMENT: ☐ theatre seating ☐ moveable chairs ☐ table with lectern \_\_\_\_\_standing lect. ☐ other (please explain) \_\_\_\_\_

AUDIO VISUAL EQUIPMENT \_\_\_\_\_

ESTIMATED LENGTH: ☐ Standard (one hour and 15 minutes) ☐ Other (please explain) \_\_\_\_\_

ESTIMATED ATTENDANCE \_\_\_\_\_

NUMBER OF PARTICIPANTS \_\_\_\_\_

**PROGRAM PARTICIPANTS**

(Please print or type all information)

PROGRAM COORDINATOR  
AND PARTICIPANTS

Note: Must be a member

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

INSTITUTION \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE AREA CODE \_\_\_\_\_

NUMBER \_\_\_\_\_

ZIP \_\_\_\_\_



PROGRAM RECORD  
AND PARTICIPANT

Note: Must be A member

NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
INSTITUTION \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
ZIP \_\_\_\_\_  
PHONE AREA CODE \_\_\_\_\_ NUMBER \_\_\_\_\_

PROGRAM \_\_\_\_\_  
ACPA Member \_\_\_\_\_  
Yes \_\_\_\_\_  
Eligible? \_\_\_\_\_  
Yes \_\_\_\_\_  
NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
INSTITUTION \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
ZIP \_\_\_\_\_  
PHONE AREA CODE \_\_\_\_\_ NUMBER \_\_\_\_\_

PROGRAM \_\_\_\_\_  
ACPA Member \_\_\_\_\_  
Yes \_\_\_\_\_  
Eligible? \_\_\_\_\_  
Yes \_\_\_\_\_  
NAME \_\_\_\_\_  
TITLE \_\_\_\_\_  
INSTITUTION \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
ZIP \_\_\_\_\_  
PHONE AREA CODE \_\_\_\_\_ NUMBER \_\_\_\_\_

Send program materials to: Margaret J. Barr, Assoc. Dean of Students, Student Services Bldg. 103  
University of Texas at Austin, Austin, Texas 78712

DEADLINE FOR PROPOSAL SUBMISSION IS OCTOBER 15, 1980

**PROGRAM ABSTRACT**

Provide brief summary of program goals and content.  
For \_\_\_\_\_  
Use \_\_\_\_\_

## COMMISSION XVI BUSINESS MEETING: SUNDAY APRIL 27, 1980

## ACPA BOSTON CONVENTION

Reports on Current Status of Standing Committees; continuedConvention Program Committee

Susan Schiller served as Commission XVI Convention program liaison in 1980 and volunteered to do so for 1981. In terms of next year's convention, Susan reported that:

1. Commission XVI would have six program slots
2. Commission XVI would have a preconvention program slot
3. any programs submitted to Commission XVI beyond the six slots would be submitted for open program slots
4. that there are new programs in addition to the above that will be introduced in the 1981 Convention.
  - a. skills building workshops which are similar in the concept of preconvention workshops. These workshops will be free and participants will register on a first come first served basis. Early registration will be encouraged.
  - b. idea breaks which will be on-the-spot consultations.
5. that there were plans for an invited theme tract on women, multicultural, and special students.

Georgine asked all participants at the meeting to start thinking about possible topics that Commission XVI should address in next year's programs. She suggested that we think of the most frequent questions we are asked as professionals in learning centers to help identify what themes we need to address.

REPORTS ON COMMISSION XVI TASK FORCES

TASK FORCE I: Future Directions of Commission XVI, Hunter Boylan.

Hunter reported that the results of the Commission survey on this topic would be included in his program, "2001: Future Directions of Learning Assistance Centers". He stated that he considered the work of the task force to be at a mid-point product and that he hoped to combine the task force's work with other research to produce a written report by the end of summer. Georgine stated that products were to be a major concern of the Commission this year and that this was very much in line with the goals of the Commission. She said that we need to look at ways of gathering information and producing products. Hunter mentioned that he was recently asked to chair the NARSPE Committee on research and publication and that a joint venture was very likely.

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JUL 1 1980

## COMMISSION XVI BUSINESS MEETING: SUNDAY APRIL 27, 1980

## ACPA BOSTON CONVENTION

Reports on Commission XVI Task Forces, continued

## TASK FORCE II: Evaluation/Accountability Models for Learning Centers, Ray Downs.

Ray reported that the preconvention program on evaluation of learning centers was the result of the work of his four member task force. Robbie suggested that the information be included in the newsletter. Hunter mentioned that there would be a space problem but that a condensed summary could be given with an address to write to for full information.

## TASK FORCE III: Collection/Dissemination of Learning Center Program Information: Innovations and Applied Research.

## TASK FORCE IV: Liaison/Communication with Other Learning Center Organizations.

Georgine asked about the status of these task forces because of the lack of attendance and uninvolved of Robert Kay (III) and LeRoy Sullivan (IV). Robbie recalled that these task forces were to work jointly with each other.

Gladdys Church volunteered to chair both Task Forces III and IV. Carol suggested that the members of the task forces should have memberships with other organizations to establish contact people. Carol also volunteered to work with Gladdys on both task forces.

## TASK FORCE V: Adult Students.

Robbie is involved in writing a chapter for a Jossey-Bass book on adult learners. She requested the establishment of a task force on this topic and Task Force V was created. Robbie is looking for others to join her on this task force.

NEW PROJECTS

Georgine reported that each commission was to devise a model on evaluation and accountability as part of an overall ACPA effort on these matters. She stated that we need to come up with a mechanism of defining our goals and objectives so that we can then determine criteria for commission evaluation and accountability. Ray Downs agreed that Task Force II would undertake this as their project for the upcoming year. Georgine promised to provide Ray and Carol with more information as soon as she was brought up to date on his project.

COMMISSION XVI BUSINESS MEETING, MONDAY, APRIL 28, 1980, ACPA CONVENTION, Boston.

The meeting began with a continued discussion of the plans for the ACPA's 1981 Convention. The theme of the 1981 convention is "Past Roots, Current Realities, and Future Promises". It will be held on March 29 - April 1, 1981 in a complex of three hotels in Cincinnati. The placement service will begin on Saturday, March 28th. There will be many exhibits including books, office supplies and furniture. New programs will include:

1. skills building workshops for professionals
2. mentor programs for graduate students and new professionals
3. idea breaks providing "how to's".

Before addressing how Commission XVI would address these new programs, in addition to the regularly scheduled 6 program slots and the pre-convention program, Georgine felt that it would be advantageous to discuss the future goals and activities of the Commission.

#### FUTURE GOALS OF COMMISSION XVI

Georgine began the discussion by suggesting four areas of goals for the Commission:

1. Products - as a Commission that is entering its years of stabilization, it is important that the Commission produce visible products that reflect the nature and quality of the Commission programs and activities.
2. Regional, state and local activities - the Commission needs to work more closely with "grass root" organizations to create more visibility throughout the year.
3. Trends - the Commission must keep abreast of the trends, current and future, of the learning assistance center movement
4. Skill Building - the Commission must provide skills building programs that meet the needs of professionals. Ironically, the plans for Convention 81 also recognize this need which provides the Commission with a vehicle for achieving this goal.

#### Discussion that resulted from the above

Allen Greenbaum suggested that the Commission ought to consider creating a databank and a comprehensive survey and study of learning center programs. Much discussion resulted concerning how this could be accomplished. It was pointed out that we may first want to look at LeRoy Sullivan's study to see if we would be duplicating something that has already been done. The following were suggested as possible resources for obtaining a comprehensive list of people to survey: the Center for Developmental Education (approximately 10,000 names on mailing list), NARDSPE (approximately 3,000 names), WCRA (approximately 4,000 names but mailing list was not usually available for distribution.) It was also suggested that we look at the Margaret Davarian study (WCRA 1975) to determine what research could be done based on her suggestions for future research. Because of the obvious undertaking of this idea, Robbie suggested that we may consider the development of a consortium

Discussion that resulted from future goals of the Commission, cont.

that would work collaboratively. Carol mentioned that WCRA was also hoping to establish some collaborative efforts in developing a clearinghouse and questioned that status of NEXUS which was to serve as a national clearing house. At this point, Hunter summarized that three issues were being discussed:

1. establishing a consortium
2. creating a databank
3. doing research on databank information.

As a result, the meeting then proceeded to explore the original goals that were given at the beginning of the meeting and to see how things that were discussed could be adapted within our goals.

PRODUCT GOAL.

It was decided that the Commission should produce proceedings of this year's and possibly past year's Commission XVI endorsed programs. Gladdys (Gay) shared a copy of the proceedings that were put out by her regional organization, "The Developmental/Remedial Education Symposium" of the College Learning Skills Association of New York State, as an example of what could be done. Gay, as chair of Task Forces III and IV, said that she would be willing to collect information from this year's and past year's presenters. These people will be identified from the program books of the previous conventions and will be asked to submit proceedings to Gay by January so that they will be available at next year's convention. Those who will be presenting programs for the 1981 convention will also be asked to submit proceedings in order that they can be published by the 1981 Convention. Susan Schiller, program coordinator for the 1981 convention, said that she would share the necessary information with Gay from the program proposals that are submitted to her. Elizabeth (Liz) said that she would serve as an editor of the proceedings in her capacity as Commission XVI liaison to the Editorial Board.

GOAL TO ESTABLISH LIAISONS WITH REGIONAL ORGANIZATIONS

Ray suggested that Commission XVI produce a national calendar listing the conferences of local, regional and state organizations to assist in promoting activities during the year. Georgine stated that Commission XVI members, particularly members of the directorate body, could serve as the Commission liaison with local area organizations. After some discussion, the following plan emerged:

1. Hunter volunteered to contact organizations and to create a brief questionnaire from which an annual calendar of events could be drawn
2. The membership will be asked to make the Commission aware of organizations that they are aware of or involved with. This will be done by Georgine through an announcement in the Commission Newsletter and by an individual letter to each Commission member.
3. Information for the directory will be collected during the summer (Hunter?)
4. The directory will be completed by the fall and distributed.
5. Commission members will be contacted and asked to attend conferences and meetings held by organizations in their geographical areas, serving as

COMMISSION XVI BUSINESS MEETING, MONDAY, APRIL 28, 1980, WETA CONVENTION, BOSTON.

GOAL TO ESTABLISH LIAISONS WITH REGIONAL ORGANIZATIONS

5. cont.

a Commission XVI liaison. The role of the liaison is:

1. to establish a link between the local organization and Commission XVI
2. to convey information about the local organization to the Commission
3. to promote the Commission and its activities within the local organization. Hopefully, the liaison would encourage the organizations to submit programs to Commission XVI's convention slots.
4. to make Commission XVI aware of the needs and concerns that are being expressed on the local level that may give the Commission an indication of what needs to be addressed by the Commission.

SUSAN SCHILLER: PLAN FOR CONVENTION 81.

Susan said that she would continue with the procedure for convention program proposals as she did last year. She will ask for preliminary proposals by July 31st. Susan must submit Commission XVI endorsed programs by Oct. 1st. Carol said that she would see that a call for programs is submitted to the publication of WCRA.

OTHER BUSINESS

Georgine asked those who were present to provide names of key individuals who should receive a letter of recognition for their contributions to the Commission and the nature of their contribution. She also indicated that she would be willing to send letters of recognition to the supervisors of those who were involved in the activities of Commission XVI.

BRAINSTORMING FOR CONVENTION 81 PROGRAM TOPICS

It was decided that specific decisions concerning Commission XVI's plans for Convention 81 would be made at the Tuesday's wine and cheese dialogue. However, some time was spent brainstorming for ideas and topics that should be considered.

Topics

Learning Styles  
 Working with Professors in Adjunct Courses  
 Program Development  
 Peer Counselors/Tutors  
 Professional Development  
 Career Ladders  
 Self-Concept of Students  
 Counseling within a Learning Center  
 Improvement of Instruction as a Learning Center role.  
 The Learning Center's Role in Retention Efforts  
 The Ripple Effect of a Learning Center on Its Institution  
 Administrating a Learning Center  
 Adult Students  
 Learning Disabilities  
 Content Areas  
 Theoretical basis of study skills  
 Math

Publishing for the Developmental Educator

WCRA  
Conference Activities  
Dallas 1981



SCHEDULE ADDITIONS:

<u>Friday</u>	8:00 a.m.-5:00 p.m.	Publishers Exhibits
	6:00 p.m.-7:00 p.m.	Free beer and cash bar with entertainment
	7:30 p.m.- ?	Party (Country & Western band and dancing)
<u>Saturday</u>	7:30 a.m.-9:00 a.m.	Breakfast for Publishers
	9:00 a.m.-3:00 p.m.	Publishers' Exhibits
	12:00 Noon-3:00 p.m.	Dallas Tour
	6:00 p.m.-12:00 p.m.	Bus to restaurant, then to Mesquite Rodeo

COMMITTEE REPORTS:

Audio Visual:	DCCCD in charge	
Food:	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> #17 #11 </div> <div> Friday Party/Dinner Publishers' Breakfast Brunch </div> </div>	<i>#15 &amp; a theme</i> <u>350(?)</u>
Exhibits:	Presently have money from 6-7 exhibitors	
Graphics:	Budget	
Hospitality:	Newcomers' Reception Dinner on the town/Issues & Interests	
Registration:	Partial Fees Refunds	
Tours-Educational:	Thursday--emphasis on observation, "hands on" Friday --emphasis on conversation with director	

Tours-Leisure:

Dallas Highlights--lunch & Cutter Bill's  
Saturday night barbeque, beer & rodeo  
Ft. Worth Art. Tour  
Shopping tours



### CURRENT STATUS

1. Next issue - deadline - August 31 with September publication; other fall deadlines presented at the March meeting are October 15 and January 15 (see October deadline below)
2. New columns - Materials with June Dempsey and Evaluation with Carol Clymer Walvekar will be introduced in the next issue; have written to Tamyra Turner re: minority affairs column and to Bonnie Sanchez re: ERIC but no response; is there someone else from Minority Affairs Committee whom I could contact?
3. Ads - have requests for two in this next issue; should I also repeat the Proceedings ad?; also there will be more San Francisco photos and publisher logos from the conference
4. Circulation - last one sent to 600 members and 200 to WCRA board members, officers from other professional organizations from the list established by Pat Heard; circulation should remain the same with this next issue as Hall has the current member list up to date after the conference; also sent one issue to each publisher from the publisher's exhibit to try and get more ads...

### QUESTIONS/CONCERNS

1. Invoices for ads - need some mechanism for billing publishers for ads; did Jim forward invoices to Don and if so should I forward bills to Don who would then send them to the publisher?
2. Article re: ads in newsletter - would it be appropriate to direct a letter in the newsletter to WCRA members who have publishers to encourage them to secure ads from those publishers for the newsletter?
3. Issues highlighted - separate 2-3 paragraph articles on issues from board highlights in last issue that may need to be expanded? President or Secretary would need to write these...
4. Circulation - are there any corrections in numbers sent to Board members? should state directors be sent 3-4 extra issues?
5. October deadline - would the end of October be more feasible for Ann Faulkner and the nominations committee as the nominees are usually presented in that issue and other conference deadlines are discussed?
6. S.T.A.R. - Gordon Cox for this issue with letter to Sally Conway for next issue - does the board have any more nominees? (Soon To Achieve Recognition column)
7. Photos - need new photos from board members for future issues; printer has "misplaced" my photo file so I will keep my own in my office

THANKS AND HAVE A GOOD MEETING.....

WCRA

Instrument for Evaluation of Literary/Research Materials

1. How practically or theoretically significant is the material?

- |                 |  |   |   |   |                |
|-----------------|--|---|---|---|----------------|
| a. Purpose      | (important                             |   |   |   | non-important) |
|                 | 1                                      | 2 | 3 | 4 | 5              |
| b. Rationale    | (logical                               |   |   |   | illogical)     |
|                 | 1                                      | 2 | 3 | 4 | 5              |
| c. Originality  | (original                              |   |   |   | rehash)        |
|                 | 1                                      | 2 | 3 | 4 | 5              |
| d. Practicality | (easily applied/difficult application) |   |   |   |                |
|                 | 1                                      | 2 | 3 | 4 | 5              |

2. How appropriate are the interpretations and generalizations from the material?

- |                    |             |   |   |   |              |
|--------------------|-------------|---|---|---|--------------|
| a. Generalizations | (reasonable |   |   |   | exaggerated) |
|                    | 1           | 2 | 3 | 4 | 5            |
| b. Implications    | (reasonable |   |   |   | exaggerated) |
|                    | 1           | 2 | 3 | 4 | 5            |
| c. Limitations     | (noted      |   |   |   | not noted)   |
|                    | 1           | 2 | 3 | 4 | 5            |

3. How adequately is the material written?

- |                 |            |   |   |   |        |
|-----------------|------------|---|---|---|--------|
| a. Organization | (excellent |   |   |   | poor)  |
|                 | 1          | 2 | 3 | 4 | 5      |
| b. Style        | (clear     |   |   |   | vague) |
|                 | 1          | 2 | 3 | 4 | 5      |
| c. Readability  | (excellent |   |   |   | poor)  |
|                 | 1          | 2 | 3 | 4 | 5      |
| d. Completeness | (excellent |   |   |   | poor)  |
|                 | 1          | 2 | 3 | 4 | 5      |
| e. Clarity      | (excellent |   |   |   | poor)  |
|                 | 1          | 2 | 3 | 4 | 5      |

4. How well were visuals used in the material?

a. Tables	(adequate					inadequate)
	1	2	3	4	5	
b. Graphs	(adequate					inadequate)
	1	2	3	4	5	
c. Charts	(adequate					inadequate)
	1	2	3	4	5	

Total Points: \_\_\_\_\_

Overall Comments:

Reviewer's Signature: \_\_\_\_\_

# ACPA

## Commission XVI Newsletter

1981 ACPA CONVENTION TO BE HELD IN CINCINNATI, OH  
-----

The American College Personnel Association will hold its 1981 annual convention in Cincinnati, Ohio from March 29th through April 1st. Pre-convention workshops and placement activities will begin prior to the regular convention schedule on March 28th. A complex of three hotels in downtown Cincinnati has been selected as the site of the 1981 convention.

The theme of the 1981 convention is "Past Roots, Current Realities, and Future Promises." Exhibits, major addresses, and a variety of other convention activities will highlight this theme. Dr. Susan Schiller, who served as the 1980 Commission XVI Convention Coordinator, will continue in this role for the 1981 convention.

Commission XVI will have six presentation slots at the Cincinnati convention. The call for papers to fill these slots appears on page 5 of this issue of the Commission XVI Newsletter.

### MATERNIAK SELECTED AS COMMISSION XVI CHAIR

Georgine Materniak of the University of Pittsburgh has been elected as Chairperson of Commission XVI. Ms. Materniak is the Assistant Coordinator of the University of Pittsburgh's Learning Skills Center and has been active in the Commission since its establishment in 1975. Ms. Materniak succeeds Dr. Robbie L. Nayman, who served as the Commission XVI Chairperson from 1976 to 1980.

Dr. Nayman will continue to work with Commission XVI in the official capacity of Past Chairperson. Dr. Raymond Downs of Rutgers University, Chairperson Elect, will also serve the Commission in an official capacity during the coming year. Dr. Nayman, as past chairperson, and Dr. Downs as future chairperson, will assist Ms. Materniak in planning and implementing Commission XVI programs and activities.

Ms. Materniak took over her new duties at the beginning of the 1980 ACPA Convention in Boston. She will serve a two-year term of office as Chairperson of the Commission.

### NEW TASK FORCE & COMMITTEE CHAIRS SELECTED

The selection of new Commission XVI Task Force and Committee Chairs was one of the principal items on the Commission's business agenda in Boston. Among those selected to provide future leadership for Commission XVI were:

JESSE HARRIS - liaison to THE (Tomorrow in Higher Education) Committee.

ELIZABETH TARPEY - Commission XVI representative to the Editorial Board of ACPA.

GLADYS CHURCH - Chairman of Task Force III (Collection/Dissemination of LAC Program Information) and IV (Liaison for Professional Organizations).

SUSAN SCHILLER - liaison to ACPA Women's Committee.

HUNTER BOYLAN - liaison to the ACPA Committee on Professional Development.

ROBBIE NAYMAN - Chairman of the Commission XVI Task Force V on the Adult Learner in Learning Assistance Centers (this is a newly formed Task Force).

COMMISSION XVI BUSINESS

Commission XVI conducted several business meetings during the 1980 ACPA Convention in Boston. The results of these meetings are summarized on this page.

Membership. Ray Downs will continue to serve as the membership coordinator for Commission XVI. Ray reported that ACPA has experienced a steady decline in membership during recent years; the current membership being 7,666. In spite of the general decline in ACPA membership, Commission XVI has experienced a modest growth. Our mailing list now includes approximately 179 persons with the majority of these coming from the east and the midwest.

Revenue. Georgine Materniak reported that some question exists among the ACPA executive committee as to whether the commissions will be permitted to raise money through any of their activities. One issue being considered is whether or not money generated by commission activities should be deducted from that commission's budget. The ACPA executive committee will be making a decision on this matter in the near future and a further report will be provided in a later issue of the Newsletter.

Task Forces. Two Commission XVI Task Forces reported their results through ACPA programs during the convention. Ray Downs, Chairperson of the Task Force on Evaluation and Accountability Models, and Carol Clymer Walvaker presented a pre-convention program on learning center evaluation that was well attended and well received by participants. The task force is revising and refining this program and is seeking ways to disseminate it through publication.

The Task Force on Future Directions in Learning Assistance Centers also presented its semi-final report in a convention presentation. Hunter Boylan, Task Force Chairperson, John Champaign, and Gwen Rosemond led this program and are currently compiling the results on their research for a Commission XVI Report.

Directorate Members. Several vacancies exist on the Commission XVI Directorate Body. Some question exists as to the term of office of some Directorate Body members and to the extent of their involvement with the Commission. As soon as these questions are resolved, Georgine Materniak will take action to fill existing vacancies.

Future Goals. After some debate, it was determined that Commission XVI should focus its future efforts on attaining the following goals: 1) production of visible products that reflect the nature and quality of the Commission and its activities, 2) establishment of a "grass roots" base through the development of state and regional activities, 3) keeping abreast of current and future trends impacting upon the field of learning assistance, 4) assisting LAC professionals in developing and building their skills.

1981 Convention. Sue Schiller will continue as Commission XVI Convention Program Coordinator. She announced that the process of selecting papers for the 1981 ACPA convention will take place in two phases - the preliminary review to be completed during the summer and a final selection to be made in early fall. The initial call for papers appears elsewhere in this issue of the Newsletter.

Pre-Convention Program. Georgine Materniak will attempt to coordinate a pre-convention program for the 1981 ACPA Convention. The program will focus on "How to Establish a Learning Center" and will utilize experienced Commission XVI members to assist in developing and presenting this program. Those interested in participating in this program should contact Georgine c/o the Learning Skills Center, University of Pittsburgh, Pittsburgh, PA.

Name Change. The American College Personnel Association (ACPA) is still considering the advantages and disadvantages of a change in name. An ad hoc committee is being formed to collect and evaluate information on this issue and will report to the entire ACPA membership.

Liaison Personnel Needed. Each ACPA Commission selects a liaison person to work with various ACPA Committees. Two such positions are currently available to Commission XVI members - the Government Relations Committee and the ACPA Standards Committee. Individuals wishing to serve in a liaison capacity for Commission XVI should contact Georgine Materniak. The Government Relations Committee is concerned with legislation affecting ACPA while the Standards Committee is involved in issues such as licensure and ethical standards for practitioners.

A MESSAGE FROM GEORGINE

"Past Roots, Current Realities, and Future Promises." In many ways, the theme of next year's ACPA Convention is applicable in describing the present status of Commission XVI. As the new Chairperson of Commission XVI, I would like to share with you my personal perspective and the perspective of the membership expressed during the Boston Convention concerning the status of the Commission in relation to the theme.

Past Roots. The Boston Convention represented a turning point for Commission XVI. We recognized that we emerged from a young Commission in its developmental stage with such concerns as who we are, what are we about, and how do we work together as a Commission, and have now entered a period of stabilization where we have achieved a sense of continuity and identity.

Present Reality. The major question that the Commission addressed in our Boston meeting was "Where do we go from here?" Intense discussion led to three major goals: produce products, develop relationships with local learning center organizations, and increase the involvement of the membership and the directorate body.

Future Promises. The excellent work of the Commission Task Forces and Commission sponsored programs at the Boston Convention and at past conventions should be preserved in some lasting form. The decision was made to compile these works into Commission XVI Proceedings which is the first step in meeting the goal of Commission products.

As the learning center movement continues to expand, many regional, state, and local organizations for remedial/developmental educators are emerging. The Commission views this phenomenon as a positive trend in as much as such organizations can promote communication among professionals throughout the year. With many organizations emerging, this is a crucial period for the Commission to create an interaction model that promotes cooperation, not competition.

How can this be achieved? First, Commission XVI will identify and invite local organizations to submit information and a calendar of their activities which will be compiled into a directory. The directory will be distributed to encourage Commission members to attend and support organizational activities in their geographical area.

Second, the Commission will identify liaisons from the Commission to local organizations to promote an understanding of the Commission and to communicate the issues and concerns of the "grass roots" level to the Commission. Thus, the Commission will gain knowledge of the needs and concerns of developmental educators so that it may address them as a national forum.

And finally, we can only reach our goals if all Commission XVI members, particularly the directorate membership, get involved. We recognize that involvement is most likely to occur when the nature of the involvement is clear. Hopefully, our future goals, and the manner in which they can be achieved, are clear enough to encourage you to join us in turning "future promises" into "current realities."

And what about my future promises to you? I promise to give you support, encouragement, advice, and direction. Most of all, I promise that I will communicate with you as frequently as I can throughout the year.

If you are interested in any of the programs, task force activities, or committees described in this issue of the Newsletter, please let me know by writing or calling:

Georgine Materniak  
Chairperson, ACPA Commission XVI  
University of Pittsburgh  
Learning Skills Center  
505 Student Union  
Pittsburgh, PA 15260  
(412) 624-5481

## NARDSPE SOLICITS CONFERENCE PAPERS

The National Association of Remedial/Developmental Studies in Post-Secondary Education (NARDSPE) is soliciting papers for presentation at the Association's 5th annual national conference. The conference is scheduled for March 18-20th, 1981 at the Dayton Plaza Convention Center. "From Survival to Excellence" is the theme selected for the 1981 conference and the focus of the program will be on improving the quality of student and practitioner performance in developmental education.

Those interested in submitting papers for presentation at the conference should submit 2 copies of a 50-100 word abstract and a cover sheet indicating program objectives, major content area, format of the program, audio-visual needs, and the names, addresses, titles, and telephone numbers of presenters to:

Hunter R. Boylan  
NARDSPE Program Coordinator  
Center for Developmental  
Education  
Appalachian State University  
Boone, NC 28608

## JOSSEY-BASS INAUGURATES SERIES ON LAC'S

Jossey-Bass, Inc. has recently announced a new series of "New Directions" sourcebooks focusing on learning assistance centers. The initial work in the series New Directions for College Learning Assistance: Expanding the Scope of Learning Centers, edited by Kurt V. Laidrison is now available. Additional sourcebooks are also planned including one edited by Frank Christ on professional development activities in the learning assistance field.

Further information about this new series may be obtained by contacting:

Jossey-Bass, Inc.  
433 California Street  
San Francisco, CA 94104

## CENTER FOR THE STUDY OF HIGHER EDUCATION OFFERS "PROFESSIONAL IN RESIDENCE" OPPORTUNITY

The Center for the Study of Higher Education, Memphis State University is offering non-stipend positions as "Professionals in Residence" with the Center and the Institute for Academic Improvement. Professionals in Residence are provided certain faculty privileges with Memphis State University, modest support services, and access to university facilities as well as to the facilities of the Center.

The Professional in Residence program is designed to provide educators interested in change projects and professional development activity with a base for pursuing writing, research, teaching, or action projects. For information about this program contact:

Dr. Arthur Chickering  
Director, Center for the Study  
of Higher Education  
Memphis State University  
Memphis, TN 38152

## VPI TO SPONSOR DEVELOPMENTAL CONFERENCE

The University Counseling Service of Virginia Polytechnical Institute is planning a spring conference on developmental education for April 2-3, 1981. The conference will be held in Blacksburg, Virginia and will focus on reading, study skills and basic skill development. The conference theme will be "Sharing What Works: Academic Survival Needs of the College Student."

Papers for this conference are now being solicited. The deadline for submission is set for September 1, 1980 with final acceptance scheduled for October 1, 1980. Those interested in submitting papers should contact: Richard Shelton, Program Chairman, c/o University Counseling Service

Virginia Polytechnic Institute  
Blacksburg, VA 24061

## CALL FOR PAPERS - 1981 ACPA CONVENTION

Dear Friends,

The theme for the Cincinnati 1981 ACPA Convention is "PROFESSIONAL ROOTS, CURRENT REALITIES, FUTURE PREMISES." Commission XVI has 6 time slots, each 1 hour and 15 minutes. If you have an idea for a program that is learning center related, please do not hesitate to submit a preliminary proposal. The content of the program should focus on some aspect of college learning centers as it relates to the theme. Also, there is clearly a need for programs for professionals who are just entering the field, and programs that address the concerns of experienced learning center professionals. Some of the suggestions presented at the Commission XVI planning meeting include:

### Professional Development Issues

Developing materials  
Publishing  
Career Ladders  
Administering a Learning Center  
Developmental Stages in the Profession  
Counseling Theory Applications to Basic Skills  
Establishing a Local Organization for Developmental Educators  
Conferencing Techniques  
Working with Professors in Adjunct Courses  
Cognitive Theory Applications to Basic Skills  
Innovations Affecting Staff Development

### Student Concerns in Developmental Education

Self-Concept & Self Esteem  
Application of Skills to Content Areas  
Learning Styles  
Math Anxiety  
Adult Learners

### The Role of Programs of a Learning Center

Program Development/Staff Development  
Peer Counselors/tutors/instructors  
Instructional Development & the LAC  
The "Ripple Effect" and the LAC  
The Arenas of Learning

## PROCEDURE FOR SUBMISSION OF PAPERS

All proposals should be sent to Susan Schiller, Learning Skills Center, 505 Student Union, University of Pittsburgh, Pittsburgh, PA 15260. Those whose proposals are accepted will be asked to submit written proceedings of the program by January, 1981 so that a list of "Commission XVI Program Proceedings" can be compiled before the Cincinnati Convention. Proposals will be reviewed in two stages -

1. Preliminary - a general description of what is planned, approximately how many co-presenters are involved, and the general format of the program. This is due NO LATER THAN AUGUST 10, 1980.
2. Final Proposal - those whose preliminary proposals are accepted will be required to submit a full proposal for final approval. Because this proposal will be sent to the Convention Program Committee, it is essential that these guidelines be followed:
  - a. Abstract of the program (150 words), citing objectives, intended outcomes, relevance to the theme, summary of content, use of media or handouts. THIS WILL BE USED IN THE CONVENTION PROGRAM BOOK. Abstract should be typed, double spaced, on 8½ x 11 bond paper. The amount of time needed should be noted.
  - b. Names, addresses, and titles of all presenters should accompany the abstract.
  - c. A summary (500 words) expanding the abstract should be provided (8½ x 11 bond paper, double spaced).
  - d. Three copies of all these materials will be required by September 15, 1980.

Selection of programs will be based on such considerations as relevance to the convention theme, quality of the program's content and style of presentation, innovativeness of the ideas presented in the program, and the appropriateness of the material to be presented.



# DIRECTORY OF ACPA COMMISSION XVI OFFICERS - 1980-81

Georgine Materniak, President  
Learning Skills Center  
University of Pittsburgh  
Pittsburgh, PA

Robbie Nayman, Past President  
Counseling Center  
Colorado State University  
Fort Collins, CO

Raymond Downs, President Elect  
Assistant Provost  
Rutgers University  
New Brunswick, NJ

Susan Schiller, Conference Chair  
Learning Skills Center  
University of Pittsburgh  
Pittsburgh, PA

Gladys Church, Task Force Chair  
Liaison & Dissemination Task Forces  
State University of New York/Brockport  
Brockport, NY

Hunter Boylan, Newsletter Editor and  
Chair, Task Force on Future Directions  
Center for Developmental Education  
Appalachian State University  
Boone, NC 28608

Elizebeth Tarpey, Editorial Board  
Representative  
Southern Illinois University/Edwardsville  
Edwardsville, IL

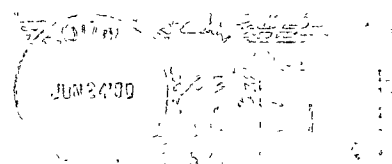
Jesse Harris, Liaison, THE Committee  
General Studies Division  
Southern Illinois University/Edwardsville  
Edwardsville, IL

Raymond Downs, Membership Coordinator

Sue Schiller, Liaison, Women's Committee

Robbie Nayman, Liaison, Multicultural  
Committee

Hunter R. Boylan, Editor  
COMMISSION XVI NEWSLETTER  
c/o Center for Developmental Education  
Appalachian State University  
Boone, NC 28608



Patricia Heard  
RASSC - A332 Jester  
University of Texas  
Austin, TX 78784

5/10/19

5/10/19

ACCT. #	ACCT. NAME	BDGT. 1979-80	AMOUNT EXPENDED TO 3-15-80	AMOUNT REQ. FOR 1980-81	REV. #1	REV. #2	REV. #3	REV. #4	FINAL AMT. BDGT. FOR 1980-81
10	Proceedings	3960.00	3019.49		4200.00				
11	Placement	50.00	Ø	100.00	200.00				
12	Journal	Ø	Ø	Ø	275.00				
13	By-Laws Comm.	10.00	Ø	Ø	Ø				
14	Minority Affairs	150.00	Ø	Ø	200.00				
16	Board of Directors	1320.00	943.22	1500.00	1340.00				
17	Scholarships/ Awards	50.00	Ø	50.00	50.00				
18	Archivist	Ø	Ø	400.00	275.00				
20	Conference	1000.00	440.50	1100.00	1000.00				
21	Mailing Service	1500.00 500.00 750.00 <u>2750.00</u>	2275.55	3000.00	3000.00	3723 in 77-80			
TOTAL	Finance Comm				16790.00				

To Betty Levinson  
WCRA President

From Gwyn Enright  
WCRA Proceedings Editor

Re Report to the WCRA Board  
Mid Year Board Meeting  
August 21, 1980

Please accept this outline instead of an in person mid year report. For financial details about how many volumes we have sold since April, please contact Hal McCune.

1. The Proceedings was advertized in the recent WCRA Newsletter. After Volume 13 is out, I will pursue additional ways to advertize the Proceedings.
2. Jo Ann contacted me about "starring" in a Newsletter; I am mulling over the pros and cons of this honor. I think an interview format would be more appropriate than an article describing the Proceedings.
3. I have appointed two new editorial advisors to the Proceedings team; we now have a rather impressive geographical representation. Please welcome Elizabeth Howard (Lyman) from the University of Texas at Arlington and Craig Mayfield from Brigham Young University to the editorial team. That means we have five editorial advisors:

Elizabeth Howard (Lyman)  
Craig Mayfield  
Delryn Fleming  
Michael O'Hear  
Ramona Knowles (Fusco)
4. Right now, all 35 manuscripts submitted for possible publication in the Proceedings have been reviewed by three and sometimes four advisors. Many will be published and no abstracts will be used. We are editing the manuscripts for clarity and correctness now. All members who submitted papers will receive letters informing them about whether their papers will appear in the volume and when to expect to receive their Proceedings.
5. Editorial housekeeping you might be interested in included revising and updating our reviewing sheet and deciding to circulate final copies of manuscripts as they are submitted to the printer so that editors can see what suggested changes were incorporated in the final edit.

## WCRA 1980 CONFERENCE -- FINAL ACCOUNTING

5/29/80

Budget Category Account #	Projected Expenses Aug. 1980	Income Projected	Income Actual	Amount Expended			Expenses Under/⟨over⟩ Projection	Expenses Under/⟨over⟩ Income
				Acct. #20 Prior to Conf.	Acct. #20-A From Conf. Income	Total Expended		
<del>Advertisers' Exhibits</del>		3600.00	2650.00					
Printing Call to Conf. Ads 20A-1	700.00			258.75	171.30	430.05	269.95	
Printing Call to Conf. 20A-2	300.00			16.53		16.53	283.47	
Printing Conf. Programs 20A-3	1000.00				1236.50	1236.50	⟨236.50⟩	
Conf. Phone Calls 20A-4	250.00			5.69	111.72	117.41	204.99	
Dinner 20A-5	6175.00	5760.00	2014.00	19.00 <sup>1</sup>	2200.00	2219.00	3956.00	⟨205.00⟩
Lunch 20A-6	2765.00	2200.00	1177.00	11.00 <sup>1</sup>	1419.46	1430.46	1334.54	⟨253.46⟩
Host Cocktails 20A-7	180.00						180.00	
Continental Breakfast 20A-8	1500.00				1500.32	1500.32	⟨.32⟩	
Decorations 20A-9	75.00				20.86	20.86	54.14	
Entertainment for Dinner 20A-10	250.00				300.00	300.00	⟨50.00⟩	
Hospitality 20A-11	250.00				213.78	213.78	36.22	
Hospitality Suite 20A-12	700.00				842.40	842.40	⟨142.40⟩	

Budget Category and Account #	Projected Expenses Aug. 1980	Income Projected	Income Actual	Amount Expended			Expenses Under/⟨over⟩ Projection	Expenses Under/⟨over⟩ Income
				Acct. #20 Prior to Conf.	Acct. #20-A From Conf. Income	Total Expended		
Speakers' Honoraria 20A-13	450.00				450.00	450.00		
Speakers' Expenses 20A-14	335.00				379.30	379.30	⟨44.30⟩	
Conf. Manager's Room 20A-15	180.00				183.84	183.84	⟨3.84⟩	
Misc. Printing 20A-16	300.00				137.30	137.30	162.70	
Packets to hold Reg. Mat. 20A-17	150.00				227.65	227.65	⟨77.65⟩	
Institutes 20A-18	200.00	1000.00	660.00		182.11 <sup>2</sup>	182.11	17.89	477.89
Student Workers 20A-19	250.00				208.60	208.60	41.40	
Miscellaneous 20A-20	350.00			134.53 <sup>3</sup>	617.76	752.29 <i>in bank</i>	⟨399.98⟩	
Oxford Partial Pre-Reg. 20A-21	300.00				313.02	313.02	⟨13.02⟩	
Leisure Tours 20A-22			798.00		798.00 <sup>4</sup>	798.00		
Campus Tours 20A-23			372.00 576.00 948.00	298.86	820.25 <sup>5</sup>	1119.11		⟨171.11⟩
Registration 20A-24		15000.00	11488.00		206.00 <sup>6</sup>	206.00		11282.00
Misc. Paid Out 20A-25					19.00 <sup>7</sup>	19.00		

Budget Category and Account #	Projected Expenses Aug. 1980	Income Projected	Income Actual	Amount Expended			Expenses Under/⟨over⟩ Projection	Expenses Under/⟨over⟩ Income
				Acct. #20 Prior to Conf.	Acct. #20-A From Conf. Income	Total Expended		
Conf. Course Credit 20A-26			414.00		414.00	414.00		
Disc. Conf. Income			744.00					744.00
TOTALS	16660.00	27560.00	20893.00	744.36	12973.17	13717.53		

Total Income      \$20893.00

Total Expenses    \$13717.53

Profit                \$ 7175.47

#### NOTES

1. Refund
2. Includes \$55.00 in refunds
3. Includes one 1979 Conference refund and one 1979 Conference expense
4. All refunds; tours did not operate
5. Includes \$156.00 in refunds
6. All refunds (double payments, 2 cancellations)
7. Overpayments



School of Human Development  
and Community Services  
Reading Program  
(714) 773-3356

## WCRA PLACEMENT BUREAU REPORT

In an effort to get the placement news out more quickly and efficiently this coming year I have spent the summer doing several things. I hired some inexpensive clerical help and bought several hundred envelopes and they have already been stamped and addressed. That way when the job notices come my way I can get the news out more quickly since half of the work is already done. I have also up-dated my mailing list. There are over 200 names on the list as of now. I was never sure if I was to check the most recent membership list to see who qualifies for the placement news. If I am, please notify me and I will do so.

Very soon I will be contacting the state directors and asking for their assistance in contacting people they may be interested in certain openings when there isn't time to do a whole mailing.

I hope to do two other projects this year. The first will be an article or series of articles for the newsletter that will address the issue of the "do's and don't" for applying for a position. I hope to interview several people who have recently served on search committees, or who have successfully been through the process themselves, for suggestions of how to successfully apply, interview and get the position desired.

The second project I hope to do is a workshop at the conference in Dallas that looks at the career change process and presents interesting and vital information to the WCRA professionals who may be contemplating a career change. Ann Faulkner has that proposal for your review.

I look forward to serving as the placement bureau chief. Please ask if there is anything I can do to better serve you and the group.

*Jane Ballback*



## RENEWAL REQUEST

Dear Colleague:

We missed you at the Thirteenth Annual Conference in San Francisco. The diverse program featured formal presentations by professionals in the fields of reading, learning assistance, developmental education and tutorial services. In addition, tours of local campuses, informal discussions, and a variety of social activities were included. Those who attended were renewed and revitalized by the knowledge they gained from exchanging ideas and information, innovative approaches and current research to improve learning skills and consequent academic achievement of college students. The conference, as always, provided a focus for communication among colleagues from many institutions.

Because you did not attend the conference, we suspect you forgot to renew your membership in WCRA. We value your participation in the Association and want to remind you to renew your membership for 1980-1981. By doing so immediately, you can insure receipt of all the Newsletters which will provide highlights of the conference past, interesting and timely articles, and new of what's in store for us next. Remember, you must be a current member to use the WCRA Placement Bureau and to receive the 1981 pre-conference information.

We hope that as you renew your membership you will consider taking an active role in WCRA. The Board strives to provide responsible leadership, but we depend on the interest and participation of members. Please take a few minutes to fill out the enclosed Membership Resources Form, including your ideas and suggestions for the future of WCRA, and enclose it with your 1980-81 dues payment.

On behalf of the Board, I welcome you to WCRA. We hope to see you in person at the Fourteenth Annual Conference in Dallas, Texas, April 9-12, 1981.

Sincerely,

Petty Levinson  
President

## NEW MEMBERS

Dear WCRA Member:

On behalf of the Board of Directors and the membership of Western College Reading Association, welcome. Your membership card is enclosed and your name has been added to our mailing list. We are pleased that you decided to join the Association.

WCRA's main goal is to provide a forum for the exchange of ideas and information to improve student learning and to facilitate member professional growth. The Annual Conference, the State and Province Regional Meetings, the Newsletters, and the Proceedings have all been planned with this goal in mind. We encourage you to participate in all these opportunities.

We hope you will consider taking an active role in WCRA. The Board strives to provide responsible leadership, but we depend on the interest and participation of members. Please take a few minutes to fill out and return the enclosed Membership Resources Form, including your ideas and suggestions for the future of WCRA. We will give your requests careful attention.

If you have any questions concerning WCRA, please contact me or the appropriate chairperson. If you have questions about your membership or mailings, please contact our mailing office: P.O. Box 4576, Whittier, CA 90607.

We look forward to welcoming you personally at the Fourteenth Annual Conference, April 9-12 in Dallas, Texas.

Sincerely,

Betty Levinson  
President

## THOSE WHO RENEW

Dear WCRA Member:

On behalf of the Board of Directors and the membership of WCRA, welcome. Your membership card is enclosed and your name has been added to our mailing list. We are pleased that you renewed your membership.

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We look forward to welcoming you personally at the Fourteenth Annual Conference, April 9-12 in Dallas, Texas.

Sincerely,

Betty Levinson  
President

Dear Friends,

The theme for the Cincinnati 1981 ACPA Convention is:

"Professional Roots, Current Realities, Future Promises."

Commission XVI has 6 time slots, each 1 hr. 15 mins. We can also co-sponsor programs with other commissions for additional time-slots. If you have an idea for a program that is learning center related, please do not hesitate to submit a preliminary proposal. The content of the program should focus on some aspect of college learning centers as it relates to the theme. Also, there is clearly a need for programs for professionals who are just entering the field, and programs that address the concerns of experienced learning center professionals.

Some of the suggestions presented at the Commission XVI planning meeting include:

Professional Development Issues

- developing materials
- publishing
- career ladders
- administering a learning center
- developmental stages in the profession
- connecting theory applications to basic skills development
- establishing a local organization for developmental educators
- conferencing techniques
- working with professors in adjunct courses
- cognitive theory applications to basic skills development

Student Concerns in Developmental Education

- self-concept and self-esteem
- application of skills to the content areas
- learning styles
- adult students
- learning disabilities
- math anxiety

## The Role and Programs of a Learning Center

program development  
 peer counselors/tutors/instructors within a learning center  
 learning centers and retention efforts  
 learning centers and the improvement of instruction  
 institutional "ripple effect" of a learning center  
 the arenas of learning  
 innovations in learning center roles and programs

If you want to submit a program proposal for one of the six Commission XVI endorsed program slots, we are asking you to do so in two stages:

1. Preliminary - a general description of what you plan to do, approximately how many co-presenters will be involved, and the general format of the program. This is due NO LATER THAN JULY 30, 1980.
2. Final Proposal - if your preliminary proposal is accepted, you will be required to submit for approval a full proposal. Because we will be sending this final copy to the Convention Program Committee, it is essential that you follow these guidelines:
  - a. One original and three (3) copies.
  - b. Name, title, and institution of presenter
  - c. Title of the program.
  - d. Abstract, 150 words in length, of the program including the objective, expected outcome, relevance to the theme, summary of content, how media and/or handouts will be used and if there is a special emphasis. THIS WILL BE USED IN THE CONVENTION PROGRAM BOOK. It should be typed on 8½ x 11 bond paper--double spaced.
  - e. Summary, 500 words in length, expanding on the ideas presented in point (d). It should be typed on 8½ x 11 bond paper--double spaced.
  - f. Note when more than one time slot is needed.
  - g. Due September 15, 1980.

The selection of programs will be based on the following:

- a. Relevance to the theme of the convention.
- b. Quality - program proposal demonstrates quality in both content and method of presentation.
- c. Innovativeness - new and expanding ideas; appropriateness, i.e. usefulness of information.

All proposals should be sent to Susan Schiller, Learning Skills Center, 505 Student Union, University of Pittsburgh, Pittsburgh, PA 15260. If your program proposal is accepted, you will be asked to submit written proceedings of your program by January 1981 to enable the Commission to compile "Commission XVI Program Proceedings for 1981" before the Cincinnati Convention.

In addition to the regular programs, ACPA is instituting three new types of presentations. They are designed to increase the ways in which information is gathered and shared at the convention. The new programs include:

1. "Skill building workshops"--geared toward professional development.
2. "Idea breaks"--short presentations on "how to . . ."
3. "Mentoring" programs--to encourage communication between experienced and new professionals.

The format for these new programs has not been established, but in the meantime give some thought as to how you may participate. If you want to be included, drop me a note and I will keep you posted.

WESTERN COLLEGE READING ASSOCIATION  
GUIDELINES FOR SUBMITTING A PROPOSAL FOR A CONFERENCE  
Revised March, 1978

I. Submitting a proposal

Any member(s) with the approval and support of his (their) college(s) or university(ies) may submit a written conference proposal for the purpose of acting as conference manager(s) in the year identified. The proposal should include the following:

A. A letter of endorsement from the president(s) of the institution(s) or his (their) designate(s) extending the invitation to Western College Reading Association to hold its conference in cooperation with the institution(s) and indicating the degree of support the institution(s) can provide.

B. Bids from hotels and/or motels in the area that could accommodate our group in terms of meeting rooms and lodging for members.

✓ 1. These bids should detail the extent to which the hotel/motel accepts the ~~following~~ provisions. *in the WCRH guidelines*

- delete  
sub-placed  
by guide-  
lines*
- a. A complimentary room(s) shall be furnished based on one room per fifty (50) reservations by Association members. Assignment of complimentary rooms shall be made by the President according to presidential succession: 1) President 2) President-Elect 3) Immediate Past President 4) Secretary 5) Treasurer.
  - b. A hospitality suite which can be part of the complimentary room allotment on the basis of 1 to one hundred room reservations by Association members shall be available to be used as a private room with no corkage fees.
  - c. The cut-off date for reservations shall be no more than two (2) weeks prior to the opening date of the conference.
  - d. Complimentary lodging and meeting space for twelve (12) at the fall and winter Board meetings.

✓ 2. The bids from the hotels/motels should specify the following:

- These should  
be inserted  
in new  
guidelines  
(A-J)*
- a. The cancellation/refund policy of the hotel.
  - b. The charges for single, double, triple rooms and suites.
  - c. The number of reservations required to secure the meeting rooms on a "no charge" basis.
  - d. The charges for meeting rooms in the event the room obligation cannot be met.
  - e. A schemata of the floor plan describing the dimensions of the meeting rooms and exhibit space and illustrating the registration area.
  - f. Provisions for "overflow" guests at nearby hotels/motels including charges for accommodations and transportation services.

- g. Provisions for transportation from the airport to the hotel.
  - h. Banquet prices and sample menus.
  - i. Any charges or drayage fees relative to the exhibits.
  - j. The name of the hotel liaison person who will be responsible for the smooth and orderly progress of the conference activities.
- C. A letter from the local tourist or convention bureau or chamber of commerce indicating the degree of assistance and support available for the conference.
- D. A letter from the bidder indicating the acceptance of the responsibilities of conference manager, secretarial assistance available, audio visual equipment available for conference use and other information that would be helpful to the Board of Directors in making its decision.
- E. Other pertinent supporting documentation.

## II. General information

- ✓ A. All bids for conferences should be submitted two (2) years before the intended conference, if possible. Conferences are generally scheduled for Thursday, Friday, and Saturday immediately preceding Palm Sunday but check exact dates with President *of the week ending Palm Sunday.*
- ✓ B. The proposal should be sent to the Board of Directors of Western College Reading Association *in care of current president*
- C. The Board of Directors of Western College Reading Association will make the final decision subject to any mutually agreed changes.
- D. Following the decision of the Board of Directors of Western College Reading Association, the bidder(s) will be notified of the Board's decision.
- E. The Board of Directors of Western College Reading Association shall have final authority in selecting host institution(s) and housing sites and no agreements are final except and until approved in writing by this body.
- F. The President-elect shall have the sole final responsibility for all aspects of the conference.

## III. Duties of the Conference Manager(s)

- a. Selecting an audio-visual chairperson.
- b. Select Exhibits Chairperson(s) who will arrange for exhibitors tables, tablecloths and chairs.



- c. Selecting Banquet Chairperson:
  - menu
  - decorations in keeping with conference theme
  - tickets
  - program (awards)
- d. Selecting chairperson(s) for Hospitality suite. (This room should not be adjacent to a bedroom that must be occupied by the President, if possible.)
- e. Arranging tours to local colleges - buses, lunch, and schedule.
- f. Arranging tours to local tourist sites for Thursday evening.
- g. Arranging for conference credit. It may be possible to offer one unit for the conference and one unit for the Pre-conference Institutes.
- h. Making the physical arrangements for the Pre-conference Institutes.
- i. Arranging for the courtesy suites.
- j. Arranging for coffee and iced tea for the breaks.
- k. Arranging for provision of water and ash trays in Section Meeting locations.
- l. Obtaining items for inclusion in packets, such as pencil, pad, name tags, souvenirs, etc.
- m. Arranging ground transportation for charter groups.
- n. Providing a floor plan of the conference site for inclusion in the program.
- o. Making a large floor plan chart available at the registration desk.
- p. Selecting registration desk personnel.
- q. Providing a large replica of conference program on a chart visible to registrants.
- r. Selecting a committee to prepare members conference packets.
- s. Providing an easel and display table for Placement Chairperson.
- t. Providing a sign-up area for posting areas of expertise to enable others to contact these people to discuss their programs and exchange information.
- u. Making final Banquet reservations.
- v. Taking care of all on-site conference duties, such as providing tables for the registration personnel.

*substitute*

*Typical Duties Include but are not limited to:*

IV. Duties of the President-Elect

- a. Preparing Call for Papers Newsletter announcement.
- b. Preparing conference invitational letters.
- c. Preparing conference registration letters.
- d. Preparing conference reminder letters.
- e. Preparing conference highlights article for the Newsletter.
- f. Preparing acknowledgement letters for those requesting the opportunity to present papers.

- g. Preparing confirmation letters and paper guides for presenters.
- h. Selecting Section Chairpersons and Discussion Leaders.
- i. Sending reminder letters to Section Chairperson and Discussion Leaders that accepted.
- j. Planning state meetings with Chairperson of State Directors.
- k. Planning Pre/Post-Conference meetings.
- l. Planning Job-Alike Sessions and sending letters to the leaders of those sessions.
- m. Selecting evaluation chairperson(s).
- n. Selecting chairperson of program event as needed.
- o. Selecting coordinator of Section Chairperson who will conduct meetings for the Section.  
Meeting Chairpersons and Discussion Leaders.
- p. Preparing conference programs.
- q. Supplying audio-visual requests of presenters to Audio-Visual Chairperson.
- r. Checking on all Section Meetings to make sure Chairpersons and Discussion Leaders are there.



## ALVINA TREUT BURROWS INSTITUTE, INC.

Box 49 Manhasset, New York 11030

(516) 869-8457

Executive Secretary *Dolij Svobodny*

Permissions Department

Western College Reading Association

c/o John Woolley, OXNART COLLEGE

P.O. 1600

Oxnart, Calif. 93030

Dear Sir/Madam:

The Alvina Treut Burrows Institute, in cooperation with the Reading Resource Center at Hofstra University, is publishing a microfiche edition of the William S. Gray Research Collection in Reading. The microfiche collection is accompanied by a printed, eye-readable index arranged by author and by subject. No individual titles would be offered at this time.

William S. Gray, professor emeritus of the University of Chicago, initiated and maintained a unique collection of reading research documents considered by many experts to be the finest and most comprehensive collection of its kind. There are approximately 10,500 document titles in the collection compiled from key journals, books, research reports, and monographs published between 1884 and 1976. Over 500 world-wide journals and some 350 book publishers are represented in the compilation. About 600 full-text documents will be added to the collection annually. The yearly summaries and annotations of these documents are compiled by Samuel Weintraub, Helen M. Robinson, and others, and appear regularly in the *Reading Research Quarterly*.

The ATB Institute is a non-profit organization established in 1975 as an inter-institutional plan to foster reading research and to facilitate the dissemination of information on reading and other language arts. The ATB Institute plans to distribute the Gray collection to Reading Resource Centers and to various U.S. and foreign academic and research libraries. The proceeds from the collection will be used to encourage further research in reading and other language arts. The availability of the collection fulfills a great need for professionals, graduate students, researchers, and government agencies. Many users have specifically requested access to the Gray collection and its wider dissemination at this time greatly enhances the work and the goals of the profession.

An article or articles from your journal or journals and/or one of your publications has been selected for use in the collection. May we have your permission to include the document or documents in the Gray collection?

The name of the journal or journals, books, or documents are listed below, or on an accompanying sheet. Where possible, in the case of the journals, we have listed the number of the articles selected and the year or years the journal was published. In no case would any journal be printed in its entirety unless specifically requested. All documents in the Gray collection are arranged in specific categories according to the annual summaries. The permission rights granted to the Gray collection should not interfere with your current contracts for microfilm reproduction since the journal is not represented in serial form or in its entirety, but represented by select and specific articles on reading research. Where sales inquiries for individual titles of the documents are received by the ATB Institute, these inquiries will be redirected to your office. In cases where you would like us to sell individual titles in microfiche on your behalf, we would be happy to arrange an attractive cost price for you. Your organization would be eligible for our special discounts on the collection sales. Your journal or journals and/or publication and your organization would be fully identified and credited for the documents represented. We expect to advertise widely in your journals.

In granting the permission rights, please sign one copy of this agreement. Please retain one copy for your files.

*H. Alan Robinson*

H. Alan Robinson,  
Director

Document Description

H. Alan Robinson  
Hofstra University  
Martin Kling  
Rutgers University  
Bernice E. Cullinan  
New York University  
Directors

WESTERN COLLEGE READING ASSOCIATION - 10TH ANNUAL CONFERENCE

- Fairbanks, Marilyn M. Vocabulary instruction at the college/adult levels: a research review. In Gwyn Enright (Ed.), Personalizing learning systems: ecologies and strategies. 1977, 10, 19-29.
- Lazdowski, Walter P. Predicting reading ability through language experience: the Lazdowski Sample Survey (LSS). In Gwyn Enright (Ed.), Personalizing learning systems: ecologies and strategies. 1977, 10, 165-69.
- Ilika, Joseph, and Longuion, Bonnie. College reading center approach to improvement of reading with state employees. In Gwyn Enright (Ed.), Personalizing learning systems: ecologies and strategies. 1977, 10, 49-55.
- Hyde, Margaret A. Reading ability and readability: assessing the gap on a limited budget. In Gwyn Enright (Ed.), Personalizing learning systems: ecologies and strategies. 1977, 10, 35-41.
- Swindling, James A. Attitudes of community college instructors toward reading: a process for change. In Gwyn Enright (Ed.), Personalizing learning systems: ecologies and strategies. 1977, 10, 42.

WESTERN COLLEGE READING ASSOCIATION -- 11th ANNUAL CONFERENCE

- Boothe, Lorraine M., and McIver, Ann E. Psycholinguistics in rapid reading. In Gwyn Enright (Ed.), Learning assistance: charting our course. San Diego: 1978, 11, 15-20.
- Clymer, Carol. A national survey of learning assistance evaluation: rationale, techniques, problems. In Gwyn Enright (Ed.), Learning assistance: charting our course. San Diego, 1978, 11, 21-30.
- Cohen, Elaine Landau, and Smith-Gold, David A. Your students' cognitive functioning: an important factor in readiness to learn. In Gwyn Enright (Ed.), Learning assistance: charting our course. San Diego, 1978, 11, 31-34.
- Dempsey, June. Learning assistance: charting our course within reach. In Gwyn Enright (Ed.), Learning assistance: charting our course. San Diego, 1978, 11, 1-11.

## WCRA PROPOSED BUDGET 1980-81

# 20

ACCT. #	ACCT. NAME	BDGT. 1979-80	AMOUNT EXPENDED TO 3-15-80	AMOUNT REQ. FOR 1980-81	REV. #1	REV. #2	REV. #3	REV. #4	FINAL AMT. BDGT. FOR 1980-81
1	President	670.00	357.82	700.00	100.00				
2	Supplies & Expenses	0	0	0	600.00				
3	Nominating Comm.	250.00 49.90 299.90	299.90	350.00	500.00				
4	Coordinator of State Directors	240.00	143.51	275.00	175.00				
5	Conference Site Selection	50.00	6.30	50.00	50.00				
6	Treasurer	250.00	70.42	250.00	125.00				
7	Secretary	300.00	87.03	300.00	200.00				
8	State Directors	400.00	90.15	500.00	500.00				
9	Newsletter	3000.00	3079.52	2800.00	4000.00				

ACCT. #	ACCT. NAME	BDGT. 1979-80	AMOUNT EXPENDED TO 3-15-80	AMOUNT REQ. FOR 1980-81	REV. #1	REV. #2	REV. #3	REV. #4	FINAL AMT. BDGT. FOR 1980-81
10	Proceedings	3960.00	3019.49		4200.00				
11	Placement	50.00	Ø	100.00	200.00				
12	Journal	Ø	Ø	Ø	275.00				
13	By-Laws Comm.	10.00	Ø	Ø	Ø				
14	Minority Affairs	150.00	Ø	Ø	200.00				
16	Board of Directors	1320.00	943.22	1500.00	1340.00				
17	Scholarships/ Awards	50.00	Ø	50.00	50.00				
18	Archivist	Ø	Ø	400.00	275.00				
20	Conference	1000.00	440.50	1100.00	1000.00				
21	Mailing Service	1500.00 500.00 <u>750.00</u> 2750.00	2275.55	3000.00	3000.00				
TOTAL				-64-	16790.00				

August 21, 1980

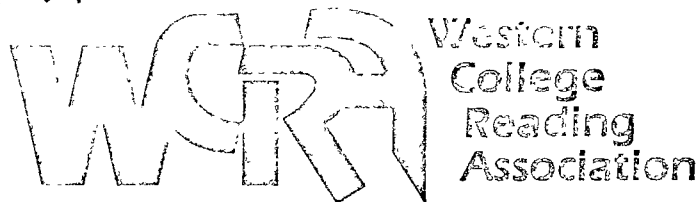
To Betty Levinson  
WCRA President

From Gwyn Enright  
WCRA Proceedings Editor

At your request, I met with Kurt Lauridson informally over coffee when I was in Berkeley for the Fourth Annual Institute for Directors and Staff of College Learning Centers, June 22-27, 1980. He described, in what he himself called "vague terms," a proposal for WCRA to participate in the Jossey-Bass College Learning Center series of which he is series editor. Basically, he talked about an association in which WCRA members could contribute topic ideas and manuscripts to the series and, in return, have the appellation, "WCRA member" printed below their names in, I believe, a Table of Contents and possibly receive the series for a discounted price. I am not sure what, if any, official input WCRA officers would have. Kurt mentioned that Jossey-Bass would encourage other related professional organizations to participate in the series. This might result in a richer publication.

Jossey-Bass would also, of course, be interested in using any WCRA dissemination system- like the WCRA Newsletter to publicize the series. In return, WCRA would have its professional interests reflected in a very respectable, widely read publication.

I am all for this association. I think WCRA should participate in the Jossey-Bass College Learning Center series as much as appropriate for a professional organization. As I mentioned to you over the phone in June, in my opinion, this participation with Jossey-Bass is not the same as publishing our own journal. The journal business is a separate issue. In fact, I could even see our participation with Kurt and Jossey-Bass falling under the auspices of our professional liaison officer.



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-AGENDA-

WCRA Board Meeting  
August 22-24, 1980

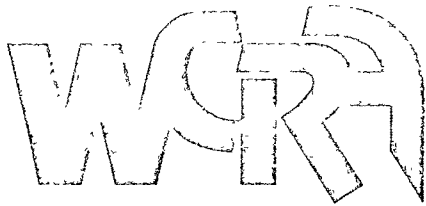
Friday, August 22, 7:30pm-9:30pm

1. Call to order
2. Review agenda
3. Secretary's Report (Ann Coil)
  - a. Approval of March, 1980 minutes
  - b. Summarizing highlights of current board meeting for Newsletter
4. Treasurer's Report (Don Yamamoto)
  - a. IRS Report
  - b. Current financial status - *Treasurer's Report*
  - c. Checking account, savings account
  - d. Possible investments
  - e. Banking procedures (changing every year)
  - f. Term of office/job description
  - g. Current membership count (651)
  - h. Review budget, projections - *& projected income*

Saturday, August 23, 8:30am-4:00pm

5. Coordinator of State Director Report (Elaine Cohen)
  - a. Appointments
  - b. Plans/issues
  - c. Alaska mailing problem (Hal McCune)
  - d. Membership follow-up
6. Nominations Committee Report (Royce Adams via Betty)
  - a. Progress
  - b. Budget
7. Scholarship and Awards Committee Report (Mitch Kaman via Betty)
  - a. Certificate of Appreciation
  - b. Outstanding Literary or Research Contribution
  - c. Long and Outstanding Service to WCRA
  - d. Retiring members
8. Placement Bureau Report (Jane Ballback via Betty)
9. Archivist Report (Ruth Purdy via Betty)
10. Proceedings Editor Report (Gwyn Enright via Betty)
11. Newsletter Editor Report (Jo Ann Wells via Betty)
12. Minority Affairs Advisory Committee Report (Manuel Olgin via Betty)





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Break -- 12:00pm-1:30pm

13. Liaison Reports

- a. Appointments
- b. IRA Cosponsored meeting (Elaine Cohen)
- c. ACPA Cosponsored meeting (Carol Waluekar via Betty)

14. Conference Site Selection Report

- a. San Diego Contract, 1982
- b. 1983 Possibilities (Pat Heard)

15. Dallas Conference Report (Ann Faulkner, et al)

- a. Fees: 1 day; students; committee chairs
- b. Publishers: fees, length of exhibit
- c. Over-all plans

Sunday, August 24, 8:30am-

17. Journal Report (Betty Levinson and Elaine Cohen)

- a. Outcome of discussions with Kurt Lauridsen
- b. Review of proposals submitted March, 1980
- c. Recommendations for follow-up

18. President's Report (Betty Levinson)

- a. Recent appointments
- b. Brochures/stationery
- c. Membership 459/653 - Institutional memberships
- d. Resource forms
- e. Talent bank
- f. Suggestions for 1982 Nominating Chair
- g. Goals
- h. 1980-81 budget review

19. "Loose Ends"

20. April Board Meeting

*Scholarship / Awards*



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August 14, 1980

Betty Levinson  
President, WCRA  
Academic Resources Coordinating Committee  
Office of Undergraduate Programs  
U.C.L.A.  
Los Angeles, CA 90024

Dear Betty:

Re: your request for agenda items for the Dallas Board meeting, two come to mind of special interest to me:

- (1) Preparatory to my plans to begin a search for the 1983 convention site early this fall, I'd appreciate some board discussion of preferred regions for that conference. If we follow general guidelines used informally in the past, we'd be in No. Cal. one year, out of Cal. the next year, in So. Cal. the next year, out of Cal. the next year, and back to No. Cal., etc. That would mean we'd be out of Cal. in 1983. With recent member requests to keep meeting sites in the "hub" of the membership, and with ever increasing plane fares and decreasing travel budgets, I'd feel more comfortable if the current board gave me some guidelines before I plunge in. Of course, a lot depends upon where we can get members and institutions willing to sponsor a conference. Along those lines, it might be wise to take another look at the guidelines for submitting a conference bid, too. I'll bring copies along for everyone.
- (2) One of the reasons for changing the by-laws to require that the nominating committee chairperson be appointed by the out-going president at least 30 days before the conference (i.e., 13 months before the election) was to facilitate using conference time for the nominating committee to at least begin its work. With the by-laws requiring the committee to meet at least once face-to-face, and with the WCRA budget shrinking rapidly, I and others were disappointed that Royce was unable to have the committee meet in San Francisco and that we're having to fund a separate meeting again. There are many advantages in having the committee do its initial groundwork during the conference - can have wider geographical representation, can feel out potential candidates more easily, etc. If the current board feels strongly enough about that, perhaps next year's chairperson can be appointed with that clear understanding and early enough to get a committee selected and organized to meet in Dallas.

That's all I can think of for now that you might not already have included. See you soon in "Big D".

Sincerely,

A handwritten signature in cursive script, appearing to read 'Pat', with a horizontal line extending from the end of the signature.

Pat



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August 12, 1980

Elaine Cohen  
Ann Coil  
Patricia Heard  
Betty Levinson  
Don Yamamoto

Hurrah! The Texas heatwave has ended. We're looking forward to seeing you for the Board meeting August 22-24. Since we will have such a small group, I have released to North Park Inn one of the six double-double rooms we had reserved. That should still give us plenty of room.

It would be a great help to me if you would each drop me a note with your travel schedule (arrival and departure times, and airline). I would like to meet each of you at the airport and escort you to the North Park Inn, however, if that is not possible the next best way to arrange transportation is through Surtran bus service. They have a bus leaving the airport for NPI about every 30 minutes and the cost for this service is \$4.50 (much cheaper than a cab).

North Park Inn advises me that we have the Amsterdam Room for our meetings all three days you are here.

I'm looking forward to seeing all of you again.

Sincerely,

Ann B. Faulkner

ABF:dt



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August 5, 1980

Dear: Elaine Cohen  
Ann Faulkner  
Ann Coil  
Patricia Heard ✓  
Don Yamamoto

Where have all the days and months gone? It seems as though we just completed our business in San Francisco, and here we are about to begin again in Dallas. I trust you are planning to attend the Board Meeting, August 22-24, at the North Park Inn. We should be an intimate group. The WCRA budget only will permit funding for Board Members and I do not anticipate a bevy of chairpersons paying their won plane fare to a Texas heat wave. We would welcome anyone willing to do so.

Ann Faulkner "broke into print" asking me to schedule the meeting times so we could have some time for R and R and sight-seeing in "Big D." I think it a splendid idea and suggest the following rough schedule;

Friday, August 22, 7:30pm-9:30pm - Review agenda; Secretary's Report;  
Treasurer's Report  
Saturday, August 23, 8:30am-12noon - Coordinator of State Directors;  
Committee Reports  
12:00pm-1:30pm - Lunch  
1:30pm-2:30pm - Committee Report  
2:30pm-4:00pm - 1981 Conference Report  
4:00 - Ann Faulkner's; the sights of Big  
D; dinner on the town  
Sunday, August 24, 8:30am - 1983 Conference Site Selection  
Presidents' Report (e.g. Journal)  
. . . early afternoon - Lunch; Loose Ends.

Please let me know if you have any items you want placed on the agenda or any special times that you prefer. Does the over-all schedule suit your arrival and departure times? I will wait to hear from you before filling in all the details of the agenda.



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We have six double-double complimentary rooms at the North Park Inn reserved for Friday and Saturday nights. I have no idea where the airport is in relation to the hotel, but am writing Ann to let us know the best way to get from one to the other.

I'm leaving LA at 10:00 am and arriving in Dallas at 2:45 pm on Friday, August 22. I look forward to seeing you soon.

Sincerely,

Betty Levinson  
President

BL:alw

BV  
August 21, 1980

To Betty Levinson  
WCRA President

From Gwyn Enright  
WCRA Proceedings Editor

At your request, I met with Kurt Lauridson informally over coffee when I was in Berkeley for the Fourth Annual Institute for Directors and Staff of College Learning Centers, June 22-27, 1980. He described, in what he himself called "vague terms," a proposal for WCRA to participate in the Jossey-Bass College Learning Center series of which he is series editor. Basically, he talked about an association in which WCRA members could contribute topic ideas and manuscripts to the series and, in return, have the appellation, "WCRA member" printed below their names in, I believe, a Table of Contents and possibly receive the series for a discounted price. I am not sure what, if any, official input WCRA officers would have. Kurt mentioned that Jossey-Bass would encourage other related professional organizations to participate in the series. This might result in a richer publication.

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	MON.	TUES. 4/7	WED. 4/8	THURS. 4/9	FRI. 4/10	SAT. 4/11	SUN. 4/12
6-7							
7-8				Registration (All Day)			
8-9				Institutes and Campus Visits I (4 Hours)	CHAIR Orientation Sect. 1	SECT. 5	SECT. 8 (and repeats from 3+4)
9-10							
10-11						General SESSION: Reassess- ment	BRUNCH Session: Affirmation
11-12					SECT. 2		
12-1				CAMPUS VISITS II (4 Hours)			
1-2				State Lunch REGION MEETINGS	SECT. 3	SECT. 6	
2-3				OPENING SESSION:	SECT. 4	SECT. 7	
3-4				CHALLENGE			
4-5				<del>NEWCOMERS</del> RECEPT.?	State Meeting		
5-6							
6-7				Regist- ration	BANQUET		
7-8		BOARD MTG.		DINNER on the town			
8-9				INSTITUTES CONT'D ? HOSP.			
9-10					HOSP.		
10-11							
11-12							

BOARD MEETING

MEMO TO: Jacquelyn Bonner, Secretary WCRA

FROM: Mitch Kaman, WCRA Awards Chairperson

DATE: April 3, 1980

SUBJECT: Awards Committee Report adopted by WCRA Board on March 29, 1980

The awards committee for the 1980 conference consisted of: Jeweleane Whittaker, Kathleen D. O'Dell, Theria M. Beverly, Elizabeth Hill Rogers and Jack Pond.

Members of the committee who drafted the guidelines below were: Mitchell Kaman, Theria Beverly and Kathlene O'Dell.

The procedures adopted by the board was as follows:

I. Guidelines for making Nominations for the Long and Outstanding Service to WCRA Award.

1. Nominations must be made on WCRA (form to be developed and sent to board prior to its August 1980 meeting).
2. Board must approve all awards.
3. Nominations must be received by Awards Chairman by December 1.
4. Publicity for award: Two newsletters prior to December 1.
5. Committee will bring a recommendation to the board at the annual conference.
6. There must be a five year interval between receiving the Long and Outstanding Award and other WCRA awards.

II. Committee Operation

1. A total of five members will make up the committee. The chairperson will be appointed by the president and four members chosen from the total membership.
2. A committee member cannot make a nomination.
3. If a committee member is nominated, he/she will have to resign from the committee.
4. The committee will meet on the first day of the conference to discuss the awards.
5. The chairperson must get all the nomination information to the committee by February 1.
6. Only persons who were nominated prior to December 1 will be considered eligible for the award.
7. A quorum of the committee shall consist of three of the five members.
8. If no quorum is possible at a particular conference, the matter may then be turned directly to the board.



## Awards Committee Report - Continued

### III. Nomination Form

1. The nominee must have been a WCRA member for five or more years to receive the award.
2. Specific WCRA Service
  - A. Local
  - B. State
  - C. Regional (Conference)
  - D. Committees served, positions in organization
  - E. Presentations at Conference
3. Professional Contributions Furthering WCRA Philosophy
  - A. Leadership in home institution.
  - B. Work in other professional organizations.

The information below was submitted but not approved by the board. The board directed the committee to submit more detailed information and specific guidelines for consideration at their August board meeting.

#### Recommendations for Future Awards

1. Outstanding literary/research contribution
2. Outstanding dissertation/thesis/project
3. Presidents Certificate. The president presents this certificate to person(s) he/she chooses to recognize.

eg

cc: Betty Levinson

## WCRA AWARDS COMMITTEE REPORT

July 1980

### I. Suggested Guidelines for Awarding WCRA Certificate of Appreciation

- A. The president shall recommend to the Board of Directors the names of individuals who shall receive the certificate.
- B. There shall be no limit on the number of certificates issued at any one conference.
- C. Since the recognition of the individual is in the form of a certificate of appreciation and not an award, receipt of this certificate shall not restrict the member from receiving an award from the organization.

### II. Suggestions for Individuals to be Considered for WCRA Certificate of Appreciation

- A. Members at large who assist the organization in a significant way.
- B. Conference chairpersons and conference committee members.
- C. Host college/university personnel.
- D. City officials where applicable.
- E. Publishers.
- F. Local (conference site) businesses and industries which contributed to the success of the conference.

*G. Retiring*

### III. Sample Certificate

A sample certificate has been included in this packet. If the Board decides to go ahead with this concept, then they must decide if they want to use the format in the sample, make modifications or come up with a new format. The Board should also decide upon a color for the certificate.

### IV. Suggested Guidelines for Outstanding Literary or Research Contribution by a WCRA Member

#### A. Committee operation

- 1. The committee shall consist of five members, at least two of whom have an earned doctorate in a WCRA interest area and are familiar with current research.

2. All committee members shall have received copies of submitted work prior to January 1 of a conference year.
3. Each committee member shall evaluate the submitted work on the basis of contribution to the field and usefulness to WCRA members and the clients they serve. (See Attached: Instrument for Evaluation of Literary or Research Materials.)
4. All committee members shall review submitted work and by January 20 shall send their completed evaluations to the chairperson.
5. The chairperson shall submit the committee's recommendation and evaluations to the president by February 1 for Board action.
6. The award is not necessarily given annually.
7. Information about the award shall be placed in the summer and fall WCRA newsletters.

B. Information to applicants.

1. Individuals seeking to submit materials for the award must be active (dues paying) WCRA members.
2. The competition is open to those who have published material, have had material accepted for publication or completed dissertation/thesis by the submission deadline date of September 20. The applicant must enclose evidence of publication, acceptance for publication or completion of dissertation/thesis when submitting material.
3. One copy of the material shall be sent to the committee chairperson by September 20.

V. WCRA Instrument for Evaluation of Literary or Research Materials

(See Attached: WCRA Instrument for Evaluation of Literary or Research Materials.)

*VI*  
*Certificates instead* Nomination Form for the Long and Outstanding Service and Retiring Member Awards

A sample nomination form has been enclosed with this report. The form was developed to meet the guidelines approved by the Board on March 29, 1980. It is suggested that the nomination form be a separate unattached page in the newsletter.

Note: If the Board approves the Award for Outstanding Literary/Research contribution, then there will need to be a change in the March 29th guidelines. Item #5 under guidelines for making nominations currently reads: "There must be a five-year interval between receiving the Long and Outstanding Award and other WCRA awards." This statement would preclude a past president from being considered

for the Literary Research Award for five years. Thus, it is recommended that the procedures be changed as follows: "There must be a five-year interval between receiving the Outgoing President's Award and being considered for the Long and Outstanding Service to WCRA Award."

WCRA NOMINATION FORM  
Long and Outstanding Service to WCRA Award

Purpose of Award

The Long and Outstanding Service to WCRA Award is given periodically to recognize a member's past service, commitment and contribution to WCRA through the years.

Eligibility

The nominee must have been a WCRA member for five or more years.

Application Procedure

1. All nominations must be made on the WCRA form. A separate

piece of paper may be attached to the form if more room is needed.

2. All nominations must be sent to the Awards Committee chairperson by December 1.
3. The Awards Committee chairperson must receive three separate nominations for the committee to consider a member for the award.
4. There must be a five-year interval between receiving the Outgoing President's Award and being considered for the Long and Outstanding Service to WCRA Award.

Name of Nominee:\_\_\_\_\_

Name of Person Making Nomination:\_\_\_\_\_

Evidence of local (college/university) service to WCRA:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence of state level service to WCRA:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Evidence of regional (conference) service to WCRA:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Committees served in WCRA:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Positions held in WCRA:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Presentations at WCRA conferences (local, state, regional):\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Professional contributions furthering WCRA philosophy:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Leadership in home institution:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Work with or in other professional organizations:\_\_\_\_\_

\_\_\_\_\_

SUMMARY OF WCRA BOARD MINUTES FOR APRIL 7-12, 1981  
DALLAS, TEXAS

I. Budget

- A. May 15 is the deadline for submitting bills to treasurer
- B. The audit committee reported that the books are in good order

II. Secretary's Report

- A. The secretary has indexed the minutes for the past 5 years
- B. The secretary submitted a list of suggestions for streamlining and standardizing the recording and keeping of WCRA minutes

III. Conference

- A. The conference budget was less than expected due to substantial support from the Dallas County Community College District
- B. Suggestions were made to encourage more variety of papers. Suggestions included the following: earlier individual call for papers; instructions to members on how to prepare and present papers; a published calendar of events so members can plan ahead; a separate flyer calling for papers out no later than the end of August.
- C. Pat presented issues to be decided on for upcoming conference site selection. These included: should WCRA continue alternating conference sites in and out of California? Should the conference be continued through Sunday? Should meeting room costs be paid by increasing registration fees (which would spread the cost out among the members) or should the meeting rooms be allotted on the basis of sleeping rooms reserved (in which case the cost is carried by the people staying at the conference hotel)? Should the traditional meeting time for the WCRA conference (the week before California's spring break) be changed for the conference in Oregon to coincide with Chemetka County's break.

Consensus in issues by State directors and by the board seemed to be the following: continue alternating the conference in and out of California if possible; retain the Sunday extension of the conference; have the meeting rooms paid out of the registration costs; change the meeting time to coincide with the Oregon spring break

- D. It was moved, seconded, and past that the 1983 conference be in Portland at the Marriot Hotel and the 1984 conference be in San Jose at the Hyatt. Lucy McDonald represented Portland and Carol Bogue represented San Jose.

- E. Delryn Fleming, conference manager reported that 324 people registered for the conference. By the Friday prior to the conference, only 175 people had registered which makes planning very difficult. Delryn suggested that the membership be apprised of the importance of early registration.

Delryn also suggested that conference fees include a fee just for conference registration without entailing membership.

- F. Beryl Brown, San Diego conference manager, reported that plans were going well for the San Diego conference and suggested a theme of professional development for WCRA members including such activities as stress reduction sessions and physical exercise.

#### IV. State Directors

- A. Utah requested to have a conference bid. Their request was confounded by the fact that Utah is not a state which has passed the ERA ammendment. It was noted that the board did not act on the ERA boycott (see minutes 3/17/78 Long Beach). The board can still entertain bids form non ERA states.
- B. For each issue of the Newsletter, three state directors will be assigned to write an article on their state's activities or proposed activities
- C. State directors will be featured in the STAR column of the Newsletter

#### V. Nominations Committee

- A. The new nominations committee is chaired by Elaine Cohen. The members include: Gwyn Enright, Ernest Ruby, Craig Mayfield, Jackie Bonner, and Denise McGinty.
- B. The committee was able to meet face-to-face at the conference and to contact many of the prospective candidates. Elaine reported this worked very well and saved WCRA travel money.

#### VI. Newsletter

- A. New Deadlines for submitting articles to the Newsletter editor, JoAnn Wells are the following:
  - May 15
  - August 31
  - October 15
  - December 15
- B. The new WCRA Journal will be a pull-out section of the Newsletter.
- C. JoAnn suggested that the official photographer, Suzanne McKeowan start a photo bank. People should send interesting WCRA photos to her.

VII. Proceedings

- A. Gwyn Enright, Proceedings Editor, noted that people who submitted papers to the Proceedings may call her for comments on their papers by the editorial board.
- B. In the future, Gwyn will send cards to all people submitting papers stating that the editorial board has received the paper and will be reviewing it for acceptance into the Proceedings. This will insure that the papers are in fact received by the editorial board and not lost at the conference.

VIII. Scholarship and Awards Committee

- A. Mitch Kaman, chair of the committee, presented the finished form of the certificate of appreciation.
- B. Mitch and his committee are revising the criteria and form for the scholarship award.
- C. Sallie Brown received the award for Long and Outstanding Service to WCRA.
- D. The board moved to establish a \$500 scholarship fund to be awarded to a deserving WCRA member.

IX. Journal

- A. The board moved to establish a WCRA Journal.
- B. It will appear in the fall issue and will be a pull-out section in the Newsletter
- C. The journal will be historical, philosophical, and research oriented, as well as geared to the practitioner.

X. Elections

New WCRA officers for the coming year are

President-Elect	Dick Lyman
Secretary	Mitch Kaman
Treasurer	Don Yamamoto

XI. Minority Affairs Committee

- A. The minority affairs committee met on Friday and Saturday of the conference.
- B. They suggested 5 ways in which they could become more involved in WCRA: participate in conference planning; make more paper presentations; contribute to the minority column in the Newsletter; establish a minority mailing list to contact new minority members; investigate two co-chairs to assist Manuel Olguin as chair.



LIST OF ATTACHMENTS FOR BOARD MINUTES  
APRIL 7-12, 1981 DALLAS, TEXAS

#1a-d	Audit and Treasurer Report
2a-d	Secretary's Report
3a-b	Conference Budget
4	State Directors Luncheon Meeting
5a-c	Duties of State Directors
6a-q	State Director's Packet
7a-b	List of new State Directors
8a-b	Newsletter Report
9	Proceedings Report
10a-h	Conference Site Issues
11	Conference Chairperson Duties
12	Sample Certificate of Appreciation
13a-c	Long and Outstanding Award Nominee
14	Photographer's Budget
15	Placement Bureau Report
16a-c	Liaison List
17a-c	Journal Proposal
18a-o	Northwest Consortium Bid (Portland)
19	Pluses and Minuses of Hotels
20a-b	Hyatt Letter
21	San Jose City College Commitment
22	Scholarship Criteria
23a-c	Treasurer's Report
24a-b	Proposed Budget for 1981-81

## LIST OF INDEX CATEGORIES

- Advising and Evaluation Services
- Affiliation
- Archivist
- Brochure for WCRA
- Business
- By Laws
- Clearinghouse
- Committees
- Conferences
  - Budget
  - Credit for conference
  - Date/length/location
  - Evaluation
  - Exhibitors
  - Fees for conference
  - Hotel arrangements (rooms, etc)
  - Institutes (pre-conference
  - Mailings for conference
  - Presentations and papers
  - Reports on conferences
  - Site proposals
  - Speakers
- Consitution
- Elections
- ERA
- Exchange Service
- Finances
- Gifts
- Goals and Objectives of WCRA / Policies and Procedures
- Historian
- Insights
- Insurance
- Journal
- Liaison
- Mailing
- Membership
- Minority Affairs
- Minutes
- Name Change of WCRA
- Newsletter
- Nominations Committee
- Occasional Paper
- Officers/Board meetings
- Parliamentarian
- Placement Bureau
- Proceedings
- Publishers Exhibits
- Scholarship and Awards Committee
- Secretary
- State Directors
- Treasurer

WCRA BOARD MEETING MINUTES  
APRIL 7-12, 1981  
DALLAS, TEXAS

Corrections of minutes from the August board meeting  
held in Dallas, Texa, 1981.

- Pg. 6            The name should read "Ladessa" Yuthas
- Pg. 2            The total assets listed here are corrected  
on the auditor's report
- Pg. 13           \$45 fee breakdown should read  
\$25 registration; \$15 membership and  
\$15 Proceedings

Moved (Faulkner) and Seconded (Yamamoto) that the  
board accept the minutes.

PASSED

WCRA BOARD MEETING MINUTES  
APRIL 7-12, 1981  
DALLAS, TEXAS

The meeting was called to order at 5:30 April 7, 1981 by President Betty Levinson.

Attending: Betty Levinson, President; Ann Faulkner, President-elect; Ann Coil, Secretary; Don Yamamoto, Treasurer; Pat Heard, Site Selection Chairperson

Treasurer and  
Finance Report

May 15 will be the deadline for submission of bills by all budget chairpersons, officers, and institute leaders. Officers not present should be notified by mail.

Audit Committee for 1980 submitted a report (Attachment #1) They noted only a few minor errors were found and corrected. The books were reported to be in good order.

The board reiterated its wish to have quarterly treasurer's reports.

Moved (Faulkner), Seconded (Coil) to accept treasurer's report

PASSED

Secretary's  
Report

Indexing

Ann submitted a report explaining the format and function of the minutes indexed for the past five years. She suggested the board work with the indexing and at the next board meeting this summer to suggest any revisions in categories and sub-categories. Conference section needs to be further broken down. (Attachment #2)

Guidelines  
for Record-  
ing of  
minutes

Ann also submitted a report (Attachment #2) suggesting guidelines for the recording of the minutes. This will provide guidance for each new secretary and will standardized the now lengthy minutes.

Minutes should be sent to the archivist, as well as Board members, state directors and past presidents

It was suggested that the suggestion in Ann's report for the secretary to retain a copy of each newsletter be deleted.

The guidelines are only an elaboration of how to keep the minutes; this report is not an exhaustive list of the secretary's duties.

Moved (Yamamoto) and Seconded (Faulkner) that the board accept the Secretary's report.

PASSED

The meeting was adjourned at 7:15.

The meeting was called to order April 8, 1981 by President Betty Levinson.

Voting Members Present: Betty Levinson, President; Ann Faulkner, President-elect; Ann Coil, Secretary; Don Yamamoto, Treasurer; Elaine Cohen, Coordinator of State Directors

Non-voting Members present: Pat Heard, conference site selection chairperson; Theria Beverly; Jeanette Ross

## I. President-Elect's Report

- |                                |  |
|--------------------------------|--|
| Conference Budget              | A. Conference Budget (Attachment #3 and 3a)<br><br>The budget is less than was expected due to much support from the Dallas County Community College District  |
| Speaker's honorarium           | B. The honorarium for speakers remained at \$150.00. WCRA covers expenses for non-members. The cost was \$700.00   |
|                                | C. Many conference proposals were late in being forwarded.   |
| Encourage more paper proposals | D. There was a suggestion to encourage more variety in presenters; WCRA needs to consider <ol style="list-style-type: none"><li>1. Earlier individual mailing of call-for-papers</li><li>2. Instructions on how to present and prepare a conference paper</li><li>3. Publish calendar of events</li><li>4. Flyer on call-for-papers should be sent no later than end of August</li></ol> |

## II. Format for General Session

- A. Membership resolution - any member wanting to make a resolution before the membership should attend a board meeting first to apprise the board of its intent
- B. Betty will call for new business to give members an opportunity to voice opinions and make resolutions

III. State Directors Report (Attachment #4) and State Directors' Duties (Attachment #5)

Three-person leadership declined

A. Three-person leadership of state suggested

Maxine Byers requested that three people be appointed to lead her state. This means WCRA would have to change procedures. It was suggested that sharing of duties be worked out informally

B. Regional Meetings

Each board member was assigned a regional and state meeting to attend.

State Director Issues

C. State issues are summarized in Attachment #4 and were discussed at the State Director's luncheon

Sample of State Activities

D. Elaine presented a packet (Attachment #6a to 6s) of sample activities and materials sponsored by the state councils.

Utah conference bid

E. Utah requested to have a conference bid. Their request was suggested to be confounded by the fact that they are not an ERA state. It was noted that the board did not act on the ERA boycott (see minutes 3/17/78 Long Beach). The board can still entertain bids from non ERA states.

Pay for State Directors' luncheon

F. It was suggested that WCRA pay for the State Directors' luncheon

Moved (Cohen) seconded (Coil) that WCRA pay for State Directors' luncheons.

PASSED

New list of state directors

G. Elaine presented new list of State Directors (Attachment #7) It is still tentative as not all potential directors have responded to the request that they serve in that capacity.

IV. Conference Manager's Report

Conference Report

A. Contribution of Dallas County Community College District

Delryn noted their substantial contribution to the conference. Betty requested names and addresses of people who supported and assisted from DCCCD so she could send thank you notes.

B. Delryn cautioned that the procedure for determining complementary rooms needs to be carefully monitored and specified to avoid misunderstanding and confusion.

Free rooms for  
board members

- C. The hospitality room was complementary in exchange for free rooms for the board. The \$500 savings will be allotted to board members in descending order: Betty, Ann Faulkner; Elaine Cohen will split her share with Ann Coil and Don Yamamoto.

V. Nominations Report

Nominations  
Report

- A. Committee was composed of: W. Royce Adams, Irwin Joffe; Caroline Turner; Ladessa Yuthas; and Seymour Prog

Face-to-face  
meeting

- B. Elaine Cohen, next years nominations committee chairperson announced that the nominations committee will meet face to face at this conference and, thus, will incur no travel expenses

Absentee Ballots

- C. Absentee Ballots

March 30 deadline is not consistent with the By-Laws which state that absentee ballots must be received 15 days prior to elections. The March 15 deadline listed in the Newsletter was the cause of some concern as to how the ballots should be counted.

Moved (Faulkner) seconded (Cohen) to accept ballots postmarked on or before March 30, 1981

PASSED

Elaine suggested that she would send ballot with a return envelope marked "ballot."

New nominations  
committee

- D. New Committee approved by the President

Gwyn Enright  
Ernest Ruby  
Craig Mayfield  
Jackie Bonner  
Denise McGinty

Elaine would like to have the membership make suggestions for good nominees or indicate their own interest in serving as an officer of WCRA. Betty will announce this at the general session. Pat suggested that the nominee committee be asked to stand up so the membership can recognize them

- The meeting was adjourned at 12:15 p.m.

The meeting was reconvened at 1:30 p.m. Joining the meeting were non-voting members: Dick Lyman, Jeanette Ross, Suzanne McKeown, Jane Ballback.

VI. Newsletter (Attachment #8)

Newsletter

A. Columns - JoAnn asked board for ideas for new columns to cover WCRA major activities and goals

State Directors' Participation

B. State Directors - It was suggested that 3 state directors be given responsibility for making a newsletter contribution each issue (i.e. for each issue three state directors would be responsible for submitting information about activities in their state or region)

State Directors as STARS

Furthermore, it was suggested that a column be done STARRING state directors.

Also, state directors should be asked for suggestions on people in their states who could be introduced in the STAR column.

Deadlines

May 15  
August 31  
October 15  
December 15

C. Deadlines - WCRA needs to back up deadline dates because of the 8 week delay in mailing and preparation.

Extra mailing concerning conference should go out immediately after the August board meeting so it is received in September.

It was suggested that the January 15 deadline be moved back to December 15.

D. Reminders - JoAnn suggested that she send reminders of deadline dates to people writing columns

Journal

E. Journal - The journal will remain a separate pull-out section of the newsletter

Photo bank

F. Photos - A photo bank would help to keep the newsletter a visual entity, one of JoAnn's goals

G. Ads - It is difficult to get ads because publishers feel direct mailing is more effective

Calendar in Newsletter

I. Calendar - The newsletter will have a calendar of the coming year, published in the summer (May 15 deadline) issue.

VII. Proceedings Report (Attachment #9)

Proceedings

A. Policies - 25 out of 36 papers were accepted. The quality has improved; the volume has decreased.

Acceptance procedures

B. Procedures - Letters were sent to all those who were and were not accepted. Gwyn asked people to call if they wanted to know comments and edits concerning their papers.



- |                             |   |
|-----------------------------|---|
| Payment                     | C. Payment - Gwyn requested prompt payment of printing bills because of good and expensive service.   |
| Sales Report                | D. Sales report - The report of sales now resides with Hal McCune. Gwyn recommended we not pay Hal to give us the information since it costs money and the board does not use it for setting policies. When a volume runs low, he is instructed to send it to ERIC and to notify WCRA that the volume is low and to send the last few to WCRA. Volumes I-III are out of print.                |
| Dissemination               | E. Dissemination of Proceedings - Proceedings will be exhibited periodically at this conference along with paper from the Evaluation Center at UCLA.  |
| Order form in brochure      | The brochure does not have an order form for ordering Proceedings. It needs to be included in the new brochure.   |
| Receipt cards to submitters | F. It was suggested that Gwyn send a post card to people who submit papers indicating that the paper has been received. When presenters give a paper to the chairperson of their section they have no assurance that the paper is in fact delivered to the proper authority. The board decided this should be done and that it will be announced that submitters should expect such a notice. |

Conference  
Site Selection

VIII. Conference Site Selection (Attachment #10)

- |                             |   |
|-----------------------------|---|
| Meeting Room Fees           | A. Issues - Should WCRA continue alternating conference sites in and out of California? Should the conference be continued through Sunday? Should meeting rooms be paid by increasing registration fees (which would spread the cost out among all members) or should the meeting rooms be allotted on basis of number of sleeping rooms used (cost is carried by those members who stay at the hotel and pay a little higher room rates)? Should the traditional meeting time of the WCRA conference (week before California's Easter vacation) be changed for the 1983-84 conference if it is held in San Jose? |
| Sunday extension            |   |
| Date of San Jose conference | B. Discussion   |
| In/out of Calif.            | 1. Alternating in and out of California - Having the conferences in California insures having good attendance and larger revenues for WCRA. This is off-set however because it places heavy burden on California members to sponsor the conferences; dilutes the variety of the conference; excludes many people from conference participation which draws the people into leadership positions in the organization   |

The consensus seemed to be to alternate the conferences in and out of California when possible.

2. Length of conference - The longer conference is more expensive for those attending. It is enjoyable to have the extra Sunday of conference and there may be some intangible effect in keeping people around; WCRA should perhaps always plan on the Sunday brunch being a smaller, but usually highly involved group of members.

General consensus was to keep the Sunday extension until we have more data to make a decision.

3. Conference Date - It was decided that we will go early to San Jose conference. Still need to check with Portland about their wishes for conference dates.

Moved (Cohen) seconded (Yamamoto) to accept the conference site selection chairperson duties.

PASSED

Awards Committee IX. Scholarship and Awards Committee

Certificate  
of Apprec.

- A. Mitch presented the Certificate of Appreciation form (Attachment #12)

Retirement

- B. Retirement - No one was recommended for retirement award

Sallie Brown

- C. Award for Long and outstanding service - 3 members recommended Sallie Brown for the award. The committee recommended Sallie to the board. (Attachment #13a to 13c)

Moved (Faulkner) Seconded (Cohen) that Sallie Brown be given the award for Long and Outstanding Service to WCRA.

PASSED

Availability  
of nomination  
form

- D. Nomination Form - JoAnn suggested that a nomination form be put in the conference packet and/or at the registration desk. The award will be given to Gene Kerstein who can deliver it to Sallie. An article will go in the newsletter.

X. Photographer's Report (Attachment #14)

Photo Bank

- A. Photo Bank - Suzanne, WCRA official photographer, is willing to establish the photo bank. Ann F. suggested that Suzanne send letters to various people asking for photos. The board requested photographs of the chairpersons listed in the conference program.

- Placement XI. Placement Bureau Report (Attachment #15)
- 160 people are on the mailing list. Jane spent \$152.12.  
She will resign as placement chair.
- Minority Affairs XII. Minority Affairs
- The Minority Affairs committee had nothing to report. It  
was suggested that the committee be retained and a budget  
be decided upon when a proposal is submitted.
- XIII. President's Report
- Liaison A. Betty submitted list of WCRA liaisons (Attachment #16)
- B. Selling of WCRA mailing list - Hal McCune charges  
5¢ a name with a 2¢ profit for WCRA.
- Moved (Faulkner) and seconded (Cohen) that the  
president approve selling of mailing to groups  
as appropriate.
- PASSED
- Scholarship XIV. Scholarship Fund and Award
- A. Generation of Funds - Money can be generated either  
through return on investment or solicitation of  
funds.
- Moved (Cohen) and seconded (Faulkner) that WCRA  
award a \$500 scholarship for next year to a  
WCRA member.
- PASSED
- \$500 award
- Board agreed that criteria should include service to  
WCRA
- The meeting was adjourned at 4:45 p.m.
- The meeting was reconvened at 8:00 p.m.  
Non-voting members joining the meeting were Dennis Gabriel  
and Beryl Brown, who is 1982 conference manager.
- San Diego Conference Report XV. San Diego Conference Report
- Theme - Beryl suggested that the Theme for the conference  
be on the professional development of WCRA members.  
Sections might be available on stress reduction, physical  
exercise; one afternoon might be devoted to sightseeing  
with the paper sections scheduled for the evening.

XVI. Liaison Report

NARDSPE

- A. NARDSPE - Beryl Brown, liaison, noted that NARDSPE has midwest orientation; attracts practitioners rather than researchers; and has a wider representation of people in developmental education than does WCRA. She suggested a back-to-back conference with NARDSPE

ACPA

- B. ACPA - A request was made for WCRA to participate in "Innovations and Research in Learning Centers Guide." Carol Walvekar submitted papers explaining the project. Further information was needed; no consensus was reached.

The meeting was adjourned at 9:15 p.m.

The meeting was called to order Thursday, April 9, 1981  
by Betty Levinson, President.

Voting members attending: Betty Levinson, President; Ann  
Faulkner, President-elect; Don Yamamoto, Treasurer;  
Elaine Cohen, Coordinator of State Directors

Non-voting members present: Pat Heard, Conference site selection  
Chairperson; Michael O'Hear; Kate O'Dell, Lucy McDonald,  
Gwyn Enright

Journal

I. Journal Report (Attachment #17)

A. General information -

Issues

Format

First issue will be in the fall; we have two articles thus far  
There will be different size paper and logo and typesetting  
to distinguish it from the newsletter  
Printing can be done either way - at the newsletter end or  
through Mike  
It will be 12-16 pages with 6 leafs  
Best suggestion seems to have typesetting done at Mike's  
end and send camera-ready copy to JoAnn  
Color will vary from issue to issue

Advisory Board

B. Advisory Board

Bruce Cronnell  
Virginia Schrauger  
David Lemire  
Carolyn Simonson

Thrust of Journal

C. Thrust of the journal - Mike noted that the thrust  
of the journal would be historical, philosophical, and  
research oriented, as well as geared to the practitioner

Finances

D. Finances - Don felt that given current WCRA finances  
we can afford the journal, particularly since we can  
anticipate a good attendance at the San Diego conference

Moved (Cohen) and seconded (Faulkner) that we create a  
WCRA journal

PASSED

Betty thanked Mike for all his work. After discussion about  
logo, it was decided that Mike would make those decisions.

Conference Bids

II. Conference Bids

- A. Pat Heard introduced Lucy McDonald who presented the bid for the 1983 conference in Portland, Oregon. (Attachment # 18)

Oregon

- B. Proposal from Oregon Consortium

Seven community college in Oregon and one in Washington and two universities have joined together to plan for the conference. Included in the packet in attachment 18 are letters of support from the colleges.

Pluses and minuses of the two hotels are included in the packet (Attachment #19)

1. The Red Lion is on an island close to Portland
2. The Marriot Hotel is downtown  
single room \$45; double room \$55  
There is a \$5 reduction per room if we pay for meeting rooms

Date

The conference date would be March 24-27 to coincide with Chemeketa's spring vacation

San Jose Bid

- C. San Jose Bid

Carol Bogue presented the bid from San Jose for 1983 or 84.

Carol presented the Hyatt hotel bid (Attachment #20)

Carol presented a letter of support from San Jose City College (Attachment #21) for support of Carol's time and other necessary support for the conference. Carol noted that several other community colleges would also support the conference

Both Pat and Carol felt that the Hyatt bid was the best and most complete bid. The San Jose convention bureau will provide many services

The question about the 1984 conference date was raised. Carol said there would be no problem, even though the bid was for 1983. The Hyatt is not available the week ending on Palm Sunday. The dates would be April 5-8, 1984.

Dates

The meeting was adjourned.

Minutes from the General Session 4/9/81 Dallas

The meeting was called to order by President, Betty Levinson, at 2:50 p.m.

Betty introduced Ann Faulkner who welcomed members to the conference and addressed the conference theme.

Ann then introduced conference manager Delryn Fleming who also welcomed all conference attendees.

Delryn introduced Dr. Holt, President of Brookhaven College, who welcomed all those attending the Dallas conference and acknowledged the hard work of WCRA members.

Ann Coil read highlights of the August 1980 board minutes and the minutes of the 1981 conference.

Don Yamamoto reported on WCRA finances and investments.

Betty Levinson announced the re-establishment of the scholarship fund and the establishment of a WCRA journal

W. Royce Adams introduced the officer candidates who addressed the membership

Dave Hubin introduced the featured speaker, Gene Lyons, who addressed the issue of "Challenge" for WCRA.

Minutes from General Session 4/11/81 Dallas

Betty Levinson called the meeting to order at 10:50.

Betty introduced Royce Adams who conducted the balloting for officers of WCRA

Gwyn Enright introduced the speaker Al Canfield who spoke to the membership on the topic of "Reassessment."

The newly elected officers of WCRA are:

President-elect	Dick Lyman
Secretary	Mitch Kaman
Treasurer	Don Yamamoto

The meeting was adjourned.

The meeting was called to order by President, Betty Levinson, at 9:05 a.m.

Voting members attending: Betty Levinson, President; Ann Faulkner, President-elect; Ann Coil, Secretary; Don Yamamoto, Treasurer; Elaine Cohen, Coordinator of State Directors

Non-voting members attending: JoAnn Wells, Lucy McDonald, Kate O'Dell, Manual Olguin, Dick Lyman, Mitch Kaman, Delryn Fleming, Gwyn Enright, Carol Walvekar, Beryl Brown, Jackie Bonner

Report from State  
and Regional  
Meetings

I. Regional and State Meeting Reports

- A. Elaine Cohen attended the members-at-large meeting. She reported that they are an enthusiastic group and very supportive of WCRA activities.
- B. Ann Coil attended the Alaska, Hawaii, Nevada, Oregon, and Washington meeting. Ann reported that these members felt fees for meeting rooms should be spread throughout the membership; they were not opposed to the Sunday extension of the conference; They would like to have membership cards available locally so they could sign someone up and take the money right there. They inquired about available funds to send officers of WCRA to regional meetings as a drawing car.  
  
The board responded that they can take the money and the card will be sent for membership. No funds are available to send WCRA officers to meetings. But if an officer is traveling to a state of region represented by WCRA they might contact the state director and consider visiting.
- C. Ann Faulkner attended the Northern California meeting. She reported a harmonious session with no problems
- D. Pat Heard attended the Colorado, Idaho, Montana, Utah, Wyoming meeting. They like being downtown at a conference. Utah would like to make a conference bid.
- E. Betty Levinson attended the Arizona, New Mexico, Oklahoma, Texas meeting. They felt the proposed conference sites were good. They have a problem with late mail. They were concerned about some people reading their papers; and would like more time to discuss academic issues.



\*Minority Affairs II. Minority Affairs Committee

A. Meeting - Manuel Olguin reported that the committee met Friday and Saturday and had 14 people in attendance. He regretted the lack of activity by the committee and listed five ways in which the committee could become more involved in WCRA affairs.

Involvement in  
WCRA

1. Well try to be involved in conference planning
2. Will make more effort to make presentations
3. Would like minority column retained in newsletter. Manuel will assume responsibility for follow-up
4. Would like a minority mailing list for communication with other minorities
5. Will investigate new leadership. Two people could volunteer to be co-chairs and work underneath Manuel. Kathy Jackson and Theria Beverly have indicated an interest in co-chairing.

B. Manuel is concerned about lack of participation by Chicanos

Suggestions for  
Involvement

C. Suggestions - It was suggested that Manuel receive extra newsletters and brochures to distribute to interested minorities. Betty asked if Manuel could have an article in the newsletter for one the next two issues.

D. Budget - Manuel requested that the budget remain at \$200.00

Scholarship III. Scholarship Committee (Attachment #22)

A. Changes -

Due dates

1. Due date for nominations upped to Dec. 1
2. Nominations must come to the awards chairperson, not the president-elect
3. Criteria for Scholarship award should hint at WCRA membership

Donations

B. Donations and Tax-exempt status - These need to be pursued to determine our exact status

Procedure for  
mailing check

C. The check should be mailed directly to the applicant and not go through the school channels; however, some proof of registration must be received by WCRA before the check is sent.

Rating sheet

D. Rating Sheet - The award rating sheet includes research, non-research literature, and media work

Resignation by Mitch

E. Mitch submitted his resignation now that he has been elected secretary of WCRA. Other members interested in serving on the committee include: Pat Mulcahy; Dave Hubin, and Vince Orlando. Suzanne McKeowan and Theria Beverly requested to remain on the committee.

Conference Report

IV. Conference Report

- A. 324 people registered for the conference
- B. The conference came in under budget
- C. 175 registered only a week ago Friday. It is important to let membership know how important pre-registration is.
- D. Delryn would recommend continuation of conference fee without requiring membership in WCRA

Conference fee w/o membership

Nominations Committee

V. Nominations Committee

Tentative list

- A. Tentative recommendations have been made. They need only to verify by phone a few more people.
- B. Elaine reported that meeting at the conference was and excellent suggestion.

Treasurer's Report

VI. Treasurer's Report (Attachment #23)

- A. Income from the conference: \$4299.50 receipts  
45.00 Proceedings
- B. The board requested a breakdown of the budget

Budget

Moved (Cohen) seconded (Faulkner) to review the budget in detail in August after the accounting by the members (Attachment #24)  
PASSED

Moved - Conference Bids

VII. Conference Bid

Moved (Faulkner) and seconded (Cohen) to accept the Portland Conference bid for May 24-27 1983 and to accept the San Jose bid April 5-8 for 1984.

PASSED

Moved (Cohen) and seconded (Faulkner) that we meet at the Marriot in Portland.

PASSED

Moved (Cohen) and seconded (Faulkner) that we reserve the Hyatt Hotel in San Jose.

PASSED

The board recommended that WCRA pay for meeting room fees through registration and that it be publicized.

August Board  
Mtg. undecided

VIII. August Board Meeting

- A. Location - It has not been decided if the board meeting will be held in Denver closer to most officers or in San Diego at the conference site. The budget has been set to account for the more expensive means.
- B. There was some discussion that the meeting needs to be held earlier in August.

The meeting was adjourned at 10:40.

WESTERN COLLEGE READING ASSOCIATION  
BOARD MEETING

Dallas, Texas  
North Park Inn  
August 22, 1980

The meeting was called to order at 8:30 p.m., August 22, by president Betty Levinson.

Voting members present: Betty Levinson, President  
Elaine Cohen, Past-president  
Ann Faulkner, President-elect  
Don Yamamoto, Treasurer  
Ann Coil, Secretary

Non-voting member present: Pat Heard, Past-past president

I. SECRETARY'S REPORT

A. Corrections of previous minutes

Page 5, section V A: "...host the 1982 conference."

Page 8, section V: "...Literacy."

Page 9, II: "... from Foothill College."

Page 9, IV A: Strike last sentence beginning with  
"Carol Walvekar..."

Page 9, I B: "... three minutes per speaker."

Page 16, II B 2: "At the opening session..."

Page 6 IX A: Add "Ruth will be reimbursed \$180.00  
for past expenses for the archives."

B. Discussion

1. It was suggested that the board follow-up on the intent in section IX C of the minutes to encourage all account managers not to exceed their budgets
2. Board reiterated their decision to set budget guidelines and ask members to stay within budget and submit all bills by May 15

C. MOVED (Cohen) and seconded (Yamamoto) that the minutes be accepted as corrected. PASSED

INDEXING OF MINUTES  
(Action: Coil)

D. Indexing of WCRA minutes

An indexing by topic or issue was preferred, for example, "travel to board meetings," or "treasurer's procedures." Indexing will start with the most recent minutes and work backward. At least ten years will be indexed.

DISTRIBUTION  
OF MINUTES  
(Action: Coil)

E. Who should receive minutes of the board meetings

It was decided that the board would get complete minutes of the meetings and summaries would be sent to the newsletter editor, state directors, and all past presidents. Past presidents will be asked to request that further board meeting minutes be sent to them.

F. Secretary's Budget

Budget is to be used for duplicating and mailing of minutes, primarily. Some expenses may be incurred for the indexing of the minutes, not to exceed current budget.

II. TREASURER'S REPORT

A. IRS Reports Submitted

Two copies of IRS form 900 were sent by Jim Baugh to the IRS May 79 to June 79 and July 79 to June 80 due to the change in the fiscal year. The new fiscal year runs from July 30 to June 30.

B. Current Financial Status (See attachment #1)

Checking Account Balance	\$18,240.12
Savings Account	5,943.01
Total Assets	24,183.13

C. Investment

MSP  
INVESTMENT  
(Action: Yamamoto)

MOVED (Cohen) seconded (Faulkner) that WCRA invest \$10,000 in a money market certificate or some other safe and secure investment for six months - September to February. PASSED

Discussion: Investing WCRA money in this way would yield a higher return than passbook savings. Investing \$10,000 would still leave approximately \$13,000 liquid for operating expenses till February. Major expenses for this period will be the cost of the Proceedings and the newsletter.

D. Treasurer's Report for June 30, 1980 (See attachment #2)

E. Current Treasurer's Report

MSP  
TREASURER'S  
REPORT

MOVED (Cohen) seconded (Faulkner) that the board accept the August 1980 treasurer's report.  
PASSED

ITEMIZATION OF  
EXPENSES

Discussion: It was suggested that future treasurer's reports include an itemization of expenditures and that the treasurer make quarterly reports.

MSP  
QUARTERLY TREASURER'S  
REPORTS  
(Action: Yamamoto)

MOVED (Faulkner) seconded (Cohen) that quarterly treasurer's reports be submitted to the board in person or through the mail. PASSED

F. Banking Procedures

MSP  
ADVISORY COMMITTEE  
ON FINANCIAL AFFAIRS

MOVED (Faulkner) seconded (Cohen) that WCRA establish an advisory committee for finance to advise the board on accounting procedures, bank selection, treasurer's job description and other matters related to WCRA financial affairs. PASSED

Discussion: As WCRA grows, its financial affairs are becoming more complicated. Don suggested that it might be wise to make the accounting system uniform and the procedures consistent across treasurers. He also suggested that the account be transferred to and held permanently in a bank near Hal McCune who could do the depositing. This might limit the lag time in the receiving and posting of checks and the danger of sending so many checks through the mail.

A bank located a distance from the treasurer does limit the officer's negotiating and face to face dealings with the bank.

It was suggested that it might be wise to move the bank now when there are few financial transactions and Betty is in Los Angeles and can function as a signator.

Don preferred not to act this term in moving the bank because his system was established and would lose bank costs already paid and some interest.

He suggested the following system for the present. Hal should stamp the checks received and send them directly to the Colorado Bank. He should send an itemization of the checks to Don. As a double check, the bank should also send Don an itemization of the checks they received.

He suggested a committee be established to advise the board and that a professional accounting firm might be enlisted to help set up an accounting system.

Some professional accounting societies receive points for serving non-profit organizations. WCRA might be able to take advantage of this service.

WCRA Board Meeting August 22, 1980 - Dallas, Texas

MEMBERSHIP  
-BROCHURES  
-RENEWAL LETTERS

G. Membership

1. New Brochures

New membership brochures have been printed and may be obtained from Hal McCune. They will be sent to the state directors and to the board members (50 each).

2. Renewal Letters (See Attachments #3, 4, & 5)

Betty distributed letters she sent to new WCRA members, members who renewed their membership, and those who did not renew.

3. Mailing to Alaska

Alaska members find that it takes 3 weeks to 6 months to receive 3rd class mail.

MOVED (Faulkner) seconded (Cohen) that all mailings to Alaska be sent 1st class. PASSED

4. Membership is 653

TREASURER'S  
TERM OF OFFICE

H. Term of Office for Treasurer

A longer term would allow for developing more uniform procedures and would minimize yearly changes. The treasurer also relinquishes his or her duties at the busiest time of the fiscal year for WCRA which makes the transition difficult. A more complete job description would make the transition easier and the job more uniform.

Two years service is a lot to ask of a member; in addition, it makes for a more static board as there would be one less new member on the new board.

It was suggested that the finance advisory board be requested to take up this issue.

REIMBURSEMENT FORMS  
(Action: Yamamoto)

I. Reimbursement forms

Board members need more forms

The meeting was adjourned at 10:00 p.m.

The meeting was called to order at 8:45, August 23, by president Betty Levinson.

Voting members present: Betty Levinson, President  
Elaine Cohen, Past-president  
Ann Faulkner, President-elect  
Don Yamamoto, Treasurer  
Ann Coil, Secretary

Non-voting member present: Pat Heard, Past-past president

Conference Committee Members: Delryn Fleming, conference manager;  
(2:00 to 3:00) Diane Tharp; Spenser Olesen; Marion Mills

STATE DIRECTORS I.  
-CHANGE OF  
-TRAINING SESSION  
-NEWSLETTER FORM  
(Action: Cohen)  
-STATE BANK ACCT

COORDINATOR OF STATE DIRECTOR'S REPORT

A. Change of Directors

1. Margaret Hyde of Arizona and Virginia Shrauger of Oregon have resigned as State Directors. Elaine is contacting the individuals these former State Directors have recommended to replace them.
2. David Forbes is the State Director for Alaska. His address is Box 1089 Kenai Alaska 99611

B. It was suggested that Betty's renewal letter be included in Elaine's letters to the State Directors.

C. Suggestions from Carol Walvekar

1. Issues

- a. Training session for new State Directors at the conference would be helpful.
- b. It would facilitate State Director's communication to have a form for sending information to the newsletter, rather than having the State Director's initiating the effort to write an article.
- c. Carol asked for advice concerning a \$100.00 profit on a state meeting.



2. Discussion

- a. A lunch session on Thursday from 12:00 to 2:30 was decided upon as the best time to hold the State Directors' orientation and information meeting, followed by the newcomer session. State meetings would then be held on Friday. They could report back to Elaine on Saturday and Elaine could report to the board on Sunday or at the last board meeting.

A Wednesday evening meeting was also considered, but it was felt it might be too early for some directors to get there.

The board would like to have a board member at each state meeting.

- b. The form for the newsletter was felt to be a good idea. Elaine will devise the form.
- c. MSP MOVED (Faulkner) seconded (Cohen) that a state WCRA organization that makes \$25 or more profit on an activity should open their own account and use the money for future WCRA activities. The account should be set up in WCRA's name and the signature should change with each new state director. An accounting should be included with the state director's annual report. PASSED

STATE BANK ACCOUNTS

IV. NOMINATIONS COMMITTEE REPORT

NOMINATIONS  
-COMMITTEE  
-TRAVEL TO MEETING  
-EARLY ORGANIZATION  
OF COMMITTEE

A. Committee members;

Royce Adams, Chair  
Irwin Joffe  
Caroline Turner  
Rhoda Casey  
Odessa Yuthas

B. Meeting Arrangements

Royce preferred to fly all members to the meeting. The board felt that the time and the funds did not permit this. A conference call was suggested between the three who will be at the meeting and the two who will not be able to attend in person.

- C. It is essential that the chairperson get the committee organized and approved by the president before the conference so a face to face meeting can be held at that time.

V. PLACEMENT BUREAU -Jane Ballback (Attachment #6)

PLACEMENT

Things are going well. Former members who do not renew membership should be dropped from the list. It was suggested that Jane ask those members on the list if they wish to remain on the list and receive all the mailings. The budget will remain the same.

VI. ARCHIVIST -Ruth Purdy

ARCHIVIST  
-SEND INFORMATION

Ruth notes that she is not receiving anything. Board members, chairpersons, and members should send her anything that is appropriate for the WCRA archives. The secretary will send her the entire minutes with attachments.

PROCEEDINGS

VII. PROCEEDINGS -Gwyn Enright (Attachment #7)

Gwyn reported that the acceptance and editing of articles for the Proceedings is progressing. It was suggested that a booth be set up in the Publishers' Exhibits to sell Proceedings.

VIII. NEWSLETTER - JoAnn Wells (Attachment #8)

NEWSLETTER  
-DEADLINES  
-BILLING PUBLISHERS  
(Action: Yamamoto)  
-HIGHLIGHTS OF  
MINUTES BY SEC'Y  
-OCT. DEADLINE SAME  
-PHOTOS  
(Action: all board)

- A. JoAnn is having deadline problems because people don't send information on time. Also, not enough people are contributing to the Newsletter.
- B. Don will contact JoAnn about procedures for billing of publishers' ads.
- C. The number of newsletters sent to board members will remain the same except for Ann Faulkner who, as conference chair, will need more.
- D. An article in the Newsletter to have published authors solicit their publishers to put an ad in the newsletter will probably not be effective.
- E. The secretary is to use her discretion about the issues to be highlighted in the Newsletter.
- F. Ann felt she would like to adhere to the October deadline.
- G. There were no suggestions for the STAR column at this time.
- H. All board members need to have new photos to JoAnn by the August 31 deadline.

IX. MINORITY AFFAIRS ADVISORY COMMITTEE

MINORITY AFFAIRS  
-NO RESPONSE TO  
ARTICLE  
-SPONSOR WORKSHOP  
OR PANEL

- A. As of the board meeting no minority report had been submitted. No one responded to the article in the Newsletter written by Elaine Cohen and Don Yamamoto.
- B. It was suggested that the above issues be brought up at the minority affairs committee meeting at the conference.
- C. It was also suggested that the minority committee might sponsor a workshop or panel on working with the minority student. Ann Faulkner will send a letter to the minority committee recruiting them to sponsor an institute or panel.
- D. The budget will stand as is.

X. CONFERENCE

CONFERENCE - 1981  
- OVERVIEW  
- PAPER SESSIONS  
ON THURS.  
- PUBLISHERS EXHIBITS  
- FRI/SAT PARTIES  
-AUDIO-VISUAL  
-FOOD  
-GRAPHICS  
-HOSPITALITY  
-REGISTRATION

- A. Overview
  1. Title reflects WCRA title: Challenge, Re-Assessment, and Affirmation.
  2. No paper sessions were originally scheduled for Thursday.

It was felt that the conference needs to have paper sessions offered on Thursday to make it worthwhile for people to attend. Drawing power may be diminished without them because of the tighter financial situation today. Room rates are only \$56 for a double which somewhat balances the effects of the financial picture.

It was decided to have paper sessions on Thursday
- B. Conference Management (Attachments #9 and 10)
  1. Publishers' Exhibits

Exhibits are scheduled for Friday from 8 to 5 and Saturday from 9 to 3.
  2. Friday Night Party

From 6:00 to 7:30 p.m. free beer is available, followed by dinner at 7:30

3. Saturday

7:30-9:00 Breakfast  
12:00-3:00 Dallas Tour  
6:00-12:00 Dinner at a restaurant and trip to a rodeo

4. Audio-Visual Equipment

Dallas County Community College District will provide equipment. Community college staff from the campuses will handle the equipment.

5. Food

- a. Publishers' Breakfast - Saturday a.m.; \$4.00 per person; includes 4 kinds of rolls, juice available fresh fruits, coffee and tea. Estimated at 350 people.
- b. Friday night banquet - free beer 6:30-7:30; cash bar open for other drinks; party around the pool; entertainment; booths of various kinds of food; drawings; roped-off security for taking tickets, etc.; \$14 per person without BBQ beef; \$15-17 with beef including 15% gratuity and 5% tax; \$25 waiter for first hour and \$15 per hour after the first.
- c. Sunday Brunch - For \$8.75 meal includes quiche lorraine or scrambled eggs or spinach crepes, fruit cups, asparagus spears, coffee & tea; for \$8.95 we can have a larger assortment buffet style; can have 30-40 minute cash bar for bloody Marys or screwdrivers; would be \$25 for bartender
- d. Marion needs to write a food for article for the Oct. 15 Newsletter.

6. Publishers Exhibits

- a. Six have signed up to exhibit
- b. Checks come to Don, who will send confirmation to Elizabeth.
- c. Inquired about IRA free booth and found that any non-profit professional organization such as IRA or ERIC can exhibit free.
- d. Publishers might be encouraged to run an ad in the Newsletter.

7. Graphics

Much work is being donated by the community college district

8. Hospitality

- a. There is a choice of two suites, one by the pool.
- b. Food will be supplied; people may bring drinks if they wish.
- c. Everyone who comes to the hospitality suite will get a yellow flower or rose.
- d. Newcomers' reception will include free margaritas
- e. Thursday will be dinner on the town; private cars will provide transportation to various restaurants in the Dallas area

9. Registration

- a. The schools will donate packets
- b. The registration form is in the planning process.
- c. The fee structure needs to be determined for the registration form.

The meeting was adjourned at 4:30.

The meeting was called to order at 8:30 a.m. August 24, by President Betty Levinson.

Voting members present: Betty Levinson, President  
Elaine Cohen, Past president  
Ann Faulkner, President-elect  
Don Yamamoto, Treasurer  
Ann Coil, Treasurer

Non-voting member present: Pat Heard, Past-past president

The board continued with the discussion of the Dallas conference.

I. CONFERENCE

CONFERENCE

- LATE REGISTRATION
- CHAIRPERSONS
- SPEAKERS
- CAREER INSTITUTE
- PUBLICITY

A. Late Registration

It was decided that a late registration would be charged. Those who sign-up after the deadline date or at the conference will pay \$5 extra. Late fees, other than those paid at the conference will be sent to Dallas. Those who register before the conference deadline date will send their fee to Don.

B. Chairpersons

Karen Smith will coordinate the chairpersons.

C. Speakers

Speakers will be needed to address the conference issues reflected in the theme: challenge, re-assessment, and affirmation. Speakers have not been decided upon at this time. Ann would like an in-house speaker to address the internal issue of affirmation of what WCRA is doing.

D. Institutes

1. Follow-up letter will be sent to the Minority Affairs committee asking if they would like to sponsor an institute
2. A career planning institute proposal was received with a request to pay for the transportation of a career planning specialist. The board turned down the request on the basis that board policy does not pay for institute speakers. Only Keynote speakers are paid for participating at WCRA.

E. Publicity

1. The committee is looking for all free places to put ads
2. The Chronicle of Higher Education might be a good place to take out an ad.
3. A publication called the Bulletin Board advertises all conferences.
4. A cognitive style conference will be held on Monday and Tuesday following WCRA. Members of WCRA will be given reduced rates for this conference. Ann will check on the North Park Inn rates for after the conference.

F. Budget (Attachment #11)

CONFERENCE BUDGET

- \$400 DECORATION/ENTERTAINMENT

- MSP

\$600 HONORARIUM

- INCREASE INSTITUTE COST

- MSP

ACCEPT BUDGET

1. Decorations and entertainment will function as a \$400 entertainment budget, not to exceed \$400.00.
2. MOVED (Faulkner) seconded (Yamamoto) that the honorarium budget be set at \$600.00 to allow the President-elect to negotiate the honorarium with no honorarium being less than \$150.00. PASSED.

Discussion: The speech only takes 20 minutes versus the fee a daily consultant gets. However, fees are going up and good speakers are difficult to get. A good Keynote speaker can set the tone of the conference. It is good for a President-elect (conference manager) to have flexibility.

3. \$50 dollars are allotted to Institutes to pay for materials. Larger institutes, drawing more than the usual 25 people can collect more money to pay for the costs of materials. The increased fee to participants is publicized in the conference information sent to members.
4. MOVED (Faulkner) seconded (Cohen) that the board accept the 1980 projected conference budget. PASSED.

G. Fee Structure for the Conference

MSP

NEW CONFERENCE  
FEE STRUCTURE

MOVED (Faulkner) seconded (Cohen) that the following fee structure be adopted for the 1981 conference.  
PASSED

Conference fee for non-members  
mailed by March 15 deadline.....\$30.00

Conference fee for non-members  
mailed after March 15.....\$35.00

Conference fee, membership  
and Proceedings mailed by  
March 15 deadline.....\$45.00

Conference fee, membership,  
and Proceedings mailed after  
March 15 deadline.....\$50.00

Discussion: It was decided not to have a per-day fee for the conference because of monitoring problems and financial considerations. \$15 may not cover many of the expenses underwritten by the organization, such as publishers' breakfast, part of the dinner, and the Proceedings. Those members who pay the full would be carrying those who did not join. The long-term financial implications of a decision to have per-day fees need to be explored.

Membership renewal form should not be placed at the bottom of the registration form as it is confusing.

Membership forms need to have Proceedings information on the front, not hidden on the back.

The board tabled the discussion concerning the inclusion of the Proceedings in membership cost.

#### MEMBERSHIP PERIOD

Memberships paid prior to December 31 include all rights and privileges (Newsletter and Preconference registration) till the day before the next conference, April 2. Memberships paid January 1 include the current 1981 conference.

#### H. Keynote Speaker

1. Malcolm Knowles is being considered as for keynote speaker
2. It was suggested that a discussion session follow the speech, as was done last year.



II. SCHOLARSHIP AND AWARDS COMMITTEE

SCHOLARSHIP/AWARDS

A. Long and Outstanding Service Award (Attachment #12 & 13)

-MSP  
ACCEPT NOMINATING  
FORM - LONG & OUT-  
STANDING SERVICE

MOVED (Cohen) seconded (Faulkner) that the board accept the WCRA nominating form for Long and Outstanding Service award and that it be printed in the next Newsletter as a separate sheet, PASSED.

-DEFEATED  
RETIRING MEMBER

B. Retiring Member Award (Attachment #14)

MOVED (Cohen) seconded (Faulkner) that the board accept the retiring member award. DEFEATED

Discussion: There was a question about the purpose of the award. Was it to recognize any member who retired, or was it to remember retiring members who had made a contribution to WCRA? If it is the latter, recognition could be given through the certificate of appreciation or through the long and outstanding service award.

C. Certificate of Appreciation (Attachment #15)

-MSP  
CERTIFICATE OF  
APPRECIATION  
-CHANGES IN CERTIFICATE

MOVED (Cohen) seconded (Yamamoto) that the board accept the guidelines for the Certificate of Appreciation including recognition for those retiring members.

D. Sample Certificate

1. Board suggested the certificate be beige and brown to be consistent with membership card.

2. Changes to be made:

remove "helping"

substitute "recognition of time, effort,  
and support you have given to the  
WCRA association"

-LITERARY/RESEARCH  
RETURNED TO COMMITTEE

E. Literary or Research Contribution

It was recommended that the instrument for evaluation of literary and research contributions be returned to committee and that they review guidelines and seek help from other organizations who give similar awards. The criteria sheet seemed limited, very subjective, and not sensitive to differentiation among works. The instrument did not seem to emphasize the most relevant issue, that of how the work supports and expands the key thrusts of WCRA.

- F. The board commends Mitch Kaman and his committee for the excellent and thorough job done on the Scholarship and Awards guidelines.

III, LIAISON REPORTS

A. Appointments and Resignations

LIAISON REPORTS

-APPT./RESIGNATIONS  
-IRA CO-SPONSORED MTG.  
-ACPA & COMMISSION XVI

1. Bob Williams has resigned as photographer; Ann Faulkner will appoint a conference photographer.
2. Kate O'Dell will serve as Parliamentarian
3. Gwyn Enright will continue as Proceedings Editor
4. Jane Ballback will continue as head of the Placement Bureau
5. Marilyn Fairbands will continue as liaison to IRA.
6. Ann F would like a list of liaison people so she can mail them conference information to distribute.

B. IRA Co-sponsored Meeting

1. Elaine reported the WCRA panel at IRA was very successful. The College Reading Association would like to co-sponsor a 2 hour session with WCRA at the next IRA conference.
2. Jim Walker from the College Reading Association and Elaine Cohen have had a college reading institute accepted for IRA which will help give WCRA visibility.
3. It was suggested that WCRA try to publicize the Proceedings at various conferences. State Directors, for instance, could be mailed sample sets of Proceedings and take orders at conferences they attend.

C. ACPA (Attachment #17)

1. Carol Walvekar reported that Commission XVI will have a conference in Cincinnati March 29-April 1. Members of WCRA are invited to submit proposals. This will be printed in the newsletter.
2. Carol submitted minutes of the Commission XVI meeting and asks members to contact her if they have further questions.

IV. FUTURE CONFERENCES

FUTURE CONFERENCES

-1982 CONTRACT SIGNED

-MSP  
REVISED GUIDELINES  
FOR SUBMITTING  
CONFERENCE PROPOSAL

-INFORMAL GUIDELINES  
FOR SITE SELECTION

A. The contract for the 1982 conference has been signed with the Bahia Hotel in San Diego.

B. 1983 Conference

1. WCRA must have an official institution and member sponsor the conference

2. Letters Pat will mail to various members and institutions will include guidelines for making contracts with hotels. She would like to make the old guidelines look less like a contract.

MOVED (Cohen) seconded (Faulkner) that the board approved the proposed revised guidelines for submitting a proposal for a conference. PASSED. (Attachment #18)

C. Prospective Sites

1. Informal guidelines say that the conference will be located in California every other year, and that within California the site will alternate between northern California and southern California.

2. Pat asked for guidance in how strictly she should adhere to the guidelines. Because of the heavy resources and responsibility involved in sponsoring a conference, it was suggested that Pat be open to all bids which may come in.

V. PRESIDENT'S REPORT

A. Release of Articles to Alvina Treut Burrows Institute

MOVED (Faulkner) seconded (Cohen) the request of the Alvina Treut Burrows Institute for the release of specified titles of Proceedings Articles to their William S. Gray collection. PASSED. (Attachment #19)

PRESIDENT'S REPORT

-RELEASE OF ARTICLES  
TO A.T. BURROWS INST.

Discussion: The board felt that since releasing these articles would not interfere with our current contracts and the titles could be sold with profits going to the author, it was appropriate to agree to their request. In addition, it allows visibility for WCRA members.

B. Ad Hoc Committee for Learning Resources Association of California Community Colleges

-LRACCC REQUEST FOR  
COMMITTEE REFERRED TO  
CALIF. STATE DIRECTOR  
-TALENT BANK DEFERRED  
-SOLICITATION OF  
NOMINATING COMM. CHAIR

LRACCC would like WCRA to establish an ad hoc committee to help them establish guidelines for setting up a study skills center. Since WCRA is a regional organization, it was recommended that LRACCC contact the California state director to see if California members would be interested in this project.

-TIMING/TRANSITION  
OF OFFICER ELECTIONS

C. Talent Bank will be deferred until March

-BUDGET

D. Suggestions for chair of the nominating committee are being solicited by Betty.

E. Timing of Elections and Transition of New Officers

1. It was decided that the election of officers will be held at the Saturday session. The speeches will be given on Thursday.
2. This allows the members more time to get acquainted with the nominees.
3. In some cases, the transition of office needs to be facilitated more smoothly. It is recommended that each officer assemble a note book describing the duties, responsibilities, and suggestions for their office. Also, officers should make more deliberate efforts to personally contact the officer succeeding them to explain the responsibilities and answer questions.

F. Review of 1980-81 Budget (Attachment #20)

BUDGET

-FINANCE COMMITTEE:  
RECOMMENDATION OF  
MEMBERS

-ACCT #2 - BROCHURES  
& CERTIFICATES

-\$75 TO FINANCE COMM.

-MSP  
APPROVED REVISED BUDGET

1. The following people were recommended to be on the finance committee: Odessa Yuthas, Elaine Cohen, Sally Conway, and Don Yamamoto.
2. Brochures and certificates will come out of account #2 - supplies and expenses
3. Finance committee will be give a \$75 budget
4. MOVED (Faulkner) seconded (Cohen) that the board approve the budget as revised. PASSED.

VI. JOURNAL (Attachment #21)

JOURNAL

The association with Jossey-Bass appears to be a liaison, rather than a journal in the sense that WCRA members are asking for.

-JOSSEY-BASS A  
LIAISON, NOT A  
JOURNAL

The board is concerned, however, about the degree of financial and moral support needed for an undertaking of this size. Since responses to just write articles and notices for the Newsletter are few, the board is concerned that members may not contribute to the journal in the numbers needed.

-TRY PULL-OUT  
SECTION IN  
NEWSLETTER

-FOLLOW-UP JOSSEY-  
BASS CONTACT

It was recommended that as a trial measure that informative articles be requested and printed in the Newsletter in a pull-out section that the member could file together and accumulate. This could provide the basis for a journal if sufficient interest is indicated.

Elaine received five very good responses from people proposing journal format and procedures. It was suggested that these people may be a source to draw upon for establishing the Newsletter-Journal concept and identifying possible contributors.

It was also recommended that WCRA follow-up on the Jossey-Bass proposal and that we select a northern California representative to negotiate with Jossey-Bass.

Cohen moved that the meeting be adjourned; Faulkner seconded. Passed  
The meeting was adjourned at 12:15 p.m.

(for the Newsletter)

FROM THE SECRETARY . . .

## Board Highlights

by Ann Coil

The board met August 22, 23, and 24 1980 at the North Park Inn in Dallas, Texas, the site of the 1981 conference.

### Dallas Conference

The theme for the 1981 conference uses the WCRA letters across and down: WCRA - Challenge, Re-Assessment, and Affirmation. Conference events include paper sessions, speakers, publishers' exhibits, Thursday night dinner on the town; Friday night dinner around the pool; Saturday night dinner and rodeo; hospitality room; publishers' breakfast; Sunday Brunch; and Institutes and site visits. There will be a new fee structure to provide more options for those attending the conference. A \$5.00 fee will be charged for those who register after the March 15 deadline.

### MEMBERSHIP

Memberships paid prior to December 31 include all rights and privileges (Newsletter and preconference registration) till the day before the next conference, April 2. Memberships paid January 1 include the current 1981 conference. New brochures have been printed and are available from Hal McCune whose address is

### SCHOLARSHIP AND AWARDS COMMITTEE

The board adopted the new nominating form for the Long and Outstanding Service Award. It will be printed in the Newsletter as a separate pull-out sheet. The board defeated a motion to accept the Retiring Member Award, feeling this recognition was covered by the Certificate of Appreciation. The board accepted the guidelines for the Certificate of Appreciation which is to include recognition of retiring members. The evaluation form for Literary and Research Contribution has been sent back to committee for clarification and refinement. The board commended Mitch Kaman and his committee for an excellent job in drawing up the guidelines to recognize WCRA members.

### FINANCIAL AFFAIRS

The board voted to invest \$10,000 in a money market certificate or some other safe and secure investment. This still leaves sufficient funds liquid for covering operating expenses. The board also voted to establish a finance committee to advise WCRA on financial affairs and the job description and suggested term of office for treasurer.

As WCRA grows, the financial transactions become more complex and numerous. The new treasurer, Don Yamamoto recommended that accounting procedures be formalized and unified across treasurers. A finance committee will give guidance on these issues.

#### STATE DIRECTORS

A special lunch session will be held at the Dallas conference on Thursday from 12:00 to 2:30 as an orientation meeting for new State Directors. State meetings will be held on Friday. The board voted to have state organizations that make more than \$25.00 on a WCRA function to open their own bank account. The money should be used for further WCRA functions. The signature will change with each new State Director and the State Director will make an accounting of the fund in the annual report sent to the board. Elaine Cohen, Coordinator of State Directors is devising a form that State Directors can complete and send to the Newsletter editor for reporting recent state activities.

#### NOMINATIONS

The nominating committee consists of Royce Adams, chair, Irwin Joffe, Caroline Turner, Rhoda Casey, and Odessa Yuthas. The board is making every effort to see that the committee is formed and approved in time for the members to meet at the next conference to decide on a slate of officers for the following election.

#### ARCHIVES

Archivist, Ruth Purdy, reports that she is receiving little information to add to the archives. Any member involved in WCRA activities is encouraged to send Ruth any pertinent material.

#### NEWSLETTER

JoAnn Wells, Newsletter editor, would like more people to contribute information to the Newsletter.

#### APPOINTMENTS

Kate O'Dell will continue as parliamentarian; Gwyn Enright will continue as Proceedings editor; Jane Ballback has been re-appointed as head of Placement Bureau; and Marilyn Fairbanks will continue as liaison to IRA.

### FUTURE CONFERENCES

The contract for the 1982 conference has been signed with the Bahia Hotel in San Diego. Pat Heard, site selection chairperson for the 1983 conference is in the process of looking for a location. Informal guidelines state that the conference will be held in California every other year. When the conference is held in California, the sites will alternate between norther and southern California. WCRA must have an official institution and member sponsor the conference. Since it is difficult to always find such sponsorship in the location desired, the board recommended that Pat entertain all bids for the 1983 conference.

### ELECTION OF OFFICERS

It was decided that the election of WCRA officers will be held during the Saturday general session to allow members more time to get acquainted with the nominees. Nominating speeches will still be held on Thursday.

### JOURNAL

The publication affiliation with Jossey-Bass was explored. It was felt that this venture was more of a liaison than a a journal in the sense that WCRA members have been requesting. The board is concerned about the degree of support needed for an undertaking of this size. As a trial measure the board recommended that informative articles be solicited from members and printed as a pull-out section in the Newsletter. These could be collected and filed by members to serve a function similar to a journal. If sufficient interest and activity is generated, the venture can be expanded into a journal. Elaine Cohen received five excellent proposals for a journal. It was suggested that these people may be a source to draw upon for establishing guidelines for the Newsletter-Journal concept.



In WCRA Archives  
as of  
1/20/80

MINUTES

<u>Date</u>	<u>Description</u>
1/24/67	Board Meeting, Redlands
3/19/70	Board Meeting, Portland, Ore.
8/8/70	Exec. Board Meeting, San Francisco Attachments: Treasurer's Report of 8/11/79 - 8/8/70 Conference Guide, March, 1970, by Christ and Kersteins
4/1/71	Exec. Board Meeting, Los Angeles, 9:30 a.m. and 11:00 a.m., Airport Marina Hotel
4/2/71	" " " , " " , 11:00 a.m.
4/2/71	General Business Meeting, WCRA Fourth Annual Conference
4/3/71	Exec. Board Meeting, Los Angeles, 2:00 p.m. from Gene Kersteins
8/13/71	(Letter/containing tentative agenda for board meeting scheduled for 8/21/71.)
3/23/72	Board Meeting Attachment: Minutes of State Directors' Meeting, 3/23/72
3/24/72	General Membership Business Meeting (Condensed Minutes)
3/25/72	Board Meeting, Reno-Sparks, Nev.
7/21/72	(Letter from P. M. Hollingsworth containing tentative agenda for board meeting scheduled for 8/26/72 in Las Vegas.)
8/26/72	Exec. Board Meeting, Las Vegas
8/26/72	Condensed Minutes of Exec. Board Meeting, Las Vegas

## ATTACHMENT #3 continued

Minutes in WCRA Archives as of 1/20/80 - 2

4/12/73 Exec. Board Meeting, Albuquerque  
 4/13/73 General Business Meeting, Albuquerque  
 4/14/73 Exec. Board Meeting  
 9/8/73 Exec. Board Meeting, Denver  
 Attachment: Handwritten tentative Conference Program, WCRA, 1974

4/4/74 Exec. Board Meeting, Edgewater Hyatt, Oakland  
 4/5/74 General Meeting  
 4/6/74 Exec. Board Meeting  
 9/8/74 Exec. Board Meeting, Anaheim, Ca.

3/19/75 Exec. Board Meeting, Anaheim  
 3/21/75 General Session: Business Meeting  
 3/22/75 Exec. Board Meeting

9/20/75 Exec. Board Meeting, Tucson  
 Attachments: 1. Letter of 7/22/75 re balloting from P.M. Hollingsworth to June Dempsey, Pres.  
 2. Letter of 7/21/75 re nominees from Gene Kerstiens to past presidents  
 3. Sample proposed letter to publishers (exhibitors) of 9/19/75 from Barbara G. Morse, Exhibits Chairperson  
 4. Sample proposed attachment to letter to exhibitors (attachment #3)  
 5. Estimated Budget for WCRA Ninth Annual Conference scheduled for April, 1976.  
 6. Letter to Barbara Oakman of 9/12/75 from Ramada Inn in Tucson re proposed menu.  
 7. Letter from Perry L. Franklin of Simon Fraser University dated 9/11/75 re that University's bid for the WCRA Conference of 1977.  
 8. Letter from Stanley C. Roberts, Vice-President of Simon Fraser University, Burnaby (near Vancouver) B.C., Canada, inviting WCRA to hold its 1977 Conference there.

## ATTACHMENT #3 continued

Minutes in WCRA Archives as of 1/20/80 - 3

9. Letter from Paul Hollingsworth, University of Nevada, Reno, re that University's bid for the WCRA Conference of 1977.
10. Letter from E.J. Cain, Dean, College of Education of University of Nevada, Reno, inviting WCRA to hold its 1977 Conference there.

4/6/76 Board of Directors Meeting, Tucson

4/7/76 Board of Directors Meeting, Tucson

- Attachments: 1. WCRA Newsletter Staff Job Descriptions dated 4/7/76
2. WCRA Placement Bureau Report: 1975-6
  3. Report of the Ad Hoc WCRA Committee to Investigate the Resources Available for a Readability Analysis Clearinghouse, dated 4/7/76

4/8/76 General Business Meeting, Tucson

Attachment: Treasurer's Report of 4/4/76

4/9/76 General Business Meeting, Tucson

4/10/76 Board of Directors Meeting, Tucson

9/17/76 Executive Board Meeting, Los Angeles

9/18/76 " " " , " "

9/19/76 " " " , " "

Attachment: #2 (Note: No Attachment #1 is attached.  
R. Purdy, Archivist)  
Discussion on Board Policy Statement.

3/29/77 Board of Directors Meeting, Denver

3/30/77 " " " " , "

3/31/77 General Business Meeting, Denver

4/1/77 General Business Meeting, Denver

## ATTACHMENT #3 continued

Minutes in WCRA Archives as of 1/20/80 - 4

4/2/77 Board of Directors Meeting, Denver

- Attachments:
1. Report from Gwyn Enright, Editor, WCRA Proceedings, dated 1/1 to 3/30/77
  2. Report dated 3/25/77, "Center for Counseling and Special Services, UCI, Costs for WCRA Placement Mailings"
  3. Report from Guidelines Committee (formerly Standards Committee)
  4. "Guidelines Committee Draft - The College Writing Lab: Alternatives"
  5. "Guidelines Committee Draft - The College Tutoring Program: Alternatives"
  - 5 (sic). "Guidelines Committee - Programming Alternatives Clearinghouse"

4/2/77 Executive Board Meeting, Denver (continuation)

- Attachments:
1. Budget for WCRA Newsletter for 1977-78
  2. Budget for WCRA Proceedings for 1977-78

9/9/77 Board of Directors Meeting, Long Beach, Ca.

- Attachments:
1. Treasurer's Report of 8/31/77
  2. Financial Report of 1977 Conference
  3. Status of Special Accounts, 9/1/77
  4. Address Changes and Corrections to Membership List 7/6/77
  5. Budget Report
  6. Calif. State University and Colleges "Learning Assistance Centers Statement"
  7. Calif. Legislature Assembly Concurrent Resolution No. 37 re Learning Assistance Centers at Calif. State University and Colleges
  8. WCRA Nominations Committee Report
  9. Report on the proposed "WCRA Journal" from Gwyn Enright, Editor, WCRA Proceedings
  10. Guidelines for Contributions to WCRA Readability Clearinghouse
  11. Evaluation Report of the Sierra Learning Skills Center Conducted by three WCRA Members
  12. Letter from C. Scarafioti re "WCRA Newsletter Ad" dated 8/24/77
  13. Budget, WCRA Secretary, 1977-78

12/9/77 Board of Directors Meeting, Long Beach, Ca.

- Attachments:
1. Treasurer's Report of 12/1/77
  2. Budget Report (Revised)
  3. Status of Special Accounts (Revised) 12/1/77
  4. 1977 Newsletter Review
  5. Letter of 11/9/77 from Rose Wassman re Material Resource Clearinghouse.

## ATTACHMENT #3 continued

Minutes in WCRA Archives as of 1/20/80 - 5

6. Report of Bylaws Committee Meeting of 11/18/77 in Tempe, Ariz.
7. Report of Standing Awards and Scholarship Fund Committee
8. Proposed Guidelines for Office of Archivist, WCRA
9. Reimbursement of Expenses for Meetings - Regular and Special Meetings of the Board of Directors and Committee Meetings as Approved and Budgeted by the Board of Directors

3/15/78 Board of Directors Meeting, Long Beach, Ca.

- Attachments:
1. Treasurer's Report of 3/10/78
  2. Treasurer's Report - 1977-78 Budget
  3. Report on WCRA Proceedings, 3/10/78
  4. Letter of 2/8/78 from Gene Kerstiens re publication of Proceedings and reproduction by ERIC.
  5. Letter of 3/6/78 from Ruth Purdy re Archivist's procedures and responsibilities, with attached Archivist's Proposed Budget, 1978.
  6. WCRA Business Manager - Recommendations for duties and functions.
  7. Model for Standing Committees

3/16/78 General Business Meeting, Long Beach, Ca. (first meeting)

3/17/78 General Business Meeting, Long Beach, Ca. (second meeting)

- Attachment: 1. Two Changes Requested in ByLaws

3/19/78 Board of Directors Meeting

- Attachment: 1. WCRA Guidelines for Submitting a Proposal for a Conference, Revised March, 1978.

In WCRA Archives  
as of  
1/20/80

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## ATTACHMENT #3 continued

Minutes in WCRA Archives as of 1/20/80 - 2

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ATTACHMENT #3 continued

Minutes in WCRA Archives as of 1/20/80 - 3

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4/9/76 General Business Meeting, Tucson

4/10/76 Board of Directors Meeting, Tucson

9/17/76 Executive Board Meeting, Los Angeles

9/18/76 " " " , " "

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Attachment: #2 (Note: No Attachment #1 is attached. .  
R. Purdy, Archivist)  
Discussion on Board Policy Statement.

3/29/77 Board of Directors Meeting, Denver

3/30/77 " " " " , "

3/31/77 General Business Meeting, Denver

4/1/77 General Business Meeting, Denver



Minutes in WCPA Archives as of 1/20/80 - 4

4/2/77 Board of Directors Meeting, Denver

- Attachments:
1. Report from Gwyn Enright, Editor, WCPA Proceedings, dated 1/1 to 3/30/77
  2. Report dated 3/25/77, "Center for Counseling and Special Services, UCI, Costs for WCPA Placement Mailings"
  3. Report from Guidelines Committee (formerly Standards Committee)
  4. "Guidelines Committee Draft - The College Writing Lab: Alternatives"
  5. "Guidelines Committee Draft - The College Tutoring Program: Alternatives"
  - 5 (sic). "Guidelines Committee - Programming Alternatives Clearinghouse"

4/2/77 Executive Board Meeting, Denver (continuation)

- Attachments:
1. Budget for WCPA Newsletter for 1977-78
  2. Budget for WCPA Proceedings for 1977-78

9/9/77 Board of Directors Meeting, Long Beach, Ca.

- Attachments:
1. Treasurer's Report of 8/31/77
  2. Financial Report of 1977 Conference
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  4. Address Changes and Corrections to Membership List 7/6/77
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  12. Letter from C. Scarafioti re "WCPA Newsletter Ad" dated 8/24/77
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  2. Budget Report (Revised)
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ATTACHMENT #3 continued

Minutes in WCRA Archives as of 1/20/80 - 5

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3/15/78 Board of Directors Meeting, Long Beach, Ca.

- Attachments:
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  2. Treasurer's Report - 1977-78 Budget
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  4. Letter of 2/8/78 from Gene Kerstiens re publication of Proceedings and reproduction by ERIC.
  5. Letter of 3/6/78 from Ruth Purdy re Archivist's procedures and responsibilities, with attached Archivist's Proposed Budget, 1978.
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  7. Model for Standing Committees

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3/17/78 General Business Meeting, Long Beach, Ca. (second meeting)  
Attachment: 1. Two Changes Requested in Bylaws

3/19/78 Board of Directors Meeting  
Attachment: 1. WCRA Guidelines for Submitting a Proposal for a Conference, Revised March, 1978

In WCHA Archives

as of

1/20/80

NEWSLETTERS

Sept.	1967	Vol. 1	#1	Winter	1975	Vol. 8	#2
March	1968	Vol. 1	#3	Spring	1975	Vol. 8	#3
Sept.	1969	Vol. 1	#2	Summer	1975	Vol. 9	#4 (sic)
Spring	1970	Vol. 3	#1	Fall	1975	Vol. 10	#5
Summer	1970	Vol. 3	#2	Winter	1976	Vol. 9	#2
Fall	1970	Vol. 3	#3	Summer	1976	Vol. 9	#4 (sic)
Winter	1971	Vol. 4	#1 (sic)	Fall	1976	Vol. 10	#1
Fall	1971	Vol. 5	#1	Winter	1977	Vol. 10	#2
Winter	1971	Vol. 5	#2 (sic)	Spring	1977	Vol. 11	#3 (sic)
Spring	1972	Vol. 5	#3	Summer	1977	Vol. 10	#4
Summer	1972	Vol. 5	#4	Fall	1977	Vol. 11	#1
Fall	1972	Vol. 6	#1		1978	Vol. 11	Issue 1
Winter	1972	Vol. 6	#2		1978	Vol. 11	Issue 2
Spring	1973	Vol. 6	#3		1978	Vol. 11	Issue 3
Summer	1973	Vol. 6	#4		1978	Vol. 11	Issue 4
Fall	1973	Vol. 7	#1		1979	Vol. 111	Issue 1
Winter	1973	Vol. 7	#2		1979	Vol. 111	Issue 2
Summer	1974	Vol. 7	#4		1979	Vol. 111	Issue 3
Fall	1974	Vol. 8	#1		1979	Vol. 111	Issue 4

In WCRA Archives  
as of  
1/20/1980

FOLDER LABELS

Archivist - Instructions & Procedures  
Articles of Incorporation 1972/73

Brochures - WCRA

*Finances:* Budgets and Budget Planning

By-Laws

*Conference Planning, Misc.*

Conference -	1979	1975	1971	1967
	1978	1974	1970	
	1977	1973	1969	
	1976	1972	1968	

Constitution

→ Marksheffel Memorial

Membership/Mailing Lists:

	1977	1974	1971	1968
1976	<del>1976</del>	1973	1970	1967
	1975	1972	1969	1966

Minutes - Extra Copies of Exec. Board and General Meetings (See separate attachment)

Miscellaneous: Correspondence, etc.:

	1979	1975	1971	1967
	1978	1974	1970	
	1977	1973	1969	
	1976	1972	1968	

Newsletter Info.

Newsletters (See separate attachment)

Past Presidents

Placement Information

Policies of WCRA 1967-74

Proceedings Information:

	1977	1973	1970/69
	1974	1972	

State Directors - Lists & Duties

Stationery Samples

Treasurer's Reports

Workshops

*Finances:* Bank Statements  
: Bonds (Insur.)  
: Budgets + Budget Planning  
: cancelled checks  
: Treas's Info, Misc.  
: Treas Reports

*Finances:*

In WCRA Archives  
as of  
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NEWSLETTERS

Sept.	1967	Vol. 1	#1	Winter	1975	Vol. 8	#2
March	1968	Vol. 1	#3	Spring	1975	Vol. 8	#3
Sept.	1969	Vol. 1	#2	Summer	1975	Vol. 9	#4 (sic)
Spring	1970	Vol. 3	#1	Fall	1975	Vol. 10	#5
Summer	1970	Vol. 3	#2	Winter	1976	Vol. 9	#2
Fall	1970	Vol. 3	#3	Summer	1976	Vol. 9	#4 (sic)
Winter	1971	Vol. 4	#1 (sic)	Fall	1976	Vol. 10	#1
Fall	1971	Vol. 5	#1	Winter	1977	Vol. 10	#2
Winter	1971	Vol. 5	#2 (sic)	Spring	1977	Vol. 11	#3 (sic)
Spring	1972	Vol. 5	#3	Summer	1977	Vol. 10	#4
Summer	1972	Vol. 5	#4	Fall	1977	Vol. 11	#1
Fall	1972	Vol. 6	#1		1978	Vol. 11	Issue 1
Winter	1972	Vol. 6	#2		1978	Vol. 11	Issue 2
Spring	1973	Vol. 6	#3		1978	Vol. 11	Issue 3
Summer	1973	Vol. 6	#4		1978	Vol. 11	Issue 4
Fall	1973	Vol. 7	#1		1979	Vol. 111	Issue 1
Winter	1973	Vol. 7	#2		1979	Vol. 111	Issue 2
Summer	1974	Vol. 7	#4		1979	Vol. 111	Issue 3
Fall	1974	Vol. 8	#1		1979	Vol. 111	Issue 4

Western College Reading Association  
Placement Bureau Report  
March 1980

I am currently sending the Placement Bureau newsletter out each month. I try to get it out the first of every month - but I vary a few days depending on the listings that I have. I am sending the newsletter to 100 people and I believe that my list is up-to-date. There are not a great number of jobs for reading/learning assistance center personnel these days, but there are usually a few good ones for each newsletter. I don't know that it would be worth it to do a mailing any more often as the price of postage is so high, and often there are not enough listings to send out. After the board reviews this report and the budget I would be open to any suggestions about doing fewer or more mailings.

I wrote a brief article for the newsletter a few months ago explaining what the Placement Bureau is and what it does. JoAnn ran some of the listings in the last newsletter, but usually the due dates are so short that by the time the newsletter comes out the job is closed. I will have a table at the conference to display the latest job openings, to up-date my mailing list, and to appeal to other members to send me job announcements.

I am enjoying doing the Placement Bureau news. I am doing all of my own secretarial work, CSUF is supplying the paper and the ditto. If I can answer any other questions, or be of any help I'll see you at the conference.

Jane Ballback

The budget request was sent to the treasurer the first of March.

MEMO TO: Jacquelyn Bonner, Secretary WCRA

FROM: Mitch Kaman, WCRA Awards Chairperson

DATE: April 3, 1980

SUBJECT: Awards Committee Report adopted by WCRA Board on March 29, 1980

The awards committee for the 1980 conference consisted of: Jeweleane Whittaker, Kathleen D. O'Dell, Theria M. Beverly, Elizabeth Hill Rogers and Jack Pond.

Members of the committee who drafted the guidelines below were: Mitchell Kaman, Theria Beverly and Kathlene O'Dell.

The procedures adopted by the board was as follows:

I. Guidelines for making Nominations for the Long and Outstanding Service to WCRA Award.

1. Nominations must be made on WCRA (form to be developed and sent to board prior to its August 1980 meeting).
2. Board must approve all awards.
3. Nominations must be received by Awards Chairman by December 1.
4. Publicity for award: Two newsletters prior to December 1.
5. Committee will bring a recommendation to the board at the annual conference.
6. There must be a five year interval between receiving the Long and Outstanding Award and other WCRA awards.

II. Committee Operation

1. A total of five members will make up the committee. The chairperson will be appointed by the president and four members chosen from the total membership.
2. A committee member cannot make a nomination.
3. If a committee member is nominated, he/she will have to resign from the committee.
4. The committee will meet on the first day of the conference to discuss the awards.
5. The chairperson must get all the nomination information to the committee by February 1.
6. Only persons who were nominated prior to December 1 will be considered eligible for the award.
7. A quorum of the committee shall consist of three of the five members.
8. If no quorum is possible at a particular conference, the matter may then be turned directly to the board.

## Awards Committee Report - Continued

III. Nomination Form

1. The nominee must have been a WCRA member for five or more years to receive the award.
2. Specific WCRA Service
  - A. Local
  - B. State
  - C. Regional (Conference)
  - D. Committees served, positions in organization
  - E. Presentations at Conference
3. Professional Contributions Furthering WCRA Philosophy
  - A. Leadership in home institution.
  - B. Work in other professional organizations.

The information below was submitted but not approved by the board. The board directed the committee to submit more detailed information and specific guidelines for consideration at their August board meeting.

Recommendations for Future Awards

1. Outstanding literary/research contribution
2. Outstanding dissertation/thesis/project
3. Presidents Certificate. The president presents this certificate to person(s) he/she chooses to recognize.

eg

cc: Betty Levinson



NEWSLETTER REPORT \_ J. Wells

WCRA BOARD MEETING - March 26, 1980

CURRENT STATUS

1. Number of regular columns - as of Dec., 1978, had projected 13 columns, now have 10 on a semi-regular basis; still need to develop Grants, Research, Materials, Book Reviews, Evaluation, etc.; completion goal - within the next year....
2. Circulation - last issue - 850 copies, still sent to other organizations and Board members, etc.; summer and fall issues ran around 1350 copies to both old and new members w/ 14 pages @ \$800; need to clarify circulation policy....
3. Ads - have had 2 ads from Jamestown with billing from WCRA Treasurer; plan to solicit all publishers at conference; goal - one issue to be self-sustaining; advertising insertion request form already approved...

FUTURE PLANS

1. Ads - already presented
2. Advisory Board - have received some names from membership resources form; will get established by summer; main role - facilitate article acquisition from membership...
3. Board Duties Column/Articles - Thanks to Jim for articles on the role of Treasurer in every issue of the newsletter; any more --- President-Elect, President, etc... expansion on nomination article by Margaret Coda-Messerle...
4. State Directors - would like to write letters to State Directors to obtain information for newsletter - STAR candidates, calendar, etc. ...
5. Columns Typeset Options - OUTLINE - not available; need to choose from Gills Sans Ultrabold, Bauhaus Bold, Airy, Micro Bold Outline...
6. Deadlines - 1980/81  
May 5, 1980; Aug. 31, 1980; Oct. 15, 1980; Jan. 15, 1981  
publication running 5-6 weeks after deadline

BUDGET REQUEST

1. Request hinges on membership and circulation policy and number of pages - w/o ads - 4 issues @ \$700 = \$2800

WESTERN  
COLLEGE  
READING  
ASSOCIATION

Reading Department, Box 17  
Metropolitan State College  
1006 11th Street  
Denver, CO 80204

March 10, 1980

To: Board Members, Committee Chairpersons, Interested Members

From: Elaine Cohen *EC*

Topic: Agenda for 1980 Board Meetings

The proposed agenda for the Board Meetings on March 25, 26, 29, and 30, is enclosed. Please let me know if the date and approximate time for presentations will work out for each of you. If you need to change the date or approximate time, please call me (303) 629-2938, office, or (303) 321-1067, home, or write me a short note. We are on spring break from the 15th through the 23rd, however.

I'm looking forward to seeing you in San Francisco!

*Ruth  
would you be  
able to be  
present about  
4 pm on  
Wed. the 26th?  
Thanks for your  
thorough report!  
Elaine*

WESTERN COLLEGE READING ASSOCIATION

AGENDA  
WCRA Board Meetings, March 25-30, 1980

Hyatt at Union Square

Tuesday, March 25, 7:00 pm - 9:00 pm, Governor's Suite 5

1. Call to Order - 7:00 pm
2. Review of Agenda
3. Secretary's Report (Jacquelyn Bonner)
  - a. Approval of August, 1979, minutes
  - b. Summarizing highlights of current board meeting for members at General Session
  - c. Budget request
4. Treasurer's Report (Jim Baugh)
  - a. Current financial status
  - b. Preliminary budget projections for 1980-81 budget
    - 1) mailing service
    - 2) concerns about unbudgeted items (i.e., telephone calls, photography, etc.)
  - c. Membership renewal letters
    - 1) immediately after conference? and/or
    - 2) in September?
  - d. Treasurer's official date for assuming office (may necessitate a by-laws change)
  - e. Cut-off dates for membership (letters from irate members).
  - f. Current membership counts
  - g. Quorum needed (as of December 31, 1979 membership count) is 60. Do we need any changes in this procedure?
  - h. Budget request

Wednesday, March 26, 1980, 8:30 am - 9:00 pm, Governors' Suite 5

5. President-Elect and Program Chairperson's Report (Betty Levinson)
  - a. Update on San Francisco Conference
  - b. Revisions in conference budget
  - c. Plans for general sessions
  - d. Budget request
6. Coordinator of State Directors Report #1 (Patricia Heard)
  - a. Plans/issues for state directors' meeting
  - b. Revision of job descriptions to reflect 1978 by-laws amendments
  - c. Relative size of current state/province memberships
  - d. Need for more membership services for the \$15 dues (Alaska)

- e. Wyoming director's recommendation about separate state status
- f. Relationship between WCRA's state membership organizations and other similar state organizations (e.g., the B.C. chapter request)
- g. Concerns of state directors: (Idaho, Alaska, New Mexico, Texas)
  - 1) late Proceedings
  - 2) late conference mailing
  - 3) lack of brochures, stationery
- h. Revision of "Duties of State/Province Directors" (last revised, Sept., 1976)
- i. Membership lists
- j. Budget Request

Break, approximately 10:30 - 10:45

7. Issues Raised by State Directors (Patricia Heard)

- a. ERA motion to be re-considered
- b. Future conferences be held in hub of WCRA population
- c. Members not planning to attend the annual conference have an opportunity to vote on major issues and amendments by absentee ballot or at least by proxy

8. Nominations Committee Report, 1980-81 elections (Margaret Coda-Messerle)

- a. Election procedures
- b. Budget Request

9. Conference Site Selection Report (Margaret Coda-Messerle)

- a. Contract for Dallas (Elaine Cohen)
- b. San Diego bid for 1982  
(Note: Suzanne McKewon will make a presentation on Sunday, March 30).
- c. Dates of San Diego conference (or 1982 conference).
- d. Budget Request

10. President's Report

- a. IRA meeting in St. Louis (Marilyn Fairbanks & Elaine Cohen)
- b. CRA attendance and get-together in St. Louis
- c. NARDS&E proposal (discussions of Gary Saretsky with Betty Levinson and Margaret Coda-Messerle)
- d. Resource forms
- e. Appointments
  - Suzanne McKewon - photographer
  - Royce Adams - nominations committee chairperson
  - Kate O'Dell - parliamentarian

- f. occasional journal - proposals received, notice mailed to interested members (as indicated on resource forms), and placed in Newsletter.
- g. Appointment of State Directors for 1980-81
- h. Budget Request

RECESS 12:30 - 2:30

Wednesday, March 26, 2:30 -

- 11. Proceedings Editor's Report (Gwyn Enright)
  - a. Financial report
  - b. Oxford Mailing Service
  - c. Concerns voiced from state directors as to date of publication
  - d. Copyright concerns voiced by Robert Williams
  - e. Plans for 1980 Proceedings
  - f. Budget Request
- 12. Archivist Report (Ruth Purdy)
  - a. Status of Archives
    - 1) folder labels
    - 2) minutes (dates of each)
    - 3) Newsletters (dates and volume)
    - 4) Missing items
  - b. Budget Request - retroactive payment for clerical services
  - c. Budget Request - future needs
- 13. Minority Affairs Advisory Committee (Don Yamamoto and Manuel Olgin)
  - a. Status and progress
  - b. Budget Request
- 14. Scholarship and Awards (Mitch Kaman)
  - a. Distinguished Service Award
  - b. Should re re-activate the scholarship?
  - c. Budget Request
- 15. By-laws
  - a. Need to re-activate committee?
  - b. Plans for general sessions
  - c. Recommendations for next year?
  - d. Budget Request

RECESS (APPROXIMATELY 4:30)

16. WCRA Journal Proposals

- a. Kurt Lauridson
- b. David Lemire
- c. Bruce Cronnell
- d. Michael O'Hear
- e. Budget Request?

17. Newsletter Editor's Report (Jo Ann Wells)

- a. Current status
- b. Future plans
- c. Budget Request

18. Placement Bureau Report (Jane Ballback)

- a. Status/issues
- b. Budget Request

19. 1980-81 Budget

Final recommendations from old board to new board

Saturday, March 29, 1:30 - 2:30 pm, Merced A

20. Coordinator of State Directors Report #2 (Patricia Heard)

21. Reports from State and Province and At-Large Directors

Sunday, March 30, 8:30 am - 9:30 am, Merced A

22. San Diego bid for 1982 (Suzanne McKewon)

23. Dallas Conference Preliminaries

- a. set publishers' exhibit fees
- b. Hotel/conference dates & plans
- c. Preliminary conference budget for President-Elect?

24. Formal adoption of 1980-81 budget

25. Dates and location for fall Board meeting

26. Information for new directory of WCRA officers

ADDITIONS TO THE AGENDA:

27. \_\_\_\_\_

28. \_\_\_\_\_

29. \_\_\_\_\_

30. \_\_\_\_\_