

SUMMARY

WCRLA Board of Directors Meeting

April 3-8, 1984

San Jose, California

Past Treasurer's Accounts

Every effort is being made through legal and accounting firms in New Mexico to recover all advances, losses, fees, and penalties encumbered during Don Yamamoto's two terms of office, 1980-81 and 1981-82.

WCRLA-NADE Placement Service and other Cooper- ative Efforts

Plans are Underway for a joint placement service to begin in May or June, 1984, contingent on NADE's board approval. Further cooperation is planned on political action and other issues.

Worker File

Karen Smith has developed a worker list recording all activities of members to use in nomination and verifying.

New MAAC Chairman

Theria Beverly of Pima College will succeed Maranda Montgomery as chair of the Minority Affairs Advisory Committee. Maranda was congratulated on a job well done.

Elections

Patti Dozen of California State University at Long Beach withdrew her nomination for Treasurer. New officers are Beryl Brown of UC San Diego as President-Elect, and Harold Fillyaw of Prairie View College as Treasurer. A mail ballot procedure was adopted for use beginning with the 1985 elections.

Microfilming of Minutes

The entire set of four volumes of minutes will be microfilmed and updated annually. Each board member and the Archivist will receive a copy of the microfiche.

JCRL

The 1983 Journal of College Reading and Learning, formerly the Proceedings, will automatically be sent to all members who were

current at the 1983 Conference. The Journal in the Newsletter will be discontinued and occasional papers are encouraged for submission to the JCRL.

State/Province
Directors Funding

Consideration will be given to raising the regular allotment from \$50 to \$100 at the Summer Board Meeting.

Outgoing Treasurer
to Serve as
Ex-Officio Board
Member

In order to maintain continuity of accounting procedures, the outgoing Treasurer will be an ex-officio board member for one year and will serve as advisor to the audit committee for his/her successor. The audit committee will be appointed by the President from among members near the site of the interim (Summer/Fall) board meeting.

Interim Board
Meeting

The next face-to-face board meeting will be held July 27-20, 1984, at the Sheraton Lakewood Hotel near Denver, Colorado, the site of the 1985 Conference.

Bylaws Committee
Chairman

Patti Glenn of New Mexico State University was appointed chair of the Bylaws Committee which will be charged with updating and reviewing the current bylaws.

SIGs

Most of the Special Interest Groups are strong and growing. Those having survival problems are Critical Thinking/Problem Solving, Research, and Special Need Students. Kate Sandberg reported that some of these groups may be rejuvenated after the conference.

1986 Conference

As yet no site has been formally approved for the 1986 Conference. Southern California is the current favorite, pending satisfactory negotiations with the hotel.

WCRLA BOARD MEETING
San Jose, California
April 3-8, 1984

A G E N D A

- | | | |
|----------------------|--------------|--|
| Tuesday
April 3 | 6:00-9:00pm | <ol style="list-style-type: none"> 1. Conference Update - Bogue/Hunter 2. Presentation of WCRLA Banner - Frankel/Smith 3. Long & Outstanding Service to WCRLA Award - Smith 4. Brief State Projects Update - Lyman 5. Secretary's Report - McKewon 6. Treasurer's Report - Walker 7. President's Report - Smith 8. |
| Wednesday
April 4 | 9:00-12:30pm | <ol style="list-style-type: none"> 1. Yamamoto Affair - Smith 2. Joint Placement Task Force Report - Brown/Bogue 3. Development of "Officer Guidelines" - Smith/McKewon 4. Policy on WCRLA Consultants - Bogue 5. Microfiche Minutes Proposal - McKewon 6. |
| | 1:30-5:00pm | <ol style="list-style-type: none"> 1. Guidelines for Funding State Org. - Lyman 2. WCRLA Workers File on Apple - Smith 3. MAAC Report - Montgomery 4. Elections Process Report & Action - Levinson/O'Dell 5. Election 1984-85 - Levinson 6. |
| | 7:00-9:00pm | <ol style="list-style-type: none"> 1. Newsletter Report - Hopper 2. Journal of Reading & Learning Report - Fleming 3. Journal Report - O'Hear 4. Message to State Meetings from Board 5. |
| Thursday
April 5 | 3:00-4:30pm | <ol style="list-style-type: none"> 1. 1985 Conference Update - Conway, Faulkner 2. 1986 Conference ? - Faulkner 3. Summer Institute 1985 - Matlock 4. |
| Friday
April 6 | 8:00-10:00am | <ol style="list-style-type: none"> 1. Archives - Purdy 2. LAC Management SIG - Dozen 3. Basic Reading SIC - Johnen 4. Placement Bureau - Schlender 5. |
| Saturday
April 7 | 4:00-6:30pm | <ol style="list-style-type: none"> 1. Advanced Reading SIG - Phillips 2. Awards - Orlando 3. SIG Organization Report - Sandberg 4. |
| Sunday | 1:00-3:00pm | <ol style="list-style-type: none"> 1. Political Action SIG - Benner 2. Preliminary Conference Wrapup - Bogue/Hunter 3. Unfinished 1983-84 Business - Smith 4. New Business 1984-85 - Bogue |

PROGRAM CHAIR'S ACCOUNTING RECORD FOR 1984

Attachment B

ACCOUNT BALANCE
EXPENSES UNDER/
(OVER) INCOME

ACCOUNT	ACCOUNT NAME	BUDGETED	EXPENDED	INCOME PROJECTED	ACTUAL INCOME	HOW PAID	EXPENSES UNDER/(OVER) PROJECTION	ACCOUNT BALANCE EXPENSES UNDER/ (OVER) INCOME
P.C.	Pre-conf. Expenses	500.00	-0-				500.00	
P.C.	Printing- call to conf. (2500)	170.00	-0-				170.00	
SJCC	Printing- call to conf. (2500)		(-0- Paid by SJCC)					
P.C.	Paper (tan)	350.00	183.27				166.73	
P.C.	Second call to conf. (3500)		-0-					
SJCC	Second call to conf. (3500)		(140.10 Paid by SJCC)					
P.C.	Printing- conf. brochure (1900)	800.00	-0-				800.00	
SJCC	Printing- conf. brochure (1900)		(79.75 Paid by SJCC)					
P.C.	Printing- programs	1000.00	900.00				100.00	
P.C.	Misc. printing	100.00	-0-				100.00	
SJCC	Misc. printing		(9.40 Paid by SJCC)					
P.C.	Adver./ journals	550.00	484.00				66.00	
P.C.	Postage- call to conf.	130.00	-0-				130.00	
SJCC	Postage- call to conf.		(30.00 Paid by SJCC)					
P.C.	Institutes expenses	400.00						

ACCOUNT	ACCOUNT NAME	BUDGETED	EXPENDED	INCOME PROJECTED	ADJ. L INCOME	HOW PAID	EXPENSES UNDER/⟨OVER⟩ PROJECTION	ACCOUNT BALANCE EXPENSES UN- / ⟨OVER⟩ INCOME
P.C.	Postage- second call to conf.	180.00	-0-				180.00	
SJCC	Postage- second call to conf.		(86.58 Paid by SJCC)					
P.C.	Postage- conf. brochure	130.00	-0-				130.00	
SJCC	Postage- conf. brochure		(138.45 Paid by SJCC)					
P.C.	Postage- post-conf.	80.00						
P.C.	Postage- Misc.	100.00	-0-				100.00	
SJCC	Postage- Misc.		(4.69 Paid by SJCC)					
P.C.	Speakers'- honoraria	800.00	400.00-P. Cross-paid by WCRLA (balance to be paid by Media Systems) 200.00-Murguia				200.00	
P.C.	Speakers' expenses	800.00	400.00-P. Cross-paid by WCRLA (balance to be paid by Media Systems) -0- Murguia				400.00	
P.C.	Program committee	200.00	157.83				42.17	
P.C.	Student typists	315.00	145.37				169.63	
P.C.	Conf. phone calls	100.00	-0-				100.00	
P.C.	Misc. mailing labels	100.00	15.23				84.77	
P.C.	Board contr. to banquet	600.00						
P.C.	Pub. Cont. breakfast	910.00						

Western College Reading Assn./ Conf. Acct.

STCC-ASB ACCT #3261

as of 3/31/84

Attachment B-1

Prepared By	Initials	Date
Approved By		

Form H553 Buff - Form G553 Green

		(1)	(2)	(3)
		Expenses	Income	Balance
1	4/8/83	Deposit / Board Advance	1000-	1000-
2	10/7	Blake, Moffitt, & Loun (paper)	18327	81673
3	10/20	L. Deem (mailing label)	1523	80150
4	11/29	C. Bogue - (Program committee)	15783	64367
5	12/12	Internat Reading Assn. (adv)	250-	39367
6	12/12	Center for Dev. Ed (adv.)	234-	15967
7	4/7	Deposit from STCC LA	1000-	115967
8	2/23	Jane Kellums (typing)	3680	112287
9	2/24	Lynn's Secretarial Service (typing of program)	10857	101430
10	3/21	Peterson & Son Lithography (print program)	900-	11430
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				

-THIRD DRAFT-

SUBJECT: Guidelines for Funding of Special Projects

These guidelines have been adopted to assist State/Province Directors in requesting funds which are regularly set aside for activities beyond those covered by the regular State/Province Director allocation. All funds will be allocated by the Board based on the best interests of WCRLA and the general membership as determined by the Board. Requests for funds should be made with consideration for the needs of the state/province WCRLA membership as well as the best interests of the organization as a whole.

Generally, funding requests are submitted prior to the Fall Board meeting when the annual budget is established. Requests should generally be submitted to the President with a copy to the Coordinator of State/Province Directors prior to August First of each year. However, specific deadlines should be set each year based on the timing of the Fall Board meeting.

1. Requests for funds for special projects should be submitted on a "WCRLA Funding Request Form," available from the Coordinator of State/Province Directors or the President. They must include a clear statement of the specific purposes for which the funds will be used. Requests should include an itemized budget. Generally one request and a maximum of \$1,000 will be granted to any Director in a given year.
2. When supplementary funds from other sources are to be used, this should be indicated and included in any budget that is submitted.
3. Whenever practical, alternative sources of funds should be utilized. Participation in professional organizations such as WCRLA is a legitimate function of professional development and as such is frequently included in college budgets. Such institutional funds should be used before WCRLA funds are expended. All things being equal, requests indicating shared funding from sources other than WCRLA will be given preference in allocating special project funds.
4. Regular allocations should be used to pay for normal expenses of State/Province Directors, but can be used to supplement funds for special projects. No Director should feel obligated for personal financial responsibility for WCRLA activities except through personal choice. Under normal circumstances, however, WCRLA funds should not be used as compensation for the services of any WCRLA member, such services should be considered as voluntary and as a professional responsibility.

Guidelines
Page 2

5. WCRLA funds may be used to reimburse travel and incidental expenses for guest speakers. Under normal conditions however, WCRLA funds should not be used for speaker honoraria or for costs of local arrangements. These are the responsibility of local organizations.

6. Directors are encouraged to develop functioning state/province organizations and to create funding sources for such local organizations. Primary funding sources include local institution funds and registration fees for state/province or regional meetings. WCRLA special project funds may be considered "seed money." When it is appropriate such funds should be repaid to WCRLA. All things being equal, proposals for "seed money" will be given priority over requests for grants.

7. Projects eligible for funding may include but not be limited to the following:

- A. Special expenses for local conferences, especially requests for "seed money" to plan or initiate such conferences.
- B. Special expenses to communicate with the membership, such as a newsletter or state/province directory.
- C. Development of state/province organizations.
- D. Special local membership recruitment projects.

8. Upon completion of a special project a summary report is required. This report should, if possible, be presented to the Board at the Annual Conference. Included in the report shall be an accounting of funds used. No reimbursement will be made unless receipts or other appropriate verification is presented.

WCRLA Election Process Task Force Report

submitted by: Irwin Joffe
Pat Heard
Betty Levinson

Charge to the Task Force: review current WCRLA nominations and election processes, and make recommendations for improving them.

Review of Current Process

Rather than restating the By-laws in this document, we refer our readers to the Newsletter (Vol. VII, Issue 3, Fall, 1983) in which the completely revised version is printed. Article VII, Section 3 states the rules governing nominations and elections; Article VII, Section 4, and Article VIII state the rules governing voting.

Relatively standard practices have been established over the years. The nomination committee chairperson is usually appointed in time to request names of potential candidates prior to the conference. The committee holds several face-to-face meetings during the conference to identify, discuss and rank-order potential candidates for each office to be elected. After the conference, the chair contacts preferred candidates, seeking two for each office, and submits the slate to the Board for approval. Then, the candidates write Newsletter "speeches" and the chair writes articles encouraging members to vote. Finally, we hold the conference on-site elections and start the cycle over again.

Problems with Present Process

The Task Force agrees with the 1984 Nominations Committee that WCRLA has been extremely fortunate in identifying and electing qualified and talented leaders despite the many problems surrounding our processes. We are particularly concerned about the following issues:

1. The percentage of the membership participating in the elections is poor. Our process for absentee balloting is cumbersome and, we suspect, discourages all but the most stalwart supporters of a particular candidate from voting.

2. Articles and pictures of the candidates appear in the Newsletter three months prior to the elections -- hardly a timely connection. Continuing members who receive the Winter Newsletter probably forget most of what they read by the time elections occur; new members do not have the information.

3. Election outcomes may be unduly influenced by the location of

the annual conference. Even when travel budgets were rich, it was common to see regional shifts in our membership resulting from the annual conference location. It doesn't cost any more to be a full-fledged member of the Association than to be a "guest" at the conference; therefore, many people join for the year they attend. As travel funds become restricted and we have more first-time local members in attendance, superficial politicking at the conference could have an even larger effect on election outcomes than it has in the past.

4. Nominations from the floor are not feasible. The By-laws require the committee to make available to each nominee and his/her institution the duties and responsibilities of the office. They also require the candidate to give written consent to run for office. Can you imagine delaying elections until all of this can be accomplished? If we ever get a nomination from the floor under the current By-laws, we'll be in big trouble.

5. Two minute speeches, crammed in before a major presentation, or delivered after many members leave the business meeting, have little significance. Each year, we try creatively to orchestrate the General Sessions to demonstrate the importance of elections. Each year we fail to accomplish our goal. Candidates can't really present themselves in two minutes, but are faulted if they consume any more time attempting to communicate with the membership. It might be more accurate to call our elections popularity contests.

6. There always will be winners and losers of elections. We never have found (and probably never will find) a way to support the losers who learn their fate in a public setting. We most often have two outstanding candidates running for each office. They agreed to be candidates because they wanted the office, and they are bound to have emotional reactions when the election results are announced. Losing candidates are expected to be immediate "good sports" -- a heartless expectation.

7. Although all candidates are invited to attend pre-conference Board meetings, it presents an undue hardship to those traveling at their own expense and on their own time when the commitment might be a useless one. It would be enormously helpful to have the winning candidates notified early enough so they could attend the pre-conference Board meetings. They would receive a thorough orientation to the duties and responsibilities of their office and of the Board. The transition from one set of officers to the next would be much smoother.

Survey of Processes Used by Other Organizations

The Task Force conducted a survey of election processes used by organizations that are similar to the WCRLA in size and/or focus. We also looked at the processes used by other professional associations. We discovered that WCRLA is one of the last groups to rely upon on-site elections to choose officers. Most organizations have adopted a mail ballot system. They send ballots along with candidates' biographies, written statements and pictures to all members in good standing as of a specified date. Candidates are informed of results by phone or letter; newly elected officers are invited as guests of the Board to pre-conference Board meetings. The new officers are introduced at the conference and in the organization paper that is issued after the conference.

Recommendations

The Task Force recommends implementing a mail ballot system for electing future WCRLA officers. Conducting elections by mail would solve the problems stated above and provide the total membership with an equal opportunity to vote. We believe that the wider the base of participation in elections, the stronger WCRLA will be.

The Task Force recommends establishing a permanent standing Election Committee charged with responsibility for overseeing elections in keeping with the By-laws, and for making recommendations to the Board when it sees the need for changes in the election procedures.

Policies and Procedures Relating to Elections Committee

1. The standing Elections Committee shall be responsible for preparing a slate of nominees for elective office, for managing all phases of the election process, and for serving as advisers to the Board on all matters pertaining to elections.

2. A Past-president shall be appointed by the President to serve as chairperson for one year. To insure continuity, the Past-president shall have completed one year of service as a committee member (except for the first appointment).

3. Five additional members shall be appointed by the chairperson and approved by the President. These five members shall include two Past-presidents, two State Directors, and one member-at-large.

4. All six committee members shall be appointed on a two-year staggered-term basis. (The first committee will be composed of three members with one-year appointments and three members with two-year appointments to begin the staggered sequence.)

5. The two-year term of service shall begin March 1 and end the last day of February of the second year.

6. The chairperson shall meet with the Board, and schedule open committee meetings and closed committee work sessions during the annual conference.

7. The committee will actively seek candidates for elective office through the Newsletter prior to the conference and at an open meeting(s) during the conference.

8. If meetings are required to complete committee business after the conference, telephone conferences can be arranged.

9. The committee will submit the slate for the following year for Board approval prior to its Summer meeting.

10. If the Board rejects the slate of candidates presented by the Elections Committee, the committee must redraft and resubmit a slate by mail to the Board for approval within one month.

11. A ballot and standardized information brochure about candidates (including professional biography, personal statement, and photo) shall be prepared by the Elections Committee and delivered to the mailing service for posting by January 3rd to all members paid-up as of December 31.

12. The chairperson shall prepare and submit an annual budget to the President at the annual conference.

Time Line for Mail Ballot Elections Process

- | | |
|-------------|---|
| January-- | President appoints a Past-president to serve as Elections Committee Chairperson. |
| Jan./Feb.-- | Chairperson selects Committee members and obtains President's approval.
Chairperson arranges Committee meeting schedule with Conference Manager and informs Committee members.
Chairperson prepares and submits annual budget to President. |

During the
Conference-- New officers are introduced to the membership.
Committee is introduced and the open meeting schedule,
at which members are invited to recommend potential
nominees, is announced.
Closed, confidential Committee meetings are
held to develop a rank-ordered list of potential
candidates for each elective office.

Post-conference
to Summer Board
Meeting-- Chairperson contacts potential candidates in order
of preference and obtains written consent to run
for office.
Chairperson submits slate containing two candidates
for each elective office, and the Elections Committee
Report to the Board for approval.

September-- Chairperson informs candidates of their official
nomination and of the elections process.
Candidates submit written statements, biographies
and pictures to Chairperson.

Oct./Nov.-- Elections Committee prepares ballot and candidate
information brochure, and arranges to have material
printed.

December-- Elections Committee delivers ballots and brochures
to mailing service.
Mailing labels are printed for all members in
good standing as of December 31.

January-- Election packets are mailed January 2nd (or 3rd
depending on the legal holiday).
(New Elections Committee Chair is appointed...)

February-- All ballots received on or before February 15th are
counted by the out-going Committee Chairperson and at
least two other WCRLA members in the Chairperson's locale.
The Chairperson gives the election results to the
President.


February

(cont.)--

The President announces the results to the candidates, and invites the new officers to the pre-conference Board meetings.

March--

The out-going Chairperson prepares an article for the post-conference Newsletter announcing the newly elected officers.

 The new Chairperson continues the cycle...

Recommended By-laws Amendments

If the Task Force recommendation to implement a mail ballot system for electing WCRLA officers is approved, we will have to amend several By-laws. Our current By-laws require on-site elections. A vote must be taken on each of the following sections:

1. Article V-Officers-Section I

Present Language "The officers of the Association... shall be elected for a one year term at each annual meeting of the membership of the Association.... shall be for two years with each office to be elected at alternating annual meetings of the Association."

Proposed Language "The officers of the Association.... shall be elected for a one year term in compliance with the mail-balloting system established in Article VII, Section 3 of these By-laws.... shall be for two years with each office to be elected in alternating years by mail ballot."

2. Article VII-Parliamentary Procedure-Section 2.

Present Language "A choice of method of voting shall be made at the discretion of the Board of Directors."

Proposed Language "In all meetings... provide for a mail ballot including the election of officers. "(strike the last sentence regarding discretion of Board.)

3. Article VII-Parliamentary Procedure-Section 3.

Present Language "Not later than thirteen (13) months prior to the election of officers, the president shall appoint a nomination committee chairperson selected from the available past presidents.

The chairperson shall appoint a nominating committee consisting of four (4) other members to be approved by the president to proceed as follows:

- a. The nominating committee shall confer in face-to-face meeting and select from the membership at least two (2) members ^{for} of each of the offices of president-elect, and secretary or treasurer.
- b. The committee shall make available to each nominee and his/her institution the duties and responsibilities of the office. The candidate for office must give his/her written consent to run for the office so nominated.
- c. The nominating committee shall submit to the Board of Directors the names of at least two (2) members for each of the offices of president-elect, and secretary, or treasurer six months prior to the annual conference.
- d. Information about all the candidates will be submitted to the membership three months prior to the annual conference and provisions for absentee voting will be publicized concurrently.
- e. The nominating committee chairperson will issue absentee ballots upon written request by members.
- f. Absentee ballots must have been received no later than fifteen (15) days prior to the annual conference. An absentee ballot is a ballot from a member who is absent from the conference.
- g. All officers except the president and immediate past president shall be elected at the annual meeting of the membership.
- h. After the report of the nominating committee, the president shall give an opportunity to propose nominations from the floor for each elective office.
- i. Voting shall be by secret ballot. A majority of the votes cast shall be necessary for election.
- j. Ballots shall be sealed immediately following the count and be available for verification as requested in writing for thirty (30) days from the day of the election."

Proposed Language "Not later than twelve (12) months prior to the beginning of election balloting, the president shall appoint the past-president who served a one year term as committee member as

Chairperson of the election committee for the next nomination and election cycle beginning March 1. The Chairperson shall recommend for approval by the president such appointments as needed to complete the committee membership. The committee shall proceed as follows:

- a. The election committee....
- b. no change
- c. The election committee shall submit... in time for action at the Summer meeting.
- d. Information about all candidates, one official ballot and a properly addressed return envelope will be mailed by January 3rd to all members in good standing as of December 31.
- e. delete
- f. delete
- g. (becomes e.) All officers except... shall be elected by mail ballot.
- h. (becomes f.) The election committee will hold at least one open meeting during the annual conference to give the membership the opportunity to propose potential nominees for each elective office.
- i. (becomes g.) Voting shall be by secret mail ballot. All votes received on or before February 15 will be included in the final count. A majority...."
- j. (becomes h.) no change

4. Article VII-Parliamentary Procedure-Section 4.

Present Language "If a quorum as defined by Article VIII of the By-laws is not present at the scheduled general business meetings, business requiring voting-including the election of officers-shall be concluded by mail ballot sent to the general membership."

Proposed Language "All business requiring voting-including the election of officers-requires a quorum as defined by Article VIII of the By-laws. A new vote must be taken if a quorum is not represented. Voting on matters other than the election of officers may be conducted in scheduled general business meetings or through the mail ballot process. The choice of voting method shall be made at the discretion of the Board of Directors."

5. Article VIII-Quorum

Present Language "A quorum for any regular or special membership meeting shall be at least ten percent (10%) of the membership of the Association as of December 31st prior to the annual conference."

Proposed Language "A quorum for any regular or special membership meeting, or for a mail ballot vote, shall be...."

6. Article XII-Amendments-Section I

Present Language "These By-laws may be amended at any regular or special meeting of the membership of the Association ~~only if the proposed amendments shall have been included in the notice calling the meeting.~~"

Proposed Language "These By-laws.... These By-laws may also be amended by mail ballot at the discretion of the Board."

Final Comments

The By-laws changes required to adopt the new election-by-mail process will make it possible to vote on other critical issues by mail as well. We are not suggesting that all voting be conducted by this method, but at times it would be advantageous to do so.

Would it be possible to have the Board discuss and vote on our recommendations immediately? We know you have had telephone conferences in the past. If you approve the recommendations, and we can provide written materials before/at the conference, the members can vote on the matters at the 1984 conference. Assuming the membership approves the changes, WCRLA could implement most of the process immediately.

Should all of this occur, we can give the new Election Committee Chairperson samples of materials other organizations use in their election-by-mail processes.



March 9, 1984

Ms. Suzanne McKewon
Western College Reading and Learning Association
3531 Millikin
San Diego, CA 92122

RE: INSURANCE COMPANY OF NORTH AMERICA
POSITION BOND FOR TREASURER - \$50,000

Dear Suzanne:

After reviewing the application you submitted for the \$50,000 Position Bond on the treasurer of Western College Reading and Learning Association, the Insurance Company of North America underwriters feel that without the benefit of a CPA audit on an annual basis they would only be able to provide fidelity limits of \$50,000 on a blanket basis at an annual premium of \$132 per year.

Because of the previous loss shown on the application and the lack of monthly review of bank statements, they prefer to write this bond on the Blanket basis covering all officers and collecting the higher premium for the coverage. If this is unacceptable to your organization, I will try to place the \$50,000 Position Bond only with a company other than the INA. I believe, however, that without the benefit of the CPA audit, we would have considerable difficulty finding a market to write the bond on a Single Position basis at the limits of \$50,000.

Please call me at your convenience if you would like to discuss this matter further.

Sincerely,

Muriel Faust
Bond Manager

MF/bap
F2

INSURANCE COMPANY OF NORTH AMERICA

PHILADELPHIA

Western College Reading and
(Name of Insured)
Learning Assoc. Treasurer

Bond No. _____, 19____

Will you kindly fill out, sign and return to us the accompanying blank in connection with your request for the ^{issuance} of fidelity coverage on behalf of WCLRA Treasurer
(Name of Applicant)

Yours very truly,

John R. Cox
JOHN R. COX, President

QUESTIONS

ANSWERS

1. State employer's line of business.

Professional Organization for teachers

2. From what date is it to be written and for what amount?

Date February 2, 1984 Amount, \$ 50,000

3. (a) What is title of the applicant's position?

(a) Treasurer

(b) Explain fully his duties.

(b) Accounting of dues, accounts payable, budgeting, reimbursements, checking & savings accounts.

(c) At what place will he be employed?

(c) His/her college or university

(d) If traveling salesman, who will pay his traveling expenses? (to conference and board meetings)

(d) employer or WCLRA

(e) If salesman or collector, how often do you bill the trade direct? (dues)

(e) yearly

4. (a) How long has applicant been in your service?

(a) 2 year office term

(b) In what position?

(b) treasurer

5. (a) Will applicant handle any cash? If so, state largest amount likely to be in applicant's control at any one time.

(a) very little, mostly checks \$100?

(b) How often and to whom will applicant remit or pay over money received?

(b) monthly to other officers and members

(c) Will applicant be permitted to retain any balance on hand; if so, about how much, and for what purpose?

(c) yes. As much as \$25,000 Accumulating interest to cover speakers costs, conference management, publications, etc.

6. (a) If required to deposit in banks, state in what name accounts will be kept.

(a) WCLRA: Pr Carrie Walker, Treasurer
Pr Karen Smith, President

(b) Will applicant or the bank be required to send you duplicate deposit slips or receipts?

(b) yes with the monthly bank statement.

(c) State whether applicant may ENDORSE checks drawn to your order, and for what purpose.

(c) yes, to conduct the business of the organization.

(d) Will applicant be authorized to sign checks on your behalf?

(d) yes.

(e) Will the COUNTERSIGNATURE of any other person be invariably required; if so, whose?

(e) yes, only for checks over \$1,000

8. (a) Will applicant have custody of merchandise or other personal property?
(b) If so, give particulars and approximate value thereof.
(c) If applicant has the custody of merchandise or other personal property how often will same be checked up and by whom?
(d) How often will a complete inventory be made and by whom?
(e) When was such an examination or inventory last made and what was the result?

- (a) no
(b)
(c)
(d) yearly audit of books by members appointed from the local area.
(e) currently (2-84)

9. (a) At what intervals will your books, accounts, stock and securities be inspected and audited and verified with funds on hand or in bank?

- (a) Quarterly
Semi-Annually
Annually ☒

- (b) Will these inspections and audits be made by an independent Certified Public Accountant?

- (b) no

- (c) If made by a Certified Public Accountant, does it consist of an examination of the balance sheet and statements of income and surplus, the scope of which shall be such that he may include in his audit report the statement that the examination was made in accordance with generally accepted auditing standards, applicable in the circumstances and included all procedures which he considered necessary?

- (c)

- (d) If an internal audit is maintained is it conducted by Internal Audit Department under control of an employee who is a public accountant or the equivalent, who has no other duties and who makes written and signed periodic reports of such internal audits directly to the management or the Board of Directors or both?

- (d) no

10. (a) To your knowledge has applicant always faithfully and honestly accounted for all monies and property under his control or custody as your employee or otherwise?

- (a) yes

- (b) If the answer to (a) is no, explain fully what was wrong.

- (b)

11. Has applicant to your knowledge, any debt or liability? If so, give particulars.

- no.

12. (a) Have you ever sustained loss through the fraud or dishonesty of any one holding a similar position to that of applicant?

- (a) yes.

- (b) If so, state how much and what means you have adopted to prevent a recurrence?

- (b) \$3,000. Monthly or quarterly review of bank statements and accounting books.

Sent 2/26/84



RECEIVED FEB 26 1984

February 21, 1984

Ms. Suzanne McKeon
Western College Reading & Learning Association
3531 Millikin
San Diego, CA 92122

RE: INSURANCE COMPANY OF NORTH AMERICA
FIDELITY COVERAGE
\$50,000
POSITION OF TREASURER

Dear Suzanne:

In order for the INA to formally issue the \$50,000 Treasurer's bond which was quoted to you at the three year prepaid premium of \$167, they must have the enclosed application completed and returned to them. I have enclosed a Barney & Barney return envelope for your convenience in getting this back to me so that we may have the new policy prepared for you.

Should you have any questions while completing this application, please do not hesitate to call me. Thank you for allowing Barney & Barney to be of service.

Sincerely,

Muriel Faust
Bond Manager

MF/ch
Enclosure
TU1



**Western
College
Reading &
Learning
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

February 9, 1984

TO: Board Members

FROM: Suzanne McKewon, Secretary

RE: Treasurer's Position Fidelity Bond

This is to let all of you know we now have a Treasurer's Bond in place as of February 7, 1984, insured by the Insurance Company of North America. The bond will be in force for 3-years with a prepaid premium of \$167, covering a loss of up to \$50,000. It insures the position of Treasurer, regardless of who is serving in that position, but there are a few changes in our routines that will be required:

1. All checks over \$1,000 will require 2 signatures, Treasurer and President.
2. The bank statements must be seen each month by another board member besides the Treasurer.

Karen and Carrie will work out that routine. Until further direction, I will keep the original policy and will send a copy to Carrie to keep in her Treasurer's records. I will add "renewing the bond" to the Treasurer's duties as I compile those lists we talked about on the phone.

Our agent in these matters is - Ms. Muriel Faust
Barney and Barney
P. O. Box 85638
San Diego, CA 92138

May we never have to collect on this policy, but it feels better to have it in place. This company is very professional; if you want me to investigate any other insurance needs regarding computers, etc., let me know.

SMK/bi



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Learning Assistance Center, San Jose City College, 2100 Moorpark Avenue, San Jose, CA 95128

March 7, 1984

Maranda Montgomery
Compton College
1111 E. Artesia Blvd.
Compton, CA 90221

Dear Maranda:

Before long the '84 WCRLA Conference will be underway. Because of the high quality institutes, section meetings, and keynote addresses scheduled, I'm really excited for our entire membership about this forthcoming event. Although I haven't heard about recent MAAC activities, I'm sure you've been in touch with MAAC members and have encouraged their attendance and involvement. Based on the number of proposals received and offers of assistance attained from our minority members, testament can be made to your efforts. Thank you so much for working with this special group.

At a couple of the Board meetings, you did, however, express a desire to discontinue serving as chairperson of MAAC. Understanding your feelings on this matter, I've contacted Theria Beverly who graciously agreed to assume this responsibility for 1984-85. I informed Theria that you would be in touch with her and advise her of the recently established working relationship between MAAC and the Board. Could you write her and tell her of the agreement reached and attendant details approved at our Fall Board meeting in San Jose? You might also bring her up to date on any activities/plans you've set in motion this year if you haven't spoken with her recently, and perhaps you could make some suggestions for the future.

I assume you are still planning to attend the '84 Conference Board meetings. It seems appropriate that you should ask Theria to join you at some of the meetings after the conference is underway. Since Theria will be taking over for '84-'85, however, she should attend the Sunday 1-3pm meeting as MAAC chairperson. I've informed her of this need, and she felt it would be possible to attend.

Maranda Montgomery

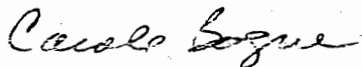
Page 2

March 7, 1984

Again, Maranda, I want to thank you personally and in behalf of WCRLA for all of the effort you've extended. Through your active participation and leadership, special attention is being paid to MAAC's goals and future involvement.

Please contact me if you have any questions on this matter. As I've said to many in the recent past, I'll see you in San Jose!

Sincerely,



Carole Bogue, Ph.D.
President-Elect

nl

cc Board members
Theria Beverly



**Western
College
Reading &
Learning
Association**

Attachment E

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Learning Assistance Center, San Jose City College, 2100 Moorpark Avenue, San Jose, CA 95128

March 7, 1984

Vince Orlando
Reading Dept. Box 17
Metropolitan State College
1006 11th Street
Denver, CO 80209

Dear Vince:

It's a matter of weeks now and all of us will be together again renewing friendships and learning about the latest! It sounds like it has been a busy year for you; I know you've been working on the Awards Committee project as well as the '85 Conference. I want to thank you in behalf of WCRLA for contributing so much time and energy.

As you indicated in your last letter to Karen, however, one can't continue assuming numerous extra responsibilities forever. In response to your request for a replacement, I've asked one of your current committee members, Nancy Martinez, to chair the Long and Outstanding Service Award and Scholarship Committee for '84-'85. Nancy graciously accepted this responsibility and indicated, by the way, that serving on this particular committee has been of great interest to her.

Even though you will be relieved of chairing the committee, you might want to participate as a committee member. In that way, you could provide for continuity and help finalize some projects initiated this year. If you are interested in serving in this capacity, please let me know and contact Nancy as well. I know Nancy would greatly appreciate having you on her committee, and I think you would be of invaluable assistance.

Thanks again for helping WCRLA in so many ways, Vince. You are appreciated! Is Karen's trophy ready, by the way? I'm assuming you have that project under control as well. See you soon in sunny California!

Sincerely,

A handwritten signature in cursive script that reads 'Carole Bogue'.

Carole Bogue, Ph.D.
President-Elect

nl

cc Board members
Nancy Martinez



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Dear WCRLA Colleague:

On behalf of the Board of Directors, I want to thank you for your membership renewal in the Western College Reading and Learning Association (formerly WCRA). Your membership card is enclosed.

The main goal of WCRLA is to provide opportunities for members to exchange ideas and information about the improvement of student learning and to continue professional growth. The Annual Conference, state and regional meetings, the Newsletter, Proceedings, and Journal are all planned with this purpose in mind. In addition, the development of S.I.G.'s (Special Interest Groups) is being supported by the Board of Directors, a task force is currently looking at ways to develop a comprehension placement service, and a summer institute will become a regular service.

The most important element of WCRLA is its members. Please let me know about any special professional concerns which the association should address. I welcome your continued participation in WCRLA.

Sincerely,

A handwritten signature in black ink, appearing to read 'Karen G. Smith', with a stylized, cursive-like flow.

Karen G. Smith, Ed.D.
President 1983-84

c/o New Mexico State University
Box 5278
Las Cruces, NM 88003

(505) 646-3136



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

MEMBERSHIP RESOURCES FORM

WCRLA can only function effectively with the support and involvement of its members. We need members to be active in many programs and projects. If you are willing to offer your time and talent, please fill out and return this form TODAY. Please mail the form to: WCRLA Board, P. O. Box 4576, Whittier, CA 90607.

Date: _____
 Name: _____ Job Title: _____
 Institution: _____ Work Phone: () _____
 Institution Address: _____ Home Phone: () _____

Please check the appropriate spaces and add pertinent information.

I. ASSOCIATION ACTIVITIES

Archives _____ Awards/Scholarship _____ By-Laws _____
 Candidate for office(Specify) _____
 Government Relations: National _____ State(Specify) _____
 Liaison Coordinator(Specify Professional Org.) _____
 Parliamentary _____ Placement _____

II. CONFERENCE

Coordinate Section Chairs _____ Evaluations Chair _____
 Newcomers' Functions _____ Program Committee Member _____
 Section Chair _____ Speaker (topic) _____
 Other Arrangements(Specify) _____
 Host future conference _____

III. PUBLICATIONS

Editorial Board Journal _____ Editorial Board Newsletter _____
 Editorial Board Proceedings _____
 Contribute Article(Specify pub./topic) _____

IV. STATE/PROVINCE ORGANIZATION(Specify) _____

State/Province Director _____ Expertise Network _____
 Host State/Prov. Mtg. _____ Govt. Relations _____
 Membership _____ State Newsletter/Publicity _____

V. PROJECTS

Special Interest Group (Specify topic) _____
 Summer Institute Host _____ Speaker _____
 Topical Mini-Conference Host(Specify topic) _____

PLEASE USE THE BACK TO OUTLINE PROPOSALS OR DISCUSS IDEAS.

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

March 23, 1984

M E M O R A N D U M

TO: Lucy MacDonald
FROM: Karen Smith
RE: Final 1983 Conference Accounting

Carrie and I have had some difficulty in trying to reconcile final figures for the 1983 conference. Actually, Carrie's done all of the work and I've only been involved in very minor ways. According to her accounting, a balance of \$690.08 is still due to WCRLA from you.

I've tried to call you, but have had no luck. This week no one even answers at the college and no one answers at your home, so I assume you're off somewhere having a wonderful Spring Break.

The best we can do at this point is to try to clarify for you (via this letter) the "accounts receivable" identified in Carrie's accounting. Since there is probably not enough time between now and the Board meeting at the Conference for you to respond to me (I'll be out of town consulting Wednesday through Friday next week), please call Carrie immediately. Her Spring break runs from 3/26 through 3/30, but she'll be in and out of the office. Stanford (415) 497-2207, home (415) 321-6466.

KGS:mp
Att:
cc: Board of Directors

On the final Treasurer's report for 1982-83, last page under "Note to 82-83 budget," Carrie noted that she had spoken to you on 10/7 regarding the final conference figures and that you acknowledged that there was a balance due.

<u>Income</u> from conference registration	\$1341.42
less refunds by Carrie	- 428.50

Total conf. regis. taken in but not yet deposited with WCRLA	912.92
---	--------

less check from Lucy on 9/28 (deposited)	536.26
--	--------

Balance due on conf. regis. from Lucy	329.66
--	--------

Expenses

Advance to conference manager	2000.00
-------------------------------	---------

Reported expenditures	452.38
	1189.20

Total	1639.58	- 1639.58
-------	---------	-----------

Refund due from advance	360.42
-------------------------	--------

Total due from Lucy	\$ 329.66 for conference regis.
	+ 360.42 balance from advance
	\$ 690.08

Mid-Year Report of the Treasurer of the
Western College Reading and Learning Association
for the period
July 1, 1983 - March 1, 1984

Prepared for the Board of Directors' Meeting at the
Annual Conference in San Jose, Calif.
April 3-5, 1984

by
Carolyn Walker

WCRLA Operating Budget
 July 1, 1983 - June 30, 1984
 (set Sept. 18, 1983)

CATEGORY	ITEM	REQUESTED	APPROVED
Board of Directors	Meetings	\$2000	\$1600
	Secretary	\$ 300	\$ 300
	Treasurer	\$ 600	\$ 600
	President	\$ 300	\$ 300
	Conference Calls	\$ 400	\$ 400
	Supplies	\$ 500	\$ 500
	Special Expenses	--	\$ 600
		<u>\$4100</u>	<u>\$4300</u>
Oxford Mailing	Mail Service & Membership	--	\$2000
Publications	Newsletter	\$4310	\$4900
	Journal	\$2850	\$1850
	Proceedings /Journal	\$4756	\$4710
		<u>\$11916</u>	<u>\$11460</u>
Committees	Awards/Scholarships	\$ 570	\$ 570
	By-Laws/Archives	--	\$ 100
	Conference Site Selection	--	\$ 100
	MAAC	\$ 350	\$ 500
	Nominating	\$ 35	\$ 100
	Placement	\$ 200	\$ 150
		<u>\$1155</u>	<u>\$1520</u>
Task Force	Elections Process	--	\$ 100
	Placement/Joint w/NARDSPE	\$ 705	\$ 100
		<u>\$ 705</u>	<u>\$ 200</u>

CATEGORY	ITEM	REQUESTED	APPROVED
Special Interest Groups	Organization	\$ 20	\$ 20
	Adv. Rdg. Comp.	--	0
	Basic Reading	\$ 75	\$ 75
	Computers	--	0
	Critical Thinking	--	0
	LAC Mgt.	\$ 465	\$ 300
	Political Action	\$ 200	\$ 200
	Research	--	0
	Sp. Needs Students	--	0
		<u>\$ 760</u>	<u>\$ 595</u>
State Organizations	Coordinator	\$ 500	\$ 700
	S.D. Luncheon (Conf.)	\$ 250	\$ 250
	Allotments/ea. S.D.	\$1200	\$1200
	Sp. Requests: CO	\$ 650	\$ 250
	ID	\$ 90	\$ 40
	N. CA.	\$ 200	\$ 200
	OR	\$ 200	\$ 50
	S. CA.	\$ 350	\$ 350
	TX	0	0
		<u>\$3440</u>	<u>\$3040</u>
Summer Institute	Planning	--	0
TOTALS		\$22076	\$23115

EXPENDITURES

1983-84 WCRLA Operating Budget
 (July 1, 1983-March 1, 1984)

Board of Directors

	BUDGETED	SPENT (through March 1)	BALANCE
<u>Meetings</u>	\$1600	Aug. 11, 1983. \$132 to Dick Lyman for three nights hotel expenses last year at NARDSPE in Little Rock.	\$466.55
		Sept. 16 - \$116.66 to Hyatt San Jose. Board dinner for six people.	
		Sept. 17 - \$73.03 to Hyatt San Jose. Lunch for Board & invited guests.	
		Sept. 17 - \$126.96 to Pacific Fish Co. Dinner for nine people (Board and guests).	
		Sept. 18 - \$39.30 to Hyatt Hotels. Lunch for Board during meeting.	
		Sept. 26 - \$309 to Karen G. Smith for airfare and mileage for San Jose Board Meeting, Sept. 16-18, 1983.	
		Sept. 26. \$158 to Suzanne McKewon for San Jose Board Meeting (airfare).	
		Sept. 28. \$178.50 to Lucy McDonald for airfare and phone call WCRLA Board Meeting in San Jose.	
		Subtotal: \$1133.45	

	BUDGETED	SPENT (through March 1)	BALANCE
<u>Secretary</u> (McKewon)	\$ 300	<p>* May 9 - \$200 advance to Suzanne McKewon to pay her '83-'84 secretary's expenses.</p> <hr/> <p>Subtotal: \$ 200</p>	\$ 100
<u>Treasurer</u> (Walker)	\$ 600	<p>July 7 - \$38.07 to LAC, Stanford, for phone, postage and copying.</p> <hr/> <p>**Sept. 19 - \$250 to Professor Richard P. Kubelka for mathematics/accounting consulting on 1982-83 Treasurer's Report.</p> <hr/> <p>Jan. 10 - \$62.85 to Cooper, Jensen, & Morrow, P.A. for tax preparation services.</p> <hr/> <p>Jan. 18 - \$96.74 to Stanford LAC for postage, copying and phone for the period July 1, 1983-Dec. 31, 1983.</p> <hr/> <p>Subtotal: \$ 197.66</p>	\$ 402.34
<u>President</u> (Smith)	\$ 300	<p>July 5 - \$62.53 WCRLA brochures and mailing (Oxford).</p> <hr/> <p>Oct. 24 - \$15.96 to Oxford mailing for sending material to D. McGinty and S. Deese.</p> <hr/> <p>Dec. 5 - \$26.19 to Cruces Trophy for President's plaque.</p> <hr/> <p>Jan. 20 - \$8.00 for photocopying bank statements for IRS reports.</p> <hr/> <p>Subtotal: \$ 112.68</p>	\$ 187.32

* Although paid in the 1982-83 fiscal year, this is an expense of the 1983-84 budget.

** Although paid in the 1983-84 fiscal year, this is an expense of the 1982-83 budget and is thus deducted from 1983-84 reserves.

	BUDGETED	SPENT (through March 1)	BALANCE
<u>Conference Calls</u>	\$ 400	<p>Oct. 11 - \$190.26 to Center for Learning Assistance, N.M.S.U. Two conference calls by Karen Smith, President.</p> <p>Jan. 20 - \$121.29 to Center for Learning Assistance, N.M.S.U. for conference call Board Meeting.</p> <p>Subtotal: \$ 311.55</p>	\$88.45
<u>Supplies</u> (Stationery, brochures banner, President's awards)	\$ 500	<p>Oct. 17 - \$103.22 to R.B. Printing [\$136 - 32.78 = \$103.22]; \$32.78 = UPS charge for mismailed brochures.</p> <p>Oct. 31 - \$13.31 to Oxford Mailing for printing 300 invoices.</p> <p>Nov. 25 - \$8.12 for check order.</p> <p>Jan. 18 - \$183.68 to R.B. Printing for 1000 brochures and inserts.</p> <p>Subtotal: \$ 308.33</p>	\$191.67
<u>Special Expenses</u>	\$ 600	<p>July 19 - \$6.00 to N.M. State Corporation Committee (K. Smith).</p> <p>Aug. 2 - \$55.00 to N.M. State Corporation Committee (K. Smith).</p> <p>Subtotal: \$ 61.00</p>	\$539.00
TOTALS: (Board of Directors)	\$4300	\$2324.67	\$1975.33

	BUDGETED	SPENT (through March 1)	BALANCE
	\$2000	<p>July 12 - \$643.02 for June membership maintenance and postage.</p> <p>Aug. 8 - \$302.61 for July membership maintenance.</p> <p>Sept. 14 - \$231.13 for Aug. membership maintenance.</p> <p>Nov. 8 - \$245.90 for Sept. and Oct. membership maintenance.</p> <p>Jan. 10 - \$63.95 for Dec. membership maintenance.</p> <p>Feb. 3 - \$11.70 for service providing 480 labels of WCRLA membership list for Scott, Foresman & Co.</p> <p>Feb. 13 - \$11.50 to process sale of mailing list (labels) to Dr. Rona Flippo at Univ. of Wisconsin.</p> <p>Feb. 16 - \$248.33 for Nov., Dec., Jan., membership maintenance.</p> <p>Feb. 16 - \$156.29 to print 1000 renewal notices and 500 final renewal notice envelopes and typeset and paste-up.</p> <p>Feb. 16 - \$127.46 to mail March renewal notice to 364 plus postage.</p> <p>Subtotal: \$ 2041.89</p>	-\$41.89
TOTALS (Oxford Mailing Service/Membership)	\$2000	\$2041.89	-\$41.89

Publications

	BUDGETED	SPENT (through March 1)	BALANCE
<u>Newsletter</u>	\$4900	*June 30 - \$1133.04 to Time Business Forms for 16-page Newsletter.	\$ 785.70
		July 5 - \$270.56 to mail summer newsletter and spring journal (Oxford Mailing).	
		Oct. 7 - \$110 to Jane Hopper for round-trip airfare to San Jose for Sept. Board Meeting.	
		Oct. 7 - \$175.85 to Oxford Mailing for Fall Newsletter and Journal.	
		Oct. 24 - \$1158.62 to Time Business Forms for 16-page newsletter.	
		Dec. 14 - \$1168.04 to Time Business Forms for 15-page newsletter.	
		Dec. 14 - \$ 98.19 to Oxford Mailing for mailing winter newsletter.	
		Subtotal: \$4114.30	
<u>Proceedings/Journal</u>	\$4710	Aug. 8 - \$2400 to printer (Don Girard) for 15th Annual <u>Proceedings</u> .	\$ 510.00
		Nov. 28 - \$1800 for 16th WCRLA Conference Journal. Progress billing to Don Girard.	
		Subtotal: \$4200.00	

* Although paid in the 1982-83 fiscal year, this is an expense of the 1983-84 budget.

	BUDGETED	SPENT (through March 1)	BALANCE
<u>Journal</u>	\$1850	*April 21 - \$1000 advance to Mike O'Hear for Journal expenses. Nov. 8 - \$500 advance for printing and postage to Mike O'Hear. Feb. 15 - \$150 to Mike O'Hear. Subtotal: \$1650.00	\$ 200
TOTALS (Publications)	\$11460	\$9964.30	\$1495.70

* Although paid in the 1982-83 fiscal year, this is an expense of the 1983-84 budget.

Committees

	BUDGETED	SPENT (through March 1)	BALANCE
<u>Conference Site Selection</u>	\$ 100		\$ 100
<u>Placement</u>	\$ 150		\$ 150
<u>Minority Affairs</u>	\$ 500	Oct. 25 - \$159.06 to Miranda Montgomery for one night and airfare to attend San Jose Board Meeting in September.	\$ 340.94
<u>Bylaws/Archives</u>	\$ 100		\$ 100
<u>Nominating</u>	\$ 100	Sept. 13 - \$43.40 to Betty Levinson for phone calls.	\$ 56.60
<u>Awards/Scholarship</u>	\$ 570	Oct. 26 - \$796 to Allstate Savings to open new account for Scholarship Fund. (See page 16.)	\$ 570
TOTALS	\$1520	\$202.46	\$1317.54

Task Forces

	BUDGETED	SPENT (through March 1)	BALANCE
<u>Publications</u>	0	Sept. 14 - \$8.32 to Delryn Fleming for phone calls for task force.	-\$ 8.32
<u>Elections Process</u>	\$100		\$100
<u>Placement/Joint with NARDSPE</u>	\$100	Feb. 14 - \$103.79 to Center for Learning Assistance, N.M.S.U., Las Cruces. WCRLA-NARDSPE Placement Task Force Conference call (Brown, Reed, Kaman, Buchanan & Shelton).	-\$ 3.79
TOTALS (Task Forces)	\$200	\$112.11	\$ 87.89

Special Interest Groups

	BUDGETED	SPENT (through March 1)	BALANCE
<u>Organization</u>	\$ 20		\$ 20
<u>Adv. Rdg. Comp.</u>	0		0
<u>Basic Reading</u>	\$ 75		\$ 75
<u>Computers</u>	0		0
<u>Critical Thinking</u>	0		0
<u>LAC Management</u>	\$300	*May 20 - \$200 to Patti Dozen for LAC Management Network SIG start-up money.	\$100
<u>Political Action</u>	\$200	Aug. 11 - \$200 to Pat Benner per Dick Lyman's authorization.	0
<u>Research</u>	0		0
<u>Special Needs Students</u>	0		0
TOTALS: (Special Interest Groups)	\$595	\$400	\$195

* Although paid in the 1982-83 fiscal year, this is an expense of the 1983-84 budget.

State Organizations

	BUDGETED	SPENT (through March 1)	BALANCE
<u>Coordinator</u> (Lyman)	\$ 700	Oct. 18 - \$22.45 to Oxford Mailing Service (Lyman).	\$677.55
<u>S.D. Luncheon</u> (Conf.)	\$ 250		\$250
<u>Allotments/ea.</u> <u>State Director</u>	\$1200		\$1200
<u>Special Requests:</u>			
Colorado:	\$ 250	*May 19 - \$50 advance for State Director's allotment 83-84 to P. Mulcahy.	\$ 79.15
		Jan. 10 - \$120.85 for guest speaker expenses at Colorado State Conference (to P. Mulcahy).	
Idaho:	\$ 40		\$ 40
N. California:	\$ 200		\$200
Oregon:	\$ 50		\$ 50
S. California:	\$ 350	Aug. 11 - \$14.15 to Oxford Mailing for N. Deatsch's request for print-out of members and letterhead and postage.	\$335.85
Texas:	0		0
<u>Coordinator from</u> last year (Faulkner)	0	Sept. 13 - \$104.01 to Oxford Mailing Service by Ann Faulkner to mail Expertise Network Brochure.	\$398.02
		Sept. 13 - \$294.01 to Ann Faulkner for printing and mailing 1000 copies of the Expertise Network.	
TOTALS: (State Organizations)	\$3040	\$605.47	\$2434.53

* Although paid in the 1982-83 fiscal year, this is an expense of the 1983-84 budget.

Summer Institute

	BUDGETED	SPENT (through March 1)	BALANCE
	0		0

1983-84 OPERATING	\$23,115	\$15650.90	\$7464.10
BUDGET TOTALS: (Exclusive of Conference Expenditures)			

Conference 1984

BUDGETED	SPENT (Through March 1)	BALANCE
0	*May 23 - \$1000 advance to Carol Bogue for S.J. Conference 83- 84	-\$2058.65
	July 21 - \$29.30 to Oxford Mailing.	
	Dec. 14 - \$29.35 to Oxford Mailing.	
	Feb. 3 - \$1000 advance to Carol Bogue for conference.	

* Although paid in the 1982-83 fiscal year, this is an expense of the 1983-84 budget.

INCOME 1983-84
(excluding interest income)

Deposits (7-1-83 to 3-1-84)

7-5-83	Dues:	430.00	
	Proceedings:	24.00	
		<u>454.00</u>	subtotal
7-8-83	Dues:	510.00	
	Proceedings:	8.00	
		<u>518.00</u>	subtotal
7-13-83	Dues:	100.00	
	Proceedings:	40.00	
		<u>140.00</u>	subtotal
8-1-83	Dues:	260.00	
	Proceedings:	48.00	
		<u>308.00</u>	subtotal
8-29-83	Dues:	460.00	
	Proceedings:	84.00	
	Other:	151.50	
		<u>695.50</u>	subtotal
9-19-83	Dues:	425.00	
	Proceedings:	90.50	
	Exhibitors:	150.00	
		<u>665.50</u>	subtotal
9-23-84	Dues:	100.00	
	Proceedings:	13.00	
		<u>113.00</u>	subtotal
9-26-83	Royalty on Mailing List:	14.54	subtotal
	(Jossy-Bass)		
9-28-83	Portland Conference	583.26	subtotal
10-17-83	Dues:	250.00	
	Proceedings:	84.00	
		<u>334.00</u>	subtotal
11-17-83	Dues:	675.00	
	Proceedings:	115.00	
	Exhibitors:	300.00	
		<u>1090.00</u>	subtotal

11-29-83	Exhibitors:	<u>350.00</u> subtotal
12-8-83	Dues:	450.00
	Proceedings:	89.00
	Exhibitors:	<u>150.00</u>
		<u>689.00</u> subtotal
1-9-84	Dues:	350.00
	Proceedings:	24.00
	Other:	<u>25.56</u>
		<u>399.56</u> subtotal
1-10-84	WCRLA Network Listing (P. Mulcahy)	<u>2.00</u> subtotal
2-8-84	Dues:	975.00
	Proceedings:	<u>83.00</u>
		<u>1058.00</u> subtotal
2-21-84	Dues:	895.00
	Proceedings:	158.00
	Other (labels):	<u>26.41</u>
		<u>1079.41</u> subtotal

Summary

Total Dues:	5880.00
Total Proceedings:	860.50
Total Other:	220.01
Total Exhibitors:	950.00
Total Portland Conference:	<u>583.26</u>

\$8493.77

Summary of Banking Activity

Checking Account

Cash on hand in checking account (7/1/83)	\$4824.92
Transfer to checking from savings at San Francisco- Federal Savings & Loan (10/24/83)	\$4000.00
Withdrawal to establish scholarship fund at Allstate Savings, now called Sears Savings Bank (10/26/83)	(\$ 796.00)
Transfer to checking from savings at San Francisco Federal Savings & Loan (2/7/84)	\$5000.00
Non-interest income (Dues, Proceedings, Exhibitors, Portland Conference and Misc.)	\$8493.77
<hr/>	
Subtotal	\$21522.69
Expenditures - Operating Budget	(\$15650.90)
Monies advanced from checking account during 1982-83 to 1983-84 Operating Budget (\$2583.04) and 1984 Conference (\$1000.00)	\$ 3583.04
Expenditures for 1984 Conference	(\$ 2058.65)
Expenses for 1982-83 Budget (taken from reserves)	(\$ 250.00)
Advances to 1984-85 Budget	(\$ 0)
<hr/>	
Subtotal:	(\$14376.51)
Checking Account (balance as of 3/1/84)	\$ 7146.18

Savings Account at San Francisco Federal Savings and Loan

Cash on hand in savings account (7/1/83)	\$21,072.19
Funds transferred to cover checking account needs (10/24/83)	(\$ 4,000.00)
Funds transferred to cover checking account needs (2/7/84)	(\$ 5,000.00)
Interest income: 7/1/83 - 12/31/83	\$ 899.97
Interest income: 1/1/84 - 3/1/84	\$ 231.67

Total interest accrued \$ 1,131.64

Total in savings account \$13,203.83
as of 3/1/84

Savings Account at Allstate (Sears Savings Bank) for the Scholarship Fund

Initial deposit from checking account to open Scholarship Fund:

- (1) \$168 from San Diego Conference 1981-82
- (2) \$128 from Portland Conference 1982-83
- (3) \$500 allocated to Scholarship Fund by Board out of
1983-84 Operating Budget.

[Check written 10/26/83; account opened 12/5/83]	\$796.00
--	----------

Interest from 12/5/83 to 3/1/84	\$ 18.22
---------------------------------	----------

Total in savings account on 3/1/84	\$814.22
---------------------------------------	----------

Balance Sheet

Operating Budget set 9/18/83	\$23115.00
Non-Conference Expenditures 7/1/83 - 3/1/84	\$15650.90

Balance of Operating Budget	\$ 7464.10
-----------------------------	------------

Reserves (1983-84)

Total end of 82-83 assets: \$25,897.11	
less 83-84 Operating Budget: (\$23,115.00)	\$ 2782.11
1984 Conference Expenditures 7/1/83 - 3/1/84	(\$ 2058.65)
Expenses from last year (82-83)	(\$ 250.00)
Advances from last year's budget (82-83)	\$ 3583.04

Balance of 1983-84 reserves	\$ 4056.50
-----------------------------	------------

Non-interest income 7/1/83 - 3/1/84	\$ 8493.77
-------------------------------------	------------

Interest income 7/1/83 - 3/1/84	
S.F. Federal Savings & Loan	\$ 1131.64
Allstate (Sears Savings Bank)	\$ 18.22

Total income	\$ 9643.63
--------------	------------

TOTAL ASSETS (sum of the above)	\$21,164.23
---------------------------------	-------------

Distribution of Assets:

Checking Account:	\$ 7146.18
S.F. Savings & Loan Account	\$13203.83
Allstate (Sears Savings Bank)	\$ 814.22

TOTAL	\$21,164.23
-------	-------------

Accounts Receivable as of 3/1/84

\$ 4008.08

(1) \$ 690.08 from Lucy MacDonald from 1983 Conference in Portland.

(2) \$3318.00 from Donald Yamamoto, 1980-81 and 1981-82 WCRLA Treasurer.



**Western
College
Reading &
Learning
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

March 23, 1984

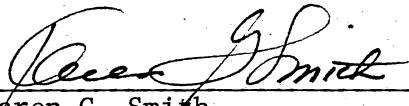
M E M O R A N D U M

RE: Yamamoto Affair
Cooper, Jensen and Morrow, P.A.

The statement for services from Cooper, Jensen and Morrow (dated 2/25/84, attached) includes all services which were necessitated by Don Yamamoto's failure to complete final WCRLA treasurer's reports or file non-profit corporate tax returns for 1981 and 1982. Because of the problems which arose in completing the accounting records for those two years, WCRLA elected to have Cooper, Jensen and Morrow modify and finalize the accounting for 1983 and file with the IRS for 1983 also.

The accountant estimates the cost of the accounting and filing for 1983 alone to be \$250. WCRLA will absorb that as a Board of Directors' expense and will deduct that amount from the total bill to Don Yamamoto.

Cooper, Jensen and Morrow	\$1005.60
less 1983's reports	<u>250.00</u>
Due from Yamamoto to reimburse WCRLA for accountant's expenses	\$ 755.60



Karen G. Smith
President, WCRLA

KGS:mp
Att:

MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

COOPER, JENSEN & MORROW, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

SUITE 410
FIRST NATIONAL TOWER
LAS CRUCES, NEW MEXICO 88001
505-523-5521

AMT. ENCLOSED \$ _____

WCELA - Karen Smith
P.O. Box 4576
Whittier, California
90607

CLIENT NO: 237

THIS STATEMENT REFLECTS
SERVICES THRU: 02/25/84

PAYMENT RECEIVED AFTER THIS DATE
WILL APPEAR ON NEXT MONTHS STATEMENT.

TURN TOP PORTION WITH REMITTANCE
MAIN BOTTOM PORTION FOR YOUR RECORDS

COOPER, JENSEN & MORROW, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

STATEMENT

DATE	SERVICE	AMOUNT
	PREVIOUS BALANCE:	\$1.00
	Completion of accounting records and preparation of non-profit corporation tax returns for the years ended June 30, 1981, 1982, and 1983	
	Communications with IRS agents regarding the delinquent returns	
	Conference with management pertaining to the returns and funds withdrawn by former treasurer	960.00
	Sales tax	45.60
	NEW CHARGES:	\$1,005.60
	NEW BALANCE:	\$1,005.60

*pd 4/1/84
Pck # 244*

CURRENT 31-60 DAYS 61-90 DAYS OVER 90 DAYS



**Western
College
Reading &
Learning
Association**


RECEIVED MAR 3 1984

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

March 21, 1984

M E M O R A N D U M

TO: Board of Directors
FROM: Karen 
RE: Joint Placement Task Force Recommendations

This is an item for Board consideration during our April meetings. Please read it over and be prepared to discuss WCRLA action. I will have a report on NADE's (NARDSPE's) decision regarding this same proposal. Be sure to bring this copy with you to the Board meeting.

KGS:mp
Att:

CENTER FOR LEARNING ASSISTANCE

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

March 5, 1984



M E M O R A N D U M

TO: Curtis Miles
Karen Smith ✓

FROM: Sue Brown *SB*

RE: Recommendations of the Joint NADE/WCRLA Placement
Task Force

After surveying a variety of placement possibilities the Joint NADE/WCRLA Task Force would like to submit the attached recommendations for consideration. If you have any questions, please contact me or any of the task force members.

SB:mp
Att:

Recommendations of the Joint NADE/WCRLA
Placement Task Force

Chairperson: Susan Brown

Members: Dick Shelton
Harriette Buchanan
Mitch Kaman
Elaine Reed

The Joint NADE/WCRLA Placement Task Force has agreed upon the following recommendations:

1. WCRLA and NADE will set up their Joint Placement Service using a word processing computer program.
2. The placement service will be housed in the office of the Joint Placement Coordinator. (Dick Shelton, the current Placement Coordinator of NADE would be a logical Joint Placement Coordinator since he is in a placement office and has a similar system in existence.)
3. The placement service will be a bimonthly announcement of available positions by categories.
4. A joint placement committee with interested and committed members from both organizations will be responsible for locating available positions and forwarding the positions to the Joint Placement Coordinator.
5. The placement service will be advertised through the WCRLA and NADE newsletters and through a mailing to colleges and universities.
6. A student employee working one half day per week will be responsible for adding to and deleting from the job listings, printing them and mailing the listings to the subscribers.
7. A fee will be charged to placement users to cover the costs.
8. The Placement Coordinator for each organization will be responsible for other placement activities such as: workshops and/or articles on resume writing, cover letters, job searching interviewing, assessing skills, etc. In addition she/he will work with the Joint Placement Coordinator in advertising and gathering job announcements.
9. The Joint Placement Service will begin operations in late spring of 1984.
10. The Joint Placement Committee will survey the membership to determine the desirability of an electronic placement service where any member with access to a computer could peruse current job placement information or place position availability information on an electronic bulletin board for immediate response (see attached proposal by Elaine Reed, Cal State University, Long Beach).

11. The Joint Placement Service will be reevaluated at the end of each year to determine it's effectiveness and to recommend future directions.

Breakdown of Costs

Initial Setup	\$ 40.00
Word Processing Program	150.00
Student Employee 2 days per month at \$3.50 per hour	672.00
Advertising	300.00
Labels, paper, postage	covered by fees
	<hr/>
Total	\$ 1162.00
Each organization 1st year	581.00
Thereafter	486.00

Fee to users \$6 per six months

PROPOSAL

By Elaine Reed

That WCRLA and NADE cosponsor an electronic placement service so that any members with access to a computer can peruse current job placement information or, if they are administrators, can place position availability information on an electronic bulletin board (EBB) for immediate response.

The EBB will provide 24 hour placement information and can be funded from two possible sources: 1) a service fee to organizations who are seeking job applicants; and 2) a placement fee from members looking for positions. These fees are to be paid directly to WCRLA and NADE.

The cost of this service is prorated at \$20.00 monthly for 1 Mbyte of storage, with no charge for access time. In addition, the sponsoring organizations will be billed for installation and monthly service fee for one telephone line. As of January 1, 1984, this cost amounts to \$90.00 for installation and \$8.20 monthly line fee.

The allocation of 1 Mbyte storage will accommodate approximately 400 pages of data. Thus, at any one time, the EBB will support over 100 pages of job descriptions with the remainder of the space available for association announcements, position papers, electronic conferencing, or member data surveys.

Provisions can be made to write-protect data and to restrict access by account number and password. Frequency of access can be reported semi-annually to the association. An EBB user guide and position description forms for administrators will be made available to the associations for distribution to its members.

Notes

- Position description forms to be sent by registered mail (receipt request optional) to OPEN
- OPEN staff will enter data on EBB
- OPEN staff will write usage reports
- Association members seeking position information will pay telephone charges to EBB. A typical search is estimated to cost \$5.00

Proposal

Microfilming of Minutes of WCRLA Board Meetings

Suzanne McKewon
Secretary

April, 1984
WCRLA Conference
San Jose, CA

Rationale: Now that WCRLA board meeting minutes fill completely four large three-ring binders and a fifth has been started, the total set now is very cumbersome and heavy to bring to two annual meetings. The index is of no use to anyone but the Secretary who has the complete set. The index is copied annually and sent to all board members at some expense and is rarely, if ever used. Microfilming the entire set of minutes would give every board member his/her own set to use along with the index or just to peruse for background on a given issue. This would also give new board members an invaluable historical perspective into to organization. An annual addition of one microfiche would be sent prior to the Conference to bring all copies up to date. The microfiche would be compatible with readers designed to be used with ERIC documents. Copies could be made using those readers so designed to accommodate this. Such readers would likely be available in the school libraries and education centers of board members.

Cost: After checking with several microfilming services in San Diego, I found Micrographics, Inc., a contractor of the San Diego County Department of Education to be the most competitively priced. To film all approximately 2,000 original pages of minutes and to make 6 copies of the microfiche would cost from \$115-\$125. An annual addition of approximately 50 pages of minutes and 6 copies would cost an additional \$15. These could be mailed to the company from anywhere in the U.S. for the additional filming to be done. As many as 60 originals can be reduced to fit on one page of microfiche.

Secretary's Report

April, 1984

San Jose, California

Expenses

<u>Item</u>	<u>Date</u>	<u>Amount</u>
postage	10-4-83	13.44
postage	11-16-83	20.00
postage (no rec.)	1-5-84	20.00
postage	2-29-84	20.00
supplies	2-29-84	14.34
copies	11-16-83	3.81
copies	2-7-84	1.38
telephone	2-20-84	12.56
bank charges	thru March	<u>6.00</u>
		111.53
	Balance 9-15-83	136.25
	Interest	3.83
	Petty cash	(15.87)
	Expenses	<u>(111.53)</u>
	On account	12.68

file Journal

ANNUAL REPORT OF THE EDITOR
JOURNAL OF COLLEGE READING AND LEARNING
APRIL 1984

I. Editorial Board

April 1983: I appointed Dr. Norma Spalding to replace Dr. Craig Mayfield. The JCRL editorial board now consists of the following members in order of longevity:

Ramona Knowles, San Francisco State University
Michael O'Hear, Indiana University at Ft. Wayne
John Penisten, UH-Hilo/Hawaii Community College
Norma Spalding, San Jose State University

II. APA Manual Style

May 1983: I purchased the Third Edition of the APA Manual and mailed it to each editor asking that this year's manuscripts be brought into compliance with a standardized system as recommended by participants at the 1983 conference. Since authors did not have the instruction to use APA style prior to submitting their papers, the editors had to spend considerable time revising style. Announcement of this change has been made for 1984 papers via letters to presenters and the Newsletter.

III. Publication Task Force

Summer 1983: Carolyn Walker, Michael O'Hear, Karen Smith and I had a conference call to discuss potential changes in the Newsletter format for the articles submitted to the Journal edited by Michael O'Hear. After phone calls to WCRLA members and Dallas area printers, and an article in the Summer 1983 Newsletter (which drew no response), and correspondence with Oxford Mailing Service, I recommended that the Journal articles not be printed in a separate volume due to lack of acceptable number of good manuscripts and high cost. A complete report was given to the Summer Board.

IV. Wilson Indexing

Summer 1983: I wrote Gar Cranney asking him to investigate the potential for our being indexed with Wilson's. He recommended in a letter to Karen Smith (August 31, 1983) that we not pursue indexed status in The Education Index but that we place copies with ERIC and index with Research in Education and Current Journals in Education. I have not acted yet on these suggestions.

V. Newsletter column

I submitted articles for the Summer 1983, Fall 1983 and Spring 1984 issues. Most significantly, the Fall article alerted members to adoption of the APA Manual style and the Spring article specified the criteria for acceptance of JCRL papers.

VI. The Journal of College Reading and Learning , Volume XVI

A. 19 accepted of 23 papers submitted

B. Timeline

1. Letters of acceptance/rejection: May 1983
2. Manuscripts completed to printer: Sept. 6, 1983
3. Received first galleys: October 18, 1983
4. Returned first galleys: November 2, 1983
5. Partial payment to printer: November 8, 1983
6. Received blue line galleys: January 12, 1984
7. Returned blue line galleys: January 23, 1984
8. Called printer to check progress: February 28,
March 20, 29, April 2, 1984

C. Cost

Prepaid	\$1800
Expected remainder	\$2400 \$2200
	\$4200

VII. 1984 San Jose Conference

I mailed a sample "Dear Presenter" letter and cover sheet to Carole Bogue for her to include in mailings to presenters requesting manuscripts from their presentations.

On her request I wrote keynote speakers and guest institute panelists to request manuscripts for publication.

Finally, I asked Carol to set up a luncheon for editorial boards on Saturday during the conference and she complied.

VIII. Recommendations

The completion time on the JCRL is much longer than necessary. I recommend that we employ a new printer willing to complete the volumes within two months after receiving the manuscripts. Attached is a bid from A-Instant Press in Carrollton, Texas, that I suggest we accept.

NEWSLETTER EDITOR'S REPORT
WCRLA BOARD MEETING
San Jose, California
April 1984

1. Publication

Actual costs:
~~Costs above estimates:~~ \$1133.04 Summer '83
1158.62 Fall '83
1168.04 Winter '83
1046.94 Spring '84

(Estimate was \$1000 per issue.)

Suggestions for reducing expenses: fewer pages
fewer photos
less expensive paper

2. Columns

Editors needed (?)
Materials
Computers

3. Publicity policy

Request from Kellogg Institute

4. Deadline dates (a redundancy)


Suggested changes?

Present deadlines are Jan. 5 - May 1 - July 31 - Oct. 1

5. Suggestions of any kind to improve the Newsletter are welcome.

Please see second page for proposed copy per issue.

Respectfully submitted,


Jane Hopper, Editor

<u>Newsletter issue</u>	<u>Deadline</u>	<u>Proposed copy</u>
Issue 1, Spring	Jan. 5	Conference Photos of candidates *Absentee ballot request, 2nd printing *Registration form, 2nd printing *if time permits Journal editor's call for papers SIGs State and province directors
Issue 2, Summer	May 1	Post conference Conference photos Photos of new officers Next conference information SIGs State and province directors (?)
Issue 3, Fall	July 31	President President-elect Nominations committee report SIGs State and province directors Conference information Call for proposals
Issue 4, Winter	Oct. 1	Conference information Statements of candidates for office with photos Absentee ballot request Call for proposals, 2nd printing Advance registration form State and province directors
Regular columns:	Tutoring Evaluations Awards Journal Computers MAAC	Placement Officers Materials State and province directors SIGs ERIC



**Western
College
Reading
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

1503 Jackson, Carrollton, Texas 75006

Karen Smith
Center for Learning Assistance
Box 5278
New Mexico State University
Las Cruces, N.M. 88003

Dear Karen;

I received your follow-up letter on the conference call and the resources forms including Garr's letter. I returned Garr's bibliography to him, asking him to use APA style and informing him of our change. I wonder if he would be a good person to ask to help with information on getting us into indexes, marketing the Proceedings...Journal, etc. I am also considering Frank ~~XXXX~~Christ as I know he has a staff who can help. Ann will return from China on Thursday, so I will get her advice then call you for suggestions.

Here is the current editorial board. Norma is the only change from last year.

Ramona Knowles
San Francisco State University
San Francisco, CA 94123

Michael O'Hear
Indiana University at Fort Wayne
Fort Wayne, Indiana 46805

John Penisten
UH/Hilo/Hawaii Community College
Hilo, Hawaii 96720

Norma Spalding
San Jose State University
San Jose, California 95192

I will have a progress report to you in plenty of time for revisions or reconsideration before your September 16 board meeting.

I will keep in touch.


Delryn

specific as Patti, and this enables her to handle and complete an excessive amount of projects and responsibilities. For instance, she became the resident CAI expert in the Center when the rest of us were "thinking about" getting involved. As such, she developed the computer-managed program evaluation systems still used in the Center. And, just two years ago in the middle of her other projects, Patti surveyed all the teaching assistants who had worked with us over a ten year period and put together a CLA Staff Yearbook for distribution.

Involvement in WCRLA has been a part of Patti's professional life since the 1983 conference. She has served as Parliamentarian, Chair of the By-Laws Committee and Coordinator of Chairpersons. She has presented at the conferences, and served willingly and well many times as session chairperson. In addition, Patti provided a great deal of assistance and special support both for me and for Sue Brown when we served as officers in WCRLA. It's hard for me to imagine having served out my terms without Patti's support and sage advice.

Please consider seriously this nomination of Patti Glenn for the WCRLA Scholarship. She is the epitome of the WCRLA professional: knowledgeable, intelligent, committed, empathetic, and deserving of recognition for her skills and her expertise. I respect her highly.

Sincerely,

A handwritten signature in cursive script, appearing to read "Karen G. Smith".

Karen G. Smith, Ed.D.
Director



**Western
College
Reading &
Learning
Association**


READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, Box 5278, New Mexico State University, Las Cruces, NM 88003

July 13, 1983

M E M O R A N D U M

TO: Delryn Fleming

FROM: Karen Smith 

RE: Editorial Board

Am I correct in assuming that there is only one WCRLA Editorial Board? I can find no reference to an editor or an editorial board on the latest issue of the WCRA Journal....

To date I've only received about 40 Membership Resources Forms (Hal sends what he receives about every other week), but from those received, eight have indicated an interest in serving on an editorial board. Copies of those forms are included here. Additionally, I'm sending along a copy of a letter I received from Garr Cranney offering assistance with updating the style sheet -- if you're interested. Also, his point about the omission of WCRA/WCRLA Proceedings from ERIC and other references is an ongoing concern. What do we do about changing this?

Talk to you on the 19th!



**Western
College
Reading
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

June 22, 1983

Dr. Karen Smith
Center for Learning Assistance
Box 5278
New Mexico State University
Las Cruces, New Mexico 88003

Dear Karen,

Thank you for your memo on changing the name and scope of the Proceedings. I had already written Michael much of what your memo outlined. I am eagerly awaiting the Newsletter so that I can begin to get responses from the membership. I assume you sent the article along to Jane Hopper.

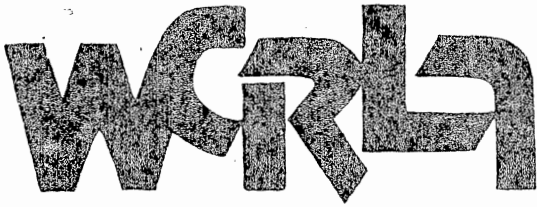
Here is my summer schedule and phone numbers. I am home most of the time, but run errands frequently. If we set up a specific time, I will, of course, be available.

June 22 - July 14	Carrollton (214) 245-5305
July 15 - July 17	San Angelo (915) 949-6328
July 18 - July 22	Carrollton
July 23 - July 30	San Angelo
August 1 - 13	Undetermined
August 15 --	Carrollton

Yours truly,

Delryn Fleming, Editor
WCRLA Proceedings

da



Western
College
Reading &
Learning
Association

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, Box 5278, New Mexico State University, Las Cruces, NM 88003

June 13, 1983

M E M O R A N D U M

TO: Delryn Fleming
Michael O'Hear
Carolyn Walker

FROM: Karen Smith *Karen*

RE: A fresh look at the WCRLA Proceedings and Journal

We will soon have available the Proceedings of the Sixteenth Annual Conference of the Western College Reading and Learning Association and be entering our third year of publication of the WCRLA Journal. The Board feels that the time has come to review the scope and design of these two publications.

Many of us have heard criticisms from colleagues at our universities that the Proceedings is merely a collection and not a refereed journal. A different name, therefore, would help eliminate this attitude and build recognition and respect for this excellent publication in our field. Likewise, the Journal must be removed as a Newsletter insert if it is ever to make its own mark as a respectable publication.

My recommendation to the Board was that a committee be set up to investigate the feasibility of combining the Proceedings and the Journal into a two-volume publication with a new name. Volume I would include the juried conference papers and volume II would include juried articles from all others submitted or solicited. Such a format would easily allow the addition of a third (and even fourth!) volume at some future time if the number of articles submitted becomes overwhelming or we see a new thrust.

I am asking each of you to serve on a Publications Task Force this year, with Delryn to serve as chair. Several immediate questions to wrestle with come to mind:

1. Two volume journal - pros? cons?
- another suggestion?
2. Costs - comparable to present situation?
- prohibitive?
3. Editor or editors - should we have a volume I editor and a volume II editor?
- would (could, should) one editor handle both volumes?

Fleming, O'Hear, Walker

Page 2

June 13, 1983

4. Name - must look at all journal names now being published
- Journal of College Reading and Learning?

I would like an initial report and recommendation from the Task Force to be ready for the fall Board meeting, scheduled September 16, 17, 18 at San Jose. I realize that a final recommendation/report may be impossible to produce by that time, but the Board would like to be made aware of progress, issues, problems, etc. as soon as possible; i.e., in September. And, assuming that you are all agreeable to this assignment, I would like to start us off with a conference call. Can you please drop me a note quickly regarding your summer schedules; availability for conference call, phone numbers, etc. I'll then let each of you know in advance as to the time that we will schedule this so that you can sit by your phone in anticipation.

cc: Board of Directors

April 22, 1983

Dear Karen;

Enclosed is my article for the next newsletter. I would appreciate your reading it, making necessary changes to correct any mistakes in my interpretation of the Board's thinking, and send it on to Jane Hopper for me.

You don't have to confer with me on changes in the interest of time. I tried to summarize what I thought I heard, but I always have prejudiced ears!

I tried to call you last week as the turnout of papers has been meager--23 to date, instead of the usual 35-38. I had anticipated this might happen due to the "hands on" nature of many of the workshops. I have decided not to worry about a skinny volume, however, and choose among those we have.

I have talked with the printer again and he is sending me the "blue lines" this week. That is the last step and a quick one at that. He explained that last year was an "unusual" one for his shop as several people took sabbaticals since they had been in business for seven years. I said I didn't know print shops had the equivalent to universities in seven year leave eligibility, and he said, "Print shops don't, but we needed it." So it goes!

I'm still going to look around here, but he was appropriately apologetic!

Hope the semester is winding down nicely for you. I can hardly wait!

Sincerely,


Delryn

METROCREST GRAPHICS
1103 Broadway
Carrollton, Texas 75006

Proposal

(214) 446-1412 Att: Bertram S. Resnick/President

PROPOSAL SUBMITTED TO:		DESCRIPTION OF JOB:	
Ms. Delryn Fleming		Job WCRA ANNUAL CONFERENCE	
1503 Jackson Street		Address	
Carrollton, Texas 75006		City	State
		Phone	Date April 3, 1984
		245-5305	

We Hereby Submit specifications and estimates for 1,000 copies of the Annual Proceedings of the WCRA.

The following bid includes:

1. Typesetting
2. Editing
3. Galleys 1 Kerox for rough editing and final revisions
1 Blue line for final approval prior to Press Run
4. Cover Art
5. Cover (Cover Stock to be heavier than current sample)
6. Binding
7. Delivery to your specified mailing service

Bid Price: \$ 4,500.00

Paper Prices: The above bid is based on the prices of Exact matte offset paper as of this date. If the price increases over 5% then this bid shall be increased by one half of the increase in paper cost. Example: paper cost 10% more, then bid is raised by 5%.

Delivery: Books shall be produced within 8 weeks after having received the corrected and marked up manuscripts.

Trade Practices: Standard printing industry trade practices shall be followed.

We Hereby Propose to furnish labor and materials complete in accordance with the above specifications, for the sum of \$ 4,500.00

With payment to be made as follows: 50% with initial order / Balance upon delivery or other

terms to be arranged upon mutually satisfactory agreement.

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within 60 days.

Acceptance of Proposal—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date Accepted _____

2 April 84 - preliminary copy wcr1a1

page -1-

WCRLA Workers List Alphanumeric A -> K

:A

Royce Adams
Chairperson Nominations Committee 1980-81
President 1976-77
President-elect 1975-76

Avis Agin

Arizona State Director 1972-73
Treasurer 1971-72

Rose Austin

article Journal 2(2), 1982

:B

Jane Ballack
Institute Conference 1981
Chairperson Placement Committee 1979-80

James Baugh

Treasurer 1979-80

an M. Baxley

Nevada State Director 1979-80, 1980-81

H.O. Beldin

Secretary 1970-71

June Belker

Publishers Exhibits Conference 1982

Gail Ziros Benchener

Chairperson Conference Graphics 1979-80

Pat Benner

Co-Chair Audit Committee 1983-84
Northern California State Co-Director 1983-84
Chairperson Political Action S.I.G. 1983-84
Chairperson Signs Committee for Conference 1984
article Newsletter VII 3, 1983

Theria Beverly

Nominations Committee 1984
Chairperson Minority Affairs Advisory Committee 1981-82, 1982-83
Awards Committee 1979-80

rothy Boehm

Entertainment Conference 1983

Carol Bogue

President 1984-85

President-elect 1983-84

article Newsletter VII 4, 1983

article Newsletter VII 3, 1983

article Journal 2(1), 1982

Institute Conference 1982

Chairperson Conference Exhibits 1979-80

Jacquelyn Bonner

Newcomer Functions Chair Conference 1983

Secretary 1978-79, 1979-80

Jim Bowers

Food Services Conference Committee 1981

Hunter Boylan

Keynote Speaker San Diego Conference 1982

Elizabeth Breen

Washington State Director 1979-80

Dorothy Brehm

Oregon State Co-Director 1981-82

Larry Bridges

Audio-Visual & Technical Assistance Conference 1983

Beryl Brown

Nominee for President-elect 1984

Presidential Certificate 1982

article Newsletter VI 1, 1982

Conference Manager 1982

Chairperson NARDSPE Liaison Committee 1979-80, 1980-81

Sallie Brown

Long and Outstanding Service Award 1981

Institute Conference 1980

Sue Brown

Chairperson WCRLA/NARDSPE Placement Task Force 1983-84

Presidential Certificate 1983

Program Selection Committee Conference 1983

Coordinator of Chairpersons Conference 1983

Institute Conference 1982

New Mexico State Director 1980-81, 1981-82

Pablo Buckelew

Institute #7 1894 Conference

Maxine Byers

Presidential Certificate 1983

Conference Coordinator 1983

Oregon State Director 1980-81

:C

Sandra Carpenter

British Columbia Province Director 1982-83

Emmett Casey

Keynote Speaker San Diego Conference 1982

David Caverly

Awards Committee 1983-84

Merlin Cheney

Utah State Director 1979-80

Frank Christ

President 1968-69

President-elect 1967-68

Frank Cioffi

Speaker San Diego Conference 1982

James R. Clack

Institute Conference 1981

Margaret Coda-Messerle (Devirian)

Chairperson Nominations 1979-80

Chairperson NARDSPE Liaison Committee 1979-80

President 1977-78

President-elect 1976-77

Secretary 1975-76

Elaine Cohen

Institute #7 1894 Conference

Chairperson Conference Site 1981-82

Chairperson Nominations Committee 1981-82

Coordinator of State Directors 1980-81

President 1979-80

President-elect 1978-79

Ann Coil

Secretary 1980-81

Sally Conway
Institute #8 1894 Conference
Colorado State Director 1979-80, 1980-81

Terry Cook
Editing Conference 1982

Joanne Cooper
Conference Photographer 1983

Marian Lea Cope
Wyoming State Director 1972-73

Joe Cortina
Texas State Co-Director 1980-81, 1981-82, 1982-83, 1983-84
article Newsletter VI 1, 1982
article Newsletter VI 2, 1982
Campus Visits/Transportation Conference Committee 1981

A. Garr Cranney
article Journal 2(2), 1982

Bruce Cronnell
article Journal 2(1), 1982

Mary Cunningham
Treasurer 1969-70, 1970-71

Dave Cupuzzi
Texas State Co-Director 1972-73

:D
Barbara Dawson
article Newsletter VII 3, 1983

Susan Deese
New Mexico State Director 1983-84
article Newsletter VII 3, 1983

George Dennis
Washington State Director 1980-81, 1981-82
Chairperson Conference Evaluation 1979-80

June Dempsey
Chairperson NARDSPE Liaison Committee 1981-82, 1982-83
article Newsletter VI 3, 1982
President 1975-76
President-elect 1974-75
Northern California State Co-Director 1972-73

Nancy Deutsch

Southern California State Co-Director 1983-84
article Newsletter VII 3, 1983
article Newsletter VI 3, 1982

Mary Dimon

Southern California State Co-Director 1981-82

Mary Dohrman

Entertainment Conference 1982

Patti Dozen

Nominee for Treasurer 1984
Chairperson Learning Assist. Ctr. Management S.I.G. 1983-84
article Newsletter VII 2, 1983
article Newsletter VII 3, 1983

:E

Mary Ellman

Candidate Treasurer 1982

Leatrice Emeruwa

Chairperson IRA Liaison Committee 1981-82, 1982-83

Gwyn Enright

Presidential Certificate 1981
Proceedings Editor 1979-80, 1980-81

Anne Erlebach

At-Large State Director 1979-80

:F

Marilyn Fairbanks

Chairperson IRA Liaison Committee 1980-81

Bill Farley

New Mexico State Director 1972-73

Ann B. Faulkner

Chairperson Nominating Committee 1985
article Newsletter VII 4, 1983
article Newsletter VII 1, 1983
Conference Site Chairperson 1983-84
article Newsletter VI 1, 1982
article Newsletter VI 2, 1982
Chairperson Expertise Network 1982-83
Coordinator of State Directors 1982-83
President 1981-82
President-elect 1980-81
Program Chairperson Conference 1981

Texas State Co-Director 1979-80

Robert Feidli
Nevada State Director 1972-73

Harold Fillyaw
Nominee for Treasurer 1984

Nancyhelen Fischer
Alaska State Director 1972-73

Dave Fisher
Souther California State Co-Director 1979-80

Joan Fiset
Institute Conference 1983

Delryn Fleming
Presidential Certificate 1981
Proceedings Editor 1981-82, 1982-83, 1983-84
Chairperson Publications Task Force 1983-84
article Newsletter VII 3, 1983
article Newsletter VII 1, 1983
article Newsletter VI 2, 1982
Conference Manager 1981

David Forbes
Alaska State Director 1980-81

Linda Foxworth
Conference Committee 1981

Rona F. Flipppo
article Journal 2(2), 1982

Lynn Frady
Chairperson CAPED Liaison Committee 1981-82, 1982-83
Learning Disabilities Strand Conference 1982

Alan Frankel
Co-chairperson Computers S.I.G. 1983-84
At-Large State Director 1983-84
article Newsletter VII 4, 1983
article Newsletter VII 3, 1983

Perry Franklin
British Columbia Province Director 1983-84

Moogene Freer
Texas State Co-Director 1972-73

:G

William Gabbert
Alberta Province Director 1972-73

Dennis Gabriel
Chairperson CRA Liaison Committee 1979-80, 1980-81

Sally Garcia
Southern California State Co-director 1979-80, 1980-81, 1981-82

Kay Gardner
Chairperson Food Committee for Conference 1984

Jerry Gill
Chairperson Critical Thinking/Problem Solving S.I.G. 1983-84

Mark V. Gregg
Institute Conference 1981

Russell Gregory
Leisure Tours Conference 1983
Oregon State Co-Director 1981-82

Robert Griffen
President 1967-68

Jacqueline S. Grose
Coordinator of Chairpersons for Conference 1984
article Newsletter VI 3, 1982
Nevada State Director 1981-82, 1982-83, 1983-84

Kris Gutierrez
Chairperson CCCC Liaison Committee 1981-82, 1982-83

Jon Hagstrom
Northern California State Co-Director 1972-73

Joan Haig
Planning Committee, Alaska State Conference, 1984

Deborah Hancock
Liaison IRA 1979-80

:H

Helen Harris
Registration Conference Committee 1981

Patricia Harris
Oregon State Director 1972-73

Pam Hartsell

Registration Conference Committee 1981

Louise Haugh

Arizona State Director 1983-84

Patricia Heard

Coordinator of Newcomers' Functions for Conference 1984

Chairperson Nominations Committee 1982-83

Conference Site Chairperson 1980-81

Conference Committee 1981

President 1978-79

President-elect 1977-78

Wayne Herlin

Coordinator of Section Chairpersons Conference 1982

article Newsletter VI 3, 1982

Utah State Director 1981-82, 1982-83

Mary Hess

Nominations Committee 1984

Hawaii State Director 1979-80, 1980-81

Secretary 1973-74

Nancy Higa

Hawaii State Director 1972-73

Midori Hiyama

Northern California State Co-director 1979-80, 1980-81, 1981-82

Secretary 1972-73

Maybelle Hollingshead

Oklahoma State Director 1981-82

Paul Hollingsworth

President 1972-73

President-elect 1971-72

Elizabeth Holmes

Treasurer 1972-73, 1973-74

Secretary 1974-75

Elaine Hoover

Utah State Director 1983-84

Gloria Hooper

Hawaii State Director 1981-82, 1982-83

Jane Hopper

article Newsletter VII 4, 1983
Newsletter Editor 1982-83, 1983-84

Elizabeth Howard
Publisher's Exhibits Conference Committee 1981

Leora Hug
Pre-Registration Committee Conference 1983

Mike Hulme
Printing Conference Committee 1981

Ann Humes
article Journal 2(1), 1982

Chuck Hunter
Nominations Committee 1984
Conference Manager 1984
article Newsletter VII 3, 1983
article Newsletter VII 4, 1983
Candidate President-Elect 1982
article Newsletter VI 1, 1982
Southern California State Co-director 1979-80, 1980-81, 1981-82, 1982-83

Margaret Hyde
Arizona State Director 1979-80

:J
Lois Janowski
Chairperson Campus and Leisure Tours Committee for Conference 1984

Bessie Jenkins
Oklahoma State Director 1979-80, 1980-81

Paula Jenner
Hospitality Conference 1982

Irwin Joffee
President 1969-70
President-elect 1968-69

Pat John
Site Registration Committee Conference 1983

Becky Johnen
article Newsletter VII 2, 1983
article Newsletter VII 3, 1983
Chairperson Basic Reading S.I.G. 1983-84

Elizabeth Johnson

President 1974-75
President-elect 1973-74
Secretary 1971-72
Treasurer 1968-69

Pat Johnson
Mexico Trip Conference 1982

Jon Jonz
Conference Committee 1981

:K
Michelle Kalina
Editing Conference 1982

Mitch Kaman
Conference Evaluator Chairperson for Conference 1984
Presidential Certificate 1983
WCRLA/NARDSPE Placement Task Force 1983-83
article Newsletter VI 3, 1982
Secretary 1981-82, 1982-83
Chairperson Awards Committee 1979-80, 1980-81

Gene Kerstiens
President 1971-72
President-elect 1970-71

Mildred Kirkwood
Restaurant Guide Conference 1982

Victoria D. Knotsman
Southern California State Co-Director 1983-84
article Newsletter VII 3, 1983

Lee Kolzow
Keynote Speaker Oregon Dev. Studies Conference 1982

Dennis Konshak
Hawaii State Director 1979-80

Frank Korman
Audio-Visual Conference Committee 1981

Diana Kozlowski
Graphics and Program Design Conference 1981

Jo Kuns
Chairperson Conference Tours 1979-80

WCRLA Workers List Alphabetical L -> Z

:L

Donna Lane

Presidential Certificate 1983

Linda Lee

Dinner-on-the-Town Conference 1982

Anna Leeds

Chairperson TESOL Liaison Committee 1981-82, 1982-83

Jane Lehman

At-Large State Director 1983-84

David Lemire

Wyoming State Director 1981-82, 1982-83, 1983-84

Betty Levinson

Chairperson 1984 Nominations Committee

article Newsletter VII 3, 1983

article Newsletter VII 4, 1983

Conference Site Chairperson 1982-83

Chairperson Program Conference Committee 1979-80

President, 1980-81

President-elect 1979-80

Cynthia Linton

article Newsletter VII 2, 1983

Susan Liberty

Liaison CA-CCTA 1979-80

Valerie Lister

Audio-Visual Equipment Conference 1983

Diane Luu

British Columbia Province Director 1979-80, 1980-81

Chairperson Liaison ABE-ABC (BCALS) Newsletter Committee 1980-81, 1981-82,
1982-83

Dick Lyman

Coordinator of State Directors 1983-84

Program Committee for Conference 1984

President 1982-83

article Newsletter VI 1, 1982

article Newsletter VI 2, 1982

article Newsletter VI 3, 1982

President-elect 1981-82

General Chairperson Conference 1982

:M

Lucy MacDonald

Presidential Certificate 1983

Conference Manager 1983

article Newsletter VI 2, 1982

article Newsletter VI 3, 1982

Ruth Marks

Idaho State Director 1972-73

Ned Markshettel

President 1970-71

President-elect 1969-70

Joseph Martinez

Awards Committee 1983-84

Nancy Martinez

Awards Committee 1983-84

Virginia Martucci

Institute Conference 1980

Joan Matthews

Chairperson ACPA Liaison Committee 1982-83

Institute Conference 1981

Craig Mayfield

Utah State Director 1980-81

Dorinda McClellan

At-Large State Director 1979-80, 1980-81, 1981-82, 1982-83, 1983-84

Denise McGinty

article Newsletter VI 1, 1982

article Newsletter VI 2, 1982

Texas State Co-Director 1980-81, 1981-82, 1982-83, 1983-84

Mike McHargue

Program Committee for Conference 1984

Co-Chair Audit Committee 1983-84

Institute Conference 1982

Chairperson ACPA Liaison Committee 1979-80

Secretary 1977-78

Suzanne McKewon

Secretary 1983-84, 1984-85

article Newsletter VII 3, 1983

Presidential Certificate 1982

article Newsletter VI 3, 1982
Associate Conference Manager 1982
Food Services Committee Conference 1982
Photographer 1979-80, 1980-81, 1981-82

Jan McMillin
Presidential Certificate 1982
Registration Conference 1982

Pam Metzger
article Journal 2(2), 1982

Lyle Miller
Awards Committee 1983-84
Wyoming State Director 1979-80, 1980-81

Marion Mills
Food Services Conference Committee 1981

Annette Milton
Conference Committee 1981

James Mimaki
Hawaii State Director 1980-81

Maranda Montgomery
article Newsletter VI 2, 1982
article Newsletter VI 3, 1982
Non-Traditional Student Strand Conference 1982
Chairperson Minority Affairs Advisory Committee 1981-82, 1982-83

Bill Moreland
Graphics and Program Design Conference Committee 1981

Don Mosedale
British Columbia Province Director 1972-73

Pat Mulcahy
article Newsletter VI 2, 1982
Colorado State Director 1981-82, 1982-83, 1983-84

Kenneth Munns
Idaho State Director 1981-82, 1982-83
Scholarship Award 1979

Susan Murray
Food Services Conference 1983

.N
Dennis Nelson

Chairperson Special Needs Students S.I.G. 1983-84

Loretta Newman

Long and Outstanding Service Award 1981

Secretary 1967-68, 1968-69, 1969-70

:0

Barbara Oakman

Secretary 1976-77

Bill Oaksford

Southern California State Co-Director 1972-73

Kathleen D. O'Dell

Chairperson Parliamentarian Committee 1979-80, 1980-81, 1981-82

Publishers Exhibit Coordinator 1983

article Newsletter VII 4, 1983

article Newsletter VII 1, 1983

Nominations Committee 1984

Alaska State Director 1983-84

Candidate Secretary 1982-83

Awards Committee 1979-80

,

Michael F. O'Hear

Presidential Certificate 1982

Journal Editor 1982-83, 1983-84

Publications Task Force 1983-84

Spencer Olesen

Presidential Certificate 1981

Hospitality Conference Committee 1981

Manuel Olguin

Chairperson Minority Affairs Advisory Committee 1979-80, 1980-81

Program Committee for Conference 1984

Deborah Oller

article Journal 2(2), 1982

Tom Ollerman

Speaker Conference San Diego 1982

Vince Orlando

Program Selection Committee Conference 1983

article Newsletter VII 3, 1983

article Newsletter VI 2, 1982

article Newsletter VI 3, 1982
Chairperson Awards Committee 1981-82, 1982-83, 1983-84

Betsy Overholser
Texas State Co-Director 1972-73

:P

Becky Patterson
Institute #3 1984 Conference
article Newsletter VI 3, 1982
Alaska State Director 1981-82, 1982-83

Anne Marie Paye
Chairperson Conference Food Services 1979-80

Emily Miller Payne
Institute Conference 1981

Robert Petty
Program Committee for Conference 1984

Carol Pfeffer
Southern California State Co-director 1980-81

Anne Dye Phillips
Chairperson Advanced Reading Comprehension S.I.G. 1983-84

Rita Phipps
Institute Conference 1983
Washington State Director 1983-84

Bill Pierce
Alberta Province Director 1979-80, 1980-81

Jack Pond
Hawaii State Director 1983-84
Awards Committee 1979-80

Carol Pottorff
Editing Conference 1982

Seymour Prog
Distinguished Service Award 1979
Treasurer 1975-76, 1976-77, 1977-78

Ruth Purdy
Chairperson Archivist Committee 1979-80, 1980-81, 1981-82, 1982-83
Treasurer 1974-75



:R

Jerry Rainwater
President 1973-74
President-elect 1972-73

Elaine Reed
WCRLA/NARDSPE Placement Task Force 1983-83

Louise Renault
Scholarship Award 1983
Arizona State Director 1980-81, 1981-82, 1982-83

Robert Renteria
Chairperson CCCTA Liason Committee 1980-81

Donna Robbins
Montana State Director 1979-80

Ann Roberts
Chairperson Entertainment Committee for Conference 1984

Madelyn Roden
Printing Conference Committee 1981

Elizabeth Hill Rogers
Awards Committee 1979-80

Joan Rogers
Hotel Liaison Conference Committee 1981

Lee Rolin
Graphics and Program Design Conference 1982

Isadore Rosenberg
Southern California State Co-Director 1972-73

Suanne Roueche
Chairperson NCDE Liaison Committee 1979-80, 1980-81

Jeanine Rounds
article Newsletter VII 3, 1983
article Newsletter VII 1, 1983
article Newsletter VI 2, 1982
article Newsletter VI 3, 1982
Tutorial Strand Conference 1982
Chair NCCRA Conference 1981

Alice Rowe
article Newsletter VI 1, 1982

Mary Rubin

Nominations Committee 1984

Oklahoma State Director 1983-84

:S

Oscar Sainz

Campus Visits/Transportation Conference 1982

Terry S. Salinger

Institute Conference 1981

Kate Sandberg

S.I.G. Coordinator 1983-84

article Newsletter VII 2, 1983

article Newsletter VII 4, 1983

Alaska State Director 1979-80

Tom Sawyer

Montana State Director 1981-82, 1982-83, 1983-84

Willas Sayre

article Journal 2(1) 1982

Florence Schale

article Newsletter VI 2, 1982

At-Large Director 1980-81, 1981-82, 1982-83

Anne-Marie Schlender

Placement Bureau Director 1982-83, 1983-84

article Newsletter VII 3, 1983

article Newsletter VII 4, 1983

article Newsletter VI 2, 1982

article Newsletter VI 3, 1982

Institute Conference 1981

John Schwenker

Washington State Direstor 1972-73

Gladys Shaw

Institute Conference 1983

Virginia Shrauger

Co-chairperson Computers S.I.G. 1983-84

Chairperson Convention Transportation 1983

article Newsletter VII 1, 1983

Oregon State Director 1979-80

Julia Shrout

Educational Tours Conference 1983

Charlotte Simpson
Chairperson Publisher's Exhibits for Conference 1984

Don Skewis
Printing Conference Program 1982

Jan Slater
Institute Conference 1981

Shirley Sloan
Chairperson AV Committee for Conference 1984
Program Committee for Conference 1984

Karen Smith
President 1983-84
President-elect 1982-83
Program Chair Conference 1983
article Newsletter VII 3, 1983
article Newsletter VII 1, 1983
article Newsletter VI 2, 1982
article Newsletter VI 3, 1982
Institute Conference 1982
Program Management Strand Conference 1982
Presidential Certificate 1981
Institute Conference 1981
Section Chairperson Conference 1981

Murray Smith
Montana State Director 1980-81

Norma Spalding
Institute Conference 1983
Chairperson Conference Credit 1979-80
Chairperson Publishers' Exhibits Conference 1980

Nancy Spivey
Leisure Tours and Entertainment Conference Committee 1981

Marilyn Sutton
Institute Conference 1980

Barbara Swanson
Idaho State Director 1983-84

Carol Swendler-Brown
Publishers Exhibits Conference 1982

Jim Swindling
Conference Committee 1981

Shirley Sykes

San Diego Area Information Conference 1982

Eleanor Szaszy

Nominations Committee 1984

Northern California State Co-Director 1982-83, 1983-84

:T

Horst Taschow

Saskatchewan Province Director 1972-73

Taye Takahashi

Word Processing Conference 1982

Bob Terrerot

Graphics and Program Design Conference 1981

Diane Tharp

Presidential Certificate 1981

Registration Conference Committee 1981

Editing and Typing Conference Committee 1981

Richard Thiele

Publishers' Exhibits Committee Conference 1983

Barbara Tomlinson

Coordinator Conference Section Chairpersons 1979-80

Pat Turner

Chairperson Transportation Committee for Conference 1984

Anne Marie Updegraff

Oregon State Director 1982-83, 1983-84

Educational Tours Conference 1983

article Newsletter VI 3, 1982

:V

Evelyn Vernon

Utah State Director 1972-73

Sue Vodehnal

Chairperson Research S.I.G. 1983-94

:W

Carolyn Walker

Treasurer 1982-83, 1983-84

Publications Task Force 1983-84

article Newsletter VII 4, 1983

Chairperson Conference Hospitality 1979-80

James E. Walker
article Newsletter VII 4, 1983
Chairperson CRA Liaison Committee 1981-82, 1982-83

Carol Walvekar
Program Selection Committee Conference 1983
Evaluations Chair Conference 1982, 1983
Chairperson Liason ACPA Committee 1980-81, 1981-82
Institute Conference 1980
New Mexico State Director 1979-80

Sybil Warsowe
Chairperson Conference Audio-Visual 1979-80

Rose Wassman
Conference Manager 1979-80
Chairperson Registration for Conference 1984

Barbara Wasson
Hospitality Conference 1983

Jane Weidman
Chairperson Hospitality for Conference 1984
Chairperson Registration Committee Conference 1980

JoAnn Wells (Carter-Wells)
article Newsletter VI 2, 1982
Presidential Certificate 1981
Newsletter Editor 1979-80, 1980-81, 1981-82

Nora Werner
Presidential Certificate 1982
Leisure Tours Conference 1982

Kathleen Whetstone
Audio-Visual Equipment Conference 1982

Jeweleanne Whittaker
Awards Committee 1979-80

Felton Williams
Program Selection Committee Conference 1983

Gil Williams
Treasurer 1967-68

Richard Williams
Oklahoma State Director 1972-73

Robert Williams
Photographer 1979-80
Colorado State Director 1972-73

Ron Williams
Pre-Registration Committee Conference 1983

Margaret Wilson
Institute Conference 1980

Bette Wise
Texas State Co-Director 1979-80

Ralph Wold
Alberta Province Director 1983-84

Nancy V. Wood
Institute Conference 1983

John Wolley
Chairperson CA-APSED Liaison Committee 1979-80
Treasurer 1978-79

:Y
Don Yamamoto
Treasurer 1980-81, 1981-82
Chairperson Minority Affairs Advisory Committee 1979-80

Ladessa Yuthas
Nominee for President-elect 1984
Chairperson NRC Liaison Committee 1979-80, 1980-81, 1981-82, 1982-83

1983-84 ANNUAL MAAC REPORT TO WCRLA BOARD MEMBERSHIP (23)

- | | |
|--|--|
| <p>1. A. Keynote Speaker - 1982-83
 1. Lin Hilburn suggested by Betty Levinson</p> <p>B. Keynote Speaker - 1983-83
 1. Contact World Affairs Speakers Bureau
 1250 South La Cienega Boulevard No 317
 Los Angeles, California 90035</p> <p>C. Keynote Speaker - 1984-85</p> | |
| <p>2. A. Pre-Conference Institutes - 1982-83</p> <p>B. Pre-Conference Institutes - 1983-84</p> <p>C. Conference Institutes - 1984-85</p> | |
| <p>3. A. Planning for Portland Conference - 1982-83
 committee member Felton Williams was actively involved
 evaluating and selecting proposals for conference
 presentations and other program related activities.</p> <p>B. Persons needed for Program and Site Committees - 1983-84
 <i>Manuel</i></p> <p>C. Denver Conference Planning Committee</p> | |
| <p>4. A. Newsletter Articles - 1982-83
 1. WCRA Newsletters issues 2 and 3 contained articles
 from MAAC</p> <p>2. Person needed to continue contributions - 1983-84
 Contributors - Brown, Wes - Montgomery, Miranda -
 Fillyaw, Harold
 Must keep in close contact with newsletter
 editor and meet deadlines for articles</p> | |
| <p>5. A. Distribution to WCRLA, MAAC's mailing list - 1982-83</p> <p>B. Person to: update list, recruit for WCRLA and MAAC</p> <p>C.</p> | |
| <p>6. A. Resource file compiled by Theria Beverly - 1982-83</p> <p>B. Person to update file and distribute information - 1983-84</p> <p>C.</p> | |

<p>7. A. Research Project - 1982-83</p> <p>B. Data Collections and Evaluation continued - 1983-84</p> <p>1. 1st Report - Portland Conference</p> <p>C. Result Report in Local Conference - 1983</p> <p>1. Information Available Upon Request</p>	
<p>8. Internship Project</p> <p>A. Proposal submitted to Board - 1982-83</p> <p>B. MAAC Chairperson - Rep. to the Board - 1983-84</p> <p>1. See-Board Commitment to MAAC</p> <p>2. MAAC Report to the Board</p>	
<p>9. 1. New Chairperson - 1984-85 Theria Beverly</p> <p>2. New Budget Allocation \$500.00</p>	

WCRLA BOARD OF DIRECTORS MEETING

April 3, 1984
San Jose, California

Board Members Present: Karen Smith, President; Carole Bogue, President-Elect; Carrie Walker, Treasurer; Suzanne McKewon, Secretary; Dick Lyman, Past President.

Others Present: Jane Hopper, Newsletter Editor; Maranda Montgomery, MAAC Chairperson; Chuck Hunter, San Jose Conference Manager.

The meeting was called to order at 6:30 p.m. by President Karen Smith.

Agenda: Karen reviewed the agenda. (Attachment A)

I. Conference Update

- A. Carole handed out a copy of the program.
- B. Karen reminded us that McGraw-Hill has not yet paid for their exhibit at the 1983 conference.
- C. Carole announced that because the Hyatt Hotel does not provide meeting rooms on a 24-hr. basis, some provision in our guidelines for site selection should be made.
- D. Carole distributed the Program Chair's Accounting Record for 1984 (Attachment B) and her record sheet of her account (Attachment B-1).
- E. Karen suggested that for future conferences, space in the program be made for donations to speakers' honoraria for the 1986 conference.

II. WCRLA Banner Presentation

WCRLA Banner

- A. Karen displayed the new banner and announced that it will be presented to the membership at the 1st General Session.

III. State Funding Request Guidelines

State Directors'
Funding Request
Guidelines Draft

- A. Dick handed out copies of his proposed guidelines (Attachment C). Additions and corrections were offered. The final form will be voted on at a later meeting.

At this point Chuck Hunter.

IV. Conference Manager's Report

- A. Chuck reported his chagrin at the coffee shop's closing for renovation. Alternative plans must be made for quick lunches between sessions.
- B. He announded 276 paid registrations to date.
- C. He also remarked that there were some problems with registration in that the funds were not being kept at the registrar's site. He has devised another plan, however.
- D. All Sunday tours were canceled due to low enrollment. The campus and computer tours were combined to use only one bus.
- E. He requested clarification of the membership/registration policies, especially for reimbursements.
- F. A \$34,000 insurance policy was secured for the rental equipment, including computers. The premium is \$150 and there is no deductible.
- G. The board expressed a need for a copier to be made available.
- H. Dick announced that sets of Proceedings will be made available to participants at the registration table. It was decided that a table for Proceedings should be well publicized and accessible in the Publisher's Exhibits.

Registration/Membership
Policies to be Clarified

\$34,000 Insurance
Policy covering
Equipment

Proceedings
for sale

V. Secretary's Report

- A. Suzanne handed out the minutes of the last conference call. Some corrections were made and noted.
- B. She promised to do "highlights" of board minutes for the Newsletter.
- C. All minutes prepared since the last conference will be displayed near the registration table.
- D. She announced that the effective date of the Blanket Fidelity Bond will be changed because the Insurance Company of North America (INA) denied a request for a position bond and some time elapsed before our application for a blanket bond covering the entire board was made. No confirmation has been made.

Fidelity Bond
still pending

WCRLA BOARD OF DIRECTORS MINUTES
April 3, 1984

3

Policy: Distribute
important correspond-
ence to all board
members

E. All important correspondence from any board member should be copied and sent to the rest of the board.

Policy: Secretary
to make final fiscal
year report of expendi-
tures at Summer board
meeting

F. The Secretary was asked to keep receipts and make a final report at Summer board meeting.

VI. Treasurer's Report

Statement from
Public Accountant
firm

- A. Carrie handed out her report (Attachment D).
- B. Karen handed out and commented on a memorandum and statement (Attachment E) from Cooper, Jensen, and Morrow, Public Accountants, and added that this amount is to be part of the total recovered from Don Yamamoto, recent Past Treasurer.
- C. Sprint or MCI long distance services were considered.
- D. Questions were raised regarding the expense of the Journal contained in the Newsletter.
- E. The item for the Joint Placement Task Force with NADE (NARDSPE), in the amount of \$103.79 will be shared by NADE.
- F. There was a question of whether the \$200 item to Pat Benner should be entered under Political Action Committee or Northern California State Director. It was discovered that it was authorized by Dick Lyman, but was attributed to PAC. It was actually a PAC expenditure but should have been authorized by Karen.

The meeting was adjourned at 11:58 p.m.

WCRLA BOARD OF DIRECTORS MINUTES

April 4, 1984
San Jose, California

Board Members Present: Karen Smith, President; Carole Bogue, President-Elect; Carrie Walker, Treasurer; Suzanne McKewon, Secretary; Dick Lyman, Past President.

Others Present: Jane Hopper, Newsletter Editor; Maranda Montgomery, MAAC Chairperson; Chuck Hunter, Conference Manager; Betty Levinson, Past President.

The meeting was called to order by President Karen Smith at 9:30 a.m.

I. Yamamoto Affair

- A. Karen reviewed for Jane and Maranda the history of the loss in the 1981 and -82 books and the negligence in filing IRS 990 forms for those years.
- B. She also presented copies of all bank records and forms just received from the United Bank of Boulder, Colorado, and the bill from the bank of \$739.00. Many of the copies of deposit slips, statements, etc. were not readable or missing. Before the bill is paid, the organization will request missing or poor quality copies to be replaced.
- C. Karen then read a letter dated Jan. 16, 1984 from Don Yamamoto's lawyer stating his willingness to reimburse all funds, penalties, attorney's and accountant's fees, etc.
- D. Karen reported that because WCRA was incorporated in New Mexico, she is the in-state representative for the corporation and can, in the future, even after her terms of office on the board, be able to track down any records or charges we might require.
- E. The board decided to forward a list of amounts to Don's attorney.
- F. The board also recommended that Carole compile a list of duties for those participating in an annual audit committee.
- G. Karen recommended that Cooper, Jensen, and Morrow, Public Accountants, be authorized to prepare this fiscal year's IRS 990 form.

Karen Smith to be
official WCRLA rep-
resentative to N.M.
Corporation Commission

Duties of Audit
Committee to be
compiled

- H. The board agreed to encourage the use of the budget forms Carrie developed. They will be very easy for the new treasurer to maintain.

II. Joint Placement Task Force

History of Joint
Placement Task
Force

- A. Karen gave a history of the NARDSPE-WCRLA joint endeavor in developing a placement bureau. She worked with Curtis Miles, NARDSPE (NADE) President and appointed Elaine Reed as the coordinator. Two members from each organization were to serve on the task force.

- B. On Nov. 1, 1984, Sue Brown was asked to chair the task force.

Chuck Hunter joined the meeting at this time.

- C. Karen reported on the guidelines, conference calls and plans accomplished by the task force to date.

- D. On March 5, 1984, Sue Brown presented her report of the task force (Attachment F). Several questions were raised about the report: specifically, if the fee to users should be raised to \$15, and what the plan will be for locating and advertising positions.

Board directs
Task Force to
set up Placement
Service and to
report back at
end of year

(M) Walker:

- (S) McKewon: Contingent on NADE's board approval, the WCRLA board supports the recommendation of the Joint Placement Task Force on a 2-year trial basis and that the board evaluate the performance of the Placement at the end of a year to decide whether to continue. The fee to users should be raised from \$6 to \$12 per 6 months to help offset the cost to the organizations. The Task Force should continue to operate, to specify and clarify the 10 recommendations and to report back to the WCRLA board at the fall and spring meetings on the effectiveness of the service. This report should include methods of soliciting job announcements, numbers and kinds of job announcements, monthly counts of subscribers, and total revenues from subscriber's fees to date. The service is to be initiated in May or June, 1984. If this is not possible, then it is to begin in January, 1985.

PASSED

Suzanne was directed to send or hand a copy of this motion to Anita McDonald, NADE president from the University of Missouri, St. Louis.

Future NADE
Cooperative
Ventures Planned

- E. Carole suggested cooperating with NADE on other issues, e.g., political action. Karen suggested a board appointment to coordinate a joint national political action committee. Further discussion was tabled until NADE President Anita McDonald can attend a board meeting.

III. Microfilming of Minutes

- A. Suzanne handed out her proposal for the project (Attachment G).
- B. The board considered these advantages:
1. Each board member would have his/her own copy of all the minutes.
 2. There would be several sets and in case of a fire, chances of saving one full set would be greatly increased.
 3. Cost would be minimal.

Minutes to be
microfilmed
and recorded
on microfiche

(M) Bogue:

- (S) McKewon: To accept the Secretary's proposal to go into effect July 1, 1984, and to come out of next year's budget.

In the meantime the Secretary will update the minutes' index and send copies to every board member after the conference.

Policy: Officers
to keep all corre-
spondence 5 yrs.
Submit important
copies to include
in minutes

- C. Carrie asked if all her correspondence in and out should be kept and passed along to new officers. Consensus was that each officer should keep his/her own correspondence files up to 5 years and that copies of the most important should be submitted for inclusion in the minutes.

IV. Policies and Procedures

Policy: Conference
participants need
not be members

- A. Karen raised questions regarding some of the items in the Policies and Procedures Handbook.
- B. She noted that the item requiring all conference participants to be members has not been practiced for several years.

The meeting recessed for lunch at 1:20 p.m. and reconvened at 3:05 p.m.

WCRLA BOARD OF DIRECTORS MINUTES
April 4, 1984

4

Betty Levinson and Dick Lyman joined the meeting at this point.

C. Duties of Coordinator of State Directors

(M) Walker:

(S) Lyman: The Coordinator of State Directors is responsible for membership recruitment.

D. Affiliations

Corrections to 3/23/83 minutes. Should read
(1) "WCRA cannot affiliate with other organizations.
(2) The organization does encourage cooperation.

V. WCRLA Worker File

A. Karen presented a printout (Attachment H) of the current Worker file compiled at NMSU and used:

WCRLA Worker
File to list
all activities
of members

1. in making Presidential appointments
2. in making nominations for officers
3. to verify nominations for awards.

B. All were encouraged to turn in names of committee members to be approved by the President and be placed in the minutes as well as in the Worker file.

VI. Minority Affairs Advisory Committee Report

A. Maranda handed out her annual report (Attachment I) for 1983-84 and discussed the highlights.

Theria Beverly to
be MAAC chair

B. Carole announced that Theria Beverly will succeed Maranda for 1984-85.

C. The benefits of the current MAAC internship revision decided upon in Fall of 1983 were discussed and the board asked Maranda if these duties were still appropriate.

D. Maranda was asked to encourage more MAAC members to be more visible in formal and informal situations at the conference.

E. Karen asked Maranda for a narrative summary of MAAC's activities with attached budget requests and receipts.

Goal set for
MAAC

- F. Maranda was encouraged to write up her 1st stage results of the '82-'83 Research Project. A presentation was made at the Southern Calif. regional conference in Jan. '84.
- G. Maranda was asked to concentrate on recruitment of minority members into WCRLA and to get present minority members to serve in the mainstream jobs, e.g., committees, Task Forces, audit committee, etc. They should all fill out membership resource form.
- H. Karen complimented Maranda on her job of packaging the services of MAAC chairperson into a manageable, goal directed job. As a final service, she was asked to summarize the cooperative agreement between the board and MAAC.

VII. Elections Process Report and Action

New composition
of nominations
committee to be
decided later

- A. Betty announced the withdrawal of Patti Dozen as candidate for Treasurer and made reference to her letter of March 12, 1984 (Attachment J) and Patti's letter of March 23 (Attachment K).
- B. Questions were raised about the order of items during the Thursday business meeting because of the Elections Task Force recommendations. No nominations will be allowed from the floor because our bylaws forbid it.
- C. Betty handed out a proposal to change WCRLA elections procedures to elections-by-mail ballots (Attachment L), which in reduced size will be in each packet. She gave an overview of the Task Force final report. She showed newsletters of various organizations which also use ballots-by-mail.
- D. She reported that the only item on which the Task Force did not have complete closure was the composition of the nominating committee and this change was left out of the final ballot and can be decided upon later to be placed in the Policies and Procedures Handbook.

- E. Betty agreed to present the findings of the Task Force and the bylaws change to the membership. The votes will be on 2 different issues: 1) the need to go to a mail ballot; and 2) the change in bylaws to allow that.

(M) Lyman:

Elections Process
Task Force
commended

- (S) McKewon: Special commendation to Betty Levinson and her support staff for an outstanding job on the Elections Process Task Force.

PASSED

VIII. Newsletter Editor's Report

- A. Jane handed out her report (Attachment M) which contained her cost averages. The board decided not to decrease the number of pages or photos or to use less expensive paper. Jane was directed to request \$12.50 per issue next year.

Jane Hopper
commended on
her job as
Newsletter
editor

(M) Walker:

- (S) McKewon: Special commendation go to Jane Hopper for a fantastic job on a very prestigious Newsletter.

Newsletter
editor duties

- B. Jane was asked to send a reminder to submit articles to next year's conference manager. The conference manager will be sent extra copies of the Newsletter.
- C. State Directors will be asked at the luncheon to sign up for columns. A follow-up letter will be sent to them.
- D. Jane suggested that the materials column have more than one regular contributor. Karen asked Jane to collect publication titles members have authored.
- E. NADE cooperation needs to be strengthened and dates of WCRLA conferences must appear in NADE publications for the cooperation to work. All other requests for inclusion in the Newsletter should be fee-bearing. Jane was asked to look into a schedule for ads from publishers and other organizations. It might be possible for an ad campaign manager to work under the editor. It would be desirable to have that position filled by a member of MAAC.

Policy: NADE/
WCRLA informa-
tion exchange
to be strengthened.
Dates to appear in
publications.
Charge fee for other
organization's requests

April 4, 1984

- F. Jane was asked to offer direction to submitters to the Newsletter and also to write a one-page guideline for articles including typing requirements, plagiarism concerns, etc.

IX. Message to State Directors

- A. Dick was asked to take to the State Directors in the Workshop an emphasis on the "grass roots" development of membership and communication.
- B. Other questions may be raised regarding the new membership renewal timeline. He will clarify that issue with them if necessary.

X. Development of Officers Guidelines

- A. Carole handed out her job description of President Elect (Attachment N).
- B. All officers were charged with adding to, deleting and changing duties to make up a collection to hand out to candidates and include in the Policies and Procedures Handbook. This was tabled until a later date.

XI. Policy on WCRLA Consultants

- A. After a telephone request to Carole for a list of consultants, these consideration were made:
 - 1. We could use the Expertise Network.
 - 2. There is a problem with quality control in sending resumes to requesters.
 - 3. A request could be made through the Newsletter of all those who would be willing to do consulting.
 - 4. A decision was made for the board not to be in the business of formally recommending any people for consulting because of the potential problems of quality control and/or favoritism. But informal recommendations can be made when no connection to WCRLA is hinted.

Policy: No
formal recom-
mendations of
consultants

Kate O'Dell, parliamentarian, joined the meeting at this point.

WCRLA BOARD OF DIRECTORS MINUTES
April 4, 1984

8

XII. Bylaws

Questions were raised on the legality of amending by-laws to allow bylaw change by mail. It was Kate's opinion that this must be done by a bylaws committee recommendation for a proposed change next year. The change in the election process can be voted on during this conference because prior notice was effected by the formation of the Task Force and communication by its members through the Newsletter.

The meeting was adjourned at 7:45 p.m.

WCRLA BOARD OF DIRECTORS MEETING

April 5, 1984
San Jose, California

Board Members Present: Karen Smith, President; Carole Bogue, President-Elect; Carrie Walker, Treasurer; Suzanne McKewon, Secretary; Dick Lyman, Past President

Others Present: Delryn Fleming, Journal of College Reading and Learning Editor; Michael O'Hear, Journal Editor; Jane Hopper, Newsletter Editor; Ann Faulkner, Past President; Mitch Kaman, Past Secretary; Sally Conway and Vince Orlando, Colorado Conference Co-Managers; Lucy McDonald, Portland Conference Manager.

The meeting was called to order at 3:50 p.m. by President Karen Smith.

I. Journal of College Reading and Learning (JCRL)

JCRL adopts
APA Style

A. Delryn handed out her annual report (Attachment P) and explained the changes in her committee's adopting the APA Style Manual. She agreed to pursue the idea of inclusion in the Wilson Index.

B. Karen asked if there is a form we submit to authors asking them if they have offered the same article to any other publication. Delryn said "no." Consensus was that it might be a good idea.

JCRL Editor to
ask authors if they
have submitted same
article to another
publication

C. Delryn pointed out the early date of her acceptance of author's manuscripts.

D. She further reported on the printer's delays and other reasons for his not meeting the deadline of this conference. She further recommended changing to a new printer and a proposal is included. (Attachment P-1)

JCRL to go to
all members
current as of
1983 conference

E. Delryn pointed out that the JCRL will go to those members who were current as of the 1983 conference.

F. She further raised the issue of the high number of volumes printed (1,000). Karen responded that this was probably prior policy during the years when we had almost that many members. Delryn recommended making fewer copies and offering the JCRL to ERIC. Karen said we will be considering these ideas during the next board meetings. Questions were raised about which date to choose for the annual membership totals. Suzanne suggested making the date June 30.

Fewer copies
of JCRL to
be made

New printer
for JCRL

Delryn will decide which printer to use, probably Metrocrest Graphics in Carrollton, Texas.

New directions
sought for Journal

II. Journal Report

- A. Michael O'Hear reported that submissions of articles totaled 14 and 7 were published. Over half of these were from people not affiliated with the organization. He asked for more guidance in his job on the Journal.
- B. Karen asked Mike to recommend a future course. He said he'd like to see a merging into one journal and pointed out that non-members are allowed to publish in both.
- C. Jane Hopper suggested having a single volume of papers including those presented at conference and any judged to be qualified and received in a timely manner. Occasional non-juried papers would be encouraged.
- D. Vince reported receiving a form from another organization asking members to send it on to their libraries requesting their journal be ordered.
- E. Delryn asked that she not be charged with the task of marketing the Journal.
- F. Michael said he would be willing to stay with the Journal as editor for 1 more year but not beyond.

III. 1985 Conference Update

- A. Sally Conway announced that she finally has a contract with the hotel: Sheraton Lakewood.
- B. She also announced that Vince Orlando is the co-manager. They announced the theme of the Sunday Brunch: "I'd Rather be in Denver."
- C. Carole suggested checking with Shirley Sloane re: computer requests.
- D. Dick suggested including provision for sharing rooms and rides in the registration requests.
- E. Airport Transportation is still a concern. Sally also assured the board that there were at least 10 restaurants within a 2 block area. There will also be a skiing leisure tour on Sunday. Dates will be March 26-31.

1985 Conference
dates: March 26-31

- F. Ann Faulkner reported that Patti Dozen will be formulating a bid for the Queen Mary. Karen suggested the Queen Mary is not a desirable location. Anaheim is also a possible site. She passed out her memo (Attachment Q).
- G. She also reported Susan Deese's request for forms for a New Mexico Conference in 1987.

IV. Nominating Committee Report

New Nominating
Committee named

- A. Ann also handed out a memo of her work in naming a new Nominations Committee (Attachment R). Karen reassured Ann that her new committee not necessarily meet the suggested criteria of the Task Force. She encouraged input from all board members.

The meeting was adjourned at 5:15 p.m.

WCRLA BOARD OF DIRECTORS MEETING

April 6, 1984
San Jose, California

Board Members Present: Karen Smith, President; Carole Bogue, President-Elect;
Carrie Walker, Treasurer; Suzanne McKewon, Secretary;
Dick Lyman, Past President

Others Present: Jane Hopper, Newsletter Editor; Vicki Knostman and
Nancy Deutsch, Southern California Co-State Directors;
Theria Beverly, incoming MAAC Chairperson; Francine Miller,
Cal-State University, Dominguez Hills; Patti Dozen, SIG
Leader; Delryn Fleming, JCRL Editor; Ann Faulkner, Past
President; Susan Deese, New Mexico State Director;
Lucy McDonald, Portland Conference Manager; Kate O'Dell,
Parliamentarian

The meeting was called to order at 8:10 a.m. by President Karen Smith.

I. State Directors' Reports

So. Calif. hosted
meeting of 70
with State
Senator

- A. Nancy Deutsch reported that 70 people attended the Southern California Conference at Cypress College where their local state senator came to speak.
- B. Karen announced Ina Katz to be the transition co-state director for Southern California, replacing Nancy in 1985. Vicki Knostman reported that plans are being formulated for another regional meeting as well as another meeting with the Greater San Diego Reading Assoc. Adult Educators' group in May. Nancy informed the board that the Arizona people from Yuma would be interested in coming to San Diego instead of an Arizona regional meeting.
- C. Karen encouraged strong communication on needs and funding requests from state directors.
- D. Carrie asked questions regarding leftover funds. What should be done with them is yet to be decided.

Dick Lyman joined the meeting at this time.

- E. Dick suggested another member look over the non-board allocated funds. Nancy and Vicki responded that they would want to turn in a yearly statement of allocation, as they did (Attachment S).

State Directors'
financial report
form to be
determined

- F. Vicki reported that some state directors do not have notebooks. Questions were raised about whose responsibility is the updating of S.D. notebooks.
- G. Karen suggested sending all other state directors information about regional conference activity.
- H. Vicki thanked Dick for the invaluable information presented at the workshop.

II. Learning Center Management Network SIG

- A. Patti handed out her report (Attachment T)
- B. On "recommendations," Karen responded by saying that many of these must be decided at later meetings.
- C. Patti was commended on an outstanding job.

III. Minority Affairs Advisory Committee

MAAC Committee
luncheon to remain
no host

- A. Maranda asked that the MAAC Luncheon be paid for by the organization. Dick raised the question of whether the MAAC members' lunch should be paid for because the number of members cannot be controlled.

(M) Bogue:

(No Second): To pay for the MAAC luncheon.

Discussion followed suggesting that no other Committee's or Chairperson's meals were paid for. The number of members on this committee isn't controlled and therefore, cannot be budgeted. Consensus was that the request should be denied.

IV. State/Province Directors' Duties

- A. Dick handed out his compiled list of duties (Attachment U). He reported that those present at the workshop liked the list.
- B. Kate O'Dell was of the opinion that collecting any local dues (#6) was against our bylaws. Susan Deese felt that local dues might encourage people joining only the local organization and not the parent WCRLA. The issue was tabled.

(M) Lyman

(S) McKewon: To accept the guidelines for duties of State/Province Directors

PASSED

Dick was advised that the list will be finalized for inclusion in the Policies and Procedures Handbook under "duties of officers - Coordinator of State/Province Director," the State Directors' Handbook, and should be sent to the bylaws committee for consideration.

C. Automatic mailings of membership lists. Several possibilities exist for when to send these. Dick suggested that 2 mailings be sent automatically and not deducted from their \$50.00 allotment. Any other mailing from Oxford must come out of the \$50.00.

Coordinator of State Directors will send membership renewal notices to State Directors each month

D. Karen suggested that as Past President she would be willing to split off the new renewals for each State Director on a monthly basis. Expired member lists could come out once after the conference and also be distributed to State Directors. A list of these duties will be added to the formal duties of Coordinator of S.D.

E. Dick suggested raising the allotment of \$50 to \$100.

1. Susan Deese said she felt the need to clarify the process of getting any funds at all.
2. Karen suggested no advances for allotments. She will send all State Directors' a reimbursement form and encourage all to send those in at least every 90 days.
3. Dick said he will go over and add to the description of the procedure for funding.

(M) Lyman:

(S) McKewon: The allotment for State Director be raised from \$50-\$100 allowing no advance and providing that specific requests be made itemizing each expenditure and attaching receipts.

Consideration made of raising the State Directors' allocations

Discussion followed suggesting we wait until the Summer Board meeting.

(FAILED)

WCRLA BOARD OF DIRECTORS MEETING
April 6, 1984

4

Karen asked that the motion be changed.

Dick stated that State Directors' have requested the increased allocation.

Raise will be
considered at
Summer/Fall
board meeting

(M) Walker:

(S) McKewon: The request to raise allotment from \$50-100 with (above) stipulations, be made at Summer/Fall Board Meeting.

PASSED

F. Revision of Duties of State/Province Directors

1. Directors - can select a member Chairman and need to have official recognition as such. It is sometimes necessary to have this recognition in order to get institutional funding.
2. Other changes were considered and Karen and Dick will work out these and add them to the list of duties for State Directors.

The meeting was adjourned at 11:15 a.m.

WCRLA BOARD OF DIRECTORS MEETING

April 7, 1984
San Jose, California

Board Members Present: Karen Smith, President; Carole Bogue, President-Elect; Carrie Walker, Treasurer; Suzanne McKewon, Secretary; Dick Lyman, Past President

Others Present: Jane Hopper, Newsletter Editor; Betty Levinson, Past-President; Anne Dye-Phillips, SIG Leader; Patti Dozen, SIG Leader; Ann Faulkner, Past-President; Nancy Deutsch, Southern Calif. Co-Director; Sally Conway and Vince Orlando, 1985 Co-Managers; Beryl Brown, Incoming President-Elect; Anita McDonald, NADE President; Kate Sandberg, SIG Coordinator; Marci Matlock, Arizona State Director

The meeting was called to order at 4:00 p.m. by President Karen Smith.

Marci Matlock is
new Arizona State
Director

I. Karen introduced Marci Matlock as the new Arizona State Director.

II. Advanced Reading Special Interest Group

Mary Hess is
new leader

1. Anne Dye Phillips presented her report on the activities of her SIG. (Attachment W)

2. She announced that Mary Hess will become the new SIG leader.

3. Suzanne suggested an article analyzing the course syllabi collected.

Advanced Reading
SIG strong

4. Anne reported on great interest in the SIG among new members.

5. Anne thanked the board for the help the organization has been to her and said she was grateful for the opportunity to pay it back.

III. 1986 Conference Site Chair

1986 Conference
site selection
still pending

Ann Faulkner introduced Patti Dozen who handed out responses from the Hyatt Regency and the Queen Mary in Long Beach. (Attachments X and X-1) The difference in price at present rates is -

at the Hyatt \$68 (single)
\$80 (double)

at Queen Mary \$52 (inside stateroom)
\$69 (outside stateroom)

April 7, 1984

Carole reported that the Hyatt San Jose allowed us to hold a block of 100 rooms up until a week before the conference.

Ann thanked Patti for her work to date and Karen said a decision will be made later and that Ann will continue to negotiate for the 1986 conference.

IV. Placement Bureau

- A. Anna-Marie Schlender presented her report (Attachment Y) and asked for guidance on a number of issues.
- B. Carole asked what the role of the Placement Director is to be after the acceptance of the Task Force recommendations.
- C. Karen asked Anna-Marie to continue to serve in her present capacity and she said she would be willing to do that and to serve in some way when the new joint NADE-WCRLA Placement Service comes into being. Anna-Marie was thanked for her hard work over the past year.

Anna-Marie
Schlender will
continue as
Placement
Bureau
Director

V. JCRL

- A. Delryn, after meeting with her Editorial Board, made these recommendations:
 - 1. To include more papers in JCRL and discontinue the Journal in the Newsletter.
 - 2. Release all of JCRL to ERIC.
 - 3. Have a software column in Newsletter ("Pots and Pans" was the title Jane Hopper suggested).
- B. We were asked to consider if members will feel a sense of loss over the Journal. The board said "no."
- C. She asked if the board would want to distinguish papers of those who presented from those who didn't.

Consensus was to include in the preface the number of papers from presentations.

(M) Walker:

(S) Bogue: To accept the recommendations of the Editorial Board to include the articles of the "Journal" in the Newsletter in the JCRL.

Journal to
be discontinued

Editorial
Committee
report
accepted

(PASSED)

D. Another question was raised:

How would we combine the editorial boards of both groups?

Delryn Fleming
will continue as
Editor of JCRL.
The Editorial Board

Karen suggested Delryn continue in her duties as Editor (with Carole's concurrence). Delryn accepted. The board will exist as is.

VI. Scholarship and Awards Report

More work needed
on guidelines for
research and scholar-
ship awards

- A. Vince Orlando handed out his report (Attachment Z) in response to Karen's request for guidelines for scholarship and research awards.
- B. Karen asked if the guidelines could include a budget for the research award.
- C. Delryn made a distinction between a grant or seed money to start a program or an award for a job well done.
- D. Discussion followed asking for more clarification on a number of items of guidelines for research award. Further work will be done by the committee in clarifying details.

VII. SIG Coordinator Report

- A. Kate Sandberg began reporting on the activities of all the SIGS.
 - 1. Advanced Reading SIG is very strong.
 - 2. Learning Center Management Network SIG is also strong.
 - 3. Computer SIG, Sally Conway's group, is also strong.
 - a. Sally reported she always had 35 people consistently showing up at the conference for the SIG.
 - b. She announced that Frank Christ has agreed to chair it for next year.

Most SIGS alive
and well

- c. The SIG will be set up for electronic communication, probably on the "Source" with parallel print available.
- d. The SIG would like to have an exhibit next year along with the publishers for browsing - but billed as an institute. Dave Caverly had input into this idea.
- e. Lucy suggested they get more information into print.

- 4. Critical Thinking/Problem Solving SIG is a problem.

Kate had established another chair.

- 5. Research SIG has had problems but wants to get started again.
- 6. Special Needs SIG is dead.

- B. Kate reported again about Patti Dozen's request for more structure on the SIG's.

Karen suggested drawing up sets of variable guidelines for several different models including alternate funding sources.

Beryl suggested guidelines include strategy for the next conference.

- C. Kate said she would write up some guidelines and send them to Carole to consider at the next board meeting.

VII. NADE Report

- A. Karen introduced Anita McDonald to the group and asked her to consider a Special National Task Force on Political Action.
- B. Anita reviewed the goals of NADE - concerns for the future:
 - 1. Political Action - NADE is on the agenda for the Missouri hearings on developmental education.
 - 2. Permanency of the Organization - looking into Washington D.C. as a site.

NADE goals
and concerns

3. Scholarship/Research Endowment

She said NADE ran into problems with this project because they had no history of non-profit status. Also considered will be a scholarship to the Kellogg Institute and a reserach/activity grant.

4. They have prepared fact sheets on issues for each chapter, reporting numbers, etc.

5. Preparing brochures.

6. Organizing new chapters.

7. Computer Task Force.

C. She reported that presently NADE is 1250 members strong with 19 chapters in 25 states. However, not all the local chapters belong to NADE. They have no paid accountant at present, but do pay for mailing service.

D. Link up of WCRLA-NADE on Political Action

1. Karen and Carole raised the question of such a cooperation. Anita seemed to agree.

2. She offered networking and a letter exchange.

3. Because California is a "bellweather state" NADE could benefit from WCRLA strength here.

4. Such a link would possibly discourage undesirable competition for members. Anita commented that there is sort of an unspoken honor system in relation to members in western states.

E. Dick expressed pleasure at the cooperation of NADE and WCRLA in Oregon and Idaho.

F. Anita responded to the motion on the Joint Placement Task Force by assuring the board that she would take it to her board. She expressed concern that the network (Placement Service) didn't have some way of identifying ethnicity of applicants for recruitment in jobs from EOP-AA Offices.

G. She reported that their meetings are in June, October, January, and at their Spring conference.

The meeting was adjourned at 6:50 p.m.

WCRLA BOARD OF DIRECTORS MEETING

April 8, 1984
San Jose, California

Board Members Present: Karen Smith, President; Carole Bogue, President-Elect;
Carrie Walker, Treasurer; Suzanne McKewon, Secretary;
Dick Lyman, Past President

Others Present: Pat Benner, Political Action SIG; Chuck Hunter, San Jose
Conference Manager; Mike McHargue, Past Secretary; Theria
Beverly, MAAC Chairman; Jane Hopper, Newsletter Editor;
Beryl Brown, President-Elect; Janice Lewis, Calif. State
University, Fullerton

The meeting was called to order by President Karen Smith at 1:10 p.m.

I. Political Action - SIG

- A. Pat Benner handed out the agenda from her SIG group (Attachment AA).
 - B. She suggested that the Newsletter publish articles relating to political activity on a national scope. She said she would welcome clippings from local newspapers.
 - C. She described her guest speaker, LaNor West, from Long Beach City College, and described the strategy of advocating many candidates but educating them on educational issues. She also highlighted other issues in dealing with political, e.g. learning to speak the jargon of A.D.A. (average daily attendance).
 - D. Karen suggested that Pat encourage members doing pilot programs with positive results to write up results in terms of money generated and present to their college. She offered to write up an article on how to include information in reports that administrators and legislators would want to know.
 - E. Pat strongly advocated changing the emphasis in communicating with people who don't now necessarily agree with our interests. It should be positive.
 - F. She also suggested the thrust of the message to the public should not be to the media to bemoan low salaries, but to point out benefits in terms of saved welfare costs, etc.
- Suggestions to strengthen PAC groups

WCRLA BOARD OF DIRECTORS MEETING
April 8, 1984

2

- G. She also suggested collecting funds from education suppliers and setting up an endorsement fund within the organization.

II. Mike McHargue thanked the board and Chuck for a great conference and the chance to come back and attend.

III. Preliminary Conference Report

- A. Chuck handed out his preliminary report. (Attachment BB)
- B. Exhibitors - Chuck expressed concern that exhibitors felt that companies' expenses were too high for exhibiting 2 days. He suggested next year only 1 day, possibly Friday, could be designated at Publisher's Exhibits with the breakfast Friday morning.
- C. Chuck recommended a computerized registration program for next year. Chuck was directed by Carrie to have all income, receipts, etc., sent to Chuck rather than to her.
- D. He was concerned with the number of refunds for the brunch that were made and strongly encouraged communicating better to the registrar the policy on refunds.
- E. Dates for the Summer Board meeting were set for July 27-29, 1984 at the Sheraton Lakewood Hotel near Denver.

(M) Smith:

- (S) McKewon: The outgoing Treasurer be considered an ex-officio member of the board to serve one year as advisor to the new Treasurer and to attend the Fall board meeting and also to serve as advisor of the audit committee at the close of the fiscal year following his/her term of office.

(PASSED)

It was agreed that the books should be audited at the close of the fiscal year and the current Treasurer should not be on the audit committee auditing his/her own books.

Computerized
registration
suggested for
1985 conference

Policy needed on
refunds at con-
ference

Summer Board
Meeting set

Outgoing Treasurer
to be ex-officio
board member and
advisor of the
audit committee
for his/her successor

WCRLA BOARD OF DIRECTORS MEETING
April 8, 1984

3

(M) Smith:

Audit Committee

(S) (McKewon): The audit committee be appointed by the President from among the members near the site of the interim (Fall) board meeting (the first face-to-face board meeting of the new fiscal year) and be available to conduct the audit during that board meeting.

(PASSED)

IV. Minority Affairs Advisory Committee Report

MAAC committee
has new leader-
ship

- A. Theria reported on the goals set at the MAAC committee meeting during the conference. One goal was to change the committee's name to "Multicultural Affairs Committee."
- B. Karen welcomed Theria to the board meeting and asked that she make sure she has in her committee chair's notebook a copy of all the duties agreed to by the board last September.
- C. Theria said she would like to strengthen the MAAC goals by assigning specific duties to members for accomplishing.

V. Bylaws Committee

Patti Glenn to
chair Bylaws
committee

- A. Carole announced that Patti Glenn of New Mexico State University will chair the bylaws committee.

The meeting was adjourned at 3:15 p.m.

WCRLA
GENERAL SESSION: BUSINESS MEETING
April 5, 1984
San Jose, California

The First General Session was called to order at 1:45 p.m. by Karen Smith, President.

1. Carole Bogue, President Elect, introduced Chuck Hunter, Conference Manager.
2. Chuck thanked his key staff members.
3. Carole introduced Dr. Richard Goff, Chancellor of San Jose Community College District, who welcomed WCRLA to San Jose.
4. Karen introduced Betty Levinson, Chair of Nominating Committee, who gave a brief background of her committee's activities, including the discrepancies of the bylaws with reference to nominations from the floor. She then listed the candidates for office and introduced Patti Dozen, who stated her reasons for withdrawing her nomination.

The candidates then gave their nomination speeches in this order:

1. Harold Fillyaw for Treasurer
 2. Beryl Brown for President-Elect
 3. Ladessa Yuthas for President-Elect
5. Karen read the letter from Alan Frankel donating the new banner to the organization.
 6. Reports were given by:
 - a. Suzanne McKewon, Secretary
 - b. Carrie Walker, Treasurer
 - c. Dick Lyman, Coordinator of State Directors
 - d. Betty Levinson, Elections Progress Task Force

(M) Betty Levinson:

(S) Ana Faulkner: On behalf of the Elections Process Task Force and with the approval of the board, to move that WCRLA adopt a mail ballot procedure for the 1985 elections.

Felton Williams suggested taking more time to consider the issue before voting. Vicki Knostman suggested tabling the question until the next general meeting. Karen Smith replied that the first General Session is the only time set aside to conduct business. Becky Patterson called for the vote. Another member expressed confidence in the task force. Spencer Oleson called the question and it was passed.

The vote on the motion was 122 ayes. Only 78 were needed for a majority to pass.

(PASSED)

GENERAL SESSION: BUSINESS MEETING
April 5, 1984

2

(M) Betty Levinson:

(S) Janine Rounds: To make the necessary changes in the bylaws to effect the mail ballot procedure.

The vote on this motion was 113 ayes. Again, 78 were needed to constitute a 2/3 majority.

PASSED

7. Carole introduced Frank Christ who introduced Karen Smith. Her Presidential Address was entitled "WCRLA - Coming Of in the 80's."

The meeting was adjourned at 3:15 p.m.

WCRLA
GENERAL SESSION
April 6, 1984
San Jose, California

The meeting was called to order at 1:40 p.m. by Karen Smith, President.

1. Karen introduced those on the dais.
2. Karen presented the Long and Outstanding Service Award to Gene Kersteins who came forward to accept it, expressing great surprise.
3. Betty Levinson introduced the candidates and collected ballots.
4. Carole Bogue introduced Dr. Mary Hess, Ricks College, who introduced Dr. K. Patricia Cross, Keynote Speaker.
5. Dr. Cross delivered her address entitled "The Impact of the 1980's on Developmental Education" (Attachment V).
6. Karen announced the new officers:

A. Harold Fillyaw - Treasurer

B. Beryl Brown - President-Elect

The session was adjourned at 2:40 p.m.

WCRLA
3RD GENERAL SESSION
April 8, 1984
San Jose, California

The meeting was called to order at 11:45 a.m.

- I. Introduction of Persons at Head Table.
- II. Delryn announced the sale of Dr. Cross's speech and the combining of the Journal in the Newsletter with the JCRL. She asked for submissions of papers from those who presented and also from those who didn't get accepted.
- III. Presidential Certificates
 1. Alan Frankel for the banner.
 2. Chuck Hunter - Conference Manager.
 3. Jacquie Grose - Coordinator of Chairpersons.
 4. Mitch Kaman - Conference Evaluation.
 5. Pat Heard - Newcomers' Activities
 6. Shirley Sloane - Audio Visual.
 7. Special Task Force Awards
 - a. Joint Placement Task Force - Sue Brown
 - b. Publications Task Force - Delryn Fleming
 - c. Elections Process Task Force - Betty Levinson

At this point Chuck Hunter thanked -

- 1) Evergreen College for audio-visual equipment
- 2) Shirley Sloane
- 3) Ann Roberts
- 4) Lydia Brinold
- 5) Kay Gardner
- 6) Charlotte Simpson
- 7) Bob Wassman
- 8) Rose Wassman
- 9) Pat Benner and her committee
 - a) Cathy Cooper
 - b) Martha Efford
- 10) Pat Hunter

WCRLA
3RD GENERAL SESSION
April 8, 1984

Karen resumed the awarding of Presidential Certificates:

8. Vince Orlando - Scholarship/Award investigation
9. Carrie Walker - Treasurer - balanced budget
10. Suzanne McKewon - Policies and Procedures Manual

IV. Carol introduced Dr. Spaulding who introduced the President of San Jose City College, Dr. Theodore Murguia.

V. Dr. Murguia spoke on the topic, "Quality Education and the Role of Essential Skills Programs."

VI. Installation of Officers

- A. Secretary - Suzanne continues in this second half of her term.
- B. Carrie Walker thanked the members for the opportunity to serve and encouraged everyone to run for office (Harold had to leave on an early flight and could not be installed.)

C. Carole installed Beryl Brown as President-Elect. Beryl handed out her chit for recording mandatory 50 hours per year

She also challenged the membership to bring one other person with them who isn't at this conference to Denver in 1985!

D. Karen installed Carole as President.

VII. Denver Contingent - "I'd Rather Be in Denver"

The meeting was adjourned at 12:55 p.m.



**Western
College
Reading &
Learning
Association**

RECEIVED MAR 16 1984

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

March 12, 1984

To: The Board of Directors
The Nominating Committee 1983-84

From: Betty Levinson *BL*
Nominating Committee Chair

Re: Nominee Withdrawal

I am sad to report that Patti Dozen has decided to withdraw from the race for treasurer of WCRLA. In a phone conversation Thursday morning, March 8, Patti stated a number of factors stemming from a recent automobile accident which make it impossible for her to consider taking on additional responsibilities. She will continue to work with S.I.Gs., and to remain as active as possible in WCRLA.

Fortunately, we had two outstanding nominees on our slate. There could be other nominations from the floor, but I doubt it. I'm sure Harold Fillyaw will be an excellent choice for treasurer, and for the Board.

I have not informed Fill, or anyone else of Patti's decision. I am waiting for a letter from Patti confirming her decision, and word from Karen telling me how she wants to proceed. Obviously it is too late to name another person to the slate.

BL/cf

CALIFORNIA STATE UNIVERSITY LONG BEACH

Learning Assistance Support System (213) 498-5350 or 498-4186

March 23, 1984


Dr. Karen G. Smith
WCRLA President
Box 5278
New Mexico State University
Las Cruces, NM 88003

Dear Karen:

As per our conversation, I would like to withdraw my nomination for the office of WCRLA treasurer. I apologize for the necessity of this decision.

However, due to the prolonged problems with the injury from my car accident, I feel it is best not to assume any possible additional responsibilities for this year. I have contacted Betty Levinson about my withdrawal and she has granted me time to address the WCRLA members at the first general session on Thursday afternoon. I regret the inconvenience that my decision has caused and I thank you very much for your continued support and encouragement.

Sincerely,



PATTI DOZEN

PD/mcf

cc: WCRLA Board
Betty Levinson

ELECTIONS-BY-MAIL BALLOT
PROPOSAL TO CHANGE WCRLA ELECTIONS PROCEDURES

The Elections Process Task Force, with the approval of the Board of Directors, hereby submits a proposal to adopt a mail ballot procedure for electing WCRLA officers. Discussion and voting on the Elections-by-Mail Ballot proposal will occur during the Annual Business Meeting, Thursday, April 5, 1984, between 1:30 and 3:00 p.m.

The Task Force believes that the wider the base of participation in elections, the stronger WCRLA will be. We propose implementing an Elections-by-Mail Ballot procedure, beginning with the 1985 election cycle, for the following reasons:

1. The conference location could have too large an effect on election outcomes as travel funds become more restricted and members find it increasingly difficult to attend the conference every year.
2. The present absentee ballot request procedure is cumbersome, and usually discourages all but the most stalwart voters from participating in elections.
3. The membership does not have equal access to information about candidates. Individuals who become members at conference time are not privy to candidates statements in the Newsletter; members who take advantage of the absentee ballot procedure obviously vote without benefit of conference speeches and meetings with candidates.
4. The entire election process is diminished when we cram candidates' speeches and the elections in between business meetings and major presenters. Two minute speeches are awkward at best; longer speeches are frowned upon; hurried announcements of election results are not always humane.
5. The transition from one set of officers to the next is more difficult than necessary. Given our present on-site election procedure, we must orient newly elected officers to their duties and responsibilities during the last few hours of the conference. The transition would be much smoother if winning candidates were notified in time to attend pre-conference Board meetings, and to make the entire conference period a learning experience.

PROPOSED BY-LAW AMENDMENTS

WCRLA By-laws require on-site elections. If the membership approves the adoption of an Elections-by-Mail Ballot procedure, the Task Force proposes the following By-laws amendments:

<u>Present Language</u>	<u>Proposed Language</u>
<p>1. ARTICLE V - OFFICERS - SECTION 1. The officers of the Association.... The President-elect shall be elected for a one year term <u>at each annual meeting of the membership of the Association.... The Secretary's and the Treasurer's terms of office shall be for two years with each office to be elected at alternating annual meetings of the Association.</u></p>	<p>The officers of the Association....The President-elect shall be elected for a one year term <u>in compliance with the mail-ballot procedure established in Article VII, Section III of these By-laws.... The Secretary's and the Treasurer's terms of office shall be for two years with each office to be elected in alternating years by mail ballot.</u></p>
<p>2. ARTICLE VII - PARLIAMENTARY PROCEDURE - SECTION 2. In all meetings any member may demand a roll call vote except for those procedures which provide for a mail ballot and <u>except for the election of officers. A choice of method of voting shall be made at the discretion of the Board of Directors.</u></p>	<p>In all meetings... provide for a mail ballot <u>including</u> election of officers. (Strike the last sentence regarding discretion of Board.)</p>

Present Language

3. ARTICLE VII - PARLIAMENTARY PROCEDURE -
SECTION 3.

Not later than thirteen (13) months prior to the election of officers, the President shall appoint a nomination committee chairperson selected from the available past-presidents. The chairperson shall appoint a nominating committee consisting of four (4) other members to be approved by the President to proceed as follows:

a. The nominating committee shall confer in face-to-face meetings and select from the membership at least two (2) members for each of the offices of President-elect, Secretary or Treasurer.

b. The committee shall make available to each nominee and his/her institution the duties and responsibilities of the office. The candidate for office must give his/her written consent to run for that office so nominated.

c. The nominating committee shall submit to the Board of Directors the names of at least two (2) members for each of the offices of president-elect, and secretary or treasurer six months prior to the annual conference.

d. Information about all candidates will be submitted to the membership three months prior to the annual conference and provisions for absentee voting will be publicized concurrently.

e. The nominating committee chairperson will issue absentee ballots upon written request by members.

f. Absentee ballots must have been received no later than fifteen (15) days prior to the annual conference. An absentee ballot is a ballot from a member who is absent from the conference.

g. All officers except the president and immediate past-president shall be elected at the annual meeting of the membership.

h. After the report of the nominating committee, the president shall give an opportunity to propose nominations from the floor for each elective office.

i. Voting shall be by secret ballot. A majority of the votes cast shall be necessary for election.

Proposed Language

Not later than twelve (12) months prior to the beginning of election balloting, the President shall appoint a past-president who served a one year term as committee member as Chairperson of the Election Committee for the next nomination and election cycle. The Chairperson shall recommend for approval by the President such appointments as needed to complete the committee membership. The committee shall proceed as follows:

a. The election committee...

b. no change

c. The election committee shall submit... in time for action at the Summer Board meeting.

d. Information about all candidates, one official ballot and a properly addressed return envelope will be mailed by Jan. 3 to all members in good standing as of Dec. 3

e. delete

f. delete

g. All officers except... shall be elected by mail ballot.

h. The election committee will hold at least one open meeting during the annual conference to give the membership the opportunity to propose potential nominees for each elective office.

i. Voting shall be by secret mail ballot. All votes received on or before Feb. 15 will be included in the final count. A majority...

Present Language

Proposed Language

4. ARTICLE VII - PARLIAMENTARY PROCEDURE - SECTION 4.

If a quorum as defined by Article VIII of the By-laws is not present at the scheduled general business meetings, business requiring voting - including the election of officers - shall be concluded by mail ballot sent to the general membership.

All business requiring voting - including the election of officers - requires a quorum as defined by Article VIII of the By-laws. A new vote must be taken if a quorum is not represented. Should a quorum not be represented in the mail ballot, the election will be conducted during the business meeting at the next Annual Conference. Voting on matters other than election of officers may be conducted in scheduled general business meetings or through the mail ballot process. Choice of voting method shall be made at the discretion of the Board of Directors.

5. ARTICLE VIII - QUORUM

A quorum for any regular or special membership meeting shall be at least ten percent (10%) of the membership of the Association as of Dec. 31 prior to the Annual conference.

A quorum for any regular or special membership meeting, or for a mail ballot, shall be...

6. ARTICLE XII - AMENDMENTS - SECTION 1.

These By-laws may be amended at any regular or special meeting of the membership of the Association only if the proposed amendments shall have been included in the notice calling the meeting.

These By-laws.... These By-laws may also be amended by mail ballot at the discretion of the Board.

NEWSLETTER EDITOR'S REPORT
WCRLA BOARD MEETING
San Jose, California
April 1984

1. Publication

Gut up
Costs above estimates:-- \$1133.04 Summer '83
1158.62 Fall '83
1168.04 Winter '83
1046.94 Spring '84

(Estimate was \$1000 per issue.)

Suggestions for reducing expenses: fewer pages
fewer photos
less expensive paper

2. Columns

Editors needed (?)
Materials
Computers

3. Publicity policy

Request from Kellogg Institute

4. Deadline dates (a redundancy)

Suggested changes?

Present deadlines are Jan. 5 - May 1 - July 31 - Oct. 1

5. Suggestions of any kind to improve the Newsletter are welcome.

Please see second page for proposed copy per issue.

Respectfully submitted,

Jane Hopper

Jane Hopper, Editor

<u>Newsletter issue</u>	<u>Deadline</u>	<u>Proposed copy</u>
Issue 1, Spring	Jan. 5	Conference Photos of candidates *Absentee ballot request, 2nd printing *Registration form, 2nd printing *if time permits Journal editor's call for papers SIGs State and province directors
Issue 2, Summer	May 1	Post conference Conference photos Photos of new officers Next conference information - SIGs State and province directors (?)
Issue 3, Fall	July 31	President President-elect Nominations committee report - SIGs State and province directors Conference information Call for proposals
Issue 4, Winter	Oct. 1	Conference information Statements of candidates for office with photos Absentee ballot request - Call for proposals, 2nd printing Advance registration form State and province directors
Regular columns:	Tutoring Evaluations Awards Journal Computers MAAC	Placement Officers Materials State and province directors SIGs ERIC

JOB DESCRIPTION--PRESIDENT-ELECT

1. Act as presiding officer in the absence of the President
2. Serve as program chair
 - a. Determine conference theme and areas to receive special emphasis
 - b. Contract keynote speakers
 - c. Prepare specific documents for Board approval at the annual Fall Board meeting
 - (1) Conference Budget including input and projected amounts for conference manager
 - (2) Conference Timeline of Events
 - (3) Conference Schedule
 - d. Appoint Conference Committee chairpersons
 - (1) Coordinator of Chairpersons
 - (2) Evaluation Chair--assist this chair in designing appropriate evaluation forms/procedures
 - (3) Newcomer Functions Chair
 - (4) Coordinator of Special Interest Groups
 - e. Appoint Program committee to help review and accept/reject program proposals; send letters of acceptance and rejection (if necessary)
 - f. Prepare publicity for forthcoming conference
 - (1) Advance registration form for inclusion in fliers, brochure and WCRLA Newsletter
 - (2) Conference advertisement to be submitted to appropriate journals and other publications in timely manner; arrange for their payment
 - (3) Fliers and brochures advertising the conference to be submitted to members and general mailing
 - (4) Advertisement for institutes in the Newsletter
 - (5) Column for each issue of the Newsletter addressing conference and related information
 - g. Design and write the program; make arrangements for its printing and delivery to conference manager/registration committee
3. Sell advertising space in Conference program booklet if possible
4. Coordinate program preparation with Conference Manager activities
5. Appoint Committee Chairpersons and Parliamentarian for forthcoming year:
 - a. Archivist
 - b. Awards
 - c. Liaisons
 - d. Minority Affairs Advisory
 - e. Nominations
 - f. By-Laws
6. Prepare report to submit at a Spring Conference Board meeting itemizing expenditures of funds from President-Elect's account
7. Establish file of information for incoming President-Elect
 - a. Fall board meeting documents (specified above)
 - b. sample fliers and brochures
 - c. copy of letters providing sample communication with keynoters, presenters, journal editors, publishing company representatives etc.
8. Determine goals for WCRLA for the forthcoming year

ELECTIONS-BY-MAIL BALLOT
PROPOSAL TO CHANGE WCRLA ELECTIONS PROCEDURES

The Elections Process Task Force, with the approval of the Board of Directors, hereby submits a proposal to adopt a mail ballot procedure for electing WCRLA officers. Discussion and voting on the Elections-by-Mail Ballot proposal will occur during the Annual Business Meeting, Thursday, April 5, 1984, between 1:30 and 3:00 p.m.

The Task Force believes that the wider the base of participation in elections, the stronger WCRLA will be. We propose implementing an Elections-by-Mail Ballot procedure, beginning with the 1985 election cycle, for the following reasons:

1. The conference location could have too large an effect on election outcomes as travel funds become more restricted and members find it increasingly difficult to attend the conference every year.
2. The present absentee ballot request procedure is cumbersome, and usually discourages all but the most stalwart voters from participating in elections.
3. The membership does not have equal access to information about candidates. Individuals who become members at conference time are not privy to candidates statements in the Newsletter; members who take advantage of the absentee ballot procedure obviously vote without benefit of conference speeches and meetings with candidates.
4. The entire election process is diminished when we cram candidates' speeches and the elections in between business meetings and major presenters. Two minute speeches are awkward at best; longer speeches are frowned upon; hurried announcements of election results are not always humane.
5. The transition from one set of officers to the next is more difficult than necessary. Given our present on-site election procedure, we must orient newly elected officers to their duties and responsibilities during the last few hours of the conference. The transition would be much smoother if winning candidates were notified in time to attend pre-conference Board meetings, and to make the entire conference period a learning experience.

PROPOSED BY-LAW AMENDMENTS

WCRLA By-laws require on-site elections. If the membership approves the adoption of an Elections-by-Mail Ballot procedure, the Task Force proposes the following By-laws amendments:

Present Language

1. ARTICLE V - OFFICERS - SECTION 1.
The officers of the Association.... The President-elect shall be elected for a one year term at each annual meeting of the membership of the Association.... The Secretary's and the Treasurer's terms of office shall be for two years with each office to be elected at alternating annual meetings of the Association.

2. ARTICLE VII - PARLIAMENTARY PROCEDURE - SECTION 2.

In all meetings any member may demand a roll call vote except for those procedures which provide for a mail ballot and except for the election of officers. A choice of method of voting shall be made at the discretion of the Board of Directors.

3. ARTICLE VII - PARLIAMENTARY PROCEDURE - SECTION 3.

Not later than thirteen (13) months prior to the election of officers, the President shall appoint a nomination committee chairperson selected from the available past-presidents. The chairperson shall appoint a nominating committee consisting of four (4) other members to be approved by the President to proceed as follows:

a. The nominating committee shall confer in face-to-face meetings and select from the membership at least two (2) members for each of the offices of President-elect, Secretary or Treasurer.

Proposed Language

The officers of the Association....The President-elect shall be elected for a one year term in compliance with the mail-ballot procedure established in Article VII, Section III of these By-laws.... The Secretary's and the Treasurer's terms of office shall be for two years with each office to be elected in alternating years by mail ballot.

In all meetings... provide for a mail ballot including election of officers. (Strike the last sentence regarding discretion of Board.)

Not later than twelve (12) months prior to the beginning of election balloting, the President shall appoint a past-president who served a one year term as committee member as Chairperson of the Election Committee for the next nomination and election cycle. The Chairperson shall recommend for approval by the President such appointments as needed to complete the committee membership. The committee shall proceed as follows:

a. The election committee...

1941年 1月 1日 1941年 1月 1日
 1941年 1月 1日 1941年 1月 1日 1941年 1月 1日 1941年 1月 1日 1941年 1月 1日
 1941年 1月 1日 1941年 1月 1日 1941年 1月 1日 1941年 1月 1日 1941年 1月 1日

$\frac{d}{dt} \left(\frac{\partial L}{\partial \dot{x}} \right) = \frac{\partial L}{\partial x}$

[illegible][illegible][illegible]11. *44. August 1950*

May 1982: I purchased the third edition of "A Field Guide" and mailed it to each editor writing that this year's "Field Guide" be brought into compliance with a "standardized system of nomenclature" by participants at the 1983 conference. The "standardized system" gave the instruction to use 624 words printed in the "Field Guide" and the editor had to spend the summer of 1982 doing this. Announcement of this change was made only a few days before the 1982 conference and the application of the

1. *Phragmites australis* (Cav.) Trin. ex Steud.

1. *Phragmites australis* (Cav.) Trin. ex Steud.

1. The first of the three papers presented at the meeting was a paper by Dr. J. H. Brown, entitled "The effect of the environment on the development of the human brain".

2. The second paper was presented by Dr. J. H. Brown, entitled "The effect of the environment on the development of the human brain".
3. The third paper was presented by Dr. J. H. Brown, entitled "The effect of the environment on the development of the human brain".
4. The fourth paper was presented by Dr. J. H. Brown, entitled "The effect of the environment on the development of the human brain".
5. The fifth paper was presented by Dr. J. H. Brown, entitled "The effect of the environment on the development of the human brain".
6. The sixth paper was presented by Dr. J. H. Brown, entitled "The effect of the environment on the development of the human brain".
7. The seventh paper was presented by Dr. J. H. Brown, entitled "The effect of the environment on the development of the human brain".
8. The eighth paper was presented by Dr. J. H. Brown, entitled "The effect of the environment on the development of the human brain".
9. The ninth paper was presented by Dr. J. H. Brown, entitled "The effect of the environment on the development of the human brain".
10. The tenth paper was presented by Dr. J. H. Brown, entitled "The effect of the environment on the development of the human brain".

Dr. J. H. Brown
The effect of the environment on the development of the human brain
1958

11. The eleventh paper was presented by Dr. J. H. Brown, entitled "The effect of the environment on the development of the human brain".

12. The twelfth paper was presented by Dr. J. H. Brown, entitled "The effect of the environment on the development of the human brain".

13. The thirteenth paper was presented by Dr. J. H. Brown, entitled "The effect of the environment on the development of the human brain".

14. The fourteenth paper was presented by Dr. J. H. Brown, entitled "The effect of the environment on the development of the human brain".

15. The fifteenth paper was presented by Dr. J. H. Brown, entitled "The effect of the environment on the development of the human brain".

16. The sixteenth paper was presented by Dr. J. H. Brown, entitled "The effect of the environment on the development of the human brain".

17. The seventeenth paper was presented by Dr. J. H. Brown, entitled "The effect of the environment on the development of the human brain".

18. The eighteenth paper was presented by Dr. J. H. Brown, entitled "The effect of the environment on the development of the human brain".

Dr. J. H. Brown
The effect of the environment on the development of the human brain
1958

Proposal

PROPOSAL SUBMITTED TO:

DESCRIPTION OF JOB:

Job _____

Address _____

City _____

State _____

Phone _____

Date _____

We Hereby Submit specifications and estimates for _____

We Hereby Propose to furnish labor and materials complete in accordance with the above specifications, for the sum of \$ _____

With payment to be made as follows: _____

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal—The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date Accepted _____

Signature _____

Signature _____

TO: WCRLA Board
FROM: Ann Faulkner

DATE: 4/3/84
RE: Conference Site Selection Report

The contract with the Sheraton Inn Lakewood for our 1984 conference was finally signed in February, 1984. The conference dates are Thursday, March 25 through Sunday, March 31, with additional pre-conference days for Board meetings. The hotel has agreed to comp a summer Board meeting, but they will need to be informed of the dates of the meeting as soon as possible.

For a 1986 conference in the northern part of southern California, I have been in contact with Patty Dozen of CSU-Long Beach. Only within the last 24 hours has the Queen Mary been able to confirm available space during the desired dates: Thursday, March 20 through Sunday, March 23. The near-by Hyatt hotel is still holding space for another group during that time, but may soon be able to say whether their hotel would also be an option.

Patty plans to have a meeting of potential co-hosts and conference helpers sometime during the San Jose conference. She plans to make a report of the efforts to date to make a conference bid; perhaps it will be convenient to combine her SIG report with her conference bid report on Friday morning.

At this time, I do not have any leads on an out-of-California site for 1987. I'll sound out the Texans at our state meeting. Is there any hope for New Mexico, Arizona, or Nevada?

TO: WCRLA Board
FROM: Ann Faulkner, Chairperson

DATE: 4/3/84
RE: Nominating Committee Report

The following members have agreed to serve on the Nominating Committee for 1984-85:

Nancy Deutsch, State Director for Southern California
Jane Lehmann, member from Elgin C.C., Illinois
Spencer Olesen, incoming State Director for Texas
Frank Torres, member from Cal. Poly Univ.
Anna Marie Updegraff, State Director for Oregon

We have scheduled two meetings at the San Jose conference: Thursday, April 5, from 8-9 AM and Saturday, April 7 from 4:30-5:30 PM.

I would appreciate the opportunity to introduce the committee members at Thursday's general session so that those who have suggestions about nominations may know who we are.

Our expenses will be incurred primarily in the next budgetary year. If the By-Laws change passes, the costs of printing the brochure and ballots should be added to our budget. I would assume that the mailing costs would come under our Oxford Mailing Service account, but perhaps for accounting, they should be shown under elections, too.

FINANCIAL STATEMENT OF SOUTHERN CALIFORNIA WCRLABalance from January, 1983

127.94

		<u>Expenses</u>	<u>Income</u>
Monthly bank fees	-37.10		
Interest paid	<u>3.60</u>		
Total deductions	-33.50	-33.50	

Post-Conference Meeting, April, 1983

Printing costs	27.69	
Food	61.77	
Postage	<u>60.00</u>	
Total costs	149.46	-149.46

1984 Winter Conference, January, 1984

Printing costs	71.26	
Postage	208.00	
Telephone	104.43	
Food	403.36	
Building use	80.00	
Folders	<u>17.47</u>	
Total costs	884.52	-884.52

Income from conference fees		+985.10
--------------------------------	--	---------

Balance as of April 3, 1984+45.56

WCRLA SIG REPORT

LEARNING CENTER MANAGEMENT NETWORK

A. Purpose

1. To discuss and share problems and solutions that have practical applications for the management and operation of a Center.
2. To encourage professional development and growth.
3. To exchange information on events, conferences and available positions related to Learning Centers.
4. To visit other Learning Centers.

B. Activities

Sept 1983 - March 1984: Monthly Roundtable meetings during the academic year in the Southern California area.

May 1983: Solicitations for memberships. Mailed out about 200 WCRLA applications.

November 1983: Joint Roundtable meetings of Greater L.A. and South Bay Orange County area.

Fall 1983: Letter of communication to all SIG members. Roster and WCRLA application enclosed.

December 1983: Panel presentation of SIG members CCCT & LA/ Bridging the Learning Assistance Management Network "Bridging the Gap between Two-Year and Four-Year colleges.

January 1984: Joint Roundtable meeting, WCRLA Southern California Mini-Conference.

C. Initial Goals

1. Identify individuals interested in joining the SIG.
2. Write articles about the SIG in the WCRLA Newsletter.
3. Prepare a guide for SIG members interested in starting a local roundtable.
4. Discuss relationship of SIG members to the general organization.
5. Discuss a SIG fee.

D. Accomplishments

1. 62 responses received, over half are WCRLA members.
2. 2 articles submitted to the Newsletter.
3. 2 members in Orange County interested in starting a 3rd roundtable.
4. Roundtable members would not necessarily members of the SIG.

E. Future Goals

1. Decide on a SIG membership fee.
2. Prepare a guide for SIG members interested in forming a local roundtable.

F. Expenses

1. \$300 total budgeted
2. \$200 received after approval of start up funds from the President after March 1983.
3. \$100 in reimbursements funds. Funds approved after September 1983.
4. About \$100 was spent in printing, postage, and phone calls.
5. Itemized expenses to be submitted by May 1984.

G. Recommendations

1. Determine general guidelines for all SIGs.
2. Determine the continuance of position of Director of SIG and responsibilities.
3. Investigate the need for a fee for all SIGs.
4. Allow budgeted allocation for this SIG to be continued for the next year.

Submitted by,

Patricia Dwyer
DIRECTOR, SIG

DUTIES OF WCRLA STATE/PROVINCE DIRECTORS

The duties of State/Province Directors are those necessary to coordinate WCRLA activities in the various states and provinces (local activities). These duties include but are not limited to membership recruitment, communication among local members, communication between the Board and the local membership, liaison with appropriate professional organizations whose membership is similar to that of WCRLA, and organization of local conferences. Specific duties of Directors are listed below.

Appointment is made on a year-by-year basis at the discretion of Coordinator of State/Province Directors. Appointment for a second year is customary and is a recommended practice, while occasionally Directors are appointed for a third year.

Directors report to the Board through the Coordinator of State/Province Directors, who is responsible for providing them with appropriate support from the Board, primarily in the form of funding, communication, and access to the full range of WCRLA resources.

Directors are responsible

1. for membership local recruitment. In states or provinces which conduct conferences or other major activities, Directors are encouraged to appoint Membership Coordinators, who shall be recognized by the Board. Generally major membership drives are encouraged at the beginning of each school year, at such time as major local activities are planned, and prior to the annual WCRLA Conference in the Spring. Each Director should set an annual goal for membership recruitment and is expected to include membership figures in the annual report to the Board (See #15 below).
2. for liaison and cooperative efforts with related local professional organizations. This liaison should include shared activities if appropriate and maintenance of cooperative communications which serve the best interests of WCRLA.
3. to maintain a record of local WCRLA members, both active and those whose membership has lapsed, and a record of prospective members. The Director or Membership Coordinator should contact those individuals whose membership has lapsed in order to encourage them to renew membership. Membership lists and notification of new and renewed memberships should be provided periodically to the Director by the Coordinator of State/Province Directors who should also be provided lists of perspective members and potential conference attendees to be included in general mailing lists.
4. to encourage individuals or groups within their states or provinces to submit bids for hosting annual WCRLA Conferences or Summer Institutes. Such individuals or groups should be put in contact with the Conference Site Chairperson or the Summer Institute Site Chairperson.

5. for planning annual local conferences or other meetings if appropriate. If local membership is not sufficient and if geographic conditions permit, Directors are encouraged to cooperate with other Directors to plan regional conferences or to encourage participation in nearby state or province conferences. Cooperation might include publicity, special guest presentations, special meetings for guest delegations and similar cooperative efforts. Directors should communicate regularly with other Directors, particularly those of nearby states or provinces in order to share ideas and to facilitate cooperative efforts.

6. for local funds. Directors who generate more than \$25 of local WCRLA income should open a passbook savings account or similar low cost bank account. An accurate accounting of all local funds should be included in the annual report to the Board. This report should include verification from at least one member other than the Director as to the accuracy of the accounting. Retiring Directors must arrange for accounts to be turned over to their replacement or placed in the care of the WCRLA Treasurer pending appointment of a successor. Accounts should be in the name of WCRLA and are considered to property of the local WCRLA membership.

7. to account for all funds received from the WCRLA treasury, either regular Director allocations or special state/province project funds. No funds will be disbursed without receipts or other appropriate verification. Requests for reimbursement should be submitted to the Coordinator of State/Province Directors at any time total amounts of \$25 are due or each ninety days, whichever is sooner. Directors are encouraged to accumulate small amounts for disbursement, but to submit all requests in a timely manner.

Directors are not expected to pay for WCRLA expenses personally unless they voluntarily choose to do so. They should, however, utilize funds from local Institutions whenever possible. Professional activities such as WCRLA are considered professional development and as such are often included in College budgetting.

8. to be familiar with the "Guidelines for Funding State/Province Special Projects." Proposals for special funding are due prior to the Summer/Fall Board meeting and should be submitted Prior to the Fall Board meeting, generally held in early August each year.

9. for regular contributions to the WCRLA Newsletter. Included should be an accurate address and phone number for the Director, notice of local activities, and news about members. The Director does not necessarily need to personally write the Newsletter contributions, but may designate others to do so.

10. for maintenance of communication among local WCRLA members. Directors are encouraged to develop local newsletters which should supplement and not compete with the WCRLA Newsletter. Directors are also encouraged to provide opportunities for WCRLA members to get together at appropriate professional meetings in which there are large numbers of members in attendance.

11. to keep the Board informed of local concerns and to provide communication between the Board and the local membership. They should also provide appropriate communication between the membership and Special Interest Groups (SIGs) and should encourage local participation in SIGs.

12. to provide information about available local positions to the Placement Bureau Chairperson. They should encourage local members and Institutions within their local areas to utilize the Placement Service, particularly to make job referrals.

13. for help in the planning of the Annual Conference. Duties include publicity, encouraging proposals for presentations, locating potential chairpersons, locating group travel rates or ride sharing, and locating individuals interested in room sharing at the conference. When the conference is in the Director's local area, she/he is expected to work closely with the conference manager to provide local support for the conference.

14. to attend the Directors Workshop at the Annual Conference and in cooperation with the Coordinator of State/Province Directors, plan and conduct a state/province meeting. The Director may also choose to attend Board meetings and is welcome to address the Board at such meetings. If unable to attend the Annual Conference, the Director is expected to provide a suitable replacement to assume her/his duties during the conference.

15. to submit a yearly report to the Board (Through the Coordinator of State/Province Directors). Information included in the report should be a report of state/province membership, a summary of local activities and communications efforts, an accounting of all funds used during the year and of those remaining at the end of the year, and recommendations to the Board from the local membership regarding local affairs or those of WCRLA as a whole. The Director should also indicate whether he/she is willing to continue in the State Director post for another year.

If the Director chooses not to continue for another year, She/he should locate one or more replacements to recommend to the incoming Coordinator of State/province Directors. This should be accomplished by the end of January so that a new Director can be selected and can attend the Director's workshop at the Conference. IT SHOULD BE MADE CLEAR TO ANY RECOMMENDED REPLACEMENT THAT THE SELECTION OF THE DIRECTOR IS THE RESPONSIBILITY OF THE COORDINATOR OF STATE/PROVINCE DIRECTORS AND THAT A RECOMMENDATION IS NOT AN APPOINTMENT.

THIRD DRAFT 16. to update the "State/Province Directors Handbook" at the end of each year and to arrange

THE IMPACT OF THE 1980s ON DEVELOPMENTAL EDUCATION

K. Patricia Cross

Harvard Graduate School of Education

When Carol Bogue approached me almost a year ago inviting me to address your general conference theme, "Coming of Age in the 1980s," I suggested that I would like to speak to that theme by looking at trends and changes in the broader society that would have an impact on developmental education in this decade. I then hoped that within a year, it would become clear to me what those influences were likely to be. As it happened, I didn't have long to wait for the feathers to hit the fan.

It was just about this time last year that the National Commission on Excellence on Education managed a direct hit on the nerve center of discontent with schooling in America with its quotable language about "a nation at risk" and "the rising tide of mediocrity." It now seems clear that the major forces that will shape developmental education in the short-term future will arise out of the educational reform movement that has been gathering reports and momentum all year.

At last count, there were more than 30 books, studies, and commission reports, and in addition the 50 states had appointed a

Prepared for the Annual Meeting of the Western College Reading and Learning Association, San Jose, California, April 6, 1984

total of 175 task forces charged with improving the quality of education. That averages out to more than three task forces per state and about two national reports per month. For better or for worse, that amount of directed energy is going to have an impact on virtually all forms of education, but especially on the types of programs that are the focus of your professional interest. The educational reform movement is basically concerned about increasing the academic competence of students in reading, writing, mathematics, computer literacy, and anything else judged to be an essential learning skill. So let us turn our attention in this session of your diverse and interesting convention program to the points of overlap between the recent national emphasis on educational improvement and your concerns about helping individuals to improve their learning skills.

At one extreme, we could entertain the thought that if the school reform movement were really successful, there would be no need for developmental education at the college level. All children coming through the school system would be adequately prepared and appropriately motivated for college-level study. This wildly optimistic possibility, however, takes no note of the fact that half of all college students today are over the age of twenty-two. Moreover it was not until the 1950s that a majority of the population remained in school long enough to complete high school. Thus, if one wants to indulge in the popular nostalgia for the "good old days" when students learned their lessons in schools, we must also acknowledge that many people, including most minorities, had little opportunity to learn in the schools

of the 1950s. So there are generation gaps that must continue to be addressed by educators, even if students should begin to emerge from high school with the learning skills that are essential for college or other learning options.

At the other extreme of this hypothetical continuum about the impact of school reform on developmental education, there is the thought that if the present school reform campaign is successful, every educator at every level, grade school through college, is going to be concentrating on doing a better job of seeing that all students are well-equipped with the basic learning skills. In that event, the cluster of concerns that lie at heart of this professional association will lie at the heart of all professional education.

In any event, I think it likely that the school reform movement will strengthen the role and the clout of developmental educators. Your experience and your knowledge about how to work with underprepared learners should be a national resource for the educational reforms of the 1980s. Most of the commissions would have benefited from the insights of professionals with experience in the fields they were trying to address, but at least the discussions and debates that are taking place throughout the country now are open and lively, and I am delighted to have this opportunity to think with you about the directions of the 1980's reforms and their probable impact on the philosophy and practice of education directed toward the development of lifelong learning skills.

Incidentally, I am going to use the phrase learning skills or lifelong learning skills to refer to those cognitive skills and attitudes that permit people to continue to learn new things whether they are 8 year olds learning to spell, 18 year olds struggling with college chemistry, 40 year olds faced with the challenge of computer literacy, or 50 year olds interested in the study of American literature. The euphamisms that we have invented over the past several decades for talking about people who are ill-prepared for learning whatever they need or want to learn seem to change with the seasons, and they certainly impede our conversations about common concerns. Whether you operate a learning assistance center, a developmental reading program, a remedial math lab, or some other learning assistance program, I would like to consider the future of our common concerns in the context of the current reform movement.

I am not going to spend a lot of time on the symptoms of malaise in American public education. Almost everyone agrees that the general health of education in America is not what it should be. Different publics, however, repond to different indicators. Perhaps the most convincing symptom to the general public is the decline of test scores. That symptom has been reported in both the popular and professional press for more than 15 years now. In 1975, the College Board and Educational Testing Service began exhaustive studies about the probable causes of the decline. The answers implicated a wide variety of culprits, ranging from the demographics of the birth rate to social unrest to efforts to educate a wider spectrum of the population. But much of the

problem was laid at the doorstep of the schools -- not enough homework, too many nonacademic courses, lowered expectations, not enough emphasis on writing, etc. (College Board, 1977).

For businessmen, the symptom of school failure lies in the loss of productivity of the American labor force. While no one suggests that schools alone are responsible for everything from the loss of the competitive edge of America to the negative balance of trade, there is a feeling that American workers are not doing their jobs, and that at least part of this is due to the fact that students and teachers are not doing their jobs in the schools.

For teachers at any level, the evidence of educational malaise is to be found in the deplorable skills of their incoming students. Teachers complain that colleges don't get good students from the high schools, who don't get good students from the elementary schools, who don't get good teachers from colleges and graduate schools.

To continue the medical analogy about the health of the schools, no one who has examined the patient has suggested that the symptoms are not real or that the cure is as simple as two aspirins and bed rest. But anyone seeking a second opinion on the severity of the illness is likely to get it -- and a third, fourth, and fifth opinion as well. There really isn't much agreement on whether American education has a cold, the flu, or pneumonia.

Even those who have spent many months in the field examining the patient aren't sure how serious the situation is. John

Goodlad warns that, "It is possible that our entire public education system is nearing collapse" (1983, p. 1), while Ernie Boyer finds that the schools are beginning to improve, with the top 10 to 15 per cent providing perhaps the finest education in the world. (1983, p. 38) Overall, however, Boyer concludes that schools are, "like the communities that surround them--surviving but not thriving" (p. 38). Perhaps the point of greatest agreement is that it depends very much on which school you are talking about. Some are very good indeed; some are terrible, and most are mediocre.

John Goodlad is especially insistent that no single set of judgments or recommendations can reasonably apply to all schools (p. xvii). But most of the reports conclude with sweeping and amazingly specific recommendations for treatment. A few are supremely selfconfident that their treatment will result in quick and complete recovery. The authors of A Nation at Risk, for example, assert that if their recommendations are implemented over the next several years, they will "promise lasting reform" (1983, p. 23). Historians may doubt the prognosis of "lasting reform," but there is reasonable agreement on the general direction the reform should take in the 1980s.

I am not going to discuss the recommendations in detail. One of the more absorbing tasks in education these days is making charts of the various recommendations and then making summaries of summaries. There are so many reports out now and so many commentaries and analyses that practically every wise and foolish thing that can be said about the schools has been said. For

that reason I am going to avoid commenting on recommendations that have already gained high visibility, and I am also not going to dwell on the admittedly difficult issues of how we are going to pay for all this or the proper role for the Federal government. Instead, I am going to concentrate on the possible negative side effects of relatively popular recommendations on which there is enough agreement that there is a chance for implementation.

My purpose in taking this approach is not to slow down action, but to speed up thinking. My concern is that for every complex problem, there is proposed a simple solution -- and these reports are full of them. Generally speaking, the reports put together by blue-ribbon commissions are more simplistic than those prepared by individual investigators. Perhaps this is understandable, since while individual commissioners are highly talented people, the commissions are consensus seeking and do not attempt to address either differences among committee members or differences among schools.

The National Commission on Excellence in Education took a calculated risk when they decided, I hope deliberately, to make their report simple enough to grab public attention. That it did, but simple solutions to complex problems are unlikely to improve education. The more sophisticated analyses that came out later are having a hard time convincing the general public, excitable politicians, and a sensationalist press that school reform is going to be a long slow process and that over-reacting may be as bad as failure to act. They are just opposite swings of the pendulum.

Many of the reports attribute the erosion of quality in education to the permissiveness of the 1960s and 70s and reason that the solution is to swing the pendulum in the opposite direction, toward more control, more requirements, and tougher standards. These prescriptions call for simple corrections of perceived excesses of the past. Not enough homework? --assign more. Not enough testing? --require more. Too many electives? --insist on more requirements. These undimensional corrections might be labeled the swinging pendulum solution. A pendulum is in constant motion, but it never goes anywhere. It simply swings from one extreme to the other. Indeed, the momentum gained from a swing to the left provides the energy for the swing to the right.

Those of you who work with underprepared students know that doing more of what has not worked for these students in the past is not the route to success. As one observer of the current mania for legislating standards observed, "If the kid can't high jump 4', it does no good to raise the bar to 4'8". What then should we do? Specify clear objectives? Yes. Make a careful analyses of individual learning problems? Of course. Establish realistic expectations and high standards of performance? Certainly. Conduct frequent evaluation and provide immediate feedback? Surely. These are strategies based on an analysis of the problem; they are not simple pendulum swings applied with relentless uniformity to the entire student population. If we are not more thoughtful about the goal of quality and how to attain it, we will spend the 1980's correcting for the

permissiveness of the 1960s and 1970s, and we will spend the 1990s correcting for the overregulation of the 1980s. We might, I suppose, recommend more modest corrections, but that would simply slow down the pendulum, eventually stopping all movement.

We know more about the characteristics of effective schools than swinging pendulum solutions suggest, and it is a disservice to imply that our options are limited to strategies that seemed to work in different times with different student populations. We know, for exmple, that effective schools are distinguished by some of the same characteristics that distinguish effective developmental programs: clear priorities about what must be learned, high expectations for students, uninterrupted time on task, positive discipline, and support from the top.

Unfortunately for those interested in gaining credibility as people of action, these qualities cannot be legislated as can the currently popular quantifiable reforms such as more time in school, more pay for teachers, more requirements, and more tests. Effective reform must be achieved by slower, more complex actions built up through community pressure, faculty commitment, and support from the President and the Board.

In addition to more thoughtful analyses and greater patience we need some fresh perspectives and perhaps some new metaphors. The spiral staircase is a more apt metaphor for school reform than the swinging pendulum. Whereas the swinging pendulum involves retracing old ground, the spiral staircase rises to new levels. We may circle back to look at old problems from new perspectives, but our motion is constantly upward to a higher

plane of action. Schools of the 1980s are operating in a different plane from those of the 1960s, and we need to find some new perspectives if we are to avoid educational faddism and swinging pendulum solutions.

One such perspective is offered in the best selling book, In Search of Excellence (Peters & Waterman, 1982), in which the authors describe the most successful corporations in America. Ironically, the conclusions about the environments which stimulate excellence in corporate America are frequently the opposite of what is recommended for excellence in our schools, but I found that the factors contributing to corporate excellence have much in common with what we think we have learned over the past decade or so about effective learning environments for underprepared learners.

When Peters and Waterman set out to look for corporate excellence, they found it at both IBM and MacDonald's --in the production of the lowly hamburger as well as in the glamour of high tech. Their criteria for excellence seemed not to reside in the prestige of the thing produced, but rather in the attitude and enthusiasm of the workers. They concluded that one of the main clues to corporate excellence lay in "unusual effort on the part of apparently ordinary employees" (p. xvii). There is a lot to think about in that deceptively simple conclusion, and developmental educators are constantly concerned about how to motivate ordinary people. Are there recommendations in the 1980s educational reforms that will stimulate "apparently ordinary" people to unusual effort?

In the first place, there is surprisingly little attention given to "ordinary people" in the school reform reports. There is the clear implication that the rising tide of mediocrity is made up of embarrassing numbers of ordinary people, and if we want to return excellence to education, we better go out and find more excellent people. Teachers colleges are advised to select better candidates; colleges are encouraged to raise admissions standards, and the Federal government is urged to offer scholarships to attract top high school graduates into teaching. There is not a lot said in the education reports about how to stimulate unusual effort on the part of the ordinary people that we seem to be faced with in the schools and in most colleges.

"Excellent companies," say Peters and Waterman, "require and demand extraordinary performance from the average man" (p. xxii). Since the tips for getting such extraordinary performance are scattered throughout their book, let me select a few of them and measure them against the recommendations of the 1980s educational reforms.

One important suggestion from the corporate world for stimulating unusual effort on the part of ordinary people is to make people members of winning teams while also recognizing each individual as a star in his or her own right. Peters and Waterman found that excellent companies, "turn the average Joe and the average Jane into winners" (p. 239 emphasis added). That is a bit more difficult, it seems, than recognizing winners. The tough problem is not in identifying winners; it is in making winners out of ordinary people. That, after all, is the

overwhelming purpose of education. Yet historically, in most of the periods emphasizing excellence, education has reverted to selecting winners rather than creating them.

In any era, colleges that are able to select winners among both students and faculty, are most likely to be perceived as quality institutions. Although "value added" is a sound educational concept and the ultimate educational challenge, it has not often been pursued with any vigor in education. Community colleges are frequently considered lower quality educational institutions than research universities, not on the basis of comparing the "value added" to their graduating classes, but by comparing the selectivity exercised in admitting their entering classes.

Peters and Waterman insist that there is no reason why organizations cannot design systems to support and create winners. Most excellent companies, they say, build systems "to reinforce degrees of winning rather than degrees of losing" (p. 57).

At IBM, for example, sales quotas are set so that 70-80 percent of its sales people meet their quotas. At a less successful company, only 40 percent of the sales force meets its quota during a typical year. "With this approach," say the researchers, "at least 60 percent of the salespeople think of themselves as losers. They resent it and that leads to dysfunctional, unpredictable, frenetic behavior. Label a man a loser and he'll start acting like one" (p. 57). Of all of the data that I have collected on open-admissions students in

community colleges, none were more distressing than those showing students' perceptions of themselves as losers in the educational race (Cross, 1971).

There is much in the present educational reform movement that should frighten us if, in fact, winning is important for ordinary people. The investigators on corporate excellence observed that less-than-excellent organizations take a negative view of their workers. "They verbally berate participants for poor performance ... They want innovation but kill the spirit of the champion ... They design systems that seem calculated to tear down their workers' self-image" (p. 57).

That sounds a lot like what we are doing in the educational reform movement of the 1980's. We are telling teachers that they are a sorry lot, scoring lower on the SAT than their fellow students in college. We are proclaiming that the deplorable state of the schools is an embarrassment to us internationally and a risk to our nation. We are telling students that they are losers and threatening them with loss of further educational opportunity if they don't shape up. It is very hard to feel like a winner anywhere in the educational system today. But, the critics will object, how can you improve the educational system if you don't face the facts? Fair question.

The "facts" seem to be that there are some excellent schools out there, that there are some exceptional teachers, that we do know something about making teaching and learning more effective, that high expectations are important to performance, and that financial support is absolutely essential. We also know that

test scores have been falling, that expectations for students are not high enough to demand their best performance, and that until students experience success as a result of their own efforts, it will be hard for them to feel like winners. Even very young children know when they are learning and when they are not. It does no good to tell students of any age that they are doing fine if they are not. Thus, learning tasks must be realistic, and every student must have an opportunity to succeed at a learning task that is important. It is not an easy task, and throughout history it has been made ever more difficult by the growing diversity of our student populations.

In some two decades of trying to find answers to the question of how to provide education for all the people, I have reached the conclusion, that it is our commitment to the lock-step time-defined structures of education that stand in the way of lasting progress (Cross, 1976). It is simply unrealistic to think that all students can learn the same material, to the same standards of performance, in the same amount of time, taught by the same method. We continue to talk about individual differences. We know they exist; we have reliable measures of them. We even cherish them, but we fail to provide for them in our educational systems. Most experiments in individualization are soon abandoned because they require too much work on the part of teachers who are faced with individualizing instruction in addition to their obligation to handle all of their traditional tasks.

Strangely enough our solution has never been to change the

system to accommodate individual talents. Rather it has been to try in some way to reduce the diversity --through selection, through narrowing curricular choices, and through proclaiming that we expect too much of our schools and that they must be allowed to get back to basis.

Those are the familiar planks in the platforms of the school reform movement of the 1980s. Many people are searching for ways to rid the school of problem learners, to reduce the obligations of the schools, and to restrict the curricular options.

There are serious proposals to deny the losers in the educational race a high school diploma or entrance to a community college. There is not much doubt that the easiest way for an educational institution to raise its own quality is to get rid of problem learners. Don't accept them and don't certify them. Test scores will rise, faculty morale will improve, and the institution will be perceived as a quality place for serious learning.

The problem is that the society that supports this superficially excellent educational institution now has on its hands the educational rejects. Whose responsibility is it to convert them from a drag on society to productive members of that society? The chances are high that an illiterate mother or father in this generation will produce three or four more problem learners in the next generation. Clearly, we cannot afford to "improve" educational institutions at the expense of society. But it is distressing to see how many well-meaning but short-sighted legislators and educators are taking advantage of

the current mandates for excellence by supporting proposals that can have the effect of eliminating from local high schools and colleges the very students who need their services most. Some years ago, one was devised this motto for Admiral Rickovers' elitist recommendations: "Save the best; shoot the rest".

Selection is the easy route to quality -- but it is a swinging pendulum solution that fails to address the underlying problems with curriculum, instruction, and teacher training. For better or for worse, our schools have to be concerned with maximizing the performance of "ordinary people."

One of the perennial problems with universal education is the diversity in achievement that it brings into the average classroom. Many of the reports call for a core curriculum, frequently on the grounds that it will abolish the evils of tracking. The common core curriculum, however, without provisions for individualization, will simply replace parallel tracks with vertical ones. Instead of lower achieving students being shunted into vocational or general education curricula, they will occupy the lowest ranks of the academic core curriculum. There is ample research evidence to show that students who start school in the bottom third of the class will remain there throughout their dreary journey through the American school system (Cross, 1971).

Although I am convinced along with Ben Bloom, Jerome Bruner, and others that almost any child can learn the basic school curriculum, given enough time and appropriate help, I am not convinced that the core curriculum imposed on existing time-bound

structures will abolish the evils of tracking. Why do we think that a D student in the academic curriculum has more life choices than an A student in the vocational curriculum?

As to the recommendations that schools should get back to defining their educational mission, there is always the assumption that the mission is to provide for the cognitive development of students. No one can quarrel with that. What some people are wondering is what organizations in our society should assume responsibility for moral development, common courtesy, civility, and yes, even driver training. The choice seems to be between adding these so-called frills to the schools or ignoring them in the hope that churches, families, and community agencies will reorganize and reassert themselves to deal with them. The inevitable result, I should think, is the swinging pendulum. Schools restrict their responsibilities to intellectual and cognitive tasks until society feels that citizenship and morality need attention, and then there is no place to turn except to the schools.

I believe that we must begin to question whether the ancient structures of education can cope with the diversity that is inherent in universal education. We need structures that are built, not only on the acceptance of individual differences, but on explicit recognition of their value to our society. To use Alvin Toffler's phrase, it is time to de-massify education.

A significant aspect of Alvin Toffler's Third Wave (1980), you will remember, is the customization of products and services. Whereas the industrial revolution of the Second Wave emphasized

mass production, the arrival of the Third Wave makes possible customized production. In the manufacture of clothing, for example, Second Wave production methods required the worker to place one layer of cloth on top of another, lay the pattern on top, and then with an electric cutting knife cut out the pattern and produce multiple identical cutouts of the cloth. These were then subjected to common processing and came out identical in size, shape, and color to be purchased by the masses at reasonable prices "off the rack".

The Third Wave laser machine operates on a radically different principle. Laser machines can be programmed to fill an order for one garment economically, and soon, it may be possible "to read one's measurements into a telephone, or point a video camera at oneself, thus feeding data directly into a computer, which in turn will instruct the machine to produce a single garment, cut exactly to one's personal, individualized dimensions". (Toffler 1980, p. 184).

De-massification is also occurring in the mass media. The mass messages that were a product of Second Wave communications are giving way now to highly specialized media audiences. There are, for example, magazines which cater to populations as diverse as antique collectors, joggers, car buffs, and people in the million dollar housing market. Radio stations specialize, not just in music, but in hard rock, soft rock, punkrock, country rock or folk rock. In the Boston area, a new cable TV station announced its intention last week to specialize in "neighborhood news," and newspapers are doing the same thing. A tabloid

newspaper is customized to provide news and advertisements targeted to each separate suburb of the metropolitan Boston area. The Cambridge Tab has some items in common with the Newton Tab, but apparently the publisher thinks it makes good economic sense to publish customized versions for each community.

Although instructional programs appear generally oblivious to the potential power of the computer to custom-design education, we are already beginning to customize testing. Second Wave testing called for identical machine-scorable answer sheets, batched by the thousands, and scored by the overlay of common patterns of right answers. Third Wave testing calls for branching, customization, and diagnosis of individual learning problems. Student personnel work too has become more customized and more individualized. There are more special interest clubs and groups custom-designed to serve special needs populations, such as reentry women, parents without partners, Black student organizations, and the like. At the same time, computerized guidance systems are providing individualized career-guidance services that would be impossible without interactive computer programs. Despite such changes before our very eyes, most of the school reform recommendations of the 1980s propose Second Wave solutions in a Third Wave world. They suggest re-massifying rather than de-massifying education.

Of all of the teachers who work in schools and colleges, I find that those who have or create the opportunity to work with individual students are the least likely to be persuaded that sweeping curricular reforms will return excellence to the schools.

There is, however, one curricular reform that we must begin to deal with immediately. It appears that educators do not know how to handle the information explosion. Mike O'Keefe (1984) presented a compelling picture last week at professional meetings in Chicago of the impact of the information explosion on high school physics. The standard text book used in most high schools today is 610 pages long and contains sections on 42 separate subspecialties of physics including optics, mechanics, nuclear physics, thermodynamics, and all the rest, plus some sections on social responsibilities of scientists and contributions of women and ethnic minorities to science. Whenever a new subspecialty appears or new social concerns arise they are added to the textbooks. The result is a very superficial exposure to innumerable definitions and specialized vocabulary which are usually forgotten within a week. There is no time left for learning what young people growing up in the information society are going to have to know -- how to locate information when they need it, how to analyze, synthesize, interpret, and apply information. In short, today's students are going to have to learn how to learn. We need to develop the higher-level cognitive skills of putting words together to express idea, of selecting from mountains of information that which is relevant, of analyzing arguments, and of synthesizing information from different sources. Until we can find room in the overcrowded curriculum for teaching people to live in our information-saturated society, education will be outdated almost as fast as it is learned. Between 6000 and 7000 scientific

articles are produced each day, and information doubles every 5 1/2 years. By the time the average physician completes his or her training, half of all the knowledge and skills acquired in medical school are obsolete.

How do we educate people to live in a world in which entire industries are created and wiped out in a single decade? The most important lessons that we can teach our children are the skills and the attitudes that will be required of lifelong learners. No education, no matter how brilliantly designed and delivered, will last a lifetime. The greatest handicap any adult can have in the 21st Century is a dislike of formal learning.

It is already clear that there is a growing gap between adults who have learned to enjoy learning and who use it to make their lives richer in every sense of that word, and those who dislike learning and are stuck in dead end and even disappearing jobs. A college graduate today is seven times as likely to be engaged in some form of adult learning as a high school drop-out, and the gap between the educational "haves" and "have-nots" is widening as the learning opportunities for adults increase. One thing that we know for sure from all of the research on adult learning is that it is the already well-educated who rush to take advantage of the new opportunities that are appearing; the poorly educated stay away in droves (Cross, 1981).

In conclusion, the most serious challenge to developmental educators is to prepare students for their futures as lifelong learners. The requirements will be fourfold: 1) to demonstrate to students that they are capable of learning and that it is a

useful, satisfying skill that will serve them well throughout their lives, 2) to provide the cognitive skills that serve as the basic tools for lifelong learning, 3) to instill positive attitudes toward learning, and 4) to gradually put students in charge of their own learning so that they can make choices from among the multiple learning options that will face them as adults in the learning society.

On these requirements, the 1980s reforms are strong on only one of the four. They do want each student to master the basic learning skills. There is not, however, much attention given to creating atmospheres that stimulate enthusiasm for learning. We are approaching our task with grim determination, and there is little patience or interest in the slow learners who will almost certainly constitute one of our greatest social problems in the learning society that lies ahead.

Ted Sizer speaks most directly to the fourth requirement when he says, "A self-propelled learner is the goal of a school, and teachers should insist that students habitually learn on their own" (p. 216). That is a goal we have not seen mentioned in most of the reports. In fact, the general direction is quite the opposite. We are gradually creating more dependence on authorities to specify the learning tasks, control the options available, determine standards, and evaluate outcomes. If we are creating a generation of young learners who become increasingly dependent on others to define standards of acceptable learning, are we also thinking of the demands that will be created on the learning society, with millions of adults unprepared to assume

responsibility for their own self-directed learning? We should, I suggest, start now to develop lifelong learners who are willing and eager to assume responsibility for their own continuous learning.

In order to do that, we must assure that students of all levels of ability develop the basic learning skills and the positive attitudes that will enable them to live productively and with a sense of personal satisfaction in the learning society. Since these are the fundamental goals of developmental education, it seems clear to me that developmental educators will have to rise to the challenge, and in so doing, will fulfill the theme of this 1984 conference, "Coming of Age in the 1980s."

REFERENCES

Boyer, Ernest. High School: A Report on Secondary Education in America. New York: Harper and Row, 1983.

College Board. On Further Examination: Report of the Advisory Panel on the Scholastic Aptitude Test Score Decline, New York: CEEB, 1977.

Cross, K. Patricia. Beyond the Open Door: New Students to Higher Education. San Francisco: Jossey-Bass, 1971.

_____. Accent on Learning: Improving Instruction and Reshaping the Curriculum. San Francisco: Jossey-Bass, 1976.

_____. Adults as Learners. San Francisco: Jossey-Bass, 1981.

National Commission on Excellence in Education. A Nation at Risk, Washington, D.C.: U.S. Department of Education, April, 1983.

O'Keefe, Michael. Reforming High School and College Curricula: Why More Rigor Isn't Enough. Presentation at the 1984 National Conference of AAHE, Chicago, March 16, 1984.

Goodlad, John. A Place Called School. New York: McGraw-Hill, 1983.

Peters, Thomas J. and Waterman, Robert H. Jr. In Search of Excellence. New York: Harper and Row, 1982.

Sizer, Theodore. Horace's Compromise: The Dilemma of the American High School Today. Boston: Houghton-Mifflin, 1984.

Toffler, Alvin. The Third Wave. Toronto: Bantam Books, 1980.

April 4, 1984

Report on Advanced Reading Special Interest Group--Activities of 1983-4

by leader Anne Dye Phillips, Santa Monica College, Santa Monica, CA

1. About 8 people met at the WCRLA Conference, Portland, April 1983; several more signed up as interested. We agreed on several goals:

start newsletter

have information headquarters

collect information on testing, adv. reading courses, new research in adv. reading

2. Results:

I agreed to act as leader for the year

notice was put in WCRLA Newsletter--received 10-15 queries about the SIG

mailing list expanded to 30-40 names

I represented this SIG at a local WCRLA conference at Cypress College

I mailed out 2 summary letters about our group, to all on mailing list

but:

the information-collecting has yielded little information!

3. Members:

good interest--mailing list keeps expanding

4. Expenses:

I did not apply for any. With the larger number of interested people, I realize we must ask for funds for 1984-5 to cover xeroxing and mailing expenses. (So far I paid for postage myself.)

5. Goals for 1984-5:

meet for second time, in San Jose

select new leader at that meeting (I cannot continue)

apply for funds

restate goals (the original ones will probably be retained)

reassign tasks to volunteers

continue mailing list, publicity

how to keep in contact? Mailing copies of course syllabi etc. to 50 people

may be a chore (I am bringing a condensed syllabus form to San Jose, for member to use for a Course Exchange)

In general: this SIG is a lively and important one. It will be an important SIG in the future, as more universities realize the need for a non-remedial reading course for capable students. We have fewer instructors in this field, and they are more widely scattered geographically, than those in the remedial areas; so we need to develop a better way to communicate and to meet, than my typing-dittoing method of this past year. I expect to help with the SIG, though not the ongoing leader.

Respectfully submitted,

Anne Dye Phillips
Anne Dye Phillips

Instructor and textbook author

Ms. Patty Dozen
January 18, 1984
Page -2-

ROOM RATES

Were your group to be meeting in 1984, your rates would be:

Single:	\$68.00
Double:	\$80.00

We will be happy to discuss rates for your organization on an individual basis and guarantee room rates twelve months prior to the arrival date of your meeting.

If the group were to select the Easter Weekend dates, we would be in a position to "sharpen our pencils".

COMPLIMENTARY POLICY

Patty, to show our appreciation for being allowed to host your group, we will be happy to offer one deluxe guest room for each fifty rooms actually occupied by your attendees. Of course, a one bedroom suite equals two complimentary units and so forth.

CONCLUSION

We hope the above details are sufficient. However, if you have any questions or need further information, please give us a call.

Looking forward to hearing from you.

Sincerely,

HYATT REGENCY LONG BEACH



Sandy Arons
Sales Manager

SA/j
enclosure

213 491-1234

HYATT REGENCY LONG BEACH

January 18, 1984

Ms. Patty Dozen
Western College Reading
and Learning Association
949 East Second Street
Long Beach, California 90802

Dear Patty:

Thank you for your interest in the Hyatt Regency Long Beach for the 1986 Western College Reading & Learning Association. We are delighted to have this opportunity of submitting the following proposal for your review.

AVAILABILITY DATES

The Hyatt Regency Long Beach presently has available the following set of dates for the Western College Reading and Learning Association:

Arrival:	Wednesday, March 5, 1986
Departure:	Sunday, March 9, 1986
Status:	First Option, Tentative

(or)

Arrival:	Wednesday, March 26, 1986
Departure:	Sunday, March 30, 1986
Status:	First Option, Tentative

On your preferred dates of March 19-23, 1986, we have a tentative hold on space for a group, but we will know the status by April 4, 1984.

GUEST ROOM BLOCK

At your direction, we would be pleased to hold either of the above dates for you on a first option, tentative basis. It is our understanding that you would require a block of approximately 150 guest rooms.



R.M.S. QUEEN MARY.

52 - 100
69 - 100

ORGANIZATION: WESTERN COLLEGE READING AND LEARNING
ASSOCIATION

CONTACT: Ms. Patti Dozen

ADDRESS: 949 East Second Street
Long Beach, California 90802

DATES AND STATEROOM COMMITMENTS:

March 19 - 23, 1986

We are prepared to set aside up to 100 staterooms for your convention dates as described below:

<u>DATE</u>	<u>DAY</u>	<u>ARRIVAL</u>	<u>DEPARTURE</u>	<u>IN-HOUSE</u>
3/19	Wed	60	0	60
3/20	Thurs	40	0	100
3/21	Fri	0	0	100
3/22	Sat	0	50	50
3/23	Sun	0	50	0

STATEROOM RATES:

We will be happy to guarantee rates for your meeting one year in advance. However, if you were to meet this year, we would guarantee these special group rates of \$52.00 single/double for inside staterooms; \$69.00 single/double for outside staterooms.

All stateroom rates are plus Long Beach City tax.

These special rates will be honored for any of your guests that may arrive earlier or stay longer than the above indicated "official" function dates.

RESERVATION PROCEDURES:

We will provide you, at no charge, postage-paid reservation envelopes for distribution to your members. The envelopes will be specially imprinted with your organization's name, dates and special rates.

Please note that all reservations must include a deposit in the amount of one night's occupancy and be received in

.../2

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

our Reservations Department 30 days prior to arrival. Reservations received after this date will be accepted on a space available basis.

MEETING REQUIREMENTS:

Following is a list of meeting space being currently held for you on a tentative basis. We will be happy to hold this space for 30 days pending your decision.

Thursday, March 20, 1986

24 hours	Exhibits	Exhibit Hall
9 am - 5 pm	General Session	Grand Salon 250pp
9 am - 5 pm	Breakouts	Red Lion, Black Lion, Ascot, Oxford, Regency, Abbey, Annex

Friday, March 21, 1986

24 hours	Exhibits	Exhibit Hall
9 am - 5 pm	General Session	Grand Salon 250pp
9 am - 5 pm	Breakouts	Red Lion, Black Lion, Ascot, Oxford, Regency, Abbey, Annex

Saturday, March 22, 1986

24 hours	Exhibits	Exhibit Hall
9 am - 5 pm	General Session	Grand Salon 250pp
9 am - 5 pm	Breakouts	Red Lion, Black Lion, Ascot, Oxford, Regency, Abbey, Annex

Sunday, March 23, 1986

	Exhibits	Exhibit Hall
9 am - 5 pm	General Session	Grand Salon 250pp
9 am - 5 pm	Breakouts	Red Lion, Black Lion, Ascot, Oxford, Regency, Abbey, Annex

There will be no charge for the meeting or banquet space reserved, based on a minimum occupancy of 85% of the staterooms set aside. If less than 85% occupancy, a proportionate decrease in the meeting space reserved will apply.

SPECIAL ARRANGEMENTS:

As part of the special Queen Mary meeting package, we are happy to offer each of our hotel guests in your group, complimentary admissions to the Queen Mary Shipwalk and the famous Howard Hughes' Flying Boat Exhibit, "the Spruce Goose".

In addition, hotel guests in your group will receive free, unlimited in and out shipside parking privileges after registering in the hotel.

COMPLIMENTARY ARRANGEMENTS:

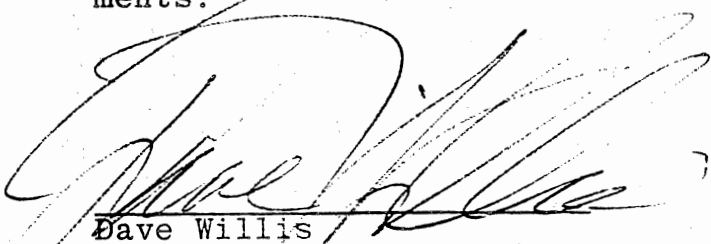
In appreciation of your business, we're pleased to offer one complimentary suite per 100 stateroom nights occupied by your membership over official meeting dates.

FINANCIAL ARRANGEMENTS:

For your information, you may establish an account with the Queen Mary. To do so, complete and return our credit application 90 days in advance of your arrival. Upon approval, you may charge some or all expenses to an account payable upon conclusion or 10 days from receipt of billing.

CONVENTION AND CATERING SERVICES:

You will be hearing from our Convention Services Department. They will work with you on the details of your meeting. In addition, a Catering Coordinator will be assigned to care for your food and beverage requirements.



Dave Willis
Sales Manager

Enclosures: convention kit
credit application

Placement Bureau Director's Report

Anne-Marie Schlender

CURRENT CONFERENCE YEAR FROM MARCH-MARCH

15 JOB ANNOUNCEMENTS MAILED OUT

35 ACTIVE APPLICATIONS

JOB ANNOUNCEMENTS RECEIVED HAVE TRIPLED (300%)

APPLICATIONS HAVE INCREASED BY (230%)

ZEROX COSTS	39.15	(15 ANNOUNCEMENTS X 35 \$2.61)
POSTAGE	<u>105.00</u>	\$7.00
	\$144.15	

SUGGEST APPLICATION BE PLACED IN NEXT NEWSLETTER

IS THERE A LIFE TO APPLICATIONS - GOOD FOR -

* SHOULD A NEW LETTER BE SENT TO STATE DIRECTORS ABOUT
JOB PLACEMENT CH

* SHOULD PLANS BE MADE FOR A WORKSHOP/INSTITUTE FOR NEXT
YEAR'S CONFERENCE

* RENEWAL OF SPSU NEWSLETTER \$25-30

* TOPICS FOR FUTURE COLUMNS: CONCENTRATE ON A DIFF/ALTERNATE
CAREER - ?

CALIFORNIA	14 1	6
COLORADO	11	2
ALASKA	11	2
TEXAS	11	2
WISCONSIN	1	1
NEW MEXICO	1	1
PENNSYLVANIA	1	<u>1</u>
		15

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

February 28, 1984

Vince Orlando
Reading Dept, Box 17
Metropolitan State College
1006-11th Street
Denver, CO 80209

Dear Vince:

I received the "Proposed Guidelines for WCRLA Research Award." I really appreciate your work on this--and David's help, too. Thanks so much for your work on awards for two years. I know you've been especially busy, and I appreciate the time you've put in on the activities of the committee.

Two areas which perhaps should be considered but are not covered by the guidelines are 1) budget explanation, and 2) publicity/solicitation of applications. The inclusion of a category for budget is no problem, but I'm really stymied about how to get information about awards to the membership. Obviously, what we've been doing through articles in the Newsletter is not the answer. The new Awards Chairperson (to be named by Carole) will have to address the problem of publicity and come up with a sound strategy.

Perhaps, in retrospect, you have some thoughts and ideas on how to develop awareness and member participation in nominating for the Long and Outstanding Service Award or applying for the Scholarship on Research Award? If so, please share with me.

Again, Vince, thank you!

Sincerely,

Karen G. Smith, Ed.D.
President

KGS:mp



**Western
College
Reading &
Learning
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

February 22, 1984

Karen G. Smith, Director
Center for Learning Assistance
Box 5278
New Mexico State University
Las Cruces, NM 88003

Dear Karen,

Enclosed you will find copies of the guidelines my "committee" developed for what I propose should be a WCRLA Research Award. Also included is a checklist which reviewers would use to evaluate proposals. As written, the categories include dissertations (see A. 1.), which could cover the scholarship aspect of the award. I think these guidelines are appropriate, but the Executive Committee should feel free to make any changes.

Please be aware that Dave Caverly and I wrote these guidelines. I sent information to my other committee members in mid-January, but have not received any responses.

Also, I contacted Louise Renault. She will forward to you what is, in effect, a report of her activities over the last year. She will also be at the conference in San Jose.

Preparations for the conference in Denver are progressing. The slogan, "I'd Rather Be In Denver," will be used as our luncheon theme.

I hope you find these guidelines satisfactory. If you have any questions about them or anything else, please contact me. I look forward to the conference and to seeing all of you.

Sincerely,

Vince /e.l.

Vincent P. Orlando, Chairman
Scholarship and Awards Committee

cc: Carole Bogue

PROPOSED GUIDELINES FOR WCRLA RESEARCH AWARD

I. CATEGORIES

A. Research

1. Dissertations
2. Thesis
3. Published papers

B. Literature/Papers

1. Books
2. Non-research papers

C. Media

1. Video tapes
2. Sound-on-slides
3. Tapes
4. Films
5. Software (computer)

II. COMMITTEE OPERATION

- A. Proposals will be reviewed blindly.
- B. Three copies of the proposal must be sent to the chairperson by Dec. 1. Because of the blind review process, proposals should be written in such a way so as not to indicate who wrote them.
- C. The committee will evaluate the proposals based on the criteria listed in III. C. below.
- D. The committee will make recommendations to the Board at its annual meeting during the spring conference.
- E. The Board will announce its award at the luncheon during the spring conference.
- F. Recognition will be in the form of a certificate along with a cash award.

III. PROCEDURES FOR APPLICATION

- A. Send three copies of the proposal to the chairperson of the Awards Committee by Dec. 1.
- B. Include a maximum of five pages.
- C. Proposals will be evaluated based on the following criteria
 1. Within WCRLA's role and mission
 2. Plan for project
 - a. objectives
 - b. specific activities
 - c. dissemination of results
 - d. time feasibility for project
 - e. evaluation of project
 3. Clarity of proposal

CHECKLIST FOR PROPOSAL EVALUATION

proposal no.

<u>Pts.</u>	<u>Pts.</u> <u>Rcd.</u>	<u>Criteria</u>
1-6	_____	Within scope of WCRLA's role and mission
		Plan for project
1-2	_____	objective for project
1-6	_____	plan for carrying out project (what is to be done)
1-3	_____	dissemination of results
1-3	_____	time feasibility
1-2	_____	evaluation (effectiveness or use of project)
1-3	_____	Clarity of structure and care with which project was prepared
1-5	_____	Overall impression of proposal

Total

1-30	_____	Written comments
------	-------	------------------



**Western
College
Reading &
Learning
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

February 7, 1984

Karen Smith
Center for Learning Assistance
New Mexico State University
Box 5278
Las Cruces, NM 88003

Dear Karen,

Good to hear from you. Here are the answers to your questions.

1. I've received no nominations for the Long and Outstanding Service Award. It looks like a new procedure will have to be developed to handle this most important area.
2. Also, we have no applications for the Scholarship Award.
3. I've been working on a proposal to change the Scholarship Award to include a grant or award for conducting research. I'm finishing that up now and will have it to you by the end of February.
4. My committee consists of Lyle Miller, Nancy and Joseph Martinez, and David Caverly.

I'm sorry I couldn't get in touch with you when I called last week. It's been crazy here. Give my best to Sue; looking forward to San Jose.

Sincerely,

Vincent Orlando, Chairman
WCRLA Scholarship/Awards Committee

cc: Carole Bogue

P.S. I think it's time for someone new to handle Awards (they don't seem to agree with me for some reason). With WCRLA in Denver in 1985, I think I'll be fairly busy.

Western Association of Active Committees

Initial Agenda April 7, 1984

I. Welcome and Introduction of Banner

II. Guest Speaker: Dr. John ~~W. West~~ *West from Long Beach City College*

III. Goals/Issues 1984-85

A. California

1. Funding needs to be tied to a solid tax base for long planning
2. CFEC proposal for an academic floor
 - a. Four year institutions
 - b. Community Colleges
3. Possibility of differential funding for developmental/remedial programs
4. CFEC's current push for evaluation of remedial/developmental courses
5. Other?

B. Other states

1. What are their needs in so far as PAC is concerned?
 - a. Questionnaire to determine needs?
 - b. Compile a list of key people at state level for distribution to state members?
 - c. Work through state directors? PAC members?

C. Federal level

1. What issues, if any, do we wish to address at the federal level?
2. Should we compile a list of key people at the federal level for distribution to WCRLA membership?

D. Other concerns/issues?

IV. Organizational Problems

A. Funding--how do we wish to pay for mailings to PAC members? to general membership?

1. Dues for PAC members?
2. Ask for donations?
3. Other?

B. How do we wish to organize ourselves?

1. New chair (I volunteered last year out of rage at California lawmakers. It may be time to get another volunteer or to elect someone more politically knowledgeable to lead PAC for 1984-85.)
2. Do we wish to appoint volunteers to pursue the above goals? Use state directors? Have subcommittees?
3. If we get dues, donations or other money, who should take care of the accounting?

V. Are there any other issues or concerns? How do PAC best serve the membership?

BUDGET1984 WCRLA CONFERENCE

<u>Travel</u>	<u>Expenses</u>	<u>Income</u>
Program chair	\$ 500	
<u>Publishers' Exhibits</u>		
20 Exhibits at 150. <i>only 6 exhibitors</i>		\$ 3,000
Publishers' Continental Breakfast (200 @4.55)	910	
<u>Printing/Advertising</u>		
Call to Conference Flier (2500)	170	
Call for Proposals		
Second Call to Conference (3500) and Advance Reg. form	350	
Conference Brochure (2500)	800	
March letter to members from Board	—	
Programs	1,000	
Misc. Printing	100	
Advertising/Journals	550	
<u>Mailing</u>		
Call to Conference and (2500)	130	
Call for Proposals		
Second Call To Conference(3500) and Advance Reg. Form	180	
Conference Brochure (2500)	130	
March letter to members from Board	—	
Post Conference	20	
Misc.	100	
Pre-registration (Oxford)	—	
<u>Hospitality</u>		
No-host cocktails (CM)	200	
Hospitality set-ups (CM)	500	

Projected Actual

Speakers

Honoraria (2 keynoters)
Expenses

800
800

Institutes

8 (20 ea @ \$10.)
Expenses to presenters (8 @ \$50.)

400

500
1670

1,600.22

Miscellaneous

Program Committee
Student typists (70 hrs @ 4.50)
Conference phone calls
Conference manager phone calls (CM)
Decorations (CM)
Decorations for Denver promotion (CM)
Registration packets/materials (CM)
Entertainment (CM)
Misc. mailing labels, etc.
Misc. (CM) *Admission*
On-site student assistance (CM) (40 hrs @ 4.50)

200

315

100

100

300

50

350

350

100

100

180

0
105

0
0

0
0

100
200

Registration

400 - Full registration-member @ 35
20 - Full registration-non-member @ 60
25 - One day Registration - member @ 15
25 - One day registration - non-member @ 25
60 - Late registration fee- @ 5

237 - 82.5

30 - 2.00

375 - 5.625

11 - 2.75

92 - 4.50

16590

14,030

1,200

375

625

300

TOTALS

9,785

21,100

WCRLA TELEPHONE CONFERENCE CALL

February 1, 1984

Board Members Present: Karen Smith, President; Carole Bogue, President-Elect; Suzanne McKewon, Secretary; Carrie Walker, Treasurer; Dick Lyman, Past President.

The meeting was called to order at 2:00 p.m. PST.

- I. The board reviewed the agenda before proceeding to the first item of business.
- II. Past Treasurer's Records
 - A. In trying to reconcile the past treasurer's account at the United Bank of Boulder (Colorado), Karen contacted an attorney in Las Cruces, New Mexico, Ruth Thomas of Winchester and Thomas, Ltd., 205 West Boutz Road, Bldg. No. 1, Las Cruces, N.M. 88005, (505) 524-3608, who drew up a formal resolution (Attachment A) enabling the present board to receive the previous bank statements. The Secretary was requested to sign and date the resolution, attaching a letter (Attachment B) authorizing the bank to do an immediate records search and to forward the records, plus any charges to President Karen Smith at her work address.
 - (M) Walker: The President send the resolution drawn up by the attorney authorizing her to receive our previous bank statements.
 - (S) Lyman:

(PASSED)
 - Because WCRLA has a permanent checking account at Security Pacific Bank, this need to requisition old bank records will in the future be precluded.
 - B. Karen reported that the previous Treasurer, in a statement from his lawyer, has agreed to repay all advances, bank fees, IRS penalties, and other charges accruing as a result of his negligence. These are to be paid by June 30, 1984.
 - C. The board discussed the need for clarifying the step-by-step process of transferring the Treasurer's duties, especially banking authorizations, from the outgoing to the incoming officer. Suzanne will compile from the minutes, lists of duties for each officer for the board to consider in the future.

- D. The Secretary investigated the expense of a fidelity bond for the position of Treasurer which WCRLA had in effect as late as 1978.

(M) Lyman:

- (S) Bogue: That the Secretary and Treasurer would work out the details and logistics of the bond and report back to the board their decision.

(PASSED)

The board tentatively authorized a bond covering the position of Treasurer only, rather than all five board members, for up to \$50,000, the premiums of which would not exceed a total of \$167 for the 3 yr. period. (Attachments C & D)

III. Funding Request Form

(M) Walker:

- (S) McKewon: To accept the design of the funding request form Karen Smith presented at the San Jose board meeting. (Attachment E)

(PASSED)

This form will now be used for all groups, SIG's committees, and State Directors, requesting funding through the board.

IV. Policies and Procedures

Karen expressed a need to revise the current Policies and Procedures Handbook at the next board meeting in San Jose, rescinding obsolete measures and passing new ones.

The By-Laws Committee will be asked at a later date to review changes in policies, procedures, and by-laws.

V. IRS Reports

Karen read a letter to the board from our Attorney regarding our past IRS forms (Attachment F).

VI. Multiple-year Memberships

(M) Walker:

- (S) McKewon: To authorize Oxford Mailing Service to offer and receive 3-year memberships at \$70. (Attachment G)

(PASSED)

VII. Proceedings (Journal)

Because the Journal is now covered in membership dues, and because Past Presidents are lifetime, non-dues paying members, the board decided that they would also receive the Journal at no charge. The new membership renewal forms (Attachment H) needs to be revised to include the name Journal instead of Proceedings.

VIII. Ordered list of officers receiving complimentary rooms at conference

The board agreed the order of officers receiving complimentary rooms as they are offered by the hotel for regular room bookings will be:

1. Conference Manager
2. President-Elect
3. President
4. Past President
5. Treasurer or Secretary (depending on seniority)
6. Treasurer or Secretary
7. Newsletter Editor
8. Minority Affairs Advisory Committee Chairman

Officers are encouraged to share rooms when possible.

IX. Treasurer's Audit Committee

Carrie reported that Pat Benner and Mike McHargue are being contacted to conduct an audit of the Treasurer's books in compliance with our regulations. (Attachment H)

The meeting was adjourned at 3:30 PST.

WCRLA TELEPHONE CONFERENCE CALL

February 1, 1984

Board Members Present: Karen Smith, President; Carole Bogue, President-Elect; Suzanne McKewon, Secretary; Carrie Walker, Treasurer; Dick Lyman, Past President.

The meeting was called to order at 2:00 p.m. PST.

I. The board reviewed the agenda before proceeding to the first item of business.

II. Past Treasurer's Records

A. In trying to reconcile the past treasurer's account at the United Bank of Boulder (Colorado), Karen contacted an attorney in Las Cruces, New Mexico, Ruth Thomas of Winchester and Thomas, Ltd., 205 West Boutz Road, Bldg. No. 1, Las Cruces, N.M. 88005, (505) 524-3608, who drew up a formal resolution (Attachment A) enabling the present board to receive the previous bank statements. The Secretary was requested to sign and date the resolution, attaching a letter (Attachment B) authorizing the bank to do an immediate records search and to forward the records, plus any charges to President Karen Smith at her work address.

(M) Walker: The President send the resolution drawn up by the attorney authorizing her to receive our previous bank statements.

(S) Lyman:

(PASSED)

Because WCRLA has a permanent checking account at Security Pacific Bank, this need to requisition old bank records will in the future be precluded.

B. Karen reported that the previous Treasurer, in a statement from his lawyer, has agreed to repay all advances, bank fees, IRS penalties, and other charges accruing as a result of his negligence. These are to be paid by June 30, 1984.

C. The board discussed the need for clarifying the step-by-step process of transferring the Treasurer's duties, especially banking authorizations, from the outgoing to the incoming officer. Suzanne will compile from the minutes, lists of duties for each officer for the board to consider in the future.

- D. The Secretary investigated the expense of a fidelity bond for the position of Treasurer which WCRLA had in effect as late as 1978.

(M) Lyman:

- (S) Bogue: That the Secretary and Treasurer would work out the details and logistics of the bond and report back to the board their decision.

(PASSED)

The board tentatively authorized a bond covering the position of Treasurer only, rather than all five board members, for up to \$50,000, the premiums of which would not exceed a total of \$167 for the 3 yr. period. (Attachments C & D)

III. Funding Request Form

(M) Walker:

- (S) McKewon: To accept the design of the funding request form Karen Smith presented at the San Jose board meeting. (Attachment E)

(PASSED)

This form will now be used for all groups, SIG's committees, and State Directors, requesting funding through the board.

IV. Policies and Procedures

Karen expressed a need to revise the current Policies and Procedures Handbook at the next board meeting in San Jose, rescinding obsolete measures and passing new ones.

The By-Laws Committee will be asked at a later date to review changes in policies, procedures, and by-laws.

V. IRS Reports

Karen read a letter to the board from our Attorney regarding our past IRS forms (Attachment F).

VI. Multiple-year Memberships

(M) Walker:

- (S) McKewon: To authorize Oxford Mailing Service to offer and receive 3-year memberships at \$70. (Attachment G)

(PASSED)

VII. Proceedings (Journal)

Because the Journal is now covered in membership dues, and because Past Presidents are lifetime, non-dues paying members, the board decided that they would also receive the Journal at no charge. The new membership renewal forms (Attachment H) needs to be revised to include the name Journal instead of Proceedings.

VIII. Ordered list of officers receiving complimentary rooms at conference

The board agreed the order of officers receiving complimentary rooms as they are offered by the hotel for regular room bookings will be:

1. Conference Manager
2. President-Elect
3. President
4. Past President
5. Treasurer or Secretary (depending on seniority)
6. Treasurer or Secretary
7. Newsletter Editor
8. Minority Affairs Advisory Committee Chairman

Officers are encouraged to share rooms when possible.

IX. Treasurer's Audit Committee

Carrie reported that Pat Benner and Mike McHargue are being contacted to conduct an audit of the Treasurer's books in compliance with our regulations. (Attachment H)

The meeting was adjourned at 3:30 PST.

SMK/bi
Attachments

Winchester & Thomas, Ltd.

Attorneys at Law

MICHAEL L. WINCHESTER

RUTH J. THOMAS

205 West Boutz Road, Bldg. No. 1

Las Cruces, New Mexico 88005

(505) 524-3608

January 27, 1984

John Rogers
Vice-President
United Bank of Boulder
P.O. Box 299
Boulder, Colorado 80306

Re: Bank Account of Western College Reading & Learning
Association No. 004 87

Dear Mr. Rogers:

Pursuant to our conversation of January 25, 1984, enclosed herein is a Resolution of the Board of Directors of Western College Reading & Learning Association, authorizing your Bank to release to Dr. Karen Smith, the current President of this organization, information regarding the above-referenced account. This account was closed in January of 1983, and at this time, Dr. Smith is attempting to reconcile the books and records of the association.

If you need any additional information regarding this matter or Dr. Smith's authority, please do not hesitate to contact me.

Yours very truly,

WINCHESTER & THOMAS, LTD.



Ruth J. Thomas

RJT/sas

Enclosure

cc: Dr. Karen Smith

RESOLUTION OF THE BOARD OF DIRECTORS

OF

WESTERN COLLEGE READING & LEARNING ASSOCIATION

Authority of President to Obtain Bank Records

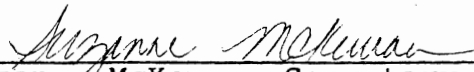
I HEREBY CERTIFY THAT I am the duly elected and qualified Secretary of Western College Reading & Learning Association, a New Mexico Corporation, and the keeper of the records and books of said corporation, and that the following is a true and correct copy of a resolution duly adopted at a duly convened meeting of the Board of Directors of said corporation, a quorum of said Directors being present and voting in favor of the following, held in accordance with the By-Laws of said corporation on the 10th day of February, 1984.

"BE IT RESOLVED, that Dr. Karen Smith, President be, and is hereby authorized to obtain any and all necessary information regarding all prior bank accounts and bank records in connection with this organization, specifically including but not limited to those specific bank account records held at United Bank of Boulder, Colorado, Account No. 004 87, which was closed in January of 1983. Dr. Smith is hereby authorized and directed to obtain any and all information regarding said bank account and any other bank accounts necessary to reconcile the funds of the corporation.


BE IT FURTHER RESOLVED, that the United Bank of Boulder, Colorado, is hereby authorized and directed to release and disclose to Dr. Karen Smith, all information regarding checks, drafts, deposits, withdrawals, or any other banking information regarding the above-referenced account.

BE IT FURTHER RESOLVED, that this resolution shall continue in force and said Bank may consider the authority of Dr. Smith to continue until written notice to the contrary is duly served on said Bank."

IN WITNESS WHEREOF, I have hereunto fixed my name as Secretary on the 5th 6th day of February, 1984, and hereby affirm that this corporation has no corporate seal.


Suzanne McKewon, Secretary

I, Dr. Karen Smith, a Director of said corporation, do hereby certify that the foregoing is a correct copy of a resolution adopted as is set forth above.


Dr. Karen Smith, Director



**Western
College
Reading &
Learning
Association**

Attachment A

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, Box 5278, New Mexico State University, Las Cruces, NM 88003

January 10, 1984

RECEIVED JAN 26 1984

United Bank of Boulder
1300 Walnut Street
P.O. Box 299
Boulder, CO 80302

RE: Account # 004847
Western College Reading Association

Dear Sir/Madam:

Enclosed is a check for \$7.00 to complete the \$8.00 due for copies of the closing bank statement on the above named account. A one-dollar bill was sent as requested with my original letter of request, dated December 13, 1983.

Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Karen G. Smith'.

Karen G. Smith, Ed.D.
President

cc: Board of Directors



**Western
College
Reading &
Learning
Association**

Attachment A

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

December 13, 1983

Customer Service
United Bank of Boulder
1300 Walnut
Boulder, CO 80302

Re: Acct. #004847
Western College Reading Association

Dear Sir/Madam:

During the years of 1980, 1981, and 1982, Western College Reading Association had a checking account at the United Bank of Boulder. Don Yamamoto was the authorized officer of the Association who set up the account, wrote checks, and received the statements.

I was told today in a phone conversation with someone in your department that the account is no longer active, but the last statement in our records, dated June 30, 1982, shows a balance in the account.

Please send copies as soon as possible of all statements issued after June 30, 1982, on this account to me at 1020 Laurel, Las Cruces, NM 88001. Thank you.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Karen G. Smith', written in black ink.

Karen G. Smith, Ed.D.
President

KGS:mp
cc: Board of Directors



**Western
College
Reading &
Learning
Association**

Attachment B

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Suzanne McKewon, Secretary

3531 Millikin Avenue San Diego, CA 92122
(619 457-4902)

February 6, 1984

John Rogers
Vice President
United Bank of Boulder
P.O. Box 299
Boulder, CO 80306

Re. Authorization for records search of account for WCRA (now WCRLA)

Dear Mr. Rogers.

On February 1, 1984, the Board of the Western College Reading and Learning Association convened and a motion was made and passed authorizing the United Bank of Boulder to recognize our current President, Dr. Karen Smith, as the recipient of all former bank records in the organization's name. We further approved the immediate search to be conducted by your bank and the statement for such services be sent directly to Dr. Smith for timely payment. I am enclosing her mailing address.

Thank you for your cooperation in these matters. If I can be of any help please feel free to write or call upon me.

Please send the charges connected with the records to:

Dr. Karen G. Smith
WCRLA President
Center for Learning Assistance
New Mexico State University Box 5278
Las Cruces, New Mexico 88003

Sincerely,

Suzanne McKewon
Suzanne McKewon
Secretary



**Western
College
Reading &
Learning
Association**

Attachment C

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

February 9, 1984

TO: Board Members

FROM: Suzanne McKewon, Secretary

RE: Treasurer's Position Fidelity Bond

This is to let all of you know we now have a Treasurer's Bond in place as of February 7, 1984, insured by the Insurance Company of North America. The bond will be in force for 3-years with a prepaid premium of \$167, covering a loss of up to \$50,000. It insures the position of Treasurer, regardless of who is serving in that position, but there are a few changes in our routines that will be required:

1. All checks over \$1,000 will require 2 signatures, Treasurer and President.
2. The bank statements must be seen each month by another board member besides the Treasurer.

Karen and Carrie will work out that routine. Until further direction, I will keep the original policy and will send a copy to Carrie to keep in her Treasurer's records. I will add "renewing the bond" to the Treasurer's duties as I compile those lists we talked about on the phone.

Our agent in these matters is - Ms. Muriel Faust
Barney and Barney
P. O. Box 85638
San Diego, CA 92138

May we never have to collect on this policy, but it feels better to have it in place. This company is very professional; if you want me to investigate any other insurance needs regarding computers, etc., let me know.

SMK/b1

BARNEY & BARNEY

INSURING CALIFORNIA BUSINESS SINCE 1909

January 26, 1984

Suzanne McKewon
Western College Reading & Learning Association
3531 Millikin Avenue
San Diego, CA 92122

RE: FIDELITY COVERAGE QUOTES
INSURANCE COMPANY OF NORTH AMERICA

Dear Suzanne:

I tried to call you yesterday morning with various quotation options for Fidelity coverage which you requested on January 17, 1984. You have the option of purchasing a Position Bond for the treasurer only at the following limits:

\$25,000, three-year prepaid premium, \$122 or annual installments of \$48 per year;

\$50,000 in limits, three-year prepaid premium \$167 or annual installments at \$65 per year;

(15) A Commercial Blanket Bond covering the five officers of Western College Reading & Learning Association at \$25,000 limits would be ~~the~~ three-year prepaid premium ~~of~~ \$246 or \$96 per year in annual installments. Limits of \$50,000 can be written at a three-year prepaid premium of \$338 or \$132 annual installments.

Our recommendation, Suzanne, would be to cover the five officers instead of the treasurer only bond. Please review these quotations with the officers of your association and let me know your decision as to the amount of coverage and your choice of either the Blanket Bond or the Treasurer Only Position Bond.

Thank you for allowing Barney & Barney to be of service. I will wait to hear from you.

Sincerely,

Muriel Faust

Muriel Faust
Bond Manager

MF/bap
Th2

Suzanne - This will confirm our phone conversation. Believe Indiv. fidel. apps were sent under separate cover.

 AGENT

MAIN OFFICE 234-3401
POST OFFICE BOX 85638 SAN DIEGO, CALIFORNIA 92138
1400 FIFTH AVE. SAN DIEGO, CALIFORNIA 92101

Dr.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

Total amount of request:

Date needed:

Funds to cover from _____ to _____

Statement of purpose for funding request:

Attach additional explanation if necessary.

Itemization of projected expenses and time line:

<u>Item</u>	<u>Amount</u>	<u>Date</u>
-------------	---------------	-------------

Name:

Mailing Address:

Day Phone: ()

Home Phone: ()

The budget for WCRLA is approved by the Board of Directors each year at the Board meeting following the conference, usually scheduled in late summer or early fall. The funding request should be submitted to the President by July 1 in order to be considered for inclusion in the budget.

Approved: 2/2/84

Cooper, Jensen & Morrow. P.A.
Certified Public Accountants

Attachment F

Members
American Institute of
Certified Public Accountants

Suite 410, First National Tower, Las Cruces, N. M. 88001
(505) 523-5521

1200 South Columbus Road, Deming, N. M. 88030
(505) 546-2619

January 18, 1984

Internal Revenue Service
24000 Avila Road
Laguna Niguel, CA 93677

Attn: Mr. Lentos

RE: Western College Reading and
Learning Association

Dear Mr. Lentos:

Enclosed are WCRLA's Form 990 returns for the years ending June 30, 1981, June 30, 1982 and June 30, 1983. The untimely filing of these returns is due to managerial incompetence on the part of the treasurer who served the organization during fiscal years 1980 and 1981. The June 30, 1983 return amends the statement submitted November 15, 1983 (copy attached).

WCRLA is a professional association of teachers helping teachers. New officers are elected each year, from the rank and file of the membership. The current Board of Directors (officers) were not serving at that time and knew nothing of the situation.

Therefore, we respectfully request an abatement of the penalty and interest for 1981 and 1982.

Sincerely,

Thomas S. Cooper, C.P.A.

Enclosure

TSC/jlk



**Western
College
Reading &
Learning
Association**

Attachment F

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

November 16, 1983

M E M O R A N D U M

RE: Filing of Federal Income Tax return, Form 990, for fiscal years,
1982-83, 1981-82, and 1980-81.

Date: November 15, 1983

On November 2, I met with an accountant with the firm of Cooper, Jensen and Morrow, P.A., to discuss whether WCRLA would need to fill a Form 990 for 1982-83. I gave the accountant a copy of the final treasurer's report for 1982-83, prepared by Carrie Walker, WCRLA Treasurer.

At a subsequent meeting, I took copies of the treasurer's report for 1981-82 and 1980-81, prepared by Dick Lyman, President, for Don Yamamoto, Treasurer. I also took the letter dated, October 7, 1983, from IRS to the accountant at that time.

On the advice of the accountant, we will not file Form 990's at this time. The accountant completed the information requested by the IRS on their form letter. It was mailed on November 15, 1983, to IRS, 24000 Avila Road, Laguna Niguel, California 92677.

If the IRS requests completed Form 990's for the three years, in addition to the information already sent, the accountant will complete the forms and send a letter stating that we had acted on her advice.

The accountant recommends that WCRLA file a Form 990 as regular procedure in the future.

Accountant: Cooper, Jensen & Morrow, P.A.
Suite 410, First National Tower
Las Cruces, NM 88001

Robert J. Smith
President

Date: Oct 7, 1983

Social Security or Employer
Identification Number:

95-3177158

Person to Contact:

Partridge

Contact Telephone Number:

(714) 831-4171

Western College Reading AND Learning
Association

~~70 Don Yamamoto~~

~~University of Colorado~~

~~219 Willard Admin~~

~~campus Box 136~~

~~Boulder, Colorado~~

~~80309~~

P.O. Box 4576

WHITTIER, CA. 90607

We have no record of receiving the tax returns listed on the back of this letter. If you have filed, or if you are not required to file, please give us the information requested beneath the list of returns.

If you are required to file, please attach the returns to this letter and send them to us within the next few days. Include your payment for any tax due, plus interest as provided by law (see enclosed Notice 394).

The law also provides for penalty charges for filing returns late, paying taxes late, and making deposits late, unless there is reasonable cause for delay. If you believe you have reasonable cause for not filing and paying on time, please explain in a separate statement attached to each return. It will help us determine whether you can be excused from paying penalties.

If your address as shown above is incorrect, please change it so we can update our records. We have enclosed a self-addressed envelope for your convenience and a copy of this letter for your records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Thank you for your cooperation.

Sincerely yours,

S.D. Partridge

Revenue Representative

Enclosures:

Notice 394

Envelope

Copy of this letter

(over)

Return Number	Form Number	Form Title	Tax Period Ended
1.	990	RTN of Organization Exempt from Income Tax	06-30-81
2.			
3.			
4.	990	" "	06-30-82
5.	990	" "	06-30-83
6.			
7.			
8.			

If you have filed the returns listed, please give us the name, address, and employer identification or social security number shown on each return filed. Also, please tell us the date each was filed, and the amount paid with each.

If you are not required to file the returns, please give us the reason and the date you were no longer liable. If you are required to file these returns, please tell us so we can continue sending them to you.

Return No. 1

THIS ORGANIZATION'S GROSS RECEIPTS AVERAGED LESS THAN \$25,000 FOR THE THREE PRECEDING YEARS: FYE 6/30/79, FYE 6/30/80 AND FYE 6/30/81
(INSTRUCTIONS FOR 990, B(1))

Return No. 2

THIS ORGANIZATION'S GROSS RECEIPTS AVERAGED LESS THAN \$25,000 FOR THE THREE PRECEDING YEARS: FYE 6/30/80, FYE 6/30/81, FYE 6/30/82

Return No. 3

THIS ORGANIZATION'S GROSS RECEIPTS AVERAGED LESS THAN \$25,000 FOR THE THREE PRECEDING YEARS: FYE 6/30/81, FYE 6/30/82, AND FYE 6/30/83.

Return No. 4

Return No. 5

Return No. 6

Return No. 7

Return No. 8

Signature and Title of Taxpayer

Karen G. Smith
Karen G. Smith, President

Date

11-14-83

Telephone Number

(505) 646-3136

Internal Revenue Service

24000 Avila Road
Laguna Niguel, CA 92677

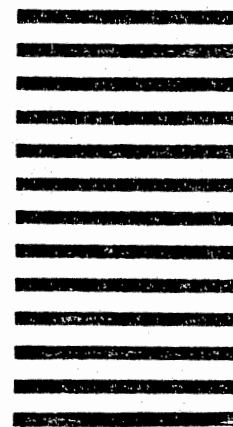
OFFICIAL BUSINESS
PENALTY FOR PRIVATE
USE, \$300.

BUSINESS REPLY MAIL

FIRST CLASS PERMIT NO 12686 WASHINGTON, DC

POSTAGE WILL BE PAID BY IRS

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES



RIR "C" SP

Internal Revenue Service

24000 Avila Road Attn:
Laguna Niguel, CA 92677



**Western
College
Reading &
Learning
Association**

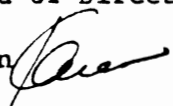
Attachment G

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

December 13, 1983

M E M O R A N D U M

TO: Board of Directors
FROM: Karen 
RE: Membership Renewal Notice forms

I just received the envelope design proposed by Hal for renewal notice and final renewal notice (see attached). I see no problem with his pasteups and recommend that we accept them.

Hal does propose an interesting idea which evidently stemmed from CATE's three-year membership plan. Hal suggests a three-year membership of \$65, but I'd change that to a \$70 fee which is still a savings of \$5. If we're going to go with this idea, we should decide now before the envelopes are printed. I'm not sure how many takers we'd have but the \$5 loss on membership fees would surely be offset by the costs of renewal reminders.

Since the first batch of members to renew for next year need to be sent their first notices in early January, as Hal suggests, I need to get a vote from each of you pronto! Drop me a note immediately to my home address: 1020 Laurel, Las Cruces, NM 88001.

1. Do you approve Hal's proposed renewal envelope forms?
2. Should we add a 3 year membership option?
 - a. \$65
 - b. \$70
3. Should we have an official funding request form to be submitted by every group requesting funding and by the president in planning the fiscal year budget? (See attached form which I used this year.)

Merry Christmas to all of you! And have a wonderful holiday vacation.

KGS:mp
Att:

RENEWAL REMINDER

WESTERN COLLEGE READING & LEARNING ASSOCIATION
P. O. Box 4576, Whittier, CA 90607

Your WCRLA membership (including subscription to WCRLA Newsletter and annual PROCEEDINGS) expires soon. Please send in your renewal dues now to continue to receive all publications and announcements without interruption.

**WCRLA DUES (including Newsletter subscription
and annual PROCEEDINGS)**

**1 year \$25.00
3 years \$70.00**

If your name or address on the reverse is incorrect, please change.

Make checks payable to: "WCRLA".

Detach this top flap at perforation and insert in envelope below.

↑ DETACH ON PERFORATION ↑
PLACE MAILING IN ENVELOPE; MOISTEN, SEAL & MAIL

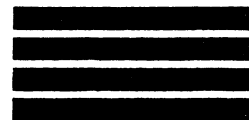
WESTERN COLLEGE READING & LEARNING ASSOCIATION

P. O. BOX 4576

WHITTIER, CA 90607

**OXFORD
MAILING
SERVICE**

12915 TELEGRAPH RD #D • SANTA FE SPRINGS, CA 90670 • 213/946-1422



December 8, 1983

Karen Smith
New Mexico State University
P.O. Box 5278
Las Cruces, NM 88003

Karen:

Enclosed is a pasteup of the renewal envelope and a separate pasteup of the final notice envelope. Also enclosed is a draft of suggested copy to appear on the extended flap of each respective envelope.

I have copies of all the enclosed material so you may just call on the final copy or suggested changes.

The members who joined at last year's conference have a March 31, 1984, expiration date. It is our intention to may these expiring members a renewal notice the first of January. The final notice would be sent at the end of March.

Again, Karen, what I've enclosed is just to give you something to look at. Please make any changes you like.

I don't recall discussing this, but have you thought of a three year membership for, perhaps, \$65. It would save some money by our not having to send these renewal each year and not having to process the renewals as often.

A handwritten signature in dark ink, appearing to read 'Hal McCune', with a stylized flourish at the end.

Hal McCune



**Western
College
Reading &
Learning
Association**

Attachment H

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

December 13, 1983

Mike McHargue
Foothill College
12345 El Monte Rd.
Los Altos Hills, CA 94022

Patricia Benner
23405 Deerfield
Los Gatos, CA 95030

Dear Mike and Pat:

I'm writing to ask a favor. Will you serve as the audit committee to review the treasurer's books and final report for 1982-83? Carrie has completed her report and submitted it to the Board. Now we need an audit committee to review her records and the report and verify their reliability and accuracy.

As you may or may not know, the current Board of Directors is working to clarify, simplify, and legalize WCRLA's policies, procedures, and records. Carrie has spent many, many hours developing a system for the fiscal matters of the organization which will be more accountable and usable by all future treasurers and boards. Her records and the report should be, therefore, relatively easy to review.

Drop me a note to let me know if you are willing to accept the challenge. Then contact Carrie who will arrange to get her records and report to you and clarify what you will specifically need to do (her address and phone number is on the back of the Newsletter).

We need you. Please accept. And, have a very Merry Christmas and a terrific holiday!

Sincerely,

A handwritten signature in cursive script, appearing to read 'Karen', written in black ink.

Karen G. Smith, Ed.D.
President

KGS:mp
cc: Board of Directors

**OXFORD
MAILING
SERVICE**

RECEIVED FEB 6 1984

12915 TELEGRAPH RD #D • SANTA FE SPRINGS, CA 90670 • 213/946-1422

December 8, 1983

Carolyn Walker
Meyer Library
Learning Assistance Center
Stanford University
Stanford CA 94305

Carrie,

your \$796 scholarship fund money is now safely in
Allstate Savings earning 9.4% per annum compounding daily.

This is a three-month renewal account with a maturity date of March 5, 1984. At that time you will be notified, and you may withdraw the money or request that the money remain in the account for an additional three-month period, or it may be changed to another type of account. There is an interest penalty if the money is withdrawn prior to the maturity date. If the balance falls below \$500, then the entire amount is transferred to a regular savings account at 5.5% interest.

To make an addition to the account (only at the maturity date), make the check payable to Allstate Savings and send it with the passbook (enclosed) to Allstate. If you were to make an additional deposit at other than the maturity date, the money would be set up in a new account--three-month renewal, if more than \$500, or regular passbook account if under \$500.

To make a withdrawal, you must complete one of the enclosed "Withdrawal" slips, sign it, and mail with the passbook to Allstate. Your signature only is the authorization for withdrawals. If the savings account is still active at the expiration of your term as Treasurer, a new signature card will have to be completed.

Also enclosed are two items for your signature: a certification of your tax identification number, and a resolution card confirming this is an authorized organization account--both to be returned to Allstate.

Hal McCune

12/14/83

Karen & Suzanne,
FYI
Came -

Attachment I

RECEIVED FEB 6 1984

**OXFORD
MAILING
SERVICE**

12915 Telegraph Rd #D
Santa Fe Springs, CA 90670

213/946-1422

Carrie,

please sign on the top line.
Then send this card to WCRLA secretary
who is to sign on the bottom line
and date the card. Then secretary
is to send card to:

Sandy Hyde, Branch Mgr
Allstate Savings
13230 Telegraph Rd
Santa Fe Spgs CA 90670

Reply envelope attached

12/14/83 Suzanne,

This is to open a savings account
at Allstate for the WCRLA Scholarship
fund. Current amount = \$796

Best, Camie



MEMORANDUM

California State University, Fullerton
School of Human Development
and Community Service
Reading Program

To: Karen Smith, President
WCRLA

Date: 2 February 1984

From: Jane Hopper, Editor
Newsletter

Subject: Response to potpourri memo dated January 12.

Yes, I do know that the January deadline is difficult, but we wanted all the deadlines to remain the same over the years and since this issue must come out before the conference and the conference can be held in March, it seemed the only way!

I'm sending you two Newsletters that I think will complete your collection. I had searched before and not found any of the old ones, but John's memory and perseverance saved us. I am missing a number of issues, but fortunately had these from 1978.

Our conclusion about the volume numbering reinforces the need for consistent use of roman numerals: when we changed from all arabic numerals to a combination of roman and arabic, the 11 (arabic) was read as a 11 (roman). Changing to what the "real" volume number is now probably should be discussed by the Board. I'll ask Hal what the position of the Post Office would be.

The changes in the past year concerning publication information were due to my attempts to come into conformance with Post Office requirements for our class two permit. I think I have it right now!

It seems that I will never have a Newsletter perfect, despite my efforts, but I will keep trying! I've been reminded of the Middle Eastern philosophy that humans must never create a perfect thing: perfection is the province of the gods.

Our Xerox is jamming again so I must send purple (ditto) copies to the Board members. Hope that doesn't hurt anyone's "feelings."



**Western
College
Reading &
Learning
Association**

Attachment K

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

December 22, 1983

Dear Learning Center Management Network SIG People:

Many things have taken place since you were initially contacted last summer. In addition, plans are being made for 1984 activities. A summary follows.

1. In the Southern California, there are two SIG groups: a) the Greater Los Angeles and b) South Bay/Orange County Groups. Sandra Schulman and Steve Cheney-Rice are Co-Chairs for the Los Angeles group and Frances Shelby is the Chair for the South Bay/Orange County group. Margaret Wilson is the liaison for the two groups. These groups have met monthly this fall with a joint meeting held at U.S.C.
2. A presentation was made on December 1 by SIG members to the Association for California College Tutorial and Learning Assistance (formerly the California Community College Tutorial Association). The panel presentation was entitled "Learning Assistance Management Network: Bridging the Gap Between Two-Year and Four-Year Colleges." Panelists included Patti Dozen, Rebecca Stewart, Frances Shelby, and Margaret Wilson.
3. The next meeting for SIG members in the Southern California area will be at the WCRLA Southern California Chapter Regional Conference on: Saturday, January 14, 1984 at Cypress College. Contact Nancy Deutsch at (714) 826-2220 Ext. 193 (work)
(714) 848-4639 (home)
or Vicki Knostman (619) 225-3725 (work)
(619) 454-8158 (home)

Some of the concerns that may be discussed at that time are:

- a) A permanent name
- b) SIG dues and membership
- c) Suggestions for improvement

4. The next general meeting for all SIG members will be at the Annual Conference in San Jose on April 5-8, 1984. Time will be arranged for SIGS to meet on Sunday.

Enclosed is a roster of SIG members. Please check your name and address for accuracy.

If there are any questions, please contact me. Also, if you have not sent in your membership application to the organization, a membership form is enclosed for your convenience. If you are already a member, please give the application to a friend.

I hope to see you either at the January regional conference or the annual conference in April.

Sincerely,



PATTI DOZEN, Chair
Learning Center Management Network SIG

PD/mcf

enclosures

WCRLA
LEARNING CENTER MANAGEMENT
NETWORK SIG

GREATER LOS ANGELES SIG

BAKER, SHARON (Sr.)
Director, Learning Assistance Center
Mount St. Mary's College
12001 Chalon Road
Los Angeles, CA 90049
(213) 476-2237

BLATT, MURIEL
L.A. Harbor College
1111 Figueroa Place
Wilmington, CA 90744
(213) 518-1000 Ext. 451

BOVE, LANE
Director, Learning Assistance Center
Loyola-Marymount College
Loyola Blvd. at W. 80th St.
Los Angeles, CA 90045
(213) 642-2700
Rosemarie Ondrejack, Writing Specialist

CASELL, WILLIAM (Dr.)
Director, Learning Assistance Center
Santa Monica City College
1900 West Pico Boulevard
Santa Monica, CA 90405
(213) 450-5150

Anne Powers, Librarian

CHENEY-RICE, STEVEN
Director, Learning Skills
Development Center
University of Southern California
University Village, Suite E
Los Angeles, CA 90007
(213) 743-6544

CHURCH, NATHAN (Dr.)
Director, Counseling, Testing, and
Placement Center
Pepperdine University
24255 Pacific Coast Highway
Malibu, CA 90265
(213) 456-4000

Gloria Sanders, Career Counseling
Jan Culligan, Career Librarian

HARTZOG, JOHN (Dr.)
Director, Learning Resources Center
CSU, Northridge
18111 Nordhoff Street
Northridge, CA 91330
(213) 885-1200

HOLDREDGE, RICHARD
Director, Learning Center
Los Angeles Valley College
5800 Fulton Avenue
Van Nuys, CA 91410
(213) 781-1200

LEVINSON, BETTY
Director, Academic Resources Center
Room 80, Powell Library
UCLA
405 Hilgard Avenue
Los Angeles, CA 90024
(213) 206-1240

PIERCE, ROY (Dr.)
Director, Media Center
West Los Angeles Community College
4800 Freshman Drive
Culver City, CA 90230
(213) 836-7110

Eugene Phelps, Supervisor--Tutorials

SCHULMAN, SANDRA
Director, Learning Assistance Center
Los Angeles Pierce College
6201 Winnetka
Woodland Hills, CA 91371
(213) 347-0551

SNYDER, PAT
Assistant Director, Learning
Assistance Center
CSU, Northridge
18111 Nordhoff Street
Northridge, CA 91330
(213) 885-1200

WILSON, MARGARET M.
8130 Flight Avenue
Los Angeles, CA 90045
(213) 645-5539

SOUTHBAY ORANGE COUNTY SIG

BRODERICK, BILL
Reading Center
Cerritos College
11110 E. Alondra Blvd.
Norwalk, CA 90650
(213) 860-2451 Ext. 448

CHRIST, FRANK L.
Coordinator, Learning Assistance
Center
CSU, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840
(213) 498-4186

DOZEN, PATTI
Supervisor, Learning Assistance
Center
CSU, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840
(213) 498-4186

ENGLAND, FRAN
Coordinator, Skills Center
321 E. Chapman
Fullerton, CA 92634
(714) 871-8000 Ext. 306

GARCIA, SALLY
Coordinator, Nursing Learning
Center
CSU, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840
(213) 498-4477

GRAETZ, SALLY
Director, Learning Center
Marymount Palos Verdes College
30806 Palos Verdes Dr. E
Palos Verdes, CA 90274
(213) 377-5501 Ext. 269

HIEBERT, PAULETTE
Head Librarian, Library Brooks College
4835 E. Pacific Coast Highway
Long Beach, CA 90804
(213) 597-6611

YGLESIAS, KEN
Supervisor, Learning Resource Center
El Camino College
16007 Crenshaw Blvd.
Torrance, CA 90506
(213) 532-3670

JETT, KAY MARIE
Director, Learning Center
Azusa Pacific University
Learning Enrichment Center
Azusa, CA 91702
(213) 969-3434 Ext. 3277 or 3072

KATZ, INA (Dr.)
Learning Assistance Center
CSU, Fullerton
800 N. State College Blvd.
Fullerton, CA 92634
(714) 773-2011

LEWIS, MARJORIE D.
Coordinator, Center for Learning
Assistance Services
Long Beach City College
4901 E. Carson
Long Beach, CA 90808
(213) 420-4473 or 4474

LINTON, CYNTHIA
Director, Academic and Support Programs
Chapman College
Orange, CA 92666
(714) 997-6607

LOYA, MARY
Reading Center
Cerritos College
11110 E. Alondra Blvd.
Norwalk, CA 90550
(213) 860-2451 Ext. 448

MARKEY, URSULA
Tutorial Coordinator, Learning
Center
Compton College
1111 E. Artesia Blvd.
Compton, CA 90221
(213) 637-2660 Ext. 334

MILLER, FRANCIE
Assistant Coordinator, Learning
Assistance Center
CSU, Dominguez Hills
1000 Victoria Blvd.
Carson, CA 90747
(213) 516-3827

MILLS, JOYCE
Compton College
1111 E. Artesia Blvd.
Compton, CA 90221
(213) 637-2660 Ext. 313

MONTGOMERY, MIRANDA
Compton College
1111 E. Artesia Blvd.
Compton, CA 90221
(213) 637-2660

MYRA, JAN
Manager, Nursing Learning Center
CSU, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840
(213) 498-4479

ONDREJACK, ROSE MARIE
Writing Specialist
Loyola-Marymount College
Loyola Blvd. at W. 80th St.
Los Angeles, CA 90045
(213) 642-2700

PADILLA, ERNIE
Director, Learning Assistance Center
CSU, Fresno
Fresno, CA 93710
(209) 294-3052

REED, ELAINE
Assistant Coordinator, Learning Assistance
Center
CSU, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840
(213) 498-4186

SHELBY, FRANCES
Manager, Center for Learning Assistance
Services
Long Beach City College
4901 E. Carson
Long Beach, CA 90808
(213) 420-4473 or 4474

STEWART, REBECCA
Tutorial Coordinator, Learning Resource
Center
El Camino College
16007 Crenshaw Blvd.
Torrance, CA 90506
(213) 532-3670

WAECHTER, PAUL
Coordinator, Adult Learning Center
1305 E. Pacific Coast Hwy
Long Beach, CA 90808
(213) 420-4555

WILLIAMS, FELTON
Coordinator, Learning Assistance Center
CSU, Dominguez Hills
1000 Victoria Blvd.
Carson, CA 90747
(213) 516-3827

WILLIAMS, JAMES (Dr.)
Director, Learning Resource Center
California Polytechnic University
3801 W. Temple
Pomona, CA 91768
(714) 598-4501

GENERAL SIG MEMBERS

AUSTIN, DELORES A. (Dr.)
Director, Academic Skills Enrichment
University of California, Santa Barbara
Bldg. 406
Santa Barbara, CA 93106
(805) 961-4470

BREWER, JUNE H.
Director, Learning Assistance Center
Euston-Tillotson College
Austin, TX 78702
(512) 476-7421 Ext. 258

CHAMINADE UNIVERSITY (KIRCHNER, REGINA)
Developmental Reading Department
3140 Waialae Ave.
Honolulu, Hawaii 96816
(800) 732-1471

CHAND, SUNIL
A/D Dev. Ed.
Turon College
2000 5th Ave.
River Grove, Ill. 60171
(312) 456-0300

CHILDERSTON, MARY
Associate Dean of Students
411 So. Madison #109
Pasadena, CA 91101
(714) 879-3901

CUMMINGS, MARCIA
Associate Dean
Miami-Dade Community College
11011 SW 104 Street
Miami, Florida 33176
(305) 596-1178

FAULKNER, ANN
Coordinator, Learning Skills Center
4849 W. Illinois Avenue
Dallas, TX 75211
(214) 333-8538

GILLETTE, CHYA
Spokane Falls
Community Coll.
E 108 Crown
Spokane, WA 99207
(509) 456-2880

GREEN, AUBREY (Dr.)
Coordinator, Special Studies
ACU Station, Box 8116
Abilene Christian University
Abilene, TX 79699
(915) 677-1911 Ext. 2403

HAUSE, NANCY M.
Assistant Director, Career Center
Occidental College
1600 Campus Rd.
Los Angeles, CA 90041
(213) 259-2623

JOHNSON, JEROME A. (Dr.)
Director, Inst. Support
6500 S.W. Pacific Blvd.
Albany, Oregon 97321
(503) 928-2361 Ext. 299

KIRCHNER, REGINA (CHAMINADE UNIVERSITY)
943 Kaluahui Rd.
Honolulu, HI 96825
(800) 395-6545

KUSUNOKI, KAREN
Specialist, Learning Assistance
Center for Student Development
2440 Campus Rd.
Honolulu, HI 96822
(800) 948-7927 or 948-6114

GLUSTROM, MERRILL
Yavapai College
1100 E. Sheldon St.
Prescott, AZ 86301

LAROE, KAREN R.
Director, Center for Educational
Opportunity
Western Michigan University
Kalamazoo, MI 49008
(616) 383-8122

LEARNING/TUTORIAL CENTER
Maui Community College
310 Kaahumanu Avenue
Kahului, Maui, HI 96732
(800) 244-9181

LYONS, KEVIN (Dr.)
Director, Learning Resource Center
Suffolk University
8 Ashburton Place
Boston, MA 02108

MATLOCK, MARCIE
Co-Chair
Box 295
Tsalie, AZ 86556
(602) 724-6228

PAGAN, RENE
Sonoma State University
Rohnert Park, CA 94928
(714) 664-2429

PENCE, JIM
Yavapai College
1100 E. Sheldon St.
Prescott, AZ 86301

PEREZ, FELIX
Tutorial Coordinator, Learning Center
Skyline College
3300 College Drive
San Bruno, CA 94066
(415) 355-7000 Ext. 140

SAPP, ANNE
Director, Learning Assistance Center
California Lutheran College
60 W. Olsen Rd.
Thousand Oaks, CA 91360
(805) 492-2411 Ext. 260

SEE, SARAH G.
Assistant Provost
Evergreen Valley College
3095 Yerba Buena Road
San Jose, CA 95123
(408) 270-6466

TORCZON, ANN
Director, Learning Center
University of New Orleans
New Orleans, LA 70148
(504) 286-7053

TOYAMA, PIEPER
Manager, Learning Lab
University of Hawaii at Hilo
1400 Kapiolani St.
Hilo, HI 96720
(808) 961-9530

WALKER, CARRIE
Director, Learning Assistance Center
123 Meyer Library
Stanford University
Stanford, CA 94305
(415) 497-2207

WARNER, BETTY
Coordinator, Learning Assistance Center
19351 W. Washington
Grayslake, Ill 60030
(312) 223-3613

WIGGINS, ANNE
Coordinator, Learning Assistance Center
Arizona Western College
P. O. Box 929
Yuma, AZ 85364
(602) 726-1000 Ext. 344

WOOD, NANCY
Director, Study Skills & Tutorial
Services
105 Union W.
University of Texas at El Paso
El Paso, TX 79968
(915) 747-5366

WOLD, RALPH
Coordinator, Learning Assistance Center
Red Deer College
Box 5005
Red Deer, Alberta T4N-5H5
(403) 342-3120



Coming of Age in the 80's

17th Annual Conference
Western College
Reading & Learning Association
April 5-8, 1984
Hyatt, San Jose, California

READING LEARNING ASSISTANCE DEVELOPMENTAL EDUCATION TUTORIAL SERVICES

FEATURED KEYNOTERS: Dr. K. Patricia Cross
Dr. Ted Murguia

SPECIAL EMPHASIS: • research/evaluation • student retention • innovative programs, services, & activities • institutional support/program status • advances in the new frontiers: computer applications; problem solving/reasoning skills

For information:

Dr. Carole Bogue, San Jose City College, 2100 Moorpark Ave., San Jose, CA 95128 Phone: (408) 288-3709

Invited Keynoters

K. Patricia Cross

At the Second General Session Dr. Cross will focus on the probable future of developmental education.

Ted Murguia

At the Third General Session Dr. Murguia will discuss quality of college offerings and the continued need for essential skills programs on college campuses.

Institutes to Highlight the Conference

Most of the institutes scheduled at the '84 Conference will treat the areas receiving special emphasis. Two institutes will focus on strategies for improving retention. One will be conducted by Dorothy Bray, Nancy Renkiewicz, and Grace Mitchell. The other is being prepared by Elaine Cohen and Pablo Buckelew who will use data gathered at SBCC in their discussion.

Two institutes will treat innovative programs. Pat Heard, Beryl Brown, Ann Faulkner and Phoebe Helm will explore the planning process for innovation from conception to evaluation. Deanna Martin and Robert Blanc at another institute will discuss an innovative program that has worked at the University of Missouri-Kansas City. Described will be an integrated approach to retention, revenue and recognition, applicable to many college environments.

Focusing on another area of emphasis, computer applications, will be Becky Patterson, Lucy MacDonald, and Sally Conway. Their three institutes will show different applications of computer software and provide means to evaluate, select, and develop it.

A topic somewhat unique to the WCRLA program, gaining institutional support for developmental education and learning centers on college campuses, will also receive special emphasis. Discussing this area of interest will be three astute, well-versed college presidents: Lois Callahan, Tom Gonzales, and Peter MacDougall.

To this group of offerings, the Program Committee at a later date added two institutes not treating areas of special emphasis but focusing on areas of great interest to WCRLA members: critical reading/thinking skills and LAC management. Discussing rhetorical relationships and how their recognition can improve study methods will be James Prager and Carl Spring. Addressing LAC management strategies will be a panel of experts: Frank Christ, Patti Dozen, Gwyn Enright, Karen Kusunoki, and Karen Smith.

In order to attain full benefit from this conference, you simply must register for one/more of these institutes guaranteed to be of superior quality. Since registration is limited in each, don't wait until your arrival at the conference to sign up.

WCRLA 1984 CONFERENCE OVERVIEW

Tuesday, April 3, Board Meeting: 6-9 p.m.

Wednesday, April 4	Thursday, April 5	Friday, April 6	Saturday, April 7	Sunday, April 8
<p>Board Meeting 9 - 12 p.m. 1 - 5 p.m.</p>	<p>Registration 8-5 Newcomers' Orient. 8-9 Nominations Committee 8-9 Chairperson Orient. 8-8:30 Campus Visits 9-12 Leisure Tours 9-12 Institutes #1-4 9-12 State Directors 9-1 Workshop & Luncheon</p>	<p>Registration 8-5 Special Interest Groups 8-9 Chairperson Orient. 8-8:30 Publishers' Exhibits 8-5 Board Meeting 8-10 Institute #5 & 5A 9-12 2nd Round of Sessions (6) 9-10 3rd Round of Sessions (6) 10:30-11:30</p>	<p>Publishers' Break-fast 7:30-9 Registration 8-12 Publishers' Exhibits 9-12 Institute #7 & 7A 9-12 6th Round of Sessions (6) 9-10 7th Round of Sessions (6) 10:30-11:30</p>	<p>Special Interest Groups 9-10:30 Third Gen. Session & Brunch 11-12:30 Keynoter</p>
	<p>OPEN LUNCH 12-1:30</p>	<p>OPEN LUNCH 12-1:30 MAAC Luncheon</p>	<p>OPEN LUNCH 12-1:30 Editorial Board Luncheon</p>	
<p>Registration: 5 - 9 p.m.</p> <p>Board Meeting 7-9 p.m.</p> <p>Hospitality 8-1 a.m.</p>	<p>First Gen. Session 1:30-3 Welcome; Intro. of Candidates; President's Address & Bus. Mtg. Board Mtg. 3-4:30 1st Round of Sessions (7) 3:30-4:30 State/Regional Meetings 4:30-5:30 Hospitality 5:30-7 Dinner on the Town 7-9:30 Hospitality 8-1</p>	<p>Second Gen. Session 1:30-3 keynoter; election Institute #6 3:30-6:30 4th Round of Sessions (7) 3:30-4:30 5th Round of Sessions (7) 5:00-6:00 Happy Hour 6:30-7:30 Banquet 7:30-9:30 Hospitality 9:30-1:00</p>	<p>Institute #8 1:30-4:30 8th Round of Sessions (7) 1:30-2:30 9th Round of Sessions (7) 3-4 Hospitality 4-6:30 Special Interest Groups 4:30-5:30 Nominations Committee 4:30-5:30 Board Mtg. & Dinner (Old & New Officers) 4-9:30 Dinner on the Town 6:30-9:30 Hospitality 8-1</p>	<p>Board Meeting 1-3 Leisure Tours 1-5 Post Conference Tours Mon-Wed, April 9-11</p> <p><u>Board Meetings</u> Tues. 6-9 Wed. 9-12, 1-5, 7-9 Thurs. 3-4:30 Fri. 8-10 Sat. 4-6:30 Sun. 1-3</p> <p><u>Hospitality</u> Wed. 8-1 Thurs. 5:30-7; 8-1 Fri. 6:30-7:30; 9:30-1 Sat. 4-6:30; 8-1</p>

Presentations

Thursday P.M. (3:30-4:30)

- "Relationship of GPA, English Placement Testing, & Reading Achievement"
Janice Lewis and JoAnn Carter-Wells
- "Communication with Traditional Faculty" - Sue Vodehnal
- "College-Wiseness: Orienting Underprepared Students to Take Professional Responsibility" - Susan C. Brown
- "Outcomes of Pilot Project in Biology: Supplemental Instruction" - Mary H. Rossman, Mary M. Smith, and Carl Wood
- "A Computer Interactive Video Program in Paragraph Principles: New Possibilities for Learning" - Joyce Kuns
- "Learning Center Assessment: Managing for Change in the '80's"
De Johnson and Charles Castelli
- "Pursuing Analytical Reading & Reasoning" - Martha Daffron

Friday A.M. (9:00-10:00)

- "Exploring Learning Styles of Minority Students"
Joan Wauters and Janet Merrill
- "Increasing Cooperation between Learning Centers & Faculty/Administration"
Roger B. Hayes
- "Description & Evaluation of a Student-Taught Academic Adjustment Course for College Freshmen" - Dorothy Forristall-Brown and William F. Brown
- "Adapting the Supplemental Instruction Group Model to the Small College"
Carol Lotven
- "The Five-At-A-Time Vocabulary Method for Use with or without Computers"
Helen Gordon
- "Reasoning: The Deep Structure of Study Skills Instruction"
Peter E. Sotiriou

Friday A.M. (10:30-11:30)

- "The Effect of Concurrent Registration in a Study Skills Course on Student Performance in Introductory College Biology" - Ruth Williams
- "Percepts of the Place of College Reading Instruction Among Faculty in Four Year Institutions" - JoAnn Carter-Wells
- "From Registration to Placement to Competency: A Comprehensive System"
Spencer Oleson
- "Competency Based Modules in Notetaking and Exam Taking Skills for Two Year College Students" - Bernie Rihn and Jan Swinton
- "Word Processing: Realistic Expectations for Both Instructors and Students"
Judith Olsen-Fallon and Carolynne White
- "Improving College Reading & Study Skills" - Rhea Ann Ashmore

Friday P.M. (3:30-4:30)

- "Learning Materials, Technology, and Resources for Disabled College Students and Adults in the Decade of Disabled Persons 1983-1992" - Henry C. Dequin
- "Everything One College Knows About Reading and What It Isn't Afraid to Ask"
Janet Maker
- "Strategies for Outreach Programming: A Continuum" - Arthur Rauch
- "R.E.A.D.S. (Remedial Education & Academic Development for Survival) at SJSU"
Norma V. Spalding, Daniel Sanidad, and Suzanne Garadis
- "Creative Problem-Solving: Dynamite in the Classroom"
Mary Dimon, Sallie Brown, and Bill Carnahan

Friday P.M. (3:30-4:30)

- "Applying Test Results to Direct Instruction in Reading and Written Language"
Martha Kanter and William Jones
- "Study Skills for Mathematics" - M. Catharine Hudspeth

Friday P.M. (5:00-6:00)

- "Study Skills for Mathematics" (Cont.) - M. Catharine Hudspeth
- "Questions Plus Discussion: The Formula for Developing Critical Thinking"
June B. Stark
- "Keeping Current in Adult Reading: The Center for the Book"
A. Garr Cranney
- "Differences between Faculty and Student Perceptions of Learning Needs from
Text Reading" - William Rearick
- "Making the Transition: A Summer Bridge Program in Reading and Learning Assistance
for Special Action Students at UC Berkeley"
Karen Franklin, Mary Dolin, and Paul Lichterman
- "Improving Standardized Test Taking Performance: The Medical School Model"
Shirley A. R. Lewis
- "Writing Process/Process Teaching: Implications for Teaching of Recent Research
on Composing" - Barbara Tomlinson and Helen Rivera

Saturday A.M. (9:00-10:00)

- NARDSPE Co-sponsored Session - Anita McDonald
- "Are Microcomputers Potentially Useful in the Remediation of Reading and Learning
Disorders" - James Corologos, Richard Feldman, and Inez Weissman
- "Enhancing What the Reader Brings to the Page: Utilizing Factors that Promote
Reading and Reasoning Skills" - Jane Hopper
- "The Challenge and the Reward of Gaining 'Respectability' for Developmental Programs:
One Community College's Experience" - Jan Kennedy Hinds
- "Learning From Text at UCB"
Kurt Lauridsen, Gordon Cox, Mary Dolin, and Paul Lichterman
- "Techniques for Designing and Conducting Research Models in Learning Assistance"
Harold Fillyaw and Felton Williams

Saturday A.M. (10:30-11:30)

- "Techniques for Designing and Conducting Research Models in Learning Assistance"
(Cont.) - Harold Fillyaw and Felton Williams
- "How to Build a Summer Bridge" - Carol Eckermann and Peggy Meyer
- "Students Teaching Students Study Skills"
Margaret Anne Langer, Maria Duerr, and Kathy Robles
- "Vocabulary Development through Language Awareness" - Kristbjorg Eide O'Harra
- "The Modified DRTA -- An Active Reading Process that Improves the Reading Abilities
of Poor College Readers" - Linda Lee
- "A Note of Caution about CAI" - Donna Cheney

Saturday P.M. (1:30-2:30)

- "Differences Between Good and Poor Readers' Reading Strategies"
Jane Lehmann and Lee Kolzow
- "A Retention Program for High-Risk Students that Includes Study Skills Instruction"
Nancy V. Wood and Gladys R. Shaw
- "In Pursuit of Excellence: A Time Management/Project Approach for Expanding
Opportunities in Current Reading Programs" - Diane Scrafton Cohen
- "How to Find, Select, and Train Volunteers" - Susan Deese
- "Developmental Studies as a Community College Division" - William Richards

Saturday P.M. (1:30-2:30) cont.

"How to Attain Funds from JTPA and Other Sources for College Basic Skills Systems" - Glenna Scheer

"Basic Writing Texts: Readability Problems" - Michael O'Hear and Richard Ramsey

Saturday P.M. (3:00-4:00)

"Evaluating Improvement in Students Who Fail Composition" - Willas Sayre

"PRIDE: An Interdisciplinary Approach to Skills Strengthening"
Lynn Rosenthal

"Using Learning Styles Inventories to Promote Academic Achievement"
Martha Efurd

"A Unique Orientation Program to Combat Poor College Skills and to Improve Retention" - Carl Thum

"A Model for Measuring Tutoring Effectiveness" - Wesley C. Brown

"Teaching College Students to Study: Insights from Developmental Research"
Vincent Orlando

"Admissions, Placement, and Competency: Assessment Practices in California Community Colleges, 1982-83" - Jeanine Rounds

San Jose Hyatt

In San Jose, the "Touch of the Hyatt" is a quiet garden, lush, green and peaceful, located directly adjacent to US 101, just forty miles south of San Francisco. Courtesy cars are available on twenty-four hour call from the municipal airport, only five minutes away. For those who are driving, there's ample parking space adjacent to guest rooms; additional space for fifteen hundred cars is available at the Mediterranean Center.

Hugo's continental restaurant features superb cuisine for lunch and dinner. Luncheon is also served on the sundeck and in Hugo's Bistro, an intimate cocktail lounge. The coffee shop is open twenty-four hours for anything from snacks to full meals.

Hospitality

Bay-area WCRLA members will be waiting to greet you each evening in a suite reserved for hospitality. You are urged to join the social gatherings there in order to renew old friendships and to build new ones. See the schedule for the exact place and times.

Pre Conference Campus Visits

DeAnza Community College (Cupertino)

DeAnza's distinctive architecture is a blend of Spanish and modern with adobe and red tile roofs, and the campus is well known for such facilities as the Flint auditorium, Minolta planetarium and an Olympic aquatics complex. At DeAnza's Diagnostic Center and Reading Lab you'll see microcomputers used within educational programs and the new speed reading program designed for the Apple II. Staff members will describe the programs and answer questions.

Stanford University (Palo Alto)

When visiting Stanford, you'll walk through the central campus with a student guide. You'll see the Quadrangle with its well-known sandstone arches and red-tile roofs, engineering and science buildings, memorial church, and several libraries. Finally, you'll observe Stanford's Learning Assistance Center where programs are "designed to serve very bright, able learners...who want to read and learn more efficiently." LAC staff will be available to answer questions.

Pre Conference Leisure Tours

Hakone Gardens/Paul Masson Winery (Saratoga)

On this tour you'll observe a lovely 15 acre formal Japanese garden with the head gardener to guide you and answer questions. Then, you'll travel to the Paul Masson Vineyards where you'll see bottling lines and storage vats and browse through various antique collections including rare winemaking machinery. The Head Winemaker will describe the blending and development of various wines. Of course, the tour ends at the Tasting Hall where you may sample the products.

Hewlett-Packard (Cupertino)

The Communications Specialist will greet you here and introduce you to Hewlett Packard technology. Then, you'll be taken on a computer capabilities tour emphasizing computer use in education and in the home. Finally, you'll be guided through the manufacturing plant itself. A tour fit for a queen!

Post Conference Leisure Tours

Old Town/Novitiate Winery (Los Gatos)

In Los Gatos, you may stroll among the restored buildings of Spanish and Victorian architecture in shops and restaurants where craftsmen often demonstrate their skills. You'll then travel to the Novitiate Winery located on 39 acres overlooking Los Gatos. The winery, operated by the Jesuits since 1886, still uses its original stone aging cellars. After a tour through these lovely old facilities, you'll receive a complimentary wine glass for tasting.

Big Basin Redwoods Tour (Santa Cruz County)

Experience California's redwoods first hand as you walk on the paths of this 12,643 acre state park. You'll see trees 18 feet in diameter and 330 feet tall. Rangers will be available for questions and deer and other wildlife may well accompany you on your hike.

Post-Conference Campus Visits

Although you will have to make your own arrangements, 12 colleges in the area are available for post-conference tours including community colleges, San Jose State University, UC Berkeley, and private institutions. Maps and contact information will be available at the conference.

please reserve accommodations for:

name: _____

address: _____ city: _____

state: _____ zip: _____ phone #: _____

Check in time 3:00 P.M. — Check out time 12 noon

arrival date _____ time _____ departure date _____

- | | | |
|--|--------------------|-------------------------------|
| <input type="checkbox"/> single (one person) | \$56.00 | names of persons sharing room |
| <input type="checkbox"/> double (two persons—one bed) | \$64.00 | 1. _____ |
| <input type="checkbox"/> twin (two persons—two beds) | \$64.00 | 2. _____ |
| <input type="checkbox"/> triple (three persons—two beds) | \$64.00 | 3. _____ |
| <input type="checkbox"/> quad (four persons—two beds) | \$64.00 | |
| <input type="checkbox"/> suite (one or two persons) | \$90.00 - \$200.00 | |

this card must be received by 3-4-84 to qualify for these group rates

please guarantee my reservations with my:

___ credit card number _____ expiration date _____

___ enclosed check for first nights room and tax (6%) _____

___ hold only until 6 p.m. without deposit _____

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

April 4 - 8, 1984

WCRLA 1984 CONFERENCE ADVANCE REGISTRATION FORM

*Deadline March 1, 1984

NAME: _____

MEMBER: ☐NON-MEMBER: ☐

Send mail to: (Check appropriate box)

☐ My first time at a WCRLA conference☐ HOME ADDRESS: _____

(street)

(city)

(state)

(zip)

PHONE: () _____

☐ INSTITUTION: _____

(street)

(city)

(state)

(zip)

PHONE: () _____

CONFERENCE FEES - Check appropriate box(es) and fill in the amount:

- ☐ FULL REGISTRATION FEE --- MEMBER\$35.00 \$ _____
- ☐ FULL REGISTRATION FEE --- NON-MEMBER (does not include membership) 60.00 _____
- ☐ ONE DAY REGISTRATION --- MEMBER 15.00 _____
Date requested: _____
- ☐ ONE DAY REGISTRATION --- NON-MEMBER 25.00 _____
Date requested: _____
- ☐ *LATE REGISTRATION FEE* After March 1, 1984 5.00 _____

INSTITUTES (Check program listings for description. Pre-registration required. Enrollment in each is limited to 30. \$10.00 per institute)

- ☐ INSTITUTE #1 - Thursday 9 a.m. - 12:00 - Dr. Dorothy Bray, Grace Mitchell, Dr. Nancy Renkiewicz,
"College Student Success and Retention in the '80's: Who, How, What?"
- ☐ INSTITUTE #2 - Thursday 9 a.m. - 12:00 - Dr. Deanna Martin & Dr. Robert Blanc,
"An Innovative Instructional Program that Increases the 3 R's: Retention, Revenue, Recognition"
- ☐ INSTITUTE #3 - Thursday 9 a.m. - 12:00 - Becky Patterson,
"Using Computers in a College Reading/Writing Center"
- ☐ INSTITUTE #4 - Thursday 9 a.m. - 12:00 - Pat Heard, Beryl Brown, Ann Faulkner, and Dr. Phoebe Helm
"Innovative Programs for College Learning Centers: The Planning Process"
- ☐ INSTITUTE #5 - Friday 9 a.m. - 12:00 - Dr. Lois Callahan, Dr. Tom Gonzales, & Dr. Peter MacDougall,
"Viewpoint of College Presidents: Gaining Support for Learning Centers and Developmental
Education Programs"
- ** ☐ INSTITUTE #5A - Friday 9 a.m. - 12:00 - James Prager and Dr. Carl Spring,
"Teaching Rhetorical Relationships: Strategies from a Researcher and a Practitioner"
- ☐ INSTITUTE #6 - Friday 3:30 p.m. - 6:30 - Lucy MacDonald,
"From Frustration to Fun: Computers Aid in Problem Solving Practice"
- ☐ INSTITUTE #7 - Saturday 9 a.m. - 12:00 - Dr. Elaine Cohen and Pablo Buckelew,
"Assessment, Advising and Early Warning: Strategies for Improving Retention"
- ** ☐ INSTITUTE #7A - Saturday 9 a.m. - 12:00 - Dr. Frank Christ, Patti Dozen, Gwyn Enright, Karen
Kusunoki, and Dr. Karen Smith,
"Successful Strategies in Managing a Learning Assistance Center"
- ☐ INSTITUTE #8 - Saturday 1:30 p.m. - 4:30 - Sally Conway,
"How to Choose and/or Produce Good Computer Assisted Instructional Software"

TOTAL INSTITUTE FEES \$ _____

MUSIC HALL BANQUET

- ☐ Breast of Capon \$13.00 _____
- ☐ Sirloin Steak 16.50 _____
- ☐ SUNDAY BRUNCH: "Welcome to Denver" 8.50 _____

CAMPUS VISITS

- ☐ Thursday a.m. - Stanford University 7.50 _____
- ☐ Thursday a.m. - DeAnza College 6.50 _____

LEISURE TOURS

- ☐ Thursday a.m. - Hewlett-Packard Computer Capabilities Tour 6.50 _____
- ☐ Thursday a.m. - Hakone Gardens/Paul Masson Winery 7.50 _____
- ☐ Sunday p.m. (after brunch) - Old Town Los Gatos/Novitiate Winery 9.75 _____
- ☐ Sunday p.m. (after brunch) - Big Basin Redwoods Park Tour 9.00 _____

TOTAL: \$ _____

SEND: Registration form and fees made payable to Western College Reading and Learning Association to:

Rose Wassman
De Anza College
21250 Stevens Creek Blvd.
Cupertino, CA 95014

In the event you are forced to cancel, fees will be refunded less \$10.00 handling charge if WCRLA is notified prior to April 5, 1984. All conference participants must register for the conference!

** Late Adds

Winchester & Thomas, Ltd.

Attorneys at Law

MICHAEL L. WINCHESTER

RUTH J. THOMAS

205 West Bouty Road, Bldg. No. 1

Las Cruces, New Mexico 88005

(505) 524-3608

January 27, 1984

John Rogers
Vice-President
United Bank of Boulder
P.O. Box 299
Boulder, Colorado 80306

Re: Bank Account of Western College Reading & Learning
Association No. 004 87

Dear Mr. Rogers:

Pursuant to our conversation of January 25, 1984, enclosed herein is a Resolution of the Board of Directors of Western College Reading & Learning Association, authorizing your Bank to release to Dr. Karen Smith, the current President of this organization, information regarding the above-referenced account. This account was closed in January of 1983, and at this time, Dr. Smith is attempting to reconcile the books and records of the association.

If you need any additional information regarding this matter or Dr. Smith's authority, please do not hesitate to contact me.

Yours very truly,

WINCHESTER & THOMAS, LTD.



Ruth J. Thomas

RJT/sas

Enclosure

cc: Dr. Karen Smith

RESOLUTION OF THE BOARD OF DIRECTORS

OF

WESTERN COLLEGE READING & LEARNING ASSOCIATION

Authority of President to Obtain Bank Records

I HEREBY CERTIFY THAT I am the duly elected and qualified Secretary of Western College Reading & Learning Association, a New Mexico Corporation, and the keeper of the records and books of said corporation, and that the following is a true and correct copy of a resolution duly adopted at a duly convened meeting of the Board of Directors of said corporation, a quorum of said Directors being present and voting in favor of the following, held in accordance with the By-Laws of said corporation on the 10th day of February, 1984.

"BE IT RESOLVED, that Dr. Karen Smith, President be, and is hereby authorized to obtain any and all necessary information regarding all prior bank accounts and bank records in connection with this organization, specifically including but not limited to those specific bank account records held at United Bank of Boulder, Colorado, Account No. 004 87, which was closed in January of 1983. Dr. Smith is hereby authorized and directed to obtain any and all information regarding said bank account and any other bank accounts necessary to reconcile the funds of the corporation.

BE IT FURTHER RESOLVED, that the United Bank of Boulder, Colorado, is hereby authorized and directed to release and disclose to Dr. Karen Smith, all information regarding checks, drafts, deposits, withdrawals, or any other banking information regarding the above-referenced account.

BE IT FURTHER RESOLVED, that this resolution shall continue in force and said Bank may consider the authority of Dr. Smith to continue until written notice to the contrary is duly served on said Bank."

IN WITNESS WHEREOF, I have hereunto fixed my name as Secretary on the 5th day of February, 1984, and hereby affirm that this corporation has no corporate seal.


Suzanne McKewon, Secretary

I, Dr. Karen Smith, a Director of said corporation, do hereby certify that the foregoing is a correct copy of a resolution adopted as is set forth above.


Dr. Karen Smith, Director



**Western
College
Reading &
Learning
Association**

Attachment A

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, Box 5278, New Mexico State University, Las Cruces, NM 88003

January 10, 1984

RECEIVED JAN 26 1984

United Bank of Boulder
1300 Walnut Street
P.O. Box 299
Boulder, CO 80302

RE: Account # 004847
Western College Reading Association

Dear Sir/Madam:

Enclosed is a check for \$7.00 to complete the \$8.00 due for copies of the closing bank statement on the above named account. A one-dollar bill was sent as requested with my original letter of request, dated December 13, 1983.

Thank you for your assistance.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Karen G. Smith'.

Karen G. Smith, Ed.D.
President

cc: Board of Directors



**Western
College
Reading &
Learning
Association**

Attachment A

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

December 13, 1983

Customer Service
United Bank of Boulder
1300 Walnut
Boulder, CO 80302

Re: Acct. #004847
Western College Reading Association

Dear Sir/Madam:

During the years of 1980, 1981, and 1982, Western College Reading Association had a checking account at the United Bank of Boulder. Don Yamamoto was the authorized officer of the Association who set up the account, wrote checks, and received the statements.

I was told today in a phone conversation with someone in your department that the account is no longer active, but the last statement in our records, dated June 30, 1982, shows a balance in the account.

Please send copies as soon as possible of all statements issued after June 30, 1982, on this account to me at 1020 Laurel, Las Cruces, NM 88001. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read 'Karen G. Smith'. The signature is fluid and cursive, with the first name 'Karen' being more prominent.

Karen G. Smith, Ed.D.
President

KGS:mp
cc: Board of Directors



**Western
College
Reading &
Learning
Association**

Attachment B

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Suzanne McKewon, Secretary 3531 Millikin Avenue San Diego, CA 92122
(619 457-4902)

February 6, 1984

John Rogers
Vice President
United Bank of Boulder
P.O. Box 299
Boulder, CO 80306

Re. Authorization for records search of account for WCRA (now WCRLA)

Dear Mr. Rogers.

On February 1, 1984, the Board of the Western College Reading and Learning Association convened and a motion was made and passed authorizing the United Bank of Boulder to recognize our current President, Dr. Karen Smith, as the recipient of all former bank records in the organization's name. We further approved the immediate search to be conducted by your bank and the statement for such services be sent directly to Dr. Smith for timely payment. I am enclosing her mailing address.

Thank you for your cooperation in these matters. If I can be of any help please feel free to write or call upon me.

Please send the charges connected with the records to:

Dr. Karen G. Smith
WCRLA President
Center for Learning Assistance
New Mexico State University Box 5278
Las Cruces, New Mexico 88003

Sincerely,

Suzanne McKewon
Suzanne McKewon
Secretary



**Western
College
Reading &
Learning
Association**

Attachment C

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

February 9, 1984

TO: Board Members

FROM: Suzanne McKewon, Secretary

RE: Treasurer's Position Fidelity Bond

This is to let all of you know we now have a Treasurer's Bond in place as of February 7, 1984, insured by the Insurance Company of North America. The bond will be in force for 3-years with a prepaid premium of \$167, covering a loss of up to \$50,000. It insures the position of Treasurer, regardless of who is serving in that position, but there are a few changes in our routines that will be required:


1. All checks over \$1,000 will require 2 signatures, Treasurer and President.
2. The bank statements must be seen each month by another board member besides the Treasurer.

Karen and Carrie will work out that routine. Until further direction, I will keep the original policy and will send a copy to Carrie to keep in her Treasurer's records. I will add "renewing the bond" to the Treasurer's duties as I compile those lists we talked about on the phone.

Our agent in these matters is - Ms. Muriel Faust
Barney and Barney
P. O. Box 85638
San Diego, CA 92138

May we never have to collect on this policy, but it feels better to have it in place. This company is very professional; if you want me to investigate any other insurance needs regarding computers, etc., let me know.

SMK/b1


 BARNEY & BARNEY

INSURING CALIFORNIA BUSINESS SINCE 1909

January 26, 1984

Suzanne McKewon
 Western College Reading & Learning Association
 3531 Millikin Avenue
 San Diego, CA 92122

RE: FIDELITY COVERAGE QUOTES
 INSURANCE COMPANY OF NORTH AMERICA

Dear Suzanne:

I tried to call you yesterday morning with various quotation options for Fidelity coverage which you requested on January 17, 1984. You have the option of purchasing a Position Bond for the treasurer only at the following limits:

\$25,000, three-year prepaid premium, \$122 or annual installments of \$48 per year;

\$50,000 in limits, three-year prepaid premium, \$167 or annual installments at \$65 per year;

A Commercial Blanket Bond covering the five officers of Western College Reading & Learning Association at \$25,000 limits would be ~~the~~ three-year prepaid premium ~~is~~ \$246 or \$96 per year in annual installments. Limits of \$50,000 can be written at a three-year prepaid premium of \$338 or \$132 annual installments.

Our recommendation, Suzanne, would be to cover the five officers instead of the treasurer only bond. Please review these quotations with the officers of your association and let me know your decision as to the amount of coverage and your choice of either the Blanket Bond or the Treasurer Only Position Bond.

Thank you for allowing Barney & Barney to be of service. I will wait to hear from you.

Sincerely,



Muriel Faust
 Bond Manager

MF/bap
 Th2

Suzanne - This will confirm our phone conversation. Believe Indiv. fidel. apps were sent under separate cover.

WCRLA FUNDING REQUEST

Name of Committee/SIG/task force, etc:

Total amount of request:

Date needed:

Funds to cover from _____ to _____

Statement of purpose for funding request:

Attach additional explanation if necessary.

Itemization of projected expenses and time line:

Item

Amount

Date

Name:

Mailing Address:

Day Phone: ()

Home Phone: ()

The budget for WCRLA is approved by the Board of Directors each year at the Board meeting following the conference, usually scheduled in late summer or early fall. The funding request should be submitted to the President by July 1 in order to be considered for inclusion in the budget.

Approved: 2/2/84

Cooper, Jensen & Morrow. P.A.
Certified Public Accountants

Attachment F

Members
American Institute of
Certified Public Accountants

Suite 410, First National Tower, Las Cruces, N. M. 88001
(505) 523-5521

1200 South Columbus Road, Deming, N. M. 89030
(505) 546-2619

January 18, 1984

Internal Revenue Service
24000 Avila Road
Laguna Niguel, CA 93677

Attn: Mr. Lentos

RE: Western College Reading and
Learning Association

Dear Mr. Lentos:

Enclosed are WCRLA's Form 990 returns for the years ending June 30, 1981, June 30, 1982 and June 30, 1983. The untimely filing of these returns is due to managerial incompetence on the part of the treasurer who served the organization during fiscal years 1980 and 1981. The June 30, 1983 return amends the statement submitted November 15, 1983 (copy attached).

WCRLA is a professional association of teachers helping teachers. New officers are elected each year, from the rank and file of the membership. The current Board of Directors (officers) were not serving at that time and knew nothing of the situation.

Therefore, we respectfully request an abatement of the penalty and interest for 1981 and 1982.

Sincerely,

Thomas S. Cooper, C.P.A.

Enclosure

TSC/jlk



**Western
College
Reading &
Learning
Association**

Attachment F

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

November 16, 1983

M E M O R A N D U M

RE: Filing of Federal Income Tax return, Form 990, for fiscal years, 1982-83, 1981-82, and 1980-81.

Date: November 15, 1983

On November 2, I met with an accountant with the firm of Cooper, Jensen and Morrow, P.A., to discuss whether WCRLA would need to fill a Form 990 for 1982-83. I gave the accountant a copy of the final treasurer's report for 1982-83, prepared by Carrie Walker, WCRLA Treasurer.

At a subsequent meeting, I took copies of the treasurer's report for 1981-82 and 1980-81, prepared by Dick Lyman, President, for Don Yamomoto, Treasurer. I also took the letter dated, October 7, 1983, from IRS to the accountant at that time.

On the advice of the accountant, we will not file Form 990's at this time. The accountant completed the information requested by the IRS on their form letter. It was mailed on November 15, 1983, to IRS, 24000 Avila Road, Laguna Niguel, California 92677.

If the IRS requests completed Form 990's for the three years, in addition to the information already sent, the accountant will complete the forms and send a letter stating that we had acted on her advice.

The accountant recommends that WCRLA file a Form 990 as regular procedure in the future.

Accountant: Cooper, Jensen & Morrow, P.A.
Suite 410, First National Tower
Las Cruces, NM 88001

Robert J. Smith
President

Date: Oct 7, 1983

Social Security or Employer
Identification Number:
95-3177158
Person to Contact:
Partridge
Contact Telephone Number:

Western College Reading AND Learning
Association

~~70 Don Yamamoto~~

~~University of Colorado~~

~~219 Willard Admin~~

~~campus Box 136~~

~~Boulder, Colorado~~

~~80309~~

P.O. Box 4576

WHITTIER, CA. 90607

(714) 831-4171

We have no record of receiving the tax returns listed on the back of this letter. If you have filed, or if you are not required to file, please give us the information requested beneath the list of returns.

If you are required to file, please attach the returns to this letter and send them to us within the next few days. Include your payment for any tax due, plus interest as provided by law (see enclosed Notice 394).

The law also provides for penalty charges for filing returns late, paying taxes late, and making deposits late, unless there is reasonable cause for delay. If you believe you have reasonable cause for not filing and paying on time, please explain in a separate statement attached to each return. It will help us determine whether you can be excused from paying penalties.

If your address as shown above is incorrect, please change it so we can update our records. We have enclosed a self-addressed envelope for your convenience and a copy of this letter for your records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Thank you for your cooperation.

Sincerely yours,

S. D. Partridge

Revenue Representative

Enclosures:
Notice 394
Envelope
Copy of this letter

(over)

Return Number	Form Number	Form Title	Tax Period Ended
1.	990	RTn of Organization Exempt from Income Tax	06-30-81
2.			
3.			
4.	990	" "	06-30-82
5.	990	" "	06-30-83
6.			
7.			
8.			

If you have filed the returns listed, please give us the name, address, and employer identification or social security number shown on each return filed. Also, please tell us the date each was filed, and the amount paid with each.

If you are not required to file the returns, please give us the reason and the date you were no longer liable. If you are required to file these returns, please tell us so we can continue sending them to you.

Return No. 1

THIS ORGANIZATION'S GROSS RECEIPTS AVERAGED LESS THAN \$25,000 FOR THE THREE PRECEDING YEARS: FYE 6/30/79, FYE 6/30/80 AND FYE 6/30/81
(INSTRUCTIONS FOR 990 - E(I))

Return No. 2

THIS ORGANIZATION'S GROSS RECEIPTS AVERAGED LESS THAN \$25,000 FOR THE THREE PRECEDING YEARS: FYE 6/30/80, FYE 6/30/81 FYE 6/30/82

Return No. 3

THIS ORGANIZATION'S GROSS RECEIPTS AVERAGED LESS THAN \$25,000 FOR THE THREE PRECEDING YEARS: FYE 6/30/81, FYE 6/30/82, AND FYE 6/30/83.

Return No. 4

Return No. 5

Return No. 6

Return No. 7

Return No. 8

Signature and Title of Taxpayer

Karen G. Smith

Karen G. Smith, President

Date

11-14-83

Telephone Number

(505) 646-3136

Internal Revenue Service

24000 Avila Road
Laguna Niguel, CA 92677

OFFICIAL BUSINESS
PENALTY FOR PRIVATE
USE, \$300.

BUSINESS REPLY MAIL

FIRST CLASS PERMIT NO 12686 WASHINGTON, DC

POSTAGE WILL BE PAID BY IRS

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

RIR "C" SP

Internal Revenue Service

24000 Avila Road Attn:
Laguna Niguel, CA 92677



**Western
College
Reading &
Learning
Association**

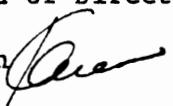
Attachment G

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

December 13, 1983

M E M O R A N D U M

TO: Board of Directors
FROM: Karen 
RE: Membership Renewal Notice forms

I just received the envelope design proposed by Hal for renewal notice and final renewal notice (see attached). I see no problem with his pasteups and recommend that we accept them.

Hal does propose an interesting idea which evidently stemmed from CATE's three-year membership plan. Hal suggests a three-year membership of \$65, but I'd change that to a \$70 fee which is still a savings of \$5. If we're going to go with this idea, we should decide now before the envelopes are printed. I'm not sure how many takers we'd have but the \$5 loss on membership fees would surely be offset by the costs of renewal reminders.

Since the first batch of members to renew for next year need to be sent their first notices in early January, as Hal suggests, I need to get a vote from each of you pronto! Drop me a note immediately to my home address: 1020 Laurel, Las Cruces, NM 88001.

1. Do you approve Hal's proposed renewal envelope forms?
2. Should we add a 3 year membership option?
 - a. \$65
 - b. \$70
3. Should we have an official funding request form to be submitted by every group requesting funding and by the president in planning the fiscal year budget? (See attached form which I used this year.)

Merry Christmas to all of you! And have a wonderful holiday vacation.

KGS:mp
Att:

RENEWAL REMINDER

WESTERN COLLEGE READING & LEARNING ASSOCIATION
P. O. Box 4576, Whittier, CA 90607

Your WCRLA membership (including subscription to WCRLA Newsletter and annual PROCEEDINGS) expires soon. Please send in your renewal dues now to continue to receive all publications and announcements without interruption.

WCRLA DUES (including Newsletter subscription and annual PROCEEDINGS)	1 year \$25.00
	3 years \$70.00

If your name or address on the reverse is incorrect, please change.

Make checks payable to: "WCRLA".

Detach this top flap at perforation and insert in envelope below.

↑ DETACH ON PERFORATION ↑
PLACE MAILING IN ENVELOPE; MOISTEN, SEAL & MAIL

WESTERN COLLEGE READING & LEARNING ASSOCIATION

P. O. BOX 4576

WHITTIER, CA 90607

**OXFORD
MAILING
SERVICE**

12915 TELEGRAPH RD #D • SANTA FE SPRINGS, CA 90670 • 213/946-1422

December 8, 1983

Karen Smith
New Mexico State University
P.O. Box 5278
Las Cruces, NM 88003

Karen:

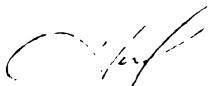
Enclosed is a pasteup of the renewal envelope and a separate pasteup of the final notice envelope. Also enclosed is a draft of suggested copy to appear on the extended flap of each respective envelope.

I have copies of all the enclosed material so you may just call on the final copy or suggested changes.

The members who joined at last year's conference have a March 31, 1984, expiration date. It is our intention to may these expiring members a renewal notice the first of January. The final notice would be sent at the end of March.

Again, Karen, what I've enclosed is just to give you something to look at. Please make any changes you like.

I don't recall discussing this, but have you thought of a three year membership for, perhaps, \$65. It would save some money by our not having to send these renewal each year and not having to process the renewals as often.


Hal McCune



**Western
College
Reading &
Learning
Association**

Attachment H

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

December 13, 1983

Mike McHargue
Foothill College
12345 El Monte Rd.
Los Altos Hills, CA 94022

Patricia Benner
23405 Deerfield
Los Gatos, CA 95030

Dear Mike and Pat:

I'm writing to ask a favor. Will you serve as the audit committee to review the treasurer's books and final report for 1982-83? Carrie has completed her report and submitted it to the Board. Now we need an audit committee to review her records and the report and verify their reliability and accuracy.

As you may or may not know, the current Board of Directors is working to clarify, simplify, and legalize WCRLA's policies, procedures, and records. Carrie has spent many, many hours developing a system for the fiscal matters of the organization which will be more accountable and usable by all future treasurers and boards. Her records and the report should be, therefore, relatively easy to review.

Drop me a note to let me know if you are willing to accept the challenge. Then contact Carrie who will arrange to get her records and report to you and clarify what you will specifically need to do (her address and phone number is on the back of the Newsletter).

We need you. Please accept. And, have a very Merry Christmas and a terrific holiday!

Sincerely,

A handwritten signature in cursive script, appearing to read 'Karen', written in black ink.

Karen G. Smith, Ed.D.
President

KGS:mp
cc: Board of Directors

**OXFORD
MAILING
SERVICE**

RECEIVED FEB 6 1984

12915 TELEGRAPH RD #D • SANTA FE SPRINGS, CA 90670 • 213/946-1422

December 8, 1983

Carolyn Walker
Meyer Library
Learning Assistance Center
Stanford University
Stanford CA 94305

Carrie,

your \$796 scholarship fund money is now safely in
Allstate Savings earning 9.4% per annum compounding daily.

This is a three-month renewal account with a maturity date
of March 5, 1984. At that time you will be notified, and you
may withdraw the money or request that the money remain in
the account for an additional three-month period, or it may
be changed to another type of account. There is an interest
penalty if the money is withdrawn prior to the maturity date.
If the balance falls below \$500, then the entire amount is
transferred to a regular savings account at 5.5% interest.

To make an addition to the account (only at the maturity date),
make the check payable to Allstate Savings and send it with
the passbook (enclosed) to Allstate. If you were to make an
additional deposit at other than the maturity date, the money
would be set up in a new account--three-month renewal, if more
than \$500, or regular passbook account if under \$500.
To make a withdrawal, you must complete one of the enclosed
"Withdrawal" slips, sign it, and mail with the passbook to
Allstate. Your signature only is the authorization for withdrawals.
If the savings account is still active at the expiration of your
term as Treasurer, a new signature card will have to be completed.

Also enclosed are two items for your signature: a certification
of your tax identification number, and a resolution card confirming
this is an authorized organization account--both to be returned
to Allstate.


Hal McCune

12/14/83

Karen & Suzanne
FYI
Came -

Attachment I

RECEIVED FEB 6 1984

**OXFORD
MAILING
SERVICE**

12915 Telegraph Rd #D
Santa Fe Springs, CA 90670

213/946-1422

Carrie,

please sign on the top line.
Then send this card to WCRLA secretary
who is to sign on the bottom line
and date the card. Then secretary
is to send card to:

Sandy Hyde, Branch Mgr
Allstate Savings
13230 Telegraph Rd
Santa Fe Spgs CA 90670

Reply envelope attached

12/14/83 Suzanne,
This is to open a savings account
at Allstate for the WCRLA Scholarship
fund. Current amount = \$796
Best, Carrie



MEMORANDUM

California State University, Fullerton

School of Human Development
and Community Service

Reading Program

To: Karen Smith, President
WCRLA

Date: 2 February 1984

From: Jane Hopper, Editor
Newsletter

Subject: Response to potpourri memo dated January 12.

Yes, I do know that the January deadline is difficult, but we wanted all the deadlines to remain the same over the years and since this issue must come out before the conference and the conference can be held in March, it seemed the only way!

I'm sending you two Newsletters that, I think, will complete your collection. I had searched before and not found any of the old ones, but JoAnn's memory and perseverance saved us. I am missing a number of issues, but fortunately had these from 1975.

Our conclusion about the volume numbering reinforces the need for consistent use of roman numerals: when we changed from all arabic numerals to a combination of roman and arabic, the 11 (arabic) was read as a 11 (roman). Changing to what the "real" volume number is now probably should be discussed by the Board. I'll ask Hal what the position of the Post Office would be.

The changes in the past year concerning publication information were due to my attempts to come into conformance with Post Office requirements for our class two permit. I think I have it right now!

It seems that I will never have a Newsletter perfect, despite my efforts, but I will keep trying! I've been reminded of the Middle Eastern philosophy that humans must never create a perfect thing: perfection is the province of the gods.

Our Xerox is jamming again so I must send purple (ditto) copies to the Board members. Hope that doesn't hurt anyone's "feelings."



**Western
College
Reading &
Learning
Association**

Attachment K

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

December 22, 1983

Dear Learning Center Management Network SIG People:

Many things have taken place since you were initially contacted last summer. In addition, plans are being made for 1984 activities. A summary follows.

1. In the Southern California, there are two SIG groups: a) the Greater Los Angeles and b) South Bay/Orange County Groups. Sandra Schulman and Steve Cheney-Rice are Co-Chairs for the Los Angeles group and Frances Shelby is the Chair for the South Bay/Orange County group. Margaret Wilson is the liaison for the two groups. These groups have met monthly this fall with a joint meeting held at U.S.C.
2. A presentation was made on December 1 by SIG members to the Association for California College Tutorial and Learning Assistance (formerly the California Community College Tutorial Association). The panel presentation was entitled "Learning Assistance Management Network: Bridging the Gap Between Two-Year and Four-Year Colleges." Panelists included Patti Dozen, Rebecca Stewart, Frances Shelby, and Margaret Wilson.
3. The next meeting for SIG members in the Southern California area will be at the WCRLA Southern California Chapter Regional Conference on: Saturday, January 14, 1984 at Cypress College. Contact Nancy Deutsch at (714) 826-2220 Ext. 193 (work)
(714) 848-4639 (home)
or Vicki Khostman (619) 225-3725 (work)
(619) 454-8158 (home)

Some of the concerns that may be discussed at that time are:

- a) A permanent name
- b) SIG dues and membership
- c) Suggestions for improvement

4. The next general meeting for all SIG members will be at the Annual Conference in San Jose on April 5-8, 1984. Time will be arranged for SIGS to meet on Sunday.

Enclosed is a roster of SIG members. Please check your name and address for accuracy.

If there are any questions, please contact me. Also, if you have not sent in your membership application to the organization, a membership form is enclosed for your convenience. If you are already a member, please give the application to a friend.

I hope to see you either at the January regional conference or the annual conference in April.

Sincerely,



PATTI DOZEN, Chair
Learning Center Management Network SIG

PD/mcf

enclosures

WCRLA
LEARNING CENTER MANAGEMENT
NETWORK SIG

GREATER LOS ANGELES SIG

BAKER, SHARON (Sr.)
Director, Learning Assistance Center
Mount St. Mary's College
12001 Chalon Road
Los Angeles, CA 90049
(213) 476-2237

BLATT, MURIEL
L.A. Harbor College
1111 Figueroa Place
Wilmington, CA 90744
(213) 518-1000 Ext. 451

BOVE, LANE
Director, Learning Assistance Center
Loyola-Marymount College
Loyola Blvd. at W. 80th St.
Los Angeles, CA 90045
(213) 642-2700
Rosemarie Ondrejack, Writing Specialist

CASSELL, WILLIAM (Dr.)
Director, Learning Assistance Center
Santa Monica City College
1900 West Pico Boulevard
Santa Monica, CA 90405
(213) 450-5150

Anne Powers, Librarian

CHENEY-RICE, STEVEN
Director, Learning Skills
Development Center
University of Southern California
University Village, Suite E
Los Angeles, CA 90007
(213) 743-6544

CHURCH, NATHAN (Dr.)
Director, Counseling, Testing, and
Placement Center
Pepperdine University
24255 Pacific Coast Highway
Malibu, CA 90265
(213) 456-4000

Gloria Sanders, Career Counseling
Jan Culligan, Career Librarian

HARTZOG, JOHN (Dr.)
Director, Learning Resources Center
CSU, Northridge
18111 Nordhoff Street
Northridge, CA 91330
(213) 885-1200

HOLDREDGE, RICHARD
Director, Learning Center
Los Angeles Valley College
5800 Fulton Avenue
Van Nuys, CA 91410
(213) 781-1200

LEVINSON, BETTY
Director, Academic Resources Center
Room 80, Powell Library
UCLA
405 Hilgard Avenue
Los Angeles, CA 90024
(213) 206-1240

PIERCE, ROY (Dr.)
Director, Media Center
West Los Angeles Community College
4800 Freshman Drive
Culver City, CA 90230
(213) 836-7110
Eugene Phelps, Supervisor--Tutorials

SCHULMAN, SANDRA
Director, Learning Assistance Center
Los Angeles Pierce College
6201 Winnetka
Woodland Hills, CA 91371
(213) 347-0551

SNYDER, PAT
Assistant Director, Learning
Assistance Center
CSU, Northridge
18111 Nordhoff Street
Northridge, CA 91330
(213) 885-1200

WILSON, MARGARET M.
8130 Flight Avenue
Los Angeles, CA 90045
(213) 645-5539

SOUTHBAY OPANGE COUNTY SIG

BRODERICK, BILL
Reading Center
Cerritos College
11110 E. Alondra Blvd.
Norwalk, CA 90650
(213) 860-2451 Ext. 448

HIEBERT, PAULETTE
Head Librarian, Library Brooks College
4835 E. Pacific Coast Highway
Long Beach, CA 90804
(213) 597-6611

CHRIST, FRANK L.
Coordinator, Learning Assistance
Center
CSU, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840
(213) 498-4186

YGLESIAS, KEN
Supervisor, Learning Resource Center
El Camino College
16007 Crenshaw Blvd.
Torrance, CA 90506
(213) 532-3670

DOZEN, PATTI
Supervisor, Learning Assistance
Center
CSU, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840
(213) 498-4186

JETT, KAY MARIE
Director, Learning Center
Azusa Pacific University
Learning Enrichment Center
Azusa, CA 91702
(213) 969-3434 Ext. 3277 or 3072

ENGLAND, FRAN
Coordinator, Skills Center
321 E. Chapman
Fullerton, CA 92634
(714) 871-8000 Ext. 306

KATZ, INA (Dr.)
Learning Assistance Center
CSU, Fullerton
800 N. State College Blvd.
Fullerton, CA 92634
(714) 773-2011

GARCIA, SALLY
Coordinator, Nursing Learning
Center
CSU, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840
(213) 498-4477

LEWIS, MARJORIE D.
Coordinator, Center for Learning
Assistance Services
Long Beach City College
4901 E. Carson
Long Beach, CA 90808
(213) 420-4473 or 4474

GRAETZ, SALLY
Director, Learning Center
Marymount Palos Verdes College
30806 Palos Verdes Dr. E
Palos Verdes, CA 90274
(213) 377-5501 Ext. 269

LINTON, CYNTHIA
Director, Academic and Support Programs
Chapman College
Orange, CA 92666
(714) 997-6607

LOYA, MARY
Reading Center
Cerritos College
11110 E. Alondra Blvd.
Norwalk, CA 90550
(213) 860-2451 Ext. 448

MARKEY, URSULA
Tutorial Coordinator, Learning
Center
Compton College
1111 E. Artesia Blvd.
Compton, CA 90221
(213) 637-2660 Ext. 334

MILLER, FRANCIE
Assistant Coordinator, Learning
Assistance Center
CSU, Dominguez Hills
1000 Victoria Blvd.
Carson, CA 90747
(213) 516-3827

MILLS, JOYCE
Compton College
1111 E. Artesia Blvd.
Compton, CA 90221
(213) 637-2660 Ext. 313

MONTGOMERY, MIRANDA
Compton College
1111 E. Artesia Blvd.
Compton, CA 90221
(213) 637-2660

MYRA, JAN
Manager, Nursing Learning Center
CSU, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840
(213) 498-4479

ONDREJACK, ROSE MARIE
Writing Specialist
Loyola-Marymount College
Loyola Blvd. at W. 80th St.
Los Angeles, CA 90045
(213) 642-2700

PADILLA, ERNIE
Director, Learning Assistance Center
CSU, Fresno
Fresno, CA 93710
(209) 294-3052

REED, ELAINE
Assistant Coordinator, Learning Assistance
Center
CSU, Long Beach
1250 Bellflower Blvd.
Long Beach, CA 90840
(213) 498-4186

SHELBY, FRANCES
Manager, Center for Learning Assistance
Services
Long Beach City College
4901 E. Carson
Long Beach, CA 90808
(213) 420-4473 or 4474

STEWART, REBECCA
Tutorial Coordinator, Learning Resource
Center
El Camino College
16007 Crenshaw Blvd.
Torrance, CA 90506
(213) 532-3670

WAECHTER, PAUL
Coordinator, Adult Learning Center
1305 E. Pacific Coast Hwy
Long Beach, CA 90808
(213) 420-4555

WILLIAMS, FELTON
Coordinator, Learning Assistance Center
CSU, Dominguez Hills
1000 Victoria Blvd.
Carson, CA 90747
(213) 516-3827

WILLIAMS, JAMES (Dr.)
Director, Learning Resource Center
California Polytechnic University
3801 W. Temple
Pomona, CA 91768
(714) 598-4501

GENERAL SIG MEMBERS

AUSTIN, DELORES A. (Dr.)
Director, Academic Skills Enrichment
University of California, Santa Barbara
Bldg. 406
Santa Barbara, CA 93106
(805) 961-4470

BREWER, JUNE H.
Director, Learning Assistance Center
Euston-Tillotson College
Austin, TX 78702
(512) 476-7421 Ext. 258

CHAMINADE UNIVERSITY (KIRCHNER, REGINA)
Developmental Reading Department
3140 Waiialae Ave.
Honolulu, Hawaii 96816
(800) 732-1471

CHAND, SUNIL
A/D Dev. Ed.
Turon College
2000 5th Ave.
River Grove, Ill. 60171
(312) 456-0300

CHILDERSTON, MARY
Associate Dean of Students
411 So. Madison #109
Pasadena, CA 91101
(714) 879-3901

CUMMINGS, MARCIA
Associate Dean
Miami-Dade Community College
11011 SW 104 Street
Miami, Florida 33176
(305) 596-1178

FAULKNER, ANN
Coordinator, Learning Skills Center
4849 W. Illinois Avenue
Dallas, TX 75211
(214) 333-8538

GILLETTE, CHYA
Spokane Falls
Community Coll.
E 108 Crown
Spokane, WA 99207
(509) 456-2880

GREEN, AUBREY (Dr.)
Coordinator, Special Studies
ACU Station, Box 8116
Abilene Christian University
Abilene, TX 79699
(915) 677-1911 Ext. 2403

HAUSE, NANCY M.
Assistant Director, Career Center
Occidental College
1600 Campus Rd.
Los Angeles, CA 90041
(213) 259-2623

JOHNSON, JEROME A. (Dr.)
Director, Inst. Support
6500 S.W. Pacific Blvd.
Albany, Oregon 97321
(503) 928-2361 Ext. 299

KIRCHNER, REGINA (CHAMINADE UNIVERSITY)
943 Kaluahui Rd.
Honolulu, HI 96825
(800) 395-6545

KUSUNOKI, KAREN
Specialist, Learning Assistance
Center for Student Development
2440 Campus Rd.
Honolulu, HI 96822
(800) 948-7927 or 948-6114

GLUSTROM, MERRILL
Yavapai College
1100 E. Sheldon St.
Prescott, AZ 86301

LAROE, KAREN R.
Director, Center for Educational
Opportunity
Western Michigan University
Kalamazoo, MI 49008
(616) 383-8122

LEARNING/TUTORIAL CENTER
Maui Community College
310 Kaahumanu Avenue
Kahului, Maui, HI 96732
(800) 244-9181

LYONS, KEVIN (Dr.)
Director, Learning Resource Center
Suffolk University
8 Ashburton Place
Boston, MA 02108

MATLOCK, MARCIE
Co-Chair
Box 295
Tsalie, AZ 86556
(602) 724-6228

PAGAN, RENE
Sonoma State University
Rohnert Park, CA 94928
(714) 664-2429

PENCE, JIM
Yavapai College
1100 E. Sheldon St.
Prescott, AZ 86301

PEREZ, FELIX
Tutorial Coordinator, Learning Center
Skyline College
3300 College Drive
San Bruno, CA 94066
(415) 355-7000 Ext. 140

SAPP, ANNE
Director, Learning Assistance Center
California Lutheran College
60 W. Olsen Rd.
Thousand Oaks, CA 91360
(805) 492-2411 Ext. 260

SEE, SARAH G.
Assistant Provost
Evergreen Valley College
3095 Yerba Buena Road
San Jose, CA 95123
(408) 270-6466

TORCZON, ANN
Director, Learning Center
University of New Orleans
New Orleans, LA 70148
(504) 286-7053

TOYAMA, PIEPER
Manager, Learning Lab
University of Hawaii at Hilo
1400 Kapiolani St.
Hilo, HI 96720
(808) 961-9530

WALKER, KARRIE
Director, Learning Assistance Center
123 Meyer Library
Stanford University
Stanford, CA 94305
(415) 497-2207

WARNER, BETTY
Coordinator, Learning Assistance Center
19351 W. Washington
Grayslake, Ill 60030
(312) 223-3613

WIGGINS, ANNE
Coordinator, Learning Assistance Center
Arizona Western College
P. O. Box 929
Yuma, AZ 85364
(602) 726-1000 Ext. 344

WOOD, NANCY
Director, Study Skills & Tutorial
Services
105 Union W.
University of Texas at El Paso
El Paso, TX 79968
(915) 747-5366

WOLD, RALPH
Coordinator, Learning Assistance Center
Red Deer College
Box 5005
Red Deer, Alberta T4N-5H5
(403) 342-3120



Coming of Age in the 80's

17th Annual Conference
Western College
Reading & Learning Association
April 5-8, 1984
Hyatt, San Jose, California

READING LEARNING ASSISTANCE DEVELOPMENTAL EDUCATION TUTORIAL SERVICES

FEATURED KEYNOTERS: Dr. K. Patricia Cross
Dr. Ted Murguia

SPECIAL EMPHASIS: • research/evaluation • student retention • innovative programs, services, & activities • institutional support/program status • advances in the new frontiers: computer applications; problem solving/reasoning skills

For Information:

Dr. Carole Bogue, San Jose City College, 2100 Moorpark Ave., San Jose, CA 95128 Phone: (408) 288-3709

Invited Keynoters

K. Patricia Cross

At the Second General Session Dr. Cross will focus on the probable future of developmental education.

Ted Murguia

At the Third General Session Dr. Murguia will discuss quality of college offerings and the continued need for essential skills programs on college campuses.

Institutes to Highlight the Conference

Most of the institutes scheduled at the '84 Conference will treat the areas receiving special emphasis. Two institutes will focus on strategies for improving retention. One will be conducted by Dorothy Bray, Nancy Renkiewicz, and Grace Mitchell. The other is being prepared by Elaine Cohen and Pablo Buckelew who will use data gathered at SBCC in their discussion.

Two institutes will treat innovative programs. Pat Heard, Beryl Brown, Ann Faulkner and Phoebe Helm will explore the planning process for innovation from conception to evaluation. Deanna Martin and Robert Blanc at another institute will discuss an innovative program that has worked at the University of Missouri-Kansas City. Described will be an integrated approach to retention, revenue and recognition, applicable to many college environments.

Focusing on another area of emphasis, computer applications, will be Becky Patterson, Lucy MacDonald, and Sally Conway. Their three institutes will show different applications of computer software and provide means to evaluate, select, and develop it.

A topic somewhat unique to the WCRLA program, gaining institutional support for developmental education and learning centers on college campuses, will also receive special emphasis. Discussing this area of interest will be three astute, well-versed college presidents: Lois Callahan, Tom Gonzales, and Peter MacDougall.

To this group of offerings, the Program Committee at a later date added two institutes not treating areas of special emphasis but focusing on areas of great interest to WCRLA members: critical reading/thinking skills and LAC management. Discussing rhetorical relationships and how their recognition can improve study methods will be James Prager and Carl Spring. Addressing LAC management strategies will be a panel of experts: Frank Christ, Patti Dozen, Gwyn Enright, Karen Kusunoki, and Karen Smith.

In order to attain full benefit from this conference, you simply must register for one/more of these institutes guaranteed to be of superior quality. Since registration is limited in each, don't wait until your arrival at the conference to sign up.

WCRLA 1984 CONFERENCE OVERVIEW

Tuesday, April 3, Board Meeting: 6-9 p.m.

Wednesday, April 4	Thursday, April 5	Friday, April 6	Saturday, April 7	Sunday, April 8
<p>Board Meeting 9 - 12 p.m. 1 - 5 p.m.</p>	<p>Registration 8-5 Newcomers' Orient. 8-9 Nominations Committee 8-9 Chairperson Orient. 8-8:30 Campus Visits 9-12 Leisure Tours 9-12 Institutes #1-4 9-12 State Directors 9-1 Workshop & Luncheon</p>	<p>Registration 8-5 Special Interest Groups 8-9 Chairperson Orient. 8-8:30 Publishers' Exhibits 8-5 Board Meeting 8-10 Institute #5 & 5A 9-12 2nd Round of Sessions (6) 9-10 3rd Round of Sessions (6) 10:30-11:30</p>	<p>Publishers' Break-fast 7:30-9 Registration 8-12 Publishers' Exhibits 9-12 Institute #7 & 7A 9-12 6th Round of Sessions (6) 9-10 7th Round of Sessions (6) 10:30-11:30</p>	<p>Special Interest Groups 9-10:30 Third Gen. Session & Brunch 11-12:30 Keynoter</p>
	<p>OPEN LUNCH 12-1:30</p>	<p>OPEN LUNCH 12-1:30 MAAC Luncheon</p>	<p>OPEN LUNCH 12-1:30 Editorial Board Luncheon</p>	
<p>Registration: 5 - 9 p.m.</p> <p>Board Meeting 7-9 p.m.</p> <p>Hospitality 8-1 a.m.</p>	<p>First Gen. Session 1:30-3 Welcome; Intro. of Candidates; President's Address & Bus. Mtg. Board Mtg. 3-4:30 1st Round of Sessions (7) 3:30-4:30 State/Regional Meetings 4:30-5:30 Hospitality 5:30-7 Dinner on the Town 7-9:30 Hospitality 8-1</p>	<p>Second Gen. Session 1:30-3 keynoter; election Institute #6 3:30-6:30 4th Round of Sessions (7) 3:30-4:30 5th Round of Sessions (7) 5:00-6:00 Happy Hour 6:30-7:30 Banquet 7:30-9:30 Hospitality 9:30-1:00</p>	<p>Institute #8 1:30-4:30 8th Round of Sessions (7) 1:30-2:30 9th Round of Sessions (7) 3-4 Hospitality 4-6:30 Special Interest Groups 4:30-5:30 Nominations Committee 4:30-5:30 Board Mtg. & Dinner (Old & New Officers) 4-9:30 Dinner on the Town 6:30-9:30 Hospitality 8-1</p>	<p>Board Meeting 1-3 Leisure Tours 1-5 Post Conference Tours Mon-Wed, April 9-11</p> <p><u>Board Meetings</u> Tues. 6-9 Wed. 9-12, 1-5, 7-9 Thurs. 3-4:30 Fri. 8-10 Sat. 4-6:30 Sun. 1-3</p> <p><u>Hospitality</u> Wed. 8-1 Thurs. 5:30-7; 8-1 Fri. 6:30-7:30; 9:30-1 Sat. 4-6:30; 8-1</p>

Presentations

Thursday P.M. (3:30-4:30)

- "Relationship of GPA, English Placement Testing, & Reading Achievement"
Janice Lewis and JoAnn Carter-Wells
- "Communication with Traditional Faculty" - Sue Vodehnal
- "College-Wiseness: Orienting Underprepared Students to Take Professional Responsibility" - Susan C. Brown
- "Outcomes of Pilot Project in Biology: Supplemental Instruction" - Mary H. Rossman, Mary M. Smith, and Carl Wood
- "A Computer Interactive Video Program in Paragraph Principles: New Possibilities for Learning" - Joyce Kuns
- "Learning Center Assessment: Managing for Change in the '80's"
De Johnson and Charles Castelli
- "Pursuing Analytical Reading & Reasoning" - Martha Daffron

Friday A.M. (9:00-10:00)

- "Exploring Learning Styles of Minority Students"
Joan Wauters and Janet Merrill
- "Increasing Cooperation between Learning Centers & Faculty/Administration"
Roger B. Hayes
- "Description & Evaluation of a Student-Taught Academic Adjustment Course for College Freshmen" - Dorothy Forristall-Brown and William F. Brown
- "Adapting the Supplemental Instruction Group Model to the Small College"
Carol Lotven
- "The Five-At-A-Time Vocabulary Method for Use with or without Computers"
Helen Gordon
- "Reasoning: The Deep Structure of Study Skills Instruction"
Peter E. Sotiriou

Friday A.M. (10:30-11:30)

- "The Effect of Concurrent Registration in a Study Skills Course on Student Performance in Introductory College Biology" - Ruth Williams
- "Percepts of the Place of College Reading Instruction Among Faculty in Four Year Institutions" - JoAnn Carter-Wells
- "From Registration to Placement to Competency: A Comprehensive System"
Spencer Oleson
- "Competency Based Modules in Notetaking and Exam Taking Skills for Two Year College Students" - Bernie Rihn and Jan Swinton
- "Word Processing: Realistic Expectations for Both Instructors and Students"
Judith Olsen-Fallon and Carolynne White
- "Improving College Reading & Study Skills" - Rhea Ann Ashmore

Friday P.M. (3:30-4:30)

- "Learning Materials, Technology, and Resources for Disabled College Students and Adults in the Decade of Disabled Persons 1983-1992" - Henry C. Dequin
- "Everything One College Knows About Reading and What It Isn't Afraid to Ask"
Janet Maker
- "Strategies for Outreach Programming: A Continuum" - Arthur Rauch
- "R.E.A.D.S. (Remedial Education & Academic Development for Survival) at SJSU"
Norma V. Spalding, Daniel Sanidad, and Suzanne Garadis
- "Creative Problem-Solving: Dynamite in the Classroom"
Mary Dimon, Sallie Brown, and Bill Carnahan

Friday P.M. (3:30-4:30)

- "Applying Test Results to Direct Instruction in Reading and Written Language"
Martha Kanter and William Jones
- "Study Skills for Mathematics" - M. Catharine Hudspeth

Friday P.M. (5:00-6:00)

- "Study Skills for Mathematics" (Cont.) - M. Catharine Hudspeth
- "Questions Plus Discussion: The Formula for Developing Critical Thinking"
June B. Stark
- "Keeping Current in Adult Reading: The Center for the Book"
A. Garr Cranney
- "Differences between Faculty and Student Perceptions of Learning Needs from
Text Reading" - William Rearick
- "Making the Transition: A Summer Bridge Program in Reading and Learning Assistance
for Special Action Students at UC Berkeley"
Karen Franklin, Mary Dolin, and Paul Lichterman
- "Improving Standardized Test Taking Performance: The Medical School Model"
Shirley A. R. Lewis
- "Writing Process/Process Teaching: Implications for Teaching of Recent Research
on Composing" - Barbara Tomlinson and Helen Rivera

Saturday A.M. (9:00-10:00)

- NARDSPE Co-sponsored Session - Anita McDonald
- "Are Microcomputers Potentially Useful in the Remediation of Reading and Learning
Disorders" - James Corologos, Richard Feldman, and Inez Weissman
- "Enhancing What the Reader Brings to the Page: Utilizing Factors that Promote
Reading and Reasoning Skills" - Jane Hopper
- "The Challenge and the Reward of Gaining 'Respectability' for Developmental Programs:
One Community College's Experience" - Jan Kennedy Hinds
- "Learning From Text at UCB"
Kurt Lauridsen, Gordon Cox, Mary Dolin, and Paul Lichterman
- "Techniques for Designing and Conducting Research Models in Learning Assistance"
Harold Fillyaw and Felton Williams

Saturday A.M. (10:30-11:30)

- "Techniques for Designing and Conducting Research Models in Learning Assistance"
(Cont.) - Harold Fillyaw and Felton Williams
- "How to Build a Summer Bridge" - Carol Eckermann and Peggy Meyer
- "Students Teaching Students Study Skills"
Margaret Anne Langer, Maria Duerr, and Kathy Robles
- "Vocabulary Development through Language Awareness" - Kristbjorg Eide O'Harra
- "The Modified DRTA -- An Active Reading Process that Improves the Reading Abilities
of Poor College Readers" - Linda Lee
- "A Note of Caution about CAI" - Donna Cheney

Saturday P.M. (1:30-2:30)

- "Differences Between Good and Poor Readers' Reading Strategies"
Jane Lehmann and Lee Kolzow
- "A Retention Program for High-Risk Students that Includes Study Skills Instruction"
Nancy V. Wood and Gladys R. Shaw
- "In Pursuit of Excellence: A Time Management/Project Approach for Expanding
Opportunities in Current Reading Programs" - Diane Scrafton Cohen
- "How to Find, Select, and Train Volunteers" - Susan Deese
- "Developmental Studies as a Community College Division" - William Richards

Saturday P.M. (1:30-2:30) cont.

"How to Attain Funds from JTPA and Other Sources for College Basic Skills Systems" - Glenna Scheer

"Basic Writing Texts: Readability Problems" - Michael O'Hear and Richard Ramsey

Saturday P.M. (3:00-4:00)

"Evaluating Improvement in Students Who Fail Composition" - Willas Sayre

"PRIDE: An Interdisciplinary Approach to Skills Strengthening"
Lynn Rosenthal

"Using Learning Styles Inventories to Promote Academic Achievement"
Martha Efurd

"A Unique Orientation Program to Combat Poor College Skills and to Improve Retention" - Carl Thum

"A Model for Measuring Tutoring Effectiveness" - Wesley C. Brown

"Teaching College Students to Study: Insights from Developmental Research"
Vincent Orlando

"Admissions, Placement, and Competency: Assessment Practices in California Community Colleges, 1982-83" - Jeanine Rounds

San Jose Hyatt

In San Jose, the "Touch of the Hyatt" is a quiet garden, lush, green and peaceful, located directly adjacent to US 101, just forty miles south of San Francisco. Courtesy cars are available on twenty-four hour call from the municipal airport, only five minutes away. For those who are driving, there's ample parking space adjacent to guest rooms; additional space for fifteen hundred cars is available at the Mediterranean Center.

Hugo's continental restaurant features superb cuisine for lunch and dinner. Luncheon is also served on the sundeck and in Hugo's Bistro, an intimate cocktail lounge. The coffee shop is open twenty-four hours for anything from snacks to full meals.

Hospitality

Bay-area WCRLA members will be waiting to greet you each evening in a suite reserved for hospitality. You are urged to join the social gatherings there in order to renew old friendships and to build new ones. See the schedule for the exact place and times.

Pre Conference Campus Visits

DeAnza Community College (Cupertino)

DeAnza's distinctive architecture is a blend of Spanish and modern with adobe and red tile roofs, and the campus is well known for such facilities as the Flint auditorium, Minolta planetarium and an Olympic aquatics complex. At DeAnza's Diagnostic Center and Reading Lab you'll see microcomputers used within educational programs and the new speed reading program designed for the Apple II. Staff members will describe the programs and answer questions.

Stanford University (Palo Alto)

When visiting Stanford, you'll walk through the central campus with a student guide. You'll see the Quadrangle with its well-known sandstone arches and red-tile roofs, engineering and science buildings, memorial church, and several libraries. Finally, you'll observe Stanford's Learning Assistance Center where programs are "designed to serve very bright, able learners...who want to read and learn more efficiently." LAC staff will be available to answer questions.

Pre Conference Leisure Tours

Hakone Gardens/Paul Masson Winery (Saratoga)

On this tour you'll observe a lovely 15 acre formal Japanese garden with the head gardener to guide you and answer questions. Then, you'll travel to the Paul Masson Vineyards where you'll see bottling lines and storage vats and browse through various antique collections including rare winemaking machinery. The Head Winemaster will describe the blending and development of various wines. Of course, the tour ends at the Tasting Hall where you may sample the products.

Hewlett-Packard (Cupertino)

The Communications Specialist will greet you here and introduce you to Hewlett Packard technology. Then, you'll be taken on a computer capabilities tour emphasizing computer use in education and in the home. Finally, you'll be guided through the manufacturing plant itself. A tour fit for a queen!

Post Conference Leisure Tours

Old Town/Novitiate Winery (Los Gatos)

In Los Gatos, you may stroll among the restored buildings of Spanish and Victorian architecture in shops and restaurants where craftsmen often demonstrate their skills. You'll then travel to the Novitiate Winery located on 39 acres overlooking Los Gatos. The winery, operated by the Jesuits since 1886, still uses its original stone aging cellars. After a tour through these lovely old facilities, you'll receive a complimentary wine glass for tasting.

Big Basin Redwoods Tour (Santa Cruz County)

Experience California's redwoods first hand as you walk on the paths of this 12,643 acre state park. You'll see trees 18 feet in diameter and 330 feet tall. Rangers will be available for questions and deer and other wildlife may well accompany you on your hike.

Post-Conference Campus Visits

Although you will have to make your own arrangements, 12 colleges in the area are available for post-conference tours including community colleges, San Jose State University, UC Berkeley, and private institutions. Maps and contact information will be available at the conference.

please reserve accommodations for:

name: _____

address: _____ city: _____

state: _____ zip: _____ phone #: _____

Check in time 3:00 P.M. — Check out time 12 noon

arrival date _____ time _____ departure date _____

- | | | |
|--|--------------------|-------------------------------|
| <input type="checkbox"/> single (one person) | \$56.00 | names of persons sharing room |
| <input type="checkbox"/> double (two persons—one bed) | \$64.00 | |
| <input type="checkbox"/> twin (two persons—two beds) | \$64.00 | 1. _____ |
| <input type="checkbox"/> triple (three persons—two beds) | \$64.00 | 2. _____ |
| <input type="checkbox"/> quad (four persons—two beds) | \$64.00 | |
| <input type="checkbox"/> suite (one or two persons) | \$90.00 - \$200.00 | 3. _____ |

this card must be received by 3-4-84 to qualify for these group rates

please guarantee my reservations with my:

___ credit card number _____ expiration date _____

___ enclosed check for first nights room and tax (6%) . _____

___ hold only until 6 p.m. without deposit _____

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

April 4 - 8, 1984

*Deadline March 1, 1984

Send mail to: (Check appropriate box)

☐ INSTITUTION: _____
 (street)

 (city) (state) (zip) PHONE: () _____

<input type="checkbox"/> FULL REGISTRATION FEE --- MEMBER	\$35.00	\$ _____
<input type="checkbox"/> FULL REGISTRATION FEE --- NON-MEMBER (does not include membership)	60.00	_____
<input type="checkbox"/> ONE DAY REGISTRATION --- MEMBER	15.00	_____
Date requested: _____		
<input type="checkbox"/> ONE DAY REGISTRATION --- NON-MEMBER	25.00	_____
Date requested: _____		
<input type="checkbox"/> *LATE REGISTRATION FEE* After March 1, 1984	5.00	_____

- ☐ INSTITUTE #1 - Thursday 9 a.m. - 12:00 - Dr. Dorothy Bray, Grace Mitchell, Dr. Nancy Renkiewicz,
"College Student Success and Retention in the '80's: Who, How, What?"
- ☐ INSTITUTE #2 - Thursday 9 a.m. - 12:00 - Dr. Deanna Martin & Dr. Robert Blanc,
"An Innovative Instructional Program that Increases the 3 R's: Retention, Revenue, Recognition"
- ☐ INSTITUTE #3 - Thursday 9 a.m. - 12:00 - Becky Patterson,
"Using Computers in a College Reading/Writing Center"
- ☐ INSTITUTE #4 - Thursday 9 a.m. - 12:00 - Pat Heard, Beryl Brown, Ann Faulkner, and Dr. Phoebe Helm
"Innovative Programs for College Learning Centers: The Planning Process"
- ☐ INSTITUTE #5 - Friday 9 a.m. - 12:00 - Dr. Lois Callahan, Dr. Tom Gonzales, & Dr. Peter MacDougall,
"Viewpoint of College Presidents: Gaining Support for Learning Centers and Developmental
Education Programs"
- ☐ INSTITUTE #5A - Friday 9 a.m. - 12:00 - James Prager and Dr. Carl Spring,
"Teaching Rhetorical Relationships: Strategies from a Researcher and a Practitioner"
- ☐ INSTITUTE #6 - Friday 3:30 p.m. - 6:30 - Lucy MacDonald,
"From Frustration to Fun: Computers Aid in Problem Solving Practice"
- ☐ INSTITUTE #7 - Saturday 9 a.m. - 12:00 - Dr. Elaine Cohen and Pablo Buckelew,
"Assessment, Advising and Early Warning: Strategies for Improving Retention"
- ☐ INSTITUTE #7A - Saturday 9 a.m. - 12:00 - Dr. Frank Christ, Patti Dozen, Gwyn Enright, Karen
Kusunoki, and Dr. Karen Smith,
"Successful Strategies in Managing a Learning Assistance Center"
- ☐ INSTITUTE #8 - Saturday 1:30 p.m. - 4:30 - Sally Conway,
"How to Choose and/or Produce Good Computer Assisted Instructional Software"

TOTAL INSTITUTE FEES \$

<input type="checkbox"/> Breast of Capon	\$13.00	_____
<input type="checkbox"/> Sirloin Steak	16.50	_____
SUNDAY BRUNCH: "welcome to Denver"	8.50	_____

<input type="checkbox"/> Thursday a.m. - Stanford University	7.50	_____
<input type="checkbox"/> Thursday a.m. - DeAnza College	6.50	_____

<input type="checkbox"/> Thursday a.m. - Hewlett-Packard Computer Capabilities Tour	6.50	_____
<input type="checkbox"/> Thursday a.m. - Hakone Gardens/Paul Masson Winery.....	7.50	_____
<input type="checkbox"/> Sunday p.m. (after brunch) - Old Town Los Gatos/Novitiate Winery	9.75	_____
<input type="checkbox"/> Sunday p.m. (after brunch) - Big Basin Redwoods Park Tour	9.00	_____

TOTAL	\$
-------	----

Rose Wassman
De Anza College
21250 Stevens Creek Blvd.
Cupertino, CA 95014

★★ Late Adds

WCRLA BOARD MEETING MINUTES

December 7, 1983

Conference Telephone Call

Board Members Present: Karen Smith, President; Carole Bogue, President-Elect; Suzanne McKewon, Secretary; Dick Lyman, Past President.

The meeting was called to order at 10:00 PST.

1. Dick announced that the new Montana State Director is Becky Davis. He is seeking suggestions for the Arizona directorship which is still vacant. Karen requested a list of all current State Directors.
2. Karen and Carrie are sorting out the problems of the 1981 and 1982 tax returns. Various accountants and IRS representatives are advising them. Karen is to prepare a letter which she will submit for later entry into the minutes, explaining the reasons for the delay in filing these returns. Suzanne requested a copy of all past and current IRS forms for inclusion in the minutes.
3. Carole reported that the program committee had met and that all proposals had truly been blindly judged. As of this date approximately 55 were selected. Dick suggested that since Thursday afternoon and Friday morning are usually high attendance times, more presenters might need to be scheduled for these times.
4. The membership resource form will not necessarily be included in registration packets because it is sent with the membership letter at the time a person joins the organization. Karen reported that the information gathered from this form is being put onto a computer disk and will be forwarded to new presidents.
5. Carole announced that Mitch Kaman will chair the Conference Evaluation committee for 1984. His committee's findings need to be returned to the President-Elect in a tallied form and as soon as possible after the conference.
6. Vince Orlando, Scholarship and Awards committee chair will have an announcement in the Newsletter prior to the conference and will make presentations at the conference.

7. Exhibitors are encouraged to advertise in the conference program this year and one had already requested space. Carole was commended on this venture.
(Attachment A)
8. Carrie announced that, due to budget cuts and internal reorganization, Stanford's Learning Assistance Center will be closed. The board shared in Carrie's disdain over this matter and pledged to discuss it later.

The meeting was adjourned after the board exchanged holiday greetings at 10:55 PST.

SMK/bi

WCRLA BOARD MEETING MINUTES

December 7, 1983

Conference Telephone Call

Board Members Present: Karen Smith, President; Carole Bogue, President-Elect; Suzanne McKewon, Secretary; Dick Lyman, Past President.

The meeting was called to order at 10:00 PST.

1. Dick announced that the new Montana State Director is Becky Davis. He is seeking suggestions for the Arizona directorship which is still vacant. Karen requested a list of all current State Directors.
2. Karen and Carrie are sorting out the problems of the 1981 and 1982 tax returns. Various accountants and IRS representatives are advising them. Karen is to prepare a letter which she will submit for later entry into the minutes, explaining the reasons for the delay in filing these returns. Suzanne requested a copy of all past and current IRS forms for inclusion in the minutes.
3. Carole reported that the program committee had met and that all proposals had truly been blindly judged. As of this date approximately 55 were selected. Dick suggested that since Thursday afternoon and Friday morning are usually high attendance times, more presenters might need to be scheduled for these times.
4. The membership resource form will not necessarily be included in registration packets because it is sent with the membership letter at the time a person joins the organization. Karen reported that the information gathered from this form is being put onto a computer disk and will be forwarded to new presidents.
5. Carole announced that Mitch Kaman will chair the Conference Evaluation committee for 1984. His committee's findings need to be returned to the President-Elect in a tallied form and as soon as possible after the conference.
6. Vince Orlando, Scholarship and Awards committee chair will have an announcement in the Newsletter prior to the conference and will make presentations at the conference.

7. Exhibitors are encouraged to advertise in the conference program this year and one had already requested space. Carole was commended on this venture. (Attachment A)
8. Carrie announced that, due to budget cuts and internal reorganization, Stanford's Learning Assistance Center will be closed. The board shared in Carrie's disdain over this matter and pledged to discuss it later.

The meeting was adjourned after the board exchanged holiday greetings at 10:55 PST.

SMK/bi

WCRLA BOARD OF DIRECTORS MEETING

April 3, 1984
San Jose, California

Board Members Present: Karen Smith, President; Carole Bogue, President-Elect;
Carrie Walker, Treasurer; Suzanne McKewon, Secretary;
Dick Lyman, Past President.

Others Present: Jane Hopper, Newsletter Editor; Maranda Montgomery, MAAC
Chairperson; Chuck Hunter, San Jose Conference Manager.

The meeting was called to order at 6:30 p.m. by President Karen Smith.

Agenda: Karen reviewed the agenda. (Attachment A)

I. Conference Update

- A. Carole handed out a copy of the program.
- B. Karen reminded us that McGraw-Hill has not yet paid for their exhibit at the 1983 conference.
- C. Carole announced that because the Hyatt Hotel does not provide meeting rooms on a 24-hr. basis, some provision in our guidelines for site selection should be made.
- D. Carole distributed the Program Chair's Accounting Record for 1984 (Attachment B) and her record sheet of her account (Attachment B-1).
- E. Karen suggested that for future conferences, space in the program be made for donations to speakers' honoraria for the 1986 conference.

II. WCRLA Banner Presentation

WCRLA Banner

- A. Karen displayed the new banner and announced that it will be presented to the membership at the 1st General Session.

III. State Funding Request Guidelines

State Directors'
Funding Request
Guidelines Draft

- A. Dick handed out copies of his proposed guidelines (Attachment C). Additions and corrections were offered. The final form will be voted on at a later meeting.

At this point Chuck Hunter.

IV. Conference Manager's Report

- A. Chuck reported his chagrin at the coffee shop's closing for renovation. Alternative plans must be made for quick lunches between sessions.
- B. He announded 276 paid registrations to date.
- C. He also remarked that there were some problems with registration in that the funds were not being kept at the registrar's site. He has devised another plan, however.
- D. All Sunday tours were canceled due to low enrollment. The campus and computer tours were combined to use only one bus.

Registration/Membership
Policies to be Clarified

- E. He requested clarification of the membership/registration policies, especially for reimbursements.

\$34,000 Insurance
Policy covering
Equipment

- F. A \$34,000 insurance policy was secured for the rental equipment, including computers. The premium is \$150 and there is no deductible.

- G. The board expressed a need for a copier to be made available.

Proceedings
for sale

- H. Dick announced that sets of Proceedings will be made available to participants at the registration table. It was decided that a table for Proceedings should be well publicized and accessible in the Publisher's Exhibits.

V. Secretary's Report

- A. Suzanne handed out the minutes of the last conference call. Some corrections were made and noted.
- B. She promised to do "highlights" of board minutes for the Newsletter.
- C. All minutes prepared since the last conference will be displayed near the registration table.

Fidelity Bond
still pending

- D. She announced that the effective date of the Blanket Fidelity Bond will be changed because the Insurance Company of North America (INA) denied a request for a position bond and some time elapsed before our application for a blanket bond covering the entire board was made. No confirmation has been made.

WCRLA BOARD OF DIRECTORS MINUTES
April 3, 1984

3

Policy: Distribute
important correspond-
ence to all board
members

E. All important correspondence from any board member should be copied and sent to the rest of the board.

Policy: Secretary
to make final fiscal
year report of expendi-
tures at Summer board
meeting

F. The Secretary was asked to keep receipts and make a final report at Summer board meeting.

VI. Treasurer's Report

Statement from
Public Accountant
firm

- A. Carrie handed out her report (Attachment D).
- B. Karen handed out and commented on a memorandum and statement (Attachment E) from Cooper, Jensen, and Morrow, Public Accountants, and added that this amount is to be part of the total recovered from Don Yamamoto, recent Past Treasurer.
- C. Sprint or MCI long distance services were considered.
- D. Questions were raised regarding the expense of the Journal contained in the Newsletter.
- E. The item for the Joint Placement Task Force with NADE (NARDSPE), in the amount of \$103.79 will be shared by NADE.
- F. There was a question of whether the \$200 item to Pat Benner should be entered under Political Action Committee or Northern California State Director. It was discovered that it was authorized by Dick Lyman, but was attributed to PAC. It was actually a PAC expenditure but should have been authorized by Karen.

The meeting was adjourned at 11:58 p.m.

WCRLA BOARD OF DIRECTORS MINUTES

April 4, 1984
San Jose, California

Board Members Present: Karen Smith, President; Carole Bogue, President-Elect;
Carrie Walker, Treasurer; Suzanne McKewon, Secretary;
Dick Lyman, Past President.

Others Present: Jane Hopper, Newsletter Editor; Maranda Montgomery, MAAC
Chairperson; Chuck Hunter, Conference Manager; Betty
Levinson, Past President.

The meeting was called to order by President Karen Smith at 9:30 a.m.

I. Yamamoto Affair

- A. Karen reviewed for Jane and Maranda the history of the loss in the 1981 and -82 books and the negligence in filing IRS 990 forms for those years.
- B. She also presented copies of all bank records and forms just received from the United Bank of Boulder, Colorado, and the bill from the bank of \$739.00. Many of the copies of deposit slips, statements, etc. were not readable or missing. Before the bill is paid, the organization will request missing or poor quality copies to be replaced.
- C. Karen then read a letter dated Jan. 16, 1984 from Don Yamamoto's lawyer stating his willingness to reimburse all funds, penalties, attorney's and accountant's fees, etc.
- D. Karen reported that because WCRA was incorporated in New Mexico, she is the in-state representative for the corporation and can, in the future, even after her terms of office on the board, be able to track down any records or charges we might require.

Karen Smith to be
official WCRLA rep-
resentative to N.M.
Corporation Commission

- E. The board decided to forward a list of amounts to Don's attorney.

Duties of Audit
Committee to be
compiled

- F. The board also recommended that ^{Carrie}Carole compile a list of duties for those participating in an annual audit committee.
- G. Karen recommended that Cooper, Jensen, and Morrow, Public Accountants, be authorized to prepare this fiscal year's IRS 990 form.

- H. The board agreed to encourage the use of the budget forms Carrie developed. They will be very easy for the new treasurer to maintain.

II. Joint Placement Task Force

History of Joint
Placement Task
Force

- A. Karen gave a history of the NARDSPE-WCRLA joint endeavor in developing a placement bureau. She worked with Curtis Miles, NARDSPE (NADE) President and appointed Elaine Reed as the coordinator. Two members from each organization were to serve on the task force.

- B. On Nov. 1, 1984, Sue Brown was asked to chair the task force.

Chuck Hunter joined the meeting at this time.

- C. Karen reported on the guidelines, conference calls and plans accomplished by the task force to date.

- D. On March 5, 1984, Sue Brown presented her report of the task force (Attachment F). Several questions were raised about the report: specifically, if the fee to users should be raised to \$15, and what the plan will be for locating and advertising positions.

Board directs
Task Force to
set up Placement
Service and to
report back at
end of year

(M) Walker:

- (S) McKewon: Contingent on NADE's board approval, the WCRLA board supports the recommendation of the Joint Placement Task Force on a 2-year trial basis and that the board evaluate the performance of the Placement at the end of a year to decide whether to continue. The fee to users should be raised from \$6 to \$12 per 6 months to help offset the cost to the organizations. The Task Force should continue to operate, to specify and clarify the 10 recommendations and to report back to the WCRLA board at the fall and spring meetings on the effectiveness of the service. This report should include methods of soliciting job announcements, numbers and kinds of job announcements, monthly counts of subscribers, and total revenues from subscriber's fees to date. The service is to be initiated in May or June, 1984. If this is not possible, then it is to begin in January, 1985.

PASSED

Suzanne was directed to send or hand a copy of this motion to Anita McDonald, NADE president from the University of Missouri, St. Louis.

Future NADE
Cooperative
Ventures Planned

- E. Carole suggested cooperating with NADE on other issues, e.g., political action. Karen suggested a board appointment to coordinate a joint national political action committee. Further discussion was tabled until NADE President Anita McDonald can attend a board meeting.

III. Microfilming of Minutes

- A. Suzanne handed out her proposal for the project (Attachment G).
- B. The board considered these advantages:
1. Each board member would have his/her own copy of all the minutes.
 2. There would be several sets and in case of a fire, chances of saving one full set would be greatly increased.
 3. Cost would be minimal.

Minutes to be
microfilmed
and recorded
on microfiche

(M) Bogue:

- (S) McKewon: To accept the Secretary's proposal to go into effect July 1, 1984, and to come out of next year's budget.

In the meantime the Secretary will update the minutes' index and send copies to every board member after the conference.

Policy: Officers
to keep all corre-
spondence 5 yrs.
Submit important
copies to include
in minutes

- C. Carrie asked if all her correspondence in and out should be kept and passed along to new officers. Consensus was that each officer should keep his/her own correspondence files up to 5 years and that copies of the most important should be submitted for inclusion in the minutes.

IV. Policies and Procedures

Policy: Conference
participants need
not be members

- A. Karen raised questions regarding some of the items in the Policies and Procedures Handbook.
- B. She noted that the item requiring all conference participants to be members has not been practiced for several years.

The meeting recessed for lunch at 1:20 p.m. and reconvened at 3:05 p.m.

WCRLA BOARD OF DIRECTORS MINUTES
April 4, 1984

4

Betty Levinson and Dick Lyman joined the meeting at this point.

C. Duties of Coordinator of State Directors

(M) Walker:

(S) Lyman: The Coordinator of State Directors is responsible for membership recruitment.

D. Affiliations

Corrections to 3/23/83 minutes. Should read

- (1) "WCRA cannot affiliate with other organizations.
- (2) The organization does encourage cooperation.

V. WCRLA Worker File

A. Karen presented a printout (Attachment H) of the current Worker file compiled at NMSU and used:

1. in making Presidential appointments
2. in making nominations for officers
3. to verify nominations for awards.

B. All were encouraged to turn in names of committee members to be approved by the President and be placed in the minutes as well as in the Worker file.

VI. Minority Affairs Advisory Committee Report

A. Maranda handed out her annual report (Attachment I) for 1983-84 and discussed the highlights.

B. Carole announced that Theria Beverly will succeed Maranda for 1984-85.

C. The benefits of the current MAAC internship revision decided upon in Fall of 1983 were discussed and the board asked Maranda if these duties were still appropriate.

D. Maranda was asked to encourage more MAAC members to be more visible in formal and informal situations at the conference.

E. Karen asked Maranda for a narrative summary of MAAC's activities with attached budget requests and receipts.

WCRLA Worker
File to list
all activities
of members

Theria Beverly to
be MAAC chair

Goal set for
MAAC

- F. Maranda was encouraged to write up her 1st stage results of the '82-'83 Research Project. A presentation was made at the Southern Calif. regional conference in Jan. '84.
- G. Maranda was asked to concentrate on recruitment of minority members into WCRLA and to get present minority members to serve in the mainstream jobs, e.g., committees, Task Forces, audit committee, etc. They should all fill out membership resource form.
- H. Karen complimented Maranda on her job of packaging the services of MAAC chairperson into a manageable, goal directed job. As a final service, she was asked to summarize the cooperative agreement between the board and MAAC.

VII. Elections Process Report and Action

New composition
of nominations
committee to be
decided later

- A. Betty announced the withdrawal of Patti Dozen as candidate for Treasurer and made reference to her letter of March 12, 1984 (Attachment J) and Patti's letter of March 23 (Attachment K).
- B. Questions were raised about the order of items during the Thursday business meeting because of the Elections Task Force recommendations. No nominations will be allowed from the floor because our bylaws forbid it.
- C. Betty handed out a proposal to change WCRLA elections procedures to elections-by-mail ballots (Attachment L), which in reduced size will be in each packet. She gave an overview of the Task Force final report. She showed newsletters of various organizations which also use ballots-by-mail.
- D. She reported that the only item on which the Task Force did not have complete closure was the composition of the nominating committee and this change was left out of the final ballot and can be decided upon later to be placed in the Policies and Procedures Handbook.

- E. Betty agreed to present the findings of the Task Force and the bylaws change to the membership. The votes will be on 2 different issues: 1) the need to go to a mail ballot; and 2) the change in bylaws to allow that.

(M) Lyman:

Elections Process
Task Force
commended

- (S) McKewon: Special commendation to Betty Levinson and her support staff for an outstanding job on the Elections Process Task Force.

PASSED

VIII. Newsletter Editor's Report

- A. Jane handed out her report (Attachment M) which contained her cost averages. The board decided not to decrease the number of pages or photos or to use less expensive paper. Jane was directed to request \$12.50 per issue next year.

Jane Hopper
commended on
her job as
Newsletter
editor

(M) Walker:

- (S) McKewon: Special commendation go to Jane Hopper for a fantastic job on a very prestigious Newsletter.

Newsletter
editor duties

- B. Jane was asked to send a reminder to submit articles to next year's conference manager. The conference manager will be sent extra copies of the Newsletter.

- C. State Directors will be asked at the luncheon to sign up for columns. A follow-up letter will be sent to them.

- D. Jane suggested that the materials column have more than one regular contributor. Karen asked Jane to collect publication titles members have authored.

Policy: NADE/
WCRLA informa-
tion exchange
to be strengthened.
Dates to appear in
publications.
Charge fee for other
organization's requests

- E. NADE cooperation needs to be strengthened and dates of WCRLA conferences must appear in NADE publications for the cooperation to work. All other requests for inclusion in the Newsletter should be fee-bearing. Jane was asked to look into a schedule for ads from publishers and other organizations. It might be possible for an ad campaign manager to work under the editor. It would be desirable to have that position filled by a member of MAAC.

- F. Jane was asked to offer direction to submitters to the Newsletter and also to write a one-page guideline for articles including typing requirements, plagiarism concerns, etc.

IX. Message to State Directors

- A. Dick was asked to take to the State Directors in the Workshop an emphasis on the "grass roots" development of membership and communication.
- B. Other questions may be raised regarding the new membership renewal timeline. He will clarify that issue with them if necessary.

X. Development of Officers Guidelines

- A. Carole handed out her job description of President Elect (Attachment N).
- B. All officers were charged with adding to, deleting and changing duties to make up a collection to hand out to candidates and include in the Policies and Procedures Handbook. This was tabled until a later date.

XI. Policy on WCRLA Consultants

- A. After a telephone request to Carole for a list of consultants, these consideration were made:
 - 1. We could use the Expertise Network.
 - 2. There is a problem with quality control in sending resumes to requesters.
 - 3. A request could be made through the Newsletter of all those who would be willing to do consulting.
 - 4. A decision was made for the board not to be in the business of formally recommending any people for consulting because of the potential problems of quality control and/or favoritism. But informal recommendations can be made when no connection to WCRLA is hinted.

Policy: No
formal recom-
mendations of
consultants

Kate O'Dell, parliamentarian, joined the meeting at this point.

XII. Bylaws

Questions were raised on the legality of amending by-laws to allow bylaw change by mail. It was Kate's opinion that this must be done by a bylaws committee recommendation for a proposed change next year. The change in the election process can be voted on during this conference because prior notice was effected by the formation of the Task Force and communication by its members through the Newsletter.

The meeting was adjourned at 7:45 p.m.

WCRLA
GENERAL SESSION: BUSINESS MEETING
April 5, 1984
San Jose, California

The First General Session was called to order at 1:45 p.m. by Karen Smith, President.

1. Carole Bogue, President Elect, introduced Chuck Hunter, Conference Manager.
2. Chuck thanked his key staff members.
3. Carole introduced Dr. Richard Goff, Chancellor of San Jose Community College District, who welcomed WCRLA to San Jose.
4. Karen introduced Betty Levinson, Chair of Nominating Committee, who gave a brief background of her committee's activities, including the discrepancies of the bylaws with reference to nominations from the floor. She then listed the candidates for office and introduced Patti Dozen, who stated her reasons for withdrawing her nomination.

The candidates then gave their nomination speeches in this order:

1. Harold Fillyaw for Treasurer
 2. Beryl Brown for President-Elect
 3. Ladessa Yuthas for President-Elect
5. Karen read the letter from Alan Frankel donating the new banner to the organization.
 6. Reports were given by:
 - a. Suzanne McKewon, Secretary
 - b. Carrie Walker, Treasurer
 - c. Dick Lyman, Coordinator of State Directors
 - d. Betty Levinson, Elections Progress Task Force

(M) Betty Levinson:

(S) Ana Faulkner: On behalf of the Elections Process Task Force and with the approval of the board, to move that WCRLA adopt a mail ballot procedure for the 1985 elections.

Felton Williams suggested taking more time to consider the issue before voting. Vicki Knostman suggested tabling the question until the next general meeting. Karen Smith replied that the first General Session is the only time set aside to conduct business. Becky Patterson called for the vote. Another member expressed confidence in the task force. Spencer Oleson called the question and it was passed.

The vote on the motion was 122 ayes. Only 78 were needed for a majority to pass.

(PASSED)

GENERAL SESSION: BUSINESS MEETING
April 5, 1984

2

(M) Betty Levinson:

(S) Janine Rounds: To make the necessary changes in the bylaws to effect the mail ballot procedure.

The vote on this motion was 113 ayes. Again, 78 were needed to constitute a 2/3 majority.

PASSED

7. Carole introduced Frank Christ who introduced Karen Smith. Her Presidential Address was entitled "WCRLA - Coming Of in the 80's."

The meeting was adjourned at 3:15 p.m.

WCRLA BOARD OF DIRECTORS MEETING

April 5, 1984
San Jose, California

Board Members Present: Karen Smith, President; Carole Bogue, President-Elect; Carrie Walker, Treasurer; Suzanne McKewon, Secretary; Dick Lyman, Past President

Others Present: Delryn Fleming, Journal of College Reading and Learning Editor; Michael O'Hear, Journal Editor; Jane Hopper, Newsletter Editor; Ann Faulkner, Past President; Mitch Kaman, Past Secretary; Sally Conway and Vince Orlando, Colorado Conference Co-Managers; Lucy McDonald, Portland Conference Manager.

The meeting was called to order at 3:50 p.m. by President Karen Smith.

I. Journal of College Reading and Learning (JCRL)

JCRL adopts
APA Style

A. Delryn handed out her annual report (Attachment P) and explained the changes in her committee's adopting the APA Style Manual. She agreed to pursue the idea of inclusion in the Wilson Index.

B. Karen asked if there is a form we submit to authors asking them if they have offered the same article to any other publication. Delryn said "no." Consensus was that it might be a good idea.

JCRL Editor to
ask authors if they
have submitted same
article to another
publication

C. Delryn pointed out the early date of her acceptance of author's manuscripts.

D. She further reported on the printer's delays and other reasons for his not meeting the deadline of this conference. She further recommended changing to a new printer and a proposal is included. (Attachment P-1)

JCRL to go to
all members
current as of
1983 conference

E. Delryn pointed out that the JCRL will go to those members who were current as of the 1983 conference.

Fewer copies
of JCRL to
be made

F. She further raised the issue of the high number of volumes printed (1,000). Karen responded that this was probably prior policy during the years when we had almost that many members. Delryn recommended making fewer copies and offering the JCRL to ERIC. Karen said we will be considering these ideas during the next board meetings. Questions were raised about which date to choose for the annual membership totals. Suzanne suggested making the date June 30.

New printer
for JCRL

Delryn will decide which printer to use, probably Metrocrest Graphics in Carrollton, Texas.

New directions
sought for Journal

II. Journal Report

- A. Michael O'Hear reported that submissions of articles totaled 14 and 7 were published. Over half of these were from people not affiliated with the organization. He asked for more guidance in his job on the Journal.
- B. Karen asked Mike to recommend a future course. He said he'd like to see a merging into one journal and pointed out that non-members are allowed to publish in both.
- C. Jane Hopper suggested having a single volume of papers including those presented at conference and any judged to be qualified and received in a timely manner. Occasional non-juried papers would be encouraged.
- D. Vince reported receiving a form from another organization asking members to send it on to their libraries requesting their journal be ordered.
- E. Delryn asked that she not be charged with the task of marketing the Journal.
- F. Michael said he would be willing to stay with the Journal as editor for 1 more year but not beyond.

III. 1985 Conference Update

- A. Sally Conway announced that she finally has a contract with the hotel: Sheraton Lakewood.
- B. She also announced that Vince Orlando is the co-manager. They announced the theme of the Sunday Brunch: "I'd Rather be in Denver."
- C. Carole suggested checking with Shirley Sloane re: computer requests.
- D. Dick suggested including provision for sharing rooms and rides in the registration requests.
- E. Airport Transportation is still a concern. Sally also assured the board that there were at least 10 restaurants within a 2 block area. There will also be a skiing leisure tour on Sunday. Dates will be March 26-31.

1985 Conference
dates: March 26-31

F. Ann Faulkner reported that Patti Dozen will be formulating a bid for the Queen Mary. Karen suggested the Queen Mary is not a desirable location. Anaheim is also a possible site. She passed out her memo (Attachment Q).

G. She also reported Susan Deese's request for forms for a New Mexico Conference in 1987.

IV. Nominating Committee Report

New Nominating
Committee named

A. Ann also handed out a memo of her work in naming a new Nominations Committee (Attachment R). Karen reassured Ann that her new committee not necessarily meet the suggested criteria of the Task Force. She encouraged input from all board members.

The meeting was adjourned at 5:15 p.m.

WCRLA BOARD OF DIRECTORS MEETING

April 6, 1984
San Jose, California

Board Members Present: Karen Smith, President; Carole Bogue, President-Elect;
Carrie Walker, Treasurer; Suzanne McKewon, Secretary;
Dick Lyman, Past President

Others Present: Jane Hopper, Newsletter Editor; Vicki Knostman and
Nancy Deutsch, Southern California Co-State Directors;
Theria Beverly, incoming MAAC Chairperson; Francine Miller,
Cal-State University, Dominguez Hills; Patti Dozen, SIG
Leader; Delryn Fleming, JCRL Editor; Ann Faulkner, Past
President; Susan Deese, New Mexico State Director;
Lucy McDonald, Portland Conference Manager; Kate O'Dell,
Parliamentarian

The meeting was called to order at 8:10 a.m. by President Karen Smith.

I. State Directors' Reports

So. Calif. hosted
meeting of 70
with State
Senator

- A. Nancy Deutsch reported that 70 people attended the Southern California Conference at Cypress College where their local state senator came to speak.
- B. Karen announced Ina Katz to be the transition co-state director for Southern California, replacing Nancy in 1985. Vicki Knostman reported that plans are being formulated for another regional meeting as well as another meeting with the Greater San Diego Reading Assoc. Adult Educators' group in May. Nancy informed the board that the Arizona people from Yuma would be interested in coming to San Diego instead of an Arizona regional meeting.
- C. Karen encouraged strong communication on needs and funding requests from state directors.
- D. Carrie asked questions regarding leftover funds. What should be done with them is yet to be decided.

Dick Lyman joined the meeting at this time.

- E. Dick suggested another member look over the non-board allocated funds. Nancy and Vicki responded that they would want to turn in a yearly statement of allocation, as they did (Attachment S).

April 6, 1984

State Directors'
financial report
form to be
determined

- F. Vicki reported that some state directors do not have notebooks. Questions were raised about whose responsibility is the updating of S.D. notebooks.
- G. Karen suggested sending all other state directors information about regional conference activity.
- H. Vicki thanked Dick for the invaluable information presented at the workshop.

II. Learning Center Management Network SIG

- A. Patti handed out her report (Attachment T)
- B. On "recommendations," Karen responded by saying that many of these must be decided at later meetings.
- C. Patti was commended on an outstanding job.

III. Minority Affairs Advisory Committee

MAAC Committee
luncheon to remain
no host

- A. Maranda asked that the MAAC Luncheon be paid for by the organization. Dick raised the question of whether the MAAC members' lunch should be paid for because the number of members cannot be controlled.

(M) Bogue:

(No Second): To pay for the MAAC luncheon.

Discussion followed suggesting that no other Committee's or Chairperson's meals were paid for. The number of members on this committee isn't controlled and therefore, cannot be budgeted. Consensus was that the request should be denied.

IV. State/Province Directors' Duties

- A. Dick handed out his compiled list of duties (Attachment U). He reported that those present at the workshop liked the list.
- B. Kate O'Dell was of the opinion that collecting any local dues (#6) was against our bylaws. Susan Deese felt that local dues might encourage people joining only the local organization and not the parent WCRLA. The issue was tabled.

(M) Lyman

(S) McKewon: To accept the guidelines for duties of
State/Province Directors

PASSED

Dick was advised that the list will be finalized for inclusion in the Policies and Procedures Handbook under "duties of officers - Coordinator of State/Province Director," the State Directors' Handbook, and should be sent to the bylaws committee for consideration.

C. Automatic mailings of membership lists. Several possibilities exist for when to send these. Dick suggested that 2 mailings be sent automatically and not deducted from their \$50.00 allotment. Any other mailing from Oxford must come out of the \$50.00.

Coordinator of State
Directors will send
membership renewal
notices to State
Directors each
month

D. Karen suggested that as Past President she would be willing to split off the new renewals for each State Director on a monthly basis. Expired member lists could come out once after the conference and also be distributed to State Directors. A list of these duties will be added to the formal duties of Coordinator of S.D.

E. Dick suggested raising the allotment of \$50 to \$100.

1. Susan Deese said she felt the need to clarify the process of getting any funds at all.
2. Karen suggested no advances for allotments. She will send all State Directors' a reimbursement form and encourage all to send those in at least every 90 days.
3. Dick said he will go over and add to the description of the procedure for funding.

(M) Lyman:

(S) McKewon: The allotment for State Director be raised from \$50-\$100 allowing no advance and providing that specific requests be made itemizing each expenditure and attaching receipts.

Consideration
made of raising
the State Directors'
allocations

Discussion followed suggesting we wait until the
Summer Board meeting.

(FAILED)

WCRLA BOARD OF DIRECTORS MEETING
April 6, 1984

4

Karen asked that the motion be changed.

Dick stated that State Directors' have requested the increased allocation.

Raise will be
considered at
Summer/Fall
board meeting

(M) Walker:

(S) McKewon: The request to raise allotment from \$50-100 with (above) stipulations, be made at Summer/Fall Board Meeting.

PASSED

F. Revision of Duties of State/Province Directors

1. Directors - can select a member Chairman and need to have official recognition as such. It is sometimes necessary to have this recognition in order to get institutional funding.
2. Other changes were considered and Karen and Dick will work out these and add them to the list of duties for State Directors.

The meeting was adjourned at 11:15 a.m.

WCRLA
GENERAL SESSION
April 6, 1984
San Jose, California

The meeting was called to order at 1:40 p.m. by Karen Smith, President.

1. Karen introduced those on the dais.
2. Karen presented the Long and Outstanding Service Award to Gene Kersteins who came forward to accept it, expressing great surprise.
3. Betty Levinson introduced the candidates and collected ballots.
4. Carole Bogue introduced Dr. Mary Hess, Ricks College, who introduced Dr. K. Patricia Cross, Keynote Speaker.
5. Dr. Cross delivered her address entitled "The Impact of the 1980's on Developmental Education" (Attachment V).
6. Karen announced the new officers:

A. Harold Fillyaw - Treasurer

B. Beryl Brown - President-Elect

The session was adjourned at 2:40 p.m.

WCRLA BOARD OF DIRECTORS MEETING

April 7, 1984
San Jose, California

Board Members Present: Karen Smith, President; Carole Bogue, President-Elect; Carrie Walker, Treasurer; Suzanne McKewon, Secretary; Dick Lyman, Past President

Others Present: Jane Hopper, Newsletter Editor; Betty Levinson, Past-President; Anne Dye-Phillips, SIG Leader; Patti Dozen, SIG Leader; Ann Faulkner, Past-President; Nancy Deutsch, Southern Calif. Co-Director; Sally Conway and Vince Orlando, 1985 Co-Managers; Beryl Brown, Incoming President-Elect; Anita McDonald, NADE President; Kate Sandberg, SIG Coordinator; Marci Matlock, Arizona State Director

The meeting was called to order at 4:00 p.m. by President Karen Smith.

Marci Matlock is
new Arizona State
Director

I. Karen introduced Marci Matlock as the new Arizona State Director.

II. Advanced Reading Special Interest Group

Mary Hess is
new leader

1. Anne Dye Phillips presented her report on the activities of her SIG. (Attachment W)

2. She announced that Mary Hess will become the new SIG leader.

3. Suzanne suggested an article analyzing the course syllabi collected.

Advanced Reading
SIG strong

4. Anne reported on great interest in the SIG among new members.

5. Anne thanked the board for the help the organization has been to her and said she was grateful for the opportunity to pay it back.

III. 1986 Conference Site Chair

1986 Conference
site selection
still pending

Ann Faulkner introduced Patti Dozen who handed out responses from the Hyatt Regency and the Queen Mary in Long Beach. (Attachments X and X-1) The difference in price at present rates is -

at the Hyatt \$68 (single)
\$80 (double)

at Queen Mary \$52 (inside stateroom)
\$69 (outside stateroom)

Carole reported that the Hyatt San Jose allowed us to hold a block of 100 rooms up until a week before the conference.

Ann thanked Patti for her work to date and Karen said a decision will be made later and that Ann will continue to negotiate for the 1986 conference.

IV. Placement Bureau

- A. Anna-Marie Schlender presented her report (Attachment Y) and asked for guidance on a number of issues.
- B. Carole asked what the role of the Placement Director is to be after the acceptance of the Task Force recommendations.
- C. Karen asked Anna-Marie to continue to serve in her present capacity and she said she would be willing to do that and to serve in some way when the new joint NADE-WCRLA Placement Service comes into being. Anna-Marie was thanked for her hard work over the past year.

Anna-Marie
Schlender will
continue as
Placement
Bureau
Director

V. JCRL

- A. Delryn, after meeting with her Editorial Board, made these recommendations:
 - 1. To include more papers in JCRL and discontinue the Journal in the Newsletter.
 - 2. Release all of JCRL to ERIC.
 - 3. Have a software column in Newsletter ("Pots and Pans" was the title Jane Hopper suggested).
- B. We were asked to consider if members will feel a sense of loss over the Journal. The board said "no."
- C. She asked if the board would want to distinguish papers of those who presented from those who didn't.

Consensus was to include in the preface the number of papers from presentations.

Journal to
be discontinued

Editorial
Committee
report
accepted

(M) Walker:

(S) Bogue: To accept the recommendations of the Editorial Board to include the articles of the "Journal" in the Newsletter in the JCRL.

(PASSED)

D. Another question was raised:

How would we combine the editorial boards of both groups?

Delryn Fleming
will continue as
Editor of JCRL.
The Editorial Board

Karen suggested Delryn continue in her duties as Editor (with Carole's concurrence). Delryn accepted. The board will exist as is.

VI. Scholarship and Awards Report

- A. Vince Orlando handed out his report (Attachment Z) in response to Karen's request for guidelines for scholarship and research awards.
- B. Karen asked if the guidelines could include a budget for the research award.
- C. Delryn made a distinction between a grant or seed money to start a program or an award for a job well done.
- D. Discussion followed asking for more clarification on a number of items of guidelines for research award. Further work will be done by the committee in clarifying details.

More work needed
on guidelines for
research and scholar-
ship awards

VII. SIG Coordinator Report

- A. Kate Sandberg began reporting on the activities of all the SIGS.
 - 1. Advanced Reading SIG is very strong.
 - 2. Learning Center Management Network SIG is also strong.
 - 3. Computer SIG, Sally Conway's group, is also strong.
 - a. Sally reported she always had 35 people consistently showing up at the conference for the SIG.
 - b. She announced that Frank Christ has agreed to chair it for next year.

Most SIGS alive
and well

- c. The SIG will be set up for electronic communication, probably on the "Source" with parallel print available.
- d. The SIG would like to have an exhibit next year along with the publishers for browsing - but billed as an institute. Dave Caverly had input into this idea.
- e. Lucy suggested they get more information into print.

- 4. Critical Thinking/Problem Solving SIG is a problem.

Kate had established another chair.

- 5. Research SIG has had problems but wants to get started again.
- 6. Special Needs SIG is dead.

- B. Kate reported again about Patti Dozen's request for more structure on the SIG's.

Karen suggested drawing up sets of variable guidelines for several different models including alternate funding sources.

Beryl suggested guidelines include strategy for the next conference.

- C. Kate said she would write up some guidelines and send them to Carole to consider at the next board meeting.

VII. NADE Report

- A. Karen introduced Anita McDonald to the group and asked her to consider a Special National Task Force on Political Action.
- B. Anita reviewed the goals of NADE - concerns for the future:
 - 1. Political Action - NADE is on the agenda for the Missouri hearings on developmental education.
 - 2. Permanency of the Organization - looking into Washington D.C. as a site.

NADE goals
and concerns

3. Scholarship/Research Endowment

She said NADE ran into problems with this project because they had no history of non-profit status. Also considered will be a scholarship to the Kellogg Institute and a reserach/activity grant.

4. They have prepared fact sheets on issues for each chapter, reporting numbers, etc.

5. Preparing brochures.

6. Organizing new chapters.

7. Computer Task Force.

C. She reported that presently NADE is 1250 members strong with 19 chapters in 25 states. However, not all the local chapters belong to NADE. They have no paid accountant at present, but do pay for mailing service.

D. Link up of WCRLA-NADE on Political Action

1. Karen and Carole raised the question of such a cooperation. Anita seemed to agree.

2. She offered networking and a letter exchange.

3. Because California is a "bellweather state" NADE could benefit from WCRLA strength here.

4. Such a link would possibly discourage undesirable competition for members. Anita commented that there is sort of an unspoken honor system in relation to members in western states.

E. Dick expressed pleasure at the cooperation of NADE and WCRLA in Oregon and Idaho.

F. Anita responded to the motion on the Joint Placement Task Force by assuring the board that she would take it to her board. She expressed concern that the network (Placement Service) didn't have some way of identifying ethnicity of applicants for recruitment in jobs from EOP-AA Offices.

G. She reported that their meetings are in June, October, January, and at their Spring conference.

The meeting was adjourned at 6:50 p.m.

WCRLA
3RD GENERAL SESSION
April 8, 1984
San Jose, California

The meeting was called to order at 11:45 a.m.

- I. Introduction of Persons at Head Table.
- II. Delryn announced the sale of Dr. Cross's speech and the combining of the Journal in the Newsletter with the JCRL. She asked for submissions of papers from those who presented and also from those who didn't get accepted.
- III. Presidential Certificates
 1. Alan Frankel for the banner.
 2. Chuck Hunter - Conference Manager.
 3. Jacquie Grose - Coordinator of Chairpersons.
 4. Mitch Kaman - Conference Evaluation.
 5. Pat Heard - Newcomers' Activities
 6. Shirley Sloane - Audio Visual.
 7. Special Task Force Awards
 - a. Joint Placement Task Force - Sue Brown
 - b. Publications Task Force - Delryn Fleming
 - c. Elections Process Task Force - Betty Levinson

At this point Chuck Hunter thanked -

- 1) Evergreen College for audio-visual equipment
- 2) Shirley Sloane
- 3) Ann Roberts
- 4) Lydia Brinold
- 5) Kay Gardner
- 6) Charlotte Simpson
- 7) Bob Wassman
- 8) Rose Wassman
- 9) Pat Benner and her committee
 - a) Cathy Cooper
 - b) Martha Efford
- 10) Pat Hunter

WCRLA
3RD GENERAL SESSION
April 8, 1984

Karen resumed the awarding of Presidential Certificates:

8. Vince Orlando - Scholarship/Award investigation
9. Carrie Walker - Treasurer - balanced budget
10. Suzanne McKewon - Policies and Procedures Manual^e

IV. Carol introduced Dr. Spaulding who introduced the President of San Jose City College, Dr. Theodore Murguia.

V. Dr. Murguia spoke on the topic, "Quality Education and the Role of Essential Skills Programs."

VI. Installation of Officers

- A. Secretary - Suzanne continues in this second half of her term.
- B. Carrie Walker thanked the members for the opportunity to serve and encouraged everyone to run for office (Harold had to leave on an early flight and could not be installed.)
- C. Carole installed Beryl Brown as President-Elect. Beryl handed out her chit for recording mandatory 50 hours per year

She also challenged the membership to bring one other person with them who isn't at this conference to Denver in 1985!

D. Karen installed Carole as President.

VII. Denver Contingent - "I'd Rather Be in Denver"

The meeting was adjourned at 12:55 p.m.

WCRLA BOARD OF DIRECTORS MEETING

April 8, 1984
San Jose, California

Board Members Present: Karen Smith, President; Carole Bogue, President-Elect;
Carrie Walker, Treasurer; Suzanne McKewon, Secretary;
Dick Lyman, Past President

Others Present: Pat Benner, Political Action SIG; Chuck Hunter, San Jose
Conference Manager; Mike McHargue, Past Secretary; Theria
Beverly, MAAC Chairman; Jane Hopper, Newsletter Editor;
Beryl Brown, President-Elect; Janice Lewis, Calif. State
University, Fullerton

The meeting was called to order by President Karen Smith at 1:10 p.m.

I. Political Action - SIG

- A. Pat Benner handed out the agenda from her SIG group (Attachment AA).
 - B. She suggested that the Newsletter publish articles relating to political activity on a national scope. She said she would welcome clippings from local newspapers.
 - C. She described her guest speaker, LaNor West, from Long Beach City College, and described the strategy of advocating many candidates but educating them on educational issues. She also highlighted other issues in dealing with political, e.g. learning to speak the jargon of A.D.A. (average daily attendance).
 - D. Karen suggested that Pat encourage members doing pilot programs with positive results to write up results in terms of money generated and present to their college. She offered to write up an article on how to include information in reports that administrators and legislators would want to know.
 - E. Pat strongly advocated changing the emphasis in communicating with people who don't now necessarily agree with our interests. It should be positive.
 - F. She also suggested the thrust of the message to the public should not be to the media to bemoan low salaries, but to point out benefits in terms of saved welfare costs, etc.
- Suggestions to strengthen PAC groups

G. She also suggested collecting funds from education suppliers and setting up an endorsement fund within the organization.

II. Mike McHargue thanked the board and Chuck for a great conference and the chance to come back and attend.

III. Preliminary Conference Report

A. Chuck handed out his preliminary report.
(Attachment BB)

B. Exhibitors - Chuck expressed concern that exhibitors felt that companies' expenses were too high for exhibiting 2 days. He suggested next year only 1 day, possibly Friday, could be designated at Publisher's Exhibits with the breakfast Friday morning.

Computerized
registration
suggested for
1985 conference

C. Chuck recommended a computerized registration program for next year. Chuck was directed by Carrie to have all income, receipts, etc., sent to Chuck rather than to her.

Policy needed on
refunds at conference

D. He was concerned with the number of refunds for the brunch that were made and strongly encouraged communicating better to the registrar the policy on refunds.

Summer Board
Meeting set

E. Dates for the Summer Board meeting were set for July 27-29, 1984 at the Sheraton Lakewood Hotel near Denver.

(M) Smith:

Outgoing Treasurer
to be ex-officio
board member and
advisor of the
audit committee
for his/her successor

(S) McKewon: The outgoing Treasurer be considered an ex-officio member of the board to serve one year as advisor to the new Treasurer and to attend the Fall board meeting and also to serve as advisor of the audit committee at the close of the fiscal year following his/her term of office.

(PASSED)

It was agreed that the books should be audited at the close of the fiscal year and the current Treasurer should not be on the audit committee auditing his/her own books.

(M) Smith:

Audit Committee

(S) (McKewon): The audit committee be appointed by the President from among the members near the site of the interim (Fall) board meeting (the first face-to-face board meeting of the new fiscal year) and be available to conduct the audit during that board meeting.

(PASSED)

IV. Minority Affairs Advisory Committee Report

MAAC committee
has new leader-
ship

- A. Theria reported on the goals set at the MAAC committee meeting during the conference. One goal was to change the committee's name to "Multicultural Affairs Committee."
- B. Karen welcomed Theria to the board meeting and asked that she make sure she has in her committee chair's notebook a copy of all the duties agreed to by the board last September.
- C. Theria said she would like to strengthen the MAAC goals by assigning specific duties to members for accomplishing.

V. Bylaws Committee

Patti Glenn to
chair Bylaws
committee

- A. Carole announced that Patti Glenn of New Mexico State University will chair the bylaws committee.

The meeting was adjourned at 3:15 p.m.

WCRLA BOARD MEETING

San Jose, California

April 3-8, 1984

A G E N D A

- | | | |
|----------------------|--------------|--|
| Tuesday
April 3 | 6:00-9:00pm | <ol style="list-style-type: none"> 1. Conference Update - Bogue/Hunter 2. Presentation of WCRLA Banner - Frankel/Smith 3. Long & Outstanding Service to WCRLA Award - Smith 4. Brief State Projects Update - Lyman 5. Secretary's Report - McKewon 6. Treasurer's Report - Walker 7. President's Report - Smith 8. |
| Wednesday
April 4 | 9:00-12:30pm | <ol style="list-style-type: none"> 1. Yamomoto Affair - Smith 2. Joint Placement Task Force Report - Brown/Bogue 3. Development of "Officer Guidelines" - Smith/McKewon 4. Policy on WCRLA Consultants - Bogue 5. Microfiche Minutes Proposal - McKewon 6. |
| | 1:30-5:00pm | <ol style="list-style-type: none"> 1. Guidelines for Funding State Org. - Lyman 2. WCRLA Workers File on Apple - Smith 3. MAAC Report - Montgomery 4. Elections Process Report & Action - Levinson/O'Dell 5. Election 1984-85 - Levinson 6. |
| | 7:00-9:00pm | <ol style="list-style-type: none"> 1. Newsletter Report - Hopper 2. Journal of Reading & Learning Report - Fleming 3. Journal Report - O'Hear 4. Message to State Meetings from Board 5. |
| Thursday
April 5 | 3:00-4:30pm | <ol style="list-style-type: none"> 1. 1985 Conference Update - Conway, Faulkner 2. 1986 Conference ? - Faulkner 3. Summer Institute 1985 - Matlock 4. |
| Friday
April 6 | 8:00-10:00am | <ol style="list-style-type: none"> 1. Archives - Purdy 2. LAC Management SIG - Dozen 3. Basic Reading SIC - Johnen 4. Placement Bureau - Schlender 5. |
| Saturday
April 7 | 4:00-6:30pm | <ol style="list-style-type: none"> 1. Advanced Reading SIG - Phillips 2. Awards - Orlando 3. SIG Organization Report - Sandberg 4. |
| Sunday | 1:00-3:00pm | <ol style="list-style-type: none"> 1. Political Action SIG - Benner 2. Preliminary Conference Wrapup - Bogue/Hunter 3. Unfinished 1983-84 Business - Smith 4. New Business 1984-85 - Bogue |

PROGRAM CHAIR'S ACCOUNTING RECORD FOR 1984

Attachment B

EXPENSES
UNDER/⟨OVER⟩
PROJECTIONACCOUNT BALANCE
EXPENSES UNDER/⟨OVER⟩
INCOME

ACCOUNT	ACCOUNT NAME	BUDGETED	EXPENDED	INCOME PROJECTED	ACCTUAL INCOME	HOW PAID	EXPENSES UNDER/⟨OVER⟩ PROJECTION	ACCOUNT BALANCE EXPENSES UNDER/⟨OVER⟩ INCOME
P.C.	Pre-conf. Expenses	500.00	-0-				500.00	
P.C.	Printing- call to conf. (2500)	170.00	-0-				170.00	
SJCC	Printing- call to conf. (2500)		(-0- Paid by SJCC)					
P.C.	Paper (tan)	350.00	183.27				166.73	
P.C.	Second call to conf. (3500)		-0-					
SJCC	Second call to conf. (3500)		(140.10 Paid by SJCC)					
P.C.	Printing- conf. brochure (1900)	800.00	-0-				800.00	
SJCC	Printing- conf. brochure (1900)		(79.75 Paid by SJCC)					
P.C.	Printing- programs	1000.00	900.00				100.00	
P.C.	Misc. printing	100.00	-0-				100.00	
SJCC	Misc. printing		(9.40 Paid by SJCC)					
P.C.	Adver./ journals	550.00	484.00				66.00	
P.C.	Postage- call to conf.	130.00	-0-				130.00	
SJCC	Postage- call to conf.		(30.00 Paid by SJCC)					
P.C.	Institutes expenses	400.00						

ACCOUNT	ACCOUNT NAME	BUDGETED	EXPENDED	INCOME PROJECTED	ANNUAL INCOME	HOW PAID	EXPENSES UNDER/(OVER) PROJECTION	ACCOUNT BALANCE EXPENSES UNDER/ (OVER) INCOME
P.C.	Postage- second call to conf.	180.00	-0-				180.00	
SJCC	Postage- second call to conf.		(86.58 Paid by SJCC)					
P.C.	Postage- conf. brochure	130.00	-0-				130.00	
SJCC	Postage- conf. brochure		(138.45 Paid by SJCC)					
P.C.	Postage- post-conf.	80.00						
P.C.	Postage- Misc.	100.00	-0-				100.00	
SJCC	Postage- Misc.		(4.69 Paid by SJCC)					
P.C.	Speakers'- honoraria	800.00	400.00-P. Cross-paid by WCRLA 200.00-Murguia (balance to be paid by Media Systems)				200.00	
P.C.	Speakers' expenses	800.00	400.00-P. Cross-paid by WCRLA -0- Murguia (balance to be paid by Media Systems)				400.00	
P.C.	Program committee	200.00	157.83				42.17	
P.C.	Student typists	315.00	145.37				169.63	
P.C.	Conf. phone calls	100.00	-0-				100.00	
P.C.	Misc. mailing labels	100.00	15.23				84.77	
P.C.	Board contr. to banquet	600.00						
P.C.	Pub. Cont. breakfast	910.00						

Western College Reading Assn./ Conf. Acct.

STCC-ASB ACCT #3261

as of 3/31/84

Attachment B-1

Prepared By	Initials	Date
Approved By		

Form H553 Buff - Form G553 Green

			(1)	(2)	(3)
			Expenses	Income	Balance
1	4/8/83	Deposit / Board Advance		1000-	1000-
2	10/7	Blake, Moffitt, & Lowne (papers)	183.27		816.73
3	10/20	L. Decm (mailing labels)	15.23		801.50
4	11/29	C. Bogue - (Program committee)	157.83		643.67
5	12/12	Internat Reading Assn. (adv)	250-		393.67
6	12/12	Center for Dev. Ed (adv.)	234-		159.67
7	4/7	Deposit from STCC LA		1000-	1159.67
8	2/23	Jane Kellers (typing)	36.80		1122.87
9	2/24	Gynn's Secretarial Service (typing of programs)	10.857		1014.30
10	3/21	Petersen & Son Lithography (print programs)	90.0-		114.30
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					

-THIRD DRAFT-

SUBJECT: Guidelines for Funding of Special Projects

These guidelines have been adopted to assist State/Province Directors in requesting funds which are regularly set aside for activities beyond those covered by the regular State/Province Director allocation. All funds will be allocated by the Board based on the best interests of WCRLA and the general membership as determined by the Board. Requests for funds should be made with consideration for the needs of the state/province WCRLA membership as well as the best interests of the organization as a whole.

Generally, funding requests are submitted prior to the Fall Board meeting when the annual budget is established. Requests should generally be submitted to the President with a copy to the Coordinator of State/Province Directors prior to August First of each year. However, specific deadlines should be set each year based on the timing of the Fall Board meeting.

1. Requests for funds for special projects should be submitted on a "WCRLA Funding Request Form," available from the Coordinator of State/Province Directors or the President. They must include a clear statement of the specific purposes for which the funds will be used. Requests should include an itemized budget. Generally one request and a maximum of \$1,000 will be granted to any Director in a given year.
2. When supplementary funds from other sources are to be used, this should be indicated and included in any budget that is submitted.
3. Whenever practical, alternative sources of funds should be utilized. Participation in professional organizations such as WCRLA is a legitimate function of professional development and as such is frequently included in college budgets. Such institutional funds should be used before WCRLA funds are expended. All things being equal, requests indicating shared funding from sources other than WCRLA will be given preference in allocating special project funds.
4. Regular allocations should be used to pay for normal expenses of State/Province Directors, but can be used to supplement funds for special projects. No Director should feel obligated for personal financial responsibility for WCRLA activities except through personal choice. Under normal circumstances, however, WCRLA funds should not be used as compensation for the services of any WCRLA member, such services should be considered as voluntary and as a professional responsibility.

Guidelines
Page 2

5. WCRLA funds may be used to reimburse travel and incidental expenses for guest speakers. Under normal conditions however, WCRLA funds should not be used for speaker honoraria or for costs of local arrangements. These are the responsibility of local organizations.

6. Directors are encouraged to develop functioning state/province organizations and to create funding sources for such local organizations. Primary funding sources include local institution funds and registration fees for state/province or regional meetings. WCRLA special project funds may be considered "seed money." When it is appropriate such funds should be repaid to WCRLA. All things being equal, proposals for "seed money" will be given priority over requests for grants.

7. Projects eligible for funding may include but not be limited to the following:

- A. Special expenses for local conferences, especially requests for "seed money" to plan or initiate such conferences.
- B. Special expenses to communicate with the membership, such as a newsletter or state/province directory.
- C. Development of state/province organizations.
- D. Special local membership recruitment projects.

8. Upon completion of a special project a summary report is required. This report should, if possible, be presented to the Board at the Annual Conference. Included in the report shall be an accounting of funds used. No reimbursement will be made unless receipts or other appropriate verification is presented.

Mid-Year Report of the Treasurer of the
Western College Reading and Learning Association
for the period
July 1, 1983 - March 1, 1984

Prepared for the Board of Directors' Meeting at the
Annual Conference in San Jose, Calif.
April 3-5, 1984

by
Carolyn Walker

WCRLA Operating Budget
July 1, 1983 - June 30, 1984
(set Sept. 18, 1983)

CATEGORY	ITEM	REQUESTED	APPROVED
Board of Directors	Meetings	\$2000	\$1600
	Secretary	\$ 300	\$ 300
	Treasurer	\$ 600	\$ 600
	President	\$ 300	\$ 300
	Conference Calls	\$ 400	\$ 400
	Supplies	\$ 500	\$ 500
	Special Expenses	--	\$ 600
		<u>\$4100</u>	<u>\$4300</u>
Oxford Mailing	Mail Service & Membership	--	\$2000
Publications	Newsletter	\$4310	\$4900
	Journal	\$2850	\$1850
	Proceedings /Journal	\$4756	\$4710
		<u>\$11916</u>	<u>\$11460</u>
Committees	Awards/Scholarships	\$ 570	\$ 570
	By-Laws/Archives	--	\$ 100
	Conference Site Selection	--	\$ 100
	MAAC	\$ 350	\$ 500
	Nominating	\$ 35	\$ 100
	Placement	\$ 200	\$ 150
		<u>\$1155</u>	<u>\$1520</u>
Task Force	Elections Process	--	\$ 100
	Placement/Joint w/NARDSPE	\$ 705	\$ 100
		<u>\$ 705</u>	<u>\$ 200</u>

CATEGORY	ITEM	REQUESTED	APPROVED
Special Interest Groups	Organization	\$ 20	\$ 20
	Adv. Rdg. Comp.	--	0
	Basic Reading	\$ 75	\$ 75
	Computers	--	0
	Critical Thinking	--	0
	LAC Mgt.	\$ 465	\$ 300
	Political Action	\$ 200	\$ 200
	Research	--	0
	Sp. Needs Students	--	0
		<u>\$ 760</u>	<u>\$ 595</u>
State Organizations	Coordinator	\$ 500	\$ 700
	S.D. Luncheon (Conf.)	\$ 250	\$ 250
	Allotments/ea. S.D.	\$1200	\$1200
	Sp. Requests: CO	\$ 650	\$ 250
	ID	\$ 90	\$ 40
	N. CA.	\$ 200	\$ 200
	OR	\$ 200	\$ 50
	S. CA.	\$ 350	\$ 350
	TX	0	0
		<u>\$3440</u>	<u>\$3040</u>
Summer Institute	Planning	--	0
TOTALS		\$22076	\$23115

EXPENDITURES

1983-84 WCRLA Operating Budget
 (July 1, 1983-March 1, 1984)

Board of Directors

	BUDGETED	SPENT (through March 1)	BALANCE
<u>Meetings</u>	\$1600	Aug. 11, 1983. \$132 to Dick Lyman for three nights hotel expenses last year at NARDSPE in Little Rock.	\$466.55
		Sept. 16 - \$116.66 to Hyatt San Jose. Board dinner for six people.	
		Sept. 17 - \$73.03 to Hyatt San Jose. Lunch for Board & invited guests.	
		Sept. 17 - \$126.96 to Pacific Fish Co. Dinner for nine people (Board and guests).	
		Sept. 18 - \$39.30 to Hyatt Hotels. Lunch for Board during meeting.	
		Sept. 26 - \$309 to Karen G. Smith for airfare and mileage for San Jose Board Meeting, Sept. 16-18, 1983.	
		Sept. 26. \$158 to Suzanne McKewon for San Jose Board Meeting (airfare).	
		Sept. 28. \$178.50 to Lucy McDonald for airfare and phone call WCRLA Board Meeting in San Jose.	
		Subtotal: \$1133.45	

	BUDGETED	SPENT(through March 1)	BALANCE
<u>Secretary</u> (McKewon)	\$ 300	<p>* May 9 - \$200 advance to Suzanne McKewon to pay her '83-'84 secretary's expenses.</p> <p>Subtotal: \$ 200</p>	\$ 100
<u>Treasurer</u> (Walker)	\$ 600	<p>July 7 - \$38.07 to LAC, Stanford, for phone, postage and copying.</p> <p>**Sept. 19 - \$250 to Professor Richard P. Kubelka for mathematics/accounting consulting on 1982-83 Treasurer's Report.</p> <p>Jan. 10 - \$62.85 to Cooper, Jensen, & Morrow, P.A. for tax preparation services.</p> <p>Jan. 18 - \$96.74 to Stanford LAC for postage, copying and phone for the period July 1, 1983-Dec. 31, 1983.</p> <p>Subtotal: \$ 197.66</p>	\$ 402.34
<u>President</u> (Smith)	\$ 300	<p>July 5 - \$62.53 WCRLA brochures and mailing (Oxford).</p> <p>Oct. 24 - \$15.96 to Oxford mailing for sending material to D. McGinty and S. Deese.</p> <p>Dec. 5 - \$26.19 to Cruces Trophy for President's plaque.</p> <p>Jan. 20 - \$8.00 for photocopying bank statements for IRS reports.</p> <p>Subtotal: \$ 112.68</p>	\$ 187.32

* Although paid in the 1982-83 fiscal year, this is an expense of the 1983-84 budget.

** Although paid in the 1983-84 fiscal year, this is an expense of the 1982-83 budget and is thus deducted from 1983-84 reserves.

	BUDGETED	SPENT (through March 1)	BALANCE
<u>Conference Calls</u>	\$ 400	<p>Oct. 11 - \$190.26 to Center for Learning Assistance, N.M.S.U. Two conference calls by Karen Smith, President.</p> <p>Jan. 20 - \$121.29 to Center for Learning Assistance, N.M.S.U. for conference call Board Meeting.</p> <p>Subtotal: \$ 311.55</p>	\$88.45
<u>Supplies</u> (Stationery, brochures banner, President's awards)	\$ 500	<p>Oct. 17 - \$103.22 to R.B. Printing [\$136 - 32.78 = \$103.22]; \$32.78 = UPS charge for mismailed brochures.</p> <p>Oct. 31 - \$13.31 to Oxford Mailing for printing 300 invoices.</p> <p>Nov. 25 - \$8.12 for check order.</p> <p>Jan. 18 - \$183.68 to R.B. Printing for 1000 brochures and inserts.</p> <p>Subtotal: \$ 308.33</p>	\$191.67
<u>Special Expenses</u>	\$ 600	<p>July 19 - \$6.00 to N.M. State Corporation Committee (K. Smith).</p> <p>Aug. 2 - \$55.00 to N.M. State Corporation Committee (K. Smith).</p> <p>Subtotal: \$ 61.00</p>	\$539.00
TOTALS: (Board of Directors)	\$4300	\$2324.67	\$1975.33

	BUDGETED	SPENT (through March 1)	BALANCE
	\$2000	<p>July 12 - \$643.02 for June membership maintenance and postage.</p> <p>Aug. 8 - \$302.61 for July membership maintenance.</p> <p>Sept. 14 - \$231.13 for Aug. membership maintenance.</p> <p>Nov. 8 - \$245.90 for Sept. and Oct. membership maintenance.</p> <p>Jan. 10 - \$63.95 for Dec. membership maintenance.</p> <p>Feb. 3 - \$11.70 for service providing 480 labels of WCRLA membership list for Scott, Foresman & Co.</p> <p>Feb. 13 - \$11.50 to process sale of mailing list (labels) to Dr. Rona Flippo at Univ. of Wisconsin.</p> <p>Feb. 16 - \$248.33 for Nov., Dec., Jan., membership maintenance.</p> <p>Feb. 16 - \$156.29 to print 1000 renewal notices and 500 final renewal notice envelopes and typeset and paste-up.</p> <p>Feb. 16 - \$127.46 to mail March renewal notice to 364 plus postage.</p> <p>Subtotal: \$ 2041.89</p>	-\$41.89
TOTALS (Oxford Mailing Service/Membership)	\$2000	\$2041.89	-\$41.89

Publications

	BUDGETED	SPENT (through March 1)	BALANCE
<u>Newsletter</u>	\$4900	*June 30 - \$1133.04 to Time Business Forms for 16-page Newsletter.	\$ 785.70
		July 5 - \$270.56 to mail summer newsletter and spring journal (Oxford Mailing).	
		Oct. 7 - \$110 to Jane Hopper for round-trip airfare to San Jose for Sept. Board Meeting.	
		Oct. 7 - \$175.85 to Oxford Mailing for Fall Newsletter and Journal.	
		Oct. 24 - \$1158.62 to Time Business Forms for 16-page newsletter.	
		Dec. 14 - \$1168.04 to Time Business Forms for 15-page newsletter.	
		Dec. 14 - \$ 98.19 to Oxford Mailing for mailing winter newsletter.	
		Subtotal: \$4114.30	
<u>Proceedings/Journal</u>	\$4710	Aug. 8 - \$2400 to printer (Don Girard) for 15th Annual <u>Proceedings</u> .	\$ 510.00
		Nov. 28 - \$1800 for 16th WCRLA Conference Journal. Progress billing to Don Girard.	
		Subtotal: \$4200.00	

* Although paid in the 1982-83 fiscal year, this is an expense of the 1983-84 budget.

	BUDGETED	SPENT (through March 1)	BALANCE
<u>Journal</u>	\$1850	*April 21 - \$1000 advance to Mike O'Hear for Journal expenses. Nov. 8 - \$500 advance for printing and postage to Mike O'Hear. Feb. 15 - \$150 to Mike O'Hear. Subtotal: \$1650.00	\$ 200
TOTALS (Publications)	\$11460	\$9964.30	\$1495.70

* Although paid in the 1982-83 fiscal year, this is an expense of the 1983-84 budget.

Committees

	BUDGETED	SPENT (through March 1)	BALANCE
<u>Conference Site Selection</u>	\$ 100		\$ 100
<u>Placement</u>	\$ 150		\$ 150
<u>Minority Affairs</u>	\$ 500	Oct. 25 - \$159.06 to Miranda Montgomery for one night and airfare to attend San Jose Board Meeting in September.	\$ 340.94
<u>Bylaws/Archives</u>	\$ 100		\$ 100
<u>Nominating</u>	\$ 100	Sept. 13 - \$43.40 to Betty Levinson for phone calls.	\$ 56.60
<u>Awards/Scholarship</u>	\$ 570	Oct. 26 - \$796 to Allstate Savings to open new account for Scholarship Fund. (See page 16.)	\$ 570
TOTALS (Committees)	\$1520	\$202.46	\$1317.54

Task Forces

	BUDGETED	SPENT (through March 1)	BALANCE
<u>Publications</u>	0	Sept. 14 - \$8.32 to Delryn Fleming for phone calls for task force.	-\$ 8.32
<u>Elections Process</u>	\$100		\$100
<u>Placement/Joint with NARDSPE</u>	\$100	Feb. 14 - \$103.79 to Center for Learning Assistance, N.M.S.U., Las Cruces. WCRLA-NARDSPE Placement Task Force Conference call (Brown, Reed, Kaman, Buchanan & Shelton).	-\$ 3.79
TOTALS (Task Forces)	\$200	\$112.11	\$ 87.89

Special Interest Groups

	BUDGETED	SPENT (through March 1)	BALANCE
<u>Organization</u>	\$ 20		\$ 20
<u>Adv. Rdg. Comp.</u>	0		0
<u>Basic Reading</u>	\$ 75		\$ 75
<u>Computers</u>	0		0
<u>Critical Thinking</u>	0		0
<u>LAC Management</u>	\$300	*May 20 - \$200 to Patti Dozen for LAC Management Network SIG start-up money.	\$100
<u>Political Action</u>	\$200	Aug. 11 - \$200 to Pat Benner per Dick Lyman's authorization.	0
<u>Research</u>	0		0
<u>Special Needs Students</u>	0		0
TOTALS: (Special Interest Groups)	\$595	\$400	\$195

* Although paid in the 1982-83 fiscal year, this is an expense of the 1983-84 budget.

State Organizations

	BUDGETED	SPENT (through March 1)	BALANCE
<u>Coordinator</u> (Lyman)	\$ 700	Oct. 18 - \$22.45 to Oxford Mailing Service (Lyman).	\$677.55
<u>S.D. Luncheon</u> (Conf.)	\$ 250		\$250
<u>Allotments/ea.</u> <u>State Director</u>	\$1200		\$1200
<u>Special Requests:</u>			
Colorado:	\$ 250	*May 19 - \$50 advance for State Director's allotment 83-84 to P. Mulcahy.	\$ 79.15
		Jan. 10 - \$120.85 for guest speaker expenses at Colorado State Conference (to P. Mulcahy).	
Idaho:	\$ 40		\$ 40
N. California:	\$ 200		\$200
Oregon:	\$ 50		\$ 50
S. California:	\$ 350	Aug. 11 - \$14.15 to Oxford Mailing for N. Deatsch's request for print-out of members and letterhead and postage.	\$335.85
Texas:	0		0
<u>Coordinator from</u> <u>last year (Faulkner)</u>	0	Sept. 13 - \$104.01 to Oxford Mailing Service by Ann Faulkner to mail Expertise Network Brochure.	\$398.02
		Sept. 13 - \$294.01 to Ann Faulkner for printing and mailing 1000 copies of the Expertise Network.	
TOTALS: (State Organizations)	\$3040	\$605.47	\$2434.53

* Although paid in the 1982-83 fiscal year, this is an expense of the 1983-84 budget.

Summer Institute

	BUDGETED	SPENT (through March 1)	BALANCE
	0		0

1983-84 OPERATING	\$23,115	\$15650.90	\$7464.10
BUDGET TOTALS: (Exclusive of Conference Expenditures)			

Conference 1984

BUDGETED	SPENT (Through March 1)	BALANCE
0	*May 23 - \$1000 advance to Carol Bogue for S.J. Conference 83- 84	-\$2058.65
	July 21 - \$29.30 to Oxford Mailing.	
	Dec. 14 - \$29.35 to Oxford Mailing.	
	Feb. 3 - \$1000 advance to Carol Bogue for conference.	

* Although paid in the 1982-83 fiscal year, this is an expense of the 1983-84 budget.

INCOME 1983-84
(excluding interest income)

Deposits (7-1-83 to 3-1-84)

7-5-83	Dues:	430.00	
	Proceedings:	<u>24.00</u>	
		454.00	subtotal
7-8-83	Dues:	510.00	
	Proceedings:	<u>8.00</u>	
		518.00	subtotal
7-13-83	Dues:	100.00	
	Proceedings:	<u>40.00</u>	
		140.00	subtotal
8-1-83	Dues:	260.00	
	Proceedings:	<u>48.00</u>	
		308.00	subtotal
8-29-83	Dues:	460.00	
	Proceedings:	<u>84.00</u>	
	Other:	<u>151.50</u>	
		695.50	subtotal
9-19-83	Dues:	425.00	
	Proceedings:	<u>90.50</u>	
	Exhibitors:	<u>150.00</u>	
		665.50	subtotal
9-23-84	Dues:	100.00	
	Proceedings:	<u>13.00</u>	
		113.00	subtotal
9-26-83	Royalty on Mailing List:	<u>14.54</u>	subtotal
	(Jossy-Bass)		
9-28-83	Portland Conference	<u>583.26</u>	subtotal
10-17-83	Dues:	250.00	
	Proceedings:	<u>84.00</u>	
		334.00	subtotal
11-17-83	Dues:	675.00	
	Proceedings:	<u>115.00</u>	
	Exhibitors:	<u>300.00</u>	
		1090.00	subtotal

11-29-83	Exhibitors:	<u>350.00</u> subtotal
12-8-83	Dues:	450.00
	Proceedings:	89.00
	Exhibitors:	<u>150.00</u>
		<u>689.00</u> subtotal
1-9-84	Dues:	350.00
	Proceedings:	24.00
	Other:	<u>25.56</u>
		<u>399.56</u> subtotal
1-10-84	WCRLA Network Listing (P. Mulcahy)	<u>2.00</u> subtotal
2-8-84	Dues:	975.00
	Proceedings:	<u>83.00</u>
		<u>1058.00</u> subtotal
2-21-84	Dues:	895.00
	Proceedings:	158.00
	Other (labels):	<u>26.41</u>
		<u>1079.41</u> subtotal

Summary

Total Dues:	5880.00
Total Proceedings:	860.50
Total Other:	220.01
Total Exhibitors:	950.00
Total Portland Conference:	<u>583.26</u>
	\$8493.77

Summary of Banking Activity

Checking Account

Cash on hand in checking account (7/1/83)	\$4824.92
Transfer to checking from savings at San Francisco- Federal Savings & Loan (10/24/83)	\$4000.00
Withdrawal to establish scholarship fund at Allstate Savings, now called Sears Savings Bank (10/26/83)	(\$ 796.00)
Transfer to checking from savings at San Francisco Federal Savings & Loan (2/7/84)	\$5000.00
Non-interest income (Dues, Proceedings, Exhibitors, Portland Conference and Misc.)	\$8493.77
<hr/>	
Subtotal	\$21522.69
Expenditures - Operating Budget	(\$15650.90)
Monies advanced from checking account during 1982-83 to 1983-84 Operating Budget (\$2583.04) and 1984 Conference (\$1000.00)	\$ 3583.04
Expenditures for 1984 Conference	(\$ 2058.65)
Expenses for 1982-83 Budget (taken from reserves)	(\$ 250.00)
Advances to 1984-85 Budget	(\$ 0)
<hr/>	
Subtotal:	(\$14376.51)
Checking Account (balance as of 3/1/84)	\$ 7146.18

Savings Account at San Francisco Federal Savings and Loan

Cash on hand in savings account (7/1/83)	\$21,072.19
Funds transferred to cover checking account needs (10/24/83)	(\$ 4,000.00)
Funds transferred to cover checking account needs (2/7/84)	(\$ 5,000.00)
Interest income: 7/1/83 - 12/31/83	\$ 899.97
Interest income: 1/1/84 - 3/1/84	\$ 231.67

Total interest accrued \$ 1,131.64

Total in savings account \$13,203.83
as of 3/1/84

Savings Account at Allstate (Sears Savings Bank) for the Scholarship Fund

Initial deposit from checking account to open Scholarship Fund:

- (1) \$168 from San Diego Conference 1981-82
- (2) \$128 from Portland Conference 1982-83
- (3) \$500 allocated to Scholarship Fund by Board out of
1983-84 Operating Budget.

[Check written 10/26/83; account opened 12/5/83]	\$796.00
--	----------

Interest from 12/5/83 to 3/1/84	\$ 18.22
---------------------------------	----------

Total in savings account on 3/1/84	\$814.22
---------------------------------------	----------

Balance Sheet

Operating Budget set 9/18/83	\$23115.00
Non-Conference Expenditures 7/1/83 - 3/1/84	\$15650.90

Balance of Operating Budget	\$ 7464.10
-----------------------------	------------

Reserves (1983-84)

Total end of 82-83 assets: \$25,897.11	
less 83-84 Operating Budget: (\$23,115.00)	\$ 2782.11
1984 Conference Expenditures 7/1/83 - 3/1/84	(\$ 2058.65)
Expenses from last year (82-83)	(\$ 250.00)
Advances from last year's budget (82-83)	\$ 3583.04

Balance of 1983-84 reserves	\$ 4056.50
-----------------------------	------------

Non-interest income 7/1/83 - 3/1/84	\$ 8493.77
-------------------------------------	------------

Interest income 7/1/83 - 3/1/84	
S.F. Federal Savings & Loan	\$ 1131.64
Allstate (Sears Savings Bank)	\$ 18.22

Total income	\$ 9643.63
--------------	------------

TOTAL ASSETS (sum of the above)	\$21,164.23
---------------------------------	-------------

Distribution of Assets:

Checking Account:	\$ 7146.18
S.F. Savings & Loan	\$13203.83
Account	
Allstate (Sears Sav-	\$ 814.22
ings Bank)	

TOTAL	\$21,164.23
-------	-------------

Accounts Receivable as of 3/1/84

\$ 4008.08

(1) \$ 690.08 from Lucy MacDonald from 1983 Conference in Portland.

(2) \$3318.00 from Donald Yamamoto, 1980-81 and 1981-82 WCRLA Treasurer.



**Western
College
Reading &
Learning
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

March 23, 1984

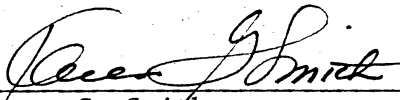
M E M O R A N D U M

RE: Yamamoto Affair
Cooper, Jensen and Morrow, P.A.

The statement for services from Cooper, Jensen and Morrow (dated 2/25/84, attached) includes all services which were necessitated by Don Yamamoto's failure to complete final WCRLA treasurer's reports or file non-profit corporate tax returns for 1981 and 1982. Because of the problems which arose in completing the accounting records for those two years, WCRLA elected to have Cooper, Jensen and Morrow modify and finalize the accounting for 1983 and file with the IRS for 1983 also.

The accountant estimates the cost of the accounting and filing for 1983 alone to be \$250. WCRLA will absorb that as a Board of Directors' expense and will deduct that amount from the total bill to Don Yamamoto.

Cooper, Jensen and Morrow	\$1005.60
less 1983's reports	<u>250.00</u>
Due from Yamamoto to reimburse WCRLA for accountant's expenses	\$ 755.60



Karen G. Smith
President, WCRLA

KGS:mp
Att:

MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

COOPER, JENSEN & MORROW, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

SUITE 410
FIRST NATIONAL TOWER
LAS CRUCES, NEW MEXICO 88001
505-523-5521

AMT. ENCLOSED \$ _____

UCRLA - Karen Smith
P.O. Box 4576
Whittier, California
90607

CLIENT NO: 237

THIS STATEMENT REFLECTS
SERVICES THRU 02/25/84

PAYMENT RECEIVED AFTER THIS DATE
WILL APPEAR ON NEXT MONTHS STATEMENT.

TURN TOP PORTION WITH REMITTANCE
TURN BOTTOM PORTION FOR YOUR RECORDS

COOPER, JENSEN & MORROW, P.A.
CERTIFIED PUBLIC ACCOUNTANTS

STATEMENT

DATE	SERVICE	AMOUNT
	PREVIOUS BALANCE:	\$1.00
	Completion of accountant records and preparation of non-profit corporation tax returns for the years ended June 30, 1981, 1982, and 1983	
	Communications with IRS agents regarding the delinquent returns	
	Conferences with management pertaining to the returns and funds withdrawn by former treasurer	260.00
	Sales tax	45.60
	NEW CHARGES:	\$1,005.60
	NEW BALANCE:	\$1,005.60

*pd 5/11/84
ck # 234*

CURRENT	31-60 DAYS	61-90 DAYS	OVER 90 DAYS



**Western
College
Reading &
Learning
Association**


RECEIVED MAR 3 1984

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

March 21, 1984

M E M O R A N D U M

TO: Board of Directors
FROM: Karen 
RE: Joint Placement Task Force Recommendations

This is an item for Board consideration during our April meetings. Please read it over and be prepared to discuss WCRLA action. I will have a report on NADE's (NARDSPE's) decision regarding this same proposal. Be sure to bring this copy with you to the Board meeting.

KGS:mp
Att:

CENTER FOR LEARNING ASSISTANCE

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

March 5, 1984



M E M O R A N D U M

TO: Curtis Miles
Karen Smith ✓

FROM: Sue Brown *SB*

RE: Recommendations of the Joint NADE/WCRLA Placement
Task Force

After surveying a variety of placement possibilities the Joint NADE/WCRLA Task Force would like to submit the attached recommendations for consideration. If you have any questions, please contact me or any of the task force members.

SB:mp
Att:

Recommendations of the Joint NADE/WCRLA
Placement Task Force

Chairperson: Susan Brown

Members: Dick Shelton
Harriette Buchanan
Mitch Kaman
Elaine Reed

The Joint NADE/WCRLA Placement Task Force has agreed upon the following recommendations:

1. WCRLA and NADE will set up their Joint Placement Service using a word processing computer program.
2. The placement service will be housed in the office of the Joint Placement Coordinator. (Dick Shelton, the current Placement Coordinator of NADE would be a logical Joint Placement Coordinator since he is in a placement office and has a similar system in existence.)
3. The placement service will be a bimonthly announcement of available positions by categories.
4. A joint placement committee with interested and committed members from both organizations will be responsible for locating available positions and forwarding the positions to the Joint Placement Coordinator.
5. The placement service will be advertised through the WCRLA and NADE newsletters and through a mailing to colleges and universities.
6. A student employee working one half day per week will be responsible for adding to and deleting from the job listings, printing them and mailing the listings to the subscribers.
7. A fee will be charged to placement users to cover the costs.
8. The Placement Coordinator for each organization will be responsible for other placement activities such as: workshops and/or articles on resume writing, cover letters, job searching interviewing, assessing skills, etc. In addition she/he will work with the Joint Placement Coordinator in advertising and gathering job announcements.
9. The Joint Placement Service will begin operations in late spring of 1984.
10. The Joint Placement Committee will survey the membership to determine the desirability of an electronic placement service where any member with access to a computer could peruse current job placement information or place position availability information on an electronic bulletin board for immediate response (see attached proposal by Elaine Reed, Cal State University, Long Beach).

11. The Joint Placement Service will be reevaluated at the end of each year to determine it's effectiveness and to recommend future directions.

Breakdown of Costs

Initial Setup	\$ 40.00
Word Processing Program	150.00
Student Employee 2 days per month at \$3.50 per hour	672.00
Advertising	300.00
Labels, paper, postage	covered by fees
<hr/>	
Total	\$ 1162.00
Each organization 1st year	581.00
Thereafter	486.00

Fee to users \$6 per six months

PROPOSAL

By Elaine Reed

That WCRLA and NADE cosponsor an electronic placement service so that any members with access to a computer can peruse current job placement information or, if they are administrators, can place position availability information on an electronic bulletin board (EBB) for immediate response.

The EBB will provide 24 hour placement information and can be funded from two possible sources: 1) a service fee to organizations who are seeking job applicants; and 2) a placement fee from members looking for positions. These fees are to be paid directly to WCRLA and NADE.

The cost of this service is prorated at \$20.00 monthly for 1 Mbyte of storage, with no charge for access time. In addition, the sponsoring organizations will be billed for installation and monthly service fee for one telephone line. As of January 1, 1984, this cost amounts to \$90.00 for installation and \$8.20 monthly line fee.

The allocation of 1 Mbyte storage will accommodate approximately 400 pages of data. Thus, at any one time, the EBB will support over 100 pages of job descriptions with the remainder of the space available for association announcements, position papers, electronic conferencing, or member data surveys.

Provisions can be made to write-protect data and to restrict access by account number and password. Frequency of access can be reported semi-annually to the association. An EBB user guide and position description forms for administrators will be made available to the associations for distribution to its members.

Notes

- Position description forms to be sent by registered mail (receipt request optional) to OPEN
- OPEN staff will enter data on EBB
- OPEN staff will write usage reports
- Association members seeking position information will pay telephone charges to EBB. A typical search is estimated to cost \$5.00

Proposal

Microfilming of Minutes of WCRLA Board Meetings

Suzanne McKewon
Secretary

April, 1984
WCRLA Conference
San Jose, CA

Rationale: Now that WCRLA board meeting minutes fill completely four large three-ring binders and a fifth has been started, the total set now is very cumbersome and heavy to bring to two annual meetings. The index is of no use to anyone but the Secretary who has the complete set. The index is copied annually and sent to all board members at some expense and is rarely, if ever used. Microfilming the entire set of minutes would give every board member his/her own set to use along with the index or just to peruse for background on a given issue. This would also give new board members an invaluable historical perspective into to organization. An annual addition of one microfiche would be sent prior to the Conference to bring all copies up to date. The microfiche would be compatible with readers designed to be used with ERIC documents. Copies could be made using those readers so designed to accommodate this. Such readers would likely be available in the school libraries and education centers of board members.

Cost: After checking with several microfilming services in San Diego, I found Micrographics, Inc., a contractor of the San Diego County Department of Education to be the most competitively priced. To film all approximately 2,000 original pages of minutes and to make 6 copies of the microfiche would cost from \$115-\$125. An annual addition of approximately 50 pages of minutes and 6 copies would cost an additional \$15. These could be mailed to the company from anywhere in the U.S. for the additional filming to be done. As many as 60 originals can be reduced to fit on one page of microfiche.

Secretary's Report

April, 1984

San Jose, California

Expenses

<u>Item</u>	<u>Date</u>	<u>Amount</u>
postage	10-4-83	13.44
postage	11-16-83	20.00
postage (no rec.)	1-5-84	20.00
postage	2-29-84	20.00
supplies	2-29-84	14.34
copies	11-16-83	3.81
copies	2-7-84	1.38
telephone	2-20-84	12.56
bank charges	thru March	<u>6.00</u>
		111.53
Balance 9-15-83		136.25
Interest		3.83
Petty cash		(15.87)
Expenses		<u>(111.53)</u>
On account		12.68

2 April 84 - preliminary copy wclal

page -1-

WCRLA Workers List Alphabetic A -> K

:A
Royce Adams
Chairperson Nominations Committee 1980-81
President 1976-77
President-elect 1975-76

Avis Agin
Arizona State Director 1972-73
Treasurer 1971-72

Rose Austin
article Journal 2(2), 1982

:B
Jane Ballack
Institute Conference 1981
Chairperson Placement Committee 1979-80

James Baugh
Treasurer 1979-80

Jan M. Baxley
Nevada State Director 1979-80, 1980-81

H.O. Beldin
Secretary 1970-71

June Belker
Publishers Exhibits Conference 1982

Gail Ziros Benchener
Chairperson Conference Graphics 1979-80

Pat Benner
Co-Chair Audit Committee 1983-84
Northern California State Co-Director 1983-84
Chairperson Political Action S.I.G. 1983-84
Chairperson Signs Committee for Conference 1984
article Newsletter VII 3, 1983

Theria Beverly
Nominations Committee 1984
Chairperson Minority Affairs Advisory Committee 1981-82, 1982-83
Awards Committee 1979-80

Dorothy Boehm
Entertainment Conference 1983

Carol Bogue

President 1984-85

President-elect 1983-84

article Newsletter VII 4, 1983

article Newsletter VII 3, 1983

article Journal 2(1), 1982

Institute Conference 1982

Chairperson Conference Exhibits 1979-80

Jacquelyn Bonner

Newcomer Functions Chair Conference 1983

Secretary 1978-79, 1979-80

Jim Bowers

Food Services Conference Committee 1981

Hunter Boylan

Keynote Speaker San Diego Conference 1982

Elizabeth Breen

Washington State Director 1979-80

Dorothy Brehm

Oregon State Co-Director 1981-82

Larry Bridges

Audio-Visual & Technical Assistance Conference 1983

Beryl Brown

Nominee for President-elect 1984

Presidential Certificate 1982

article Newsletter VI 1, 1982

Conference Manager 1982

Chairperson NARDSPE Liaison Committee 1979-80, 1980-81

Sallie Brown

Long and Outstanding Service Award 1981

Institute Conference 1980

Sue Brown

Chairperson WCRLA/NARDSPE Placement Task Force 1983-84

Presidential Certificate 1983

Program Selection Committee Conference 1983

Coordinator of Chairpersons Conference 1983

Institute Conference 1982

New Mexico State Director 1980-81, 1981-82

Pablo Buckelew

Institute #7 1894 Conference

Maxine Byers

Presidential Certificate 1983

Conference Coordinator 1983

Oregon State Director 1980-81

:C

Sandra Carpenter

British Columbia Province Director 1982-83

Emmett Casey

Keynote Speaker San Diego Conference 1982

David Caverly

Awards Committee 1983-84

Merlin Cheney

Utah State Director 1979-80

Frank Christ

President 1968-69

President-elect 1967-68

Frank Cioffi

Speaker San Diego Conference 1982

James R. Clack

Institute Conference 1981

Margaret Coda-Messerle (Devirian)

Chairperson Nominations 1979-80

Chairperson NARDSPE Liaison Committee 1979-80

President 1977-78

President-elect 1976-77

Secretary 1975-76

Elaine Cohen

Institute #7 1894 Conference

Chairperson Conference Site 1981-82

Chairperson Nominations Committee 1981-82

Coordinator of State Directors 1980-81

President 1979-80

President-elect 1978-79

Ann Coil

Secretary 1980-81

2/21/84 277

Sally Conway
Institute #8 1894 Conference
Colorado State Director 1979-80, 1980-81

Terry Cook
Editing Conference 1982

Joanne Cooper
Conference Photographer 1983

Marian Lea Cope
Wyoming State Director 1972-73

Joe Cortina
Texas State Co-Director 1980-81, 1981-82, 1982-83, 1983-84
article Newsletter VI 1, 1982
article Newsletter VI 2, 1982
Campus Visits/Transportation Conference Committee 1981

A. Garr Cranney
article Journal 2(2), 1982

Bruce Cronnell
article Journal 2(1), 1982

Mary Cunningham
Treasurer 1969-70, 1970-71

Dave Cupuzzi
Texas State Co-Director 1972-73

:D
Barbara Dawson
article Newsletter VII 3, 1983

Susan Deese
New Mexico State Director 1983-84
article Newsletter VII 3, 1983

George Dennis
Washington State Director 1980-81, 1981-82
Chairperson Conference Evaluation 1979-80

June Dempsey
Chairperson NARDSPE Liaison Committee 1981-82, 1982-83
article Newsletter VI 3, 1982
President 1975-76
President-elect 1974-75
Northern California State Co-Director 1972-73

Nancy Deutsch

Southern California State Co-Director 1983-84
article Newsletter VII 3, 1983
article Newsletter VI 3, 1982

Mary Dimon

Southern California State Co-Director 1981-82

Mary Dohrman

Entertainment Conference 1982

Patti Dozen

Nominee for Treasurer 1984
Chairperson Learning Assist. Ctr. Management S.I.G. 1983-84
article Newsletter VII 2, 1983
article Newsletter VII 3, 1983

:E

Mary Ellman

Candidate Treasurer 1982

Leatrice Emeruwa

Chairperson IRA Liaison Committee 1981-82, 1982-83

Gwyn Enright

Presidential Certificate 1981
Proceedings Editor 1979-80, 1980-81

Anne Erlebach

At-Large State Director 1979-80

:F

Marilyn Fairbanks

Chairperson IRA Liaison Committee 1980-81

Bill Farley

New Mexico State Director 1972-73

Ann B. Faulkner

Chairperson Nominating Committee 1985
article Newsletter VII 4, 1983
article Newsletter VII 1, 1983
Conference Site Chairperson 1983-84
article Newsletter VI 1, 1982
article Newsletter VI 2, 1982
Chairperson Expertise Network 1982-83
Coordinator of State Directors 1982-83
President 1981-82
President-elect 1980-81
Program Chairperson Conference 1981

Texas State Co-Director 1979-80

Robert Feidli
Nevada State Director 1972-73

Harold Fillyaw
Nominee for Treasurer 1984

Nancyhelen Fischer
Alaska State Director 1972-73

Dave Fisher
Souther California State Co-Director 1979-80

Joan Fiset
Institute Conference 1983

Delryn Fleming
Presidential Certificate 1981
Proceedings Editor 1981-82, 1982-83, 1983-84
Chairperson Publications Task Force 1983-84
article Newsletter VII 3, 1983
article Newsletter VII 1, 1983
article Newsletter VI 2, 1982
Conference Manager 1981

David Forbes
Alaska State Director 1980-81

Linda Foxworth
Conference Committee 1981

Rona F. Flipppo
article Journal 2(2), 1982

Lynn Frady
Chairperson CAPED Liaison Committee 1981-82, 1982-83
Learning Disabilities Strand Conference 1982

Alan Frankel
Co-chairperson Computers S.I.G. 1983-84
At-Large State Director 1983-84
article Newsletter VII 4, 1983
article Newsletter VII 3, 1983

Perry Franklin
British Columbia Province Director 1983-84

Monogene Freer
Texas State Co-Director 1972-73

:G

William Gabbert

Alberta Province Director 1972-73

Dennis Gabriel

Chairperson CRA Liaison Committee 1979-80, 1980-81

Sally Garcia

Southern California State Co-director 1979-80, 1980-81, 1981-82

Kay Gardner

Chairperson Food Committee for Conference 1984

Jerry Gill

Chairperson Critical Thinking/Problem Solving S.I.G. 1983-84

Mark V. Gregg

Institute Conference 1981

Russell Gregory

Leisure Tours Conference 1983

Oregon State Co-Director 1981-82

Robert Griffen

President 1967-68

Jacqueline S. Grose

Coordinator of Chairpersons for Conference 1984

article Newsletter VI 3, 1982

Nevada State Director 1981-82, 1982-83, 1983-84

Kris Gutierrez

Chairperson CCCC Liaison Committee 1981-82, 1982-83

Jon Hagstrom

Northern California State Co-Director 1972-73

Joan Haig

Planning Committee, Alaska State Conference, 1984

Deborah Hancock

Liaison IRA 1979-80

:H

Helen Harris

Registration Conference Committee 1981

Patricia Harris

Oregon State Director 1972-73

Pam Hartsell

Registration Conference Committee 1981

Louise Haugh

Arizona State Director 1983-84

Patricia Heard

Coordinator of Newcomers' Functions for Conference 1984

Chairperson Nominations Committee 1982-83

Conference Site Chairperson 1980-81

Conference Committee 1981

President 1978-79

President-elect 1977-78

Wayne Herlin

Coordinator of Section Chairpersons Conference 1982

article Newsletter VI 3, 1982

Utah State Director 1981-82, 1982-83

Mary Hess

Nominations Committee 1984

Hawaii State Director 1979-80, 1980-81

Secretary 1973-74

Nancy Higa

Hawaii State Director 1972-73

Midori Hiyama

Northern California State Co-director 1979-80, 1980-81, 1981-82

Secretary 1972-73

Maybelle Hollingshead

Oklahoma State Director 1981-82

Paul Hollingsworth

President 1972-73

President-elect 1971-72

Elizabeth Holmes

Treasurer 1972-73, 1973-74

Secretary 1974-75

Elaine Hoover

Utah State Director 1983-84

Gloria Hooper

Hawaii State Director 1981-82, 1982-83

Jane Hopper

article Newsletter VII 4, 1983
Newsletter Editor 1982-83, 1983-84

Elizabeth Howard
Publisher's Exhibits Conference Committee 1981

Leora Hug
Pre-Registration Committee Conference 1983

Mike Hulme
Printing Conference Committee 1981

Ann Humes
article Journal 2(1), 1982

Chuck Hunter
Nominations Committee 1984
Conference Manager 1984
article Newsletter VII 3, 1983
article Newsletter VII 4, 1983
Candidate President-Elect 1982
article Newsletter VI 1, 1982
Southern California State Co-director 1979-80, 1980-81, 1981-82, 1982-83

Margaret Hyde
Arizona State Director 1979-80

:J
Lois Janowski
Chairperson Campus and Leisure Tours Committee for Conference 1984

Bessie Jenkins
Oklahoma State Director 1979-80, 1980-81

Paula Jenner
Hospitality Conference 1982

Irwin Joffee
President 1969-70
President-elect 1968-69

Pat John
Site Registration Committee Conference 1983

Becky Johnen
article Newsletter VII 2, 1983
article Newsletter VII 3, 1983
Chairperson Basic Reading S.I.G. 1983-84

Elizabeth Johnson

President 1974-75
President-elect 1973-74
Secretary 1971-72
Treasurer 1968-69

Pat Johnson
Mexico Trip Conference 1982

Jon Jonz
Conference Committee 1981

:K
Michelle Kalina
Editing Conference 1982

Mitch Kaman
Conference Evaluator Chairperson for Conference 1984
Presidential Certificate 1983
WCRLA/NARDSPE Placement Task Force 1983-83
article Newsletter VI 3, 1982
Secretary 1981-82, 1982-83
Chairperson Awards Committee 1979-80, 1980-81

Gene Kerstiens
President 1971-72
President-elect 1970-71

Mildred Kirkwood
Restaurant Guide Conference 1982

Victoria D. Knotsman
Southern California State Co-Director 1983-84
article Newsletter VII 3, 1983

Lee Kolzow
Keynote Speaker Oregon Dev. Studies Conference 1982

Dennis Konshak
Hawaii State Director 1979-80

Frank Korman
Audio-Visual Conference Committee 1981

Diana Kozlowski
Graphics and Program Design Conference 1981

Jo Kuns
Chairperson Conference Tours 1979-80

WCRLA Workers List Alphabetical L -> Z

:L

Donna Lane

Presidential Certificate 1983

Linda Lee

Dinner-on-the-Town Conference 1982

Anna Leeds

Chairperson TESOL Liaison Committee 1981-82, 1982-83

Jane Lehman

At-Large State Director 1983-84

David Lemire

Wyoming State Director 1981-82, 1982-83, 1983-84

Betty Levinson

Chairperson 1984 Nominations Committee

article Newsletter VII 3, 1983

article Newsletter VII 4, 1983

Conference Site Chairperson 1982-83

Chairperson Program Conference Committee 1979-80

President, 1980-81

President-elect 1979-80

Cynthia Linton

article Newsletter VII 2, 1983

Susan Liberty

Liaison CA-CCTA 1979-80

Valerie Lister

Audio-Visual Equipment Conference 1983

Diane Luu

British Columbia Province Director 1979-80, 1980-81

Chairperson Liaison ABE-ABC (BCALS) Newsletter Committee 1980-81, 1981-82,
1982-83

Dick Lyman

Coordinator of State Directors 1983-84

Program Committee for Conference 1984

President 1982-83

article Newsletter VI 1, 1982

article Newsletter VI 2, 1982

article Newsletter VI 3, 1982

President-elect 1981-82

General Chairperson Conference 1982

:M

Lucy MacDonald

Presidential Certificate 1983

Conference Manager 1983

article Newsletter VI 2, 1982

article Newsletter VI 3, 1982

Ruth Marks

Idaho State Director 1972-73

Ned Markshettl

President 1970-71

President-elect 1969-70

Joseph Martinez

Awards Committee 1983-84

Nancy Martinez

Awards Committee 1983-84

Virginia Martucci

Institute Conference 1980

Joan Matthews

Chairperson ACPA Liaison Committee 1982-83

Institute Conference 1981

Craig Mayfield

Utah State Director 1980-81

Dorinda McClellan

At-Large State Director 1979-80, 1980-81, 1981-82, 1982-83, 1983-84

Denise McGinty

article Newsletter VI 1, 1982

article Newsletter VI 2, 1982

Texas State Co-Director 1980-81, 1981-82, 1982-83, 1983-84

Mike McHargue

Program Committee for Conference 1984

Co-Chair Audit Committee 1983-84

Institute Conference 1982

Chairperson ACPA Liaison Committee 1979-80

Secretary 1977-78

Suzanne McKewon

Secretary 1983-84, 1984-85

article Newsletter VII 3, 1983

Presidential Certificate 1982

article Newsletter VI 3, 1982
Associate Conference Manager 1982
Food Services Committee Conference 1982
Photographer 1979-80, 1980-81, 1981-82

Jan McMillin
Presidential Certificate 1982
Registration Conference 1982

Pam Metzger
article Journal 2(2), 1982

Lyle Miller
Awards Committee 1983-84
Wyoming State Director 1979-80, 1980-81

Marion Mills
Food Services Conference Committee 1981

Annette Milton
Conference Committee 1981

James Mimaki
Hawaii State Director 1980-81

Maranda Montgomery
article Newsletter VI 2, 1982
article Newsletter VI 3, 1982
Non-Traditional Student Strand Conference 1982
Chairperson Minority Affairs Advisory Committee 1981-82, 1982-83

Bill Moreland
Graphics and Program Design Conference Committee 1981

Don Mosedale
British Columbia Province Director 1972-73

Pat Mulcahy
article Newsletter VI 2, 1982
Colorado State Director 1981-82, 1982-83, 1983-84

Kenneth Munns
Idaho State Director 1981-82, 1982-83
Scholarship Award 1979

Susan Murray
Food Services Conference 1983

Dennis Nelson

Chairperson Special Needs Students S.I.G. 1983-84

Loretta Newman

Long and Outstanding Service Award 1981

Secretary 1967-68, 1968-69, 1969-70

:O

Barbara Oakman

Secretary 1976-77

Bill Oaksford

Southern California State Co-Director 1972-73

Kathleen D. O'Dell

Chairperson Parliamentarian Committee 1979-80, 1980-81, 1981-82

Publishers Exhibit Coordinator 1983

article Newsletter VII 4, 1983

article Newsletter VII 1, 1983

Nominations Committee 1984

Alaska State Director 1983-84

Candidate Secretary 1982-83

Awards Committee 1979-80

Michael F. O'Hear

Presidential Certificate 1982

Journal Editor 1982-83, 1983-84

Publications Task Force 1983-84

Spencer Olesen

Presidential Certificate 1981

Hospitality Conference Committee 1981

Manuel Olguin

Chairperson Minority Affairs Advisory Committee 1979-80, 1980-81

Program Committee for Conference 1984

Deborah Oller

article Journal 2(2), 1982

Tom Ollerman

Speaker Conference San Diego 1982

Vince Orlando

Program Selection Committee Conference 1983

article Newsletter VII 3, 1983

article Newsletter VI 2, 1982

article Newsletter VI 3, 1982
Chairperson Awards Committee 1981-82, 1982-83, 1983-84

Betsy Overholser
Texas State Co-Director 1972-73

:P
Becky Patterson
Institute #3 1984 Conference
article Newsletter VI 3, 1982
Alaska State Director 1981-82, 1982-83

Anne Marie Paye
Chairperson Conference Food Services 1979-80

Emily Miller Payne
Institute Conference 1981

Robert Petty
Program Committee for Conference 1984

Carol Pfeffer
Southern California State Co-director 1980-81

Anne Dye Phillips
Chairperson Advanced Reading Comprehension S.I.G. 1983-84

Rita Phipps
Institute Conference 1983
Washington State Director 1983-84

Bill Pierce
Alberta Province Director 1979-80, 1980-81

Jack Pond
Hawaii State Director 1983-84
Awards Committee 1979-80

Carol Pottorff
Editing Conference 1982

Seymour Prog
Distinguished Service Award 1979
Treasurer 1975-76, 1976-77, 1977-78

Ruth Purdy
Chairperson Archivist Committee 1979-80, 1980-81, 1981-82, 1982-83
Treasurer 1974-75

:R

Jerry Rainwater
President 1973-74
President-elect 1972-73

Elaine Reed
WCRLA/NARDSPE Placement Task Force 1983-83

Louise Renault
Scholarship Award 1983
Arizona State Director 1980-81, 1981-82, 1982-83

Robert Renteria
Chairperson CCCTA Liason Committee 1980-81

Donna Robbins
Montana State Director 1979-80

Ann Roberts
Chairperson Entertainment Committee for Conference 1984

Madelyn Roden
Printing Conference Committee 1981

Elizabeth Hill Rogers
Awards Committee 1979-80

Joan Rogers
Hotel Liaison Conference Committee 1981

Lee Rolin
Graphics and Program Design Conference 1982

Isadore Rosenberg
Southern California State Co-Director 1972-73

Suanne Roueche
Chairperson NCDE Liaison Committee 1979-80, 1980-81

Jeanine Rounds
article Newsletter VII 3, 1983
article Newsletter VII 1, 1983
article Newsletter VI 2, 1982
article Newsletter VI 3, 1982
Tutorial Strand Conference 1982
Chair NCCRA Conference 1981

Alice Rowe
article Newsletter VI 1, 1982

Mary Rubin

Nominations Committee 1984

Oklahoma State Director 1983-84

:S

Oscar Sainz

Campus Visits/Transportation Conference 1982

Terry S. Salinger

Institute Conference 1981

Kate Sandberg

S.I.G. Coordinator 1983-84

article Newsletter VII 2, 1983

article Newsletter VII 4, 1983

Alaska State Director 1979-80

Tom Sawyer

Montana State Director 1981-82, 1982-83, 1983-84

Villas Sayre

article Journal 2(1) 1982

Florence Schale

article Newsletter VI 2, 1982

At-Large Director 1980-81, 1981-82, 1982-83

Anne-Marie Schlender

Placement Bureau Director 1982-83, 1983-84

article Newsletter VII 3, 1983

article Newsletter VII 4, 1983

article Newsletter VI 2, 1982

article Newsletter VI 3, 1982

Institute Conference 1981

John Schwenker

Washington State Director 1972-73

Gladys Shaw

Institute Conference 1983

Virginia Shrauger

Co-chairperson Computers S.I.G. 1983-84

Chairperson Convention Transportation 1983

article Newsletter VII 1, 1983

Oregon State Director 1979-80

Julia Shrout

Educational Tours Conference 1983

Charlotte Simpson
Chairperson Publisher's Exhibits for Conference 1984

Don Skewis
Printing Conference Program 1982

Jan Slater
Institute Conference 1981

Shirley Sloan
Chairperson AV Committee for Conference 1984
Program Committee for Conference 1984

Karen Smith
President 1983-84
President-elect 1982-83
Program Chair Conference 1983
article Newsletter VII 3, 1983
article Newsletter VII 1, 1983
article Newsletter VI 2, 1982
article Newsletter VI 3, 1982
Institute Conference 1982
Program Management Strand Conference 1982
Presidential Certificate 1981
Institute Conference 1981
Section Chairperson Conference 1981

Murray Smith
Montana State Director 1980-81

Norma Spalding
Institute Conference 1983
Chairperson Conference Credit 1979-80
Chairperson Publishers' Exhibits Conference 1980

Nancy Spivey
Leisure Tours and Entertainment Conference Committee 1981

Marilyn Sutton
Institute Conference 1980

Barbara Swanson
Idaho State Director 1983-84

Carol Swendler-Brown
Publishers Exhibits Conference 1982

Jim Swindling
Conference Committee 1981

Shirley Sykes
San Diego Area Information Conference 1982

Eleanor Szaszy
Nominations Committee 1984
Northern California State Co-Director 1982-83, 1983-84

:T

Horst Taschow
Saskatchewan Province Director 1972-73

Taye Takahashi
Word Processing Conference 1982

Bob Terrerot
Graphics and Program Design Conference 1981

Diane Tharp
Presidential Certificate 1981
Registration Conference Committee 1981
Editing and Typing Conference Committee 1981

Richard Thiele
Publishers' Exhibits Committee Conference 1983

Barbara Tomlinson
Coordinator Conference Section Chairpersons 1979-80

Pat Turner
Chairperson Transportation Committee for Conference 1984

Anne Marie Updegraff
Oregon State Director 1982-83, 1983-84
Educational Tours Conference 1983
article Newsletter VI 3, 1982

:V

Evelyn Vernon
Utah State Director 1972-73

Sue Vodehnal
Chairperson Research S.I.G. 1983-94

:W

Carolyn Walker
Treasurer 1982-83, 1983-84
Publications Task Force 1983-84
article Newsletter VII 4, 1983
Chairperson Conference Hospitality 1979-80

James E. Walker
article Newsletter VII 4, 1983
Chairperson CRA Liaison Committee 1981-82, 1982-83

Carol Walvekar
Program Selection Committee Conference 1983
Evaluations Chair Conference 1982, 1983
Chairperson Liason ACPA Committee 1980-81, 1981-82
Institute Conference 1980
New Mexico State Director 1979-80

Sybil Warsowe
Chairperson Conference Audio-Visual 1979-80

Rose Wassman
Conference Manager 1979-80
Chairperson Registration for Conference 1984

Barbara Wasson
Hospitality Conference 1983

Jane Weidman
Chairperson Hospitality for Conference 1984
Chairperson Registration Committee Conference 1980

JoAnn Wells (Carter-Wells)
article Newsletter VI 2, 1982
Presidential Certificate 1981
Newsletter Editor 1979-80, 1980-81, 1981-82

Nora Werner
Presidential Certificate 1982
Leisure Tours Conference 1982

Kathleen Whetstone
Audio-Visual Equipment Conference 1982

Jeweleanne Whittaker
Awards Committee 1979-80

Felton Williams
Program Selection Committee Conference 1983

Gil Williams
Treasurer 1967-68

Richard Williams
Oklahoma State Director 1972-73

Robert Williams
Photographer 1979-80
Colorado State Director 1972-73

Ron Williams
Pre-Registration Committee Conference 1983

Margaret Wilson
Institute Conference 1980

Bette Wise
Texas State Co-Director 1979-80

Ralph Wold
Alberta Province Director 1983-84

Nancy V. Wood
Institute Conference 1983

John Wolley
Chairperson CA-APSED Liaison Committee 1979-80
Treasurer 1978-79

:Y
Don Yamamoto
Treasurer 1980-81, 1981-82
Chairperson Minority Affairs Advisory Committee 1979-80

Ladessa Yuthas
Nominee for President-elect 1984
Chairperson NRC Liaison Committee 1979-80, 1980-81, 1981-82, 1982-83

1983-84 ANNUAL MAAC REPORT TO WCRLA BOARD MEMBERSHIP (23)

- | | |
|--|--|
| <p>1. A. Keynote Speaker - 1982-83
 1. Lin Hilburn suggested by Betty Levinson</p> <p>B. Keynote Speaker - 1983-83
 1. Contact World Affairs Speakers Bureau
 1250 South La Cienega Boulevard No 317
 Los Angeles, California 90035</p> <p>C. Keynote Speaker - 1984-85</p> | |
| <p>2. A. Pre-Conference Institutes - 1982-83</p> <p>B. Pre-Conference Institutes - 1983-84</p> <p>C. Conference Institutes - 1984-85</p> | |
| <p>3. A. Planning for Portland Conference - 1982-83
 committee member Felton Williams was actively involved
 evaluating and selecting proposals for conference
 presentations and other program related activities.</p> <p>B. Persons needed for Program and Site Committees - 1983-84
 Manuel C. ...</p> <p>C. Denver Conference Planning Committee</p> | |
| <p>4. A. Newsletter Articles - 1982-83
 1. WCRA Newsletters issues 2 and 3 contained articles
 from MAAC</p> <p>2. Person needed to continue contributions - 1983-84
 Contributors - Brown, Wes - Montgomery, Miranda -
 Fillyaw, Harold
 Must keep in close contact with newsletter
 editor and meet deadlines for articles</p> | |
| <p>5. A. Distribution to WCRLA, MAAC's mailing list - 1982-83</p> <p>B. Person to: update list, recruit for WCRLA and MAAC</p> <p>C.</p> | |
| <p>6. A. Resource file compiled by Theria Beverly - 1982-83</p> <p>B. Person to update file and distribute information - 1983-84</p> <p>C.</p> | |

<p>7. A. Research Project - 1982-83</p> <p>B. Data Collections and Evaluation continued - 1983-84</p> <p>1. 1st Report - Portland Conference</p> <p>C. Result Report in Local Conference - 1983</p> <p>1. Information Available Upon Request</p>	
<p>8. Internship Project</p> <p>A. Proposal submitted to Board - 1982-83</p> <p>B. MAAC Chairperson - Rep. to the Board - 1983-84</p> <p>1. See-Board Commitment to MAAC</p>	
<p>9. 1. New Chairperson - 1984-85 Theria Beverly</p> <p>2. New Budget Allocation \$500.00</p>	



**Western
College
Reading &
Learning
Association**

RECEIVED MAR 16 1984

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

March 12, 1984

To: The Board of Directors
The Nominating Committee 1983-84

From: Betty Levinson *BL*
Nominating Committee Chair

Re: Nominee Withdrawal

I am sad to report that Patti Dozen has decided to withdraw from the race for treasurer of WCRLA. In a phone conversation Thursday morning, March 8, Patti stated a number of factors stemming from a recent automobile accident which make it impossible for her to consider taking on additional responsibilities. She will continue to work with S.I.Gs., and to remain as active as possible in WCRLA.

Fortunately, we had two outstanding nominees on our slate. There could be other nominations from the floor, but I doubt it. I'm sure Harold Fillyaw will be an excellent choice for treasurer, and for the Board.

I have not informed Fill, or anyone else of Patti's decision. I am waiting for a letter from Patti confirming her decision, and word from Karen telling me how she wants to proceed. Obviously it is too late to name another person to the slate.

BL/cf

CALIFORNIA STATE UNIVERSITY LONG BEACH

Learning Assistance Support System (213) 498-5350 or 498-4186

March 23, 1984

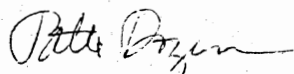
Dr. Karen G. Smith
WCRLA President
Box 5278
New Mexico State University
Las Cruces, NM 88003

Dear Karen:

As per our conversation, I would like to withdraw my nomination for the office of WCRLA treasurer. I apologize for the necessity of this decision.

However, due to the prolonged problems with the injury from my car accident, I feel it is best not to assume any possible additional responsibilities for this year. I have contacted Betty Levinson about my withdrawal and she has granted me time to address the WCRLA members at the first general session on Thursday afternoon. I regret the inconvenience that my decision has caused and I thank you very much for your continued support and encouragement.

Sincerely,



PATTI DOZEN

PD/mcf

cc: WCRLA Board
Betty Levinson

ELECTIONS-BY-MAIL BALLOT
PROPOSAL TO CHANGE WCRLA ELECTIONS PROCEDURES

The Elections Process Task Force, with the approval of the Board of Directors, hereby submits a proposal to adopt a mail ballot procedure for electing WCRLA officers. Discussion and voting on the Elections-by-Mail Ballot proposal will occur during the Annual Business Meeting, Thursday, April 5, 1984, between 1:30 and 3:00 p.m.

The Task Force believes that the wider the base of participation in elections, the stronger WCRLA will be. We propose implementing an Elections-by-Mail Ballot procedure, beginning with the 1985 election cycle, for the following reasons:

1. The conference location could have too large an effect on election outcomes as travel funds become more restricted and members find it increasingly difficult to attend the conference every year.
2. The present absentee ballot request procedure is cumbersome, and usually discourages all but the most stalwart voters from participating in elections.
3. The membership does not have equal access to information about candidates. Individuals who become members at conference time are not privy to candidates statements in the Newsletter; members who take advantage of the absentee ballot procedure obviously vote without benefit of conference speeches and meetings with candidates.
4. The entire election process is diminished when we cram candidates' speeches and the elections in between business meetings and major presenters. Two minute speeches are awkward at best; longer speeches are frowned upon; hurried announcements of election results are not always humane.
5. The transition from one set of officers to the next is more difficult than necessary. Given our present on-site election procedure, we must orient newly elected officers to their duties and responsibilities during the last few hours of the conference. The transition would be much smoother if winning candidates were notified in time to attend pre-conference Board meetings, and to make the entire conference period a learning experience.

PROPOSED BY-LAW AMENDMENTS

WCRLA By-laws require on-site elections. If the membership approves the adoption of an Elections-by-Mail Ballot procedure, the Task Force proposes the following By-laws amendments:

<u>Present Language</u>	<u>Proposed Language</u>
<p>1. ARTICLE V - OFFICERS - SECTION 1. The officers of the Association.... The President-elect shall be elected for a one year term <u>at each annual meeting of the membership of the Association....</u> The Secretary's and the Treasurer's terms of office shall be for two years with each office to be elected <u>at alternating annual meetings of the Association.</u></p>	<p>The officers of the Association....The President-elect shall be elected for a one year term <u>in compliance with the mail-ballot procedure established in Article VII, Section III of these By-laws....</u> The Secretary's and the Treasurer's terms of office shall be for two years with each office to be elected <u>in alternating years by mail ballot.</u></p>
<p>2. ARTICLE VII - PARLIAMENTARY PROCEDURE - SECTION 2. In all meetings any member may demand a roll call vote except for those procedures which provide for a mail ballot and <u>except for the election of officers.</u> A choice of method of voting shall be made at the discretion of the Board of Directors.</p>	<p>In all meetings... provide for a mail ballot <u>including election of officers.</u> (Strike the last sentence regarding discretion of Board.)</p>

Present Language

3. ARTICLE VII - PARLIAMENTARY PROCEDURE -
SECTION 3.

Not later than thirteen (13) months prior to the election of officers, the President shall appoint a nomination committee chairperson selected from the available past-presidents. The chairperson shall appoint a nominating committee consisting of four (4) other members to be approved by the President to proceed as follows:

a. The nominating committee shall confer in face-to-face meetings and select from the membership at least two (2) members for each of the offices of President-elect, Secretary or Treasurer.

b. The committee shall make available to each nominee and his/her institution the duties and responsibilities of the office. The candidate for office must give his/her written consent to run for that office so nominated.

c. The nominating committee shall submit to the Board of Directors the names of at least two (2) members for each of the offices of president-elect, and secretary or treasurer six months prior to the annual conference.

d. Information about all candidates will be submitted to the membership three months prior to the annual conference and provisions for absentee voting will be publicized concurrently.

e. The nominating committee chairperson will issue absentee ballots upon written request by members.

f. Absentee ballots must have been received no later than fifteen (15) days prior to the annual conference. An absentee ballot is a ballot from a member who is absent from the conference.

g. All officers except the president and immediate past-president shall be elected at the annual meeting of the membership.

h. After the report of the nominating committee, the president shall give an opportunity to propose nominations from the floor for each elective office.

i. Voting shall be by secret ballot. A majority of the votes cast shall be necessary for election.

Proposed Language

Not later than twelve (12) months prior to the beginning of election balloting, the President shall appoint a past-president who served a one year term as committee member as Chairperson of the Election Committee for the next nomination and election cycle. The Chairperson shall recommend for approval by the President such appointments as needed to complete the committee membership. The committee shall proceed as follows:

a. The election committee...

b. no change

c. The election committee shall submit... in time for action at the Summer Board meeting.

d. Information about all candidates, one official ballot and a properly addressed return envelope will be mailed by Jan. 3 to all members in good standing as of Dec. :

e. delete

f. delete

g. All officers except... shall be elected by mail ballot.

h. The election committee will hold at least one open meeting during the annual conference to give the membership the opportunity to propose potential nominees for each elective office.

i. Voting shall be by secret mail ballot. All votes received on or before Feb. 15 will be included in the final count. A majority...

Present Language

Proposed Language

4. ARTICLE VII - PARLIAMENTARY PROCEDURE - SECTION 4.

If a quorum as defined by Article VIII of the By-laws is not present at the scheduled general business meetings, business requiring voting - including the election of officers - shall be concluded by mail ballot sent to the general membership.

All business requiring voting - including the election of officers - requires a quorum as defined by Article VIII of the By-laws. A new vote must be taken if a quorum is not represented. Should a quorum not be represented in the mail ballot, the election will be conducted during the business meeting at the next Annual Conference. Voting on matters other than election of officers may be conducted in scheduled general business meetings or through the mail ballot process. Choice of voting method shall be made at the discretion of the Board of Directors.

5. ARTICLE VIII - QUORUM

A quorum for any regular or special membership meeting shall be at least ten percent (10%) of the membership of the Association as of Dec. 31 prior to the Annual conference.

A quorum for any regular or special membership meeting, or for a mail ballot, shall be...

6. ARTICLE XII - AMENDMENTS - SECTION 1.

These By-laws may be amended at any regular or special meeting of the membership of the Association only if the proposed amendments shall have been included in the notice calling the meeting.

These By-laws.... These By-laws may also be amended by mail ballot at the discretion of the Board.

NEWSLETTER EDITOR'S REPORT
WCRLA BOARD MEETING
San Jose, California
April 1984

1. Publication

Actual
Costs above estimates: \$1133.04 Summer '83
1158.62 Fall '83
1168.04 Winter '83
1046.94 Spring '84

(Estimate was \$1000 per issue.)

Suggestions for reducing expenses: fewer pages
fewer photos
less expensive paper

2. Columns

Editors needed (?)
Materials
Computers

3. Publicity policy
Request from Kellogg Institute

4. Deadline dates (a redundancy)

Suggested changes?
Present deadlines are Jan. 5 - May 1 - July 31 - Oct. 1

5. Suggestions of any kind to improve the Newsletter are welcome.

Please see second page for proposed copy per issue.

Respectfully submitted,

Jane Hopper
Jane Hopper, Editor

<u>Newsletter issue</u>	<u>Deadline</u>	<u>Proposed copy</u>
Issue 1, Spring	Jan. 5	Conference Photos of candidates *Absentee ballot request, 2nd printing *Registration form, 2nd printing *if time permits Journal editor's call for papers SIGs State and province directors
Issue 2, Summer	May 1	Post conference Conference photos Photos of new officers Next conference information - SIGs State and province directors (?)
Issue 3, Fall	July 31	President President-elect Nominations committee report - SIGs State and province directors Conference information Call for proposals
Issue 4, Winter	Oct. 1	Conference information Statements of candidates for office with photos Absentee ballot request Call for proposals, 2nd printing Advance registration form State and province directors
Regular columns:	Tutoring Evaluations Awards Journal Computers MAAC	Placement Officers Materials State and province directors SIGs ERIC

JOB DESCRIPTION--PRESIDENT-ELECT

1. Act as presiding officer in the absence of the President
2. Serve as program chair
 - a. Determine conference theme and areas to receive special emphasis
 - b. Contract keynote speakers
 - c. Prepare specific documents for Board approval at the annual Fall Board meeting
 - (1) Conference Budget including input and projected amounts for conference manager
 - (2) Conference Timeline of Events
 - (3) Conference Schedule
 - d. Appoint Conference Committee chairpersons
 - (1) Coordinator of Chairpersons
 - (2) Evaluation Chair--assist this chair in designing appropriate evaluation forms/procedures
 - (3) Newcomer Functions Chair
 - (4) Coordinator of Special Interest Groups
 - e. Appoint Program committee to help review and accept/reject program proposals; send letters of acceptance and rejection (if necessary)
 - f. Prepare publicity for forthcoming conference
 - (1) Advance registration form for inclusion in fliers, brochure and WCRLA Newsletter
 - (2) Conference advertisement to be submitted to appropriate journals and other publications in timely manner; arrange for their payment
 - (3) Fliers and brochures advertising the conference to be submitted to members and general mailing
 - (4) Advertisement for institutes in the Newsletter
 - (5) Column for each issue of the Newsletter addressing conference and related information
 - g. Design and write the program; make arrangements for its printing and delivery to conference manager/registration committee
3. Sell advertising space in Conference program booklet if possible
4. Coordinate program preparation with Conference Manager activities
5. Appoint Committee Chairpersons and Parliamentarian for forthcoming year:
 - a. Archivist
 - b. Awards
 - c. Liaisons
 - d. Minority Affairs Advisory
 - e. Nominations
 - f. By-Laws
6. Prepare report to submit at a Spring Conference Board meeting itemizing expenditures of funds from President-Elect's account
7. Establish file of information for incoming President-Elect
 - a. Fall board meeting documents (specified above)
 - b. sample fliers and brochures
 - c. copy of letters providing sample communication with keynoters, presenters, journal editors, publishing company representatives etc.
8. Determine goals for WCRLA for the forthcoming year

ELECTIONS-BY-MAIL BALLOT
PROPOSAL TO CHANGE WCRLA ELECTIONS PROCEDURES

The Elections Process Task Force, with the approval of the Board of Directors, hereby submits a proposal to adopt a mail ballot procedure for electing WCRLA officers. Discussion and voting on the Elections-by-Mail Ballot proposal will occur during the Annual Business Meeting, Thursday, April 5, 1984, between 1:30 and 3:00 p.m.

The Task Force believes that the wider the base of participation in elections, the stronger WCRLA will be. We propose implementing an Elections-by-Mail Ballot procedure, beginning with the 1985 election cycle, for the following reasons:

1. The conference location could have too large an effect on election outcomes as travel funds become more restricted and members find it increasingly difficult to attend the conference every year.
2. The present absentee ballot request procedure is cumbersome, and usually discourages all but the most stalwart voters from participating in elections.
3. The membership does not have equal access to information about candidates. Individuals who become members at conference time are not privy to candidates statements in the Newsletter; members who take advantage of the absentee ballot procedure obviously vote without benefit of conference speeches and meetings with candidates.
4. The entire election process is diminished when we cram candidates' speeches and the elections in between business meetings and major presenters. Two minute speeches are awkward at best; longer speeches are frowned upon; hurried announcements of election results are not always humane.
5. The transition from one set of officers to the next is more difficult than necessary. Given our present on-site election procedure, we must orient newly elected officers to their duties and responsibilities during the last few hours of the conference. The transition would be much smoother if winning candidates were notified in time to attend pre-conference Board meetings, and to make the entire conference period a learning experience.

PROPOSED BY-LAW AMENDMENTS

WCRLA By-laws require on-site elections. If the membership approves the adoption of an Elections-by-Mail Ballot procedure, the Task Force proposes the following By-laws amendments:

Present Language

1. ARTICLE V - OFFICERS - SECTION 1.
The officers of the Association.... The President-elect shall be elected for a one year term at each annual meeting of the membership of the Association.... The Secretary's and the Treasurer's terms of office shall be for two years with each office to be elected at alternating annual meetings of the Association.

2. ARTICLE VII - PARLIAMENTARY PROCEDURE - SECTION 2.

In all meetings any member may demand a roll call vote except for those procedures which provide for a mail ballot and except for the election of officers. A choice of method of voting shall be made at the discretion of the Board of Directors.

3. ARTICLE VII - PARLIAMENTARY PROCEDURE - SECTION 3.

Not later than thirteen (13) months prior to the election of officers, the President shall appoint a nomination committee chairperson selected from the available past-presidents. The chairperson shall appoint a nominating committee consisting of four (4) other members to be approved by the President to proceed as follows:

a. The nominating committee shall confer in face-to-face meetings and select from the membership at least two (2) members for each of the offices of President-elect, Secretary or Treasurer.

Proposed Language

The officers of the Association....The President-elect shall be elected for a one year term in compliance with the mail-ballot procedure established in Article VII, Section III of these By-laws.... The Secretary's and the Treasurer's terms of office shall be for two years with each office to be elected in alternating years by mail ballot.

In all meetings... provide for a mail ballot including election of officers.
(Strike the last sentence regarding discretion of Board.)

Not later than twelve (12) months prior to the beginning of election balloting, the President shall appoint a past-president who served a one year term as committee member as Chairperson of the Election Committee for the next nomination and election cycle. The Chairperson shall recommend for approval by the President such appointments as needed to complete the committee membership. The committee shall proceed as follows:

a. The election committee...

ANNUAL REPORT OF THE EDITOR JOURNAL OF LINGUISTICS, 1974-1975 1975-1976

I. Editorial Board

By the 1974-1975 I appointed Dr. Bruce Spalding to replace Dr. Fred Hayfield. The JCL editorial board consists of the following members in order of longevity:

Ronald Hooley, San Francisco State University,
Michael C. Hoare, Indiana University at Bloomington,
John Hockett, Illinois Wesleyan University, Bloomington,
John Holm, San Jose State University.

II. APA Manual Style

May 1974: I purchased the third edition of the APA Manual and mailed it to each editor asking that this year's manuscripts be brought into compliance with a standardized system of recommendations by participants at the 1971 conference. Those authors [I don't have the instruction to use APA style prior to submitting their papers, the editors had to spend considerable time and effort style. Enforcement of this change has been only for 1974 papers in letters to presenters and the newsletter.

III. Publication Task Force

Summer 1974: Carolyn Miller, Michael Hoare, John Hockett and I had a conference call to discuss potential changes in the JCL editorial board for the editorial committee to two members, edited by Michael C. Hoare. There were also in the editorial board some potential, and it was decided to the JCL editorial board which should be responsible for the JCL editorial board. I recommended that the JCL editorial board be composed of a representative editor due to the JCL editorial board, and a representative editor due to the JCL editorial board, and a representative editor due to the JCL editorial board. A committee was formed to study the JCL editorial board.

IV. Editorial Committee

Summer 1974: I wrote for the JCL editorial board a letter to the JCL editorial board asking that the JCL editorial board be composed of a representative editor due to the JCL editorial board, and a representative editor due to the JCL editorial board, and a representative editor due to the JCL editorial board. I recommended that the JCL editorial board be composed of a representative editor due to the JCL editorial board, and a representative editor due to the JCL editorial board, and a representative editor due to the JCL editorial board. A committee was formed to study the JCL editorial board.

V. Editorial Committee

I recommend that the JCL editorial board be composed of a representative editor due to the JCL editorial board, and a representative editor due to the JCL editorial board, and a representative editor due to the JCL editorial board. I recommend that the JCL editorial board be composed of a representative editor due to the JCL editorial board, and a representative editor due to the JCL editorial board, and a representative editor due to the JCL editorial board. A committee was formed to study the JCL editorial board.

100. Journal of Biology, Vol. 1, No. 1, 1953

1. Received first galley, October 10, 1953
2. Returned first galley, November 2, 1953
3. Received second galley, November 10, 1953
4. Returned second galley, November 18, 1953
5. Received third galley, November 25, 1953
6. Returned third galley, December 2, 1953
7. Received fourth galley, December 10, 1953
8. Returned fourth galley, December 18, 1953
9. Received fifth galley, December 25, 1953
10. Returned fifth galley, January 2, 1954

Printed 4,000
 Paper 4,000
 Total 8,000

101. Journal of Biology, Vol. 1, No. 2, 1953

I mailed a sample of the Journal of Biology to the Editor of the Journal of Biology for his review. He has indicated that the Journal of Biology is a very good journal and that it is well written and well edited.

He has requested that I send him a copy of the Journal of Biology for his review. I have agreed to do this and have sent him a copy of the Journal of Biology for his review. I have also sent him a copy of the Journal of Biology for his review.

102. Journal of Biology, Vol. 1, No. 3, 1953

The completion time of the Journal of Biology is about 10 weeks. I have agreed to do this and have sent him a copy of the Journal of Biology for his review. I have also sent him a copy of the Journal of Biology for his review.

Handwritten: See index to Vol. 1, No. 3, 1953

Proposal

We Hereby Submit specifications and estimates for REPAIR AND MAINTENANCE OF THE

With payment to be made as follows: _____

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Signature_____

TO: WCRLA Board
FROM: Ann Faulkner

DATE: 4/3/84
RE: Conference Site Selection Report

The contract with the Sheraton Inn Lakewood for our 1984 conference was finally signed in February, 1984. The conference dates are Thursday, March 25 through Sunday, March 31, with additional pre-conference days for Board meetings. The hotel has agreed to comp a summer Board meeting, but they will need to be informed of the dates of the meeting as soon as possible.

For a 1986 conference in the northern part of southern California, I have been in contact with Patty Dozen of CSU-Long Beach. Only within the last 24 hours has the Queen Mary been able to confirm available space during the desired dates: Thursday, March 20 through Sunday, March 23. The near-by Hyatt hotel is still holding space for another group during that time, but may soon be able to say whether their hotel would also be an option.

Patty plans to have a meeting of potential co-hosts and conference helpers sometime during the San Jose conference. She plans to make a report of the efforts to date to make a conference bid; perhaps it will be convenient to combine her SIG report with her conference bid report on Friday morning.

At this time, I do not have any leads on an out-of-California site for 1987. I'll sound out the Texans at our state meeting. Is there any hope for New Mexico, Arizona, or Nevada?

TO: WCRLA Board
FROM: Ann Faulkner, Chairperson

DATE: 4/3/84
RE: Nominating Committee Report

The following members have agreed to serve on the Nominating Committee for 1984-85:

Nancy Deutsch, State Director for Southern California
Jane Lehmann, member from Elgin C.C., Illinois
Spencer Olesen, incoming State Director for Texas
Frank Torres, member from Cal. Poly Univ.
Anna Marie Updegraff, State Director for Oregon

We have scheduled two meetings at the San Jose conference: Thursday, April 5, from 8-9 AM and Saturday, April 7 from 4:30-5:30 PM.

I would appreciate the opportunity to introduce the committee members at Thursday's general session so that those who have suggestions about nominations may know who we are.

Our expenses will be incurred primarily in the next budgetary year. If the By-Laws change passes, the costs of printing the brochure and ballots should be added to our budget. I would assume that the mailing costs would come under our Oxford Mailing Service account, but perhaps for accounting, they should be shown under elections, too.

FINANCIAL STATEMENT OF SOUTHERN CALIFORNIA WCRLABalance from January, 1983

127.94

		<u>Expenses</u>	<u>Income</u>
Monthly bank fees	-37.10		
Interest paid	<u>3.60</u>		
Total deductions	-33.50	-33.50	

Post-Conference Meeting, April, 1983

Printing costs	27.69	
Food	61.77	
Postage	<u>60.00</u>	
Total costs	149.46	-149.46

1984 Winter Conference, January, 1984

Printing costs	71.26	
Postage	208.00	
Telephone	104.43	
Food	403.36	
Building use	80.00	
Folders	<u>17.47</u>	
Total costs	884.52	-884.52

Income from conference fees		+985.10
--------------------------------	--	---------

Balance as of April 3, 1984+45.56

WCRLA SIG REPORT

LEARNING CENTER MANAGEMENT NETWORK

A. Purpose

1. To discuss and share problems and solutions that have practical applications for the management and operation of a Center.
2. To encourage professional development and growth.
3. To exchange information on events, conferences and available positions related to Learning Centers.
4. To visit other Learning Centers.

B. Activities

Sept 1983 - March 1984: Monthly Roundtable meetings during the academic year in the Southern California area.

May 1983: Solicitations for memberships. Mailed out about 200 WCRLA applications.

November 1983: Joint Roundtable meetings of Greater L.A. and South Bay Orange County area.

Fall 1983: Letter of communication to all SIG members. Roster and WCRLA application enclosed.

December 1983: Panel presentation of SIG members CCCT & LA/ Bridging the Learning Assistance Management Network "Bridging the Gap between Two-Year and Four-Year colleges.

January 1984: Joint Roundtable meeting, WCRLA Southern California Mini-Conference.

C. Initial Goals

1. Identify individuals interested in joining the SIG.
2. Write articles about the SIG in the WCRLA Newsletter.
3. Prepare a guide for SIG members interested in starting a local roundtable.
4. Discuss relationship of SIG members to the general organization.
5. Discuss a SIG fee.

D. Accomplishments

1. 62 responses received, over half are WCRLA members.
2. 2 articles submitted to the Newsletter.
3. 2 members in Orange County interested in starting a 3rd roundtable.
4. Roundtable members would not necessarily members of the SIG.

E. Future Goals

1. Decide on a SIG membership fee.
2. Prepare a guide for SIG members interested in forming a local roundtable.

F. Expenses

1. \$300 total budgeted
2. \$200 received after approval of start up funds from the President after March 1983.
3. \$100 in reimbursements funds. Funds approved after September 1983.
4. About \$100 was spent in printing, postage, and phone calls.
5. Itemized expenses to be submitted by May 1984.

G. Recommendations

1. Determine general guidelines for all SIGs.
2. Determine the continuance of position of Director of SIG and responsibilities.
3. Investigate the need for a fee for all SIGs.
4. Allow budgeted allocation for this SIG to be continued for the next year.

Submitted by,

Patti Dozen
PATTI DOZEN, CHAIR

DUTIES OF WCRLA STATE/PROVINCE DIRECTORS

The duties of State/Province Directors are those necessary to coordinate WCRLA activities in the various states and provinces (local activities). These duties include but are not limited to membership recruitment, communication among local members, communication between the Board and the local membership, liaison with appropriate professional organizations whose membership is similar to that of WCRLA, and organization of local conferences. Specific duties of Directors are listed below.

Appointment is made on a year-by-year basis at the discretion of Coordinator of State/Province Directors. Appointment for a second year is customary and is a recommended practice, while occasionally Directors are appointed for a third year.

Directors report to the Board through the Coordinator of State/Province Directors, who is responsible for providing them with appropriate support from the Board, primarily in the form of funding, communication, and access to the full range of WCRLA resources.

Directors are responsible

1. for membership local recruitment. In states or provinces which conduct conferences or other major activities, Directors are encouraged to appoint Membership Coordinators, who shall be recognized by the Board. Generally major membership drives are encouraged at the beginning of each school year, at such time as major local activities are planned, and prior to the annual WCRLA Conference in the Spring. Each Director should set an annual goal for membership recruitment and is expected to include membership figures in the annual report to the Board (See #15 below).
2. for liaison and cooperative efforts with related local professional organizations. This liaison should include shared activities if appropriate and maintenance of cooperative communications which serve the best interests of WCRLA.
3. to maintain a record of local WCRLA members, both active and those whose membership has lapsed, and a record of prospective members. The Director or Membership Coordinator should contact those individuals whose membership has lapsed in order to encourage them to renew membership. Membership lists and notification of new and renewed memberships should be provided periodically to the Director by the Coordinator of State/Province Directors who should also be provided lists of perspective members and potential conference attendees to be included in general mailing lists.
4. to encourage individuals or groups within their states or provinces to submit bids for hosting annual WCRLA Conferences or Summer Institutes. Such individuals or groups should be put in contact with the Conference Site Chairperson or the Summer Institute Site Chairperson.

5. for planning annual local conferences or other meetings if appropriate. If local membership is not sufficient and if geographic conditions permit, Directors are encouraged to cooperate with other Directors to plan regional conferences or to encourage participation in nearby state or province conferences. Cooperation might include publicity, special guest presentations, special meetings for guest delegations and similar cooperative efforts. Directors should communicate regularly with other Directors, particularly those of nearby states or provinces in order to share ideas and to facilitate cooperative efforts.

6. for local funds. Directors who generate more than \$25 of local WCRLA income should open a passbook savings account or similar low cost bank account. An accurate accounting of all local funds should be included in the annual report to the Board. This report should include verification from at least one member other than the Director as to the accuracy of the accounting. Retiring Directors must arrange for accounts to be turned over to their replacement or placed in the care of the WCRLA Treasurer pending appointment of a successor. Accounts should be in the name of WCRLA and are considered to property of the local WCRLA membership.

7. to account for all funds received from the WCRLA treasury, either regular Director allocations or special state/province project funds. No funds will be disbursed without receipts or other appropriate verification. Requests for reimbursement should be submitted to the Coordinator of State/Province Directors at any time total amounts of \$25 are due on each ninety days, whichever is sooner. Directors are encouraged to accumulate small amounts for disbursement, but to submit all requests in a timely manner.

Directors are not expected to pay for WCRLA expenses personally unless they voluntarily choose to do so. They should, however, utilize funds from local Institutions whenever possible. Professional activities such as WCRLA are considered professional development and as such are often included in College budgetting.

8. to be familiar with the "Guidelines for Funding State/Province Special Projects." Proposals for special funding are due prior to the Summer/Fall Board meeting and should be submitted Prior to the Fall Board meeting, generally held in early August each year.

9. for regular contributions to the WCRLA Newsletter. Included should be an accurate address and phone number for the Director, notice of local activities, and news about members. The Director does not necessarily need to personally write the Newsletter contributions, but may designate others to do so.

10. for maintenance of communication among local WCRLA members. Directors are encouraged to develop local newsletters which should supplement and not compete with the WCRLA Newsletter. Directors are also encouraged to provide opportunities for WCRLA members to get together at appropriate professional meetings in which there are large numbers of members in attendance.

11. to keep the Board informed of local concerns and to provide communication between the Board and the local membership. They should also provide appropriate communication between the membership and Special Interest Groups (SIGs) and should encourage local participation in SIGs.

12. to provide information about available local positions to the Placement Bureau Chairperson. They should encourage local members and Institutions within their local areas to utilize the Placement Service, particularly to make job referrals.

13. for help in the planning of the Annual Conference. Duties include publicity, encouraging proposals for presentations, locating potential chairpersons, locating group travel rates or ride sharing, and locating individuals interested in room sharing at the conference. When the conference is in the Director's local area, she/he is expected to work closely with the conference manager to provide local support for the conference.

14. to attend the Directors Workshop at the Annual Conference and in cooperation with the Coordinator of State/Province Directors, plan and conduct a state/province meeting. The Director may also choose to attend Board meetings and is welcome to address the Board at such meetings. If unable to attend the Annual Conference, the Director is expected to provide a suitable replacement to assume her/his duties during the conference.

15. to submit a yearly report to the Board (Through the Coordinator of State/Province Directors). Information included in the report should be a report of state/province membership, a summary of local activities and communications efforts, an accounting of all funds used during the year and of those remaining at the end of the year, and recommendations to the Board from the local membership regarding local affairs or those of WCRLA as a whole. The Director should also indicate whether he/she is willing to continue in the State Director post for another year.

If the Director chooses not to continue for another year, She/he should locate one or more replacements to recommend to the incoming Coordinator of State/province Directors. This should be accomplished by the end of January so that a new Director can be selected and can attend the Director's workshop at the Conference. IT SHOULD BE MADE CLEAR TO ANY RECOMMENDED REPLACEMENT THAT THE SELECTION OF THE DIRECTOR IS THE RESPONSIBILITY OF THE COORDINATOR OF STATE/PROVINCE DIRECTORS AND THAT A RECOMMENDATION IS NOT AN APPOINTMENT.

THIRD DRAFT 16. to update the "State/Province Directors Handbook" at the end of each year and to arrange

THE IMPACT OF THE 1980s ON DEVELOPMENTAL EDUCATION

K. Patricia Cross

Harvard Graduate School of Education

When Carol Bogue approached me almost a year ago inviting me to address your general conference theme, "Coming of Age in the 1980s," I suggested that I would like to speak to that theme by looking at trends and changes in the broader society that would have an impact on developmental education in this decade. I then hoped that within a year, it would become clear to me what those influences were likely to be. As it happened, I didn't have long to wait for the feathers to hit the fan.

It was just about this time last year that the National Commission on Excellence on Education managed a direct hit on the nerve center of discontent with schooling in America with its quotable language about "a nation at risk" and "the rising tide of mediocrity." It now seems clear that the major forces that will shape developmental education in the short-term future will arise out of the educational reform movement that has been gathering reports and momentum all year.

At last count, there were more than 30 books, studies, and commission reports, and in addition the 50 states had appointed a

Prepared for the Annual Meeting of the Western College Reading and Learning Association, San Jose, California, April 6, 1984

total of 175 task forces charged with improving the quality of education. That averages out to more than three task forces per state and about two national reports per month. For better or for worse, that amount of directed energy is going to have an impact on virtually all forms of education, but especially on the types of programs that are the focus of your professional interest. The educational reform movement is basically concerned about increasing the academic competence of students in reading, writing, mathematics, computer literacy, and anything else judged to be an essential learning skill. So let us turn our attention in this session of your diverse and interesting convention program to the points of overlap between the recent national emphasis on educational improvement and your concerns about helping individuals to improve their learning skills.

At one extreme, we could entertain the thought that if the school reform movement were really successful, there would be no need for developmental education at the college level. All children coming through the school system would be adequately prepared and appropriately motivated for college-level study. This wildly optimistic possibility, however, takes no note of the fact that half of all college students today are over the age of twenty-two. Moreover it was not until the 1950s that a majority of the population remained in school long enough to complete high school. Thus, if one wants to indulge in the popular nostalgia for the "good old days" when students learned their lessons in schools, we must also acknowledge that many people, including most minorities, had little opportunity to learn in the schools

of the 1950s. So there are generation gaps that must continue to be addressed by educators, even if students should begin to emerge from high school with the learning skills that are essential for college or other learning options.

At the other extreme of this hypothetical continuum about the impact of school reform on developmental education, there is the thought that if the present school reform campaign is successful, every educator at every level, grade school through college, is going to be concentrating on doing a better job of seeing that all students are well-equipped with the basic learning skills. In that event, the cluster of concerns that lie at heart of this professional association will lie at the heart of all professional education.

In any event, I think it likely that the school reform movement will strengthen the role and the clout of developmental educators. Your experience and your knowledge about how to work with underprepared learners should be a national resource for the educational reforms of the 1980s. Most of the commissions would have benefited from the insights of professionals with experience in the fields they were trying to address, but at least the discussions and debates that are taking place throughout the country now are open and lively, and I am delighted to have this opportunity to think with you about the directions of the 1980's reforms and their probable impact on the philosophy and practice of education directed toward the development of lifelong learning skills.

Incidentally, I am going to use the phrase learning skills or lifelong learning skills to refer to those cognitive skills and attitudes that permit people to continue to learn new things whether they are 8 year olds learning to spell, 18 year olds struggling with college chemistry, 40 year olds faced with the challenge of computer literacy, or 50 year olds interested in the study of American literature. The euphamisms that we have invented over the past several decades for talking about people who are ill-prepared for learning whatever they need or want to learn seem to change with the seasons, and they certainly impede our conversations about common concerns. Whether you operate a learning assistance center, a developmental reading program, a remedial math lab, or some other learning assistance program, I would like to consider the future of our common concerns in the context of the current reform movement.

I am not going to spend a lot of time on the symptoms of malaise in American public education. Almost everyone agrees that the general health of education in America is not what it should be. Different publics, however, repond to different indicators. Perhaps the most convincing symptom to the general public is the decline of test scores. That symptom has been reported in both the popular and professional press for more than 15 years now. In 1975, the College Board and Educational Testing Service began exhaustive studies about the probable causes of the decline. The answers implicated a wide variety of culprits, ranging from the demographics of the birth rate to social unrest to efforts to educate a wider spectrum of the population. But much of the

problem was laid at the doorstep of the schools -- not enough homework, too many nonacademic courses, lowered expectations, not enough emphasis on writing, etc. (College Board, 1977).

For businessmen, the symptom of school failure lies in the loss of productivity of the American labor force. While no one suggests that schools alone are responsible for everything from the loss of the competitive edge of America to the negative balance of trade, there is a feeling that American workers are not doing their jobs, and that at least part of this is due to the fact that students and teachers are not doing their jobs in the schools.

For teachers at any level, the evidence of educational malaise is to be found in the deplorable skills of their incoming students. Teachers complain that colleges don't get good students from the high schools, who don't get good students from the elementary schools, who don't get good teachers from colleges and graduate schools.

To continue the medical analogy about the health of the schools, no one who has examined the patient has suggested that the symptoms are not real or that the cure is as simple as two aspirins and bed rest. But anyone seeking a second opinion on the severity of the illness is likely to get it -- and a third, fourth, and fifth opinion as well. There really isn't much agreement on whether American education has a cold, the flu, or pneumonia.

Even those who have spent many months in the field examining the patient aren't sure how serious the situation is. John

Goodlad warns that, "It is possible that our entire public education system is nearing collapse" (1983, p. 1), while Ernie Boyer finds that the schools are beginning to improve, with the top 10 to 15 per cent providing perhaps the finest education in the world. (1983, p. 38) Overall, however, Boyer concludes that schools are, "like the communities that surround them--surviving but not thriving" (p. 38). Perhaps the point of greatest agreement is that it depends very much on which school you are talking about. Some are very good indeed; some are terrible, and most are mediocre.

John Goodlad is especially insistent that no single set of judgments or recommendations can reasonably apply to all schools (p. xvii). But most of the reports conclude with sweeping and amazingly specific recommendations for treatment. A few are supremely selfconfident that their treatment will result in quick and complete recovery. The authors of A Nation at Risk, for example, assert that if their recommendations are implemented over the next several years, they will "promise lasting reform" (1983, p. 23). Historians may doubt the prognosis of "lasting reform," but there is reasonable agreement on the general direction the reform should take in the 1980s.

I am not going to discuss the recommendations in detail. One of the more absorbing tasks in education these days is making charts of the various recommendations and then making summaries of summaries. There are so many reports out now and so many commentaries and analyses that practically every wise and foolish thing that can be said about the schools has been said. For

that reason I am going to avoid commenting on recommendations that have already gained high visibility, and I am also not going to dwell on the admittedly difficult issues of how we are going to pay for all this or the proper role for the Federal government. Instead, I am going to concentrate on the possible negative side effects of relatively popular recommendations on which there is enough agreement that there is a chance for implementation.

My purpose in taking this approach is not to slow down action, but to speed up thinking. My concern is that for every complex problem, there is proposed a simple solution -- and these reports are full of them. Generally speaking, the reports put together by blue-ribbon commissions are more simplistic than those prepared by individual investigators. Perhaps this is understandable, since while individual commissioners are highly talented people, the commissions are consensus seeking and do not attempt to address either differences among committee members or differences among schools.

The National Commission on Excellence in Education took a calculated risk when they decided, I hope deliberately, to make their report simple enough to grab public attention. That it did, but simple solutions to complex problems are unlikely to improve education. The more sophisticated analyses that came out later are having a hard time convincing the general public, excitable politicians, and a sensationalist press that school reform is going to be a long slow process and that over-reacting may be as bad as failure to act. They are just opposite swings of the pendulum.

Many of the reports attribute the erosion of quality in education to the permissiveness of the 1960s and 70s and reason that the solution is to swing the pendulum in the opposite direction, toward more control, more requirements, and tougher standards. These prescriptions call for simple corrections of perceived excesses of the past. Not enough homework? --assign more. Not enough testing? --require more. Too many electives? --insist on more requirements. These undimensional corrections might be labeled the swinging pendulum solution. A pendulum is in constant motion, but it never goes anywhere. It simply swings from one extreme to the other. Indeed, the momentum gained from a swing to the left provides the energy for the swing to the right.

Those of you who work with underprepared students know that doing more of what has not worked for these students in the past is not the route to success. As one observer of the current mania for legislating standards observed, "If the kid can't high jump 4', it does no good to raise the bar to 4'8". What then should we do? Specify clear objectives? Yes. Make a careful analyses of individual learning problems? Of course. Establish realistic expectations and high standards of performance? Certainly. Conduct frequent evaluation and provide immediate feedback? Surely. These are strategies based on an analysis of the problem; they are not simple pendulum swings applied with relentless uniformity to the entire student population. If we are not more thoughtful about the goal of quality and how to attain it, we will spend the 1980's correcting for the

permissiveness of the 1960s and 1970s, and we will spend the 1990s correcting for the overregulation of the 1980s. We might, I suppose, recommend more modest corrections, but that would simply slow down the pendulum, eventually stopping all movement.

We know more about the characteristics of effective schools than swinging pendulum solutions suggest, and it is a disservice to imply that our options are limited to strategies that seemed to work in different times with different student populations. We know, for exmple, that effective schools are distinguished by some of the same characteristics that distinguish effective developmental programs: clear priorities about what must be learned, high expectations for students, uninterrupted time on task, positive discipline, and support from the top.

Unfortunately for those interested in gaining credibility as people of action, these qualities cannot be legislated as can the currently popular quantifiable reforms such as more time in school, more pay for teachers, more requirements, and more tests. Effective reform must be achieved by slower, more complex actions built up through community pressure, faculty commitment, and support from the President and the Board.

In addition to more thoughtful analyses and greater patience we need some fresh perspectives and perhaps some new metaphors. The spiral staircase is a more apt metaphor for school reform than the swinging pendulum. Whereas the swinging pendulum involves retracing old ground, the spiral staircase rises to new levels. We may circle back to look at old problems from new perspectives, but our motion is constantly upward to a higher

plane of action. Schools of the 1980s are operating in a different plane from those of the 1960s, and we need to find some new perspectives if we are to avoid educational faddism and swinging pendulum solutions.

One such perspective is offered in the best selling book, In Search of Excellence (Peters & Waterman, 1982), in which the authors describe the most successful corporations in America. Ironically, the conclusions about the environments which stimulate excellence in corporate America are frequently the opposite of what is recommended for excellence in our schools, but I found that the factors contributing to corporate excellence have much in common with what we think we have learned over the past decade or so about effective learning environments for underprepared learners.

When Peters and Waterman set out to look for corporate excellence, they found it at both IBM and MacDonald's --in the production of the lowly hamburger as well as in the glamour of high tech. Their criteria for excellence seemed not to reside in the prestige of the thing produced, but rather in the attitude and enthusiasm of the workers. They concluded that one of the main clues to corporate excellence lay in "unusual effort on the part of apparently ordinary employees" (p. xvii). There is a lot to think about in that deceptively simple conclusion, and developmental educators are constantly concerned about how to motivate ordinary people. Are there recommendations in the 1980s educational reforms that will stimulate "apparently ordinary" people to unusual effort?

In the first place, there is surprisingly little attention given to "ordinary people" in the school reform reports. There is the clear implication that the rising tide of mediocrity is made up of embarrassing numbers of ordinary people, and if we want to return excellence to education, we better go out and find more excellent people. Teachers colleges are advised to select better candidates; colleges are encouraged to raise admissions standards, and the Federal government is urged to offer scholarships to attract top high school graduates into teaching. There is not a lot said in the education reports about how to stimulate unusual effort on the part of the ordinary people that we seem to be faced with in the schools and in most colleges.

"Excellent companies," say Peters and Waterman, "require and demand extraordinary performance from the average man" (p. xxii). Since the tips for getting such extraordinary performance are scattered throughout their book, let me select a few of them and measure them against the recommendations of the 1980s educational reforms.

One important suggestion from the corporate world for stimulating unusual effort on the part of ordinary people is to make people members of winning teams while also recognizing each individual as a star in his or her own right. Peters and Waterman found that excellent companies, "turn the average Joe and the average Jane into winners" (p. 239 emphasis added). That is a bit more difficult, it seems, than recognizing winners. The tough problem is not in identifying winners; it is in making winners out of ordinary people. That, after all, is the

overwhelming purpose of education. Yet historically, in most of the periods emphasizing excellence, education has reverted to selecting winners rather than creating them.

In any era, colleges that are able to select winners among both students and faculty, are most likely to be perceived as quality institutions. Although "value added" is a sound educational concept and the ultimate educational challenge, it has not often been pursued with any vigor in education. Community colleges are frequently considered lower quality educational institutions than research universities, not on the basis of comparing the "value added" to their graduating classes, but by comparing the selectivity exercised in admitting their entering classes.

Peters and Waterman insist that there is no reason why organizations cannot design systems to support and create winners. Most excellent companies, they say, build systems "to reinforce degrees of winning rather than degrees of losing" (p. 57).

At IBM, for example, sales quotas are set so that 70-80 percent of its sales people meet their quotas. At a less successful company, only 40 percent of the sales force meets its quota during a typical year. "With this approach," say the researchers, "at least 60 percent of the salespeople think of themselves as losers. They resent it and that leads to dysfunctional, unpredictable, frenetic behavior. Label a man a loser and he'll start acting like one" (p. 57). Of all of the data that I have collected on open-admissions students in

community colleges, none were more distressing than those showing students' perceptions of themselves as losers in the educational race (Cross, 1971).

There is much in the present educational reform movement that should frighten us if, in fact, winning is important for ordinary people. The investigators on corporate excellence observed that less-than-excellent organizations take a negative view of their workers. "They verbally berate participants for poor performance ... They want innovation but kill the spirit of the champion ... They design systems that seem calculated to tear down their workers' self-image" (p. 57).

That sounds a lot like what we are doing in the educational reform movement of the 1980's. We are telling teachers that they are a sorry lot, scoring lower on the SAT than their fellow students in college. We are proclaiming that the deplorable state of the schools is an embarrassment to us internationally and a risk to our nation. We are telling students that they are losers and threatening them with loss of further educational opportunity if they don't shape up. It is very hard to feel like a winner anywhere in the educational system today. But, the critics will object, how can you improve the educational system if you don't face the facts? Fair question.

The "facts" seem to be that there are some excellent schools out there, that there are some exceptional teachers, that we do know something about making teaching and learning more effective, that high expectations are important to performance, and that financial support is absolutely essential. We also know that

test scores have been falling, that expectations for students are not high enough to demand their best performance, and that until students experience success as a result of their own efforts, it will be hard for them to feel like winners. Even very young children know when they are learning and when they are not. It does no good to tell students of any age that they are doing fine if they are not. Thus, learning tasks must be realistic, and every student must have an opportunity to succeed at a learning task that is important. It is not an easy task, and throughout history it has been made ever more difficult by the growing diversity of our student populations.

In some two decades of trying to find answers to the question of how to provide education for all the people, I have reached the conclusion, that it is our commitment to the lock-step time-defined structures of education that stand in the way of lasting progress (Cross, 1976). It is simply unrealistic to think that all students can learn the same material, to the same standards of performance, in the same amount of time, taught by the same method. We continue to talk about individual differences. We know they exist; we have reliable measures of them. We even cherish them, but we fail to provide for them in our educational systems. Most experiments in individualization are soon abandoned because they require too much work on the part of teachers who are faced with individualizing instruction in addition to their obligation to handle all of their traditional tasks.

Strangely enough our solution has never been to change the

system to accommodate individual talents. Rather it has been to try in some way to reduce the diversity --through selection, through narrowing curricular choices, and through proclaiming that we expect too much of our schools and that they must be allowed to get back to basis.

Those are the familiar planks in the platforms of the school reform movement of the 1980s. Many people are searching for ways to rid the school of problem learners, to reduce the obligations of the schools, and to restrict the curricular options.

There are serious proposals to deny the losers in the educational race a high school diploma or entrance to a community college. There is not much doubt that the easiest way for an educational institution to raise its own quality is to get rid of problem learners. Don't accept them and don't certify them. Test scores will rise, faculty morale will improve, and the institution will be perceived as a quality place for serious learning.

The problem is that the society that supports this superficially excellent educational institution now has on its hands the educational rejects. Whose responsibility is it to convert them from a drag on society to productive members of that society? The chances are high that an illiterate mother or father in this generation will produce three or four more problem learners in the next generation. Clearly, we cannot afford to "improve" educational institutions at the expense of society. But it is distressing to see how many well-meaning but short-sighted legislators and educators are taking advantage of

the current mandates for excellence by supporting proposals that can have the effect of eliminating from local high schools and colleges the very students who need their services most. Some years ago, one was devised this motto for Admiral Rickover's elitist recommendations: "Save the best; shoot the rest".

Selection is the easy route to quality -- but it is a swinging pendulum solution that fails to address the underlying problems with curriculum, instruction, and teacher training. For better or for worse, our schools have to be concerned with maximizing the performance of "ordinary people."

One of the perennial problems with universal education is the diversity in achievement that it brings into the average classroom. Many of the reports call for a core curriculum, frequently on the grounds that it will abolish the evils of tracking. The common core curriculum, however, without provisions for individualization, will simply replace parallel tracks with vertical ones. Instead of lower achieving students being shunted into vocational or general education curricula, they will occupy the lowest ranks of the academic core curriculum. There is ample research evidence to show that students who start school in the bottom third of the class will remain there throughout their dreary journey through the American school system (Cross, 1971).

Although I am convinced along with Ben Bloom, Jerome Bruner, and others that almost any child can learn the basic school curriculum, given enough time and appropriate help, I am not convinced that the core curriculum imposed on existing time-bound

structures will abolish the evils of tracking. Why do we think that a D student in the academic curriculum has more life choices than an A student in the vocational curriculum?

As to the recommendations that schools should get back to defining their educational mission, there is always the assumption that the mission is to provide for the cognitive development of students. No one can quarrel with that. What some people are wondering is what organizations in our society should assume responsibility for moral development, common courtesy, civility, and yes, even driver training. The choice seems to be between adding these so-called frills to the schools or ignoring them in the hope that churches, families, and community agencies will reorganize and reassert themselves to deal with them. The inevitable result, I should think, is the swinging pendulum. Schools restrict their responsibilities to intellectual and cognitive tasks until society feels that citizenship and morality need attention, and then there is no place to turn except to the schools.

I believe that we must begin to question whether the ancient structures of education can cope with the diversity that is inherent in universal education. We need structures that are built, not only on the acceptance of individual differences, but on explicit recognition of their value to our society. To use Alvin Toffler's phrase, it is time to de-massify education.

A significant aspect of Alvin Toffler's Third Wave (1980), you will remember, is the customization of products and services. Whereas the industrial revolution of the Second Wave emphasized

mass production, the arrival of the Third Wave makes possible customized production. In the manufacture of clothing, for example, Second Wave production methods required the worker to place one layer of cloth on top of another, lay the pattern on top, and then with an electric cutting knife cut out the pattern and produce multiple identical cutouts of the cloth. These were then subjected to common processing and came out identical in size, shape, and color to be purchased by the masses at reasonable prices "off the rack".

The Third Wave laser machine operates on a radically different principle. Laser machines can be programmed to fill an order for one garment economically, and soon it may be possible "to read one's measurements into a telephone, or point a video camera at oneself, thus feeding data directly into a computer, which in turn will instruct the machine to produce a single garment, cut exactly to one's personal, individualized dimensions". (Toffler 1980, p. 184).

De-massification is also occurring in the mass media. The mass messages that were a product of Second Wave communications are giving way now to highly specialized media audiences. There are, for example, magazines which cater to populations as diverse as antique collectors, joggers, car buffs, and people in the million dollar housing market. Radio stations specialize, not just in music, but in hard rock, soft rock, punkrock, country rock or folk rock. In the Boston area, a new cable TV station announced its intention last week to specialize in "neighborhood news," and newspapers are doing the same thing. A tabloid

newspaper is customized to provide news and advertisements targeted to each separate suburb of the metropolitan Boston area. The Cambridge Tab has some items in common with the Newton Tab, but apparently the publisher thinks it makes good economic sense to publish customized versions for each community.

Although instructional programs appear generally oblivious to the potential power of the computer to custom-design education, we are already beginning to customize testing. Second Wave testing called for identical machine-scorable answer sheets, batched by the thousands, and scored by the overlay of common patterns of right answers. Third Wave testing calls for branching, customization, and diagnosis of individual learning problems. Student personnel work too has become more customized and more individualized. There are more special interest clubs and groups custom-designed to serve special needs populations, such as reentry women, parents without partners, Black student organizations, and the like. At the same time, computerized guidance systems are providing individualized career-guidance services that would be impossible without interactive computer programs. Despite such changes before our very eyes, most of the school reform recommendations of the 1980s propose Second Wave solutions in a Third Wave world. They suggest re-massifying rather than de-massifying education.

Of all of the teachers who work in schools and colleges, I find that those who have or create the opportunity to work with individual students are the least likely to be persuaded that sweeping curricular reforms will return excellence to the schools.

There is, however, one curricular reform that we must begin to deal with immediately. It appears that educators do not know how to handle the information explosion. Mike O'Keefe (1984) presented a compelling picture last week at professional meetings in Chicago of the impact of the information explosion on high school physics. The standard text book used in most high schools today is 610 pages long and contains sections on 42 separate subspecialties of physics including optics, mechanics, nuclear physics, thermodynamics, and all the rest, plus some sections on social responsibilities of scientists and contributions of women and ethnic minorities to science. Whenever a new subspecialty appears or new social concerns arise they are added to the textbooks. The result is a very superficial exposure to innumerable definitions and specialized vocabulary which are usually forgotten within a week. There is no time left for learning what young people growing up in the information society are going to have to know -- how to locate information when they need it, how to analyze, synthesize, interpret, and apply information. In short, today's students are going to have to learn how to learn. We need to develop the higher-level cognitive skills of putting words together to express idea, of selecting from mountains of information that which is relevant, of analyzing arguments, and of synthesizing information from different sources. Until we can find room in the overcrowded curriculum for teaching people to live in our information-saturated society, education will be outdated almost as fast as it is learned. Between 6000 and 7000 scientific

articles are produced each day, and information doubles every 5 1/2 years. By the time the average physician completes his or her training, half of all the knowledge and skills acquired in medical school are obsolete.

How do we educate people to live in a world in which entire industries are created and wiped out in a single decade? The most important lessons that we can teach our children are the skills and the attitudes that will be required of lifelong learners. No education, no matter how brilliantly designed and delivered, will last a lifetime. The greatest handicap any adult can have in the 21st Century is a dislike of formal learning.

It is already clear that there is a growing gap between adults who have learned to enjoy learning and who use it to make their lives richer in every sense of that word, and those who dislike learning and are stuck in dead end and even disappearing jobs. A college graduate today is seven times as likely to be engaged in some form of adult learning as a high school drop-out, and the gap between the educational "haves" and "have-nots" is widening as the learning opportunities for adults increase. One thing that we know for sure from all of the research on adult learning is that it is the already well-educated who rush to take advantage of the new opportunities that are appearing; the poorly educated stay away in droves (Cross, 1981).

In conclusion, the most serious challenge to developmental educators is to prepare students for their futures as lifelong learners. The requirements will be fourfold: 1) to demonstrate to students that they are capable of learning and that it is a

useful, satisfying skill that will serve them well throughout their lives, 2) to provide the cognitive skills that serve as the basic tools for lifelong learning, 3) to instill positive attitudes toward learning, and 4) to gradually put students in charge of their own learning so that they can make choices from among the multiple learning options that will face them as adults in the learning society.

On these requirements, the 1980s reforms are strong on only one of the four. They do want each student to master the basic learning skills. There is not, however, much attention given to creating atmospheres that stimulate enthusiasm for learning. We are approaching our task with grim determination, and there is little patience or interest in the slow learners who will almost certainly constitute one of our greatest social problems in the learning society that lies ahead.

Ted Sizer speaks most directly to the fourth requirement when he says, "A self-propelled learner is the goal of a school, and teachers should insist that students habitually learn on their own" (p. 216). That is a goal we have not seen mentioned in most of the reports. In fact, the general direction is quite the opposite. We are gradually creating more dependence on authorities to specify the learning tasks, control the options available, determine standards, and evaluate outcomes. If we are creating a generation of young learners who become increasingly dependent on others to define standards of acceptable learning, are we also thinking of the demands that will be created on the learning society, with millions of adults unprepared to assume

responsibility for their own self-directed learning? We should, I suggest, start now to develop lifelong learners who are willing and eager to assume responsibility for their own continuous learning.

In order to do that, we must assure that students of all levels of ability develop the basic learning skills and the positive attitudes that will enable them to live productively and with a sense of personal satisfaction in the learning society. Since these are the fundamental goals of developmental education, it seems clear to me that developmental educators will have to rise to the challenge, and in so doing, will fulfill the theme of this 1984 conference, "Coming of Age in the 1980s."

REFERENCES

Boyer, Ernest. High School: A Report on Secondary Education in America. New York: Harper and Row, 1983.

College Board. On Further Examination: Report of the Advisory Panel on the Scholastic Aptitude Test Score Decline, New York: CEEB, 1977.

Cross, K. Patricia. Beyond the Open Door: New Students to Higher Education. San Francisco: Jossey-Bass, 1971.

_____. Accent on Learning: Improving Instruction and Reshaping the Curriculum. San Francisco: Jossey-Bass, 1976.

_____. Adults as Learners. San Francisco: Jossey-Bass, 1981.

National Commission on Excellence in Education. A Nation at Risk, Washington, D.C.: U.S. Department of Education, April, 1983.

O'Keefe, Michael. Reforming High School and College Curricula: Why More Rigor Isn't Enough. Presentation at the 1984 National Conference of AAHE, Chicago, March 16, 1984.

Goodlad, John. A Place Called School. New York: McGraw-Hill, 1983.

Peters, Thomas J. and Waterman, Robert H. Jr. In Search of Excellence. New York: Harper and Row, 1982.

Sizer, Theodore. Horace's Compromise: The Dilemma of the American High School Today. Boston: Houghton-Mifflin, 1984.

Toffler, Alvin. The Third Wave. Toronto: Bantam Books, 1980.

April 4, 1984

Report on Advanced Reading Special Interest Group--Activities of 1983-4

by leader Anne Dye Phillips, Santa Monica College, Santa Monica, CA

1. About 8 people met at the WCRLA Conference, Portland, April 1983; several more signed up as interested. We agreed on several goals:

start newsletter

have information headquarters

collect information on testing, adv. reading courses, new research in adv. reading

2. Results:

I agreed to act as leader for the year

notice was put in WCRLA Newsletter--received 10-15 queries about the SIG

mailing list expanded to 30-40 names

I represented this SIG at a local WCRLA conference at Cypress College

I mailed out 2 summary letters about our group, to all on mailing list

but:

the information-collecting has yielded little information!

3. Members:

good interest--mailing list keeps expanding

4. Expenses:

I did not apply for any. With the larger number of interested people, I realize we must ask for funds for 1984-5 to cover xeroxing and mailing expenses. (So far I paid for postage myself.)

5. Goals for 1984-5:

meet for second time, in San Jose

select new leader at that meeting (I cannot continue)

apply for funds

restate goals (the original ones will probably be retained)

reassign tasks to volunteers

continue mailing list, publicity

how to keep in contact? Mailing copies of course syllabi etc. to 50 people

may be a chore (I am bringing a condensed syllabus form to San Jose, for members to use for a Course Exchange)

In general: this SIG is a lively and important one. It will be an important SIG in the future, as more universities realize the need for a non-remedial reading course for capable students. We have fewer instructors in this field, and they are more widely scattered geographically, than those in the remedial areas; so we need to develop a better way to communicate and to meet, than my typing-dittoing method of this past year. I expect to help with the SIG, though not the ongoing leader.

Respectfully submitted,

Anne Dye Phillips
Anne Dye Phillips

Instructor and textbook author

HYATT REGENCY LONG BEACH
200 SOUTH PINE AVENUE
LONG BEACH, CALIFORNIA 90802 4553 USA

Attachment X

213 491-1234

HYATT REGENCY LONG BEACH

January 18, 1984

Ms. Patty Dozen
Western College Reading
and Learning Association
949 East Second Street
Long Beach, California 90802

Dear Patty:

Thank you for your interest in the Hyatt Regency Long Beach for the 1986 Western College Reading & Learning Association. We are delighted to have this opportunity of submitting the following proposal for your review.

AVAILABILITY DATES

The Hyatt Regency Long Beach presently has available the following set of dates for the Western College Reading and Learning Association:

Arrival:	Wednesday, March 5, 1986
Departure:	Sunday, March 9, 1986
Status:	First Option, Tentative

(or)

Arrival:	Wednesday, March 26, 1986
Departure:	Sunday, March 30, 1986
Status:	First Option, Tentative

On your preferred dates of March 19-23, 1986, we have a tentative hold on space for a group, but we will know the status by April 4, 1984.

GUEST ROOM BLOCK

At your direction, we would be pleased to hold either of the above dates for you on a first option, tentative basis. It is our understanding that you would require a block of approximately 150 guest rooms.

Ms. Patty Dozen
January 18, 1984
Page -2-

ROOM RATES

Were your group to be meeting in 1984, your rates would be:

Single:	\$68.00
Double:	\$80.00

We will be happy to discuss rates for your organization on an individual basis and guarantee room rates twelve months prior to the arrival date of your meeting.

If the group were to select the Easter Weekend dates, we would be in a position to "sharpen our pencils".

COMPLIMENTARY POLICY

Patty, to show our appreciation for being allowed to host your group, we will be happy to offer one deluxe guest room for each fifty rooms actually occupied by your attendees. Of course, a one bedroom suite equals two complimentary units and so forth.

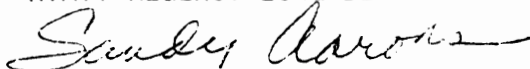
CONCLUSION

We hope the above details are sufficient. However, if you have any questions or need further information, please give us a call.

Looking forward to hearing from you.

Sincerely,

HYATT REGENCY LONG BEACH



Sandy Aarons
Sales Manager

SA/j
enclosure



R.M.S. QUEEN MARY.

ORGANIZATION: WESTERN COLLEGE READING AND LEARNING
ASSOCIATION

CONTACT: Ms. Patti Dozen

ADDRESS: 949 East Second Street
Long Beach, California 90802

DATES AND STATEROOM COMMITMENTS:

March 19 - 23, 1986

We are prepared to set aside up to 100 staterooms for your convention dates as described below:

<u>DATE</u>	<u>DAY</u>	<u>ARRIVAL</u>	<u>DEPARTURE</u>	<u>IN-HOUSE</u>
3/19	Wed	60	0	60
3/20	Thurs	40	0	100
3/21	Fri	0	0	100
3/22	Sat	0	50	50
3/23	Sun	0	50	0

STATEROOM RATES:

We will be happy to guarantee rates for your meeting one year in advance. However, if you were to meet this year, we would guarantee these special group rates of \$52.00 single/double for inside staterooms; \$69.00 single/double for outside staterooms.

All stateroom rates are plus Long Beach City tax.

These special rates will be honored for any of your guests that may arrive earlier or stay longer than the above indicated "official" function dates.

RESERVATION PROCEDURES:

We will provide you, at no charge, postage-paid reservation envelopes for distribution to your members. The envelopes will be specially imprinted with your organization's name, dates and special rates.

Please note that all reservations must include a deposit in the amount of one night's occupancy and be received in

.../2

WESTERN COLLEGE READING AND LEARNING ASSOCIATION

our Reservations Department 30 days prior to arrival. Reservations received after this date will be accepted on a space available basis.

MEETING REQUIREMENTS:

Following is a list of meeting space being currently held for you on a tentative basis. We will be happy to hold this space for 30 days pending your decision.

Thursday, March 20, 1986

24 hours	Exhibits	Exhibit Hall
9 am - 5 pm	General Session	Grand Salon 250pp
9 am - 5 pm	Breakouts	Red Lion, Black Lion, Ascot, Oxford, Regency, Abbey, Annex

Friday, March 21, 1986

24 hours	Exhibits	Exhibit Hall
9 am - 5 pm	General Session	Grand Salon 250pp
9 am - 5 pm	Breakouts	Red Lion, Black Lion, Ascot, Oxford, Regency, Abbey, Annex

Saturday, March 22, 1986

24 hours	Exhibits	Exhibit Hall
9 am - 5 pm	General Session	Grand Salon 250pp
9 am - 5 pm	Breakouts	Red Lion, Black Lion, Ascot, Oxford, Regency, Abbey, Annex

Sunday, March 23, 1986

	Exhibits	Exhibit Hall
9 am - 5 pm	General Session	Grand Salon 250pp
9 am - 5 pm	Breakouts	Red Lion, Black Lion, Ascot, Oxford, Regency, Abbey, Annex

There will be no charge for the meeting or banquet space reserved, based on a minimum occupancy of 85% of the staterooms set aside. If less than 85% occupancy, a proportionate decrease in the meeting space reserved will apply.

SPECIAL ARRANGEMENTS:

As part of the special Queen Mary meeting package, we are happy to offer each of our hotel guests in your group, complimentary admissions to the Queen Mary Shipwalk and the famous Howard Hughes' Flying Boat Exhibit, "the Spruce Goose".

In addition, hotel guests in your group will receive free, unlimited in and out shipside parking privileges after registering in the hotel.

COMPLIMENTARY ARRANGEMENTS:

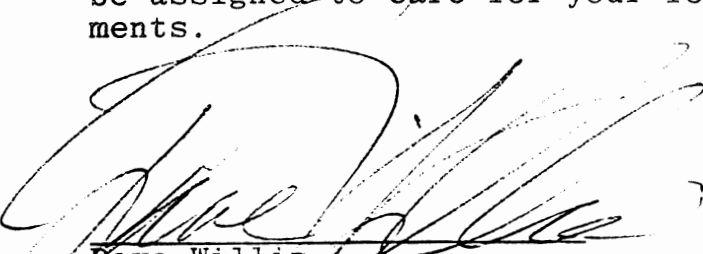
In appreciation of your business, we're pleased to offer one complimentary suite per 100 stateroom nights occupied by your membership over official meeting dates.

FINANCIAL ARRANGEMENTS:

For your information, you may establish an account with the Queen Mary. To do so, complete and return our credit application 90 days in advance of your arrival. Upon approval, you may charge some or all expenses to an account payable upon conclusion or 10 days from receipt of billing.

CONVENTION AND CATERING SERVICES:

You will be hearing from our Convention Services Department. They will work with you on the details of your meeting. In addition, a Catering Coordinator will be assigned to care for your food and beverage requirements.



Dave Willis
Sales Manager

Enclosures: convention kit
credit application

Placement Bureau Director's Report

Anne-Marie Schlender

CURRENT CONFERENCE YEAR FROM MARCH-MARCH

15 JOB ANNOUNCEMENTS MAILED OUT

35 ACTIVE APPLICATIONS

JOB ANNOUNCEMENTS RECEIVED HAVE TRIPLED (300%)

APPLICATIONS HAVE INCREASED BY (230%)

ZEROX COSTS	39.15	(15 ANNOUNCEMENTS X 35¢)	\$2.61
POSTAGE	<u>105.00</u>		\$7.00
	\$144.15		

SUGGEST APPLICATION BE PLACED IN NEXT NEWSLETTER

IS THERE A LIFE TO APPLICATIONS - GOOD FOR -

* SHOULD A NEW LETTER BE SENT TO STATE DIRECTORS ABOUT
JOB PLACEMENT CH

* SHOULD PLANS BE MADE FOR A WORKSHOP/INSTITUTE FOR NEXT
YEAR'S CONFERENCE

* RENEWAL OF SPSU NEWSLETTER \$25-30

* TOPICS FOR FUTURE COLUMNS: CONCENTRATE ON A DIFF/ALTERNATE
CAREER - ?

CALIFORNIA	14 1	6
COLORADO	11	2
ALASKA	11	2
TEXAS	11	2
WISCONSIN	1	1
NEW MEXICO	1	1
PENNSYLVANIA	1	1 15

Center for Learning Assistance, New Mexico State University, Box 5278, Las Cruces, NM 88003

February 28, 1984

Vince Orlando
Reading Dept, Box 17
Metropolitan State College
1006-11th Street
Denver, CO 80209

Dear Vince:

I received the "Proposed Guidelines for WCRLA Research Award." I really appreciate your work on this--and David's help, too. Thanks so much for your work on awards for two years. I know you've been especially busy, and I appreciate the time you've put in on the activities of the committee.

Two areas which perhaps should be considered but are not covered by the guidelines are 1) budget explanation, and 2) publicity/solicitation of applications. The inclusion of a category for budget is no problem, but I'm really stymied about how to get information about awards to the membership. Obviously, what we've been doing through articles in the Newsletter is not the answer. The new Awards Chairperson (to be named by Carole) will have to address the problem of publicity and come up with a sound strategy.

Perhaps, in retrospect, you have some thoughts and ideas on how to develop awareness and member participation in nominating for the Long and Outstanding Service Award or applying for the Scholarship on Research Award? If so, please share with me.

Again, Vince, thank you!

Sincerely,

Karen G. Smith, Ed.D.
President

KGS:mp



**Western
College
Reading &
Learning
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

February 22, 1984

Karen G. Smith, Director
Center for Learning Assistance
Box 5278
New Mexico State University
Las Cruces, NM 88003

Dear Karen,

Enclosed you will find copies of the guidelines my "committee" developed for what I propose should be a WCRLA Research Award. Also included is a checklist which reviewers would use to evaluate proposals. As written, the categories include dissertations (see A. 1.), which could cover the scholarship aspect of the award. I think these guidelines are appropriate, but the Executive Committee should feel free to make any changes.

Please be aware that Dave Caverly and I wrote these guidelines. I sent information to my other committee members in mid-January, but have not received any responses.

Also, I contacted Louise Renault. She will forward to you what is, in effect, a report of her activities over the last year. She will also be at the conference in San Jose.

Preparations for the conference in Denver are progressing. The slogan, "I'd Rather Be In Denver," will be used as our luncheon theme.

I hope you find these guidelines satisfactory. If you have any questions about them or anything else, please contact me. I look forward to the conference and to seeing all of you.

Sincerely,

Vince /c.l.

Vincent P. Orlando, Chairman
Scholarship and Awards Committee

cc: Carole Bogue

PROPOSED GUIDELINES FOR WCRLA RESEARCH AWARD

I. CATEGORIES

A. Research

1. Dissertations
2. Thesis
3. Published papers

B. Literature/Papers

1. Books
2. Non-research papers

C. Media

1. Video tapes
2. Sound-on-slides
3. Tapes
4. Films
5. Software (computer)

II. COMMITTEE OPERATION

- A. Proposals will be reviewed blindly.
- B. Three copies of the proposal must be sent to the chairperson by Dec. 1. Because of the blind review process, proposals should be written in such a way so as not to indicate who wrote them.
- C. The committee will evaluate the proposals based on the criteria listed in III. C. below.
- D. The committee will make recommendations to the Board at its annual meeting during the spring conference.
- E. The Board will announce its award at the luncheon during the spring conference.
- F. Recognition will be in the form of a certificate along with a cash award.

III. PROCEDURES FOR APPLICATION

- A. Send three copies of the proposal to the chairperson of the Awards Committee by Dec. 1.
- B. Include a maximum of five pages.
- C. Proposals will be evaluated based on the following criteria
 1. Within WCRLA's role and mission
 2. Plan for project
 - a. objectives
 - b. specific activities
 - c. dissemination of results
 - d. time feasibility for project
 - e. evaluation of project
 3. Clarity of proposal

CHECKLIST FOR PROPOSAL EVALUATION

proposal no.

<u>Pts.</u>	<u>Pts.</u> <u>Rcd.</u>	<u>Criteria</u>
1-6	_____	Within scope of WCRLA's role and mission
		Plan for project
1-2	_____	objective for project
1-6	_____	plan for carrying out project (what is to be done)
1-3	_____	dissemination of results
1-3	_____	time feasibility
1-2	_____	evaluation (effectiveness or use of project)
1-3	_____	Clarity of structure and care with which project was prepared
1-5	_____	Overall impression of proposal

Total

1-30	_____	Written comments
------	-------	------------------



**Western
College
Reading &
Learning
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

February 7, 1984

Karen Smith
Center for Learning Assistance
New Mexico State University
Box 5278
Las Cruces, NM 88003

Dear Karen,

Good to hear from you. Here are the answers to your questions.

1. I've received no nominations for the Long and Outstanding Service Award. It looks like a new procedure will have to be developed to handle this most important area.
2. Also, we have no applications for the Scholarship Award.
3. I've been working on a proposal to change the Scholarship Award to include a grant or award for conducting research. I'm finishing that up now and will have it to you by the end of February.
4. My committee consists of Lyle Miller, Nancy and Joseph Martinez, and David Caverly.

I'm sorry I couldn't get in touch with you when I called last week. It's been crazy here. Give my best to Sue; looking forward to San Jose.

Sincerely,

Vincent Orlando, Chairman
WCRLA Scholarship/Awards Committee

cc: Carole Bogue

P.S. I think it's time for someone new to handle Awards (they don't seem to agree with me for some reason). With WCRLA in Denver in 1985, I think I'll be fairly busy.

Statewide Action Committee

Interim Agenda April 7, 1984

I. Welcome and Introduction - Pat Benner

II. Guest Speaker: Dr. ~~Edna~~ *West* from *Long Beach State*

III. Goals/Issues 1984-85

A. California

1. Funding needs to be tied to a solid tax base for long planning
2. CPEC proposal for an academic floor
 - a. Four year institutions
 - b. Community Colleges
3. Possibility of differential funding for developmental/remedial programs
4. CPEC's current push for evaluation of remedial/developmental courses
5. Other?

B. Other states

1. What are their needs in so far as PAC is concerned?
 - a. Questionnaire to determine needs?
 - b. Compile a list of key people at state level for distribution to state members?
 - c. Work through state directors? PAC members?

C. Federal level

1. What issues, if any, do we wish to address at the federal level?
2. Should we compile a list of key people at the federal level for distribution to WCRLA membership?

D. Other concerns/issues?

IV. Organizational Problems

A. Funding--how do we wish to pay for mailings to PAC members? to general membership?

1. Dues for PAC members?
2. Ask for donations?
3. Other?

B. How do we wish to organize ourselves?

1. New chair (I volunteered last year out of rage at California lawmakers. It may be time to get another volunteer or to elect someone more politically knowledgeable to lead PAC for 1984-85.)
2. Do we wish to appoint volunteers to pursue the above goals? Use state directors? Have subcommittees?
3. If we get dues, donations or other money, who should take care of the accounting?

V. Any other issues or concerns? How do PAC best serve WCRLA membership?

BUDGET1984 WCRLA CONFERENCE

<u>Travel</u>	<u>Expenses</u>	<u>Income</u>
Program chair	\$ 500	
<u>Publishers' Exhibits</u>		
20 Exhibits at 150. <i>07/12/84 6/11/84</i>		\$ 3,000
Publishers' Continental Breakfast (200 @4.55)	910	
<u>Printing/Advertising</u>		
Call to Conference Flier (2500)	170	
Call for Proposals		
Second Call to Conference (3500)	350	
and Advance Reg. form		
Conference Brochure (2500)	800	
March letter to members from Board	—	
Programs	1,000	
Misc. Printing	100	
Advertising/Journals	550	
<u>Mailing</u>		
Call to Conference and (2500)	130	
Call for Proposals		
Second Call To Conference(3500)	180	
and Advance Reg. Form		
Conference Brochure (2500)	130	
March letter to members	—	
from Board		
Post Conference	20	
Misc.	100	
Pre-registration (Oxford)	—	
<u>Hospitality</u>		
No-host cocktails (CM)	200	
Hospitality set-ups (CM)	500	

Revised Oct. 1 p

Speakers

Honoraria (2 keynoters)

800

Expenses

800

Institutes

8 (20 ea @ \$10.)

Expenses to presenters (8 @ \$50.)

400

500
1470

1,600.22

Miscellaneous

Program Committee

200

Student typists (70 hrs @ 4.50)

315

Conference phone calls

100

Conference manager phone calls (CM)

100

Decorations (CM)

300

105

Decorations for Denver promotion (CM)

50

Registration packets/materials (CM)

350

Entertainment (CM)

350

Misc. mailing labels, etc.

100

Misc. (CM) *miscellaneous*

100

On-site student assistance (CM) (40 hrs @ 4.50)

180

Registration

400 - Full registration-member @ 35

237 - 82.5

14,000

20 - Full registration-non-member @ 60

35 - 2100

1,200

25 - One day Registration - member @15

22 - 330

375

25 - One day registration - non-member @25

11 - 275

625

60 - Late registration fee- @ 5

92 - 460

300

14,590

TOTALS

9,785

21,100

SUMMARY

WCRLA Board of Directors Meeting

April 3-8, 1984

San Jose, California

Past Treasurer's Accounts

Every effort is being made through legal and accounting firms in New Mexico to recover all advances, losses, fees, and penalties encumbered during Don Yamamoto's two terms of office, 1980-81 and 1981-82.

WCRLA-NADE Placement Service and other Cooper- ative Efforts

Plans are Underway for a joint placement service to begin in May or June, 1984, contingent on NADE's board approval. Further cooperation is planned on political action and other issues.

Worker File

Karen Smith has developed a worker list recording all activities of members to use in nomination and verifying.

New MAAC Chairman

Theria Beverly of Pima College will succeed Maranda Montgomery as chair of the Minority Affairs Advisory Committee. Maranda was congratulated on a job well done.

Elections

Patti Dozen of California State University at Long Beach withdrew her nomination for Treasurer. New officers are Beryl Brown of UC San Diego as President-Elect, and Harold Fillyaw of Prairie View College as Treasurer. A mail ballot procedure was adopted for use beginning with the 1985 elections.

Microfilming of Minutes

The entire set of four volumes of minutes will be microfilmed and updated annually. Each board member and the Archivist will receive a copy of the microfiche.

JCRL

The 1983 Journal of College Reading and Learning, formerly the Proceedings, will automatically be sent to all members who were

current at the 1983 Conference. The Journal in the Newsletter will be discontinued and occasional papers are encouraged for submission to the JCRL.

State/Province
Directors Funding

Consideration will be given to raising the regular allotment from \$50 to \$100 at the Summer Board Meeting.

Outgoing Treasurer
to Serve as
Ex-Officio Board
Member

In order to maintain continuity of accounting procedures, the outgoing Treasurer will be an ex-officio board member for one year and will serve as advisor to the audit committee for his/her successor. The audit committee will be appointed by the President from among members near the site of the interim (Summer/Fall) board meeting.

Interim Board
Meeting

The next face-to-face board meeting will be held July 27-20, 1984, at the Sheraton Lakewood Hotel near Denver, Colorado, the site of the 1985 Conference.

Bylaws Committee
Chairman

Patti Glenn of New Mexico State University was appointed chair of the Bylaws Committee which will be charged with updating and reviewing the current bylaws.

SIGs

Most of the Special Interest Groups are strong and growing. Those having survival problems are Critical Thinking/Problem Solving, Research, and Special Need Students. Kate Sandberg reported that some of these groups may be rejuvenated after the conference.

1986 Conference

As yet no site has been formally approved for the 1986 Conference. Southern California is the current favorite, pending satisfactory negotiations with the hotel.