

**CRLA BOARD MEETING
SAN DIEGO RED LION HOTEL
MARCH 21-27, 1994
SUMMARY OF MINUTES**

MEMBERS PRESENT: Tom Gier, *President-Elect*; Becky Johnen, *Past-President*; Rosa Hall, *Treasurer*; Nancy Moreland, *Secretary*.

MEMBER ABSENT: Jo-Ann Mullen, *President*.

GUESTS: Pat Mulcahy-Ernt, *Incoming President-Elect*; Sandra Evans, *Incoming Treasurer*; Tom Pasternack, *Newsletter Editor*; Robin Bischof, *Membership Coordinator*; Roz Bethke, *Incoming Newsletter Editor*; Pat Jonason, *SIG Coordinator*; Carolyn Smith, *LAC Design/Development Guidelines Task Force Chair*; Susan Deese-Roberts, *Site Selection Chair*; Rick Sheets, *1995 Site Chair*; Perry Franklin and Dorothy Gray, *Site Proposal for Fall, 1995*; Mike O'Hear, *Research Committee*; Ada Belton, *NADE*; Hunter Boylan and Elaini Bingham, *National Center for Developmental Studies*; Joyce Weinsheimer, *Elections Chair*; Janice Lewis and JoAnn Carter-Wells, *Journal of College Reading and Learning*.

MARCH 21, 1994

The meeting was called to order by Tom Gier at 8:40 A.M.

1. The Board Members spent a few minutes updating the others on happenings in their lives and introducing the new Board Members, Pat Mulcahy-Ernt and Sandra Evans.
2. The Board modified and accepted the Agenda and approved the February 24, 1994 Minutes as corrected.
3. Tom Gier led the Board through a discussion of the Conference Flow Chart, Head Table Seating, and a general Conference Update.
4. Becky Johnen gave the Past-President's Report which contained statistical information concerning the States and Regions.
5. Nancy Moreland reported the Secretary's records have been converted the MAC computer and attachments from the Summer Board Meeting have been scanned and are on disk. A brief discussion was held concerning who receives copies of the Minutes.

Becky Johnen made that motion that summaries of Board Minutes should no longer go to State/Region Directors and Chapter Presidents or to SIG Leaders. The Coordinators of the groups should receive the summaries and should have the responsibility to share appropriate information with those leaders. Passed.

6. Rosa Hall gave a detailed Treasurer's Report which included: an Advance Registration Report, Memos for Accounts Receivable, Registration Trends, Jossey-Bass Credit, General Operating Budget Update, Incoming President-Elect Line-Item Funding.

Rosa suggested obtaining a Bulk Mailing Permit and purchasing a MAC computer for the Treasurer.

Becky Johnen made the motion for Rosa and Sandra to research the cost of purchasing a PowerBook and the appropriate software and report to the Board at the Summer Board Meeting in Phoenix. Passed.

Rosa was also concerned about obtaining two signatures when making a reimbursement.

Becky made the motion that in a case where it is difficult to get two signatures on a reimbursement, the President has the authority to phone another officer, discuss the reimbursement, and receive approval. Passed.

The Board adjourned at 2:30 P.M. and will reconvene at 8:30 A.M. on Tuesday.

MARCH 22, 1994

The meeting was called to order by Tom Gier at 8:30 A.M.

7. Because of Jo-Ann's absence, Tom gave the President's Report. The Board discussed a letter Jo-Ann received from Leonard Bliss voicing concern about the time of the conference and asked that CRLA be more cognizant of cultural diversity.

Becky had a letter from Carlette Hardin of NADE complimenting CRLA on officer leadership training.

Pat gave the 1995 Conference Report in which she reported on her Conference Committees, the Call for Proposals, Possible Speakers, and the Conference Theme.

Becky made the motion for CRLA to authorize Pat Mulcahy-Ernt to negotiate with Dr. Mosenthal and Dr. Samuels to be the keynote speaker and invited institute speaker for the 1995 conference. Pat would be authorized to offer no more than \$1500 (preferably \$1000) for the honorarium plus expenses. Passed.

8. Robin Bischoff met with the Board to discuss the Membership Report. Items Robin discussed included: the Budget, a Job Description Update, Mailing Labels/Lists requests, a Revised Membership Form, Collaborative Agreements with other professional organizations, Current Membership, Renewal Notices, Labels for Board and SIG Leaders, Tutor Registry Checks, Bulk Mailing, Communications Task Force, Gift Shop Items, and Robin's Term.

Becky made the motion CRLA revise the Membership Form to add separate check-off boxes for members to select whether they would like to have their names and addresses released within the organization and released to other associations related the mission of our organization. Passed.

Becky made the motion that CRLA no longer supply NADE with 2 sets of mailing labels/lists and not participate in the NADE request for collaboration of lists to establish a data base due to CRLA Board concern for the legality of confidentiality of members. Passed.

Becky made the motion that Tom Gier work with Ada Belton to take out the line which refers to mailing labels in CRLA's agreement of collaboration. Passed.

9. Dee Tadlock sent the Elections Report.
10. Tom Gier reminded the Board to send copies of all correspondence to Karen Smith for the Archives.
11. Gladys Shaw sent a written report containing her Professional Association Liaison Report.
12. The Board received a report from Patti Glenn-Cowan. There was some concern about the need for a By-Laws change as a result of the date change for the annual meeting. Becky had consulted two attorneys who assured her we had followed proper procedure and the only change we needed was a housekeeping change to correct the date in the By-Laws.
13. Trish DuPart did not send a report; however, she was speaker at the brunch. Her topic was "Politics, and Eight Letter Word." Tom will talk to Trish about getting Political Action Liaison contacts for each State/Region and Chapter.
14. Pat voiced the concern that CRLA needs to develop standards for math, science, language arts, and reading.

Becky made the motion that CRLA establish a Task Force that focuses on Standards. Pat Mulcahy-Ernt would facilitate with seven other members. The Task Force would have the opportunity to meet via conference calls (up to 3) with Pat keeping the Board up to date. One member of this

group would be appointed spokesman for the Standards Project for English-Language Arts. Passed.

Nancy made the motion that CRLA fund the Standards Task Force up to \$750 for conference calls, printing, and postage. Passed.

15. Becky gave a report as Coordinator of States and Regions.

Rosa made the motion to approve the changes in the Job Description for the Coordinator of States and Regions. Passed.

Becky made the motion that CRLA allow an individual to join State Chapters without joining National CRLA. Passed.

16. Martha Maxwell sent a written report to the Board informing it of the status of CAS and the NADE Self-Assessment Guidelines.
17. Becky informed the Board that CRLA needs to fund Conference Calls.

Becky made the motion that when CRLA cannot get institutional support for telephone conference calls, CRLA needs a contingency fund or budget category to fund. Passed.

Nancy made the motion that CRLA pay telephone bills to Chemeketa for Board conference calls for September, November, December, and January. Passed.

18. The Board discussed centralizing the distribution of stationery, forms, etc. through Robin Bischof.

Becky made the motion to centralize the upkeep of brochures, stationery, business cards, etc. and have the distribution of these as a function of the Membership Coordinator. Passed.

19. The Board discussed CRLA co-sponsoring a PBS Adult Satellite Series.

Rosa made the motion that Tom Gier contact Peter Stevens and inform him that CRLA endorses the request for in-name-only support of the video conference series on the topic of Tutor Training to be held September '94, and February '95 by presenter Dr. Ross McDonald.

The meeting was adjourned at 3:30 P.M.

MARCH 23, 1994

The meeting was called to order by Tom Gier at 8:40 A.M.

20. The Summer Board Meeting is scheduled for August 13-15 at the Radisson Hotel in Tempe, Arizona. Board Members are to arrive on August 12 and depart on August 15 or 16.
21. Becky reported to the Board that the CRLA Multi-media Ad is ready. Lucy McDonald prepared the promotional information to be used on a disk or transferred to video tape.
22. Tom Gier introduced Roz Bethke as the incoming Newsletter Editor. Tom Pasternack presented his written report and indicated to the Board that he will produce the Summer issue of the newsletter and Roz will produce the Fall issue. Tom P. indicated the Newsletter budget was sufficient and made suggestions for future newsletters.

The Board commended Tom P. for the excellent publication and thanked him for serving as Newsletter Editor.

23. Pat Johason presented the SIG report. There was concern that all SIG members are CRLA members. The Board thanked Pat for her work.
24. Kate Sanberg sent the Board a written report for Scholarship and Awards. She indicated who would be receiving scholarships and awards for the year. The new committee chair will be Rosanne Cooke

of St. Ambrose University. Pat recommended that certificates be presented to recipients of the scholarships and awards.

The Board thanked Kate and Karan Hancock for their work with the Scholarship and Awards Committee.

25. **Becky Johnen made the motion for Pat Mulcahy-Ernt to head an Ad Hoc Task Force on Communications for the purpose of beginning discussion on standardization of communications, publicity, and marketing CRLA. Passed.**

Tom asked Pat to report to the Board during its May conference call.

26. JoAnn Carter-Wells sent the Board her suggested draft for the Conference Evaluation Chair. The Board amended the draft and passed the following motion:

Becky made the motion to accept the Job Description of the Conference Evaluation Chair as amended.

The Board thanked JoAnn Carter-Wells for her excellent work over the years in streamlining the evaluation process for the conference.

27. Carolyn Smith sent a written report for the Learning Assistance Center Design/Development Guidelines Task Force. Carolyn was able to visit with the Board during the afternoon session. The Board thanked Carolyn for her work.
28. Rita Dunbar sent a written report as the Associate Membership Chair.
29. Rick Sheets made a brief presentation to the Board on the 1995 Tempe Conference.

Susan Deese-Roberts gave the Site Selection Report. The Board thanked Susan for her work on the Site Selection Committee.

30. Becky made the motion that CRLA accept the Calgary Conference Proposal for a working conference in the Spring of 1996 to be held at the Lodge of Kananaskis. Passed.

The Board Meeting was adjourned at 2:20 P.M.

MARCH 25, 1994

The meeting was called to order by Tom Gier at 9:00 P.M.

31. The Board discussed Karan Hancock's written report for the International Tutor Certification Committee.

Becky made the motion to approve Karan Hancock's request to replace the Tutor Registry... with a new manual tentatively titled CRLA Tutor Training Manual. Passed.

32. Ada Belton visited with the Board as representative from NADE. The Board thanked Ada for visiting with them.
33. Mike O'Hear visited with the Board and gave the Research and Evaluation Committee Report. The Board thanked Mike for his work with research.
34. Hunter Boylan and Elaini Bingham visited with the Board about the National Conference on Research Development.

Becky made the motion that CRLA become a co-sponsor of the Second Annual National Conference of Developmental Education with details of co-sponsorship to be worked out. Passed.

35. Becky made the motion to grant permission to form our seventh state chapter of CRLA from Iowa/Missouri. Passed.
36. Becky made the motion to present Dr. Sophie Freud an honorary membership for CRLA. Passed

37. Pat reported to the Board that the CRLA Task Force on Communications and Public Relations met and has agreed upon a mission statement and activities.
38. Tom distributed copies of the Quick Reference List for Board Members to update.

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MARCH 27, 1994

The meeting was called to order by Tom Gier at 11:30 A.M.

39. Joyce Weinsheimer presented the names of the nominees for President-Elect and Secretary.

Pat Mulcahy-Ernt made the motion to accept the slate of officers for President-Elect and Secretary as presented by the Election Committee. Passed.

40. JoAnn Carter-Wells and Janice Lewis gave the Journal report.

Pat made the motion to accept the Job Description of Journal Editorial Advisory Board as recommended by JoAnn Carter-Wells. Passed.

Becky made the motion that the service components of future conferences be expanded to include publications editors. Passed.

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LIST OF ATTACHMENTS**

- A. CRLA Spring Board Meeting Final Agenda
- B. Past-President's Report - Becky Johnen
- C. State/Region Directors and Chapter Presidents Leadership Institute - Becky Johnen
- D. CRLA Operating Budget - Rosa Hall
- E. CRLA Conference Budget - Rosa Hall
- F. Memo for Accounts Receivable - Mentor - Rosa Hall
- G. Memo for Accounts Receivable - Member - Rosa Hall
- H. List of Exhibitors for San Diego Conference - Rosa Hall
- I. CRLA General Operating Budget - Rosa Hall
- J. Letter from Leonard Bliss to CRLA (timing of conference around activities of Passover)
- K. CRLA Tempe Conference Information Sheet - Pat Mulcahy-Ernt
- L. CRLA Tempe Conference Information Sheet (small) - Pat Mulcahy-Ernt
- M. Call for Papers - Pat Mulcahy-Ernt
- N. Invitation to Chair Sessions - Pat Mulcahy-Ernt
- O. CRLA Membership Report - Robin Bischof
- P. Letter from Carlette Hardin, NADE (requested disk of members)
- Q. Professional Association Liaison Committee Annual Report - Gladys Shaw
- R. Coordinator of States and Regions Job Description Revisions - Becky Johnen
- S. Annual Report re CAS Activities - Martha Maxwell
- T. Letter from Peter Stevens (requested support for PBS video on tutor training)
- U. Annual *Newsletter* Editor Report - Tom Pasternack
- V. Special Interest Group Annual Report - Pat Jonason
- W. Scholarship and Awards Committee Annual Report - Kate Sandberg
- X. CRLA Conference Evaluations Chairperson Job Description - JoAnn Carter-Wells
- Y. LAC Design/Development Guidelines Task Force Report - Carolyn Smith
- Z. Associate Membership Chair Report - Rita Dunbar
- AA. Election Chair Report - Dee Tadlock
- AB. Site Selection Chair Report - Susan Deese-Roberts
- AC. Calgary Conference Proposal - Susan Deese- Roberts and Jo-Ann Mullen

- AD. Guidelines for Submitting a Proposal to Host the Annual Conference - Susan Deese-Roberts
- AE. Guidelines for Conference Hotel Selection - Susan Deese-Roberts
- AF. CRLA International Tutor Certification Program Report - Karan Hancock
- AG. CRLA Task Force on Communications and Public Relations Report - Pat Mulcahy-Ernt
- AH. Quick Reference List - Tom Gier
- AI. *Journal of College Reading and Learning* Annual Report - JoAnn Carter-Wells and Janice Lewis
- AJ. Job Description, Editorial Advisory Board *Journal of College Reading and Learning*

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MEMBER ABSENT: Jo-Ann Mullen, *President*.

GUESTS: Pat Mulcahy-Ernt, *Incoming President-Elect*; Sandra Evans, *Incoming Treasurer*.

The meeting was called to order by Tom Gier at 8:40 A.M.

Introductions

1. Tom Gier introduced incoming Board Members: Pat Mulcahy-Ernt, *President-Elect* and Sandra Evans, *Treasurer*.

Approval of Agenda

2. Becky Johnen made the motion to accept the Agenda as modified and "allow continued flexibility throughout the week." Second by Rosa. Passed. (Attachment A)

Approval of Minutes

3. Rosa made the motion to approve the February 24, 1994 Minutes as corrected. Second by Becky. Passed.

What's Happening

4. Board Members spent a few minutes updating others on happenings in their lives.

*Reports from Officers
President-Elect*

5. Tom led the Board through a discussion of the Conference Flow Chart and those to be seated at the Head Table for the General Sessions.

Head Table Seating

First General Session:

Board Members
Karen Lim, On-Site Chair
Richard Massa, Welcome from Local
Official
Sophie Freud, Speaker
Karan Hancock to introduce speaker

Second General Session:

Board Members
Karen Lim, On-Site Chair
Paul Beran, Acting Parliamentarian
Joyce Weinsheimer, Elections Chair
Karan Hancock, Raffle Coordinator

Third General Session:

Board Members
Incoming Board Members
Kate Sandberg, Award & Scholarships
Trish DuPart, Speaker
Karen Lim, On-Site Chair
Karan Hancock, Raffle Coordinator
Rick Sheets, 1995 On-Site Conf. Chair

Conference Flow Chart

First General Session

Tom (for President) - Open Session
Introduce New and Current Officers

Becky (for President-Elect)
Message from Jo-Ann Mullen
Computer Message to Jo-Ann
Audience Profile

Tom - Association Recognitions:
Volunteers: Presenters, Session Chairs
Publications (Journal and Newsletter)
SIGs, Committee Chairs
NADE President - Ada Belton
Executive Officers of other organizations

Opportunities to get involved in CRLA
and people who can help you get
involved.

Tom (as President-Elect)
Welcome Members to Conference
Introduce Karen Lim, On-Site Chair

Karen Lim - Welcome to San Diego
Introduce Richard Massa for his
Welcome

**Karan Hancock - Introduce Dr. Sophie
Freud to give Keynote Address**

Dr. Freud

Tom (as Pres-Elect) Thank Dr. Freud
Introduce Joyce Weinsheimer - Election
Chair and Committee

Karen Lim - Conference Updates

Karan Hancock - Raffle Information

Tom - Adjourn

Plenary Session

Tom (for Jo-Ann) Introduce Susan Deese to Chair session.

Topics for Discussion:

Fall Meeting

Constitutional Procedural Question

Other Topics Chosen by Susan

Facilitators:

Royce Adams	Ann Faulkner
Karen Agee	Denise McGinty
Kathy Carpenter	Sue Brown
Joyce Weinsheimer	Susan Deese

Second General Session (Business)

Tom (for Jo-Ann) - Open

Presidential Update

Patti Glen-Cowan Bylaws Update

Ask for Business Items from the Members

Board Reports:

Nancy (Secretary)

Rosa (Treasurer)

Becky (Coordinator of State/Regions/Chapters)

Joyce Weinsheimer (Election Chair)

Karan Hancock (International Tutor Certification)

Karan Hancock - Raffle

Becky (for Jo-Ann) Explain no Presidential Address. It will be published in the *Journal of College Reading and Learning*.

Karen Lim - Announcements

Tom - Adjourn Meeting

Third General Session

**Tom (for Pres.) - Call to Order
Outline 3rd Session Events
Introduce Speaker**

Trish DuPart - Speaker

Tom - Thank Speaker

Karan Hancock - Raffle

SERVE LUNCH (About 30 min. in)

**Tom - Board Special Recognition
Awards --- discuss and introduce Kate**

**Kate Sandberg - General Awards
Scholarship Winners
Research Assistants
Distinguished Research Award
Robert Griffin Long and Outstanding
Service Award**

**Tom and Karen Lim - Special Service
Awards**

Certificates of Appreciation:

Becky - States/Regions/Chapters

Pat Jonason - SIGs

**Karan Hancock - International Tutor
Certifications**

Karen Lim - On-Site Workers

Tom - Plaque to Karen Lim
Recognize all who put conference
together

JoAnn Carter-Wells or Janice Lewis
Editorial Board

Tom - Recognize
Newsletter Editor - Tom Pasternack
PALS - Gladys Shaw
PAC - Trish DuPart
CAS - Martha Maxwell
Task Force - Carolyn Smith

Induction of Officers - Tom
Introduce Nancy as continuing secretary
(for Jo-Ann) present Out-going
President (Becky) with CRLA Life-time
Membership and Gift

Becky presents Jo-Ann Mullen,
Coordinator of States/Regions/Chapters

Becky (for Jo-Ann) inducts incoming
President

Tom inducts Patricia Mulcahy-Ernt as
President Elect

Tom presents Rosa with CRLA Life-
time Membership

Rosa inducts Sandra Evans in incoming
Treasurer

Introduction of 1995 Conference
Tom introduces Pat
Pat introduces Rick

Rick introduces On-Site People
Pat introduces Program People

Tom - Announcements (Evaluations
Drawing will be held at afternoon Board
Meeting)
Adjourn

BREAK 11:30-11:40

Board Reports Continued:

Conference Update

Tom reported 397 CRLA members registered for the conference. He reported that Registration is going well and the Registration Packets are ready. The conference is progressing on schedule.

*Past-President's
Report*

6. Becky Johnen reported the following data to the Board: (**Attachment B**)
 - A. Currently, there are 5 chapters, 10 states, and 12 regions.
 - B. As of December 31, 1993, there were 934 CRLA members.
 - C. There has been a 5-6% growth in membership this past year.
 - D. Other data presented by Becky included:
 - 1.) Comparative Membership by States
 - 2.) Membership Statistics by Size
 - 3.) Comparative Membership by State Chapter
 - 4.) Comparative Membership by State/Region

- 5.) 1993-94 Chapter Presidents
- 6.) 1993-94 State/Region Directors
- 7.) Annual Reports from 15 of the 27 Chapters/States/Regions
- E. Coordinator Activities
- F. Highlights of 1993-94
 - 1.) Agenda for Leadership Institute
 - 2.) New Mexico Chapter Chartered
 - 3.) Lucy McDonald has CRLA Promotional Disk ready
- G. Challenges for Coordinator
- H. Issues to Address (for Jo-Ann)
 - 1.) Financial limitations in each state
 - 2.) Political liaisons - need to become more active
 - 3.) Strengthen communication within states and regions
 - 4.) Institutional memberships
 - 5.) Joining state chapters without joining national
 - 6.) Impact of the association's fall conference on state and regional conferences
 - 7.) Members need resource directory
- I. Becky gave the Board the Agenda for the State/Region Directors and Chapter Presidents Leadership Institute. (**Attachment C**)
- J. Becky distributed the State/Region Directors and Chapter Presidents Handbook.

LUNCH BREAK 12:10-1:30 P.M.

Secretary's Report 7.

Technology Update

*Concerned with
Mailings*

Nancy reported to the Board that the Secretary's records have been converted to the MAC Computer and attachments from the Summer Board Meeting have been scanned and are on disk.

Nancy was concerned with the number of copies of minutes to be mailed to various members and when to mail them. Following Board discussion:

Becky Johnen made the motion that summaries of Board minutes should no longer go to State/Region Directors and Chapter Presidents or to SIG Leaders. The Coordinators of the groups should receive the summaries and should have the responsibility to share appropriate information with those leaders. Second by Rosa. Passed.

Nancy has summaries for Becky to distribute at the Past Board Members' Luncheon.

Becky suggested Nancy or other Board Members get with Robin Bischof to obtain mailing labels for specific groups as needed.

Treasurer's Report

8. Rosa presented the following advance registration information to the Board:

Advance Registration Report

- A. \$68,328.01 income thus far
- B. \$4,900 received from 19 Exhibitors
- C. \$614 Accounts Receivable
- D. \$12,975 for SIG memberships
(These funds will be moved to the General Operating Budget.)
- E. \$50,348.50 total Conference Fees received thus far.
- F. Rosa recommends that members send only one check for their Registration Fees and Membership Dues.
- G. Pre-Registration figures show:
(Attachments D,E)

ACTIVITY	NO.	AMOUNT
SIG Breakfasts	99	\$ 990
SIG Luncheons	85	1,275
Lunch w/ Mentor	84	1,427
Southwestern Tour	13	130
Miramar Tour	21	210
Zoo Tour & Dinner	113	4,520
Tijuana Tour	28	700
Banquet	111	3,330
Dinner on Town	2	20
Brunch	73	912
Harbor Cruise	30	690

Memos for Account Receivable

- H. Rosa developed memos for members who need to pay additional fees.
(Attachments F,G)

Registration Trends

- I. Becky made the observation that Registration trends seem to indicate more members are

*Jossey-Bass
Credit*

*General Operating
Budget Update*

*In-coming
President-Elect
Line-Item Funding*

- registering in advance. Fewer are registering on-site.
- J. Rosa gave the Board a list of Exhibitors for the San Diego Conference. **(Attachment H)**
- K. Rosa had received the \$1414.80 from Jossey-Bass for the Pat Cross books lost, later found, and credited to CRLA from the Kansas City Conference.
- L. Rosa gave the General Operating Budget update which indicated a balance of \$58,761 as of 3-21-94. **(Attachment I)**
- M. The Board discussed refunds to Board Members. Pat Mulcahy-Ernt recommended that when requesting a refund, it would be helpful to put account category number to be charged.
- N. Rosa mentioned the following issues:
- 1.) An account should be set up for the In-coming President-Elect.

Becky made the motion to establish a new line-item in the General Operating Budget for the in-coming President-Elect not to exceed \$2,000. The money should be available upon election. Second by Nancy. Passed.

- 2.) Recommends that Treasurer not bank with an institution who does not accept Canadian checks.

- Get Bulk Mailing Permit*
- Mac for Treasurer*
- 3.) What records should the Treasurer pass on to the new Treasurer and what should be sent to the Archivist? Becky suggested Rosa give only those records needed to Sandra and send the rest to Karen Smith.
- 4.) Rosa suggested we work to get a Bulk Mailing Permit in order to save CRLA money. Pat Mulcahy-Ernt indicated she is working to that end.
- 5.) Rosa suggested CRLA purchase a MAC Powerbook for the Treasurer that is comparable to that of the Secretary's.

Becky Johnen made the motion for Rosa and Sandra to research the cost of purchasing a Powerbook and the appropriate software and report to the Board at the Summer Meeting in Phoenix. Second by Rosa. Passed.

- Signatures for Reimbursements*
- 6.) Rosa was concerned about obtaining two signatures when making a reimbursement.

Becky made the motion that in a case where it is difficult to get two signatures on a reimbursement, the President has the authority to phone another officer, discuss the reimbursement, and receive approval. Second by Rosa. Passed.

CRLA Board Minutes
San Diego Red Lion
March 21, 1994
Page 13

**THE BOARD ADJOURNED AT 2:30 P.M. AND WILL RECONVENE AT
8:30 A.M. ON TUESDAY.**

**CRLA BOARD MEETING
SAN DIEGO RED LION HOTEL
MARCH 22, 1994**

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

Member Absent: Jo-Ann Mullen, *President*

Guests Present: Patricia Mulcahy-Ernt, *Incoming President-Elect*; Sandra Evans, *Incoming Treasurer*; Robin Bischof, *Membership Coordinator*.

The meeting was called to order by Tom Gier at 8:30 A.M.

President's Report

1. Agreement of Collaboration with NADE
The Board did not discuss because we were awaiting box of information from Jo-Ann and we thought this report might be in it. (Jo-Ann may want to discuss this at a later date.)

Letter-Bliss

Leonard Bliss had written Jo-Ann a letter voicing concern that he won't be able to attend the conference and make a co-presentation with Hunter Boylan and Barbara Bonham due primarily to the activities of Passover. He asked CRLA to be more cognizant of cultural diversity. **(Attachment J)**

Tom explained that the Board is aware of the problem and apologized for any inconvenience. The Board is trying to take care of the problem. Since we have moved the annual conference to the fall, this won't be a problem in the future.

Letter-Hardin

Becky had letter from Carlette Hardin of NADE complimenting CRLA on officer leadership training.

*Associate Membership
Coordinator's Report*

2. No information was received so this report was tabled for now.

1995 Conference Report

3. Pat Mulcahy-Ernt reported to the Board that she is very pleased with progress for the conference. She thanked Tom and Becky for their guidance in helping her prepare for the conference.

Conf. Committees

Pat reported that both of her key conference committees are intact. The Program Committee is comprised of Karen Smith, Joan Bloustein, Becky Johnen, Larry Pedroza, Valerie Schmidt-Stevens, and Judith Olson-Fallon. On-Site Committee Chair is Rick Sheets. Pat gave out conference information which will be given to members.

(Attachments K,L)

Pat reported that Rick would have a table set up to publicize the Tempe conference and would be running a video throughout this conference.

Call for Proposals

Program planning committee met January 14 and made decisions concerning some changes in the program. The Call for Papers, Application to Present, and Call for Chairs will be in conference packets.(Attachments M,N) Pat reported major changes in "Call for Proposals." There will be four major strands: Instructional Theory and Practice; Program Administration, Supervision, Management; Student Populations, Contexts, and Learning Environment; and Texts, Technology,

and Learning Materials. Change in formats of presenters include: three hour institute; one hour session; and one hour round table discussions

Possible Speakers

Pat suggested two possible speakers: Dr. Peter Mosenthal, Syracuse University and Dr. Jay Samuels. Pat led the Board in a discussion about the speakers and asked for Board action to allow her to negotiate for the keynote speaker.

Becky made the motion for CRLA to authorize Pat Mulcahy-Ernt to negotiate with Dr. Mosenthal and Dr. Samuels to be the keynote speaker and invited institute for the 1995 conference. Pat would be authorized to offer no more than \$1500 (preferably \$1000) for the honorarium plus expenses. Second by Rosa. Passed.

The Board discussed the possibility of having a third invited institute speaker. The Board suggested the third invited person be from the Tempe area so travel expenses would not be a major concern. Rosa suggested having someone from the tutor area.

Conference Theme

Pat informed the Board that the theme for Tempe will be "TIME FOR TRANSFORMATIONS of literacy communities, our knowledge about adult learning, of beliefs and practices in college learning assistance programs, ourselves."

Membership Report

4. Robin met with the Board to discuss the Membership Report. Robin proposed a budget of \$4810 for the year.

(ATTACHMENT O)

Budget

Job Description Update

Becky recommended to Robin that she annotate her tasks and update the Job Description for the Summer Board Meeting.

Tom asked Robin to investigate the cost of obtaining a site license for File Maker Pro in the event other Board Members might need the program. Also, the Board was interested in having E-Mail addresses on all correspondence.

Mailing Labels/Lists

The Board had a lengthy discussion concerning mailing labels and lists. Becky commended Robin for maintaining confidentiality of member lists. The Board was concerned with the legality of sharing labels with NADE or selling labels to publishers without written permission from the members.

Letter from Carlette Hardin

The Board discussed the letter from Carlette Hardin in reference to sharing labels and having the collaborative data base. (Attachment P)

Membership Form Revised to Allow Members Choice about Inclusion on Mailing Labels or Lists

Becky made the motion CRLA revise the Membership Form to add separate check-off boxes for members to select whether they would like to have their names and addresses released within the organization and released to other associations related to the mission

of our organization. Second by Nancy. Passed.

CRLA not to Share Mailing Labels/Lists/Data Base

Becky made the motion that CRLA no longer supply NADE with 2 sets of mailing labels/lists and not participate in the NADE request for collaboration of lists to establish a data base due to CRLA Board concern for the legality of confidentiality of members. Second by Rosa. Passed.

Tom work with Ada Belton on Agreement of Collaboration with NADE

Becky made the motion that Tom Gier work with Ada Belton to take out the line which refers to mailing labels in CRLA's agreement of collaboration with NADE. Second by Rosa. Passed.

Collaboration Agreements with Other Associations

The Board suggested that as the PALS group works with other associations they use the NADE model for reference to not sharing mailing label.

Other Changes on Membership Form

Robin said if a member does not check either box referring to name/address disclosure on the revised Membership Form, she will interpret that non-response as a "no" answer. Updated Membership Form should include E-Mail numbers and Fax numbers.

Current Membership

Robin reported to the Board that the current CRLA membership is approximately 1,000. It was recommended that Robin keep two years list for current list and make a

*Renewal Notices Sent After
Conference*

hard copy of third year to keep in files. Robin reminded the Board that she does send out renewal notices after the conference.

*Labels for Board and SIG
Leaders*

Robin will make labels for Board Members and SIG Leaders to help with their correspondence. Robin requests a two week leeway for mailing labels after they are requested. Robin mentioned that unless people are CRLA members, their names will not appear on the SIG lists.

*Tutor Registry Checks
Payable to CRLA but sent
to Robin First*

Rosa recommended that checks for Tutor Registry be made payable to CRLA but sent to Robin first. Robin will then sent the checks to the Treasurer.

Appreciation to Robin

On behalf of the Board, Tom thanked Robin for her fine job as Membership Coordinator.

Bulk Mailing

This issue was tabled until Sunday.

*Communications Task
Force Formed*

Pat led the Board in a discussion concerning the need for a Communications Task Force to help with marketing CRLA. The Task Force would be made up of interested members and those who are responsible for publications, SIG Coordinator, and Coordinator of States and Regions. Pat will lead the group and will meet with them during this conference. A report will be given to the Board at the Friday evening Board Meeting.

Gift Shop Items

The Board asked Robin what Gift Shop items were left. Basically, there are

note pads and the Glossary of Terms. Becky mentioned that we should really work to get out the Glossary of Terms. Perhaps the Glossary could be included with the Tutor Registry when it is ordered.

Robin's Term

Becky said that the CRLA Board needs some idea as to whether Robin will be able to continue as Membership Coordinator at the end of this term. The Board would like to know by the Summer Board Meeting. The Board would like for Robin to continue if at all possible. Becky asked Robin to check with Chemeketa as to what kind of support will be available. Tom was concerned about financially compensating Robin for work with the membership records. The Board will discuss further at the Summer Board Meeting.

BREAK FOR LUNCH 12:10-1:15

Elections Report

5. Dee Tadlock sent a report.

Archives

6. Karen Smith did not send a report. Tom reminded the Board that anytime correspondence is sent, a copy should be sent to Karen.

*Professional Association
Liaison*

7. Gladys sent a written report containing her committee goals, 1993-94 and 1994-95 objectives, and committee accomplishments. Gladys reported that "the emphasis this year was on the establishment of an infrastructure to provide guidance, standardization, and structure for the committee's work.

(Attachment Q)

Pat asked if the standard agreement form is appropriate to all associations. She stated that if we have an agreement, we need to be consistent.

By-Laws

8. A report was received from Patti Glenn-Cowan. The Board discussed parliamentary procedures if questions arose regarding the Constitution and/or ByLaws at the Plenary Session. Martha Jones won't be able to attend but has asked another member to stand in as acting Parliamentarian. (Ann Faulkner stood in for Martha at the Plenary Session.)

There was some concern about the ByLaws change. Becky consulted two attorneys and they assured her that we have done everything correctly. The only issue at this point is to bring up to the members that it is just a matter of housekeeping to change the date in the Bylaws for the annual conference to be in the fall instead of the spring.

Political Action Committee

9. Trish DuPart did not send a report. (Trish was the Brunch Speaker, and her topic was "Politics, an Eight Letter Word."

Tom will talk to Trish about getting Political Action Liaison contacts for each State/Region and Chapter.

Standards

10. Pat mentioned that several national groups are developing standards for math, science, language arts, and reading. Pat feels CRLA's voice needs to

be heard and suggested forming a task force to consider this issue.

Standards Task Force

Becky made the motion that CRLA establish a Task Force that focuses on Standards. Pat Mulcahy-Ernt would facilitate with seven other members. The Task Force would have the opportunity to meet via conference calls (up to 3) with Pat keeping the Board up to date. One member of this group would be appointed spokesman for the Standards Project for English-Language Arts. Second by Rosa. Passed.

Rosa made the suggestion to establish a budget for the Task Force. Becky stated this is the right move for CRLA to look more into standards that impact our lives in higher education.

*Standards Task Force
Budget*

Nancy made the motion the CRLA fund the Standards Task Force up to \$750 for conference calls, printing, and postage. Second by Becky. Passed.

Rosa suggested the Board look at budget reallocation as an item for the next conference call. Tom asked each Board Member to look at their budgets in order to reallocate \$750 for the Standards Task Force.

*Coordinator of States/
Regions*

11. Becky suggested changes for the Job Description for Coordinator of State and Regions. (Attachment R)

Job Description Change

Rosa made the motion to approve the changes in the Job Description for the Coordinator of States and Regions. Second by Nancy. Passed.

Another issue discussed by the Board centered on whether one could belong to a State CRLA chapter without belonging to the National CRLA. This concern was voiced by several states.

Membership in State but not National

Becky made the motion that CRLA allow an individual to join State Chapters without joining National CRLA. Second by Nancy. Passed.

Becky noted that if State Chapter membership assessment is not in the Bylaws, a Bylaws change will need to be made. States must maintain 25 members to keep a chapter. Changes in State Bylaws should be sent to the Coordinator of States and Regions to be presented to the National Board for approval.

CAS Report

12. Martha Maxwell sent a written report to the Board informing them of the status of CAS and the NADE Self-Assessment Guidelines. She also sent the Board a copy of an article she and Susan Thayer wrote, "Striving for Excellence: Program Evaluation Through National Standards."
(Attachment S)

Conference Calls

13. Becky brought to the attention of the Board the issue that CRLA needs to fund conference calls as Chemeketa is no longer funding. Becky suggested that

Tom investigate doing the conference calls from his campus. Nancy will explore the possibility of coordinating the calls from Amarillo.

*Budget Category for
Conference Calls*

Becky made the motion that when CRLA cannot get institutional support for telephone conference calls, CRLA needs a contingency fund or budget category to fund. Second by Rosa. Passed.

*Board Voted to Pay
Chemeketa for Phone Bills*

Nancy made the motion that CRLA pay telephone bills to Chemeketa for Board conference calls for September, November, December, and January. Second by Rosa. Passed.

*Next Conference Call
May 3, 1994*

The next scheduled conference call is for May 3, 1994 at 2:00 P.M. CST.

*Centralizing Stationery, Mailing
and Forms*

14.

Becky suggested centralizing the distribution of stationery, forms, etc. through Robin Bischof.

Becky made the motion to centralize the upkeep of brochures, stationery, business cards, etc. and have the distribution of these a function of the Membership Coordinator. Second by Rosa. Passed.

Tom will notify Robin and Sue Brown of this change and to the fact that printing will be done in Oregon.

*Endorsement of PBS
Series*

15. Jo-Ann received a letter from Peter W. Stevens requesting CRLA co-sponsor a PBS Adult Satellite Series.
(Attachment T)

Rosa made the motion that Tom Gier contact Peter Stevens and inform him that CRLA endorses the request for in-name-only support of the video conference series on the topic of Tutor Training to be held Sept., 1994 and Feb., 1995 by presenter Dr. Ross McDonald.
Second by Becky. Passed.

THE MEETING WAS ADJOURNED AT 3:30 P.M.

**THE BOARD WILL RECONVENE AT 8:30 A.M. ON WEDNESDAY,
MARCH 23, 1994.**

**CRLA BOARD MEETING
SAN DIEGO RED LION HOTEL
MARCH 23, 1994**

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

Member Absent: Jo-Ann Mullen, *President*

Guests Present: Patricia Mulcahy-Ernt, *Incoming President-Elect*; Sandra Evans, *Incoming Treasurer*; Tom Pasternack, *Newsletter Editor*; Roz Bethke, *Incoming Newsletter Editor*; Pat Jonason, *SIG Coordinator*; Carolyn Smith, *LAC Design/Development Guidelines Task Force Chair*; Susan Deese-Roberts, *Site Selection Chair*; Rick Sheets, *1995 Site Chair*; Perry Franklin and Dorothy Gray, *Site Proposal for Fall, 1995*.

The meeting was called to order by Tom Gier at 8:40 A.M.

BUSINESS ITEMS

*Scheduling Summer
Board Meeting*

1. The Summer Board meeting is scheduled for August 13-15, 1994, at the Radisson Hotel in Tempe, Arizona. Board Members need to arrive on August 12 and should plan for three full days of meetings.

*CRLA Promotional
Disk/Video*

2. Becky reported to the Board that the CRLA Muti-media Ad is ready, and she would like for the Board to preview it. Lucy McDonald has prepared the promotional information to be used on a disk or transferred to video tape.

STANDING COMMITTEE REPORTS

CRLA Research Grant 3. Becky asked if an update had been done on the CRLA Research Grant Application. After a brief Board discussion, the matter was tabled until the Friday night Board Meeting so Michael O'Hear could discuss the issue with the Board.

Newsletter Report 4. Tom Gier introduced and welcomed Roz Bethke as the incoming Newsletter Editor. Tom Pasternack presented his written report and indicated to the Board that he will produce the Summer issue of the newsletter and Roz will produce the Fall issue. Deadline for the Summer issue is May 1, 1994.

New Editor

Newsletter Budget Tom P. indicated the \$5300 budget for the *Newsletter* was sufficient to produce and mail 3 newsletters per year.

Other matters discussed:

- * Consideration of date changes in lieu of moving the conference to the Fall.
- * One page Registration Form in the Fall issue and including conference information in each issue of the newsletter. Some members need preliminary registration forms in August.
- * One page of each issue for SIG information.
- * E-Mail addresses with other addresses as mentioned in the *Newsletter*.

*Appreciation to
Tom Pasternack*

The Board thanked Tom for serving as CRLA *Newsletter* Editor and commended him for the excellent publication CRLA

members have received during his tenure.
(Attachment U)

*Special Interest
Groups*

5. Pat Jonason presented the SIG report to the Board and made the following recommendations and suggestions:

(Attachment V)

- * Include a complete listing of all SIGs and the SIG leaders in each CRLA *Newsletter*.
- * SIG Coordinator continue to receive summaries of Board minutes. The Board asked Pat to distribute these summaries to the SIG leaders.
- * SIG Coordinator should receive regular updates from the Treasurer and the Membership Chair.
- * Pat recommended a specific timeline for incoming and outgoing SIG Coordinators.

The following matters were discussed by Pat and the Board:

*SIG Members must
be CRLA Members*

- * Are all SIG members CRLA members? Only CRLA members are reported to SIG Leaders when they request lists and labels.
- * If SIG Leaders request lists and mailing labels prior to mailing newsletters, the list would automatically be updated.
- * What happens when a SIG membership is received in September? The member would receive current correspondence or newsletters, but would need to renew his/her membership in January.
- * What type of correspondence should a SIG member expect to receive? The member should examine the SIG Activities Brochure for what can be expected. Not all SIGs have newsletters. Membership brochures should be clearer about this.
- * Information in SIG Resource Guide should contain the CRLA tax identification number and the Quick Reference Guide.

*Appreciation to
Pat Jonason*

The Board thanked Pat for her good work with the SIGs this past year.

*Scholarship and
Awards*

6. Kate Sandberg sent the Board a written report. **(Attachment W)**

1994 Awards

Those members receiving scholarships and awards for 1994 are:

* KELLOGG INSTITUTE SCHOLARSHIP -

Denise Johnson, Arkansas

* ROBERT GRIFFIN LONG AND

OUTSTANDING AWARD - Gladys Shaw, Texas

* DISTINGUISHED RESEARCH - Judy Harrington, Nebraska

* RESEARCH ASSISTANCE - Karen Quinn, Illinois

* SCHOLARSHIP - Mary Stanley, Texas

*New Scholarship
Chair*

Kate informed the Board that Rosanne Cooke of St. Ambrose University will be the new chair.

*New Application
Form?*

Other matters discussed by the Board:

* Tom Gier will contact and work with Rosanne about a new Scholarship and Awards Application Form. Pat Mulcahy-Ernt will send Tom a sample form they are using in New Jersey.

Certificates

* Pat recommended that scholarship and awards recipients receive certificates. Tom will ask Rosanne to develop certificates.

*Appreciation to
Kate Sandberg*

The Board sends its appreciation to Kate for the excellent work she and her committee have done.

*Appreciation to
Karan Hancock*

The Board also thanks Karan Hancock for her tireless work on the Raffle project to raise money for the Scholarship and Awards.

*Ad Hoc Communications
Task Force*

7.

Becky Johnen made the motion for Pat Mulcahy-Ernt to head an Ad Hoc Task Force on Communications for the purpose of beginning discussion on standardization of communications, publicity, and marketing CRLA. Second by Rosa. Passed.

Tom asked Pat to report to the Board during its May Conference Call.

BREAK 10:00-10:15

*Conference Evaluation 8.
Chair Job Description*

JoAnn Carter-Wells sent the Board her suggested draft for the Conference Evaluation Chair Job Description.

(Attachment X)

Board discussion resulted in amending the draft by requesting that all Conference Evaluation Summaries be sent to the President-Elect by May 31. The Secretary should include the Conference Evaluation Summary in the packet for the Incoming President-Elect. The President should include the Conference Evaluation Summary on the Summer Board Agenda.

Becky Johnen made the motion to accept the Job Description of the Conference Evaluation Chair as amended. Second by Rosa. Passed.

*Appreciation to
JoAnn Carter-Wells*

The Board thanked JoAnn Carter-Wells for her excellent work over the years in streamlining the evaluation process for the conference.

LAC Report

9. Carolyn Smith sent a written report for the Learning Assistance Center Design/Development Guidelines Task Force Report. (Carolyn visited with the Board during the afternoon session.)

(Attachment Y)

The charge to the committee is to develop a packet of materials that would be available upon request to individuals charged with developing a Learning Assistance Center at their institutions.

Carolyn developed the following timeline:

- * Before San Diego: Form Committee, send members charge and timeline, and arrange a time to meet at the conference.
- * By end of San Diego conference: Produce outline of topics/sections to be included in packet, assign tasks to individual members.
- * By Summer Board Meeting: Have first draft of packet to Board.
- * By Phoenix conference: Bring packet to Board for approval.

Tom will contact Carolyn as to when the Summer Board Meeting is scheduled.

Becky recommends the final packet be approved by the Board in February. (Carolyn would need to get the packet to Tom by the end of January for the February Conference Call.)

*Appreciation to
Carolyn Smith*

The Board appreciates Carolyn for taking over the leadership. CRLA is fortunate to have Carolyn and commends her for the good job she has done.

*Assoc. Membership
Chair*

10. Rita Dunbar sent the Board a written report. The CRLA Resource Form is in the Conference Packet.

(Attachment Z)

The Board needs to reassess the position of Associate Membership Coordinator. The Membership Coordinator has data to develop the Membership Directory and has agreed to work on the project.

(The Membership Coordinator needs to send the Secretary backups of all data in the event some of her data is lost or damaged.)

Election Chair Report

11. Dee Tadlock sent a written report to the Board.

(Attachment AA)

Results of the elections are as follows:

- * President-Elect - Patricia Mulcahy-Ernt.
- * Treasurer-Elect - Sandra Evans

LUNCH BREAK 11:30-12:45

Site Selection Report

12. Rick Sheets made a brief presentation to the Board and displayed gifts the Radisson Hotel sent for the San Diego Raffle to promote the 1995 Tempe Conference.

*1995 Conference
Planning Dinner*

Tom reported to the Board that the 1995 Conference Planning Dinner will be held Saturday, March 26, at the Point Loma Vista Nazarene College.

Job Description

Susan Deese-Roberts gave the Site Selection annual report.

(Attachment AB)

- * Attended the Summer Board Meeting (at her own expense) to discuss changes in her Job Description and future conference dates and sites.
- * Solicited site bids from Canada and traveled to Calgary to inspect hotel sites. (The Canadian Consulate in Dallas paid for her airfare.)
- * Solicited site bids from Oregon and Nevada. Both states declined to submit bids at this time.
- * Revised bid and hotel selection guidelines.
- * Solicited El Paso members to host the 1996 Fall conference.
- * Presented a proposal to the Board for the 1996 conference to be held in Calgary, Alberta, Canada.

(Attachment AC)

- * Revised the "Site Selection Notebook" developed by Joyce Weinsheimer.
- * Prepared to present the Plenary session on future conference sites with Jo-Ann Mullen.
- * Followed-up with Radisson Tempe Mission Palms Hotel. Contract has been signed.

The Board had a lengthy discussion concerning the 1996 Spring conference and viewed a video brought by Perry Franklin of Alberta, Canada.

*1996 Spring Conf.
in Calgary, Alberta*

Becky Johnen made the motion that CRLA accept the Calgary Conference Proposal for a working conference in the Spring of 1996 to

be held at the Lodge of Kananaskis.
Second by Nancy. Passed.

Susan will take the motion as a directive to start working with the Lodge at Kananaskis.

*Guidelines for
Proposal to Host
Annual Conference,
Guidelines for
Conference Hotel*

Susan shared Guidelines for Submitting a Proposal to Host the Annual Conference and Guidelines for Conference Hotel.(Attachments AD, AE)

*Agenda items for
May 3 Conf. Call*

Agenda items for the May 3 Conference Call include:

- * Discuss who would manage the Fall and Spring conferences.
- * Discuss what the Board should do about on-site Board Meetings for the Spring 1995 and Fall 1996 conferences.

*Appreciation to
Susan Deese-Roberts*

The Board thanked Susan for her tireless efforts in working for the future conference changes and hotel site selections.

THE BOARD MEETING WAS ADJOURNED AT 2:20 P.M.

**THE NEXT BOARD MEETING WILL BE FRIDAY EVENING, March 25,
FROM 9:00 TO 10:00 P.M. IN THE BOARD ROOM.**

**CRLA BOARD MEETING
SAN DIEGO RED LION HOTEL
MARCH 25, 1994**

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

Member Absent: Jo-Ann Mullen, *President*

Guests Present: Pat Mulcahy-Ernt, *President-Elect*; Sandra Evans, *Treasurer-Elect*; Mike O'Hear, *Research Committee*; Ada Belton, *NADE President*, Hunter Boylan and Elaini Bingham, *National Center for Developmental Studies*; Tom Pasternack, *Newsletter Editor*

The meeting was called to order by Tom Gier at 9:00 p.m.

*International Tutor
Certification*

1. Karan Hancock sent a written report Karan indicated the Committee would like to propose a new manual to replace the Tutor Registry... and would like to have it titled CRLA's Tutor Training Manual.

(Attachment AF)

CRLA Tutor Training
Manual

Becky Johnen made the motion to approve Karan Hancock's request to replace the Tutor Registry... with a new manual tentatively titled CRLA Tutor Training Manual. Second by Rosa. Passed.

NADE President

2. Ada Belton, NADE President visited with the Board. Issues of concern were:
* Shared data base of member names and addresses of NADE and CRLA.

*CRLA cannot share data
base at this time.*

Tom explained Board Members had received concerns from CRLA members about sharing their names and addresses without permission. Several publishers had wanted to purchase CRLA labels and mailing lists and had contacted Board Members. Concern was raised about the legality of selling this information without

members' permission; therefore, it was decided in a meeting earlier this week for CRLA to provide boxes on the Membership Form for members to indicate whether they want their names and addresses shared or not. Because of this same concern for the legality of CRLA members' confidentiality, the Board cannot join NADE at this time in forming a collaborative data base.

* Ada mentioned that she appreciates the great camaraderie which exists between the two organizations.

Tom responded that CRLA is glad NADE has endorsed the CRLA International Tutor Certification Program. Board Members discussed the history of trying to have the joint conference. Becky suggested that in the future, CRLA and NADE might be able to work together to join voices on the political front and/or in other endeavors. Tom mentioned that possibly more CRLA members will be able to attend both the CRLA and NADE conferences with the CRLA change.

* Ada mentioned that she was concerned with the lack of NADE members from the Southwest and asked for suggestions for recruiting these people.

Becky responded that both groups are interested in recruiting members. Becky suggested that the NADE Membership Coordinator visit with Jo-Ann Mullen who will be Coordinator of States and Regions for CRLA this next year.

Tom thanked Ada for visiting with the Board.

Research Committee

3. Mike O'Hear visited with the Board. The Research and Evaluation Committee has had presentations the past two conferences. Attendance has been good, but Mike is concerned that he and Ross McDonald are doing all the presentations.

Mike suggested that the committee have a "help table" at the conference to assist members with questions and/or problems concerning their research projects. Pat suggested Mike might be interested in having one of the Round Table Discussion Groups which would be focused on research. Rosa questioned whether the Classroom Based Assessment could be addressed for those interested in writing articles for the *Journal*.

Pat mentioned she had attended the JCRL Advisory Board meeting and concerned was raised about research. Pat asked Mike if they might be able to help the *Journal* staff with questions regarding research.

Pat mentioned that graduate students might be interested in a Round Table Discussion. Tom suggested Mike and Pat get together to discuss possibilities for Tempe.

Becky mentioned that last year some work was done on the Research Grant Proposal and wondered if Mike could share insight on it. Becky has not received an update. Becky recommended to Tom to put this issue on the Summer Board Meeting Agenda.

Appreciation to Mike

Tom expressed the Board's appreciation to Mike for his work with research.

*Hunter Boylan and
Elaini Bingham*

4. Hunter Boylan and Elaini Bingham visited with the Board about the following:

Kellogg Reception

* The Kellogg Reception was well attended. CRLA will pay \$200 and Kellogg Institute will pay \$300 for the reception. Rosa will bill the National Center for Developmental Studies for the Kellogg share. Elaini instructed Rosa to put the bill to her attention.

*National Conference on
Research Development*

* Hunter and Elaini were interested in possible dates for the National Conference on Research Development to be held in 1996 in Charlotte, North Carolina. Since CRLA is having a fall conference, the Center does not want to conflict with our schedule. Tentative dates for NCRD are October 26-30, November 16-20, 14-17 or 19-24.

Tom explained to Hunter and Elaini that CRLA has not set the date for its fall conference and would not have that information for a while.

* Hunter invited CRLA to co-sponsor the National Conference on Developmental Education. NADE was also invited to participate as a co-sponsor. Co-sponsorship would require no financial commitment but would provide:

- * presentation slots (3?)
- * fee waiver (1 or 2)
- * program selection participation
- * free advertising space
- * reciprocal agreement

for them

Becky made the motion that CRLA become a co-sponsor of the Second Annual National Conference of Developmental Education with details of co-sponsorship to be worked out. Second by Rosa. Passed.

The Board will discuss further during the May 3 Conference Call. Jo-Ann was integral in working with Hunter and Elaini on this matter, and the Board wanted Jo-Ann involved in the discussion. A funding possibility for sending someone to the conference would be from the Scholarship Fund or the Research Fund.

Spring 1996 Conference

5. Susan Deese-Roberts suggested to Tom and the Board on Wednesday that a separate committee be formed to plan and manage the conference Calgary, Alberta, Canada. After considering this possibility, Tom asked Susan to formulate a proposal, and the Board will discuss in the May 3 Conference Call.

Conference Call Link-up

6. Tom asked Nancy to investigate the possibility of basing the May 3 Conference Call out of Amarillo. Nancy will get back to Tom by April 18 with the cost of 6 site connections for the one-hour call.

Iowa/Missouri Chapter

7. Becky reported to the Board that Jan Norton has received enough signatures for Iowa/Missouri to become a Chapter.

Becky made the motion to grant permission to form our seventh state

**chapter of CRLA from Iowa/Missouri.
Second by Rosa. Passed.**

*Honorary CRLA Membership
for Dr. Sophie Freud*

8. Tom led the Board in a discussion about giving Dr. Sophie Freud an honorary CRLA Membership.

Becky made the motion to present Dr. Sophie Freud an honorary membership for CRLA. Second by Rosa. Passed.

The membership will be presented to Dr. Freud at the Second General Session.

*Task Force on Communications
and Public Relations*

9. Pat reported to the Board that the CRLA Task Force on Communications and Public Relations met and agreed upon the following:

(Attachment AG)

* Mission: Develop a set of recommendations to the CRLA Board for improving the communications, publicity, and marketing of CRLA activities both internal to the CRLA membership and external to the organization.

* Activities: 1. survey task force members by June 1, 1994 in order to describe how to enhance communications, publicity, and marketing; and 2. develop recommendations for a communications package for use by SIG leaders, PALS, State Directors to be distributed at the 1995 Conference during a Leadership Training Workshop.

Quick Reference List

10. Tom distributed copies of the Quick Reference List for Board Members to update. More discussion of this on Sunday.

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(Attachment AH)

The meeting was adjourned by Tom at 10:50 P.M.

The next meeting is scheduled on Sunday at noon.

**CRLA BOARD MEETING
SAN DIEGO RED LION HOTEL
MARCH 27, 1994**

Members Present: Tom Gier, *President*; Rosa Hall, *Treasurer*; Nancy Moreland, *Secretary*; Pat Mulcahy-Ernt, *President-Elect*; Sandra Evans, *Treasurer-Elect*, and Becky Johnen (*with voting privileges from Jo-Ann Mullen., Past-President.*)

Member Absent: Jo-Ann Mullen, *Past-President*

Guests Present: Joyce Weinsheimer, *Elections Chair*; Janice Lewis, *Journal of College Reading and Learning*; JoAnn Carter-Wells, *Journal of College Reading and Learning*; Tom Pasternack, *Newsletter Editor*; Roz Bethke, *In-coming Newsletter Editor*.

The meeting was called to order by Tom Gier at 11:30 A.M.

Induction of Officers

1. Pat Mulcahy-Ernt and Sandra Evans were formally inducted as officers at the brunch. (Both Pat and Sandra were introduced and were given gifts for their respective offices.)

Election Committee Report

2. Joyce Weinsheimer presented the names of the nominees for President- Elect and Secretary. The nominees are:*President-Elect:* Tom Pasternack and Rick Sheets; and *Secretary:* Nancy Krause and Rosland Lee.

Pat Mulcahy-Ernt made the motion to accept the slate of officers for President-Elect and Secretary as presented by the Election Committee. Second by Sandra Evans. Passed.

Pat Mulcahy-Ernt suggested that as soon as the President-Elect is determined by election results, the winner should be sent an overnight letter informing him/ her of the results. In addition, his/her institution's administration should be sent

official notification from the CRLA President informing them of the election results and what institutional support is needed.

Quick Reference Update

2. The Board spent a few minutes updating the Quick Reference of officers and others holding positions of responsibility in CRLA. Tom Gier requested that those members on the list send him their E-Mail addresses by April 18, 1994.

Journal Report

3. JoAnn Carter-Wells and Janice Lewis presented the Journal report.

(Attachment AI)

*Editorial Advisory
Board Job Description*

JoAnn reported the committee had developed a Job Description for the Editorial Advisory Board.

(Attachment AJ)

Pat Mulcahy-Ernt made the motion to accept the Job Description of the Journal Editorial Advisory Board as recommended by JoAnn Carter-Wells. Second by Becky Johnen. Passed.

*Publication Editors
included as Service
Components for Planning*

Becky Johnen made the motion that the service components of future conferences be expanded to include publications editors. Second by Sandra Evans. Passed.

*Non-Profit Mailing
Status*

JoAnn reported that steps have been taken to establish a non-profit mailing status which could be used by all in the organization. Rosa and Nancy helped JoAnn compile the information needed to receive this permit. Although only one non-profit permit will be used by all, each person needing to also mail using the Bulk Permit would need to obtain his/her own

*Granting Permission to
Reprint Journal Articles*

Bulk Permit number at their institution or at their city postal service.

JoAnn asked the Board about the policy of members and non-members reprinting articles from the journal whether for-profit or not-for-profit. The Board discussed current policy, and decided to revisit the issue during the next Board Conference Call. Board Members are interested in a fair, consistent policy which is comparable to other professional organizations.

*Speaker Contract to
include request for
permission to print speech
in the Journal*

JoAnn requested that the contracts for speakers included a clause that would allow for the speech to be published in the *Journal*.

Galley Copies

JoAnn asked for Board opinion concerning sending galley copies to authors prior to printing.

Advertising in Journal

JoAnn asked for Board opinion about selling advertisements in the *Journal*. Currently, advertising is not sold. The Board will discuss this at a later date.

*Policy Articles and
International Articles*

JoAnn led the Board in a discussion about continuing the articles concerning policy and international issues.

*Color Theme for
Journal*

JoAnn reported the *Journal* will have a color theme in order for members to be able to differentiate issues from year to year.

*Appreciation to
Journal Editors and
Editorial Advisory Board*

The Board thanked JoAnn, Janice, and the Editorial Advisory Board for their good work with the *Journal*.

*Past Board Members'
Luncheon Report*

4. Tom discussed the Plenary Session with the Board. Susan Deese-Roberts will compile a written report of issues for the Board to review at the Summer Board Meeting in Tempe.
5. Becky discussed four major issues that came up during the Past Board Members' Luncheon.
 - * Past Board Members would appreciate an invitation to the Newcomers' Welcome or any other special event for which they need to participate.
 - * Past Board Members are interested in membership information. Suggested demographic information about conference attendees be analyzed. Perhaps a one page fact sheet about CRLA members could be prepared by the Membership Coordinator.
 - * Frank Christ is concerned about equity on committees. May need SIG for Community Colleges.
 - * Past Board Members were interested in ways to entice members to join CRLA.

Current Board Members were concerned with not only building membership, but also were concerned about some way to help those on-site members and non-members who work so hard on the conference. Some suggestions to help might include an On-Site Fee Rate, an Institutional Fee Rate, or a Program Rate. There is still interest in a special rate for graduate students. The Board will discuss these issues during the May 3 Conference Call.

Becky mentioned to the Board that this conference had a State/Region Director or

Chapter President representing every state.

*Conference Evaluation
Raffle Results*

6. Conference Evaluation Raffle results:
 - * 1 year CRLA Membership - Madileine Irell Pima Community College, East Campus,
8181 Irvington Road
Tucson, Arizona 85721 (602) 722-7628
 - * Conference Registration for Tempe -
Jayne Pynes
UT El Paso
Tutoring and Learning Center
El Paso, Texas 79963 (915) 747-5366

*Schedule for Summer Board 7.
(Tentative)*

Board Members are to arrive on Friday, August 12, and depart on Tuesday, August 16. Tom is planning on three full days of meeting with the Board and On-Site Team. The tentative meeting schedule is as follows:

Saturday	8:30-12:00 and 1:00-3:30
Sunday	8:30-12:00 and 1:00-3:30
Monday	8:30-12:00 and 1:00-3:30

Tom asked Board Members to get agenda items to him as soon as possible.

Board Travel

8. Tom asked each Board member to think about travel for the next year. Planning needs to be done as to which Board Member attends what meetings. Tom hopes to divide the jobs of attending conferences as representatives for CRLA.

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The meeting was adjourned by Tom Gier at 1:55 P.M.

Respectfully Submitted,

Nancy Moreland, CRLA Secretary

(These minutes were approved by the Board on May 3, 1994.)

**CRLA SPRING BOARD MEETING
FINAL AGENDA**

MARCH 21 - 27, 1994

Mission Valley Board Room
RED LION HOTEL
SAN DIEGO, CALIFORNIA

**MONDAY, MARCH 21, 1994
2:00 -6:00 PM**

INTRODUCTIONS

Incoming Board Members

APPROVAL OF AGENDA

APPROVAL OF MINUTES

February 22 Conference Call

WHAT'S HAPPENING

Brief update on happenings in the life of each Board member/guest

REPORTS FROM OFFICERS

President-Elect

*Conference report and update

Past President

*Status of States, Regions and Chapters

*Iowa/Missouri Proposed Bylaws (action item)

Secretary

Treasurer

President

*Update on NADE Leadership Training

*Agreement of Collaboration

*Leonard Bliss letter

TUESDAY, MARCH 22, 1994
9:00 AM - 12:00 NOON

REPORTS FROM STANDING COMMITTEES

9:00 Robin Bischof, Membership Coordinator
(see written report)

CRLA Mailing List:

releasing of list - all or optional/process
rental fee - complimentary lists
membership cycle
list or labels - how organized
"list of 10,000 names"

Report from Associate Membership Coordinator
(see written report)
evaluation of this role

10:30 Rick Sheets, 1994 Conference On-Site Chair
Update on Phoenix Site

Elections - Dee Tadlock
(see written report)

Archives - Karen Smith
No report to date

Professional Association Liaison - Gladys Shaw
(See written report)

By-laws - Patti Glenn-Cowan
No report to date
Changes resulting from new CRLA calendar

Political Action Committee - Trish Dupart
No report to date

12:00 Break for Lunch

TUESDAY, MARCH 22, 1994
1:30 - 5:00 PM

BUSINESS ITEMS

Evaluation of membership in CRLA at National Level as a requirement
for local CRLA membership

Continuation of Conference Calls
 budget item or institutional support
 conference call schedule

Status/ramifications - change to Fall conference cycle
 chapter/regions response
 PAL response

Stationery, Mailing and Forms
 overview, responsibility and coordination

CRLA Promotional Video/Disk - Becky

CRLA Research Grant

WEDNESDAY, MARCH 23, 1994
9:00 - 11:30 AM

REPORTS FROM STANDING COMMITTEES

9:00 Introduction - Roz Bethke, Incoming NEWSLETTER Editor

NEWSLETTER Editor Report - Tom Pasternack
(see written report)

9:45 Special Interest Groups - Pat Jonason
No report to date
Clarifications of expectations for SIG Coordinator

Scholarships and Awards Committee - Kate Sandberg, Outgoing Chair
(see written report)
Situation if there are no/few applicants

BUSINESS ITEMS

Scheduling of Summer Board Meeting

Conference Evaluation Chair Job Description

Conference

- *Review of flow at General Sessions
- *Plenary Session
- *Review of Board responsibilities
- *Plenary

11:30 - Lunch Break

WEDNESDAY, MARCH 23, 1994
12:45 - 2:00 PM

REPORTS FROM STANDING COMMITTEES

12:45 Susan Deese - Site Selection
Perry Franklin - Canada Conference Update
Site Selection Update
(also refer to written report)

1:45 Carolyn Smith - LAC Guidelines Task Force
(also refer to written report)

**FRIDAY, MARCH 25, 1994
9:00 PM -10:00 PM**

BUSINESS ITEM

9:00 Mike O'Hear - Research

REPORT FROM STANDING COMMITTEE

9:15 Karan Hancock - International Tutor Certification Program

GUEST/CONVERSATION

9:30 Ada Belton, NADE President

**SUNDAY, MARCH 27, 1994
NOON - 3:00 PM**

Tom Gier, Presiding

REPORTS

12:00 Joyce Weinsheimer - Slate for Board Approval
**(NOTE: THIS NEEDS TO BE DONE PROMPTLY AS
JOYCE HAS A 2:00 PM FLIGHT)**

12:30 Janice Lewis and JoAnn Carter-Wells - Journal of College
Reading and Learning
(see written report)

BUSINESS ITEMS

Update of Officer's Quick Reference List

Discussion items resulting from Plenary Session and Past Board Luncheon

Items supplied by Tom Gier



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

Harrisburg Area Community College, 731 Cumberland Street,
Lebanon, PA 17046

March 21, 1994

TO: CRLA Board of Directors
State/Region Directors and Chapter Presidents

FR: Becky Johnen
Coordinator of States and Regions

A handwritten signature in cursive script, appearing to read 'Becky', is written over the printed name and title.

RE: 1993-94 State/Region/Chapter Report

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INTRODUCTION

During 1993-94 CRLA's five chapters, ten states, and 11 regions provided the Association with a means of extending its services throughout the country by providing opportunities for networking and information sharing (local conferences, newsletters, mailings) and by assisting with membership recruiting.

MEMBERSHIP STATISTICS

AS OF 12/31/93

934 Current Memberships

726 Expired Memberships

177 expired memberships - 1991
549 expired memberships - 1992

1660 Total Membership on Record

For comparison purposes, memberships as of 12/31/92 are:

884 Current Memberships

397 Expired Memberships

198 expired memberships - 1991
199 expired memberships - 1992

1281 Total Membership on record.

COMPARATIVE MEMBERSHIP STATISTICS BY STATE

STATE	ABBREVIATION	1993-94 TOTALS	1992-93 TOTALS
ALABAMA	AL	0	0
ALASKA	AK	17	14
ARIZONA	AZ	21	49
ARKANSAS	AR	5	3
CALIFORNIA	CA	157	213
CANADA		36	36
COLORADO	CO	22	13
CONNECTICUT	CT	5	3
DELAWARE	DE	0	1
FLORIDA	FL	7	4
GEORGIA	GA	6	10
HAWAII	HI	7	10
IDAHO	ID	13	15
ILLINOIS	IL	19	18
INDIANA	IN	13	6
IOWA	IA	16	11
KANSAS	KS	50	13
KENTUCKY	KY	2	2
LOUISIANA	LA	8	11
MAINE	ME	4	0
MARYLAND	MD	6	3
MASSACHUSETTS	MA	10	9
MICHIGAN	MI	10	10
MINNESOTA	MN	11	21
MISSISSIPPI	MS	1	0
MISSOURI	MO	35	9
MONTANA	MT	6	7
NEBRASKA	NE	25	12
NEVADA	NV	4	8
NEW HAMPSHIRE	NH	2	1
NEW JERSEY	NJ	19	17
NEW MEXICO	NM	67	48
NEW YORK	NY	13	13
NORTH CAROLINA	NC	9	11
NORTH DAKOTA	ND	0	1
OHIO	OH	17	17
OKLAHOMA	OK	7	6
OREGON	OR	78	43
OTHER		4	9
PENNSYLVANIA	PA	7	4
RHODES ISLAND	RI	0	0
SOUTH CAROLINA	SC	8	4
SOUTH DAKOTA	SD	0	0
TENNESSEE	TN	9	5
TEXAS	TX	100	107
UTAH	UT	14	11
VERMONT	VT	1	1
VIRGINIA	VA	10	9
WASHINGTON	WA	39	61
WEST VIRGINIA	WV	1	3
WISCONSIN	WI	10	6
WYOMING	WY	3	5
Cnt	52	Tot	934 893

MEMBERSHIP STATISTICS BY SIZE

TOTALS	ABBREVIATION	STATE
157	CA	CALIFORNIA
100	TX	TEXAS
78	OR	OREGON
67	NM	NEW MEXICO
50	KS	KANSAS
39	WA	WASHINGTON
36		CANADA
35	MO	MISSOURI
25	NE	NEBRASKA
22	CO	COLORADO
21	AZ	ARIZONA
19	IL	ILLINOIS
19	NJ	NEW JERSEY
17	AK	ALASKA
17	CH	OHIO
16	IA	IOWA
14	UT	UTAH
13	ID	IDAHO
13	NY	NEW YORK
13	IN	INDIANA
11	MN	MINNESOTA
10	MI	MICHIGAN
10	MA	MASSACHUSETTS
10	VA	VIRGINIA
10	WI	WISCONSIN
9	NC	NORTH CAROLINA
9	TN	TENNESSEE
8	LA	LOUISIANA
8	SC	SOUTH CAROLINA
7	FL	FLORIDA
7	HI	HAWAII
7	OK	OKLAHOMA
7	PA	PENNSYLVANIA
6	MT	MONTANA
6	GA	GEORGIA
6	MD	MARYLAND
5	AR	ARKANSAS
5	CT	CONNECTICUT
4		OTHER
4	NV	NEVADA
4	ME	MAINE
3	WY	WYOMING
2	NH	NEW HAMPSHIRE
2	KY	KENTUCKY
1	WV	WEST VIRGINIA
1	VT	VERMONT
1	MS	MISSISSIPPI
0	AL	ALABAMA
0	SD	SOUTH DAKOTA
0	DE	DELAWARE
0	ND	NORTH DAKOTA
0	RI	RHODES ISLAND
Tot: 934		Cnt: 52

COMPARATIVE MEMBERSHIP BY STATE CHAPTER

	1993-94	1992-93
CALIFORNIA	157	213
NEBRASKA/KANSAS	75	25
OREGON	78	43
TEXAS	100	107
WASHINGTON	39	61

COMPARATIVE MEMBERSHIP BY STATE OR REGION

ALASKA	17	14
ARIZONA	21	49
ARKANSAS/LOUISIANA	13	14
CANADA	36	36
GREAT LAKES (IL, MI, WI)	39	32
HAWAII	7	10
IDAHO	13	15
IOWA/MISSOURI	51	20
MID-ATLANTIC (DC, DE, MD, VA, WV)	17	16
MID-SOUTH (AL, MS, TN)	10	5
MINNESOTA	11	21
MONTANA	6	7
NEVADA	4	8
NEW MEXICO	67	48
NORTHEAST (CT, MA, ME, NY, RI, VT)	33	26
NORTH/SOUTH DAKOTA	0	0
OHIO RIVER VALLEY (IN, KY, OH)	32	25
OKLAHOMA	7	6
PENNSYLVANIA/NEW JERSEY	26	21
SOUTHEAST (FL, GA, NC, SC)	30	29
UTAH	14	11
WYOMING/COLORADO	25	18

1993-94 CHAPTER PRESIDENTS

CALIFORNIA -- Kathleen Engstrom
NEBRASKA/KANSAS -- Faye Dorwart
OREGON -- June Benson
TEXAS - Janith Stephenson
WASHINGTON - Joan Nealey

1993-94 STATE/REGION DIRECTORS

ALASKA -- Karan Hancock
ARIZONA - JoLynne Richter
ARKANSAS/LOUISIANA -- Debbie Longman
CANADA -- Harley J. Ast
GREAT LAKES (IL, MI, WI) -- Susan Farmer
HAWAII -- Gwen Kimura
IDAHO -- Karen Holt (replaced Vaun Wadell)
IOWA/MISSOURI -- Jan Norton
MID-ATLANTIC (DC, DE, MD, VA, WV) -- Anna Crockett
MID-SOUTH (AL, MS, TN) -- Barbara Bekis
MINNESOTA -- Marsha Odom
MONTANA -- Joan Stottlemoyer (replaced David Watson)
NEVADA -- Sinda Slagle
NEW MEXICO -- Nico Cameron
NORTHEAST (CT, MA, ME NY, RI, VT) -- Sibyl Brownlee
NORTH/SOUTH DAKOTA --
OHIO RIVER VALLEY (IN, KY, OH) -- Laurel Eckels
OKLAHOMA -- Bess Jenkins
PENNSYLVANIA/NEW JERSEY -- Larry Pedroza
SOUTHEAST (FL, GA, NC, SC) -- Carol Dodd
UTAH -- Donna Cheney
WYOMING/COLORADO -- Pat Marino

ANNUAL REPORTS

Annual reports were submitted by the following 15 chapters/states/regions (out of 27):

Alaska	Montana
Arizona	Nebraska/Kansas
Arkansas/Louisiana	New Mexico
California	Ohio River Valley
Canada	Oregon
Hawaii	Texas
Iowa/Missouri	Washington
Mid-Atlantic	

Reports can be found in the General Operational Items section of the 1994-95 CRLA State/Regional Directors and Chapter Presidents Handbook.

REGIONAL/STATE CONFERENCES

The following 10 states or regions held conferences during 1993-94:

Alaska

Alaska State CRLA Conference, May 1993, Anchorage

California

State meeting held in conjunction with the California Reading Association, Fall 1993

Canada

Regional meeting held in conjunction with the Learning Assistance Centres of Alberta Conference, June 1993

Hawaii

Used the March, 1994 Excellence in Education Conference to promote CRLA

Mid-Atlantic

Virginia College Learning Association Fifth Annual Conference, February 1994

Nebraska/Kansas

Regional conference, October 1993, Kearney, Nebraska

New Mexico

State conference, November 1993, Santa Fe

Oregon

State conference, October 1993, Albany

Texas

Conference on Academic Support Programs co-sponsored with the Texas NADE chapter (TADE), October 1993, Houston

Washington

State conference, October 1993, Spokane

COORDINATOR ACTIVITIES

- * Six mailings to chapter presidents and directors (April, July, September, December, January, March)
- * Developed information on personal, portable display boards
- * Revised and expanded the chapter president and state/regional director handbook
- * Coordinated the making of CRLA banners for all chapters, states, and regions
- * Planned and facilitated the 1994 Leadership Institute
- * Presented a workshop at the Texas Conference on Academic Support Programs

HIGHLIGHTS OF 1993-94

- * NEW MEXICO achieved chapter status!
- * IOWA/MISSOURI has chapter bylaws under consideration and has signatures toward to required 25 for chapter status
- * Membership increased approximately 6%
- * CRLA banners were made for each state and region
- * CRLA promotional video/disk is ready for review
- * Board members presented workshops and delivered keynote or welcoming addresses at three state/regional conferences:
Nebraska/Kansas - Jo-Ann Mullen
Texas - Becky Johnen and Nancy Moreland
Washington - Rosa Hall
- * Nebraska/Kansas special project -- development of an historical booklet

CHALLENGES FOR THE COORDINATOR

- * Increasing communication within the states and regions (only 13 of the 27 areas received newsletters or mailings)
- * Work with regional directors to get contacts in other states to assist the director with communication
- * Work with the membership coordinator to develop different reports for the directors; reports that contain phone and fax numbers
- * Develop an annual calendar of events and timelines for chapter presidents and state/regional directors
- * Ensure that all chapter officers and state/regional directors are current members of CRLA

ISSUES TO ADDRESS

- * Financial limitations in each state; increasingly difficult to maintain levels of support for our departments, for association activities, and for travel to the annual conference
- * Political liaisons - need to become more active
- * Strengthening communication within states and regions
- * Institutional memberships
- * Joining state chapters without joining national
- * Impact of the association's fall conference on state and regional conferences
- * Members need a resource directory that ties them with CRLA members in other geographic areas who have similar interests.

THE COLLEGE READING AND LEARNING ASSOC
STATE/REGION DIRECTORS AND CHAPTER PRESIDENTS
LEADERSHIP INSTITUTE

MARCH 24, 1994

AGENDA

1. LEADERSHIP...CRLA STYLE

- * small group exercise that explores the characteristics of leadership

2. 1993-94 IN RETROSPECT

- * highlights
- * challenges
- * transitions to chapters

3. MASTERING THE POSSIBILITIES IN 1994-95

- * the revised handbook
- * 1994-95 leaders
- * recruitment strategies
- * political action...keeping in tune with state and national happenings
- * networking and communicating...strategies to have all feel involved whether they attend state and annual conferences or not
- * joint regional conferences

4. THE BUSINESS AT HAND

- * the annual conference moving to fall
- * membership at the national and state levels
- * other issues

5. RECOGNITION DINNER

6. ON TO THE NEWCOMERS EVENT

	A	B	C	D	E
1	CRLA 1993-94				
2	Accounts	Balances			Indiv.
3					count
4	4000 INCOME				
5	4100 Exhibitor Fees	4900.00		4900.00	
6	4101 Trans fr old accts	0.00		0.00	
7	4102 Accounts Receivable	-614.00		-614.00	
8	5701 Funds to Trans frm OpFund	0.00		0.00	
9	4202 Transfer to Op Fund	0.00		0.00	
10	4302 Badge covers	0.00		0.00	
11	4402 Book sales/Pat Cross	0.00		0.00	
12	4602 Scholarships & Awards				
13	4211 Donations/Awards w/conf	233.00			
14	4512 Refund donated to Award	0.00			
15	4502 Raffle	0.00			
16	4503 Refund converted to raffle	0.00			
17	Total Scholarships & Awards			233.00	
18					
19	4220 SIG/Mem Dues with Conf				
20	4221 SIG1/Cog-Psych	100.00			20
21	4223 SIG2/Computer Tech	80.00			16
22	4225 SIG3/Critical Thinking	160.00			32
23	4227 SIG4/Emot/MotivAspects	65.00			13
24	4231 SIG5/LC Management	175.00			35
25	4233 SIG6/Lib'l Arts Colleges	10.00			2
26	4235 SIG7/Multicultural	45.00			9
27	4229 SIG8/Research & Eval	35.00			7
28	4241 SIG9/Workplace Literacy	40.00			8
29	4222 SIG10/College Reading	180.00			36
30	4224 SIG11/Couns/Guidance	10.00			2
31	4226 SIG12/Dev-Basic Writing	70.00			14
32	4228 SIG13/EFL/ESL	50.00			10
33	4232 SIG14/Learning Disability	100.00			20
34	4234 SIG15/Math Tutorial Prog	85.00			17
35	4236 SIG16/Peer Tutoring	160.00			32
36	4242 SIG17/Teaching Excel'nce	45.00			9
37	4243 SIG18/HyperCard	35.00			7
38	4237 SIG Placement Bureaus	0.00			0
39	4238 SIG TRIO	0.00			0
40	4239 SIG Whole Languages	0.00			0
41	4253 Unnamed SIGs	15.00			3
42	Total SIGs		1460.00		
43	4210 Membership with Conf		11515.00		287
44					
45	Total SIG/Mem; Dues with Conf			12975.00	

	A	B	C	D	E
46					
47	4200 Conference Fees				
48	4230 Registration		29130.00	*	390
49	4245 One day registration		320.00	*	7
50	4252 Misc Onsite Registration		0.00		
51	4244 Institutes				
52	4254 Inst1/Creativity in W Ctr	380.00			19
53	4255 Inst2 Concentration & Lrn	640.00			32
54	4256 Inst3 Research in Dev Ed	380.00			19
55	4257 Inst4 Qualitative Research	280.00			14
56	4258 Inst5 Alphabet Soup ESL...	120.00			6
57	4259 Inst6 Mgmnt Approaches	480.00			24
58	4275 Inst7 Mastering Dist Lang	100.00			5
59	4276 Inst8 Matrix Organizer	180.00			9
60	4277 Inst9 Empow'ng Students	400.00			20
61	4278 Inst10 Concentration II	760.00			38
62	4279 Inst11 Creativity II	200.00			10
63	4281 Inst12 Striving Excellence	300.00			15
64	4285 Inst13 Dev Resp Students	600.00			30
65	4282 Inst14 ...Ask A Question	220.00			11
66	4283 Inst15 Teacher Researcher	120.00			6
67	4286 Inst16 Tutor Training	720.00			36
68	4290 Inst17 Disabilities/Tech...	240.00			12
69	4284 Unnamed Institutes	0.00			0
70					
71	Total Institutes		6120.00		306
72					
73	4268 SIG Breakfasts				
74	4273 BSIG1/Peer Tutoring	350.00			35
75	4262 BSIG2/College Reading	240.00			24
76	4269 BSIG3/Computer Tech	140.00			14
77	4274 BSIG4/Teaching Excel'nc	50.00			5
78	4271 BSIG5/Critical Thinking	210.00			21
79	4280 Unnamed BSIG	0.00			0
80					
81	Total SIG Breakfasts		990.00		99
82					
83	4260 SIG Luncheons				
84	4288 LSIG6/ Math Tutorial	75.00			5
85	4267 LSIG7/Workplace Lit'rcy	90.00			6
86	4263 LSIG8/Emotional Aspects	195.00			13
87	4291 LSIG9/LC Management	390.00			26
88	4272 LSIG10/EFL/ESL	105.00			7
89	4265 LSIG11/Learning Disabl	150.00			10
90	4261 LSIG12/Cog Psych	255.00			17

	A	B	C	D	E
91	4264 93 LSIg/HyperCard	0.00			0
92	4266 93 LSIg Libr'l Arts Coll	0.00			0
93	4270 Unnamed LSIg	15.00			1
94					
95	Total SIG Luncheons		1275.00		85
96					
97	4300 Lunch With Mentors				
98	4310 Hughes, Brad M1	136.00			8
99	4311 Agee, Karen M2	51.00			3
100	4312 Weinsheimer, Joyce M3	102.00			6
101	4313 Hancock, Karan M4	136.00			8
102	4314 Dorwart, Faye M5	68.00			4
103	4315 Harrington, Judy M6	68.00			4
104	4316 Batenhorst, Elaine M7	51.00			3
105	4317 Johnen, Becky M8	169.00			10
106	4318 Haney, Judi M9	102.00			6
107	4319 Sandberg, Kate M10	153.00			9
108	4320 Krause, Nancy M11	34.00			2
109	4325 Shaw, Gladys M12	102.00			6
110	4330 Jonason, Pat M13	34.00			2
111	4335 Carpenter, Kathy M14	136.00			8
112	4340 Bayerkohler/Tieman M15	85.00			5
113					
114	Total Lunch With Mentors		1427.00		84
115					
116	4321 Special Events & Entnmnt				
117	4333 SE1 Southwestern Tour	130.00			13
118	4341 SE2 Miramar Tour	210.00			21
119	4345 SE3 Zoo Tour & Dinner	4520.00			113
120	4350 SE4 Tijuana Tour	700.00			28
121	4240 SE5 Banquet	3330.00			111
122	4251 SE6 Dinner on the Town	20.00			2
123	4250 SE7 Brunch/Awards...	912.50			73
124	4334 SE8 Harbor Cruise	690.00			30
125					
126	Total Special Events & Entnmnt		10512.50		391
127					
128	4201 Refund		574.00		
129					
130	Total Conference Fees		50348.50		
131	4900 Misc. Income	25.00		25.00	
132	4901 CRLA Acct Transfer	0.00		0.00	
133	5001 Interest Income	403.15		403.15	
134					
135	Total INCOME		68270.65		

Income Statement

CRLA Conference

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Sunday, March 20, 1994

Board Minutes
San Diego
Mar. 21-27, 1994
Attachment E

Accounts	1993 Balances
4000 INCOME	
4100 Exhibitor Fees	4,900.00
4101 Trans fr old accts	0.00
4102 Accounts Receivable	-614.00
5701 Funds to Trans frm OpFund	0.00
4202 Transfer to Op Fund	0.00
4302 Badge covers	0.00
4402 Book sales/Pat Cross	0.00
4602 Scholarships & Awards	
4211 Donations/Awards w/conf	233.00
4512 Refund donated to Award	0.00
4502 Raffle	0.00
4503 Refund converted to raffle	0.00
Total Scholarships & Awards	233.00
4220 SIG/Mem Dues with Conf	
4246 SIG memberships	
4221 SIG1/Cog-Psych	100.00
4223 SIG2/Computer Tech	80.00
4225 SIG3/Critical Thinking	160.00
4227 SIG4/Emot/MotivAspects	65.00
4231 SIG5/LC Management	175.00
4233 SIG6/Lib'l Arts Colleges	10.00
4235 SIG7/Multicultural	45.00
4229 SIG8/Research & Eval	35.00
4241 SIG9/Workplace Literacy	40.00
4222 SIG10/College Reading	180.00
4224 SIG11/Couns/Guidance	10.00
4226 SIG12/Dev-Basic Writing	70.00
4228 SIG13/EFL/ESL	50.00
4232 SIG14/Learning Disability	100.00
4234 SIG15/Math Tutorial Prog	85.00
4236 SIG16/Peer Tutoring	160.00
4242 SIG17/Teaching Excel'nce	45.00
4243 SIG18/HyperCard	35.00
4237 SIG Placement Bureaus	0.00
4238 SIG TRIO	0.00
4239 SIG Whole Languages	0.00
4253 Unnamed SIGs	15.00
Total SIG memberships	1,460.00
4210 Membership with Conf	11,515.00
Total SIG/Mem Dues with Conf	12,975.00
4200 Conference Fees	
4230 Registration	29,130.00
4245 One day registration	320.00
4252 Misc Onsite Registration	0.00
4244 Institutes	
4254 Inst1/Creativity in W Ctr	380.00
4255 Inst2 Concentration & Lrn	640.00
4256 Inst3 Research in Dev Ed	380.00

Income Statement

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CRLA Conference

Sunday, March 20, 1994

Accounts	1993 Balances
4257 Inst4 Qualitative Research	280.00
4258 Inst5 Alphabet Soup ESL...	120.00
4259 Inst6 Mgmnt Approaches	480.00
4275 Inst7 Mastering Dist Lang	100.00
4276 Inst8 Matrix Organizer	180.00
4277 Inst9 Empow'ng Students	400.00
4278 Inst10 Concentration II	760.00
4279 Inst11 Creativity II	200.00
4281 Inst12 Striving Excellence	300.00
4285 Inst13 Dev Resp Students	600.00
4282 Inst14 ...Ask A Question	220.00
4283 Inst15 Teacher Researcher	120.00
4286 Inst16 Tutor Training	720.00
4290 Inst17 Disabilities/Tech...	240.00
4284 Unnamed Institutes	0.00
Total Institutes	6,120.00
4268 SIG Breakfasts	
4273 BSIG1/Peer Tutoring	350.00
4262 BSIG2/College Reading	240.00
4269 BSIG3/Computer Tech	140.00
4274 BSIG4/Teaching Excel'nc	50.00
4271 BSIG5/Critical Thinking	210.00
4280 Unnamed BSIG	0.00
Total SIG Breakfasts	990.00
4260 SIG Luncheons	
4288 LSIG6/ Math Tutorial	75.00
4267 LSIG7/Workplace Lit'rcy	90.00
4263 LSIG8/Emotional Aspects	195.00
4291 LSIG9/LC Management	390.00
4272 LSIG10/EFL/ESL	105.00
4265 LSIG11/Learning Disabl	150.00
4261 LSIG12/Cog Psych	255.00
4264 93 LSIG/HyperCard	0.00
4266 93 LSIG Libr'l Arts Coll	0.00
4270 Unnamed LSIG	15.00
Total SIG Luncheons	1,275.00
4300 Lunch With Mentors	
4310 Hughes, Brad M1	136.00
4311 Agee, Karen M2	51.00
4312 Weinsheimer, Joyce M3	102.00
4313 Hancock, Karan M4	136.00
4314 Dorwart, Faye M5	68.00
4315 Harrington, Judy M6	68.00
4316 Batenhorst, Elaine M7	51.00
4317 Johnen, Becky M8	169.00
4318 Haney, Judi M9	102.00
4319 Sandberg, Kate M10	153.00
4320 Krause, Nancy M11	34.00
4325 Shaw, Gladys M12	102.00

Income Statement

CRLA Conference

Page 3 of 3

Sunday, March 20, 1994

Accounts	1993 Balances
4330 Jonason, Pat M13	34.00
4335 Carpenter, Kathy M14	136.00
4340 Bayerkohler/Tieman M15	85.00
Total Lunch With Mentors	1,427.00
4321 Special Events & Entnmnt	
4333 SE1 Southwestern Tour	130.00
4341 SE2 Miramar Tour	210.00
4345 SE3 Zoo Tour & Dinner	4,520.00
4350 SE4 Tijuana Tour	700.00
4240 SE5 Banquet	3,330.00
4251 SE6 Dinner on the Town	20.00
4250 SE7 Brunch/Awards...	912.50
4334 SE8 Harbor Cruise	690.00
4331 93 Historic Tour	0.00
4332 93 Art Tour	0.00
Total Special Events & Entnmnt	10,512.50
4201 Refund	574.00
Total Conference Fees	50,348.50
4900 Misc. Income	25.00
4901 CRLA Acct Transfer	0.00
5001 Interest Income	460.51
Total INCOME	68,328.01

Welcome to San Diego!!!

Dear 1994 CRLA Mentor:

In all the excitement of the last few weeks, you forgot to send me your mentor lunch check. Please give your check for \$17.00 to Gwyn Enright and her crew at the Registration Desk. Thanks for your assistance.

Rosa Hall
CRLA Treasurer

Board Minutes
San Diego
Mar. 21-27, 1994
Attachment F

Welcome to San Diego!!!

Dear 1994 CRLA Mentor:

In all the excitement of the last few weeks, you forgot to send me a check to pay for events or memberships you checked but for which you did not remit initial payment. Please pay Gwyn Enright and her crew \$_____ at the Registration Desk when you pick up your packet. Thank you for your assistance.

Rosa Hall
CRLA Treasurer

Date	Exhibitor	Amount Paid	
10/31/94	Appalachian State University	\$200.00	
	The College Board	200.00	
	Wadsworth	<u>200.00</u>	600.00
11/29/94	Wadsworth	\$250.00	
	Newsweek (50 breakfast + table)	300.00	
	EDL	250.00	
	H & H Publ. (50 breakfast + table)	300.00	
	McMillan/McGraw Hill (Glencoe)	250.00	
	Simon & Schuster	250.00	
	Townsend Pr. (100 breakfast + table)	<u>350.00</u>	1950.00
1/14/94	Crisp Publishers	\$250.00	
	Appalachian State University	250.00	
	University of Missouri (SI)	<u>250.00</u>	750.00
2/3/94	Harcourt Brace	\$250.00	
	Greenhaven Press	<u>250.00</u>	500.00
3/1/94	DC Heath	\$250.00	
	College Board	425.00	
	Glencoe McGraw	<u>175.00</u>	850.00
3/9/94	Cambridge Stratford. Ltd.		250.00
Total Deposits for Exhibitors			\$4900.00

1/24/94	Refund from Jossey-Bass*	\$1414.80
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*A 1993 expense line item labeled "keynote speaker's books" was created in the 1993 books to document the return of books to Jossey-Bass which were shipped without packing labels. The 1993 conference (Kansas City) paid for the books until that time at which Jossey-Bass could locate books and credit CRLA. I requested a refund when books were found. They were entered in the computer as a negative expense in 1994.

Income Statement

CRLA Operating Budget

Accounts	1993		
	Balances	Budgets	Variance
4000 INCOME			
4900 Misc. Income	10.00	0.00	10.00
4901 CRLA Acct Transfer	0.00	0.00	0.00
5001 Dues	15,840.00	30,000.00	-14,160.00
5002 JDE	0.00	0.00	0.00
5003 RRIDE	0.00	0.00	0.00
5004 Both JDE & RRIDE	0.00	0.00	0.00
5011 Interest Income/Cr Union	978.81	1,450.00	-471.19
5012 JCRL	500.00	600.00	-100.00
5014 SIGS			
5005 Unidentified SIGs	1,615.00	0.00	1,615.00
5015 SIG1 Cognitive Psych	10.00	35.00	-25.00
5025 SIG2 College Reading	25.00	30.00	-5.00
5035 SIG3 Computer Technology	10.00	30.00	-20.00
5045 SIG4 Couns/Guidance Supp	0.00	10.00	-10.00
5055 SIG5 Critical Thinking	10.00	15.00	-5.00
5065 SIG6 Dev/Basic Writing	10.00	15.00	-5.00
5075 SIG7 Emot/MotivAspects	10.00	10.00	0.00
5085 SIG8 EFL/ESL	5.00	10.00	-5.00
5095 SIG9 Research & Eval	0.00	15.00	-15.00
5096 SIG10 LC Management	25.00	25.00	0.00
5097 SIG11 LearningDisabilities	10.00	15.00	-5.00
5098 SIG12 Libr'l Arts Colleges	5.00	10.00	-5.00
5099 SIG13 Math Tutorial Progs	0.00	10.00	-10.00
5142 SIG14 Multicultural	0.00	10.00	-10.00
5143 SIG15 Peer Tutoring	25.00	30.00	-5.00
5144 SIG16 Placement Bureaus	0.00	10.00	-10.00
5145 SIG17 TRIO	0.00	10.00	-10.00
5146 SIG18 Whole Language	0.00	10.00	-10.00
5147 SIG19 Workplace Literacy	5.00	10.00	-5.00
5148 SIG20 Teaching Excellence	5.00	10.00	-5.00
5149 SIG21 HyperCard	0.00	10.00	-10.00
Total SIGS	1,770.00	330.00	1,440.00
5006 Tutor Certification	2,035.00	3,500.00	-1,465.00
5007 Registry/Tutor	585.00	650.00	-65.00
5008 CU Interest	0.00	450.00	-450.00
5009 NFC Coverage	0.00	0.00	0.00
5010 Awards Donations	340.00	2,000.00	-1,660.00
5013 Glossary	5.00	0.00	5.00
Total INCOME	22,063.81	38,980.00	-16,916.19
5000 EXPENSES			
5100 Board			
5101 President			
5102 P Travel	160.00	1,500.00	1,340.00
5103 P Hotels & Food	0.00	1,000.00	1,000.00
5104 P Telephone Expense	23.27	150.00	126.73
5105 P Postage	45.65	100.00	54.35
5106 P Printing & Publishing	0.00	50.00	50.00
5107 P Clerical Assistance	0.00	200.00	200.00
5108 P Supplies	0.00	100.00	100.00
5109 P Misc expenses	0.00	0.00	0.00

Income Statement

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CRLA Operating Budget

Sunday, March 20, 1994

Accounts	1993		
	Balances	Budgets	Variance
5110 P Other (Specify) 5112 P Conference Regis...	0.00	300.00	300.00
Total P Other (Specify)	0.00	300.00	300.00
Total President	228.92	3,400.00	3,171.08
5111 President-Elect			
5113 PE Travel	505.18	750.00	244.82
5114 PE Hotels & Food	0.00	1,000.00	1,000.00
5115 PE Telephone Expense	0.00	100.00	100.00
5116 PE Postage	0.00	100.00	100.00
5117 PE Printing & Publishing	0.00	0.00	0.00
5118 PE Wages & Fees	0.00	0.00	0.00
5119 PE Supplies	0.00	100.00	100.00
5120 PE Misc expenses	0.00	0.00	0.00
5122 PE Other (Specify) 5150 PE Promotional Ph...	35.80	0.00	-35.80
Total PE Other (Specify)	35.80	0.00	-35.80
Total President-Elect	540.98	2,050.00	1,509.02
5121 Secretary			
5123 S Travel	0.00	200.00	200.00
5124 S Hotels & Food	0.00	300.00	300.00
5125 S Telephone Expense	3.17	0.00	-3.17
5126 S Postage	40.97	300.00	259.03
5127 S Printing & Publishing	5.40	200.00	194.60
5128 S Supplies	0.00	100.00	100.00
5161 S Clerical	0.00	150.00	150.00
5129 S Other (Specify) 5130 S Baggage & Shipp...	20.75	0.00	-20.75
Total S Other (Specify)	20.75	0.00	-20.75
Total Secretary	70.29	1,250.00	1,179.71
5131 Treasurer			
5132 T Travel	221.70	50.00	-171.70
5133 T Hotel & Food	280.06	50.00	-230.06
5134 T Telephone Expense	0.00	150.00	150.00
5135 T Postage	14.87	300.00	285.13
5136 T Printing & Publishing	0.00	30.00	30.00
5137 T Clerical Assistance	106.25	2,100.00	1,993.75
5138 T Supplies	91.35	250.00	158.65
5139 T Misc Expenses	24.00	0.00	-24.00
5140 T Other (Specify)	0.00	0.00	0.00
Total Treasurer	738.23	2,930.00	2,191.77
5141 Gen. Board Expenses			

Income Statement

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CRLA Operating Budget

Sunday, March 20, 1994

Accounts	1993		
	Balances	Budgets	Variance
5151 GB Travel	1,177.69	3,500.00	2,322.31
5152 GB Hotel & Food	654.93	5,500.00	4,845.07
5153 GB Telephone Expenses	4.31	50.00	45.69
5154 GB Postage	2.90	50.00	47.10
5155 GB Printing & Publish...	28.81	50.00	21.19
5156 GB Wages & Fees	0.00	0.00	0.00
5157 GB Supplies	0.00	0.00	0.00
5158 GB Misc expenses	557.45	50.00	-507.45
5159 GB Other (Specify)	0.00	0.00	0.00
5160 GB UPS shipping	0.00	0.00	0.00
5700 Banking/Check Expenses	5.00	30.00	25.00
5705 Plaques	0.00	50.00	50.00
Total Gen. Board Expenses	2,431.09	9,280.00	6,848.91
Total Board	4,009.51	18,910.00	14,900.49
5200 Publications			
5201 Newsletter			
5202 NL Travel	0.00	0.00	0.00
5203 NL Hotels & Food	0.00	0.00	0.00
5204 NL Telephone & Fax	15.72	75.00	59.28
5205 NL Postage	273.00	75.00	-198.00
5206 NL Printing & publishing	3,069.41	5,000.00	1,930.59
5207 NL Wages & Fees	0.00	0.00	0.00
5208 NL Supplies	0.00	40.00	40.00
5209 NL Other (Specify)			
5226 Camera-ready Art P...	0.00	1,000.00	1,000.00
5210 NL Mail Service	150.00	750.00	600.00
5212 NL UPS	42.86	60.00	17.14
Total NL Other (Specify)	192.86	1,810.00	1,617.14
Total Newsletter	3,550.99	7,000.00	3,449.01
5211 JCRL			
5213 J Travel	0.00	400.00	400.00
5214 J Hotels & Food	0.00	500.00	500.00
5215 J Telephone expenses	0.00	75.00	75.00
5216 J Postage	0.00	225.00	225.00
5217 J Printing & Publishing	0.00	8,400.00	8,400.00
5218 J Clerical Assistance	0.00	150.00	150.00
5219 J Supplies	0.00	50.00	50.00
5220 J Misc expenses	0.00	0.00	0.00
5222 Other (Specify)			
5223 J Mailing Service	0.00	0.00	0.00
5224 J Conference Regis...	0.00	125.00	125.00
5225 Business Cards	0.00	0.00	0.00
Total Other (Specify)	0.00	125.00	125.00
Total JCRL	0.00	9,925.00	9,925.00

Income Statement

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CRLA Operating Budget

Sunday, March 20, 1994

Accounts	1993		
	Balances	Budgets	Variance
5221 Monographs			
5231 M Graphics	0.00	200.00	200.00
5232 M Printing & Publishing	0.00	700.00	700.00
5233 M Advertising/ Promot...	0.00	200.00	200.00
5234 M Postage	0.00	100.00	100.00
Total Monographs	0.00	1,200.00	1,200.00
Total Publications	3,550.99	18,125.00	14,574.01
5300 Gen'l Org. Expenses			
5301 General Expenses			
5431 G Postage	47.29	100.00	52.71
5461 G Supplies	0.00	50.00	50.00
5471 G Promo Media Distrib.	5.37	500.00	494.63
5481 G Misc expenses	2,974.02	150.00	-2,824.02
5491 G Other (Specify)			
5501 Oxford Mailing Ser...	0.00	0.00	0.00
5511 Membership Service	0.00	0.00	0.00
5521 Bond	0.00	150.00	150.00
5531 Stationery	16.22	300.00	283.78
5541 Scholarship	0.00	2,000.00	2,000.00
5542 Research Awards	188.35	600.00	411.65
5547 Research Grants	0.00	1,000.00	1,000.00
5543 Brochure	508.00	800.00	292.00
5544 JDE Subscription	0.00	100.00	100.00
5545 CAS Membership	200.00	200.00	0.00
5546 San Diego Zoo	0.00	0.00	0.00
5550 Dues Refunds	15.00	0.00	-15.00
Total G Other (Specify)	927.57	5,150.00	4,222.43
Total General Expenses	3,954.25	5,950.00	1,995.75
Total Gen'l Org. Expenses	3,954.25	5,950.00	1,995.75
5400 Committees			
5402 Awards & Fund Rais...			
5403 AF Supplies	0.00	0.00	0.00
5404 AF Telephone Expenses	0.00	0.00	0.00
5405 AF Postage	0.00	50.00	50.00
5406 AF Printing & Publishing	0.00	50.00	50.00
5407 AF Sale Items	0.00	0.00	0.00
5408 AF Raffle	0.00	30.00	30.00
5409 AF Plaques	0.00	400.00	400.00
Total Awards & Fund Raising	0.00	530.00	530.00
5412 Archives			
5413 AR Telephone Expenses	0.00	0.00	0.00
5414 AR Postage/Shipping	0.00	75.00	75.00

Income Statement

Page 5 of 7

CRLA Operating Budget

Sunday, March 20, 1994

Accounts	1993		
	Balances	Budgets	Variance
5415 AR Supplies	0.00	50.00	50.00
5416 AR Other (Specify)			
5420 AR Miscellaneous	0.00	50.00	50.00
5428 Moving Services	0.00	0.00	0.00
5417 Conversion	0.00	500.00	500.00
Total AR Other (Specify)	0.00	550.00	550.00
Total Archives	0.00	675.00	675.00
5422 Site Selection			
5423 SS Travel	0.00	1,000.00	1,000.00
5424 SS Hotels & Food	0.00	200.00	200.00
5425 SS Telephone Expenses	0.00	100.00	100.00
5426 SS Postage	0.00	0.00	0.00
5427 SS Supplies	0.00	0.00	0.00
Total Site Selection	0.00	1,300.00	1,300.00
5432 Nominations & Elect...			
5433 NE Telephone Expenses	0.00	50.00	50.00
5434 NE Postage	0.00	200.00	200.00
5435 NE Printing & Publish...	0.00	400.00	400.00
5436 NE Supplies	0.00	0.00	0.00
5437 NE Wages & Fees	0.00	100.00	100.00
5438 NE Misc expenses	0.00	0.00	0.00
5439 NE Other (Specify)	0.00	0.00	0.00
Total Nominations & Elections	0.00	750.00	750.00
5442 Tutor Certification			
5452 TC Postage	220.23	500.00	279.77
5453 TC Printing & Publishing	0.00	150.00	150.00
5454 TC Supplies	147.61	0.00	-147.61
5455 TC Misc expenses	0.00	0.00	0.00
5456 TC Other (Specify)			
5460 Tutor Certificates	-279.00	0.00	279.00
Total TC Other (Specify)	-279.00	0.00	279.00
Total Tutor Certification	88.84	650.00	561.16
5465 Membership Coordin...			
5470 MC Telephone & FAX	0.00	575.00	575.00
5475 MC Postage	0.00	1,380.00	1,380.00
5480 MC Printing & Publish...	0.00	300.00	300.00
5485 MC Computer Supplies	0.00	450.00	450.00
5490 MC Office Supplies, m...	0.00	425.00	425.00
5495 MC Clerical Assistance	0.00	850.00	850.00
Total Membership Coordinator	0.00	3,980.00	3,980.00
5502 Sponsored Research Comm	0.00	500.00	500.00

Income Statement

Page 6 of 7

CRLA Operating Budget

Sunday, March 20, 1994

Accounts	1993		
	Balances	Budgets	Variance
5510 Prof. Assoc. Liaison Coord	0.00	50.00	50.00
5520 Political Action Coord.	0.00	50.00	50.00
Total Committees	88.84	8,485.00	8,396.16
5500 States & Regions			
5600 Coordinators			
5601 CO Travel	0.00	250.00	250.00
5602 CO Hotels & Food	0.00	100.00	100.00
5603 CO Telephone Expenses	0.00	75.00	75.00
5604 CO Postage	0.00	50.00	50.00
5605 CO Printing & Publish...	0.00	100.00	100.00
5606 CO Supplies	0.00	30.00	30.00
5607 CO Misc expenses	17.42	0.00	-17.42
5608 CO Other (Specify)	0.00	0.00	0.00
Total Coordinators	17.42	605.00	587.58
5610 Directors			
5611 DI Misc expenses	0.00	0.00	0.00
5612 DI Other (Specify)			
5613 DI Special Requests	1,143.60	1,140.00	-3.60
5614 DI Regular Group ...	0.00	1,450.00	1,450.00
5615 DI Mailing	0.00	0.00	0.00
Total DI Other (Specify)	1,143.60	2,590.00	1,446.40
Total Directors	1,143.60	2,590.00	1,446.40
5620 SIG Coordinator			
5621 SC Postage	38.63	25.00	-13.63
5622 SC Printing	0.00	100.00	100.00
5623 SC Supplies	0.00	25.00	25.00
5624 SC Telephone expenses	0.00	25.00	25.00
Total SIG Coordinator	38.63	175.00	136.37
5630 SIG Leaders			
5640 SL Postage	153.77	1,045.00	891.23
5641 SL Printing & Publishing	170.99	760.00	589.01
5642 SL Supplies	0.00	95.00	95.00
5643 SL Misc expenses	0.00	0.00	0.00
5644 SL Other (Specify)			
5645 SL Special Requests	0.00	500.00	500.00
Total SL Other (Specify)	0.00	500.00	500.00
Total SIG Leaders	324.76	2,400.00	2,075.24
Total States & Regions	1,524.41	5,770.00	4,245.59
5800 Conf Accts Checking, to	0.00	0.00	0.00

Income Statement

Page 7 of 7

CRLA Operating Budget

Sunday, March 20, 1994

Accounts	1993		
	Balances	Budgets	Variance
5801 Conf Accts Savings, to	0.00	0.00	0.00
5901 Conf exp,charged in error	0.00	0.00	0.00
5900 Misc. Expenses	0.00	0.00	0.00
Total EXPENSES	13,128.00	57,240.00	44,112.00
NET INCOME	8,935.81	-18,260.00	27,195.81

Board Minutes
San Diego
Mar. 21-27, 1994
AttachmentsJ

**Department of Educational Foundations
Appalachian State University
Boone, North Carolina 28608
(704) 262-3103**

February 15, 1994

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

Dear Dr. Mullen:

I am on the College Reading and Learning Association's annual meeting program as a copresenter with Dr. Barbara Bonham and Dr. Hunter Boylan and was making the my final arrangements to go to San Diego, next month. You may imagine my chagrin when I noticed that the conference began on the Thursday before the beginning of the Passover holy day and ran through the following Sunday. You may not be aware that the first two evenings (the evenings of March 26th and 27th) of the eight day long festival are times when observant Jews are required to participate in ritual dinners (seders) commemorating the departure from slavery in Egypt. My first thought was to leave San Diego on Saturday morning, but my travel agent informed me that, since I would not be able to stay overnight on a Saturday, the airfare would be over \$1,000! Neither I nor my department can afford this. Consequently, I will be unable to attend the meeting. Fortunately, Drs. Bonham and Boylan will be attending and will present our findings.

CRLA makes a great point about its striving to attain diversity in its membership and activities and claims to support multicultural efforts in curriculum and other activities. I am very disappointed, and somewhat angry, that the association chose to hold its meeting at this time. For multiculturalism and diversity to mean more than simply racial, ethnic, and gender set-asides in admissions and hiring, the association needs to take into consideration the cultural needs and particulars of all people. I'm afraid that the program committee failed to do this. I realize that conference dates are determine a number of years before the meeting actually takes place, but I don't believe it would have been particularly difficult for the committee to find these dates (they are listed on most civil calendars) and to have made the appropriate decisions.

While it is certainly impossible to make any changes at this late date, I would appreciate your calling this problem to the attention of the program chair for this meeting and to future program chairs.

Sincerely,

Leonard B. Bliss
Professor

College Reading and Learning Association's

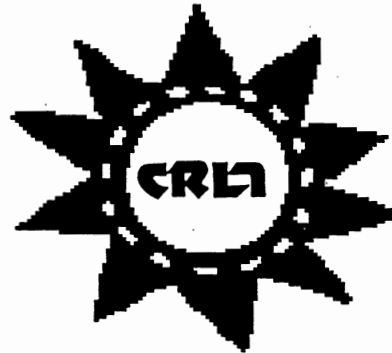
28th Annual Conference

April 5-9, 1995

Radisson Tempe Mission Palms Hotel

Tempe, Arizona

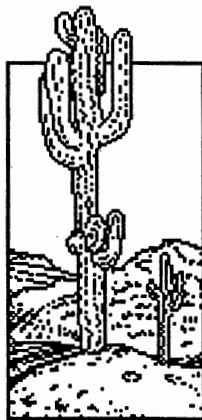
Board Minutes
San Diego
Mar. 21-27, 1994
Attachment K



TIME FOR

TRANSFORMATIONS

*of literacy communities, our knowledge about
adult learning, of beliefs and practices in
college learning assistance programs, ourselves*



For information contact:

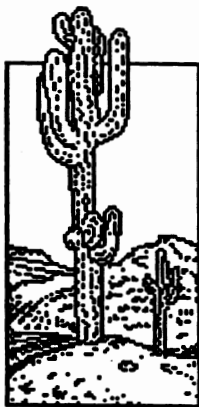
Dr. Patricia Mulcahy-Ernt,
CRLA President-Elect
Rutgers Graduate School of Education
10 Seminary Place
New Brunswick, NJ 08903
(908) 932-7496 x351

Board Minutes
San Diego
Mar. 21-27, 1994
Attachment L

**College Reading &
Learning Association**



1995 CONFERENCE COMMITTEE GUIDE



**28th Annual
Conference
April 5-9, 1995**

**Radisson Tempe
Mission Palms Hotel
60 East 5th Street
Tempe, Arizona 85281
(602) 894-1400**

**Conference Coordinator:
Patricia Mulcahy-Ernt, CRLA President-Elect**

For General 1995 CRLA Conference Information

Dr. Patricia Mulcahy-Ernt, CRLA President-Elect
Rutgers Graduate School of Education
10 Seminary Place
New Brunswick, NJ 08903
Phone: (908) 932-7496 x351
FAX: (908) 932-8206
E-Mail: PMULCAHY@ZODIAC.RUTGERS.EDU

Dr. Tom Gier, CRLA President
English Department
University of Alaska Anchorage
3211 Providence Drive
Anchorage, AK 99508
Phone: (907) 786-1926
FAX: (907) 786-1688

Rick Sheets, On-Site Conference Chair
Learning Assistance Center Director
Paradise Valley Community College
18401 N. 32nd St.
Phoenix, AZ 85032
Phone: (602) 493-2925
FAX: (602) 493-2981
E-Mail: SHEETS_R@PVC.MARICOPA.EDU

1995 CRLA Conference Committee Chairs

Registration

Aimee Jafary
Learning Assistance Center
Paradise Valley Community College
18401 N. 32nd Street
Phoenix, AZ 85032
Phone: (602) 493-2925
FAX: (602) 493-2981
E-Mail: JAFARY@PVC.MARICOPA.EDU

Program Proposals

Dr. Karen Smith
Kreger Learning Resource Center
P. O. Box 5062
Rutgers University
New Brunswick, NJ 08903
Phone: (908) 932-1443
FAX: (908) 932-1453
E-Mail: KGS@GANDALF.RUTGERS.EDU

Chairpersons

Judith Olson-Fallon
Educational Support Services
Case Western Reserve University
10900 Euclid Avenue
Cleveland, OH 44106-7062
Phone: (216) 368-8825
FAX: (216) 368-8826
E-Mail: JKO2@PO.CWRU.EDU

Newcomers

Jan Swinton
Spokane Falls Community College
MS 3050
W3410 Ft. George Wright
Spokane, WA 99204
Phone: (509) 534-8121

Audio-Visuals

David Williams
Media Services Manager
Paradise Valley Community College
18401 N. 32nd Street
Phoenix, AZ 85032
Phone: (602) 493-2910
FAX: (602) 493-2981
E-Mail: WILLIAMS@PVC.MARICOPA.EDU

Conference Credit

Sylvia Mioduski
Learning Center Director
Chemistry 214
University of Arizona
Tucson, AZ 85721
Phone: (602) 621-9363
FAX: (602) 621-7596
E-Mail: MIODUSKI@OCIT.ARIZONA.EDU

Lunch with a Mentor

Dr. Becky Patterson
English Department
University of Alaska Anchorage
3211 Providence Drive
Anchorage, AK 99508
Phone: (907) 786-1161
FAX: (907) 786-1749
E-Mail: AFBHP@ACAD2.ALASKA.EDU

Hospitality

Craig Stern
Learning Assistance Center
Northern Arizona University
Box 6035
Flagstaff, AZ 86011
Phone: (602) 523-6977
E-Mail: CJS@NAUVAX.UCC.NAU.EDU

1995 CRLA Conference Committee Chairs

Exhibits

Theria Beverly
Pima Community College
1255 N. Stone Avenue
Tucson, AZ 85709-3000
Phone: (602) 884-6151; (602) 884-6017

Graphics

Bill Mathis
Coordinator - Information Commons
Mesa Community College
1833 W. Southern Avenue
Mesa, AZ 85202
Phone: (602) 461-7591
FAX: (602) 461-7681
E-Mail: MATHIS@MC.MARICOPA.EDU

Tours

Spencer Johnson
Associate Director for Student Affairs
Arizona State University West
4701 West Thunderbird Road
Phoenix, AZ 85069-7100
Phone: (602) 543-8118
FAX: (602) 543-8172
E-Mail: JC50J@ASUVM.INRE.ASU.EDU

Computer Lab

Alan Levine
Center for Learning & Instruction
Maricopa Community College
District Office
2411 W. 14th Street
Tempe, AZ 85281-6941
(602) 731-8297

Evaluations

Tom Dayton
American River College
4700 College Oak Drive
Sacramento, CA 95841
Phone: (916) 484-8106

Photography

Larry Pedroza
Kreeger Learning Resource Center
Rutgers University
P. O. Box 5062
New Brunswick, NJ 08903
Phone: (908) 932-1443
FAX: (908) 932-1453
E-Mail: PEDROZA@GANDALF.RUTGERS.EDU

Food Events

Pearl Williams
Estrella Mountain
Community College Center
3000 Dyaart Road
Litchfield Park, AZ 85340
Phone: (602) 935-8444

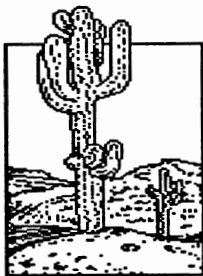
Rodger Slater

Reading/English Department
Scottsdale Community College
9000 E. Chapparral Road
Scottsdale, AZ 85256
Phone: (602) 423-6467



Reminder:

All program proposals
for institutes are due
by September 15, 1994
and proposals for sessions
are due by September 30,
1994.



CALL FOR PAPERS

for the 28th Annual Conference of the
College Reading & Learning Association
April 5-9, 1995
Tempe, Arizona

Board Minutes
San Diego
Mar. 21-27, 1994
Attachment M

You are invited to submit a proposal for a presentation at the 1995 CRLA Conference, which will be held at the Radisson Tempe Mission Palms Hotel in Tempe, Arizona, April 5-9. The conference theme is "time for transformations in our literacy communities, our knowledge about adult learning, our beliefs and practices in college learning assistance programs, ourselves," voicing the changes that are re-structuring educational practices in the field of college developmental reading and learning. You are invited to submit a proposal for one of the following types of presentations:

Institutes - These presentations are three hours long and provide in-depth discussion about a topic of current interest to the CRLA membership. Presenters are encouraged to promote audience interaction, to provide state-of-the-art demonstrations, and to provide well-developed instructional materials incorporating examples and relevant research. The conference institutes are presented as pre-conference activities.

Sessions - These presentations are one hour long and feature descriptions and demonstrations of instructional strategies, research, programs, and other topics of current interest to the CRLA membership.

Roundtable Discussions - These sessions are one hour long and feature small group discussion and interaction about an issue, question, research study, or focus area.

Examples of topics for the presentations include the following:

Area I: Instructional Theory and Practice

Learning strategies	Study processes	Writing theory	Content area learning
Reading theory	Critical thinking	Writing strategies	Collaborative learning
Reading strategies	Instructional assessment	Developmental math	Learning styles
Cognitive psychology	Teacher as researcher	Neuropsychology	Motivation

Area II: Program Administration, Management, and Supervision

Tutorial programs	LAC management	Staff development	Program evaluation
Writing centers	Grant writing	Data management	Public policy
Adjunct classes	Teaching excellence	Program development	Research publications

Area III: Student Populations, Contexts, and Learning Environments

Minority students	Multicultural education	Learning disabilities	ESL learners
Transfer students	Native American Indians	Workplace literacy	Special needs students
Athletes	Intergenerational literacy	Adult literacy	Prison populations

Area IV: Text, Technology, and Learning Materials

Distance learning	Text comprehensibility	Hypercard	CAM
Multimedia	Design of computer materials	E-mail	Materials evaluation

All proposals must be sent directly to Dr. Karen Smith, 1995 CRLA Conference Proposal Chair, Learning Resource Center, Rutgers University, P. O. Box 5062, New Brunswick, NJ 08903. All proposals for institutes must be received by September 16, 1994; the session and roundtable discussion proposals must be received by September 30, 1994. Presenters will be notified by November 15, 1994 about the Program Planning Committee's decision. For additional program information, contact Dr. Patricia Mulcahy-Ernt, CRLA President-Elect at (908) 932-7496 x351.

**College Reading & Learning Association
1995 Conference Presentation Proposal
April 5-9, Tempe, Arizona**

1. Type of Presentation: (Please check.)

- ☐ 3-hour Institute (Proposals are due September 16, 1994.)
☐ 1-hour Session (Proposals are due September 30, 1994.)
☐ 1-hour Roundtable Discussion (Proposals are due September 30, 1994.)

2. Title:

3. Program Description: (Please limit your description to 50 words. If the presentation is selected, this description will be printed in the program.)

4. Program Area and Topic: (Check which area best describes your presentation and note the topic of your session; see the conference program information page for a listing of topics.)

- ☐ Area I: Instructional Theory and Practice: _____
☐ Area II: Program Administration, Management, and Supervision: _____
☐ Area III: Student Populations, Contexts, and Learning Environments: _____
☐ Area IV: Text, Technology, and Learning Materials: _____
☐ Other: _____

5. Equipment Requests, such as Audio-visual and Computer Equipment: _____

6. Summary:

Please attach a one-page single-spaced summary of your presentation, including the objectives, content, significance to the field, and relevance to the conference theme. You may attach up to two additional pages of presentation handouts, if you wish. If your presentation is selected, this summary will be included in a notebook containing all the summaries for the presentations and will be available for viewing during the conference.

7. Proposal Checklist:

- ☐ Five (5) copies of this proposal page, your summary, and accompanying handouts
☐ Two (2) stamped self-addressed envelopes

8. Presenter Information: (Please attach additional names and addresses on a separate sheet.)

Name _____

Institution _____

Mailing Address _____

Mail will be sent to: (Check one:) Work Address _____ Home Address _____

Work Phone Number _____ FAX _____

Home Phone Number _____ E-mail _____

9. Presenter Agreement: If my proposal is accepted, I agree to present this session or find someone to present this session if I am unable to attend. All presenters are expected to register for the conference.

Signature _____ Date _____

10. Send your completed application to: Dr. Karen Smith, 1995 CRLA Conference Proposal Chair,
Learning Resource Center, Rutgers University, P. O. Box 5062, New Brunswick, NJ 08903.



COLLEGE READING AND
LEARNING ASSOCIATION

Board Minutes
San Diego
Mar. 21-27, 1994
Attachment N

INVITATION TO CHAIR SESSIONS

28th Annual Conference
April 5-9, 1995
Tempe, Arizona

You are invited to chair a session during the 1995 CRLA Conference. As a chairperson, you have the opportunity to become actively involved as a participant in the program, to meet speakers and session attendees, and to have guaranteed seating during top-quality presentations. No prior experience is necessary.

To chair a session, please complete the following information:

Name _____
Institution _____
Mailing Address _____

City, State, ZIP _____
Mail will be sent to: (Check one.) Work Address _____ Home Address _____
Work Phone Number _____
FAX _____
Home Phone Number _____
E-mail _____

Preference for Chairing a Session: (Please check all that are possible.)

_____ Thursday, April 6, 1995 (Institutes)
_____ Friday, April 7, 1995 (Sessions)
_____ Saturday, April 8, 1995 (Sessions)

If you would like a letter of recognition sent to your institution, please complete the following:

Name of person receiving the letter _____
Title _____
Institution _____
Street Address _____
City, State, ZIP _____

Please send your completed application to the following address by October 1, 1994:

Judith Olson-Fallon
Educational Support Services
Case Western Reserve University
10900 Euclid Avenue
Cleveland, OH 44106-7062



Membership Report

by

**Robin Bischof
Membership Coordinator**

**27th Annual Conference
San Diego, CA
March 24-27th, 1994**



Membership Coordinator

Job Description

CRLA Job Description

MEMBERSHIP COORDINATOR

Page 1 of 1

1. Maintain an accurate, up-to-date, computerized data base for CRLA.
 - a. Enter data for new members.
 - b. Update data for renewing members.
 - c. Maintain SIG membership lists.
2. Maintain a hard copy back-up file for membership.
3. Coordinate "call for membership" information.
 - a. Mail flyers as requested by the Board.
 - b. Work with *Newsletter* Editor to publish membership information regularly.
 - c. Include membership renewal notices with President-Elect's Call to Conference materials in December/January.
4. Mail membership cards, welcome letters, and membership resource forms to new and renewing members. When appropriate, include current issues of *JCRL* and *Newsletter*.
5. Provide membership mailing labels and/or lists as requested by CRLA *Newsletter* and *JCRL* editors and others as authorized by the Board. Send SIG membership lists to Leaders quarterly or on request. Send active and expired membership lists to Archivist twice annually. Send membership labels and notification of new and renewed memberships to State/Region Directors and Chapter Presidents at least twice annually. Send member labels to Elections Chair by September 1.
6. Maintain records of all interactions involving membership transactions.
7. Monitor budget and submit receipts to CRLA Treasurer for expenses involved in carrying out responsibilities as Membership Coordinator. Submit proposed budget and final accounting to the Treasurer by May 31.
8. Update the procedures guide.
9. Submit to the Board an annual report before the summer Board meeting.
10. Send copies of appropriate correspondence and documents to the Archivist on a regular basis.
11. Suggest revisions to this job description at the end of term of office.



**Membership
Coordination**

**Budget Proposal
1994**

**PROPOSED BUDGET FOR
CRLA MEMBERSHIP COORDINATOR
1994-95**

Submitted by Robin Bischof, CRLA Membership Coordinator

Yearly Expenses:

TELEPHONE: \$55.00 X 12 = \$660.00

FAX: \$150.00

PRINTING: Renewal notices
 Conference items
 State Reports
 Membership Reports \$360.00

MISC COMPUTER SUPPLIES:

 Paper 8 1/2 X 11
 Paper 8 1/2 X14
 Printer Cartridges
 Software Program \$ 585.00

MISC OFFICE SUPPLIES:

 Envelopes (both sizes) \$ 480.00
 Misc

POSTAGE: \$1725.00

CWS STUDENT WORKERS: \$ 850.00

TOTAL: \$4810.00



Membership Coordination

Procedures

Membership Procedures

New and Renewing Memberships

New and renewal membership information is received from the CRLA treasurer. This information is then separated into 3 separate categories.

1. Renewal Members
2. New Members
3. Journal members

1. Renewal memberships are entered first. A search of the database is performed, retrieving the members file from previous records. It is then checked for current information i.e. name, address changes, etc. This new information if any, is then entered. Expiration information is updated.

Packets are then assembled for the renewing member to include: Renewal member welcome letter, membership card and depending how long the membership had expired, the most recent newsletter if available.

2. New members are then entered. The same procedure as above is followed, checking to see if the new member may have been a previous member of CRLA. Membership information is entered, including new expiration date, SIG information, etc.

Packets are then assembled for the new member to include: New member welcome letter, newsletters, journal/s and membership card.

3. Journal members have usually come in so far, as requests for missed journals and missed memberships. A few new memberships have been received. For the first two, I try and fill their requests as best as possible, and include a brief letter. New members receive the most current copy of the journal and membership card. Some form of welcome letter should also be included here.

Labels are printed and member packets mailed.

II. INFORMATION UPDATE

Change of information and address changes come in from the newsletter editor quarterly and by members themselves.

III. REPORTS

1. Membership Reports

Membership reports are printed on a regular basis for 3 groups. The Past-president and President, State and Region Directors, and SIG Leaders. Membership reports of current and expired memberships are printed on a monthly basis for the Past-president and President. Reports of current members only are printed for the State Directors and SIG Leaders on a quarterly basis. Requests for membership reports are also printed as needed.

IV. MAILING LABELS

Mailing labels are printed by request of State Directors and SIG Leaders. Depending on need and order of sort. Alphabetical by State, Zip code sorted, etc. Labels are also printed for Mail outs of the CRLA Journal and Newsletters.

Mailing labels have been requested by individuals for the purpose of advertising conferences or books of interest to educators. At the present time, no labels are given out or sold. A procedure for handling these requests will be designed at the annual board meeting.

V. SPECIAL REQUESTS

There are several requests made each month by members, state directors, etc. for special materials. This could include CRLA brochures, call to conference brochures, missed journals or newsletters. Also some requests are just for membership information such as expiration date, or SIG information. Each request is handled in a timely manner with response either by mail or telephone.

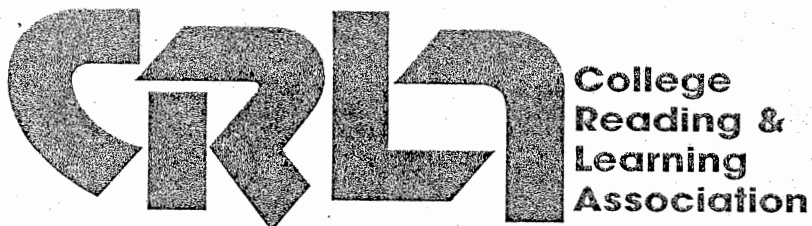
**SAMPLE MEMBERSHIP
PACKETS**

NEW

&

RENEWAL

SAMPLE LETTER



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

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

Dear Colleague:

Welcome to the College Reading and Learning Association!

I'm pleased that you have chosen to join CRLA. As a new member of this organization, you are joining hundreds of professionals throughout the international higher education community who are interested in making a positive difference for learners. You are now part of a network of highly talented people who enjoy exchanging ideas, implementing innovative programs, and conducting research in order to improve student learning. Your support and contribution is sure to have a positive impact on this organization.

You will soon begin receiving the latest editions of CRLA's NEWSLETTER and JOURNAL OF COLLEGE READING AND LEARNING. Information on the 27th CRLA conference, which will be held in March, 1994 in San Diego, will be coming your way too. Watch for both the Call for Proposals and the Call to Conference.

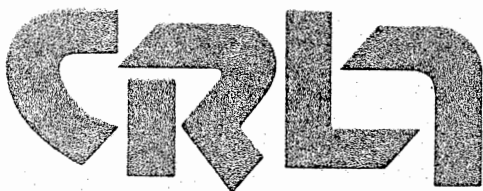
A Membership Resources Form, which suggests ways for you to be actively involved in CRLA if you so choose, is enclosed. Completing this form does not obligate you in any way, but it expresses your interest for increased involvement in a particular area.

Again, welcome to the College Reading & Learning Association.

Sincerely

Jo-Ann Mullen
CRLA President

Enclosure



College
Reading &
Learning
Association

NEWSLETTER

READING ■ LEARNING ASSISTANCE ■ DEVELOPMENTAL EDUCATION ■ TUTORIAL SERVICES

Possibilities, Potential, and Success

Exploring Possibilities, Realizing Potential, Sharing Success is the theme President-Elect Tom Gier has chosen for CRLA's 27th Annual Conference which will be held March 24 -27, 1994 in San Diego, California. And although it's a theme that accurately describes what happens at every CRLA conference, Tom has decided to make the implicit explicit. Each of the four featured speakers he has invited to be with us will *share* his or her *successes* as (s)he encourages us to *explore possibilities* for ourselves, our colleagues, and our students in *realizing the potential* that each of us has.

One of the four is not a member of CRLA and, therefore, will be new to most of us. She is Sophie Freud, Professor Emerita at Simmons College School of Social Work, who will be the keynote speaker and more. After giving the keynote address entitled, "The



Sophie Freud

Journey is the Goal and Other Advice from a Retired Educator," at Friday's First General Session, Dr. Freud plans to be an active participant during the rest of the conference. And since knitting is one of her hobbies, some of her activity at the conference may involve knitting needles and yarn. Having been an educator in various parts of the world for twenty-five years, Dr. Freud believes that intellectual and moral education for all college people is the one hope for the future of our planet. She looks forward to meeting

and being with the many members of CRLA in San Diego.

The other three featured presenters also look forward to being in San Diego. As members of CRLA, Brad Hughes, Becky Patterson, and Trish Dupart, are very familiar with the positive professional and personal benefits of a CRLA conference. And this year, each of them is going to get to contribute in a very special way. Brad Hughes and Becky Patterson will each present pre-conference institutes on Thursday, March 24. Trish Dupart's address, "Politics, an Eight Letter Word," will be part of the Third General Session on Sunday morning.

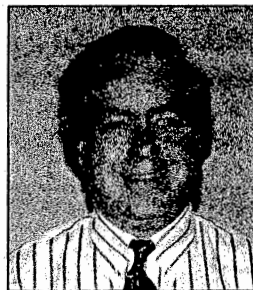
Brad Hughes' pre-conference institute is entitled, "Creativity in the Writing Center: Tutoring, Workshops, Training, Financing, and Publicity." The Director of the Writing Lab and Writing Across the Curriculum at the University of Wisconsin at Madison, Brad will discuss some of the latest trends in writing centers across the nation. He will touch on the major issues that face every writing center. Since his secret ambition (if for some reason the Writing Center job doesn't work out!) is to be an airline pilot or an air traffic controller, Brad is the right person to help your program reach new heights.

If Brad does his job too well and your thoughts begin to soar beyond all previous expectations and you start feeling somewhat spaced-out, Becky Patterson's institute, "Concentration and Learning:

Helping Students Focus," may be what you need. In addition to presenting information about concentration and learning, Becky will demonstrate a series of exercises which participants can use with students on their own campuses. Becky, who is a past-president of CRLA, is a Professor of English and Chair of the English Department at the University of Alaska Anchorage. And whereas Brad may daydream about soaring in the skies as an airline pilot, Becky recently made her dreams of soaring temperatures come true by taking a mid-Winter trip to Central America.



Becky Patterson



Brad Hughes

Editor's note: Will Trish Dupart soar or be sore when she realizes that she has the distinction of being the only featured presenter not pictured in this issue of the Newsletter? Trish, who holds a number of positions at Santa Barbara City College, has been active in the California School Employee's Association and volunteers for a local assemblyman. Additionally, she is CRLA's Political Action Liaison. It is not surprising, therefore, that she has chosen "Politics, an Eight Letter Word" as the title of her talk which will be given Sunday morning at the Third General Session. A photo of Trish giving the picture perfect ending to what promises to be a picture perfect conference will appear in the next issue of the Newsletter. Anything less would not be correct. And considering her topic, we wouldn't want to risk being branded, "politically incorrect."

*Journal of
College Reading and Learning*

*Volume XXV, Number 2
1993*

College Reading and Learning Association

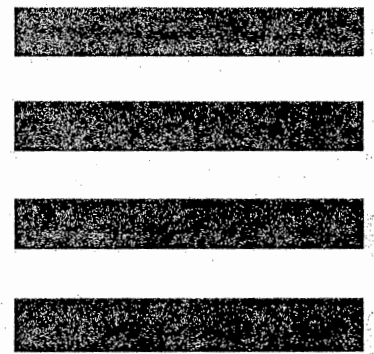
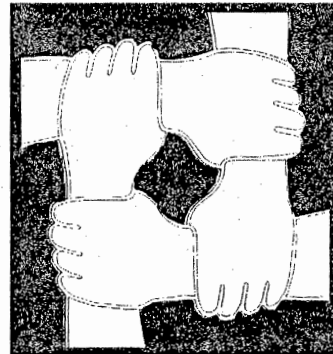
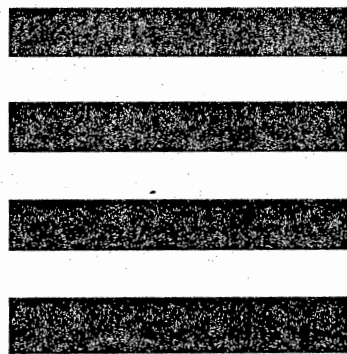
CONFERENCE REGISTRATION

CALL TO CONFERENCE

27th Annual Conference



**COLLEGE
READING &
LEARNING
ASSOCIATION**



Exploring Possibilities

Realizing Potential

Sharing Success

March 24th - 27th, 1994

San Diego, California

Red Lion Hotel



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

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

Dear Colleague:

I'm glad to see your renewed membership in the College Reading and Learning Association. Through your renewal, you'll continue to participate in a network of highly talented people throughout the international higher education community who enjoy exchanging ideas, implementing innovative programs, and conducting research in order to improve student learning. Your continuing support and contribution is valued and will make a positive difference in the field.

A Membership Resources Form, which suggests ways for you to be actively involved in CRLA if you so choose, is enclosed so that we may update your willingness to assist in specific areas.

Thanks again for your membership and for your dedication and commitment to CRLA. I hope to see you in San Diego for the Association's 27th annual conference.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jo Ann Mullen', is written over a horizontal line.

Jo-Ann Mullen
CRLA President

Enclosure



Membership Report

of

Statistics

CRLA
MEMBERSHIP STATISTICS
FOR
1992 & 1993

The following data was compiled by end of year data.

AS OF 12/31/93

934 Current Memberships

726 Expired Memberships

177 expired memberships - 1991
549 expired memberships - 1992

1660 Total Membership on Record

State report follows

CRLA STATE TOTALS**CRLA STATE TOTALS**

Wednesday, March 16, 1994

STATE	ABBREVIATION	TOTALS
ALABAMA	AL	0
ALASKA	AK	17
ARIZONA	AZ	21
ARKANSAS	AR	5
CALIFORNIA	CA	157
CANADA		36
COLORADO	CO	22
CONNECTICUT	CT	5
DELAWARE	DE	0
FLORIDA	FL	7
GEORGIA	GA	6
HAWAII	HI	7
IDAHO	ID	13
ILLINOIS	IL	19
INDIANA	IN	13
IOWA	IA	16
KANSAS	KS	50
KENTUCKY	KY	2
LOUISIANA	LA	8
MAINE	ME	4
MARYLAND	MD	6
MASSACHUSETTS	MA	10
MICHIGAN	MI	10
MINNESOTA	MN	11
MISSISSIPPI	MS	1
MISSOURI	MO	35
MONTANA	MT	6
NEBRASKA	NE	25
NEVADA	NV	4
NEW HAMPSHIRE	NH	2
NEW JERSEY	NJ	19
NEW MEXICO	NM	67
NEW YORK	NY	13
NORTH CAROLINA	NC	9
NORTH DAKOTA	ND	0
OHIO	OH	17
OKLAHOMA	OK	7
OREGON	OR	78
OTHER		4
PENNSYLVANIA	PA	7

STATE	ABBREVIATION	TOTALS
RHODES ISLAND	RI	0
SOUTH CAROLINA	SC	8
SOUTH DAKOTA	SD	0
TENNESSEE	TN	9
TEXAS	TX	100
UTAH	UT	14
VERMONT	VT	1
VIRGINIA	VA	10
WASHINGTON	WA	39
WEST VIRGINIA	WV	1
WISCONSIN	WI	10
WYOMING	WY	3
Cnt:	52	Tot: 934

CRLA
MEMBERSHIP STATISTICS
FOR
1994

The following data was compiled by current to date data.

AS OF 03/19/94

594 Current Memberships

444 renewal memberships
113 new memberships
37 life time memberships

1179 Expired Memberships

170 expired memberships - 1991
508 expired memberships - 1992
501 expired memberships - 1993

1773 Total Membership on Record

State report follows

CRLA STATE TOTALS

CRLA STATE TOTALS

Sunday, March 20, 1994

STATE	ABBREVIATION	TOTALS
ALABAMA	AL	0
ALASKA	AK	12
ARIZONA	AZ	21
ARKANSAS	AR	0
CALIFORNIA	CA	145
CANADA		23
COLORADO	CO	9
CONNECTICUT	CT	3
DELAWARE	DE	0
FLORIDA	FL	5
GEORGIA	GA	6
HAWAII	HI	8
IDAHO	ID	17
ILLINOIS	IL	13
INDIANA	IN	3
IOWA	IA	5
KANSAS	KS	10
KENTUCKY	KY	1
LOUISIANA	LA	1
MAINE	ME	2
MARYLAND	MD	1
MASSACHUSETTS	MA	9
MICHIGAN	MI	7
MINNESOTA	MN	6
MISSISSIPPI	MS	0
MISSOURI	MO	12
MONTANA	MT	3
NEBRASKA	NE	12
NEVADA	NV	5
NEW HAMPSHIRE	NH	0
NEW JERSEY	NJ	11
NEW MEXICO	NM	52
NEW YORK	NY	4
NORTH CAROLINA	NC	6
NORTH DAKOTA	ND	1
OHIO	OH	10
OKLAHOMA	OK	4
OREGON	OR	38
OTHER		0
PENNSYLVANIA	PA	7

STATE	ABBREVIATION	TOTALS
RHODES ISLAND	RI	0
SOUTH CAROLINA	SC	2
SOUTH DAKOTA	SD	0
TENNESSEE	TN	10
TEXAS	TX	66
UTAH	UT	13
VERMONT	VT	1
VIRGINIA	VA	7
WASHINGTON	WA	17
WEST VIRGINIA	WV	1
WISCONSIN	WI	4
WYOMING	WY	1
Cnt:	52	Tot: 594



Membership Coordination

Challenges

DESCRIPTION OF CRLA CHALLENGES

I. DATABASE TRANSITION

- A.** Set up of new tracking database and reports
- B.** Data of past Board members was successfully updated

II. GENERAL MEMBERSHIP

A. Membership year

- 1. change from anniversary date to calendar year
 - a. transition date seems to be a success
 - b. members seem to accept change well
- 2. end of year reports
 - a. period between end of year and
 - b. renewal/registration for conference
- 3. process of renewing
 - a. confusion with conference renewals
 - b. membership renewal notices

B. Communication between all CRLA participants

- 1. updating of information on State Directors/SIG Leaders
- 2. updates on which SIGs are active, etc.
- 3. letter to be composed by President for new/renewal memberships

C. Forms--brochures, call to conference, etc.

- 1. information provided
- 2. change in names
- 3. legibility of written information

IV. MISCELLANEOUS ITEMS

- A.** CRLA policy/charges for mailing labels and member lists
- B.** Poll of members to be included in mailing lists for sale
- C.** Alternate ideas for advertisers to reach our membership
- D.** Journal membership's; use separate database



**College
Reading &
Learning
Association**

READING * LEARNING ASSISTANCE * DEVELOPMENTAL EDUCATION * TUTORIAL SERVICES

INVOICE

TO:

Invoice Date	Invoice Number	Purchase Order Number	Date Shipped	
Quantity	Description		Price	Extension
TERMS: Net 30 days Make checks payable to: CRLA				
			Subtotal	
			Sales Tax	
			Shipping & Handling	



National Association for Developmental Education

P.O. Box 5922, Carol Stream, IL 60197-5922
Voice Mail 1-800-942-9304, Vmail Box # 21418

March 7, 1994

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

*Moved out
to participate
forward*

Dear Jo-Ann:

I was glad that we had time to briefly talk at the NADE conference about a special project of mine. As you know, we have a reciprocal agreement with CRLA in which we exchange mailing labels. We have typically asked for two sets, one for our call for proposals and one for our call for conference. We get similar sets of labels from several organizations. Last year I noticed two problems with our current method of operation. Because we had received labels from all over the country and from many professional groups, organizing the material for bulk mailing was an expensive and horrendous task. In addition, because I belong to many organizations, I received six sets of the same material. This seemed to be a waste of material and money.

In order to address these problems, NADE is trying to develop a NADE database which includes all NADE chapter members and members from sister organizations. Our plan is to have a database which will contain between 10,000 and 15,000 names. We hope to be able to contact professionals from all over the country who are working with high risk student populations about membership and conference information. Therefore, we are asking that you provide NADE information about CRLA membership. We would like to obtain a disk in either dBase or AscII format which will include all members of CRLA (active and inactive). Once we merge the lists from all the various organizations and eliminate duplication, we will return a disk to you which will contain the names and addresses of the 10,000 to 15,000 names in our database. We feel this method will profit everyone. We will then ask for a yearly update and will continue this process each year.

If you feel you can provide the disk, please forward it as soon as possible. We have 12,000 call for proposals for the 1995 NADE conference waiting to be mailed when we receive these disks. The disk should be mailed to:


Dr. Carlette J. Hardin
P.O. Box 4476
APSU
Clarksville, TN 37044

*Becky, this explains the "list of 10,000 names"
on the Tues AM agenda under mailing lists.*

If you do not feel comfortable providing the disk, please send a set of labels for your organization. However, I do hope CRLA will participate as I feel we are developing a cost effective method to provide information about our organizations and our conferences to those who will benefit from the information.

If you have questions about what is needed or will not be able to provide the information, please call me at (615) 648-7612. Thank you for your help.

Sincerely,



Carlette J. Hardin
1993-94 NADE President

cc: Tom Gier

1993-94 ANNUAL REPORT
FOR THE
PROFESSIONAL ASSOCIATION LIAISON COMMITTEE
OF THE
COLLEGE READING AND LEARNING ASSOCIATION

Committee Chair: Gladys R. Shaw, Director
Tutoring and Learning Center
U.T. El Paso
El Paso, TX 79968
915-747-5366 (Office Phone)
915-747-5013 (Office Fax)

Committee Members: Kathy Carpenter, Rosanne Cook, Gail Dantzker, Dorothy Gray, Becky Johnen, Cynthia Lenton, Dean Mancina, Patricia Mulcahy-Ernt, Marianne North

Committee Goals

General Goals. The continuing goals of the Professional Association Liaison Committee are to

1. identify professional organizations having similar or related goals.
2. assign a committee member as liaison to each identified organization.
3. develop agreements of mutual cooperation with identified organizations.
4. cooperate with identified organizations on issues of mutual interest or concerns.
5. maintain a database of identified organizations.
6. provide a Professional Association Liaison Forum at each national conference of CRLA to make new professional contacts and identify current issues of mutual interest or concerns.

1993-94 Objectives

1. Identify committee members.
2. Identify specific professional organizations having similar or related goals.
3. Finalize job descriptions for the professional association liaisons and the coordinator.
4. Implement a data base of identified professional organizations.

1993-94 Objectives (continued):

5. Develop a standard agreement form.
6. Sign agreements with at least two other organizations.
7. Implement a reporting process for Professional Association Liaisons (PALS).
8. Compile a committee notebook for the training of future coordinators.

Committee Accomplishments

1. The above committee members were identified and agreed to serve for a specific organization.
2. A formal, written statement of mission, purpose, and goals was developed and approved by the board.
3. A written job description was developed and approved by the Board.
4. A standard agreement form and sample correspondence were developed to facilitate inter-organizational contacts and formal liaison agreements. These were approved by the Board.
5. A standard reporting procedure was implemented.
6. A committee notebook has been created to provide continuity and ease of transition when the committee chair changes.
7. A forum and recruitment were conducted.

Summary:

The emphasis this year was on the establishment of an infrastructure to provide guidance, standardization, and structure for the committee's work.

1994-94 Objectives

1. Cooperatively formulate goals for the year.
2. Formalize agreements with 2-5 organizations.
3. Implement the formal reporting procedure.
4. Add four to five new committee members and organizations.
5. Identify one issue of mutual interest with one or more

organizations if possible and collaborate on addressing that issue.

6. Develop one or more traveling displays for use at other conferences.
7. Have at least 3 presentations made by committee members at other organizations conferences.

Respectfully Submitted
Gladys R. Shaw

CRLA Job Description

COORDINATOR OF STATES AND REGIONS

Page 1 of 5

1. Remind the Secretary to send summaries of Board meetings to State and Regional Directors and Chapter Presidents. Supply the Secretary with a list of their names, addresses, and telephone/fax numbers.
2. Right after the annual conference, contact the Membership Coordinator to have an updated list of members and labels in zip-code order sent to you. Mail the relevant list to each State and Regional Director and Chapter President as soon as possible.
3. Right after the annual conference, write letters to noncontinuing State and Regional Directors, thanking them for their services and, if they have not already done so, asking that they forward their CRLA materials and records to their successors.
4. Right after the annual conference, write letters of acknowledgement to institutional administrators designated by new and reappointed State and Regional Directors.
5. By mid-May, send an initial "group letter" to all State and Regional Directors and Chapter Presidents:
 - a. Include any follow-up information from the recent conference.
 - b. Send a checklist of materials and supplies they should have on hand. Those who have not acquired items from their predecessor should request extras from you.
 - c. Suggest that they start making plans for a fall mini-conference now.
 - d. Tell them they should have received (or will receive) updated mailing lists and summaries of minutes.
 - e. Mention budget and reimbursement procedures.
 - f. Send them lists of any members who have indicated on the Membership Resources Form a willingness to help with state/regional activities. (Or you may do this in a later letter.)

CRLA Job Description

COORDINATOR OF STATES AND REGIONS

Page 2 of 5

g. Remind them to send to you, the Archivist, and the *Newsletter* editor copies of agenda and news from state mini-conferences, etc.

6. Submit a projected budget to the Treasurer by May 31.

⑦. By late August, ^{request from the Membership Coordinator} ~~send~~ a second updated membership list or labels, ^{and send} to all State/Regional Directors and Chapter Presidents.

8. After the summer Board meeting, remind the Secretary to send summaries from the summer Board meeting to State/Regional Directors and Chapter Presidents and provide an updated list of names and addresses, if necessary. Remind the President-Elect to send extra conference mailings to State and Regional Directors and Chapter Presidents, to be used in recruiting new members.

9. In early September, work with the Program Chair and Conference Manager to arrange for the State/Regional Directors' and Chapter Presidents' workshop and ^{dinner} ~~luncheon~~ and state/regional meetings at the annual conference.

10. In early September, send a second "group letter" to all State and Regional Directors and Chapter Presidents:

- a. Highlight early conference information and any other important news and issues from the summer Board meeting.
- b. Tell them to send new membership recruitment letters out immediately.
- c. Tell them to contact nonrenewals when they receive their updated mailing list.
- d. Remind them of membership benefits.
- e. Ask for news of their fall meetings.
- f. Remind them that they can request additional updated mailing lists or labels from you if needed during the year.

Send to the newsletter editor an updated list of chapter presidents and state/regional directors; send updated lists any time there are changes.

CRLA Job Description

COORDINATOR OF STATES AND REGIONS

Page 3 of 5

11. In late December or early January, send a third "group letter":
 - a. Ask them about their availability or recommendations for next year's State and Regional Directors' appointment.
 - ~~Enclose a self-addressed postcard for prompt response.~~
 - b. Remind them of the February 1 deadline for their annual report. *(four weeks prior to the annual conference)*
 - c. Request items for the State/Regional Directors' and Chapter Presidents' meeting agenda at the conference and issues for the Board agenda.
12. In late December, request that the Membership Coordinator send you in early January one complete membership list, updated as of December 31. This will give you the information to report the year's base membership count in various states and regions to the Board at the annual conference. It will also provide the figure for determining a quorum of the Association, should that be needed at the annual conference.
13. In early February, contact members whom you wish to appoint as State/Regional Directors for the coming year. Request recommendations from outgoing State/Regional Directors, consult Membership Resources Forms, etc.
14. In February, write letters to prospective State and Regional Directors:
 - a. Ask if they are interested in serving.
 - b. Enclose a copy of the State/Regional Director's job description.
 - c. Ask them to respond in writing before a given deadline. (Self-addressed postcards facilitate this process.)
 - d. Ask them to send you their home and office addresses and telephone/fax numbers.

CRLA Job Description

COORDINATOR OF STATES AND REGIONS

Page 4 of 5

15. In February, write letters of appointment to new State and Regional Directors:
 - a. Ask them to send you the name and address of an administrator at their institution if they wish you to send a letter of acknowledgement.
 - b. Invite and strongly encourage them to attend the State/Regional Directors' meetings at the upcoming conference, to facilitate the transition between current and new State/Regional Directors.
16. Send items for the Board agenda to the President.
17. Prepare a list of names, addresses, and telephone/fax numbers of all appointed State and Regional Directors and distribute this list to CRLA Board members, the *Newsletter* editor, other State/Regional Directors, and the Membership Coordinator.
18. In late February, send a fourth "group letter":
 - a. Ask for annual reports if not yet received.
 - b. Finalize meeting times for State and Regional Directors and Chapter Presidents at the conference.
 - c. ~~Enclose a self-addressed postcard to indicate if Directors and Chapter Presidents will be there or who their proxies will be.~~
 - d. Mention some agenda items for the meetings.
 - e. Remind them that the final request for reimbursement of expenses on this year's budget must be submitted to the Treasurer by May 31.
 - f. Remind outgoing Directors to save and transfer materials to successors.
19. In late February, contact the President and brief her/him on the State/Regional Directors' and Chapter Presidents' workshop planned for the conference. Arrange for current and recent Board members to attend state/regional meetings at the annual conference to represent the Board and act as resource persons on Association issues.

Notify of the →

CRLA Job Description

COORDINATOR OF STATES AND REGIONS

Page 5 of 5

20. At the conference, conduct the State and Regional Directors' and Chapter Presidents' meeting/workshop:
 - a. Summarize state/regional annual reports.
 - b. Summarize items from pre-conference Board meetings.
 - c. Suggest agenda items for their state/regional meetings.
 - d. Ask for their evaluations and recommendations.
21. At the conference, coordinate the State and Regional Directors' and Chapter Presidents' meeting with the CRLA Board.
22. After the conference, assemble files and transfer them to the next Coordinator of State and Regional Directors.
23. On an ongoing basis, send copies of appropriate correspondence to the Archivist, retain correspondence and office-related information for three years; send items four years and older to the Archivist.
24. Periodically as needed, serve as advisor to the current President.
25. Update this job description at end of term.
26. Breathe a sigh of relief and fade away . . . before moving into the role of Elections Chair.

Maintain
copies of
Chapter
records
(petition, charter,
6/93
3/94
bylaws); send originals to the Archivist.



The Cambridge Stratford Study Skills Institute™

division of Cambridge Stratford, Ltd.

8560 Main Street, Harris Hill Square, Williamsville, New York 14221

Board Minutes
San Diego
Mar. 21-27, 1994
Attachment T

(716) 626-9044
(716) 626-9076 Fax
(800) 466-2232 Toll Free

February 11, 1994

JoAnn Mullen
President CRLA
Division of EMECR
University of Northern Colorado
McKee 213
Greeley, CO 80639

Dear Ms. Mullen,

This letter is forwarded to inquire of the interest of ^{CRLA}~~MECR~~ in affiliating as a co-sponsor of a PBS Adult Satellite Service live video conference series on the topic of TUTOR TRAINING to be held September, 1994 and February, 1995 by presenter, Dr. Ross B. MacDonald.

The CSSS INSTITUTE will design and help produce this video conference in association with PBS. It is intended as a timely offering to assist tutors and tutor trainers in becoming more familiar with the current state-of-the-art techniques and strategies proven to improve tutor effectiveness.

PBS will promote and market this conference through its national satellite network of 2400 sites. It generally requests the in-name-only support of all professional organizations that have a related interest in the subject matter being presented. Alternately, if you wish to have copies of the announcement forwarded to members, arrangements can be made.

Please discuss this possibility with your executive board at your earliest convenience. PBS plans to begin production of the program announcement in early spring and would like to accommodate the interests of those organizations who desire to participate. Recognition of all organizations will be listed on the program cover.

Thank you for your interest and please let me know if I can be of service in answering your questions.

Sincerely,

Peter W. Stevens
Peter W. Stevens
President

*Yes to Co Sponsor
No to Fund*



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

LRC R-MWC 2500 Rivermont Avenue Lynchburg, VA 24503

February 25, 1994

To: Jo-Ann Mullen, President of CRLA
From: Tom Pasternack, *CRLA Newsletter* Editor
Subj: 1993-1994 Annual Report

Contributors

During the past year, at least 18 people contributed to the *CRLA Newsletter*. Jo-Ann Mullen and Tom Gier respectively contributed "From the President..." and "From the President-Elect..." columns to each issue of the *Newsletter*. Jo-Ann also provided updated information on all CRLA officers, while Tom supplied additional information about the San Diego conference. Becky Johnen submitted the Presidential Address she gave in Overland Park and supplied the names, addresses, and phone numbers of all Chapter Presidents and State/Region Directors. Pat Jonason did the same for SIG Leaders.

Kate Sandberg submitted an article about the scholarships and awards presented in Overland Park and articles about applying for those awards and the scholarship raffle. Also related to this year's conference, Karen Lim wrote an article telling people of the many activities available to them in the San Diego area.

Articles for "Let's Talk Tutoring" were supplied by Karan Hancock and Tom Gier. "From ERIC..." was supplied by David Deckelbaum at the ERIC Clearinghouse for Junior Colleges. Mary Jo Berger encouraged one of her students, Molly Phelps, to submit an article for "Personal Perspectives." Robin Bischof also contributed a piece for "Personal Perspectives." Anna-Marie Schlender, Gladys Shaw, and Perry Franklin all submitted material for the "CRLA Close-Up." Perry Franklin and Lorraine Peniston each contributed an article for "Professional Materials Review."

A brief piece about the Learning Assistance Center SIG submitted by Carolyn Smith was placed in "The Editor Listens." Photographs from the Overland Park conference were supplied by Larry Pedroza. Once again, I want to recognize the efforts of Margaret Ladd, my secretary, who types the articles received by me into the computer.

Finances

Believing that it was easier to do it myself than to explain to someone else how I wanted it done, I continued preparing the materials for the printer. In the process, I continued to learn. Prior to the Summer 1993 issue, I relied on the printer to add the solid box at the end of each article. While working on the Winter 1994 issue, I finally figured out how I could add the double lines at the top of each page and the single line and page numbers at the bottom. As a result, with the exception of the pictures and the masthead, I was able to present the printer with camera-ready copy.

During 1991-1992, the costs associated with producing 1100 copies of 3 issues of the Newsletter was \$5806. I anticipate that the 1993-1994 cost for 1300 copies of each of the 3 issues will be about \$5300.

New Editor

As my tenure as editor draws to a close, three individuals have expressed some interest in taking over the position. They are Roz Bethke, Perry Franklin, and Lorraine Penniston. I will work with whomever is selected by the Board in making the transition a smooth one. Although I don't anticipate their having any difficulties, I have promised each of them any support they might need. The new editor will begin his/her duties with the Fall 1994 issue.

Final Thoughts

I have enjoyed my tenure as editor of the Newsletter. It has provided me with a meaningful way to contribute to CRLA and its members. It has also given me a chance to grow professionally. I sincerely appreciate all the support and encouragement I have received from the good people associated with our organization. Although the position has required a great deal of time, my decision to accept it is one which I will never regret. I hope my successor and all succeeding editors find the position to be as rewarding as I did.

SIG COORDINATOR REPORT
SUBMITTED BY PAT JONASON
MARCH 23, 1994
SAN DIEGO, CALIFORNIA

STATUS OF SPECIAL INTEREST GROUPS:

The following is a listing of the current SIGs, the SIG leader, and my most recent membership numbers. The complete directory is included with this report.

Cognitive Psychology	Jan Swinton	54 members
College Reading	Carol Wills	82 members
Computer Technology	LaVern Schroeder	35 members
Counseling and Helping Relationships	Diane Crary	4 members
Critical Thinking	Craig Stern	56 members
Developmental/Basic Writing	Mary Fagan Clark	31 members
Emotional/Motivational Aspects of Learning	Glen Hirsch	27 members
English as a Foreign/Second Language	Anna-Maria Schlender	26 members
HyperCard	Richard Holdredge	16 members
Learning Assistance Center Management	Carolyn Smith	69 members
Learning Disabilities	Lorraine Peniston	46 members
Liberal Arts Colleges and Universities	Kelly Hudgins	10 members
Mathematics Tutorial Programs	Margaret Rogers	31 members
Multicultural Issues	Patti Dozen	30 members
Peer Tutoring	Karan Hancock	71 members
Research and Evaluation	Michael O'Hear	29 members
Teaching Excellence	Kate O'Dell	15 members
Workforce Literacy	Sinda Slagle	14 members
	Carol Pottorff	

I base my membership figures on the rosters that I have received from Robin Bischof, membership chair. It seems that these should be the standard since her list would indicate those members who have paid the \$5.00 membership; however, I know that there is some discrepancy between my figures and the figures of some of the leaders. The discrepancy could be due to new memberships or due to old members being carried on SIG leaders' rosters.

Two SIGs have new leaders. Kate O'Dell is the new Teaching Excellence SIG leader. Kate responded to my plea to the membership of that SIG when Carol Morgan submitted her resignation. Kate is unable to attend the CRLA conference this year. The Cognitive Psychology SIG is currently "in transition." Patricia Mulcahy-Ernt is

stepping down as the leader of that SIG; however, she is turning over the leadership to Jan Swinton. Jan will be at the San Diego conference and will be able to attend the SIG Leaders' Luncheon.

CONFERENCE ACTIVITIES:

The SIGs and their leaders are well represented in the San Diego program. SIG breakfasts, lunches, and business meetings are scheduled for Friday, March 25th. The following SIGs have scheduled breakfasts:

- Peer Tutoring
- College Reading
- Computer Technology
- Teaching Excellence
- Critical Thinking

The following SIGs have scheduled lunches:

- Math Tutorial
- Workplace Literacy
- Emotional/Motivational Aspects of Learning
- Learning Assistance Center Management
- English as a Foreign/Second Language
- Learning Disabilities
- Cognitive Psychology

Additionally, several SIGs have scheduled business meeting and are responsible for both conference sessions and institutes.

SIG LEADERS' LUNCHEON:

The SIG Leaders' Luncheon is scheduled for Thursday, March 24th. Once again, both the newly elected CRLA president-elect (Pat Mulcahy-Ernt) and president-elect (Tom Gier) will be in attendance. Attached is the verbatim remarks of the SIG leaders in response to an earlier communication of mine in which I solicited ideas/concerns for this luncheon. Since time is so short during this lunch meeting, I needed this information to better utilize this session.

RECOMMENDATIONS AND SUGGESTIONS:

*Patti Dozen of the Multicultural SIG recommended that the complete listing of all SIGs and the SIG leaders be included in each *CRLA Newsletter*. She stated that she felt this would boost SIG member participation. I agree and ask that the Board consider this suggestion.

* I strongly recommend that the SIG coordinator be included on the mailing list for the Board minutes. This information could serve as a source for communications with the SIG leaders. This past year I received minutes dated January 9,

June 8, and September 14th. That information was most beneficial for the SIG coordinator.

- *Additional information that would improve the effectiveness of the SIG coordinator would be regular (monthly, bimonthly, quarterly) updates from the treasurer and the membership chair. This is information that I could share with the leaders. Unless the SIG coordinator places a direct request, there is no avenue for attaining this information.
- * I would ask that the Board consider moving the SIG Coordinator report from the spring meeting to the summer meeting. This would allow the SIG coordinator to gather the figures on the exact amount of conference participation of the SIG functions and to also report to the board the outcome of the SIG Leaders' Luncheon. From the information that I can gather, it appears that in the past the SIG leaders and SIG coordinator submit separate reports. Moving the report to the summer would expedite a comprehensive SIG report as opposed to the more fragmented approach.
- *I would also recommend a specific timeline for incoming and outgoing SIG coordinators. I suggest that the new coordinator be selected by the conference. At that conference, the new coordinator can shadow the outgoing coordinator. The outgoing coordinator would assume responsibility for the report to the summer board meeting; however, the incoming coordinator should have input. That would be the outgoing coordinator's final act. That report would be comprehensive and would be shared with the new coordinator, who would then have responsibility for the SIGs. This would allow for a few months of training.

SIG COORDINATOR'S GOALS FOR 1994-1995:

This first year as SIG coordinator has been a year of some frustrations. I have had some uncertainty as to my role. I was very slow getting started for two reasons. First, having served as site chair for the 1993 conference, I had numerous "loose ends" to contend with before I could get into the SIG coordinator role. Second, there was no organized notebook to follow as we thought there would be. In place was a box of files. It took sometime to get that box and more time to wade through its contents.

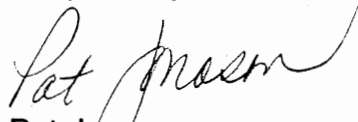
After a year of on-the-job training, I have established the following goals for the second year of my term:

- *Improve communication. I must communicate more regularly with the leaders. I plan on being much more assertive in communicating with the Board, with the President-Elect, and with the leaders. I expect clarification from Pat Mulcahy-Ernt on her perception of my role as SIG coordinator in terms of planning for the 1995 conference. I now feel informed so that I can at least ask the right questions.

- *Create SIG leaders resource guide. There is document that I have from which I can work; however, the information needs to be current. This update would include how to get mailing labels, how to submit for reimbursement for expenses, where to get CRLA letterhead. In addition, I would like to include sample SIG newsletters and communications.
- *Commitment to greater exposure in *CRLA Newsletter*. I am going to ask for a specific commitment from each SIG leader regarding in which edition of the *Newsletter* that SIG will be featured---or at least have an article.
- *History of the SIGs. I'd like to gather information on the development of the Special Interest Groups. When was the first one formed? When was each added? Which have come and gone? Who has served as leaders? (This is not my #1 priority; this goal is to satisfy my curiosity.)

I appreciate the opportunity to serve as SIG coordinator and to attend the Board meeting. I will be in attendance at the Board meeting on the morning of March 23 to discuss this report and other items that the Board would like to present.

Respectfully submitted by

A handwritten signature in cursive script, appearing to read "Pat Jonason", written in dark ink.

Pat Jonason
SIG Coordinator

SIG LEADERS' RESPONSES TO FEBRUARY MAILING

1. What issues/concerns related to the role of SIG leaders would you like included on the agenda?

Reimbursement is not always timely. Can something be done about this since we pay out of our pocket to cover the postage, zeroxing?

Do SIG leaders need to pay dues of own SIG?

Names, addresses, phone #'s of SIG leaders in every issue of the *CRLA Newsletter*.

Getting others involved in running SIG.

Length of time of the SIG leader position.

Not sure. It will be my first meeting.

SIG leader packets---for new leaders. Sample: newsletters, directories, a supply of CRLA stationery, etc.

How to encourage members to actively contribute to the SIGs. Members report that they appreciate and use material from the newsletters BUT NO ONE CONTRIBUTES.

How to get member involvement.

2. What issues/concerns related to the role of SIGs at the national conference would you like included on the agenda?

Can a SIG leader act as a liaison to a sister organization? Pat is liaison to IRA. There are other similar organizations that match up to SIGs.

Ways SIGs can be more involved in conference planning.

Support for sponsoring SIG groups on the state level.

Membership---Often those who come to meeting are not listed in membership lists. How should we treat them? I include them in mailing list, but not in directory.

Should SIGs be asked to run a specific session or workshop at each conference.

3. In what ways can the SIG coordinator support you in your position as SIG leader?

Maybe we can have a SIG newsletter for SIG leaders? (More communication among SIG leaders.)

The SIG coordinator can be available to answer questions.

I'm not sure. As a first-year leader, I'm still discovering what I should do.

Send information in a timely fashion.

4. We need to start thinking about the 28th CRLA conference. Since Patricia Mulcahy-Ernt, president-elect and program chair for the 1995 conference will be at this meeting, let's see if we can give her some direction in terms of specific speakers, strands, roles of SIGs, and so forth. What ideas do you have?

SIGs should sponsor something at each conference: institutes, sessions, drop-in (problem-solving)

To make sure that at least one session (conference) obtain sponsorship from a SIG. I'll know more after I meet with my SIG.

I would like to see Art Whimbey run a workshop on teaching basic writing skills through sentence-combining.

5. Other. What else should we address?

Maybe we could do a survey to see if SIG members read, use, contribute to their newsletters---what are members needs?

I can't think of anything else at this time.

COLLEGE READING AND LEARNING ASSOCIATION

SPECIAL INTEREST GROUP DIRECTORY

1994

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

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

(Revised 3/18/94)

SIG	PURPOSE	ACTIVITIES	CONTACT
Cognitive Psychology	To share research about learning processes, especially research related to how adults learn in an academic setting. The SIG publishes a newsletter that informs members about current research in reading theory and instruction, writing processes, adult literacy, problem solving, cognitive models describing how adults learn and remember. It also serves as an important communication tool among SIG members about research ideas, events, and periodicals pertinent to the SIG and CRLA professional interests.	Interactive newsletter SIG-sponsored institutes and sessions at the annual CRLA conference Publication of a five-year collection of newsletters from 1988-1993	Jan Swinton Spokane Falls Community College W. 3410 Ft. Geo. Wright Dr. M.S. 3050 Spokane, WA 99204 (509) 533-3603 (W) (509) 533-8121 (H) (509) 533-3433 (FAX)
College Reading	To provide a vehicle for sharing ideas about various methods of teaching reading and study skills at the college level.	Informal exchange and sharing	Carol Wills 381 Nova Lane Menlo Park, CA 94025 (415) 325-0268 (W) (415) 328-5147 (FAX)
Computer Technology	To share information, exchange news of methods, techniques, and technology to promote effective use of computers to deliver instruction.	Newsletter	LaVern Schroeder Learning Resource Center Beloit College 700 College Street Beloit, WI 53511 (608) 363-2572 (W) (608) 365-1155 (H)

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

SIG	PURPOSE	ACTIVITIES	CONTACT
Emotional/Motivational Aspects of Learning	A vehicle for the exchange of resources and ideas on helping students with motivational aspects of student effectiveness.	Newsletter Conference activities	Glen Hirsch 109 Eddy Hall 192 Pillsbury Drive SE University of Minnesota Minneapolis, MN 55455 (612) 624-7546 (W) (612) 824-0737 (H) (612) 624-0207 (FAX)
English as a Foreign/ Second Language	To exchange information on testing, textbooks, techniques of teaching EFL/ESL. To evaluate and act as a clearing house for materials and resources.	Clearing house for materials and resources Conference activities Newsletter	Anna-Maria Schlender Holy Names College Humanities Division 3500 Mountain Blvd. Oakland, CA 94619 (510) 436-1064 (W) (510) 436-1199 (FAX)
HyperCard	Create a network of HyperCard users and interested parties. Provide a forum for sharing of stack development, stack, reviews, and related literature.		Richard Holdredge Los Angeles Valley College Learning Center 5800 Fulton Ave. Van Nuys, CA 91401 (818) 781-1200 Ext. 407 (W)
Learning Assistance Center Management	To provide a forum that will allow the membership to build a collaborative, interdependent, and supportive network of members united by the goals of improving individual performance as well as meeting learning center management goals and needs.	Conference activities Membership directory	Carolyn Smith University of Indiana 8600 University Boulevard Evansville, IN 47712 (812) 464-1743 (W) (812) 421-0536 (H) (812) 464-1958 (FAX)

SIG	PURPOSE	ACTIVITIES	CONTACT
Learning Disabilities	To share information, exchange ideas, and develop techniques to assist the student with a learning disability to acquire skills and knowledge for success in higher education through the Learning Disability SIG newsletter.	Interactive Newsletter Sponsor institute at 1994 CRLA conference Encourage participation in 1994 CRLA conference through sessions Encourage members to research and to contribute to SIG newsletter and CRLA newsletter	Lorraine Peniston University of New Mexico CAPS -Zimmerman Library Albuquerque, NM 87131 (505) 277-7208 (W) (505) 298-3153(H) (505) 277-6019 (FAX)
Liberal Arts Colleges and Universities	To foster communication and networking among educators involved in academic support programs in a liberal arts setting.	Newsletter Membership directory	Kelly Hudgins Austin College AC Suite 61531 P.O. Box 1177 Sherman, TX 75091-1177 (512) 483-7000
Mathematics Tutorial Programs	To provide an opportunity for communication among those providing tutorial services in mathematics. To encourage presentation of papers at CRLA conference and participation in related conference activities, i.e. SIG lunch.	Conference activities Newsletter Membership directory	Margaret Rogers Math Learning Center Shoreline Community College 16101 Greenwood Avenue N. Seattle, WA 98133 (206) 546-5825 (W) (206) 367-1952 (H)
Multicultural Issues	To increase awareness of and to provide a means of sharing various multicultural issues.	Sponsor session at conference Network at conference	Patti Dozen Moorpark College 7075 Campus Road Moorpark, CA 93021 (805) 378-1400 (W) (805) 378-1499 (FAX)
Peer Tutoring	To improve peer tutoring programs by providing information which will increase tutor recruitment; improve tutor training;; improve tutor education; increase faculty involvement; improve tutor delivery systems; explore different types of tutoring programs; assist in setting up new tutoring programs; and keep informed about the latest research concerning tutoring	Newsletter <u>The Tutoring Exchange</u> Coordinate institutes and/or session at national conference Clearing house for tutoring ideas Promote CRLA Tutor Certification Program	Karan Hancock 8102 Harvest Circle Anchorage, AK 99502 (907) 786-1926 (W) (907) 349-7128 (H)

SIG	PURPOSE	ACTIVITIES	CONTACT
Research and Evaluation	To encourage CRLA members to become researchers, to aid in development of a research base in developmental education, and to disseminate information on current research and evaluation issues.	Sponsor conference session Newsletter Membership directory Create a bibliography of research articles by SIG members	Michael F. O'Hear Asst. Dean, Arts & Sciences Indiana University-Purdue University at Fort Wayne Fort Wayne, IN 46805 (219) 481-6817 (W) (219) 486-1266 (H)
Teaching Excellence	To provide a vehicle for the exchange of ideas to foster excellence in teaching.	Newsletter Membership directory	Kate O'Dell, Ph. D. School of Education University of Alaska 3211 Providence Dr. Anchorage, Alaska 99508 (907) 786-4777 (W) (907) 272-2760 (H) (907) 786-1749 (FAX)
Workforce Literacy	To network, sharing workforce literacy ideas nationally.	Newsletter	Sinda J. Slagle 1745 Peavine Road Reno, NV 89503 (702) 747-2556 (H) Carol Pottorff (Asst. Leader) American River College 4700 College Oak Drive Sacramento, CA 95814 (916) 483-7746 (W)

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

PRESIDENT

Tom Gier
English Department
University of Alaska Anchorage
3211 Providence Drive
Anchorage, AK 99508
(907) 786-1926 (W)
(907) 344-2683 (H)
(907) 786-1688 (FAX)

SIG COORDINATOR

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

ARCHIVIST

Karen Smith
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New Brunswick, NJ 08903
(908) 932-1443 (W)
(908) 424-0749 (H)
(908) 932-1453 (FAX)

COLLEGE READING AND LEARNING ASSOCIATION

COGNITIVE PSYCHOLOGY SPECIAL INTEREST GROUP

NEWSLETTER

Number 18

SPRING

March 1, 1994

Forecast: Spring, Sun, and Jan Swinton

In just a few weeks the CRLA Annual Conference will be in San Diego, a warm welcome to those of us who have endured a long, cold, snowy winter. To highlight the efforts of SIG members who plan to present sessions and institutes at the conference, this newsletter contains a special section listing SIG-sponsored and SIG-related activities. Of special note are the luncheon and SIG business meeting so that we will be able to get together during the conference. A special "thank-you" is for all the SIG members who are presenting in the program.

During this conference there will also be an important change regarding our SIG. Jan Swinton, an active CRLA and Cognitive Psychology SIG member from Spokane Falls Community College, Washington, will assume the new leadership. I feel fortunate to pass the SIG leadership on to such capable hands.

Though I will no longer serve as the SIG coordinator, in my new role as President-Elect I will certainly continue to encourage SIG members in learning, collaborating, sharing, and participating in SIG activities. During the past seven years I have witnessed an incredible change in the size and direction of this SIG: In 1986 a small handful of CRLAers had started this SIG; now this SIG Newsletter is mailed to over sixty CRLA members in twenty-seven states and two Canadian provinces! Most certainly, this SIG's founding goal of promoting research about the processes of reading, writing, learning, and literacy is still as much a key focus in CRLA today as it was in 1986. Without a doubt, professional development and research about reading and writing will remain a primary focus in CRLA in the years ahead.

On a personal note I would like to thank all the dedicated SIG members who created and nurtured this SIG. I look forward to seeing you in San Diego!

-- Pat Mulcahy-Ernt

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Newsletter Editor & SIG Coordinator:

*Patricia Mulcahy-Ernt, Ph. D.
Department of Learning and Teaching
Graduate School of Education
Rutgers University
10 Seminary Place
New Brunswick, NJ 08903*





Professional Resources

Several of the national centers and government offices that focus on research and instruction in literacy publish a variety of publications pertinent to SIG interests. Here is just a sampling of the work produced by a few of these centers during the past few months:

NRRC

The National Reading Research Center (NRRC), which is funded by the Office of Educational Research and Improvement of the U. S. Department of Education in order to conduct research about reading processes and instruction, has issued their first set of Reading Research Reports. The following is a list of a few of the reports that might be of interest to SIG members:

Concept-Oriented Reading Instruction: An Integrated Curriculum to Develop Motivations and Strategies for Reading (Winter 1994), J. T. Guthrie, L. Bennett, & K. McGough.

Developmental Trends in Lexical Decisions for Abstract and Concrete Words (February 1993), P. J. Schwanenflugel & C. E. Akin.

Influences of Instruction on Amount of Reading: An Empirical Exploration of Social, Cognitive, and Instructional Indicators (Summer 1993), J. T. Guthrie, W. Schafer, Y. Y. Wang, & P. Afflerbach.

To have your name included on the NRRC mailing list and to get the complete listing of reports, contact the co-directors of NRRC at either of the following addresses:

Donna Alvermann, NRRC, 318 Aderhold, University of Georgia, Athens, GA 30602-7125 (706-542-3674).

John Guthrie, NRRC, 2102 J. M. Patterson Building, University of Maryland, College Park, MD 20742 (301-405-8035).

NCAL

The National Center on Adult Literacy (NCAL) issues a quarterly newsletter free of charge to those who request it. To get on their mailing list write to NCAL, University of Pennsylvania, 3910 Chestnut Street, Philadelphia, PA 19104-3111 (215-898-2100). In addition, NCAL publishes several research reports specific to adult

literacy practices. Some recent publications include the following:

Should Reading Disabled Adults be Distinguished from Other Adults Seeking Literacy Instruction? A Review of Theory and Research (September 1993), A. E. Fowler & H. S. Scarborough.

Metacognitive Aspects of Adult Literacy (September 1993), S. Paris & A. Parecki.

Myths and Misconceptions in Adult Literacy: A Research and Development Perspective (June 1993), D. Wagner.

NCAL will send you abstracts of their publications; the most current listing of their publications was issued 1/12/94.

Division of Adult Education and Literacy

Another excellent resource for current information about adult literacy is the A. L. L. Points Bulletin - Adult Learning & Literacy, issued through the Division of Adult Education and Literacy, Office of Vocational and Adult Education, U. S. Department of Education, Washington, DC 20202-7240 (202-205-8959). Subscriptions are free of charge.

NCLE

The National Clearinghouse on Literacy Education (NCLE), which is operated by the Center for Applied Linguistics, 1118 22nd St., NW, Washington, DC 20037 (202-429-9292), features several ERIC Digest publications. The following is a sample of the topics:

Dialogue Journals: Interactive Writing to Develop Language and Literacy (April 1993), J. K. Peyton.

Integrating Reading and Writing into Adult ESL Instruction (March 1993), D. Rabideau.

Calendar						

Up-Coming Events

April 4-8, 1994 - American Educational Research Association's Annual Conference, New Orleans, LA

May 7, 1994 - Reading Research '94, International Reading Association Conference, Toronto, Ontario.

May 8-13, 1994 - International Reading Association's Annual Conference, Toronto, Ontario.

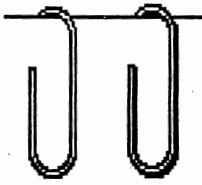


COGNITIVE PSYCHOLOGY SIG
1994 CONFERENCE ACTIVITIES
SAN DIEGO, CALIFORNIA



SIG Coordinators:

Jan Swinton, 1994-1995
Patricia Mulcahy-Ernt, 1986-1994



CONFERENCE PLANNING GUIDE

1994 COLLEGE READING AND LEARNING ASSOCIATION'S ANNUAL CONFERENCE

COGNITIVE PSYCHOLOGY SIG EVENTS

Thursday, March 24, 1994

INSTITUTES

Time: 9:00 AM - 12:00 PM

Concentration and Learning: Helping Students Focus

Speaker: Becky Patterson

Qualitative Research: An Introduction to Methods and Application

Speaker: Craig Stern

Time: 1:30 PM - 4:30 PM

Concentration and Learning: Helping Students Focus

Speaker: Becky Patterson

Friday, March 25, 1994

CONCURRENT SESSIONS

Time: 10:45 AM - 11:45 AM

Place: Grand Ballroom 1

**Balancing Confirmation & Contradiction
For Student Intellectual Growth**

Speaker: Kate Sandberg

Time: 10:45 AM - 11:45 AM

Place: Grand Ballroom 3

Coding Journal Responses for Cognitive Complexity

Speaker: Patricia Mulcahy-Ernt

Friday, March 25, 1994

COGNITIVE PSYCHOLOGY SIG LUNCHEON

(All those who attend the conference are invited to the luncheon.

Pre-registration is required.)

Time: 12:00 PM - 1:15 PM

Place: Grand Ballrooms 4 & 5

CONCURRENT SESSIONS

Time: 1:30 PM - 2:30 PM

Place: Santa Barbara

The Learning Profile/Learning Journal:

Increasing Students' Involvement in Learning

Speakers: Phyllis Deutsch & Juele Blankenburg

Time: 1:30 PM - 2:30 PM

Place: Grand Ballroom 2

The Brain's Natural Learning Process

Speaker: Rita Phipps Smilkstein

COGNITIVE PSYCHOLOGY SIG BUSINESS MEETING

(All SIG members and those interested in joining are invited to attend.)

Time: 5:15 PM - 6:00 PM

Place: Grand Ballroom 8

Saturday, March 26, 1994

CONCURRENT SESSIONS

Time: 10:45 AM - 11:45 AM

Place: Grand Ballroom 2

Helping Biology & Other Content Area Students

Become Active Learners

Speaker: Jan Swinton

Time: 1:30 PM - 2:30 PM

Place: Grand Ballroom 1

Using Visuals as an Assessment Tool

Speaker: Sue Johnston

Saturday, March 26, 1994

CONCURRENT SESSIONS

TIME: 1:30 PM - 3:45 PM

PLACE: Santa Barbara

**Highlights from the International Reading Association's
Co-Sponsored Sessions**

College Reading Instruction: Paradigms, Programs and Portfolios

Speaker: Patricia Mulcahy-Ernt

Speaker: Joyce Kammeraad

Speaker: Judith Olson-Fallon

Speaker: Jack Dixon

**College Readers Comprehending Through Computer Text:
The Next Generation**

Speaker: Dennis Gabriel

Speaker: Patricia Mulcahy-Ernt

Session speakers and attendees are invited to the Hospitality Suite each evening to informally chat about the topics discussed in the sessions. The Hospitality Suite is open at the following times:

Thursday, March 24, 1994	9:00 PM - 12:00 AM
Friday, March 25, 1994	9:00 PM - 12:00 AM
Saturday, March 26, 1994	9:00 PM - 12:00 AM

All SIG Members are invited to submit proposals for sessions and institutes for the 1995 CRLA Annual Conference, which will be in Tempe, Arizona.



SIG NOTES

Time for Transformations in Tempe

The 1995 CRLA Conference will be held at the Radisson Tempe Mission Palms Hotel in Tempe, Arizona from April 5-9. The conference theme is "Time for Transformations... in our literacy communities, our knowledge about adult learning, our beliefs and practices in college learning assistance programs, ourselves."

You are invited to submit a proposal for a SIG-sponsored session, an institute, or roundtable discussion. The roundtable discussions, which promote small group interaction and discussion about a single topic or question, would be an excellent opportunity for SIG members to talk about their interests; if you would like to lead a discussion about a topic, you will need to submit a proposal about your area of interest.

The proposal forms for presentations will be available during the spring. If you do not receive one, contact Pat Mulcahy-Ernt (908)932-7496 x351 so she can send one to you. We look forward to seeing you in Tempe!

SIG Membership Registration

SIG members no longer sign up for membership through the SIG coordinator. Both CLRA membership and SIG membership are sent directly to Rosa Hall, Learning Skills Center, Antelope Valley College, 3041 W. Ave. K, Lancaster, CA 93536. All SIG membership fees are \$5.00 per SIG in addition to the CRLA \$40.00 dues.

To help the SIG coordinator facilitate networking among SIG members and to choose topics of interest to SIG members for the Newsletter and conference, please complete the SIG membership survey (see page 8 of this newsletter) and send it directly to Jan Swinton.



Newsletter Contributions

You are invited to send a short article for the next newsletter publication. Short articles about books, journal articles, conferences, and research of interest to SIG members are welcome! Send your contributions to Jan Swinton, Spokane Falls Community College, MS 3050, W3410 Ft. George Wright, Spokane, WA 99204 by June 1, 1994.

1994 CRLA & COGNITIVE PSYCHOLOGY SIG MEMBERSHIP APPLICATION

Name: Mr. _____
Ms. _____
Dr. _____

* ☐ Home Address _____
No. _____ Street _____
City _____ State _____ Zip _____ Phone () _____

Name of College/University _____
Phone () _____

* ☐ College/University Address _____
No. _____ Street _____ City _____ State _____ Zip _____

Current position/title _____

*Send mail to ☐ Dues are \$40 per year, which includes subscription to the Newsletter (3 issues) and the Journal of College Reading and Learning (2 issues)

_____ New _____ Renewal _____ This is a new mailing address

NOTE: Cognitive Psychology SIG membership. (CRLA dues are \$40.00 and SIG dues are \$5.00.)

Date _____ Signature _____ Total Enclosed \$ _____
(DUES, SIGs, Publications)

**MEMBERSHIP SURVEY FOR CRLA'S
COGNITIVE PSYCHOLOGY SPECIAL INTEREST GROUP
1994**

(Choose one:)

NEW MEMBER _____

CONTINUING MEMBER _____

SIG dues are paid along with the annual CRLA membership dues. The dues are \$5.00.

When you join this SIG, please complete this form and send it to the Cognitive Psychology SIG Coordinator so that she may have a current listing of your mailing address and research interests. Please send this membership survey directly to Jan Swinton, Spokane Falls Community College, MS 3050, W3410 Ft. George Wright, Spokane, WA 99204. Thank-you.

NAME _____

POSITION _____

ADDRESS:

COLLEGE/UNIVERSITY _____

DEPARTMENT _____

STREET/BUILDING _____

CITY/STREET/ZIP _____

MAILING ADDRESS IF DIFFERENT FROM ABOVE:

PHONE _____ (W)
(area code) (number)

PHONE _____ (H)
(area code) (number)

PLEASE CHECK YOUR RESEARCH INTERESTS:

_____ Reading Research
_____ Writing Research
_____ Memory Research
_____ Problem Solving
_____ Cognitive Styles
_____ Critical Thinking
_____ Other: (Describe)

_____ I will write a short article for the SIG Newsletter.

_____ I would like to submit a proposal for the 1995 conference.

Comments/Questions:

Date of Survey: _____

To: CRLA Board, Pat Jonason, Jan Swinton
From: Pat Mulcahy-Ernt
Re: Board Report from the Cognitive Psychology SIG
Date: March 13, 1994

As this CRLA year comes to a close, there are several changes occurring in the Cognitive Psychology SIG. First of all, as many of you already know, at the close of this conference year I will no longer be coordinating this SIG. I am pleased that Jan Swinton has volunteered to serve as the new coordinator. Consequently, the SIG Newsletter format, SIG goals, and SIG activities will change under the new leadership.

To summarize the current status of the SIG:

Membership

The December 1993 CRLA membership report listed seventy (70) Cognitive Psychology SIG members; however, I've also received correspondence from one additional SIG member whose name did not appear on the listing. During the conference last year I also received the names of several other CRLA members who noted that they wished to be included in the SIG. As best as I can surmise, the membership ranges from seventy (70) to ninety (90) members.

SIG Goals

- (1) During the summer I published an "anniversary" packet containing all the newsletters from 1988 to 1993. A copy of this was given to Dr. Karen Smith for the CRLA Archives.
- (2) A winter/spring newsletter was published; I'm attaching copies for you.
- (3) During the conference several SIG members are presenting sessions. To summarize the activities of SIG members in both SIG-sponsored sessions and SIG-related sessions, I've published the second annual "SIG Conference Planning Guide;" I'm also attaching a copy for you.

In Retrospect

When this SIG was formed during the 1986 CRLA Annual Conference, there was just a handful of CRLA members who voiced the need for research about learning processes. The purpose of this SIG was to offer a forum for interested CRLA members in networking, for questioning, for investigating various facets of research in reading, memory, learning, writing, and problem solving. In 1988 the SIG was small, informal, conversational, with most of the members participating in some aspect of the SIG. Today the SIG is surprisingly large; the topics and goals of this SIG have helped to form a research backbone within CRLA. However, as popular as this SIG is, the majority of the members do not contribute to the activity of the SIG; ironically, there is still only a core group of active CRLA members in this SIG. Ideally, membership would include more than paying \$5; I am concerned that the members who pay \$5 feel that they are paying for a newsletter, just as one would pay for a good paperback. The purpose of the SIG, however, is not to publish but to network with each other. There are other vehicles for communicating with each other, including E-Mail, Fax Machines, as well as the telephone.

In sum, I am proud of the newsletters that the Cognitive Psychology SIG published over the past few years, as well as the efforts of the dedicated core group who have kept this SIG alive. However, as all the SIGs re-formulate their goals for 1994-95, I believe that it is important to communicate to potential members the purposes of the SIG, particularly regarding the investment that each SIG member needs to make to contribute to its growth.

Last but not least, I would like to extend a special thank-you to all the CRLA Board members and SIG members, past as well as current, who have so loyally supported the goals of this SIG throughout the past eight years.

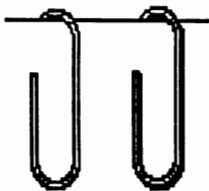


COGNITIVE PSYCHOLOGY SIG
1994 CONFERENCE ACTIVITIES
SAN DIEGO, CALIFORNIA



SIG Coordinators:

Jan Swinton, 1994-1995
Patricia Mulcahy-Ernt, 1986-1994



CONFERENCE PLANNING GUIDE

1994 COLLEGE READING AND LEARNING ASSOCIATION'S ANNUAL CONFERENCE

COGNITIVE PSYCHOLOGY SIG EVENTS

Thursday, March 24, 1994

INSTITUTES

Time: 9:00 AM - 12:00 PM

Concentration and Learning: Helping Students Focus

Speaker: Becky Patterson

Qualitative Research: An Introduction to Methods and Application

Speaker: Craig Stern

Time: 1:30 PM - 4:30 PM

Concentration and Learning: Helping Students Focus

Speaker: Becky Patterson

Friday, March 25, 1994

CONCURRENT SESSIONS

Time: 10:45 AM - 11:45 AM

Place: Grand Ballroom 1

**Balancing Confirmation & Contradiction
For Student Intellectual Growth**

Speaker: Kate Sandberg

Time: 10:45 AM - 11:45 AM

Place: Grand Ballroom 3

Coding Journal Responses for Cognitive Complexity

Speaker: Patricia Mulcahy-Ernt

Friday, March 25, 1994

COGNITIVE PSYCHOLOGY SIG LUNCHEON

(All those who attend the conference are invited to the luncheon.

Pre-registration is required.)

Time: 12:00 PM - 1:15 PM

Place: Grand Ballrooms 4 & 5

CONCURRENT SESSIONS

Time: 1:30 PM - 2:30 PM

Place: Santa Barbara

**The Learning Profile/Learning Journal:
Increasing Students' Involvement in Learning**
Speakers: Phyllis Deutsch & Juele Blankenburg

Time: 1:30 PM - 2:30 PM

Place: Grand Ballroom 2

The Brain's Natural Learning Process
Speaker: Rita Phipps Smilkstein

COGNITIVE PSYCHOLOGY SIG BUSINESS MEETING

(All SIG members and those interested in joining are invited to attend.)

Time: 5:15 PM - 6:00 PM

Place: Grand Ballroom 8

Saturday, March 26, 1994

CONCURRENT SESSIONS

Time: 10:45 AM - 11:45 AM

Place: Grand Ballroom 2

**Helping Biology & Other Content Area Students
Become Active Learners**
Speaker: Jan Swinton

Time: 1:30 PM - 2:30 PM

Place: Grand Ballroom 1

Using Visuals as an Assessment Tool
Speaker: Sue Johnston

Saturday, March 26, 1994

CONCURRENT SESSIONS

TIME: 1:30 PM - 3:45 PM

PLACE: Santa Barbara

**Highlights from the International Reading Association's
Co-Sponsored Sessions**

College Reading Instruction: Paradigms, Programs and Portfolios

Speaker: Patricia Mulcahy-Ernt

Speaker: Joyce Kammeraad

Speaker: Judith Olson-Fallon

Speaker: Jack Dixon

**College Readers Comprehending Through Computer Text:
The Next Generation**

Speaker: Dennis Gabriel

Speaker: Patricia Mulcahy-Ernt

Session speakers and attendees are invited to the Hospitality Suite each evening to informally chat about the topics discussed in the sessions.

The Hospitality Suite is open at the following times:

Thursday, March 24, 1994	9:00 PM - 12:00 AM
Friday, March 25, 1994	9:00 PM - 12:00 AM
Saturday, March 26, 1994	9:00 PM - 12:00 AM

All SIG Members are invited to submit proposals for sessions and institutes for the 1995 CRLA Annual Conference, which will be in Tempe, Arizona.

CRLA Scholarships and Awards Committee Annual Report

submitted by

Kate Sandberg, Chair
February 28, 1994

I. Committee Members

Kate Sandberg, Alaska
Karan Hancock, Alaska
Anne Faulkner, Texas
Rosanne Cook, Iowa

II. Committee Goals for 1993-94

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

Goal 2--To set up the Kellogg Institute Scholarship

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

Goal 4--To conduct a successful raffle at the San Diego conference

Goal 5--To accomplish these goals in a professional and ethical manner

III. Committee Accomplishments

Goal 1--This goal was accomplished by: a) a "bulletin board" at the Kansas City conference with 1993-4 application forms, b) lots of publicity by Karan Hancock during the 1993 conference, c) articles in every Newsletter, and d) the Coordinator or SIGs and the Coordinator of State/Regional Directors and Presidents distributing forms to their people.

Goal 2--This goal was accomplished with the help of the Kellogg Institute. Applications were created and a scholarship has been awarded.

Goal 3--This goal was accomplished by the committee. One 2 scholarship applicant was rejected.

Problems persist concerning the lack of qualified applicants. I am at a loss about what to do. No amount of publicity appears to encourage potential applicants.

Goal 4--This goal will be accomplished in March. The future of the raffle is in question if there are not enough applicants per year.

Goal 5--This goal was accomplished with the help of the committee and the Board.

IV. Future Committee Action

Dr. Rosanne Cook of St. Ambrose University will take over the committee. She will have to construct her own goals. (She will not be at the San Diego conference.)

Karan Hancock will not be running the raffle in 1995.

I suggest that soon-to-be President Tom Gier contact Rosanne after the conference. I will give her all records and paraphernalia.

Gladys Shaw's records from 1988-1990 will be sent to Karen Smith, Archivist.

V. Board Discussion/Action in March

1. There appeared to be some Board discussion last summer concerning another type of award. If this is so, I did nothing about it. Perhaps a Board member could tell me the specifics, and I will tell Rosanne.

2. Any ideas for gathering more qualified applicants is always appreciated.

I will not be able to meet with the Board during their meeting times. Please have Tom Gier give me any feedback or information. Thank you for the opportunity to be Scholarships and Awards Chair. It was interesting and fun.

cc: Rosanne Cook



**College
Reading &
Learning
Association**

READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

February 17, 1994

TO: Jo-Ann Mullen, President
CRLA

FROM: Kate Sandberg, Chair *Kate*
CRLA Scholarships and Awards

RE: Results of Award Screening

Our committee has come to a consensus on CRLA's awards and scholarships for 1994. They are:

1. Kellogg Institute Scholarship: Denise Johnson, Arkansas
I will contact Kellogg and ask them how they want to give this money to her. I will contact Denise.
2. Robert Griffin Long and Outstanding: Gladys Shaw, Texas
Who do I contact to make sure that Gladys will be at the Brunch? Please tell Tom Gier for me.
3. Distinguished Research: Judy Harrington, Nebraska
I will contact her nominator.
4. Research Assistance: Karen Quinn, Illinois
I will contact her.
5. Scholarships: Mary Stanley, Texas
I will contact her and the other applicant.
Only two applications were received, and the second was rejected. Therefore, we have \$1500 left. I feel, as does my committee, that CRLA ought to give this money to a group in need. Politically, it isn't wise to collect money in raffles and then have it disappear into a general fund. We cannot, in good faith, ask people to buy raffle tickets and not use it to help others.

I want the Board to decide how they would like us to use the money. Is there a national organization which helps college students who are in need of funds? If not, can we give the funds to the Red Cross or a similar organization? Would you like to split it between Southern California and Iowa/Missouri? If so, how?

I will do the leg work, but please give me the Board's thoughts about appropriate use. I will wait until Tom tells me the results of your conference call on 2/24. Thanks
Jo-Ann.

cc: Rosanne Cook, Ann Faulkner, Karan Hancock

**COLLEGE READING AND LEARNING ASSOCIATION
CONFERENCE EVALUATIONS CHAIRPERSON**

JOB DESCRIPTION

Page 1 of 2

ROLE

The Evaluation Chairperson plays a pivotal role in the operations of the conference through assisting both the presentation process and participant involvement along with learning about the overall effectiveness of the conference. This knowledge is key to the quality and organization of the next conference and helps the CRLA board and, in particular, the President Elect in their decision making. Because of the integral nature of this role and the close working relationship necessary with both the President-Elects and Coordinators of Chairpersons, it is recommended that this be a three year assignment for continuity and organizational history purposes. In addition, there should be a transitional year with responsibility to assist the incoming Evaluation Chairperson as necessary.

1st year
2nd year
3rd year

TIMELINES/RESPONSIBILITIES

NOVEMBER/DECEMBER

1. Consult with President-Elect about the final conference evaluation process.
2. Determine prize or prizes for returned evaluation forms from the conference - usually annual membership and next conference's registration fees. This may have already been decided by the board at the meetings held during the previous conference.

JANUARY/FEBRUARY

1. Have new forms prepared with revisions including date, location, and additional information items determined by the President-Elect and the board:
 - a. include plenty of space for participant comments and open-ended responses.
 - b. conference forms include:
 - overall conference evaluation** with demographic information and board issues and/or future conference planning suggestions;
 - computer room evaluation** which may be incorporated in the overall conference evaluation or prepared separately for use in the computer room only;
 - exhibitor evaluation** originally prepared at the 1993 conference;
 - individual session/institute NCR duplicate generic forms** shrink-wrapped in packets of 35; and
 - presenter evaluation** form which has been sent prior to the conference for return during the conference (this is an individual President-Elect's decision).

CRLA CONFERENCE EVALUATION CHAIRPERSON (continued) -2- Page 2 of 2

2. Consult with Coordinator of Chairpersons about the joint presentation at the Chairperson's Orientations to be held during the conference and about evaluation statements for the conference packets that are distributed at the conference;

3. Prepare evaluation return boxes for use at the conference (usually xerox size box covered with turquoise paper and with vellox of conference logo on side which has been provided by the printer who did the conference forms).

4. Finalize date of presentation of evaluation status/recommendations to the board during the scheduled board meetings at the conference.

MARCH/APRIL

1. Prepare evaluation process presentation (10 minutes) for Chairpersons' Orientations during the conference.

2. Assist with Chairperson's Orientations through the conference by reviewing the overall evaluation process including use of collection boxes at strategic locations (registration area and computer room) and award/reward system. Distribute shrink-wrapped packages to each chairperson and add a paper-clip for easier return and collation.

3. Act as a replacement Chairperson, if necessary, at sessions or institutes with missing or absent assigned Chairpersons.

4. Check attendance at the individual sessions during each time frame and distribute additional shrink-wrapped packets as necessary.

5. Make a formal presentation to the board during the conference regarding the status/recommendations of the evaluation process.

6. Pull winning ticket stubs for annual membership and conference registration awards from the returned overall conference evaluations with the winners to be publicized in the Fall newsletter (usually done at the conference board meeting).

APRIL/MAY

1. Tabulate, analyze, and content code all the returned evaluation forms.

2. Separate individual sessions/institutes into individual packets with summary data on the top including N for each session/institute and any room problems - noise, air, AV, etc.

3. Prepare report with summary recommendations and send to the CRLA President for distribution and discussion at the summer board meeting. (Attend in person and present, if at all possible).

4. Send the data along with all the session/institute forms for use by the next President-Elect.

5. All eval summaries are distributed to Pres-Elect by May 31

LATE SUMMER/EARLY FALL

1. Have follow-up with President about board's reactions or comments from Evaluation Report at the summer board meeting.

2. Initiate preliminary consultation with President-Elect for revisions in evaluation process and format for the following year's conference.

Prepared by J. Carter-Wells, January, 1994

Send copy of summary to newly elected Pres-Elect.

DRAFT

COLLEGE READING AND LEARNING ASSOCIATION CONFERENCE EVALUATIONS CHAIRPERSON

JOB DESCRIPTION

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CRLA CONFERENCE EVALUATION CHAIRPERSON (continued) -2-

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5. Make a formal presentation to the board during the conference regarding the status/recommendations of the evaluation process.

6. Pull winning ticket stubs for annual membership and conference registration awards from the returned overall conference evaluations with the winners to be publicized in the Fall newsletter (usually done at the conference board meeting).

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3. Prepare report with summary recommendations and send to the CRLA President for distribution and discussion at the summer board meeting. (Attend in person and present, if at all possible).

4. Send the data along with all the session/institute forms for use by the next President-Elect.

LATE SUMMER/EARLY FALL

1. Have follow-up with President about board's reactions or comments from Evaluation Report at the summer board meeting.

2. Initiate preliminary consultation with President-Elect for revisions in evaluation process and format for the following year's conference.

Prepared by J. Carter-Wells, January, 1994.



To: Jo-Ann Mullen
CRLA President

From: Carolyn Smith, Chair
LAC Design
Development Task Force

Re: LAC Design/Development
Guidelines Task Force
Report

Date: February 11, 1994

Since accepting the honor of chairing this task force back in November, I have contacted individuals who, at some point in the recent past, have volunteered an interest in Learning Assistance Center Design and Development. As an aside, I am always amazed at the enthusiasm generated by CRLA members. Everyone I contacted agreed to serve. Even, Martha Maxwell, who will be indisposed due to hip surgery, offered her services in spirit and through correspondence. Attached is a copy of the membership list as it stands at this moment. Also, attached is a copy of a letter written February 3, that was mailed to all Task Force members, along with the membership roster.

At the time that I formally invited membership to the Task Force, I forwarded a copy of the Task Force charge and the time line so that volunteers would know up front what their commitment would be.

At the present, I am waiting for the preliminary roster to be returned with address corrections so the roster can be distributed at San Diego. Also, I have suggested meeting during a mealtime in San Diego, and have asked for suggestions. In the meantime, I am compiling a bibliography of pertinent materials and have asked the Task Force to do likewise and to bring their list to San Diego, so we can collate, edit, and revise.

Frank Christ suggested that we need a representative from community colleges, and I believe, he has a valid point, so we are in process of recruiting a representative to fill that role.

There have been some concerns about the timeline. There was mention of a summer board meeting. When is that scheduled? *Report needs to know when*

I believe it would help me focus if I could meet with the board during the conference. If we had a sense of what the board envisions as the final product of the LAC Design/Development Guidelines Task Force, it would help us to focus better.

Our goals, at this writing and without our first face-to-face meeting, are to adhere to the goals set forth by the board to produce guidelines as sketched out in the charge. See attached: original charge and timeline.

Respectively Submitted,

A handwritten signature in cursive script, appearing to read 'Carolyn S. Smith'.

Carolyn S. Smith, Chair

11/15/93

LAC Design and Development Task Force

Charge to Committee:

Develop a packet of materials that would be available upon request to individuals charged with developing a Learning Assistance Center at their institutions.

This guide should be appropriate for designing a center from scratch and also for redesigning an existing center.

The Committee focus should be on content. Layout and format will follow, after the Committee has completed its charge.

Timeline:

Before San Diego:

- Form committee to be comprised of 6 members plus Chair
- Send members copy of charge and timeline
- Arrange a time to meet at the conference

By end of San Diego (March, 1994) conference:

- Produce outline of topics/sections to be included in packet
- Assign tasks to individual members
- Develop timeline and due dates for these tasks

By summer board meeting (1994):

- Have first draft of packet to Board

By Phoenix (1995) conference:

- Bring final packet to Board for approval

**LAC DESIGN AND DEVELOPMENT TASK FORCE
1994**

Sue Brown
Center for Learning Assistance
NMDU Box 5278
Las Cruces, NM 88013

Martha Maxwell, Ph.D.
MM Associates
Box 2857
Kensington, MD 20891
(301) 530-5078

Dr. Frank Christ
P.O. Box 249
Sierra Vista, AZ 85636-0249

Dr. Karen Smith
Rutgers University
Keeger Learning Resource
Center
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New Brunswick, NJ 08903
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(908) 932-1453 (FAX)
(908) 424-0749 (HOME)

Dr. Susan Deese
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Dr. Tom Gier
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(907) 786-1688 (FAX)

Carolyn S. Smith, Chair
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(812) 464-1958 (FAX)
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Dr. Becky Johnen
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Harrisburg Area Community
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(717) 228-1545 (WORK)
(717) 228-1545 (HOME)
(717) 270-6385 (FAX)

Board Minutes
San Diego
Mar. 21-27, 1994
Attachment Z



M E M O R A N D U M

TO: Jo-Ann Mullen
FROM: Rita Dunbar *Rd*
DATE: February 24, 1994
RE: Report of the Associate Membership Chair.

The CRLA Membership Resource Form, as approved by the Board, was revised in April 1992. Therefore, it was too late to be distributed at the Conference. Subsequently, the form was sent out to members in the Summer 1993 Newsletter.

When the form was revised in April, I developed a database file in DBaseIII in which I have included the information from the 21 forms I have received so far.

It is my recommendation that we make one last attempt to reach members at the Conference in San Diego. If the Resource Form can be tied in with the final evaluation of the Conference, perhaps we will be able to reach more members and thus get a better response.

Please let me know what you think.

2249480

TO .
FROM : READ RIGHT SYSTEMS

PHONE NO. : 13033512312

MAR. 8.1994 5:00PM P 1
PHONE NO. : 206 427 0177

Board Minutes
San Diego
Mar. 21-27, 1994
Attachment AA

310 W. Birch, Suite #2
Shelton, WA 98903
March 7, 1994

Dr. Jo-Ann Mullen
Division of EMECR-McKee 213
University of Northern Colorado
Greely, CO 303-351-2189

Dear Jo-Ann:

I have included the report from the Election Committee together with the request for reimbursement of expenses and the ballots. It is my understanding that you should send the ballots to the archives after you have seen them. I have also inserted the letters I sent, forms created, etc. in the Elections Chair notebook, cleaning out old such items to make room for mine, and forwarded the notebook to Joyce.

I have been on the road for six weeks so am not meeting your deadlines. Hope it doesn't cause you too much grief! I have faxed the names of committee members to Robin for certificates.

Unfortunately I am not attending the conference this year again. I had hoped to make it, but I need to be in Mississippi and South Carolina that week. Next year we should have enough of the infra-structure of our business developed so I don't have to be on the road so much. I will plan on being at the CRLA conference that year--Phoenix, I believe?

My company, READ RIGHT Systems, is going well. We have several major corporate clients, Ford, Hewlett-Packard, Georgia-Pacific, Weyerhaeuser, Boeing, Motorola, etc., who are expanding the program within their companies. It's keeping us hopping keeping up and building an infrastructure that can handle the increasing demand. We are living the concept of continuous improvement--constant change keeps us operating in an environment of chaotic creativity--but we hire for people who thrive in that kind of environment, and it is exhilarating--though at times tiring! Our latest exciting development is that Motorola is sending us to China in August. We will be teaching their employees English using the READ RIGHT methodology.

I miss all my friends at CRLA and though I am off in a slightly different track, it is still fundamentally teaching basic skills--just a little different environment. I do intend to maintain my association with the group and look forward to doing so.

Sincerely,

Dee Tadlock, Ph.D.
Elections Chair

TO :
FROM : READ RIGHT SYSTEMS

PHONE NO. : 13033512312

MAR. 8, 1994 4:57PM P 2
PHONE NO. : 206 427 0177

SUBMITTED BY DEE TADLOCK

1993-1994 ELECTIONS CHAIR REPORT

COMMITTEE

The following CRLA members agreed to serve on the 1993-1994 Election Committee:

Mr. Craig Stern
Dr. Joyce Weinsheimer
Ms. Jan Swinton
Dr. Martha Jones
Dr. Karen Smith

At the last minute, I was unable to come to the 1993 Spring Conference due to personal legal entanglements. Ms. Jan Swinton agreed to facilitate the committee meeting, and I sent her the attached agenda and instructions. The committee acted very competently in my absence, and Dr. Joyce Weinsheimer was instrumental in communicating with the Board regarding the work of the committee.

CANDIDATES

Candidates who were approved by the Board to stand for election:

Treasurer: Ms. Sandra Evans
Ms. Judi Haney

President-Elect: Dr. Kathy Carpetner
Dr. Patricia Mulcahy-Ernt

ELECTIONS

The close results of the election demonstrates the excellent work the committee performed in recruiting strong candidates. As our President, Jo-Ann Mullen stated in her announcement letter: "The election results are now in and after numerous counts and recounts--and the closest election in CRLA history--we have new incoming officers." By a vote of 118 to 114, Sandra Evans won the position of CRLA Treasurer, and Dr. Patricia Mulcahy-Ernt is the new CRLA President-Elect by a vote of 121 to 122.

Also on the ballot was a measure to change the CRLA By-Laws to enable the annual conference to be a fall rather than a spring conference. The measure passed by a vote of 165 to 64.



College
Reading &
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READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

February 25, 1994

TO: CRLA Board
FROM: Susan Deese-Roberts, Site Selection Chairperson
RE: Annual Report

The following list highlights the primary 1993 - 1994 activities of the Site Selection Chairperson:

1. met with CRLA Board in July at Red Lion Hotel, San Diego, California to discuss changes in job description and future conference dates and sites. Submitted updated job description to CRLA secretary and revised site bid guidelines as well as hotel selection guidelines.
2. solicited site bid from Perry Franklin, Calgary, Alberta, Canada for the Spring 1996 conference and will travel to Calgary March 11-14 to inspect hotel sites. The Canadian Consulate in Dallas is making arrangements to reimburse my airfare expenses.
3. solicited site bids from Oregon and Nevada members for the possible Fall 1996 conference—did not know at that time the outcome of the resolution to change conference date. Oregon and Nevada members declined at this time to submit bids.
4. revised bid and hotel selection guidelines to reflect the change in 1996 from a Spring conference date to a Fall conference date.
5. solicited a conference bid from El Paso, Texas, CRLA members for the Fall 1996 conference. Gladys Shaw is the contact person and I expect to receive hotel bids in the near future, travel to El Paso in May or early June to inspect possible hotel sites, and to make a recommendation to the Board for discussion at the summer Board meeting.

6. am preparing for a presentation to the Board at the San Diego conference concerning the Spring 1996 conference slated for Calgary, Alberta, Canada.
7. revised the "Site-Selection Notebook" sent to me by Joyce Weinsheimer.
8. am preparing plenary session presentation on future conference sites with President Jo-Ann Mullen.
9. followed-up with Radisson Tempe Mission Palms Hotel, site of the 1995 conference. Contract has been signed. (Sent copy of contract to President-Elect Mulcahy-Ernt.)

In addition to the above activities, I have been contacted by ten Visitor's and Convention Bureau's from around the country and approximately five hotel chains. I have received offers to visit several conference locations including the Ontario California area and the Pittsburg area! Unfortunately, many of the offers are not directed at associations such as ours but at the profit-making sector. At least I know that I am getting on the "right" mailing lists of the hotels and bureaus.

Goals for 1994-1995

1. Select sites for Fall 1997 and Fall 1998 conferences. Complete hotel selection for the Fall 1997 conference and make presentation to Board at 1995 Annual Conference. Strive to complete hotel selection for 1998 for 1995 conference presentation—but that's not a promise!
2. Work with 1994-1995 President Tom Gier on choice of next Site Selection Chairperson so that I can mentor that person during my last year in office which will be 1995-1996.
3. Explore and report to Board the possibility of signing a contract with a hotel chain.
4. Work with CRLA Newsletter editor to include future conference dates and sites in each issue of the newsletter.

CALGARY CONFERENCE PROPOSAL

presented by Susan Deese-Roberts and Jo-Ann Mullen

We propose that the CRLA Board explore, examine, and support non-traditional conference scheduling for the Spring 1996 Conference slated for the Calgary, Alberta, Canada area.

BACKGROUND. Because this is the only year in the history of the Association in which the conference will be held outside the United States, in which there will be two conferences, and in which the "annual" meeting date is changing from spring to fall, we can either (1) plan for two conferences with similar conference formats to the usual "annual" conference or (2) take the opportunity to change the format for the Spring 1996 conference.

We propose changing the format for the Spring 1996 conference rather than the Fall 1996 conference because the Fall 1996 conference will set the tone for following fall conferences.

POSSIBILITIES. With just a brief two-person brainstorming activity, we were able to devise the following possibilities, many of which can be combined:

- institute-only format with half-day and full-day institutes throughout the conference schedule—a training institute type format
- keynote speaker and full-day or even two-day workshops with speaker
- practitioner sessions on topics such as tutor training with CRLA members presenting actual tutor training sessions, sharing information, handouts, etc.
- repeat highly rated (and still relevant) institutes from past conference
- have SIGs prepare full-day sessions on specific special interests using CRLA members and/or outside speakers
- have extensive time for Task Forces, committees, SIGs to meet and set agenda and priorities for next three years—a retreat-type format

- several featured guest speakers on different topics in lieu of one keynoter
- reduce or eliminate activities such as exhibits, lunch with a mentor, state/regional/chapter meetings, etc. and plan for those activities at the Fall conference

If the above proposal is accepted (at least, in spirit), we recommend that Susan begin negotiations with The Lodge at Kananaskis as the conference site.

If we decide to go with a more traditional conference schedule, we recommend that Susan begin negotiations with the Westin Hotel in Calgary.

See attached sheet for facility comparisons.

CALGARY AREA CONFERENCE FACILITIES—Comparisons **Spring 1996 Conference Planning**

FACILITY/CONTRACT ITEMS	LODGE	WESTIN	PALLISER	RADISSON
Meeting Space	4-6	6-7	4-5	CC
Sleeping Rooms	yes	yes	yes	yes
Rates (Canadian/US)	79/55	120/95 ¹	120/95 ¹	110/80
Dates Available	4/11-14 4/18-21 4/24-28	4/11-14 4/18-21	4/11-14 4/24-28	4/24-28
Fitness Center	yes	yes	yes	yes
Swimming Pool (indoor)	yes	yes	no	yes
Location to other eating / shopping	bus	yes	yes	yes
Airport Transportation / (cost-Canadian)	bus (56)	shuttle (7.50) / taxi (18)	shuttle (7.50) / taxi (18)	shuttle (7.50) / taxi (18)
Restaurant	yes	yes	yes	yes
Optional Food Service	yes	yes	yes	yes
"Summer" Board Meeting	reduced	reduced	free	1 free night
Program Chair Site Visit	yes	yes	yes	yes

¹hotel offers several "levels" of accommodations; this is a mid-level price quote

COLLEGE READING AND LEARNING ASSOCIATION

GUIDELINES FOR SUBMITTING A PROPOSAL TO HOST THE ANNUAL CONFERENCE

I. Submitting a Proposal (Bid)

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

- A. A letter of endorsement from the president(s) of the institution(s) or his (their) designate(s) extending the invitation to College Reading and Learning Association to hold its conference in cooperation with the institution(s) and indicating the degree of support the institution(s) can provide.
- B. Three bids from hotels and/or motels in the area that could accommodate the group in terms of meeting rooms and lodging for members. These bids should detail the extent to which the hotel/motel accepts the provisions in CRLA's "Guidelines for Conference Hotel Selection." Site selection chairperson should visit the hotels selected to provide bids.
- C. A letter from the local tourist or convention bureau or chamber of commerce indicating the degree of assistance and support available for the conference.
- D. A letter from the bidder(s) indicating the acceptance of the responsibilities of conference manager(s). Information about secretarial/clerical assistance available, postage/phone/printing resources available, audio visual equipment available, and other information that would be helpful to the Board of Directors in making its decision should also be included. (Some examples: campus printing services "at cost"?, postage costs for one first class mailing to 1,000 members?, graphics services "at cost"?, conference manager given portion of release time for conference planning?, work-study student clerical help?, overhead and slide projectors available for use during conference?)

There are no minimum requirements for "free" or "at cost" resources to be provided by the institutional host(s); some of the above items can be covered by the conference budget if necessary. However, the extent of institutional resources available is one of several factors comparatively evaluated by the Board in making a final decision.

II. General Information

- A. All bids for conferences should be submitted at least two (2) years before the intended conference, if possible. Conferences are generally scheduled for Thursday, Friday, Saturday, and Sunday of one week in mid-October excluding the weeks of religious holidays. Possible dates for a particular year should be checked with the CRLA Conference Site Selection Chairperson.
- B. The proposal should be addressed to the CRLA Board of Directors and mailed in care of the current Conference Site Selection Chairperson.
- C. The Board of Directors of CRLA shall have final authority in selecting host institution(s) and housing sites, and no agreements are final except and until approved in writing by this body.
- D. Following the decision of the CRLA Board of Directors, the bidder(s) will be notified of the Board's decision.
- E. The President-elect shall have the sole final responsibility for all aspects of the conference.

III. Duties of the On-Site Conference Manager(s)

The Conference Manager is generally responsible for all of the local on-site arrangements which support the conference program scheduled by the President-elect. Typical duties may include, but are not limited to, the following:

- A. Working with the Site Selection Chairperson to finalize the hotel contract soon after the conference bid has been awarded.
- B. Recruiting, appointing, and working with local CRLA members as chairpersons and committee members to accomplish the tasks listed below:
 - 1. Exhibits - contacting prospective publisher exhibitors, arranging for exhibition space, tables, and chairs.
 - 2. Audio Visual- assembling, scheduling, and distributing A-V equipment for us by program presenters during the conference.
 - 3. Food Events - handling all details connected with whatever group meal functions are scheduled for the conference (menu, decorations, entertainment, tickets, door prizes, etc.) - might be evening banquet, SIG lunches or breakfasts, editorial luncheon, State and Regional Directors' lunch, continental breakfast, and/or Saturday lunch.

4. Tours - arranging tours to local colleges and/or tours to local tourist sites (buses, lunch, schedule); airport transportation for charter groups.
5. Registration - providing registration packets and name tags; staffing registration desk during the conference; providing display area near registration area for conference information, placement bureau, list of registrants, etc.
6. Hospitality - arranging for supplying and staffing a hospitality suite; arranging for refreshments during breaks; arranging for other needs for newcomers and out-of-towners.
7. Graphics - designing and producing the signs, posters, and tickets needed for the conference, including large replicas of the conference program's daily schedule and a floor plan chart.
8. Conference Credit - arranging for a local college to offer options for credit for conference attendance, if feasible and practical.

IV. Duties of the President-Elect (Program Chairperson)

The President-elect has over-all responsibility for all aspects of the conference, but focuses primarily on planning the conference schedule, developing the program and selecting presenters, and publicizing the conference. Typical duties may include but are not limited to:

- A. Scheduling - collaborates with on-site conference managers and CRLA Board of Directors to finalize a conference timetable of events.
- B. Budgeting - proposes an estimated conference budget to the CRLA Board for approval and controls the expenditures of that budget.
- C. Publicity - collaborates with on-site conference manager(s) to prepare CRLA Newsletter announcements to members; prepares conference publicity mailings; arranges for publicity and advertisements through other professional associations and journals.
- D. Program - solicits proposals for institutes and papers; selects and invites keynote speakers; appoints a program committee to help review and accept/reject program proposals; designs and arranges for printing of conference program booklet; appoints a Coordinator of Section Chairpersons to recruit, train, and oversee chairpersons for all of the section meetings.

- E. Evaluation - appoints an Evaluation Chairperson and works with that person to develop evaluation instruments and procedures for the conference.

College Reading and Learning Association

GUIDELINES FOR CONFERENCE HOTEL SELECTION

BACKGROUND INFORMATION: CRLA

CRLA is a group of professional educators active in the fields of reading, learning assistance, developmental education, and tutorial services at the college-adult level. The annual conference is generally scheduled for 3-1/2 days, Thursday through Sunday during the month of October. The exact program schedule of events and activities is the responsibility of the President-elect, who is elected one year before the conference date.

Conference attendance usually ranges between 350 to 600, depending upon how far the conference site is located from the bulk of the membership in Southern California. Usually, hotel rooms are occupied at a rate 1/3 to 1/2 of the number attending the conference. Recently selected conference hotels have included: Union Square Hyatt (San Francisco, 1980); North Park Inn (Dallas, 1981); Bahia-by-the-Bay (San Diego, 1982); Portland Marriott (Portland, 1983); Hyatt San Jose (San Jose, 1984); Lakewood Sheraton Inn (Denver, 1985); USC Hilton (Los Angeles, 1986); Marriott (Albuquerque, 1987); Capitol Plaza Holiday Inn (Irvine, 1990); Hyatt Regency (San Antonio, 1991); San Francisco Airport Marriott (Burlingame, CA, 1992); Overland Park Marriott (Kansas City, 1993); Red Lion Hotel (San Diego, 1994); Radisson Tempe Mission Palms Hotel (Tempe, AZ, 1995).

HOTEL REQUIREMENTS

CRLA requests that as many of the following facilities and services as possible be provided at no charge by the hotel:

Room Requirements

1. Six to eight meeting rooms large enough for theater-style seating for 50-75 people available mornings and afternoons each day of the conference, and perhaps one evening. More, or larger, meeting rooms may be required due to increased conference attendance.
2. One of the meeting rooms must have electrical outlets for numerous computer hookups and be able to be secured when not in use.
3. One small room for board meetings Monday evening and all day Tuesday and Wednesday prior to the conference, during the conference, and Sunday afternoon as the conference ends.

4. A Room of approximately 3,000 square feet which can be locked. This room should accommodate 15-25 tables for exhibitors. A 2-1/2' x 8' table, tablecloth, chair and electrical outlet should be provided for each exhibitor. Exhibits may be held 1-3 days of the conference.
5. A room large enough to accommodate 350-600 people for two or three general session meeting during the conference.
6. One complimentary room for every 50 rooms occupied by the Association or 1 suite for every 100 rooms occupied by the Association. The complimentary rooms should be available each night beginning with the evening before the conference opening and including the evening before the conference ends. Assignment of complimentary rooms as available shall be made by the President according to the order of presidential succession: President, President-elect, immediate Past-President, Secretary, Treasurer.
7. A hospitality suite which can be part of the complimentary room allotment on the basis of 1 to 100 room reservations shall be available to be used as a private room with no corkage fees for Association members. The Association will provide napkins, glasses, soft drinks, wine, beer, and ice.
8. A small room which can be locked, near the registration area, from which to distribute audio-visual equipment.
9. VIP floor accommodation for officers (5 rooms) during the conference.
10. Complimentary lodging and meeting space for 12 for CRLA Board of Directors for the two-day weekend Board meeting in July before the conference. The maximum number of rooms required would be 7.

Hotel Amenities

1. Provisions for transportation to and from airports and recreation sites. Costs should be noted.
2. Projected room rates for singles, doubles, triples, and suites - with final rates to be available not less than one year prior to the conference dates. Conference rates should extend Monday night through Saturday night to accommodate officers and chairpersons arriving for preconference meeting on Tuesday. Please include the number of sleeping rooms that are configured with two beds (twin/twin; double/double; queen/queen)

3. 1500 reservation cards to be mailed out by the Association. The cards should clearly state the hotel's cancellation policy. Confirmation notices must be sent by the hotel when reservations are received.
4. 10 VIP courtesy baskets or trays, depending on the usual hotel courtesy. The VIP list will be submitted by the President-elect in advance of the conference.
5. Registration tables in the lobby or another agreed-upon location with convenient phone service. The tables will be staffed by Association conference registration personnel.
6. Free or reduced parking rates for Association members during the conference.
7. Information concerning other large meetings during the CRLA conference.
8. Early check-in for Board members on Monday or Tuesday of conference week.
9. Complimentary coffee and tea service for Board meetings in July and during conference. (July Board meeting may change as conference date changes to fall.)
10. Early check-in accommodations for conference attendees on Wednesday and/or Thursday.
11. Transportation to nearby hotels for members who request rooms before the cutoff date for reservations and who must stay at another hotel due to lack of hotel space.
12. Availability of handicapped accessible sleeping and meeting rooms.
13. Availability of alternative food service such as a sandwich buffet, box lunches, or salad bar set up specifically for conference attendees.

Any hotel bid should indicate the extent to which the above requirements can be met as well as providing information regarding the following:

1. The cutoff date for room reservations to be no more than two weeks prior to the opening date of the conference.
2. The number of reservations required to secure the meeting rooms on a "no charge" basis - and the charges for meeting rooms in the event the room obligation cannot be met.

3. Specific provisions for "overflow" guests to nearby hotels/motels including charges for accommodations and transportation services.
4. A schemata of the floor plan describes the dimensions of the meeting rooms and exhibit space and illustrating the registration area.
5. Banquet prices and ample menus.
6. Any charges or drayage fees relative to exhibits.
7. The name of the hotel liaison person who will be responsible for the smooth and orderly progress of conference activities.
8. No other conference to be scheduled during the Association's conference dates without notification to the Association's president one year in advance of the conference dates.

THE ASSOCIATION'S COMMITMENT

College Reading and Learning Association agrees to the following:

1. One hundred (100) to two hundred fifty (250) rooms occupied during the main conference nights.
2. At least two meals functions open to entire membership -- typically a continental breakfast included in the conference fees and evening banquet and/or Saturday lunch as options.
3. Three or four mailings and Newsletter announcements of the conference mailed to all Association members.
4. Prompt payment of all bills.

SUBMITTING HOTEL BIDS

Hotel bids should be submitted in liaison with the overall conference proposal being made by CRLA member(s) and institution(s) in a particular locale. The bid should be addressed to the CRLA Board of Directors and mailed in care of the current Conference Site Selection Chairperson. The Board of Director of CRLA shall have final authority in selecting a conference hotel, and no agreements are final except and until approved in writing by the body.

COLLEGE READING AND LEARNING ASSOCIATION

"CRLA INTERNATIONAL TUTOR CERTIFICATION PROGRAM REPORT: SPRING 1994"

**PRESENTED
BY**

**KARAN HANCOCK & GLADYS R. SHAW
COORDINATORS
CRLA INTERNATIONAL TUTOR CERTIFICATION PROGRAM
8102 HARVEST CIRCLE
ANCHORAGE, ALASKA 99502**

AN UPDATE

Since March 1989 a total of 160 college and university tutorial programs have received national tutor certification through CRLA. Over 500 tutor programs throughout the US and Canada have received tutor certification packets and have begun the certification process. It should be mentioned that one of the tutor programs that has received certification is a high school program. The CRLA International Tutor Certification Program has set up a rigorous standard that will enable a limited number of such outstanding high school programs to be so certified.

The Coordinator and Assistant Coordinator are very proud to announce that a new and vastly improved second edition of the CRLA TUTOR CERTIFICATION REGISTRY & RESOURCE GUIDE was published last spring. Special thanks are extended to the Board for all their assistance in this project from initial design to editing and proofing and, finally, the production of this document. Without the Board's assistance this new edition would not have been possible.

NAME CHANGE

In the Fall of 1992 the Board approved the name change from: *CRLA Tutor Certification Committee* to *CRLA International Tutor Certification Program*. This name change more accurately reflects the activities of this program. The change has been, and will continue to be, incorporated into all ITCP documents and forms.

CERTIFICATION FORMS & FEES

The CRLA International Tutor Certification Program now has in place a complete set of forms and guidelines that enables a program:

- 1) to obtain initial certification for one year, \$50.00 fee;
- 2) to obtain a three year renewal certification, \$25.00 fee; &
- 3) to obtain a five year recertification, \$25.00 fee.

The CRLA International Tutor Certification Program completed, in June 1992, a new, simplified tutor verification form to be used for both the initial one year certification and the five year recertification.

LIST OF CRLA CERTIFIED TUTOR PROGRAMS

Attached is a list of the tutor programs that have been certified by the CRLA International Tutor Certification Program as of 2/7/94. Since the 1993 CRLA Conference 38 new programs have been certified, for a current total of 160 certified programs in the United States and Canada.

ITCP COMMITTEE POSITIONS

Since the 1993 Conference the duties of the ITCP Coordinator has been divided into three. There is now a Coordinator (Karan Hanock), an Assistant Coordinator (Gladys R. Shaw), and a Records Manager (Tom Gier.)

NEW TUTOR TRAINING MANUAL PROPOSED

The Second Edition of the Tutor Registry & Resource Guide has been very well received nation-wide by CRLA members and non-members. In fact, the original printing of 400 copies has been sold and a second printing of 200 copies has been ordered.

We would like to propose a new manual to replace the Tutor Registry... This manual would be tentatively titled CRLA's Tutor Training Manual and would consist of approximately two dozen of how-to essays from tutor training specialists. The topics would closely follow those set forth in the CRLA Tutor Training Guidelines. The need for this type of manual has become very apparent to us through the input and requests we have received from certified and non-certified tutoring programs around the US and Canada seeking a good, comprehensive tutor training manual. If this request is approved by the Board, this manual would hopefully be ready for the 1995 Phoenix conference and would be the perfect successor to the current Tutor Registry..., which should be once again sold out by Spring 1995.

A FINAL NOTE TO THE BOARD

We again want to once voice our appreciation of the CRLA Board's fantastic support of the International Tutor Certification Program. The Board's support and input has proven invaluable time and time again. It is always a pleasure to be work with you. Thank you.

CRLA INTERNATIONAL TUTOR CERTIFICATION PROGRAM: LIST OF CERTIFIED PROGRAMS

by
Dr. Karan Hancock, Coordinator
College Reading and Learning Association
International Tutor Certification Program

The following is an updated, 2/7/94, listing of the colleges and universities that have received CRLA tutor certification, their period of certification and whether they need to have a three year renewal (Renew) or a five year recertification (Recert) at the end of their certification period. [Note: an asterisk indicates that a program is in the process of being recertified.]

- 1) University of Nebraska at Kearney, Kearney, NE: Regular, Advanced, and Master. (6/30/98 Recert)
- 2) Univ of Texas at El Paso, El Paso, TX: Regular, Advanced, and Master. (6/30/98 Recert)
- 3) University of Montana, Missoula, MT: Regular, Advanced, and Master. (6/30/98 Recert)
- 4) University of Alaska, Anchorage's Eng Dep: Regular, Advanced, and Master. (6/30/98 Recert)
- 5) University of Alaska, Anchorage's Learning Center: Regular. (6/30/98 Recert)
- 6) University of New Mexico, Albuquerque, New Mexico: Regular, Advanced, and Master levels. (6/30/98 Recert)
- *7) Eastern New Mexico University, Portales, NM: Regular and Advanced. (6/30/93 Recert)
- 8) Fairmont State, Fairmont, West Virginia: Regular and Advanced levels. (6/30/98 Recert)
- 9) Leland High School, San Jose, California: Regular level and CRLA "MODEL HIGH SCHOOL TUTOR PROGRAM." (6/30/98 Recert)
- 10) Endicott College, Beverly, MA. was certified at the Regular and Advanced levels. (6/30/94 Recert)
- 11) Chaminade University of Honolulu, Honolulu, HI: Regular, Advanced and Master levels. (6/30/98 Recert)
- 12) West Hills College, Coalinga, CA.: Regular and Advanced levels. (6/30/99 Recert)
- 13) Pfeiffer College, Misenheimer, North Carolina: Regular level. (6/30/94 Recert)

- 14) Yukon College, Whitehorse, Yukon, Canada: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 15) Maysville Community College, Maysville, Kentucky: Regular level. (6/30/94 Recert)
- 16) Tulane University, New Orleans, LA: Regular and Advanced levels. (6/30/94 Recert)
- 17) Southern Alberta Institute of Technology, Calgary, Alberta, Canada: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 18) Chemeketa Community College, Salem, Oregon: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 19) Louisiana State University, Student Support Services Program, Baton Rouge, LA: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 20) Windward Community College, Kaneohe, HI: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 21) Kenai Peninsula College, Kenai, AK: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 22) Kachemak Bay Branch, Kenai Peninsula College, Homer, AK: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 23) Casper College, Casper, WY: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 24) Pima Community College, East Campus, Tucson, AZ: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 25) Northern Essex Community College, Haverhill, MA: Regular level. (6/30/94 Recert)
- 26) Wayne State College, Wayne, NE: Regular, Advanced, and Master levels. (6/30/95 Recert)
- 27) Sonoma State University, Rohnert Park, CA: Regular level. (6/30/94 Recert)
- 28) New Mexico State University, Las Cruces, NM: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 29) Glendale Community College, Glendale, CA: Regular and Advanced. (6/30/94 Recert)
- 30) Schreiner College, Kerrville, Texas: Regular level. (6/30/94 Recert)
- 31) Austin College, Sherman, Texas: Regular and Advanced. (6/30/94 Recert)
- 32) University of Vermont, Burlington, VT: Regular, Advanced, and Master levels. (6/30/94 Recert)

- 33) Oakton Community College, Des Plaines, IL: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 34) Ricks College Tutoring Center, Rexburg, ID: Regular and Advanced level. (6/30/94 Recert)
- 35) Ricks College Reading Lab, Rexburg, ID: Regular, Advanced and Master. (6/30/94 Recert)
- 36) Idaho State University - Developmental Mathematics, Pocatello, ID: Regular and Advanced levels. (6/30/94 Recert)
- 37) Idaho State University - Writing Lab, Pocatello, ID: Regular and Advanced levels. (6/30/94 Recert)
- 38) Fresno City College, Fresno, CA: Regular and Advanced. (6/30/94 Recert)
- 39) Lakeland College, Vermilion, AB, Canada: Regular level. (6/30/94 Recert)
- 40) Miami University, Oxford Ohio: Regular Level. (DECERTIFIED 9/17/91)
- 41) University of Hawaii at Manoa, Honolulu, Hawaii: Regular level. (6/30/94 Recert)
- 42) Paradise Valley Community College, Phoenix, AZ: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 43) Mankato State University, Mankato, MN: Regular level. (6/30/94 Recert)
- 44) Mendocino College, Ukiah, CA: Regular, Advanced, and Master levels. (6/30/94 Recert)
- 45) Northeast Texas Community College, Mt. Pleasant, TX: Regular, Advanced, and Master levels. (6/30/95 Recert)
- 46) University of Texas at Austin, Austin, TX: Regular and Advanced. (6/30/95 Recert)
- 47) Ashland Community College, Ashland, KY: Regular level. (6/30/95 Recert)
- 48) Campbellsville College, Campbellsville, KY: Regular level. (DECERTIFIED 8/3/92)
- 49) Eastern Kentucky University, Richmond, KY: Regular level. (DECERTIFIED 8/3/92)
- 50) Hazard Community College, Hazard, KY: Regular level. (6/30/95 Recert)
- 51) Morehead State University, Operation Graduation, Morehead, KY: Regular level. (DECERTIFIED 8/3/92)
- 52) Pikeville College, Pikeville, KY: Regular level. (DECERTIFIED 8/3/92)

- 53) Prestonsburg Community College, Prestonsburg, KY: Regular level.
(DECERTIFIED 8/3/92)
- 54) Somerset Community College, Somerset, KY: Regular level. (DECERTIFIED 8/3/92)
- 55) Southeast Community College, Cumberland, KY: Regular level.
(DECERTIFIED 8/3/92)
- 56) Sue Bennett College, London, KY: Regular level. (DECERTIFIED 8/3/92)
- 57) Western Kentucky University, Bowling Green, KY: Regular level.
(DECERTIFIED 8/3/92)
- 58) Pacific Lutheran University, Tacoma, WA: Regular and Advanced levels.
(6/30/95 Recert)
- 59) Massachusetts Bay community College, Wellesley Hills, MA: Regular, Advanced, and Master levels. (6/30/95 Recert)
- 60) Des Moines Area Community College, Ankeny, Iowa: Regular and Advanced levels. (6/30/95 Recert)
- 61) Adirondack Community College, Queensbury, NY: Regular level.
(DECERTIFIED 8/3/92)
- 62) California State University, Los Angeles, CA: Regular level.(6/30/95 Recert)
- 63) GateWay Community College, Phoenix, AZ: Regular, Advanced, and Master levels. (6/30/95 Recert)
- 64) Modesto Junior College, Modesto, CA: Regular and Advanced levels.
(6/30/95 Recert)
- 65) Black Hawk College, Moline, IL: Regular level.(6/30/95 Recert)
- 66) Rock Valley College, Rockford, IL: Regular, Advanced, and Master levels.
(6/30/95 Recert)
- 67) Central Washington University, Ellensburg, WA: Regular level.(6/30/95 Recert)
- 68) Wilmington College, Wilmington, OH: Regular level. (6/30/95 Recert)
- 69) St. Ambrose University, Davenport, Iowa: Regular and Advanced levels.
(6/30/96 Recert)
- 70) Central Arizona College, Coolidge, AZ: Regular and Advanced levels.
(6/30/95 Recert)
- 71) University of Northern Colorado, Greeley, CO: Regular, Advanced, and Master levels.(6/30/95 Recert)

- 72) University of Houston, Houston, TX: Regular, Advanced, & Master levels.
(6/30/95 Recert)
- 73) Sheridan College, Sheridan, WY: Regular and Advanced levels.(6/30/95
Recert)
- 74) Kingwood College, Kingwood, TX: Regular Level.(6/30/95 Recert)
- 75) University of Southern California, University Park Campus, Los Angeles,
CA: Regular, Advanced, & Master levels.(6/30/96 Recert)
- 76) Morehead State University, Special Services/Academic Services,Morehead,
KY: Regular level. (6/30/96 Recert)
- 77)State University of New York at Plattsburgh, Plattsburgh, NY: Regular,
Advanced, & Master levels. (6/30/97 Recert)
- 78)York Technical College, Rock Hill, SC: Regular level. (6/30/96 Recert)
- 79)Colorado State University, Fort Collins, CO: Regular and Advanced levels.
(6/30/96 Recert)
- 80)Navajo Community College, Tsaile, AZ: Regular, Advanced, & Master
levels.(6/30/96 Recert)
- 81)Slippery Rock University, Slippery Rock, PA: Regular level. (6/30/96
Recert)
- 82) The University of Akron/Wayne College, Orrville, OH: Regular, Advanced,
& Master levels.(6/30/96 Recert)
- 83)College of Charleston, Writing Lab, Charleston, SC: Regular level.
(6/30/96 Recert)
- 84)University of Houston, The Challenger Program, Houston, TX: Regular,
Advanced, & Master levels.(6/30/96 Recert)
- 85) Louisiana State University, Learning Assistance Center Tutor Program,
Baton Rouge, LA: Regular & Advanced levels. (6/30/96 Recert)
- 86) Brigham Young University, Provo, Utah: Regular, Advanced, & Master
levels.(6/30/96 Recert)
- 87)College of Charleston, Languages Tutoring Lab, Charleston, SC: Regular
level. (6/30/96 Recert)
- 88)College of Charleston, Math Lab, Charleston, SC: Regular level.
(6/30/96 Recert)
- 89)Austin Community College, Northridge, Austin, TX: Regular level.
(6/30/96 Recert)
- 90)University of Southern Indiana, Academic Skills, Writing Workshop,
Evansville, IN: Regular level. (6/30/96 Recert)

- 91) University of Southern Indiana, Academic Skills, Math Clinic, Evansville, IN: Regular level. (6/30/96 Recert)
- 92) University of Southern Indiana, Academic Skills, Learning Center, Evansville, IN: Regular level. (6/30/96 Recert)
- 93) Boise State University, Boise, ID: Regular level. (6/30/96 Recert)
- 94) Jamestown Community College, Olean, NY: Regular and Advanced levels. (6/30/96 Recert)
- 95) Austin Community College, Southwest Campus, Austin, TX: Regular, Advanced, & Master levels. (6/30/96 Recert)
- 96) Southern Virginia College For Women, Peer Tutoring Program, Buena Vista, Virginia: Regular level. (6/30/96 Recert)
- 97) Hesser College, Manchester, NH: Regular level. (6/30/96 Recert)
- 98) Tyler Junior College, Tyler, TX: Regular level. (6/30/96 Recert)
- 99) Wayne State University, Detroit, MI: Regular, Advanced, & Master levels. (6/30/96 Recert)
- 100) University of Arkansas, Fayetteville, AR: Regular level. (6/30/96 Recert)
- 101) Missouri Western State College, St. Joseph, MO: Regular, Advanced, & Master levels. (6/30/96 Recert)
- 102) Columbia College, Disabled Student Services & Programs, Columbia, CA: Regular level. (6/30/96 Recert)
- 103) Columbia College, Learning Skills Center, Columbia, CA: Regular level. (6/30/96 Recert)
- 104) Briar Cliff College, Sioux City, IA: Regular level. (6/30/96 Recert)
- 105) St. Edward's University, Austin, Texas: Regular level. (6/30/96 Recert)
- 106) Ventura College, Ventura, CA: Regular level. (6/30/96 Recert)
- 107) Minneapolis Community College, Minneapolis, MN: Regular, Advanced, & Master levels. (6/30/94 Renew)
- 108) Wake Forest University, Winston-Salem, NC: Regular level. (6/30/94 Renew)
- 109) Boston College, Learning Resources For Student Athletes, Chestnut Hill, MA: Regular level. (6/30/94 Renew)
- 110) University of Wisconsin-River Falls, River Falls, WI: Regular level. (6/30/94 Renew)

- 111) Saint Xavier University, Chicago, IL: Regular level. (6/30/94 Renew)
- 112) Albuquerque Technical-Vocational Institute, Albuquerque, NM: Regular level. (6/30/94 Renew)
- 113) Harding University, Searcy, Arkansas: Regular level. (6/30/94 Renew)
- 114) University of Houston-Downtown, Houston, TX: Regular level. (6/30/94 Renew)
- 115) University of Pittsburgh, Pittsburgh, PA: Regular and Advanced levels. (6/30/94 Renew)
- 116) Weber State University, Ogden, UT: Regular and Advanced levels. (6/30/94 Renew)
- 117) Dona Ana Branch Community College, Las Cruces, NM: Regular level. (6/30/94 Renew)
- 118) Mt. Hood Community College, Gresham, OR: Regular, Advanced, & Master levels. (6/30/94 Renew)
- 119) Rutgers University, New Brunswick, NJ: Regular and Advanced levels. (6/30/95 Renew)
- 120) Suffolk University, Boston, MA: Regular, Advanced, & Master levels. (6/30/94 Renew)
- 121) Cedar Valley College of the Dallas County Community College District, Dallas, TX: Regular level. (6/30/96 Recert)
- 122) King's College, Wilkes-Barre, PA: Regular level. (6/30/94 Renew)
- 123) Dona Ana Branch Community College, Tutorial Services, Las Cruces, NM: Regular level. (6/30/94 Renew)
- 124) Dona Ana Branch Community College, Adult Basic Education Tutor Program, Las Cruces, NM: Regular level. (6/30/94 Renew)
- 125) Boston College, Academic Development Center Tutoring Program, Chestnut Hill, MA: Regular level. (6/30/94 Renew)
- 126) Patrick Henry Community College, Student Support Services Tutoring Program, Martinsville, VA: Regular, Advanced, & Master levels. (6/30/94 Renew)
- 127) Quinnipiac College, Learning Resources Center, Hamden, CT: Regular & Advanced levels. (6/30/96 Recert)
- 128) The Citadel, The Writing Center, Charleston, SC: Regular, Advanced, & Master levels. (6/30/94 Renew)

- 129) McLennan Community College, Support Services, Program, Waco, TX: Regular level. (6/30/94 Renew)
- 130) Bronx Community College of the City University of New York, PASS Center, Bronx, NY: Regular level. (6/30/94 Renew)
- 131) University of New Hampshire at Manchester, the Learning Center's Tutor Training Program, Manchester, NH: Regular & Advanced levels. (6/30/94 Renew)
- 132) University of Findlay, English 130: Writing Lab Practicum, Findlay, OH: Regular level. (6/30/94 Renew)
- 133) Muhlenberg College, Peer Tutoring Program, Allentown, PA: Regular level. (6/30/94 Renew)
- 134) Washington State University, Pullman, WA: Regular, Advanced, & Master levels. (6/30/94 Renew)
- 135) Salt Lake Community College, Salt Lake City, Utah: Regular level. (6/30/94 Renew)
- 136) The University of Charleston, Charleston, WV: Regular level. (6/30/94 Renew)
- 137) Weber State University, Ogden, UT: Regular & Advanced levels. (6/30/94 Renew)
- 138) Oxnard College, Oxnard, CA: Regular level. (6/30/94 Renew)
- 139) Brigham Young University-Hawaii, Laie, HI: Regular & Advanced levels. (6/30/94 Renew)
- 140) Northern Arizona University, Flagstaff, AZ: Regular, Advanced, & Master levels. (6/30/94 Renew)
- 141) Valley City State University, Valley City, ND: Regular level. (6/30/94 Renew)
- 142) University of Pittsburgh, Learning Skills Center, Pittsburgh, PA: (6/30/94 Renew)
- 143) Jackson State Community College, Jackson, TN: Regular level. (6/30/94 Renew)
- 144) Loyola University Chicago, Chicago, IL: Regular, Advanced, & Master levels. (6/30/94 Renew)
- 145) University of Texas at Arlington, Arlington, TX: Regular, Advanced, & Master levels. (6/30/94 Renew)
- 146) Garden City Community College, Garden City, KS: Regular and Advanced levels. (6/30/94 Renew)

- 147) Bakersfield College, Bakersfield, CA: Regular and Advanced levels.
(6/30/95 Renew)
- 148) University of New England, Biddeford, ME: Regular and Advanced levels.
(6/30/95 Renew)
- 149) Appalachian State University, Boone, NC: Regular, Advanced, & Master levels. (6/30/95 Renew)
- 150) North Seattle Community College, Seattle, WA: Regular, Advanced, & Master levels. (6/30/95 Renew)
- 151) St. Louis Community College at Florissant Valley, St. Louis, MO: Regular level. (6/30/95 Renew)
- 152) East Central University, Ada, OK: Regular and Advanced levels.
(6/30/95 Renew)
- 153) University of Massachusetts at Lowell, Lowell, MA: Regular and Advanced levels. (6/30/95 Renew)
- 154) Clovis Community College, Clovis, NM: Regular level. (6/30/95 Renew)
- 155) St. Philip's College, San Antonio, TX: Regular, Advanced, & Master levels.
(6/30/95 Renew)
- 156) University of Arizona, Tucson, AZ: Regular, Advanced, & Master levels.
(6/30/95 Renew)
- 157) South Plains College, Levelland, TX: Regular level. (6/30/95 Renew)
- 158) Trenton State College, Trenton, NJ: Regular and Advanced Levels.
(6/30/95)
- 159) Peace College, Raleigh, NC: Regular level. (6/30/95 Renew)
- 160) Northeastern Junior College, Sterling, CO: Regular level. (6/30/95 Renew)

CRLA Task Force on Communications and Public Relations

MISSION: Develop a set of recommendations to the CRLA Board for improving the communications, publicity, and marketing of CRLA activities both internal to the CRLA membership and external to the organization.

DURATION: One year (March 1994 - April 1995)

ACTIVITIES:

Board Minutes
San Diego
Mar. 21-27, 1994
Attachment AG

(1) Survey task force members by June 1, 1994 in order to describe how to enhance communications, publicity, and marketing specific to:

- 1) Mailing
- 2) Advertising
- 3) Correspondence
- 4) Use of ID/CRLA logo
- 5) Displays for use of PALS & State Directors
- 4) Conference registration, information for newcomers, membership
- 5) CRLA membership
- 6) Journal & Newsletter
- 7) Electronic Communications

(2) Develop recommendations for a communications package for use by SIG leaders, PALS, State Directors to be distributed at the 1995 Conference during a Leadership Training workshop.

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JOURNAL OF COLLEGE READING AND LEARNING ANNUAL REPORT 1993-94

COLLEGE READING AND LEARNING ASSOCIATION

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EDITORIAL ADVISORY BOARD - Karen Agee, Rhea Ashmore, Jane Hopper, Kay Kincade, Pat Mulcahy-Ernt, Vincent Orlando, Jeanne Ormrod, Tom Upton, John Wilson

GOALS

Goals for the year related primarily to the transition from the retiring editorship to the new.

- A. Communicate with authors of residual articles submitted to previous editors.
- B. Revise and expand authors guidelines.
- C. Make a presentation related to publishing in the Journal at the Annual Conference to encourage new authors and to increase the quality of submitted articles.
- D. Reconstitute and expand the Editorial Advisory Board.
- E. Institute an Editorial Board work session at the Annual Conference to facilitate communication resulting in more satisfactory procedures.
- F. Establish procedures with new printer, typesetter, and mailing affiliations.
- G. Design a yearly color theme so that a specific journal can more easily be accessed from a library shelf.
- H. Institute a policy section in the Journal and solicit articles.
- I. Publish Volume XXVI of the Journal.

ACCOMPLISHMENTS

The above goals have been accomplished in the following ways:

- A. All residual articles from the retiring editorship have been scheduled for publication or returned to the author.
- B. Author's guidelines published in the journal have been revised to reflect the inclusion of the policy section of the journal and more widely existing technology. Also a checklist to serve as a reminder for authors was developed and has been provided to potential authors at conferences or on inquiry.
- C. A presentation related to publishing in the Journal was given at the 1993 Annual Conference, and another one is scheduled for the 1994 conference.
- D. The service of editorial board members whose term had not ended was reconfirmed and new board members chosen.
- E. An Editorial Board work session has been scheduled for the 1994 conference in San Diego.
- F. Procedures have been established with PJ Printers (Placentia, CA), Type Faces (Fullerton, CA), and with the Yorba Linda, CA Post Office. Establishing these procedures was much more time consuming than anticipated. (Old editors should not laugh aloud).
- G. A yearly color theme has been initiated with Volume XXVI.
- H. Volume XXVI of the Journal contains a policy article on the national goals of postsecondary education, legislation just passed by both the senate and the house. Becky Johnen has agreed to do a policy article for Volume XXVII. Calls are out for future policy articles.
- I. Volume XXVI will be in the mail by the end of February.

FUTURE AIMS

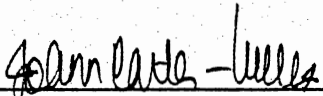
As new editors, in addition to continuing to refine the overall process, we would like to consider the following for the upcoming year:

- A. With input from the Editorial Board, revise the editorial review form in terms of additional criteria, especially quality of references.
- B. Create a formal Editorial Board job description.
- C. Investigate possibility of sending authors a galley copy prior to printing an article.
- D. Consider having authors sign a copyright contract.
- D. Continue soliciting potential policy and international articles.
- F. Discuss potential of advertising.

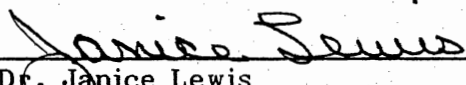
NEEDED BOARD ACTION

The Board's input or action is required on the following recommendations or issues:

- A. Steps need to be taken to acquire non-profit status for the organization to save mailing cost.
- B. A policy needs to be established on whether articles from the journal can be used for personal economic gain without reimbursing the organization.
- C. There are economic and professional trades offs in mailing authors galley copies. What is the Board's point of view?
- D. What is the board's point of view about advertisements in the Journal?
- E. What suggestion does the board have for expanding the policy and international perspectives of the Journal?



Dr. JoAnn Carter-Wells
Editor



Dr. Janice Lewis
Executive Editor

February 17, 1994



READING • LEARNING ASSISTANCE • DEVELOPMENTAL EDUCATION • TUTORIAL SERVICES

DRAFT 3/94

— Revised 3/25/94 —

**JOB DESCRIPTION
EDITORIAL ADVISORY BOARD
JOURNAL OF COLLEGE READING AND LEARNING**

The *Journal of College Reading and Learning* is a refereed journal published by the College Reading and Learning Association. It is a forum for current theory, research, practice, and policy related to post-secondary reading ~~improvement~~ and learning ~~assistance~~. Because of this, a true commitment and dedication is required of the editorial advisory board in shaping, crafting, and maintaining the direction, quality, and professional voice of the journal.

The editorial advisory board members will:

1. represent the constituency and interests of the members of the College Reading and Learning Association;
2. be selected by the editor and executive editor upon review of a vita/resume and letter of interest or completion of a membership resource form;
3. assist in a refereed review process of the articles that are submitted to the journal;
4. serve a two-year term on the advisory board;
5. make recommendations for refinements and/or revisions of the review process, as appropriate;
6. attend (if possible) the editorial board ^{functions} ~~lunches and working session~~ held at the annual conference;
7. make recommendations for topics, policy articles, and potential authors to the editors;
8. be available to assist the editors in other related journal duties/activities as may be necessary; and,
9. be current members of the College Reading and Learning Association.

