

## COLLEGE READING AND LEARNING ASSOCIATION

### BOARD CONFERENCE CALL

Friday, January 17, 1997

### SUMMARY OF MINUTES

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**Members on-line:** Vincent Orlando, *President*; Kathy Carpenter, *President-Elect*; Patricia Mulcahy-Ernt, *Past-President*; Sylvia Mioduski, *Treasurer*; Rosalind Lee, *Secretary*.

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The meeting was called to order at 8:05 a.m. PST.

1. **Agenda approved**

The agenda was approved after additions.

2. **Minutes Approved**

The minutes of the December 9, 1996 meeting had been approved via the process decided upon earlier. Briefly, the process involves generating two drafts of the minutes. Board members indicate their approval or suggested revisions on the first draft to Rosalind, then on the second draft to Vince, as President. This is to be completed within one month of the meeting. Recall the purpose of this is to reduce the turnaround time for information to get to others.

3. **State/Regional Update**

North Dakota and South Dakota members will be included with the Minnesota mailings temporarily until membership in those two states increases.

4. **CAS Meeting**

Becky Johnen was unable to attend the CAS meeting in December; however, the report that deals with certification of learning assistance practitioners was received and a reaction paper will be prepared.

5. **Upcoming Board Travel**

Vince and Kathy will attend the NADE conference in Denver March 5-9. They will represent CRLA at the meeting of the fledgling council of developmental education associations. **It was moved that up to \$500 be approved for Kathy's expenses to attend the NADE conference and the council meeting.** Vince's expenses are already covered.

6. **1997 Sacramento Conference**

The due date for session and institute proposals will be extended to **March 19** because members will receive the Call for Proposals in the upcoming issue of the *Newsletter* very close to the printed deadline.

**Vince Tinto**, of retention fame from Syracuse, New York, will be giving the keynote address. He will continue his participation in the conference and give other presentations or preside at a roundtable during his stay. Thanks to Gretchen Starks-Martin for working with Kathy on this.

Kathy will present a draft schedule of the program at the next board meeting. Some features are:

- State/Regional meetings may be scheduled after the keynote. This time slot will give the states/regions higher profile.
- The conference will end Saturday night with a banquet. There will be no institutes on Sunday.

- American River College has committed to providing computer labs for the conference, making morning and afternoon computer institutes possible. Transportation to and from the hotel will be available for a reasonable cost. Thanks to Tom Dayton for working on this.
- There will be an invited institute on orientation classes by **Robert M. Sherfield**, one of the authors of *Cornerstone: Building on Your Best*. It will be sponsored by Allyn and Bacon.
- SIG meal functions are being arranged by Kathy and Pat Jonason.

7. **Membership Renewal Letter**

The 1997 renewal letters were sent December 29, 1996 via bulk mail.

8. **SIG Update**

A leader is needed for the Critical Thinking SIG.

Pat Jonason and Patti Dozen, as SIG co-coordinators this year, seem to be communicating well with respect to their joint position.

9. **Elections**

The election ballots have been mailed. The results should be known by the next board meeting. The slate was **Jo Berger** of Colorado and **Mike O'Hear** of Indiana for President-Elect and **Marilyn Broughton** of Florida and **Lorraine Dreiblatt** of Washington for Secretary.

10. **JCRL Update**

Jim Bell has developed various promotional forms and reviewer guidelines for the journal. These have been distributed to the Executive Board and the Editorial Advisory Board for feedback.

11. **Past Treasurer Business**

Sandra Evans, past Treasurer, will send the Albuquerque conference registration forms to Rosalind for her information. Sandra will send the maturing Certificate of Deposit and the MAC laptop to Sylvia. Sylvia will close out the accounts on the financial program.

Sandra will have the financial report of the Albuquerque conference ready by February 15, 1997.

Vince will negotiate with AT&T to see if they will match EXCEL's phone rates because EXCEL required installation of a phone line in Sandra's home and she now needs to have it removed.

12. **CRLA Web Site**

Vince will begin updating the web site for the 1997 Sacramento conference. The address, <http://www.mscd.edu/~crla/>, should be on all CRLA publications.

13. **Mailing Service**

Vince will begin acquiring bids from mailing services in different areas of the US.

14. **Concluding Terms of Office**

The terms of office for the Parliamentarian, the By-Laws Chair and the editor of the *Newsletter* conclude this year. Extension of the terms and re-application by the incumbents are possible in addition to receiving new applications for the positions.

15. **Agenda for Sacramento Board Meetings**

The agenda will include:

- planning the Sacramento conference
- reviewing the bids from mailing services
- preliminary approval of the conference budget and the 1997-1998 operating budget

- a "think tank" session on the issues raised by the members during the Albuquerque conference and on the vision for CRLA 10 years hence as developed by the 1986 Board
16.     **Email Reports to the Board**  
Any official report to the Board received via electronic mail will be documented by being included on the agenda of the following meeting and printed as an attachment to the minutes.
  17.     **Conference Planning Packet**  
Vince is updating the conference planning packet that Becky Johnen developed to guide future Presidents-elect in planning their conference.
  18.     **Next Winter Institute**  
The 1998 Winter Institute for Learning Assistance Professionals will occur January 4-9, 1998 in Phoenix, Arizona.
  19.     **Summer Institute for Technology**  
Plans are proceeding for a technology institute for developmental educators to be offered August 1997 in Ohio. The key players are Gene Beckett, David Arendale, Frank Christ, Dave and Rick Sheets. The Board is supportive of this institute; Sylvia will investigate how CRLA can co-sponsor this event with NADE, who has already given seed money.
  20.     **Next Meeting Dates**  
The Board will next meet in Sacramento on February 28, March 1 and possibly March 2.

**The meeting was adjourned at 9:37 a.m. PST.**

The minutes of the meeting were approved February 12, 1997.

# COLLEGE READING AND LEARNING ASSOCIATION

## BOARD CONFERENCE CALL

Friday, January 17, 1997

### MINUTES

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**Members on-line:** Vincent Orlando, *President*; Kathy Carpenter, *President-Elect*; Patricia Mulcahy-Ernt, *Past-President*; Sylvia Mioduski, *Treasurer*; Rosalind Lee, *Secretary*.

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Vince called the meeting to order at 8:05 a.m. PST.

**1. Agenda**  
(Attachment A)

The following items were added to the agenda: positions concluding in 1997; summer institute of technology.

**Pat moved the agenda with additions be approved. Kathy seconded. PASSED.**

**2. Minutes**

The minutes of the December 9, 1996 teleconference were approved prior to this meeting using the process described in those minutes.

To reiterate, the process is:

- the draft minutes are distributed within two weeks of the meeting or sooner
- Rosalind is informed of any revisions within one week of the distribution
- a second draft is distributed within one week after that
- each Board member then contacts Vince within one week with approval or further revisions
- if an item becomes contentious, it will be discussed at the next meeting.

**3. Updates**  
*States/Regions*

Marilyn Becker, state director for Minnesota, will include members from North Dakota and South Dakota in her jurisdiction.

**PALs**

There is no report.

**CAS Meeting**

Becky Johnen was unable to attend the December CAS meeting. However, Vince has received a copy of the report that deals with certification of learning assistance personnel. He will confer with David Arendale, National Association for Developmental Education (NADE) president, on the best way to present a reaction to the paper.

***Board Travel***

Vince will attend the NADE conference in Denver in March as the CRLA representative. Kathy will also attend because she lives nearby. Since there will be a meeting of the (informally named) American Council of Developmental Education Associations (ACDEA) during this conference, it will be advantageous for both Vince, as President, and Kathy, as President-Elect, to attend.

Pat moved that up to \$500 be approved for Kathy to attend the NADE conference and the ACDEA meeting. Sylvia seconded. **PASSED.**

Note that Vince's expenses to attend the conference are already covered.  
Sylvia will send Vince the CRLA display board and the Tempe Conference display board.

***1997 Sacramento Conference  
Newsletter***

The Call for Proposals for the Sacramento conference is in the upcoming edition of the *Newsletter*. Since the *Newsletter* will reach members close to the deadline date for proposal submission, Kathy will speak to Roz Bethke, Editor, and Pat Jonason, overseer of proposals, about extending the due date.

**NB:** The extended due date is **March 19, 1997.**

***Keynote***

Vince Tinto, retention guru from Syracuse, New York, has agreed to give the keynote address at the conference. His fee will be \$2000 plus expenses. He may preside at a roundtable or give another presentation during the regular session time slots. He plans to attend the conference from Wednesday to Friday and would like to meet with the Board possibly on Wednesday evening.

Kathy worked with Gretchen Starks-Martin to procure him as our keynote speaker.

***Program Highlights***

Vicki Papineau, Workplace Literacy SIG leader, has suggested someone from the National Center for Research in Vocational Education (NCRVE) for an institute.

Program changes being considered are having state/regional meetings from 10:45 am to 11:45 am on Thursday after the keynote. This time change from late Friday afternoon will give the states/regions a more inviting time slot and therefore a higher profile.

Kathy is working with Pat Jonason, SIG Coordinator, on arranging SIG meal functions. Suggestions under consideration are Thursday breakfast - served by the hotel, Thursday breakfast - buy your own, Thursday supper - buy your own.

The conference will end Saturday night with a banquet and there will be no institutes on Sunday. Kathy will bring a draft conference schedule to our board meeting in February.

*Invited Institute*

There will be an invited institute on orientation classes given by Robert M. Sherfield of Nevada, one of the authors of *Cornerstone: Building on Your Best*. It will be sponsored by publisher Allyn & Bacon.

*Computer Availability*

Tom Dayton has secured a commitment from American River College to supply three complete labs for computer institutes during the conference. This gives us the opportunity to have institutes in the morning and the afternoon. His school has also suggested favourable transportation costs for trips from the hotel to his school for the institutes and a potential campus tour (during which there will be a luncheon available from the cooking school of the college - yum!)

*Renewal Letter*

Sylvia reported the renewal letters had been sent December 29, 1996 using bulk mail.

*Special Interest Groups (SIGs)*

There is no leader for the Critical Thinking SIG at this time.

Pat Jonason and Patti Dozen seem to be communicating with each other, in accordance with their shared position as SIG co-coordinators.

*Elections*  
(Attachment B)

The election ballots have been mailed and the results should be known by the time the Board meets in Sacramento. The slate for President-Elect is **Jo Berger** and **Mike O'Hear**; the slate for Secretary is **Marilyn Broughton** and **Lorraine Dreiblatt**.

*Journal of College Reading and Learning*  
(Attachments C, D, E, F, G)

Jim Bell, Editor, has distributed to the Executive Board and the Editorial Advisory Board copies of the forms he has developed, requesting feedback. These forms include JCRL promotional flyers, reviewer forms and manuscript tracking. We will give individual feedback to Vince who will forward our collective feedback to Jim.

*Past-Treasurer Close-Out*

Sandra Evans, past Treasurer, needs some questions answered.

*Albuquerque Registration Forms*

Where should the Albuquerque conference registration forms go? To Rosalind, who will use them to answer questions regarding whether 1997 memberships were paid with the conference fee. She will also use them to update information on the lifetime members who attended the conference.

*Comparative Phone Rates*

What should be done about the EXCEL phone line in Sandra's abode? The Board switched from AT&T to EXCEL to reduce phone expenses. However, Sandra had to have a separate phone line put into her house for the reduced rate. Another disadvantage is that EXCEL cannot handle conference calls. Vince will negotiate with AT&T to see if they will match EXCEL's price.

*Certificate of Deposit (CD)*

What's the safest way to transfer the CD? Sandra will send the CD to Sylvia by registered mail as soon as it matures.

*Sandra's MAC*

What should she do with the MAC laptop? Sylvia will take it.

*Closing out the Accounts*

Should she close out the financial accounts with Richard Holdredge (who is familiar with the accounting program) first? No, Sylvia will use the computer wizards at her school to help close out the financial material on the computer.

*Final Albuquerque Financial Report*

The final financial report for the Albuquerque conference will be completed by February 15. The Board will have it in hand during the meetings in Sacramento.

**4. Old Business**

*Web Sites Updating*

Vince will update the web site to promote the Sacramento conference. He reminded us that the address, <http://www.mscd.edu/~crla/>, should appear on all CRLA publications.

The website begun by Lucy Macdonald has not been updated yet. Vince will check with her on this.

*Mailing Service Bids*

Vince will look for bids from different mailing services from various parts of the US. We should have firm bids to scrutinize during the upcoming meetings in Sacramento.

*Concluding Terms of Office*

Pat reported that the terms of office for the Parliamentarian, By-Laws Chair, and editor of the *Newsletter* conclude this year. The 1994 letter to Roz Bethke offering her the editorship stated the possibility of extension.

5. *New Business*

*Agenda for spring Sacramento meetings*

The agenda looks full. It will include:

- preliminary approval of the Sacramento conference budget. Prior to it, Kathy will be meeting with Tom Dayton to fine-tune the sub accounts. By then we will also have received Sandra Evans' final report on the Albuquerque conference.
- preliminary approval of the 1997-1998 operating budget. Pat will have state proposals and Vince will have submissions from the committee chairs and the SIGs.
- Sacramento conference discussions. Kathy will bring a draft of the registration form, a draft conference schedule. We will tour the hotel.
- analysis of the bids from mailing services.
- a "think-tank" session. We will consider the topics generated at the plenary session in Albuquerque; Vince will bring copies of the vision the 1986 CRLA Board had for CRLA in 10 years, provided by Karen Agee.

*Email Reports to the Board  
(Attachments H, I)*

The advent of electronic mail means reports to the Board are sometimes delivered through this medium. It was agreed that for archival purposes these reports would be admitted on the agenda and a paper copy would be generated as an attachment to the minutes.

Hence, the reports from Lucy Macdonald, Computer Technology SIG leader, dated October 31, 1996 and from Jim Bell, editor of the *JCRL*, dated December 7, 1996 are included with the minutes of this meeting.

*Conference Planning Packet*

Vince is developing a conference planning packet in the manner of the one used by NADE. He anticipates it to be about 30 pages. Its purpose is to guide future Presidents-Elect in planning their conference.

At present, Vince, Kathy and Pat have various pieces of the proposed kit. Vince needs the materials to make up the packet. Kathy needs them to help plan the Sacramento conference. Pat will send what she has as soon as possible to Kathy. Kathy and Vince will bring their respective components to the spring Sacramento meetings.

6. *Next Conference Call*

This will be scheduled after the Sacramento meetings.

7. *Other*

*Next Winter Institute*

Sylvia informed us that the next Winter Institute for Learning Assistance Professionals will be January 4-9, 1998 in Phoenix, AZ.



***New Summer Institute of  
Technology***

Sylvia reported that plans are firming up to present a Summer Institute of Technology for Developmental Educators at the school where Gene Beckett teaches in Ohio in August 1997. Key people presently involved are Gene Beckett, David Arendale, Frank Christ, Dave Caverly and Rick Sheets. Sylvia described the institute as definitely "not for novices."

Frank Christ had strongly urged CRLA co-sponsorship of this program with NADE. The Board concurs that this is an important venture to support. NADE has given \$1000 seed money. Sylvia will follow-up with the principals to determine the next step for CRLA involvement.

**Pat moved adjournment of the meeting at 9:37 a.m. PST.**

These minutes were approved by February 12, 1997.

**COLLEGE READING AND LEARNING ASSOCIATION**

**BOARD CONFERENCE CALL**

**Friday, January 17, 1997**

**List of Attachments to the Minutes**

- A. Agenda
- B. 1997 Election Statements for President-Elect and Secretary Nominees
- C. JCRL Promotional Flyer
- D. JCRL: Information for Authors
- E. JCRL: Guidelines for Reviews
- F. JCRL: Review Form
- G. JCRL: Manuscript Tracking
- H. Report on the Computer Technology SIG Breakfast meeting at the 1996 Albuquerque Conference
- I. JCRL Editor's Report, December 7, 1996

From orlandov@mscd.edu Thu Jan 16 16:05:29 1997  
Date: Wed, 15 Jan 1997 16:15:34 -0700 (MST)  
From: orlandov@mscd.edu  
To: rosalind@Kwantlen.BC.CA, mioduski@ccit.arizona.edu,  
carpenterk@platte.unk.edu, mulcahyp@cse.bridgeport.edu  
Subject: Agenda for Friday's Meeting

Here's the agenda. Talk to ya Friday. If you have problems getting hooked into the conference, call my sec., at 303-556-2995.

AGENDA FOR THE CRLA CONFERENCE CALL FRIDAY, JANUARY 17, 1997

1. Approval of the Agenda.
2. Minutes (December 9, 1996)  
Reminder that under our new procedure the minutes from this meeting have been approved.
3. Updates
  - a) State/Region/Chapter Update (Pat)
  - b) PALS (Becky)
  - c) CAS (Becky/Vince)
  - d) Board Travel (Board)
  - e) Sacramento Conference (Kathy)
    1. Newsletter (Pat)
    2. Keynote (*Kathy*)
    3. other
  - f) Renewal Letter (Sylvia)
  - g) SIGS (Pat/Patti)
  - h) Election (Vince)
  - i) Jim Bell (Pat)
  - j) Sandra
    1. Albuquerque Registration Forms
    2. Phone costs (Excel vs. AT&T)
    3. CD's
    4. Sandra's MAC
    5. Closing accounts
4. Old Business
  - a) Web Sites (Vince)
  - b) Mailing Service (Vince)
  - c) *CONCLUDING 1997 TERMS OF OFFICE*
5. New Business
  - a) Board meeting in Sacramento  
Budget (1997-98)
  - b) Email reports to the board - *admit in agenda paper copy?*
  - c) Conference planning packet
6. Next Conference Call
7. Other - *Summer Institute of Technology*

**Nominated for President-Elect**

**Jo Berger**



**Jo Berger**

**Present Position:** Dean, Education and Developmental Studies, Pikes Peak Community College, Colorado Springs, CO

**Related Work:** Taught Basic Writing for over 20 years; founded two Writing Centers and designed their peer tutoring programs

**Education:** Ed.D. in Higher Education, The College of William and Mary

**CRLA Involvement:** Co-founded Virginia CRLA Chapter; Director of Colorado Chapter, presented numerous times at state and local levels; Lunch with a Mentor (1996)

**Statement of Goals for CRLA:** Because my professional career has involved so many different positions in different institutions in different states, CRLA has, for years, provided a national "home" for me. I hope that the organization can continue its emphasis on professional development and congeniality while, simultaneously, becoming more politically active. Education is, almost by definition, political; as professional educators, we need, first, to increase our knowledge of political processes--at local, state, and national levels--which dictate both philosophy and funding. Next, we need to take public stands about issues which affect the organization's membership: literacy programs, welfare reform, educational issues, developmental education, and learning assistance programs. We remain silent at our own, our institutions' and our students' peril. I believe that, together, we can become a strong advocate for our students and our programs.

**Mike O'Hear**



**Mike O'Hear**

**Present Position:** Ass't Dean, Arts & Sciences; Director, Transitional Studies, Indiana University-Purdue University, Fort Wayne, ID

**Related Work:** Over 100 articles/presentations on dev. ed--also mysteries & US history; 23 years experience directing dev. ed programs; recipient Indiana Assoc. for Developmental Ed's Outstanding Service to Students Award

**Education:** Ph.D. English, Univ of Maryland, Post-doct work, reading, Univ South Carolina

**CRLA Involvement:** Member since 1976; editorial board *Journal of College Reading and Learning* 1980-86, Editor JCRL 1984-86; recipient of 1987 Outstanding Service Award, 1988 Distinguished Research Award, CRLA 1995 research grant; Presenter at numerous conferences, Lunch with a Mentor (1996) Conference Evaluations Chair (1997-)

**Statement of Goals for CRLA:** What I would bring to the table is a solid commitment to CRLA and strong problem-solving skills to help bring the organization from a difficult present to a promising future. Since my first conference in 1976, I have found CRLA to be both the friendliest and the most helpful professional group I have experienced. It has been easy at CRLA meetings to find real experts who are willing and able to offer practical advice. We must maintain this positive atmosphere as CRLA's signature and extend this personal touch throughout the year by means of our Web page and improved information flow to members. Our profession is at a critical juncture. We are clearly among the most innovative campus areas and in the forefront of attempts to improve educational quality. At the same time, we are among the most threatened areas in this era of fiscal problems. We need to establish ourselves beyond challenges through support of quality research in all areas of learning assistance and by helping members get the word out on how effective and important we are. To this end, I would emphasize collaboration with other professional organizations to make available valuable data that our members can easily access on campus and state levels.

*should  
I N for  
Indiana*

## Nominated for Secretary

Marilyn Broughton



Lorraine M. Dreiblatt



### Marilyn Broughton

Present Position: Indian River (FL) Community College, Adjunct Faculty: Writing, Public Speaking, Management, Research Paper, Police Academy  
Related Writings: Two Developmental Writing texts (in press) ,Addison, Wesley, Longman

(1997) "Assessing Initial Classroom Environments and Communicative Competence of Developmental Education Teachers," Research & Teaching in Developmental Education

Education: M.A. English, Southeastern Louisiana Univ., 1997; Ph.D. Adult Education, East Texas State, 1986; M.A. Speech Comm, Univ of Maine, 1979

CRLA Involvement: Presenter at the last five CRLA conferences including Kananaskis Symposium. Served as a "mentor" and CRLA Regional Director

Statement: Time Well Spent - Although this is the motto of a cable television network, it sums up the way I feel about CRLA. Every time I have returned from each of the last five conferences, my spirit has been refreshed and my commitment to teaching has been renewed. I attribute this to the interaction with other professionals, the exposure to new ideas and insights, and the inspiration of great speakers. CRLA has the reputation of being a worthwhile organization, and I would be honored to make whatever contributions I can to its high standards.

### Lorraine M. Dreiblatt

Present Position: Education Specialist, Private practice, Issaquah, Washington  
Other Related Work: Adjunct Faculty , Seattle Pacific University

Consultant, Washington Bar Association

Past President, Association of Professional Tutors, Seattle, WA

Education: M.Ed., Developmental Reading, University of Washington, 1978

CRLA Involvement: Member since 1986, Past President, Washington CRLA, presenter at numerous state and regional conferences including CRLA, LDA, WADE

Statement: My introduction to CRLA was the Denver conference in 1986, which was one of the most beneficial and exciting I had ever attended. I knew that I had found an organization which could provide expertise, assistance, and most importantly, comradeship. Since that time, I have been an active member of not only national, but our state association for which I served as president last year. I regard CRLA as one of my most valuable resources and would consider it an honor to serve as its secretary.

JAN 17, 1997

ATTACHMENT C

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## Join the College Reading and Learning Association

CRLA (formerly WCRLA) was officially organized in 1967 to meet the problems and challenges unique to teaching reading at the post-secondary level. CRLA has grown to include learning assistance, study skills, developmental education, and tutoring. CRLA has members from all regions in the United States, the Canadian provinces, and several European and Asian countries. CRLA members give practical application to their research and promote implementing innovative strategies to enhance student learning.

### Membership has its benefits

- ⇒ 3 issues a year of *CRLA Newsletter*
- ⇒ 2 issues a year of *Journal of College Reading and Learning*
- ⇒ reduced rates to an annual conference
- ⇒ membership in local CRLA chapters
- ⇒ optional membership in Special Interest Groups
- ⇒ and more

### Executive Board

President—Vincent Orlando  
*Metropolitan State College, Colorado*  
Secretary—Rosalind Lee  
*Kwantlen University College, British Columbia*  
Treasurer—Sylvia Mioduski  
*University of Arizona*  
Past-President—Patricia Mulcahy-Ernt  
*University of Bridgeport, Connecticut*  
President-Elect—Kathy Carpenter  
*University of Nebraska at Kearney*

### To Join

Annual memberships: Individuals: \$40 US; Institutions: \$30  
Send a check to

Sylvia Mioduski, CRLA Treasurer  
Learning Center  
University of Arizona  
Old Main, Room 129  
Tucson, AZ 85721

Make the check payable to College Reading and Learning Association.  
Include your name, institution, address, telephone number, fax number, and email address.



# Journal of College Reading and Learning

## Information for Authors

*Journal of College Reading and Learning* is a forum for current theory, research, practice, and policy related to post-secondary reading improvement and learning assistance. It prefers articles linking theory, research, or policy to practice. Research articles are welcomed. Manuscripts are particularly invited on the following topics: college reading, learning strategies and study skills, tutoring, critical thinking, computers, program administration, teaching methods, writing, and program evaluation.

Submissions will be evaluated against the following criteria:

- ◆ Relevance and importance to *JCRL* readers
- ◆ Link between theory or research or policy and practice
- ◆ Clarity of organization and vigor of style
- ◆ Adequacy of conceptual framework, appropriateness and competence of method, reasonableness of interpretations and conclusions, and originality of contribution.

## Submitting a Manuscript

Submit four copies of your manuscript plus a copy on computer disk to

Jim Bell, Editor

*Journal of College Reading and Learning*  
Learning Skills Centre

University of Northern British Columbia  
3333 University Way

Prince George, BC, Canada V2N 4Z9  
(Email: [jimb@unbc.edu](mailto:jimb@unbc.edu))

Manuscripts should follow closely the fourth edition of *Publication Manual of the American Psychological Association*. The document on the computer disk should be saved in Microsoft Word format (IBM or Mac). The disk should be clearly labeled with your name, the type of computer and software used to generate the manuscript, and the exact name of the file containing your composition. While there is no specified length for a manuscript, we recommend a maximum of 20 pages. Footnotes should be avoided. The APA-style title page should also contain your phone and fax numbers, your address, and your email address. Email is our preferred method of correspondence. Manuscripts are accepted for review with the understanding that they have not been submitted or published elsewhere.

## Review Process

Each manuscript receives a blind review by at least two readers. Typically, one reviewer has a broad general knowledge of the field, and the other has expertise in the particular topic and/or methodology of the piece. Receipt of a manuscript is acknowledged with an email message or a letter. Authors can usually expect a decision within four months. Our editorial intent is not merely to judge manuscripts but to work with writers.

# Information for Authors

## Editorial Statement

*Journal of College Reading and Learning* is a forum for current theory, research, practice, and policy related to post-secondary reading improvement and learning assistance. It prefers articles linking theory, research, or policy to practice. Research articles are welcomed. Manuscripts are particularly invited on the following topics: college reading, learning strategies and study skills, tutoring, critical thinking, computers, program administration, teaching methods, writing, and program evaluation.

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- Clarity of organization and vigor of style
- Adequacy of conceptual framework, appropriateness and competence of method, reasonableness of interpretations and conclusions, and originality of contribution.

## Submitting a Manuscript

Submit four copies of your manuscript plus a copy on computer disk to

Jim Bell, Editor

*Journal of College Reading and Learning*

Learning Skills Centre

University of Northern British Columbia

3333 University Way

Prince George, BC, Canada V2N 4Z9

(Email: [jimb@unbc.edu](mailto:jimb@unbc.edu))

Manuscripts should follow closely the fourth edition of *Publication Manual of the American Psychological Association*. The document on the computer disk should be saved in Microsoft Word format (IBM or Mac). The disk should be clearly labeled with your name, the type of computer and software used to generate the manuscript, and the exact name of the file containing your composition. While there is no specified length for a manuscript, we recommend a maximum of 20 pages. Footnotes should be avoided. The APA-style title page should also contain your phone and fax numbers, your address, and your email address. Email is our preferred method of correspondence. Manuscripts are accepted for review with the understanding that they have not been submitted or published elsewhere.

## Review Process

Each manuscript receives a blind review by at least two readers. Typically, one reviewer has a broad general knowledge of the field, and the other has expertise in the particular topic and/or methodology of the piece. Receipt of a manuscript is acknowledged with an email message or a letter. Authors can usually expect a decision within four months. Our editorial intent is not merely to judge manuscripts but to work with writers.



# Guidelines for Reviewers

(First draft. Any and all comments, suggestions for additions, and so on are welcome.)

## General

You can disqualify yourself from reviewing a manuscript. If you recognize a manuscript as a colleague's or if you do not feel you have the expertise to critique the content, tell the editor.

Manuscripts sent out for review are confidential. Do not show them to people who are not members of the Editorial Advisory Board even though the manuscripts are anonymous.

Be prompt. Notify the Editor if you think you will be unable to review the manuscript fairly quickly.

Read the manuscript right through for an initial judgment. Then reread.

## Criteria for Evaluating a Manuscript

### 1. Importance to JCRL Readers

Obviously the manuscript deals with a topic somewhat relevant to CRLA members or else the Editor would not have sent it out for review. But is it relevant to *many* readers? Is it a *substantial* piece as opposed to minor? Is it *new*, a contribution to the knowledge of our field?

### 2. Link between theory or research or policy and practice

Are the implications for practice *clear* and *detailed*, or are readers left uncertain of the implications and lacking enough information to *do* something?

### 3. Clarity of organization

Whatever organization the author has chosen, is it easy to follow? Is it appropriate for the content?

### 4. Clarity, concision, and vigor of style

A traditional, quantitative research report may use the passive voice and other conventions which do not usually lead to vigor of style, but should be clear and concise. All other genres should use a dynamic plain style: active voice, strong verbs, few strings of prepositional phrases, and no superfluous words.

5–8. These are standard criteria for critiquing research, and should need no explanation here.

## **Recommendation to the Editor**

### *Accept as is*

The manuscript may have minor copyediting errors about which there is no significant debate.

### *Accept with revisions*

This manuscript should be one of the half dozen that appears in the next issue of the *Journal*; however, the piece needs some work before it is publishable.

### *Revise and resubmit for another round of review*

If the writer makes the host of changes suggested, the manuscript will probably be accepted. This implicit understanding guards against the unfortunate practice of asking for major revisions and then, after the author has done a great deal of work, rejecting the manuscript.

### *Reject*

If possible, mention a more appropriate journal.

## **Comments for the Author(s)**

“Comments for the Author(s)” will be forwarded to the author(s) exactly as they are received. Because reviews are double-blind, do not sign comments or give any indication (e.g., naming your institution or state) of your identity. Although reviews of a particular manuscript are anonymous, all reviewers and their institutional affiliations will be listed in the *Journal* annually.

Consider the most important things first. The traditional hierarchy of concerns is

Content

Organization

Sentence Structure

Grammar, Mechanics, Punctuation, Format

In your comments to the author, address the author directly. Consider the author a colleague. Picture the writer, having done the best job possible on the composition, reading your comments. The purpose of the comments is, generally speaking, for the *Journal* to receive (note) better (note) manuscripts. Thus the comments should encourage the author to revise.

What changes need to be made, and what needs to remain the same, for the manuscript to be an interesting and useful article for *JCRL* readers? Be detailed and specific about revisions. Will the author know what you mean and have some guidance as to what to do?

Two traditional reviewing practices are not welcome. We do not want reviews which cut the author to ribbons to establish the reviewer's prowess. Nor do we want reviews which destroy manuscripts to prove the superiority of the reviewer's ideological position.

Although reviewers have considerable power, the paper is the author's. The author does not have to do anything, does not even have to send the manuscript back to *JCRL*. The review should be informed by this realization. Some examples: explain why something is a problem; suggest a solution or solutions; acknowledge some of the trade-offs a writer makes. Although the author owns the paper, the *Journal* maintains the right to accept or reject. The author's reading of the reviews should be informed by this realization.

Make major comments in the Comments to the Author(s) attachment to the Review Form; make minor comments, reactions, and corrections on the manuscript.

## **Questions to Ask When Revising "Comments for the Author(s)"**

Have I addressed the author directly?

Have I provided a summary showing that I understand—or tried seriously to understand—the author's point(s)?

Have I addressed higher order concerns before less important things?

Have I been clear about what is right, and why?

Have I been clear about what the problems are? Have I supported my contention that they are problems? Have I suggested solutions?

Are any of the comments or any of my words likely to raise the author's hackles unnecessarily?

If I have corrected the author, am I certain that I am right?

Are any of my criticisms or suggestions contradictory?

Are my recommendations to the editor congruent with my comments to the author?

Have I inadvertently revealed my identity to the author?

Is my review ready to be "published"?

# Review Form

Title and number: \_\_\_\_\_

## Criteria for evaluating a manuscript

1. Importance to *JCRL* Readers
2. Link between theory or research or policy and practice
3. Clarity of organization
4. Clarity, concision, and vigor of style
5. Adequacy of conceptual framework
6. Appropriateness and competence of method
7. Reasonableness of interpretations and conclusions
8. Originality of contribution

## Recommendation to the Editor

- \_\_\_\_\_ Accept as is  
\_\_\_\_\_ Accept with revisions.  
\_\_\_\_\_ Revise and resubmit for another round of review  
\_\_\_\_\_ Reject

## Comments for the Editor

## Comments for the Author(s) (attach)

Return to  
Jim Bell, Editor, *Journal of College Reading and Learning*  
Coordinator, Learning Skills Centre, University of Northern BC  
3333 University Way, Prince George, BC, Canada V2N 4Z9  
email: jimb@unbc.edu, phone: 250-960-6365, fax: 250-960-6330

## Readership

Three sources provide a glimpse of the readership and its interests.

### Data From Conference Evaluations

Conference evaluations returned in 1994 and 1995 reveal the following:

1. What type of position do you hold?

Instructor	229 responses
Administrator	118
All others	70

2. What is the main area of your employment?

Reading	158
Learning Assistance	142
Writing	65
Tutorial	57

No other category comes close to these.

3. In what type of institution do you work?

Two-year Junior/Community College	178
Four-year College/University	178

### Readership Survey (1996)

The Readership Survey (n = 174) distributed at the 1996 CRLA convention reveals the following:

1. Which topics would you most like to read articles about?

1. Learning strategies and study processes	100 responses
2. Reading	76
3. Critical thinking	63
4. Tutoring	62
5. Teaching methods	51
6. Cognitive psychology	43
7. Motivation	42
8. Learning styles	41
9. Computers; computer materials design	39
10. Collaborative learning	37
11. Internet	34
12. Program admin. and evaluation	33
13. Learning disabilities	31
14. Multicultural issues	29
15. National policy	27
16. Writing	26

17. Reflection on practice	26
18. Minority students	22
19. Materials evaluation	22
20. English as a second/foreign language	20
21. Distance education	20
22. Counseling and helping relationships	14
23. Neuropsychology	11
24. Mathematics	9
25. Specific groups of students	6

What should be the principal purpose of the Journal of College Reading and Learning?

To be a practitioner's journal, that is, to relate research, theory, or policy to practice — 144 responses

To be a journal of record, that is, to publish the latest and best research — 17 responses

Both of the above checked (not officially an option) — 6

One checked, but both of the options indicated in a written comment — (14)

### **Special Interest Groups**

A count of membership in CRLA Special Interest Groups (as of September 1996) reveals the following:

1. College Reading	147 members
2. Learning Assistance Center Management	136
3. Peer Tutoring	134
4. Computer Technology	72
5. Learning Disabilities	72
6. Critical Thinking	68
7. Developmental Writing	64
There are 10 other Special Interest Groups; membership ranges from 17 to 48.	

Jim Bell  
 Editor, Journal of College Reading and Learning  
 Coordinator, Learning Skills Centre  
 University of Northern BC  
 3333 University Way  
 Prince George, BC  
 Canada V2N 4Z9  
 email: [jimb@unbc.edu](mailto:jimb@unbc.edu)  
 phone: 250-960-6365  
 fax: 250-960-6330

November 1996

# Manuscript Tracking

Number:

Title:

Author(s)

Date Received:

Date Author Notified and Manuscript Sent:

Reviewer 1:

Reviewer 2:

Reviewer 3:

Dates Reviews Received:

1:

2:

3:

Decision

Date Author Notified:

-----  
Date Revision Received:

Date Sent to Reviewers Again (if necessary):

Dates Reviews Received:

1.

2.

3.

From LitLucy@aol.com Thu Jan 9 15:53:21 1997

Date: Thu, 31 Oct 1996 12:13:29 -0500

From: LitLucy@aol.com

To: pjonanson@jccnet.johnco.cc.ks.us, orlandov@mscd.edu,  
carpenterk@platte.unk.edu, mulcahyp@cse.bridgeport.edu,  
rosalind@Kwantlen.BC.CA, mioduski@ccit.arizona.edu, kgs@rci.Rutgers.EDU,  
rbethke@jccnet.johnco.cc.ks.us, pdozen@sunny.vcccd.cc.ca.us

Subject: Fwd: CRLA Computer SIG 96 conference

Editing email addresses and forwarding again.

-----  
Forwarded message:

Subj: CRLA Computer SIG 96 conference

Date: 96-10-31 11:57:42 EST

From: LitLucy

To: pjonanson@jccnet.johnco.cc.ks.us

CC: orlandov@mscd.edu, carpenterk@platte

CC: unk.edu, mulcahyp@sce.bridgeport.edu

CC: rosalind@kwantlen.bc.ca

CC: mioduski@ccit.arizona.edu

CC: kgs@gandalf.rutgers.edu

CC: rbethke@jccnet.johnco.cc.ks.us

CC: pdozen@sunny.vcccd.cc.ca.us

Report on SIG Computer/Technology Breakfast meeting:

18 attendees: 6 current members, 2 publishers, 10 new (possible) members

Goals for 96-97

1. Increase membership on LRNASST. Currently at 30%. Tarket 51%-90%.

2. Use LRNASST as "newsletter/info? distribution vehicle

3. Use CRLA WEB page- Computer SIG page for

a- links to software reviews

b- links to publishers

NOTE: the publishers pages will be hosted by Susan Halter at Delado  
CC in New Orleans, LA and the Computer SIG page will link there.

(Hidden goal to extend collaborative participation in the Computer SIG along  
the lines of distributive processing model)

Plans for Sacramento:

1. Sponsor a "round table" session in the program to reach more people.

2. Have a luncheon meeting at Sacramento.

lucy@chemek.cc.or.us

lucycrla@aol.com



From jimb@unbc.edu Wed Dec 11 16:05:45 1996  
Date: Sat, 7 Dec 1996 13:31:58 -0800 (PST)  
From: Jim Bell <jimb@unbc.edu>  
To: CRLAExecutiveBoard <carpenterk@platte.unk.edu>,  
mioduski@ccit.arizona.edu, mulcahyp@cse.bridgeport.edu,  
orlandov@mscd.edu, rosalind@Kwantlen.BC.CA  
Cc: EditorialAdvisoryBoard <76265.2466@compuserve.com>, agee@uni.edu,  
baril@quinnipiac.edu, cjs@nauvax.ucc.nau.edu,  
harringt@fa-cpacs.unomaha.edu, jimb@unbc.edu, jnhopper@uci.edu,  
joan@sdsc.uwo.ca, kgs@rci.Rutgers.EDU, kkinade@uoknor.edu,  
lucy@chemek.cc.or.us, uptonta@uwec.edu,  
Cheryl Mott <csmott@pop3.dcc.edu>  
Subject: Editor's Report Dec. 96

Editor's Report, December 7, 1996

As Editor of the Journal of College Reading and Learning, I have done the following during the first semester of my term.

1. Formed a new Editorial Advisory Board.

As recommended by the CRLA Executive, this new Editorial Advisory Board is balanced among regions, between colleges and universities, and with new and veteran reviewers.

2. Educated myself about editing an academic journal.

I read articles on editing, talked with people, and am studying copyediting.

3. Searched for an Executive Editor.

Although this is technically the organization's responsibility, I advertised at my university and at the nearby college and talked with several people in Prince George and at Albuquerque because I felt that an Executive Editor was essential.

4. Met with most of the Editorial Advisory Board at Albuquerque, and wrote up and circulated the minutes.

These minutes are the basis for future policies and procedures for the Journal.

5. Conducted a readership survey at the annual CRLA conference.

I combined this information with other data to create a description of the Journal's readers and what they are interested in reading about.

6. Promoted the Journal by setting up a booth in the publishers area at the CRLA conference.

I was at the table almost every hour the room was open. This method of promoting the Journal was, I feel, very effective because I was able to talk with potential authors.

7. Set up an email discussion of a sample article for the professional development of the Editorial Advisory Board.

I distributed an article that was submitted to a related journal; eight members of the Editorial Advisory Board have written and shared detailed reviews; and we are now discussing the reviews and working towards shared standards and practices.

8. Send out three manuscripts for review.

9. Create crucial forms:

Information for Authors

Audience

Review Form

Manuscript Tracking

Guidelines for Reviewers (draft)

Pamphlet (draft)

These will be sent to Lucy MacDonald for the CRLA web site.

10. Set up a budgeting system with the UNBC Finance department.

It will be audited as part of the normal university audit.

11. Started working on the 30th anniversary edition, recruiting case writers and people to respond to the cases.

12. Worked with the previous editor to make the smoothest possible transition.

I still do not have the 14 manuscripts recorded as being received by the Journal from January to September 1996. They may be in the mail.

Submitted by

Jim Bell

Editor, Journal of College Reading and Learning

Ph. (250) 960-6365

Learning Skills Centre

Fax (250) 960-6330

University of Northern BC

email jimb@unbc.edu

3333 University Way

Prince George, BC

Canada V2N 4Z9

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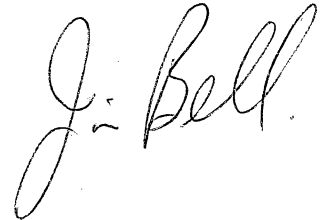
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Submitted by Jim Bell

A handwritten signature in cursive script, reading "Jim Bell". The signature is written in dark ink and is located to the right of the typed name "Submitted by Jim Bell".