

**CRLA Board Minutes  
San Antonio Hyatt  
San Antonio, Texas  
July 27, 1990**

Board Members Present:

Dee Tadlock, President; Joyce Weinsheimer, President-Elect; Becky Patterson, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Kathy Carpenter, Treasurer.

Others Present:

Carol Clymer, Frances McMurtray.

Dee Tadlock called the meeting to order at 2:35 p.m.

Dee Tadlock welcomed everyone.

Agenda approved

- I. New Items to the Agenda  
The agenda, which had been distributed prior to the meeting, was approved with the addition of the following items:  
President-elect and President positions and Learning Center Standards (Attachment A).

(M) Denise McGinty moves to approve the agenda as corrected.

(S) Carol Clymer seconds.

PASSED

April, 1990 minutes approved

- III. Approval of Minutes of April 2-7, 1990  
The minutes of board meetings held April 2-7 1990 were approved.

(M) Becky Patterson

(S) Carol Clymer

PASSED

Attachments to the minutes will no longer be mailed out to Board members. A one-page list of the attachments will be sent instead.

- III. Secretary's Report  
Denise McGinty reported that all minutes to date have been microfiched. Only the April conference minutes have not been indexed and cross-referenced. Denise asked the Board if they preferred for her to send attachments along with the minutes or whether or not a one-page listing of the attachments would suffice. The Board agreed that the listing of the attachments would work well as well as reduce the cost of copying and mailing the minutes would be reduced.

CRLA spends more than it took in for the Irvine conference.

A reconciliation form has been developed for advance funding requests.

Treasurer's books will close annually on date May 30.

#### IV. Treasurer's Report

##### A. Budget (Attachment B)

Carol reported that the organization has a CD of \$30,000 that is about to roll over. She is no longer paying bills so that the El Paso account can be closed and turned over to Kathy Carpenter. Carol will give Kathy a check while they are in San Antonio.

Carol mentioned that the bill from the Irvine Hilton Hotel was not received until June. The organization spent about \$10,000 more than it took in this last conference. Carol estimated that the conference made about \$5,000, if that. She said that the organization is not in trouble financially, just that it spent more than it took in.

Becky Patterson noted that it would be important to compare the expenses of the last two conferences so that the organization does not make similar mistakes.

Carol said that more was spent on travel. The entire hotel bill from Irvine was about \$17,000 while in Seattle it was about \$12,000.

Dee said that the newcomers reception cost \$900 and that there was too much food. She noted that in Seattle, she would tell the hotel how much she could spend and ask what they could offer for the stated amount. Also it is important to work with the hotel on meal numbers, i.e., can you change numbers up to last minute.

##### B. Bank Statement Reconciliation

Carol presented the Board with a bank statement reconciliation (Attachment C). She also presented the reconciliation form (Attachment D) that she and Gladys Shaw developed. This form will be used by any individual requesting advance funding.

##### C. Closing Books on May 30

Kathy Carpenter requested that a determined be set for closing the books. She recommended May 30 which would provide enough time after the conference for individuals to request reimbursements. The Board agreed and a motion was made.

(M) Becky Patterson move  
(S) Joyce Weinsheimer seconds

PASSED

3:40 pm Frances McMurtray entered.

D. New Budget  
(See Attachment E.) Expenses were kept the same with the changes as noted. The following discussion transpired regarding the budget.

1. Operating Budget

Dee requested that CRLA pay for her airfare to the San Antonio conference since she would be on leave of absence from her college.

Joyce requested the same amount as was budgeted for last year's President-Elect.

Denise requested that \$400 be removed from the Secretary's budget since that amount was needed to purchase a display board.

There was discussion about the confusion of the two titles of Past President and Coordinator of State/Regional Directors in the budget. The Board agreed to remove the budget section for the Past President leaving only State and Regional Coordinator.

2. General Board Expenses

The Board commented on how some of the figures in the columns did not add up to what was noted on the budget. Carol said that she would get with Gladys and work this out.

3. Journal

The Board commented on the need to develop guidelines for sending editors and other members to conferences. The Board suggested that a one-page report be submitted discussing how CRLA publicity material was distributed, the number of people contacted, the number of meetings attended and if a presentation was given, its content.

Board recommends that members travelling at CRLA expense submit a one-page report to the Board.

Motion passes that anyone, including Board members, travelling at CRLA expense must submit an itemized travel request form and a conference report.

Travel should be requested in advance and would be contingent upon meeting guidelines and the follow-up report. The Board felt that these same guidelines should be required of Board members as well.

A motion was made to have anyone travelling at CRLA expense submit an itemized travel request and conference report. The report format will be developed by the President.

(M) Kathy Carpenter moves  
(S) Becky Patterson seconds

PASSED

The Board adjourned at 4:10 pm to take a tour of the conference facilities.

The meeting was called to order at 5:10 pm.

Tours of San Antonio College and Palo Alto Community College are planned for the conference.

Walking tours of downtown San Antonio will be provided.

#### V. Site Chair Report (Frances McMurtray)

##### A. Tours

Frances commented that Southwest Texas State University has offered to have a tour of their new lab. The Board thought that San Marcos was too far for members to travel for a tour since San Antonio had numerous facilities. Frances said that San Antonio College and Palo Alto Community College in San Antonio had also offered to have tours of their facilities.

Frances said that the busses in San Antonio only need a two hour advance notification, but that all the campuses offering a tour had their own vans.

Written guidelines will be provided for walking tours for San Antonio's downtown and riverwalk regions.

Dinner on the river barge was suggested for a meal. The cost would be \$25 per person and 20 are needed to fill a barge.

##### B. Meals

The Board recommended to Frances to seek the lowest priced menus for conference meals.



Fees are increased for exhibitors to \$300 for those participating in the Texas state conference in October and \$400 for those not participating.

C. AV Equipment

Frances expressed some concern about getting equipment that was not commonly requested for presentations. She will check with IBM and Apple to see if they would be willing to lend equipment.

The Board recommended that a note be placed on the bottom of AV requests indicating which types of equipment could be provided. If a special request is made, it is up to presenter requesting to provide the equipment.

D. Exhibitors

The Hyatt charges \$100 per exhibitor. This fee covers putting skirts on exhibit tables. The Board decided CRLA would have to charge more to make money on exhibits. \$300 was recommended as the fee for those exhibitors who are at the Texas state meeting in October and \$400 for those exhibitors not there.

The Board recommended that Frances check with exhibitors to see if they want to contribute snacks or hors d'oeuvres for functions such as the newcomers' reception.

E. Academic Credit for Conference

Denise will check into credit from the University of Texas' Continuing Education.

F. Registration

Frances said that she will attempt to get the computer system that will be used for the Texas state CRLA conference in October for use at the national CRLA conference.

G. Mailing

Frances told the Board that her college will pick up costs for bulk mailing, e.g., the call to conference.

H. Roommate Service

Frances is working on a roommate service and will try to have this on the computerized registration system.

Additional information on conference presentations and institutes will be placed on the conference registration form.

Pre-conference meeting or leadership institute is suggested for State Directors.

Past-Presidents' luncheon to be opened to all past Board members.

- I. Conference Registration Form  
The Board suggested that more information about conference presentations and pre-conference institutes be included on the registration form.

A statement indicating that checks should be payable to CRLA will also be placed on this form.

VI. Past-President's Report

A. Status of States and Regions

Becky will work to communicate more with the State Directors. A pre-conference meeting or leadership institute for State Directors was discussed. Becky will write to the State Directors suggesting some options for a meeting.

Becky also discussed setting up a network for the states with similar problems.

B. Past-Presidents' Luncheon

Several Past-Presidents wanted to know if CRLA was interested in having their old books. The Board agreed that it would be difficult to store these as well as to pass them on to each new President.

The Past-Presidents suggested that the Past-Presidents' luncheon be opened to all past officers. The Board agreed that this was a good idea.

Becky suggested that the Past-Presidents might be used as an advisory board, e.g., to critique the CRLA Newsletter.

C. IRA Conference

Becky commented that the IRA conference was not worth attending since only one half of a day is devoted to colleges. She recommended that the President go to a conference in the area of his/her expertise and interest to represent CRLA. Kathy Carpenter commented that she will most likely attend the IRA conference this next year.

VII. Other Business - Titles and Names

The Board agreed that how an individual's name

and title appears on the conference nametag is  
up to the individual.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

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Denise McGinty, Secretary

**CRLA Board Minutes  
San Antonio Hyatt  
San Antonio, Texas  
July 29, 1990**

**Board Members Present:**

Dee Tadlock, President; Joyce Weinsheimer, President-Elect; Becky Patterson, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Kathy Carpenter, Treasurer.

**Others Present:**

Carol Clymer.

Dee Tadlock called the meeting to order at 8:35 a.m.

**I. Budget**

**A. MAC**

This section was eliminated since the MAC will become a SIG.

**B. Conference**

Carol commented that the amount for this was high as it reflects receipts received, not amounts paid.

Kathy said she will work on the budget report to reflect what is spent and what the organization incurs.

Board moves to accept a conference budget of \$16,075.

A motion to approve a conference budget of \$16,075 was made.

(M) Joyce Weinsheimer  
(S) Becky Patterson

**PASSED**

Board moves to accept an operating budget of \$44,215.

**C. Operating Budget**

The Board moved to accepted an operating budget of \$44,215.

(M) Becky Patterson  
(S) Joyce Weinsheimer

**PASSED**

**II. Newsletter**

**A. Confusion with the last Newsletter**

The Tutor Certification Committee Chair was left off off of the Newsletter. There were other errors made with regard to individual's names. Another error is

CRLA will advertise to fill  
position for Newsletter Editor.

that Joyce is the first President east of the  
Rockies. She is not.

Placement will need to be removed from the  
Newsletter since it is now a SIG.

#### B. New Editor

The Board discussed the possibility of having two  
editors for the Newsletter. One suggestion was  
to find an editor and have him locate someone to  
work with him. Another suggestion was to hire a  
graphic artist.

An ad will be placed for this position opening in the  
Newsletter.

Suggestions for editor were:

Sue Britain  
Jim Praeger  
Kate Sandburg  
Tom Pasternak  
Tina Egge

Dee will write to these individuals asking them if  
they are interested in applying for this position.

#### III. Proposed Survey of Expired Members (Susan Deese)

Susan has not developed the survey yet.  
The Board thought that it would be good for her  
to survey the expired members to see if there were  
problems with Oxford Mailing Service.

The Board felt that Susan needs to work on and  
complete the conference site selection before working  
on this survey.

#### IV. Hotel Contract Guidelines Report

The Board discussed whether or not three hotels  
should be presented to the Board for a choice on  
conference location. There was some concern  
expressed over the fact that the Board was not given  
other hotel options for the 1992 conference.  
The Board agreed that the site selection person  
should present three hotel choices.

#### V. Exxon Report (Carol Clymer) (Attachment I)

Carol noted that there was nothing new to report.  
Becky asked that since Carol is leaving the Board  
that she submit a report to the Board on the progress  
of this project.

The Board requests that three hotel  
choices be offered with conference  
site proposals.

Board moves to commit to a joint  
CRLA/NADE conference.

VI. Joint NADE/CRLA Conference (Attachment J)  
(Dee will mail to the Secretary)  
There will be a joint CRLA/NADE national  
conference in 1995 to be held in Seattle. Bonnie Orr  
and Dee Tadlock will be co-site chairs.

The Board felt several conditions need to be met to  
handle this joint conference.

1. Profits and expenses should be prorated based on  
expenses.
2. The start up costs should be 50/50.
3. There should be a non-members fee for attending  
the conference. Individuals will be offered NADE  
membership fee, CRLA membership fee or a non-  
member fee.
4. Conference Chairmanships will be co-sponsored  
by the organizations.
5. Proposal acceptances will be based on merit, not  
on geographic or membership status.

All activities will be joint.

A motion was made to have CRLA commit to a joint  
conference with NADE with the exception that  
conference attenders will not be required to join  
either NADE or CRLA to attend the conference.

(M) Kathy Carpenter  
(S) Becky Patterson

PASSED

#### VII. Political Action Committee

The Board felt that CRLA might better be able to  
serve its members if it were to become more  
politically active. NADE has already started an  
interest group to respond to political issues.

Dee asked that Carol Clymer become the Chair of  
a Political Action Committee. The Board suggested  
that Carol write an article for the Newsletter listing  
some of the issues as well as to solicit interest.  
Carol will work with Joyce to get something on the  
program about this issue.

The Board also felt that these issues could be  
discussed at the conference state meetings.

Another suggestion was that this issue might  
become the theme for the joint CRLA/NADE

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The Board moves to establish a Political Action Committee with Carol Clymer as the Chair.

conference.

A motion was made to establish a Political Action Committee with Carol Clymer as the Chair reporting directly to the Board. The Committee will last for one year at which time the Board will review its progress and make a decision regarding any future directions.

(M) Denise McGinty  
(S) Joyce Weinsheimer

PASSED

VIII. Other

A. Conference Meeting Date

The Board will meet on Monday, March 18, 1991.

B. NADE Consortium

The Board will wait to hear from Gladys Shaw.

The meeting was adjourned at 11:10 a.m.

Respectfully submitted,

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Denise McGinty, Secretary

**CRLA Board Minutes  
San Antonio Hyatt  
San Antonio, Texas  
July 28, 1990**

Board Members Present:

Dee Tadlock, President; Joyce Weinsheimer, President-Elect; Becky Patterson, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Kathy Carpenter, Treasurer.

Others Present:

Carol Clymer.

Dee Tadlock called the meeting to order at 8:35 a.m.

Dr. Bernice McCarthy will be the keynote speaker.

I. President-Elect

A. Conference Plans

1. Speakers

Dr. Bernice McCarthy from EXCEL will be the keynote speaker. She has written several books on learning styles. Joyce has negotiated a fee of \$1200 for her to speak. Dr. McCarthy would like to have everyone take the Kolb inventory so that her talk can be interwoven with this instrument. The cost for using this instrument will be an additional fee of \$.90 per person. The Board discussed whether or not it would be worth the additional cost.

Dr. John Roueche will be an institute speaker.

Dr. John Roueche from the University of Texas at Austin will be an institute speaker. He is willing to work with a group of fifty.

Other suggestions for institute speakers were individuals who would address multiculturalism, e.g., Jim Anderson or the Efficacy Institute or Crawford Johnson.

Conference registration fee is increased to \$50.

2. Registration

The registration fee is currently \$40 for the conference. There was a motion to increase the conference fee to \$50.

(M) Kathy Carpenter  
(S) Becky Patterson

PASSED

Banquet will be on the San Antonio River barges.

3. Banquet

Joyce raised the question as to whether or not there should be a banquet since attendance has been so low in past years. The Board recommended having the



The Board discusses having a video made about CRLA for publicity purposes.

A deadline of May 31 is established for receiving all conference and evaluation reports.

Frank Christ will hold a pre-conference institute on computers.

dinner on the barge on the San Antonio River. The dinner would be optional. The Board also suggested having mariachis play at the open bar or at the noon luncheon.

4. Newcomers

Karen Agee will organize this. The Board recommended that the President briefly introduce the Board members, Editors, SIG Coordinator, etc., so as to not interrupt the informal discussions.

Carol recommended having a video made about the organization and said that she had someone who could make it. She asked the Board to pay the airfare of this individual to the conference to film various portions of it. She recommended putting \$500 under advertising and promotion.

5. Chairpersons

Deb Harless will head the Chairpersons Committee.

6. Evaluations

Joyce will check with Jo Ann Carter-Wells to see if she will handle evaluations.

Joyce indicated a need to have conference reports and evaluations by May 31. This deadline would be presented as part of the responsibilities of this role.

B. Frank Christ Pre-conf. Institute on Computers  
Frank wants to hold two institutes on computers on Wednesday morning and afternoon. He will set up the computers and staff them. He asks only for advertising in return.

C. Airlines Contract

Joyce will check with several airlines, Continental, American, Delta, America West to determine to which airline the organization should contract. Dee recommended asking the airlines to beat the absolute lowest price.

D. Tom Pasternak's Concern re Presenter Hand-out Reimbursement

The Board agreed that it was not a good idea to reimburse presenters for handouts or waive fees for them. Usually, the presenter's institution pays for the handouts.

Joyce will look into renting a copy machine to have available at the conference or into a copying service.

The Board grants Gladys the authority to purchase money raising items.

Nominations for Long and Outstanding award.

## II. Special Interest Groups (SIGs)

No report on this since there was a death in Becky Johnen's family.

The issue arose of whether or not Placement could be a SIG. Individuals could be charged \$5 for the service. The organization would give this SIG some money upfront for it to establish. Dee will check with Becky Johnen about this.

## III. Standing Committees

### A. Awards and Scholarships (Gladys Shaw)

#### 1. Money raising (items for sale, animal auction)

Gladys and Carol are still working on determining which items the organization could order and the lowest number of items. Notepads, sticky-pads, etc. are the items being considered. Dee suggested giving Gladys authority to do what she thinks is best and to budget \$500 to get this going.

Becky will write to the State Directors asking them to bring stuffed animals representing their state.

#### 2. Criteria for Service Award and Outstanding Service Award

There was discussion about whether or not to establish criteria for these awards and whether or not Board members should be eligible for this award.

Becky will ask the State Directors to nominate individuals for the Long and Outstanding Award and suggested that this could become part of the State Directors' job description.

The Board nominated the following for the Long and Outstanding Award:

Jo Ann Carter-Wells  
Delryn Fleming  
Vince Orlando  
Sue Brown

The Board also recommended that only one award be given.

There was discussion regarding whether or not there should be levels of certificates of appreciation or a Presidential Award. The Board agreed that a Presidential Award would detract from the Long and Outstanding Award.

The Board moves to establish  
three Special Recognition Awards.

There was a motion to have no more than three  
Special Recognition Awards ( in the form of a  
plaque) given each year and to continue giving  
Certificates of Appreciation to committees and group  
members.

(M) Kathy Carpenter  
(S) Becky Patterson

PASSED

The Board recommended the following for Special  
Recognition Awards:

Wayne Herlin  
Gladys Shaw  
Frances McMurtray

\$75 was added to the Awards Budget to handle these  
new plaques.

B. Archives (Karen Smith)

Karen needs information from the State Directors.  
The Board recommended that she write an article to  
the CRLA Newsletter.

The Board wants Karen to give them direction as to  
what information in the archives should be kept and  
what should be tossed.

C. Elections

The nominations for Secretary are:  
Karen Agee and Frances McMurtray

The nominations for President-Elect are:  
Becky Johnen and Margaret Hyde

The Board was delighted with the slate for Secretary,  
but had some concerns regarding the President-Elect  
slate.

Dee informed the Board that Becky Johnen might  
need to withdraw as a candidate as there was the  
possibility of a promotion and new responsibilities  
for her at her college.

Slate for Secretary is approved.

(M) Becky Patterson moved that the slate for  
Secretary be accepted.  
(S) Kathy Carpenter

PASSED

The meeting was adjourned for lunch at 12:20 p.m.

The meeting reconvened at 1:40 p.m.

The Board moves to suggest that Margaret Hyde be considered for a position on the slate of Secretary instead of President-Elect.

Tom Gier develops a Tutor Certification Registry.

Tutor Certification rates are increased to \$50 for the initial fee and \$25 for the renewal fee.

The information that Becky Johnen might withdraw as a candidate for President-Elect and Board discussion of their unfamiliarity with Margaret Hyde as an active member in CRLA led to the following motion.

The Board suggests to the Nominating Committee that Margaret Hyde be considered for the position of Secretary with the assumption that one of the individuals running for Secretary would be willing to run for President-Elect. If both candidates running for Secretary reject the option to run for President-Elect, then the Nominating Committee should determine a new slate for President-Elect.

(M) Denise McGinty  
(S) Becky Patterson

PASSED

D. Tutor Certification (Attachment F)  
Tom Gier provided the Board with a Tutor Certification Registry and asked for input on content and presentation of it. The suggestions are noted on the Registry (Attachment F).

The Board thought it would be beneficial for the Registry to have a more professional look and will recommend this to Tom. Becky noted that money to cover the publishing would need to be placed in the Tutor Certification Committee budget. The Board also suggested charging a fee of \$5 for the Registry, for those whose programs are not certified.

The Board felt it was a good idea to have a luncheon for the Tutor Certification Committee.

The Board moved to increase the rates for Tutor Certification to:  
\$50 - initial fee  
\$25 - renewal fee

(M) Becky Patterson  
(S) Denise McGinty

Multicultural Affairs Committee  
is eliminated and reestablished as a  
SIG.

The Board moves to accept  
the offer to have its President as a  
Board member of the Institute  
for Learning Assistance Professionals.

PASSED

E. Multicultural Affairs

There was Board discussion as to whether or not to  
activate the Multicultural Affairs Committee or to  
attempt to make it a SIG. Dee will check with Becky  
Johnen about it becoming a Special Interest Group  
(SIG), especially if the Hispanic SIG is  
inactive.

There was a motion to eliminate the Multicultural  
Affairs Committee and to reestablish it as a SIG.

(M) Kathy Carpenter  
(S) Denise McGinty

PASSED

II. Old Business

A. Membership Chair (Standing Committee)

The Board felt that the key to increasing membership  
was to get Oxford Mailing Service in  
good shape. The Board said that if Oxford could  
provide the President and the Coordinator of State  
Directors/Presidents with a list of inactive members,  
then both the President and the State Directors could  
write letters to these individuals encouraging them to  
become active. Dee and Becky will work this out.

B. Dr. Donna Manske

Donna has offered to recruit for CRLA at NADE  
when it is in Nashville this year. Normally, the  
President-Elect goes to NADE. Dee will write  
Donna asking her to work the recruiting out with  
Joyce Weinsheimer.

C. Participation/Endorsement of Expanded  
Professional Development Avenues

1. Wes Brown's Proposal

There was no information available. The Board  
did discuss the possibility of Frank Christ's institute  
merging with Wes Brown's idea for a research  
institute. No action will be taken.

2. Frank Christ

Frank has asked that the President of CRLA be a  
regular member of the Board for the Institute for  
Learning Assistance Professionals.

Voting Board members fares to the annual CRLA conference will be paid.

Board moves to not reimburse for alcoholic beverages.

(M) Kathy Carpenter moved to accept this invitation.  
(S) Becky Patterson

PASSED

### 3. CRLA Travel Funding

There was Board discussion over whether or not the fares of the Board members to the CRLA conference should be covered by the organization. The Board discussed paying the fare to the summer Board meeting and then to one other conference where the Board member would be representing CRLA.

There was a motion to put additional funds in the general expenditure budget to pay for voting Board members' fares to the Board meeting at the annual CRLA conference.

(M) Kathy Carpenter  
(S) Becky Patterson

PASSED

Denise expressed concern regarding this additional expenditure in light of the fact that the organization did not make money on last year's conference. She suggested that the Board establish some limits or guidelines on amounts allotted.

Joyce noted that the organization needed to be careful and ethical about spendings. There should be consistent procedures for requesting travel reimbursement.

A motion was made by the Board to not reimburse expenditures for alcoholic beverages.

(M) Kathy Carpenter  
(S) Becky Patterson

PASSED

The Board felt that the President could use college per diem reimbursements as a guide for approving travel funding.

### D. Oxford Mailing (Attachment G)

1. Discussion of Requests Sent to Tammy Dee decided that the organization only needed quarterly reports from Oxford Mailing Service.

Subscription option to JDE and RRIDE will be placed on the CRLA membership form.

CRLA will use the report that the Oxford computer system gives rather than design a new one.

The Board felt that Oxford Mailing Service was attempting to be responsive to the organization's needs. Oxford has asked for six months to get their new structure working. Dee will write Oxford indicating their signs of improvement and will notify them of on-going problems.

Suggestions for Oxford were to have new and renewing members identified or divided into two lists.

C. JDE and RRIDE Subscription Insert

The option to subscribe to these journals will be placed on the CRLA membership form. Dee will work with the printer to clarify these journals. Dee will also talk to Barbara Calderwell about this.

D. Mary Rubin - Terminology Report  
(Attachment H)

Dee will write to Mary expressing the Board's apology that they did not intend to hurt her feelings and that the Board appreciates the work she has done. The Board looks forward to seeing the report.

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

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Denise McGinty, Secretary

**CRLA BOARD MEETING  
SUMMARY OF MINUTES  
San Antonio Hyatt  
San Antonio, Texas  
July 27-29, 1990**

Board Members Present: Dee Tadlock, President; Joyce Weinsheimer, President-Elect;  
Becky Patterson, Coordinator of State/Regional Directors;  
Denise McGinty, Secretary; Kathy Carpenter, Treasurer.

Others Present: Carol Clymer, Frances McMurtray

Date	Page	
7/27	1	1. Minutes from the April 1990 conference board meeting were approved.
7/27	1	2. Attachments to the minutes will no longer be mailed to Board members. A one-page list of the attachments will be sent instead.
7/27	2	3. Carol Clymer reported that CRLA spent more than it took in this last year for the conference. She said the organization was not in trouble financially. Also, she noted that a reconciliation form has been developed for advance funding requests.
7/27	2	4. Kathy Carpenter requested that the Treasurer's books be closed annually on May 30.
7/27	3,4	5. The Board passed a motion that anyone travelling at CRLA expense must submit an itemized travel request form and a conference report.
7/27	4	6. Tours of San Antonio College and Palo Alto Community College are planned for the 1991 conference. Walking tours of downtown San Antonio will also be provided for conference attendees.
7/27	5	7. Fees are increased for exhibitors at the 1991 CRLA conference to \$300 for those participating in the Texas state conference in October, 1990 and \$400 for those not participating.
7/27	6	8. Additional information on conference presentations and institutes will be placed on the conference registration form.
7/27	6	9. The Board suggested having a pre-conference meeting or leadership institute for State Directors.
7/27	6	10. The Past-Presidents' Luncheon will be opened to all past Board members.
7/28	1	11. Dr. Bernice McCarthy from EXCEL will be the keynote speaker in San Antonio. Dr. John Roueche will be an institute speaker.
7/28	1	12. The Board moved to raise conference registration fees to \$50.
7/28	1	13. The CRLA Banquet will be dinner on the San Antonio River barges.



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Summary of Minutes  
San Antonio Hyatt  
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| 7/28 | 2 | 14. A deadline of May 31 is established for receiving all conference and evaluation reports.   |
| 7/28 | 2 | 15. Frank Christ will hold a pre-conference institute on computers.  |
| 7/28 | 4 | 16. The Board moved to establish three Special Recognition Awards. Certificates of Appreciation will continue to be awarded.   |
| 7/28 | 5 | 17. Tom Gier has developed a Tutor Certification Registry to be given to all tutoring programs that have been certified and to be made available to others for a fee of \$5. |
| 7/28 | 5 | 18. The Board moved to increase Tutor Certification rates to \$50 for the initial fee and \$25 for renewal.  |
| 7/28 | 6 | 19. The Board moved to eliminate the Multicultural Affairs Committee and reestablish it as a Special Interest Group.   |
| 7/28 | 6 | 20. The Board moved to accept the offer to have the CRLA President as a Board member of the Institute for Learning Assistance Professionals.                                 |
| 7/28 | 7 | 21. The Board moved to pay voting Board members' fares to the annual CRLA conference.  |
| 7/28 | 8 | 22. The option to subscribe to <u>JDE</u> and/or <u>RRIDE</u> will be placed on the CRLA membership form.  |
| 7/29 | 1 | 23. The Board moved to approve a conference budget of \$16,075 and an operating budget of \$44,215 for 1990-91.  |
| 7/29 | 3 | 24. The Board moved to commit to a joint CRLA/NADE conference in Seattle in 1995.  |
| 7/29 | 4 | 25. The Board moved to establish a Political Action Committee with Carol Clymer as the Chair.  |

Respectfully submitted,

---

Denise McGinty, Secretary

September 15, 1990

Dear Colleagues:

The end is near, or at least I hope it is. Attached is a copy of the proposed manuscript which will be submitted to the Journal of College Reading and Learning to culminate our efforts and disseminate the results of the project. I have appreciated your efforts and patience as we have compiled our list.

Please read the enclosed document. Edit freely, but please do not add anything brand new. The definitions shown were those indicated as acceptable by the majority of respondents. However, I think that some of the definitions could still stand rewriting. Some new suggestions may eliminate the need for earlier choices. Also read and edit the introduction to the glossary. Be sure your name is on the list and that I have spelled it correctly. Finally, check my references. Some of you have sent quotations without providing the complete documentation. Help! please! I am asking that all input be sent to me no later than October 31. Unless there is some huge surprise, I will do the final editing and submit the manuscript by the first of December.

As we have worked on this project for the last few years, I have sometimes felt that it would never come together. I must admit a feeling of pride as I completed this revision. I think we have provided a very useful tool which will be useful to learning assistance professionals.

There were a few definitions which somehow missed the manuscript, but which deserve consideration. Please add these to the checklist as you review the definitions. If any of these terms need to be included in the final list, I will be happy to do so.

**advance organizers**

2: short introductory text or graphic material presented to a student prior to a learning experience to enable him/her to structure the knowledge and put it in perspective

**backwash**

the desirable or undesirable effect a test of particular skill has on the acquisition of that skill.

**basic skills**

2: activities such as reading, writing, calculating and reasoning that enable people to communicate and learn; considered to be essential to learning across the curriculum.

**developmental education**

delete "underprepared" from definition 1

**graphic post organizers**

definition 1 belongs with **higher level reading skills**

**learning assistance**

3: educators who translate research findings in the areas of teaching, learning and human development into programs that enable students to develop the attitudes and skills that are required for the successful achievement of their academic goals.

**power test**

a test of particular skill having no time limits.

**speed set**

a rate-of-work mind set purposefully executed to complete a task during the allotted time instead of the time the task demands.

**speeded test**

a test whose time limits do not allow all candidates to complete the test. (The degree of speededness assigned to a given test is relative to the completion rate or near completion rate of a norming population.)

**testwiseness**

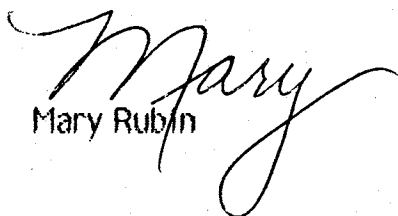
the ability to correctly answer test questions on some basis other than knowledge that the questions were designed to measure. (Ferrell, 1977)

**time-critical test**

a timed test, scored without correction for error, that encourages score-inflating testwise strategies and/or elicits a negative or interfering level of anxiety.

Once again, my thanks to you all. You will be kept informed of the status of the final manuscript and will receive a copy of the final product.

Fondly,



Mary Rubin

## **A LEARNING ASSISTANCE GLOSSARY: REPORT OF THE CRLA TASK FORCE ON PROFESSIONAL LANGUAGE FOR COLLEGE READING AND LEARNING**

In 1987, the Executive Board of Western College Reading and Learning Association (now College Reading and Learning Association or CRLA) authorized the formation of a task force to study terminology being used in the field of learning assistance and make recommendations for definitions which might be used to improve communication in the field. A coordinator was selected to form the task force during the 1987 national conference. During the first year of the task force the coordinator contacted a diverse group of professionals in the field to request their participation. An effort was made to recruit scholars, practitioners, and leaders in the area of learning assistance. That this task was seen as one of significant importance was evident from the immediate positive response of virtually every person contacted. As soon as commitments to serve were received, a list of terms to be considered for inclusion in this project was solicited from task force members. Suggestions for a name for the task force were also requested. By the end of the first year of the task force we had a name (Task Force on Professional Language for College Reading and Learning), a list of terms to study, and an excellent group of professionals to work on finding and/or writing definitions.

During the second year of the Task Force, the coordinator reviewed a variety of educational dictionaries to determine what definitions already existed. Task Force members provided input on definitions and reviewed those already in print. New terms were also added to the original list. Ways to organize the terms and philosophical positions were shared among members. The major outcome of the second year of study was that the majority of the dictionary definitions currently in print were not appropriate for college learning assistance programs, and that no consensus was to be found in the professional literature for the meanings of most of the terms. At this point we also began coordinating our efforts with NADE's (National Association for Developmental Educators) Professional Standards and Evaluation Committee chaired by Dr. Susan Clark Thayer.

The third year of the Task Force, members submitted definitions found in professional literature and created definitions to be reviewed by all Task Force members. Definitions were circulated among members, and there was much discussion of the strengths and weaknesses of the various meanings being generated. Names of contributors were not disclosed in the early stages to allow more freedom of discussion. Late in 1989, a relatively complete list of terms and definitions was compiled and authors of those terms revealed so that they could be contacted directly regarding their views on the terminology. Task Force members were given three opportunities to react to the definitions being collected, with the master list revised following each set of evaluations. Drafts of the third revision were made available to interested parties at both the CRLA and NADE conferences in the spring of 1990. Following each conference additional input was received from members of each organization.

Beginning in the summer of 1990, all of the evaluations were reviewed and definitions revised. A format for the glossary had been recommended during the CRLA Task Force report sectional, and the definitions were organized and arranged according to this format. During the fall of 1990, Task Force members were asked to edit the final list of terms and definitions for this report. The following glossary is the result of this review.

Special thanks go to the presidents of CRLA who encouraged the work of the Task Force. These include Gwyn Enright, who participated in the initial approval of the Task Force, Susan Deese, Becky Patterson, and Dee Tadlock. Also, thanks to Susan Clark-Thayer for her enthusiastic support, encouragement and assistance in keeping NADE members advised of our progress. Mary Rubin served as Task Force Coordinator. Task Force members and co-authors of this glossary include (alphabetically): Ansley Abraham, Renee Berta, Hunter Boylan, Wes Brown, Lois Burrill, Marie Byrnes, Martha Casazza, Frank Christ, Darrel Clowes, Terry Culross, Joan Davis, Janet Epstein, Marilyn Fairbanks, Mary Lou Gibson, Phoebe Helm, Wayne Herlin, Helen Jones, Gene Kerstiens, Jane Lehmann, Robert Lemelin, L. Scott Lissner, Char Mansfield, Martha Maxwell, Susan McCall, Sherrie Nist, Gladys Shaw, M. Bunk Spann, Marian Talley, Gertrude Webb, Audrey Williams, Melissa Wiseman, Nancy Wood and Ladessa Yuthas.

**DEFINITIONS PROPOSED FOR DEVELOPMENTAL EDUCATION TERMS**  
**Taskforce on Professional Language for College Reading & Learning - NCRLA**  
**Organizing Template 9/15/90**

Directions: If you agree with the definition leave it blank. If you feel the definition is inappropriate for our use or is unnecessary because a better definition is shown, mark 0. Attach any comments and return to Mary Rubin, Department of Education & Psychology, Cameron University, Lawton, OK 73505. **NOTE: \* INDICATES NEW INFORMATION/DEFINITION**

Name of person completing checklist \_\_\_\_\_ Phone # ( ) \_\_\_\_\_

Address \_\_\_\_\_

**academic competencies**  
 \*1. \_\_\_\_\_

**academic skills**  
 1. \_\_\_\_\_

**advance organizers**  
 1. \_\_\_\_\_  
 2. *from add*

**assessment**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_  
 \*3. \_\_\_\_\_

**associating**  
 \*1. \_\_\_\_\_  
 2. \_\_\_\_\_

**basic skills**  
 1. *0*  
 2. *0*

**college level**  
 1. \_\_\_\_\_

**college level students**  
 1. \_\_\_\_\_

**college reading**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

**college reading skills**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

**comprehension monitoring**  
 \*1. \_\_\_\_\_

**concentration**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

**critical reading**  
 1. \_\_\_\_\_

**critical thinking**  
 1. \_\_\_\_\_  
 \*2. \_\_\_\_\_  
 \*3. \_\_\_\_\_

**cultural literacy**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

**developmental**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

**developmental courses**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

**developmental education**  
 1. \_\_\_\_\_  
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**developmental educators**  
 1. \_\_\_\_\_  
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**developmental programs**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

**developmental reading**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

**developmental students**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

**diagnosis**  
 \*1. \_\_\_\_\_  
 2. \_\_\_\_\_

**elaborating**  
 \*1. \_\_\_\_\_  
 2. \_\_\_\_\_

**encoding**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

**evaluation**  
 \*1. \_\_\_\_\_  
 2. \_\_\_\_\_

**graphic post-organizers**  
 1. \_\_\_\_\_  
 \*2. \_\_\_\_\_

**higher level reading skills**  
 \*1. \_\_\_\_\_

**higher level thinking skills**  
 \*1. \_\_\_\_\_

**interacting with the text**  
 \*1. \_\_\_\_\_

**learning**  
 \*1. \_\_\_\_\_

**learning assistance**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

**Learning Assistance Center**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

**learning skills**  
 \*1. \_\_\_\_\_

**learning styles**  
 1. \_\_\_\_\_

**literacy**  
 1. \_\_\_\_\_

**long-term memory (LTM)**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

**lower level reading skills**  
 1. \_\_\_\_\_

**lower level thinking skills**  
 \*1. \_\_\_\_\_

**mapping**  
 \*1. \_\_\_\_\_  
 \*2. \_\_\_\_\_

**metacognition**  
 \*1. \_\_\_\_\_

**meta-comprehension**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

**motivation**  
 1. \_\_\_\_\_  
 2. \_\_\_\_\_

**networking**  
 \*1. \_\_\_\_\_

**organizational patterns**  
 1. \_\_\_\_\_

placement

\*1. \_\_\_\_\_

para-professional

\*1. \_\_\_\_\_

\*pre-professional

1. \_\_\_\_\_

pre-reading

1. \_\_\_\_\_

2. \_\_\_\_\_

reading process

1. \_\_\_\_\_

2. \_\_\_\_\_

reading strategies

\*1. \_\_\_\_\_

remedial

1. \_\_\_\_\_

remedial programs

1. \_\_\_\_\_

remedial reading  
programs

1. \_\_\_\_\_

2. \_\_\_\_\_

remedial students

1. \_\_\_\_\_

review

1. \_\_\_\_\_

scan reading

\*1. \_\_\_\_\_

scanning

\*1. \_\_\_\_\_

schemata

\*1. \_\_\_\_\_

short-term memory  
(STM)

1. \_\_\_\_\_

skill(s)

1. \_\_\_\_\_

skimming

1. \_\_\_\_\_

2. \_\_\_\_\_

\*3. \_\_\_\_\_

specialized  
vocabulary

\*1. \_\_\_\_\_

\*2. \_\_\_\_\_

speed reading

\*1. \_\_\_\_\_

strategic learning

\*1. \_\_\_\_\_

students

\*1. \_\_\_\_\_

study habits

1. \_\_\_\_\_

study reading

\*1. \_\_\_\_\_

study skills

\*1. \_\_\_\_\_

strategy

\*1. \_\_\_\_\_

study strategies

\*1. \_\_\_\_\_

studying

\*1. \_\_\_\_\_

summarize

\*1. \_\_\_\_\_

surveying

1. \_\_\_\_\_

thinking skills

1. \_\_\_\_\_

2. \_\_\_\_\_

transfer

\*1. \_\_\_\_\_

tutoring

1. \_\_\_\_\_

2. \_\_\_\_\_

visualizing

1. \_\_\_\_\_

2. \_\_\_\_\_

writing process

1. \_\_\_\_\_

**DEFINITIONS PROPOSED FOR DEVELOPMENTAL EDUCATION TERMS**  
**Taskforce on Professional Language for College Reading & Learning - WCRLA**  
**Final Draft for Editing 9/15/90**

**academic competencies**

see basic skills

**academic skills**

see basic skills

**advance organizers**

a learning strategy developed by D. Ausubel in which a passage is written to enhance the learning of other material and is presented prior to the other material. NOTE: The advance organizer may be written to draw parallels between something the reader already knows about the new material; or it may restate the new material at a different and often higher level of abstraction, generalizability and inclusiveness. (Harris & Hodges, 1981) 2. *Short introductory - - - - - perspective. (From cover letter)*

**assessment**

1: the process of applying systematic formal and informal measures and techniques used (1) to ascertain students' current competencies and abilities. 2: the act of assessing, or taking a measurement, i.e., counting, rating, estimating the amount of a skill, ability, knowledge, etc., possessed by an individual. Assessment should be as objective as possible (value-free), as opposed to EVALUATION -- which suggests that valuing has been added. Assessment does not assume, in advance, what is good, worthwhile, or desirable. In analogy to science, assessment is observation. Although objectivity is always relative, it is important to attempt to separate the measurement from the interpretation of its meaning. **COMMENTS:** Need to clarify and distinguish from diagnosis. Although some people use these terms interchangeably, diagnosis leads to a prescriptive program while assessment is broader and used to determine interests, progress, etc., placing a person on a continuum. 3: the process of determining students' weaknesses and strengths in cognitive and affective areas for the purpose of generalized placement.

**associating**

1: The process of connecting a written symbol with its meaning referent, usually a spoken word, in beginning reading. 2: The process of connecting what is presently being read to prior reading and/or experience. (Harris & Hodges, 1981)

**basic skills**

activities such as reading, writing, calculating, and reasoning that enable people to communicate and learn; considered to be essential to success in college but not always specifically taught in the regular academic curriculum. **COMMENTS:** These skills are often legally defined.

**college level**

the level of skill attainment, reasoning ability, etc., associated with/required by courses of study designed to lead to a baccalaureate degree. Also known as "transfer-level" in programs of a two-year institution.

**college level students**

those students possessing the necessary prerequisite skills, reasoning ability, etc., so that they are developmentally ready to pursue courses of study leading to a baccalaureate degree or those applicable for transfer to such a program.

**college reading**

1: any formal reading/studying instruction which occurs at a post-secondary institution where the goal is to enable students to become proficient in processing and learning college level material both visually and aurally. 2: readings students are expected to do to complete their college assignments. (textbooks in all disciplines, supplementary texts, fiction & non-fiction, library books and materials, syllabi, and other course



handouts, and examinations.) To improve college reading students need to acquire insights and strategies to improve their reading comprehension, speed, and critical skills.

### **college reading skills**

1: skills needed for reading of college reading materials including acquisition of insights and strategies to improve reading comprehension, speed, and critical skills. 2: those basic reading skills which are required to decode, comprehend, analyze, and criticize information contained in college level textbooks. Inherent in college level reading skills are rate flexibility and fluency and a broad enough vocabulary so as not to interfere with text understanding. Not necessarily included is knowledge of specific content-area vocabulary.

### **comprehension monitoring**

the active cognitive process of evaluating and regulating one's comprehension while reading (a metacognitive skill).

### **concentration**

1: ability to become absorbed in a task and continue in it despite distractions. (Page & Thomas, 1980) 2: the conscious and intensive centering or focusing attention on a limited object or aspect of an object, task or problem. (Eastridge & Price, 1969)

### **critical reading**

the process of questioning and making judgements in reading; evaluating ideas, recognizing assumptions, seeing relationships in form and content, reading analytically and distinguishing fact and opinion.

### **critical thinking**

1: the process of integrating newly acquired information with previously known information for the purpose of making judgments. 2: the process of evaluating facts, figures, and information in a logical fashion. 3: a continuum of reaching decisions and solving problems after examination and consideration of all possibilities and results.

### **cultural literacy**

1: facts, themes, ideas, and other information comprising the heritage of a given nation, culture, or ethnic group. 2: the cumulative database of knowledge a reader brings to the current reading exercise that either permits or prevents the reader from questioning, evaluating and/or associating the material at hand.

### **developmental**

1: in the normal/expected sequence of learning. Usually used in counterdistinction to accelerated and/or remedial learning. Use of the term in college education assumes/takes cognizance of the notion that there is a gap between "high school" and "college" that needs to be filled in for many students. The claim is, thus, that these students need to learn skills they have not previously been taught (in high school) and that the fault is not with their ability, but with their preparation. Compare with REMEDIAL, a term that suggests that skills have been taught, but not learned (or not learned correctly), and that, therefore, the student must be retaught. Remedial instruction may be a tool used in a developmental program. The use of the term developmental in education has its origins in psychology, which, in turn, took it from medicine. Development is defined as the process of growth, unfolding, activation, etc. Thus, expected "normal" growth is developmental. In medical terms, there can be developmental "delay," as well. 2: instruction designed to improve a student's competencies in the basic skills areas and allow increased mastery over the student's environment to facilitate effective learning and communication.

### **developmental courses**

1: any course or series of courses designed to build upon existing skills in order to prepare students for more advanced academic work. 2: any course organized according to the principles of cognitive and student development and designed to promote both affective and cognitive development.

**developmental education.**

1: a sub-discipline of the field of education concerned with improving the performance of underprepared students. 2: a field of research, teaching and practice designed to improve academic performance, 3: A process utilizing principles of developmental theory to facilitate learning.

**developmental educators**

1: educational professionals who work in programs designed to enhance the academic and personal growth of students. 2: educational professionals who employ the principles of cognitive and affective development in designing and delivering instruction.

**developmental programs**

1: an organized system for delivering instruction, academic support, and personal development activities to college students. 2: any program designed according to the principles of developmental theory for the purpose of promoting intellectual and personal growth.

**developmental reading**

1: reading instruction in which the primary purpose is to build upon existing reading skills. 2: any reading instruction at the college level that is not remedial and includes the study skills and strategic learning devices necessary to handle college level material efficiently and effectively. Most college students would find this instruction beneficial since they have not been systematically exposed to a process for studying.

**developmental students**

1: students assessed as having potential for success if appropriate educational opportunities are provided. 2: students who, while meeting college admissions requirements, are not yet fully prepared to succeed in one or more introductory courses.

**diagnosis**

1: the process of determining students' specific strengths and weaknesses in order to arrive at a particular prescription for treatment. 2: (a) the act, or result, of identifying disorders from their symptoms. NOTE: Diagnosis technically means only the identification and labeling of a disorder, but as the term is used in education, it often includes the planning of instruction based on the evaluation of the problems and consideration of their causes. There are different levels of diagnostic study, ranging from a casual observation that a student appears to be nearsighted to a clinical detection of aniseikonia; from a vague realization that a student is having difficulty in reading to an astute analysis of the process by which he gains meaning, significance, enjoyment, and value from printed sources -- R. Strang. (b) the classification of people or things into established categories, as an educational diagnosis. (c) negative diagnosis; the identification of a disorder by the recognition of what is not. A diagnosis of dyslexia is usually a negative diagnosis; i.e., there is no alternative explanation of the reading difficulty. (Harris & Hodges, 1981)

**elaborating**

1: the formation of a relationship between previously learned information and new, unfamiliar material by means of mental images or verbal elaborations, such as inferences and analogies. Anderson and Armbruster (1987) 2: (a) the process, or result, of expanding in detail or complexity a simpler object or ideas. Your theme is excellent but needs elaboration. (b) the "extra processing" one does that results in additional, related or redundant propositions, the better will be the "memory" for the material processed. -- L. Reder (1980). (Harris & Hodges, 1981)

**encoding**

1: (a) process whereby a message is transformed into signals that can be carried by a communication channel; (b) process whereby a person transforms his intention into behavior that will serve as a signal in a communication system -- usually oral or graphic language, but gestures, signs, etc., may also serve; may involve several steps; for example, a person writes a telegram (first encoding) which is in turn transformed by another into electric signals (second encoding). (Good & Thomas, 1945) 2: (a) to change a message into symbols, as encode oral language into writing; encode an idea into words, or encode a physical law into

mathematical symbols. (b) to give a deep structure to a message. Encoding starts with meaning...you start out with a message; then you assign a deep structure -- K. Goodman (1971). (Harris & Hodges, 1981)

#### **evaluation**

1: the process of establishing the utility or value of a particular activity or program. 2: the decision-making process of interpreting test/assessment results, deciding what is "good," or "good enough," "effective," etc. Thus, in EVALUATION, an important component is subjective and philosophical.

#### **graphic post-organizers**

1: those strategies that one needs to apply to text when processing material at the cognitive levels of analysis, synthesis or evaluation. 2: a visual map, outline, graph, chart, etc., that shows major concepts and relationships that were established in the text.

#### **higher level reading skills**

ability to abstract high level thinking from written text

#### **higher level thinking skills**

processing material at the cognitive levels of analysis, synthesis, or evaluation; conceptualization

#### **interacting with the text**

1: building meaning from text through predicting, questioning, evaluating and analyzing. 2: attending for comprehension of written material.

#### **learning**

acquisition by individuals of skills, information, values and attitudes (both intentionally and unintentionally), as well as demonstrated ability to apply or transfer to new situations.

#### **learning assistance**

1: supportive activities, supplementary to the regular curriculum, that promote the understanding, learning and remembering of new knowledge, remediation for prescribed entry and exit levels of academic proficiency, and the development of new skills. May provide study skills instruction, tutoring, reviews, supplemental instruction, study groups, special topic workshops, exam preparation, and various types of self-paced instruction, including computer-assisted instruction. Usually provided in a center that can be staffed with professionals, para-professionals and/or peers. 2: programs which include instruction and activities for developing learning skills ... study skills, reading, mathematics, writing, critical thinking and problem solving. Subject matter tutoring, graduate exam preparation courses and time management workshops may also be offered. CAS Standards

#### **Learning Assistance Center**

1: (a) an organized, multifaceted program providing comprehensive academic enhancement activities outside of the traditional classroom setting; (b) a centralized area wherein tutorial and study skills assistance is provided. 2: a place on campus which offers help to any student experiencing academic difficulties. Assistance is usually individualized but can be either remedial or developmental in nature; usually ancillary to a remedial and/or developmental program or course.

#### **learning skills**

methods taught or student-discovered which permit the student to achieve understanding

#### **learning styles**

(a) a combination of affective and cognitive processes and preferences governing individual approaches to the acquisition of knowledge; (b) a preference for a particular instructional methodology.

**literacy**

(a) the ability to read. (b) the ability to read and write a language, and sometimes to perform arithmetic operations. (c) the possession of reading, writing and sometimes arithmetic skills to a degree though desirable by a society. (d) competency in a technical field, as computer literacy. (Harris & Hodges, 1981)

**long-term memory (LTM)**

1: that aspect of memory lasting over a long period of time that has great capacity and has structured, or chunked, information into patterns. Long term memory occurs when a person can remember the gist of a story long after it has been read, and from that can work out the details. NOTE: LTM is assumed to develop from continued or repeated short-term memory episodes. This process may result in some telescoping or distortions of the original matter. (Harris & Hodges, 1981) 2: relatively permanent stored information which is capable of retrieval through association. (Bush & Andrews, 1980)

**lower level reading skills**

those strategies that one needs to apply to text when processing material at the cognitive levels of knowledge, comprehension or application.

**lower level thinking skills**

processing material at the cognitive levels of knowledge, comprehension or application.

**mapping**

1: a process of graphically webbing a central idea to all its parts so that one can follow their relationships and discuss, defend or disagree with them. 2: visual representation of major concepts and relationships to supporting ideas.

**metacognition**

knowing how one learns.

**metacomprehension**

1: the awareness of and conscious control over one's own understanding or lack of it. 2: the ability to analyze and monitor one's level of understanding or performance.

**motivation**

1: arousing or stimulating, in a student, an interest or inward urge to perform a task willingly and to complete it with sustained enthusiasm. (Eastridge & Price, 1969) 2: (a) psych. broadly considered, the process of arousing, sustaining and regulating activity, a concept limited to some aspect such as the energetics of behavior or purposive regulation. 3: the practical art of applying incentives and arousing interest for the purpose of causing a pupil to perform in a desired way; usually designates the act of choosing study materials of such a sort and presenting them in such a way that they appeal to the pupil's interests and cause him to attack the work at hand willingly and to complete it with sustained enthusiasm; also designates the use of various devices such as the offering of rewards or an appeal to the desire to excel. (Good & Thomas, 1945).

**networking**

purposeful collaboration of individuals with common interests and/or roles.

**organizational patterns**

the framework(s) used by an author to connect text for the purpose of effectively developing the topic of discourse.

**placement**

the assignment of a person to an appropriate course or educational program in accordance with his/her aims, capabilities, readiness, educational background, and/or aspirations. Placement can be based on previous experiences, scores on admissions or entrance tests, or tests specifically designed for placement purposes.

**para-professional**

a person who has been trained to perform specific, limited responsibilities in a Learning Center setting under the guidance of a trained professional. These responsibilities may include such activities as tutoring in a particular subject matter, monitoring progress through instructional materials, record-keeping, development of materials for use in the Learning Center, etc.

**pre-professional**

a para-professional who is enrolled in a prescribed course of studies which lead to a degree and will qualify the individual to assume full responsibility for instruction and direction of learning of students in a Learning Center or similar program.

**pre-reading**

1: a quick survey, prior to formal reading, giving specific attention to title, introductory and concluding paragraph, locating quickly the main divisions and subdivisions, not any parts set off by contrasting print, etc., find out something about the writer, review the thesis and general organization of the whole article, but no attempt at full comprehension. (Eastridge & Price, 1969) 2: the cognitive process used by a reader to gain an overview of the text and to determine how that text fits into his/her own schema.

**reading process**

1: the act of reading, involving primarily the recognition of printed symbols and the meaningful reaction of the reader to these symbols; such reaction may include the reader's interpretation, appraisal, and attitudinal responses as determined by his purposes and needs. (Good & Thomas, 1945)  
2: repertoire of strategies to construct meaning from written text; includes use of textual as well as non-textual (e.g., prior knowledge) cues.

**reading strategies**

effective techniques for abstracting comprehension from written messages.

**remedial**

instruction designed to remove a student's deficiencies in the basic entry or exit level skills at a prescribed level of proficiency in order to make him/her competitive with peers. **COMMENTS:** The assumption is that students have already been taught (or at least been exposed to learning), but that the teaching was not effective and must be repeated.

**remedial programs**

a group of courses and/or activities to help learners needing remediation to achieve basic skills in their identified deficit area.

**remedial reading programs**

1: college reading programs designed for those students who have not yet mastered the basic decoding and comprehension skills necessary to begin effectively reading college level texts. 2: specialized reading instruction for students who do not meet entry or exit levels of a prescribed proficiency.

**remedial students**

students who are required to participate in specific academic improvement courses/programs as a condition of entry to college.

**review**

reexamination of material previously presented or studied. (Good & Thomas, 1945)

**scan reading**

See scanning

**scanning**

strategy that leads the reader to rapidly peruse text to find very focused information (i.e., specific words, ideas) and to disregard any text that is not related to the focus of interest.

**schemata**

1: the pattern, plan, design or system and individual is able to discern from the available information. 2: The framework for organizing new information and relating it to existing knowledge which the individual brings to the learning situation.

**short-term memory (STM)**

limited capacity memory of short duration which dissipates with time or is replaced by new information. (Bush & Andrews, 1980)

**skill(s)**

behavior(s) that can be developed through instruction and practice.

See also specific skills as: academic, basic, higher level reading, study, thinking.

**skimming**

1: a method of rapid reading in which the reader attempts to get the general idea of the passage rather than attempt to read the complete text. (Eastridge & Price, 1969) 2: (a) a method of reading according to which the reader looks for certain items but does not read the complete text; (b) a method of reading according to which the reader attempts to get the general meaning without attention to details. (Good & Thomas, 1945) 3: a method of reading in which the reader constructs the general idea of the passage with little focus on supporting details.

**specialized vocabulary**

1: sets of words and/or phrases that are indigenous to specific disciplines. 2: names applied to concepts associated with a particular discipline or subject, e.g., chemical elements.

**speed reading**

strategies for increasing speed while reading.

**strategic learning**

the selection and application of appropriate strategies/procedures from a repertoire which can accommodate a variety of learning situations.

**students**

learners

**study habits**

a person's usual ways of applying study skills, effective or otherwise. (Harris & Hodges, 1981)

**study reading**

a student's usual way of getting meaning from what (s)he reads.

*Be consistent - Either use  
he/she or (s)he  
throughout.*

**study skills**

teacher-taught procedures thought to assist students in the process of acquiring knowledge.

**strategy**

a careful plan or method, an approach, a way of looking at something, as opposed to a specific set of skills or steps. The emphasis is on the whole and on integration. A strategy is internalized and flexible, not rigid.

**study strategies**

behaviors and procedures that, when thoughtfully and appropriately applied to learning tasks, improve the acquisition, understanding and application of knowledge and skills. May include study skills such as time management and organizational skills, regular, planned study and effective concentration, and well-developed communication skills to send and receive information in an academic setting.

**studying**

activities directed to understanding, learning material for problem-solving, acquiring knowledge, or skill development, and remembering what has been learned.

**summarize**

to condense material so that the original focus is objectively communicated and the minor details are deleted.

**surveying**

(a)n. the overview of a field to determine its status and the trends and issues surrounding it. (b)n. a sampling of individual responses to a question, topic, etc., as a survey of television use. (c)n. an overall examination of performance, as a reading survey. (d)v. to make a comprehensive overview, as survey a textbook. (Harris & Hodges, 1981)

**thinking skills**

- 1: the basic intellectual tools used for the acquisition, processing, organization and application of knowledge.
- 2: a series of strategies for improving content mastery.

**transfer**

the ability to apply, strategically and independently, learning from one situation to a new situation (for example reading or study skills to college level materials from a variety of disciplines).

**tutoring**

- 1: one-to-one instruction that explains, clarifies and exemplifies a topic and, ultimately, promotes independent learning.
- 2: (a) individual or group activities designed to supplement formalized instruction; (b) an individualized instructional technique.

**visualizing**

- 1: the process, or result, of mentally picturing objects or events that are normally experienced directly. See also imagery. (Harris & Hodges, 1981)
- 2: (VISUAL IMAGERY) the process of visually imagining how something looks from a word description. (Eastridge & Price, 1969).

**writing process**

consists of prewriting where the writer organizes thoughts and focuses the topic; writing where the ideas are initially developed in a connected text; and rewriting where the text is edited and proofread.

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**CRLA BOARD MEETING  
SUMMARY OF MINUTES  
Irvine, California  
Irvine Hilton Hotel  
April 2-7, 1990**

Board Members Present: Becky Patterson, President; Dee Tadlock, President-Elect;  
Susan Deese, Coordinator of State/Regional Directors;  
Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present: Joyce Weinsheimer, Kathy Carpenter

Date	Page	
4/2	1	1. Minutes from the August 1990 summer board meeting minutes were approved.
4/2	1	2. Denise McGinty, Secretary, indicated that all CRLA minutes to date have been microfiched and cross-referenced.
4/2	2, 3	3. Carol Clymer, Treasurer, reported that the CRLA books have been officially audited by an accounting firm. There is \$9,113.83 in checking, \$25.00 in savings and \$37,000.00 in a CD. She also noted that since she has taken on the responsibility of registration, it has been easier to work with conference expenses.
4/2	3	4. 63 certificates of appreciation were given out at this conference. The certificates went to SIG leaders, State Directors, and members of the Tutor Certification Committee.
4/2	3,4	5. Wayne Herlin will step down as <u>Newsletter</u> editor after this next year. The Board will advertise the position opening to CRLA members.
4/2	5	6. Ten Past-Presidents attended the Past-President's luncheon and discussed ways in which they could become more involved with the directions/events of CRLA.
4/2	5	7. Susan Deese indicated that state memberships have increased about 10% over the last year. She believes the increase is due to the formation of state chapters.
4/2	5	8. The Board voted Oregon as the fourth CRLA state chapter (MSP).
4/2	6	9. Susan Deese presented an updated State Directors' handbook which contains a guide to establishing state chapters, information on the Bylaws and chapters.
4/3	2	10. Conference information will be printed in the Fall <u>Newsletter</u> to accommodate those needing to request travel funds earlier in the year.
4/3	3	11. CRLA will continue to collaborate with NADE on the exchange of association mailing labels, exhibit tables, and newsletter columns.



CRLA Board Meeting  
Summary of Minutes  
Irvine, California  
Irvine Hilton  
April 2-7, 1990  
Page 2

- |     |     |   |
|-----|-----|---|
| 4/3 | 3,4 | 12. The UMKC Supplemental Instruction project will be asked to propose a regular conference presentation for the 1991 CRLA conference (MSP).  |
| 4/3 | 5   | 13. The Board will decide on the Long and Outstanding Service Awards during the summer board meeting after receiving input from CRLA members.   |
| 4/3 | 5,7 | 14. Tammy Van Voorhis will become the new president of Oxford Mailing Service as Hal McCuen retires from Oxford Mailing Service.  |
| 4/3 | 6   | 15. CRLA membership renewals will be mailed out one month prior to their expiration; notification will be given again when the membership expires.  |
| 4/3 | 8   | 16. Tom Gier, Chair of the Tutor Certification Committee, reported that 31 tutoring programs across the nation have been certified by the CRLA Tutor Certification Committee.   |
| 4/4 | 1   | 17. The dates for the Summer Board meetings in San Antonio are July 27, 28 and 29, 1990 .   |
| 4/4 | 2   | 18. The contract with the <u>Journal of Developmental Education</u> and <u>Review of Research in Developmental Education</u> will be renewed. The option to subscribe to these journals will be included in the next new CRLA membership and renewal forms (MSP). |
| 4/7 | 1   | 19. San Antonio, Texas is the 1991 CRLA conference site. Conference dates are March 20-23. Frances McMurtray is the On-Site Chair.  |
| 4/7 | 2   | 20. Burlingame in San Mateo County is accepted as the 1992 conference site. Shirley Sloan will be the On-Site Chair (MSP). Conference dates are changed to Thursday through Sunday for this conference (MSP).   |
| 4/7 | 3   | 21. Karen Smith, Archivist, developed a CRLA portable display board that will be circulating among State Directors and Chapter Presidents this next year for use at their state or regional conferences.  |
| 4/7 | 4   | 22. Becky Johnen, Coordinator of Special Interest Groups, reported that there are fourteen active SIGs. Newly formed SIGs are Literacy in the Workplace, Math and International Learning.   |

Respectfully submitted,

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Denise McGinty, Secretary

**CRLA Board Minutes  
San Antonio Hyatt  
San Antonio, Texas  
July 27, 1990**

Board Members Present:

Dee Tadlock, President; Joyce Weinsheimer, President-Elect; Becky Patterson, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Kathy Carpenter, Treasurer.

Others Present:

Carol Clymer, Frances McMurtray.

Dee Tadlock called the meeting to order at 2:35 p.m.

Dee Tadlock welcomed everyone.

Agenda approved

- I. New Items to the Agenda  
The agenda, which had been distributed prior to the meeting, was approved with the addition of the following items:  
President-elect and President positions and Learning Center Standards (Attachment A).

(M) Denise McGinty moves to approve the agenda as corrected.

(S) Carol Clymer seconds.

PASSED

April, 1990 minutes approved

- III. Approval of Minutes of April 2-7, 1990  
The minutes of board meetings held April 2-7 1990 were approved.

(M) Becky Patterson

(S) Carol Clymer

PASSED

Attachments to the minutes will no longer be mailed out to Board members. A one-page list of the attachments will be sent instead.

- III. Secretary's Report  
Denise McGinty reported that all minutes to date have been microfiched. Only the April conference minutes have not been indexed and cross-referenced. Denise asked the Board if they preferred for her to send attachments along with the minutes or whether or not a one-page listing of the attachments would suffice. The Board agreed that the listing of the attachments would work well as well as reduce the cost of copying and mailing the minutes would be reduced.

CRLA spends more than it took in for the Irvine conference.

A reconciliation form has been developed for advance funding requests.

Treasurer's books will close annually on date May 30.

#### IV. Treasurer's Report

##### A. Budget (Attachment B)

Carol reported that the organization has a CD of \$30,000 that is about to roll over. She is no longer paying bills so that the El Paso account can be closed and turned over to Kathy Carpenter. Carol will give Kathy a check while they are in San Antonio.

Carol mentioned that the bill from the Irvine Hilton Hotel was not received until June. The organization spent about \$10,000 more than it took in this last conference. Carol estimated that the conference made about \$5,000, if that. She said that the organization is not in trouble financially, just that it spent more than it took in.

Becky Patterson noted that it would be important to compare the expenses of the last two conferences so that the organization does not make similar mistakes.

Carol said that more was spent on travel. The entire hotel bill from Irvine was about \$17,000 while in Seattle it was about \$12,000.

Dee said that the newcomers reception cost \$900 and that there was too much food. She noted that in Seattle, she would tell the hotel how much she could spend and ask what they could offer for the stated amount. Also it is important to work with the hotel on meal numbers, i.e., can you change numbers up to last minute.

##### B. Bank Statement Reconciliation

Carol presented the Board with a bank statement reconciliation (Attachment C). She also presented the reconciliation form (Attachment D) that she and Gladys Shaw developed. This form will be used by any individual requesting advance funding.

##### C. Closing Books on May 30

Kathy Carpenter requested that a determined *date* be set for closing the books. She recommended May 30 which would provide enough time after the conference for individuals to request reimbursements. The Board agreed and a motion was made.

(M) Becky Patterson move  
(S) Joyce Weinsheimer seconds

PASSED

3:40 pm Frances McMurtray entered.

#### D. New Budget

(See Attachment E.) Expenses were kept the same with the changes as noted. The following discussion transpired regarding the budget.

##### 1. Operating Budget

Dee requested that CRLA pay for her airfare to the San Antonio conference since she would be on leave of absence from her college.

Joyce requested the same amount as was budgeted for last year's President-Elect.

Denise requested that \$400 be removed from the Secretary's budget since that amount was needed to purchase a display board.

There was discussion about the confusion of the two titles of Past President and Coordinator of State/Regional Directors in the budget. The Board agreed to remove the budget section for the Past President leaving only State and Regional Coordinator.

##### 2. General Board Expenses

The Board commented on how some of the figures in the columns did not add up to what was noted on the budget. Carol said that she would get with Gladys and work this out.

##### 3. Journal

The Board commented on the need to develop guidelines for sending editors and other members to conferences. The Board suggested that a one-page report be submitted discussing how CRLA publicity material was distributed, the number of people contacted, the number of meetings attended and if a presentation was given, its content.

Board recommends that members travelling at CRLA expense submit a one-page report to the Board.

Motion passes that anyone, including Board members, travelling at CRLA expense must submit an itemized travel request form and a conference report.

Travel should be requested in advance and would be contingent upon meeting guidelines and the follow-up report. The Board felt that these same guidelines should be required of Board members as well.

A motion was made to have anyone travelling at CRLA expense submit an itemized travel request and conference report. The report format will be developed by the President.

(M) Kathy Carpenter moves  
(S) Becky Patterson seconds

PASSED

The Board adjourned at 4:10 pm to take a tour of the conference facilities.

The meeting was called to order at 5:10 pm.

Tours of San Antonio College and Palo Alto Community College are planned for the conference.

#### V. Site Chair Report (Frances McMurtray)

##### A. Tours

Frances commented that Southwest Texas State University has offered to have a tour of their new lab. The Board thought that San Marcos was too far for members to travel for a tour since San Antonio had numerous facilities. Frances said that San Antonio College and Palo Alto Community College in San Antonio had also offered to have tours of their facilities.

Frances said that the busses in San Antonio only need a two hour advance notification, but that all the campuses offering a tour had their own vans.

Written guidelines will be provided for walking tours for San Antonio's downtown and riverwalk regions.

Dinner on the river barge was suggested for a meal. The cost would be \$25 per person and 20 are needed to fill a barge.

Walking tours of downtown San Antonio will be provided.

##### B. Meals

The Board recommended to Frances to seek the lowest priced menus for conference meals.

Fees are increased for exhibitors to \$300 for those participating in the Texas state conference in October and \$400 for those not participating.

C. AV Equipment

Frances expressed some concern about getting equipment that was not commonly requested for presentations. She will check with IBM and Apple to see if they would be willing to lend equipment.

The Board recommended that a note be placed on the bottom of AV requests indicating which types of equipment could be provided. If a special request is made, it is up to presenter requesting to provide the equipment.

D. Exhibitors

The Hyatt charges \$100 per exhibitor. This fee covers putting skirts on exhibit tables. The Board decided CRLA would have to charge more to make money on exhibits. \$300 was recommended as the fee for those exhibitors who are at the Texas state meeting in October and \$400 for those exhibitors not there.

The Board recommended that Frances check with exhibitors to see if they want to contribute snacks or hors d'oeuvres for functions such as the newcomers' reception.

E. Academic Credit for Conference

Denise will check into credit from the University of Texas' Continuing Education.

F. Registration

Frances said that she will attempt to get the computer system that will be used for the Texas state CRLA conference in October for use at the national CRLA conference.

G. Mailing

Frances told the Board that her college will pick up costs for bulk mailing, e.g., the call to conference.

H. Roommate Service

Frances is working on a roommate service and will try to have this on the computerized registration system.

Additional information on conference presentations and institutes will be placed on the conference registration form.

Pre-conference meeting or leadership institute is suggested for State Directors.

Past-Presidents' luncheon to be opened to all past Board members.

- I. Conference Registration Form  
The Board suggested that more information about conference presentations and pre-conference institutes be included on the registration form.

A statement indicating that checks should be payable to CRLA will also be placed on this form.

VI. Past-President's Report

A. Status of States and Regions

Becky will work to communicate more with the State Directors. A pre-conference meeting or leadership institute for State Directors was discussed. Becky will write to the State Directors suggesting some options for a meeting.

Becky also discussed setting up a network for the states with similar problems.

B. Past-Presidents' Luncheon

Several Past-Presidents wanted to know if CRLA was interested in having their old books. The Board agreed that it would be difficult to store these as well as to pass them on to each new President.

The Past-Presidents suggested that the Past-Presidents' luncheon be opened to all past officers. The Board agreed that this was a good idea.

Becky suggested that the Past-Presidents might be used as an advisory board, e.g., to critique the CRLA Newsletter.

C. IRA Conference

Becky commented that the IRA conference was not worth attending since only one half of a day is devoted to colleges. She recommended that the President go to a conference in the area of his/her expertise and interest to represent CRLA. Kathy Carpenter commented that she will most likely attend the IRA conference this next year.

VII. Other Business - Titles and Names

The Board agreed that how an individual's name

and title appears on the conference nametag is  
up to the individual.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

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Denise McGinty, Secretary



**CRLA Board Minutes  
San Antonio Hyatt  
San Antonio, Texas  
July 28, 1990**

Board Members Present:

Dee Tadlock, President; Joyce Weinsheimer, President-Elect; Becky Patterson, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Kathy Carpenter, Treasurer.

Others Present:

Carol Clymer.

Dee Tadlock called the meeting to order at 8:35 a.m.

Dr. Bernice McCarthy will be the keynote speaker.

I. President-Elect

A. Conference Plans

1. Speakers

Dr. Bernice McCarthy from EXCEL will be the keynote speaker. She has written several books on learning styles. Joyce has negotiated a fee of \$1200 for her to speak. Dr. McCarthy would like to have everyone take the Kolb inventory so that her talk can be interwoven with this instrument. The cost for using this instrument will be an additional fee of \$.90 per person. The Board discussed whether or not it would be worth the additional cost.

Dr. John Roueche will be an institute speaker.

Dr. John Roueche from the University of Texas at Austin will be an institute speaker. He is willing to work with a group of fifty.

Other suggestions for institute speakers were individuals who would address multiculturalism, e.g., Jim Anderson or the Efficacy Institute or Crawford Johnson.

Conference registration fee is increased to \$50.

2. Registration

The registration fee is currently \$40 for the conference. There was a motion to increase the conference fee to \$50.

(M) Kathy Carpenter

(S) Becky Patterson

PASSED

Banquet will be on the San Antonio River barges.

3. Banquet

Joyce raised the question as to whether or not there should be a banquet since attendance has been so low in past years. The Board recommended having the

The Board discusses having a video made about CRLA for publicity purposes.

A deadline of May 31 is established for receiving all conference and evaluation reports.

Frank Christ will hold a pre-conference institute on computers.

dinner on the barge on the San Antonio River. The dinner would be optional. The Board also suggested having mariachis play at the open bar or at the noon luncheon.

#### 4. Newcomers

Karen Agee will organize this. The Board recommended that the President briefly introduce the Board members, Editors, SIG Coordinator, etc., so as to not interrupt the informal discussions.

Carol recommended having a video made about the organization and said that she had someone who could make it. She asked the Board to pay the airfare of this individual to the conference to film various portions of it. She recommended putting \$500 under advertising and promotion.

#### 5. Chairpersons

Deb Harless will head the Chairpersons Committee.

#### 6. Evaluations

Joyce will check with Jo Ann Carter-Wells to see if she will handle evaluations.

Joyce indicated a need to have conference reports and evaluations by May 31. This deadline would be presented as part of the responsibilities of this role.

B. Frank Christ Pre-conf. Institute on Computers  
Frank wants to hold two institutes on computers on Wednesday morning and afternoon. He will set up the computers and staff them. He asks only for advertising in return.

#### C. Airlines Contract

Joyce will check with several airlines, Continental, American, Delta, America West to determine to which airline the organization should contract. Dee recommended asking the airlines to beat the absolute lowest price.

#### D. Tom Pasternak's Concern re Presenter Hand-out Reimbursement

The Board agreed that it was not a good idea to reimburse presenters for handouts or waive fees for them. Usually, the presenter's institution pays for the handouts.

Joyce will look into renting a copy machine to have available at the conference or into a copying service.

The Board grants Gladys the authority to purchase money raising items.

Nominations for Long and Outstanding award.

## II. Special Interest Groups (SIGs)

No report on this since there was a death in Becky Johnen's family. as hotel held up her report 3/18/91

The issue arose of whether or not Placement could be a SIG. Individuals could be charged \$5 for the service. The organization would give this SIG some money upfront for it to establish. Dee will check with Becky Johnen about this.

## III. Standing Committees

### A. Awards and Scholarships (Gladys Shaw)

#### 1. Money raising (items for sale, animal auction)

Gladys and Carol are still working on determining which items the organization could order and the lowest number of items. Notepads, sticky-pads, etc. are the items being considered. Dee suggested giving Gladys authority to do what she thinks is best and to budget \$500 to get this going.

Becky will write to the State Directors asking them to bring stuffed animals representing their state.

#### 2. Criteria for Service Award and Outstanding Service Award

There was discussion about whether or not to establish criteria for these awards and whether or not Board members should be eligible for this award.

Becky will ask the State Directors to nominate individuals for the Long and Outstanding Award and suggested that this could become part of the State Directors' job description.

The Board nominated the following for the Long and Outstanding Award:

Jo Ann Carter-Wells  
Delryn Fleming  
Vince Orlando  
Sue Brown

The Board also recommended that only one award be given.

There was discussion regarding whether or not there should be levels of certificates of appreciation or a Presidential Award. The Board agreed that a Presidential Award would detract from the Long and Outstanding Award.

The Board moves to establish  
three Special Recognition Awards.

There was a motion to have no more than three  
Special Recognition Awards ( in the form of a  
plaque) given each year and to continue giving  
Certificates of Appreciation to committees and group  
members.

(M) Kathy Carpenter  
(S) Becky Patterson

PASSED

The Board recommended the following for Special  
Recognition Awards:

Wayne Herlin  
Gladys Shaw  
Frances McMurtray

\$75 was added to the Awards Budget to handle these  
new plaques.

B. Archives (Karen Smith)

Karen needs information from the State Directors.  
The Board recommended that she write an article to  
the CRLA Newsletter.

The Board wants Karen to give them direction as to  
what information in the archives should be kept and  
what should be tossed.

C. Elections

The nominations for Secretary are:  
Karen Agee and Frances McMurtray

The nominations for President-Elect are:  
Becky Johnen and Margaret Hyde

The Board was delighted with the slate for Secretary,  
but had some concerns regarding the President-Elect  
slate.

Dee informed the Board that Becky Johnen might  
need to withdraw as a candidate as there was the  
possibility of a promotion and new responsibilities  
for her at her college.

Slate for Secretary is approved.

(M) Becky Patterson moved that the slate for  
Secretary be accepted.  
(S) Kathy Carpenter

PASSED

The meeting was adjourned for lunch at 12:20 p.m.

The meeting reconvened at 1:40 p.m.

The Board moves to suggest that Margaret Hyde be considered for a position on the slate of Secretary instead of President-Elect.

*Board moves that Margaret Hyde be accepted for position of Pres-Elect as info Board received was erroneous.  
(M) Cathy Carpenter  
(S) Becky Patterson  
PASSED 3/18/91*

Tom Gier develops a Tutor Certification Registry.

Tutor Certification rates are increased to \$50 for the initial fee and \$25 for the renewal fee.

The information that Becky Johnen might withdraw as a candidate for President-Elect and Board discussion of their unfamiliarity with Margaret Hyde as an active member in CRLA led to the following motion.

The Board suggests to the Nominating Committee that Margaret Hyde be considered for the position of Secretary with the assumption that one of the individuals running for Secretary would be willing to run for President-Elect. If both candidates running for Secretary reject the option to run for President-Elect, then the Nominating Committee should determine a new slate for President-Elect.

(M) Denise McGinty  
(S) Becky Patterson

PASSED

D. Tutor Certification (Attachment F)  
Tom Gier provided the Board with a Tutor Certification Registry and asked for input on content and presentation of it. The suggestions are noted on the Registry (Attachment F).

The Board thought it would be beneficial for the Registry to have a more professional look and will recommend this to Tom. Becky noted that money to cover the publishing would need to be placed in the Tutor Certification Committee budget. The Board also suggested charging a fee of \$5 for the Registry, for those whose programs are not certified.

The Board felt it was a good idea to have a luncheon for the Tutor Certification Committee.

The Board moved to increase the rates for Tutor Certification to:  
\$50 - initial fee  
\$25 - renewal fee

(M) Becky Patterson  
(S) Denise McGinty

Multicultural Affairs Committee  
is eliminated and reestablished as a  
SIG.

The Board moves to accept  
the offer to have its President as a  
Board member of the Institute  
for Learning Assistance Professionals.

PASSED

E. Multicultural Affairs

There was Board discussion as to whether or not to  
activate the Multicultural Affairs Committee or to  
attempt to make it a SIG. Dee will check with Becky  
Johnen about it becoming a Special Interest Group  
(SIG), especially if the Hispanic SIG is  
inactive.

There was a motion to eliminate the Multicultural  
Affairs Committee and to reestablish it as a SIG.

(M) Kathy Carpenter  
(S) Denise McGinty

PASSED

II. Old Business

A. Membership Chair (Standing Committee)

The Board felt that the key to increasing membership  
was to get Oxford Mailing Service in  
good shape. The Board said that if Oxford could  
provide the President and the Coordinator of State  
Directors/Presidents with a list of inactive members,  
then both the President and the State Directors could  
write letters to these individuals encouraging them to  
become active. Dee and Becky will work this out.

B. Dr. Donna Manske

Donna has offered to recruit for CRLA at NADE  
when it is in Nashville this year. Normally, the  
President-Elect goes to NADE. Dee will write  
Donna asking her to work the recruiting out with  
Joyce Weinsheimer.

C. Participation/Endorsement of Expanded  
Professional Development Avenues

1. Wes Brown's Proposal

There was no information available. The Board  
did discuss the possibility of Frank Christ's institute  
merging with Wes Brown's idea for a research  
institute. No action will be taken.

2. Frank Christ

Frank has asked that the President of CRLA be a  
regular member of the Board for the Institute for  
Learning Assistance Professionals.

Voting Board members fares to the annual CRLA conference will be paid.

Board moves to not reimburse for alcoholic beverages.

(M) Kathy Carpenter moved to accept this invitation.  
(S) Becky Patterson

PASSED

### 3. CRLA Travel Funding

There was Board discussion over whether or not the fares of the Board members to the CRLA conference should be covered by the organization. The Board discussed paying the fare to the summer Board meeting and then to one other conference where the Board member would be representing CRLA.

There was a motion to put additional funds in the general expenditure budget to pay for voting Board members' fares to the Board meeting at the annual CRLA conference.

(M) Kathy Carpenter  
(S) Becky Patterson

PASSED

Denise expressed concern regarding this additional expenditure in light of the fact that the organization did not make money on last year's conference. She suggested that the Board establish some limits or guidelines on amounts allotted.

Joyce noted that the organization needed to be careful and ethical about spendings. There should be consistent procedures for requesting travel reimbursement.

A motion was made by the Board to not reimburse expenditures for alcoholic beverages.

(M) Kathy Carpenter  
(S) Becky Patterson

PASSED

The Board felt that the President could use college per diem reimbursements as a guide for approving travel funding.

### D. Oxford Mailing (Attachment G)

1. Discussion of Requests Sent to Tammy Dee decided that the organization only needed quarterly reports from Oxford Mailing Service.

Subscription option to JDE and RRIDE will be placed on the CRLA membership form.

CRLA will use the report that the Oxford computer system gives rather than design a new one.

The Board felt that Oxford Mailing Service was attempting to be responsive to the organization's needs. Oxford has asked for six months to get their new structure working. Dee will write Oxford indicating their signs of improvement and will notify them of on-going problems.

Suggestions for Oxford were to have new and renewing members identified or divided into two lists.

C. JDE and RRIDE Subscription Insert  
The option to subscribe to these journals will be placed on the CRLA membership form. Dee will work with the printer to clarify these journals. Dee will also talk to Barbara Calderwell about this.

D. Mary Rubin - Terminology Report  
(Attachment H)  
Dee will write to Mary expressing the Board's apology that they did not intend to hurt her feelings and that the Board appreciates the work she has done. The Board looks forward to seeing the report.

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

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Denise McGinty, Secretary



**CRLA Board Minutes  
San Antonio Hyatt  
San Antonio, Texas  
July 29, 1990**

Board Members Present:

Dee Tadlock, President; Joyce Weinsheimer, President-Elect; Becky Patterson, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Kathy Carpenter, Treasurer.

Others Present:

Carol Clymer.

Dee Tadlock called the meeting to order at 8:35 a.m.

I. Budget

A. MAC

This section was eliminated since the MAC will become a SIG.

B. Conference

Carol commented that the amount for this was high as it reflects receipts received, not amounts paid.

Kathy said she will work on the budget report to reflect what is spent and what the organization incurs.

Board moves to accept a conference budget of \$16,075.

A motion to approve a conference budget of \$16,075 was made.

(M) Joyce Weinsheimer  
(S) Becky Patterson

PASSED

Board moves to accept an operating budget of \$44,215.

C. Operating Budget

The Board moved to accept an operating budget of \$44,215.

(M) Becky Patterson  
(S) Joyce Weinsheimer

PASSED

II. Newsletter

A. Confusion with the last Newsletter

The Tutor Certification Committee Chair was left off off of the Newsletter. There were other errors made with regard to individual's names. Another error is

CRLA will advertise to fill position for Newsletter Editor.

The Board requests that three hotel choices be offered with conference site proposals.

that Joyce is the first President east of the Rockies. She is not.

Placement will need to be removed from the Newsletter since it is now a SIG.

#### B. New Editor

The Board discussed the possibility of having two editors for the Newsletter. One suggestion was to find an editor and have him locate someone to work with him. Another suggestion was to hire a graphic artist.

An ad will be placed for this position opening in the Newsletter.

Suggestions for editor were:

Sue Britain  
Jim Praeger  
Kate Sandburg  
Tom Pasternak  
Tina Egge

Dee will write to these individuals asking them if they are interested in applying for this position.

#### III. Proposed Survey of Expired Members (Susan Deese)

Susan has not developed the survey yet. The Board thought that it would be good for her to survey the expired members to see if there were problems with Oxford Mailing Service.

The Board felt that Susan needs to work on and complete the conference site selection before working on this survey.

#### IV. Hotel Contract Guidelines Report

The Board discussed whether or not three hotels should be presented to the Board for a choice on conference location. There was some concern expressed over the fact that the Board was not given other hotel options for the 1992 conference. The Board agreed that the site selection person should present three hotel choices.

#### V. Exxon Report (Carol Clymer) (Attachment I)

Carol noted that there was nothing new to report. Becky asked that since Carol is leaving the Board that she submit a report to the Board on the progress of this project.

Board moves to commit to a joint  
CRLA/NADE conference.

VI. Joint NADE/CRLA Conference (Attachment J)  
(Dee will mail to the Secretary)  
There will be a joint CRLA/NADE national  
conference in 1995 to be held in Seattle. Bonnie Orr  
and Dee Tadlock will be co-site chairs.

The Board felt several conditions need to be met to  
handle this joint conference.

1. Profits and expenses should be prorated based on  
expenses.
2. The start up costs should be 50/50.
3. There should be a non-members fee for attending  
the conference. Individuals will be offered NADE  
membership fee, CRLA membership fee or a non-  
member fee.
4. Conference Chairmanships will be co-sponsored  
by the organizations.
5. Proposal acceptances will be based on merit, not  
on geographic or membership status.

All activities will be joint.

A motion was made to have CRLA commit to a joint  
conference with NADE with the exception that  
conference attenders will not be required to join  
either NADE or CRLA to attend the conference.

(M) Kathy Carpenter  
(S) Becky Patterson

PASSED

#### VII. Political Action Committee

The Board felt that CRLA might better be able to  
serve its members if it were to become more  
politically active. NADE has already started an  
interest group to respond to political issues.

Dee asked that Carol Clymer become the Chair of  
a Political Action Committee. The Board suggested  
that Carol write an article for the Newsletter listing  
some of the issues as well as to solicit interest.  
Carol will work with Joyce to get something on the  
program about this issue.

The Board also felt that these issues could be  
discussed at the conference state meetings.

Another suggestion was that this issue might  
become the theme for the joint CRLA/NADE

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San Antonio Hyatt  
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July 29, 1990  
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The Board moves to establish a Political Action Committee with Carol Clymer as the Chair.

conference.

A motion was made to establish a Political Action Committee with Carol Clymer as the Chair reporting directly to the Board. The Committee will last for one year at which time the Board will review its progress and make a decision regarding any future directions.

(M) Denise McGinty  
(S) Joyce Weinsheimer

PASSED

VIII. Other

A. Conference Meeting Date

The Board will meet on Monday, March 18, 1991.

B. NADE Consortium

The Board will wait to hear from Gladys Shaw.

The meeting was adjourned at 11:10 a.m.

Respectfully submitted,

---

Denise McGinty, Secretary

**SUMMER BOARD MEETING AGENDA  
SAN ANTONIO, TEXAS  
JULY 27-29, 1990**

**FRIDAY, JULY 27, 1990 2:30**

APPROVAL OF AGENDA

APPROVAL OF MINUTES  
Attachments

OFFICER'S REPORTS  
Secretary

Treasurer

~~Form for Oxford Mailing to use in reporting CRLA  
financial transactions~~

✓ Budget

Past-President

✓ Status of states and regions -

✓ Past-Presidents' Luncheon -

President-Elect

Conference plans

✓ Frank Christ pre-conf. institute on computers: CAI  
and telecommunication; 12 computers, help from  
Caverly, Torres, Sheets, Brown

✓ Airlines contract

✓ Tom Pasternak's concern re. presenter hand-out  
reimbursement and/or conference waiver in light of our  
large cash reserve

4:00: ✓ Site Chair Report (Francis McMurtray)  
\$100 exhibitor charge - \$100 or \$300  
roommate service  
academic credit for conference?

5:30 BREAK FOR DINNER

7:00 Reconvene if there is a need to finish any items on day's  
agenda

**SATURDAY, JULY 28, 1990 8:30 a.m.**

**SPECIAL INTEREST GROUPS**

Becky's agenda from Irvine board meeting  
association policy on support of SIGs (guidelines  
for over and above 5.00)

addition of sigs on the membership application

use of membership resources forms (SIG insert in  
brochures?)

SIG Leader update

SIG information sheet

✓ Placement as a SIG???

enhancing the SIGs

other

**STANDING COMMITTEES**

✓ Awards and Scholarships (Gladys Shaw)  
Money raising (items for Sale, animal auction)

Criteria for service award and certificates of  
appreciation (levels of certificates?? ~~Presidential~~ awards?)

Board Nomination for Long and Outstanding Service  
Award

Archivist (Karen Smith)

What should go in them? (State conference information?  
Official correspondence?)

Elections Chair (Gwyn Enright)

Tutor Certification (Tom Gier)

Multicultural Affairs

Attend board meetings

Dr. Crawford Johnson??

12:00 BREAK FOR LUNCH; RECONVENE AT 1:30

*Sue Brown*  
*Since*  
*Shen*  
*Ann Jackson*  
*50 certification*  
*55 renewal*  
*Yes*  
*John Carter Wells*  
*Gwyn Enright*

*Francis M.*  
*Wayne*  
*Gladys*  
*Cross*  
*Special*  
*Recognition*  
*Rosen Agee*  
*Francis Mcmaster*  
*Margaret Hyde*  
*Becky Johnson*  
*sect.*  
*Pres.*

## OLD BUSINESS

Membership Chair (Standing Committee??)

Duties (contrasted with Past-President Duties)

Who? Kate Sandberg

Gladys Shaw

John Wilson

*Donna*  
Dr. Manske's offer to recruit at NADE in Nashville

*State Dir.  
from Tenn.*

✓ Participation/Endorsement of expanded professional development avenues

Wes Brown's Proposal

✓ President of CRLA to be on advisory board of Institute for Learning Assistance Professionals (combine these two functions somehow???)

*Frank Christ*

✓ Adult and Adolescent Literacy Conference

✓ Oxford Mailing Service Evaluation

✓ Discussion of requests sent to Tammy (additions??)

✓ Audit of Oxford Mailing Service???

JDE and RRIIDE subscription insert

5:30 BREAK FOR DINNER

7:00

Reconvene if there is a need to finish any items on day's agenda

**SUNDAY, JULY 29 8:30 A.M.**

Report on Exxon Grant (Carol Clymer)

✓ Report on terminology (Mary Rubin) *Budget*

Newsletter

✓ Carpenter/Hancock confusion

✓ New editor (application in Newsletter?)

✓ Proposed survey of expired members (Susan Deese)

✓ Hotel Contract Guidelines Report

Joint NADE conference

*- 1995 - mid-march in Seattle  
Bonnie & Dee - Co-site chairs*

**NEW BUSINESS**

Political Action Committee (Standing committee? C. Clymer  
has volunteered)

Other

**ADJOURN AT 12:00**

*NaDe* '91 - Nashville  
'92 - Wash. D.C.  
'93 -  
'94 -  
'95 - Seattle

*Board - Mon, Mar 18<sup>th</sup> thru Sat 5:00 p.m.  
Mar. 24*



**CRLA BOARD MEETING  
SUMMARY OF MINUTES  
San Antonio Hyatt  
San Antonio, Texas  
July 27-29, 1990**

**Board Members Present:** Dee Tadlock, President; Joyce Weinsheimer, President-Elect; Becky Patterson, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Kathy Carpenter, Treasurer.

**Others Present:** Carol Clymer, Frances McMurtray

<b>Date</b>	<b>Page</b>	
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7/27	1	2. Attachments to the minutes will no longer be mailed to Board members. A one-page list of the attachments will be sent instead.
7/27	2	3. Carol Clymer reported that CRLA spent more than it took in this last year for the conference. She said the organization was not in trouble financially. Also, she noted that a reconciliation form has been developed for advance funding requests.
7/27	2	4. Kathy Carpenter requested that the Treasurer's books be closed annually on May 30.
7/27	3,4	5. The Board passed a motion that anyone travelling at CRLA expense must submit an itemized travel request form and a conference report.
7/27	4	6. Tours of San Antonio College and Palo Alto Community College are planned for the 1991 conference. Walking tours of downtown San Antonio will also be provided for conference attendees.
7/27	5	7. Fees are increased for exhibitors at the 1991 CRLA conference to \$300 for those participating in the Texas state conference in October, 1990 and \$400 for those not participating.
7/27	6	8. Additional information on conference presentations and institutes will be placed on the conference registration form.
7/27	6	9. The Board suggested having a pre-conference meeting or leadership institute for State Directors.
7/27	6	10. The Past-Presidents' Luncheon will be opened to all past Board members.
7/28	1	11. Dr. Bernice McCarthy from EXCEL will be the keynote speaker in San Antonio. Dr. John Roueche will be an institute speaker.
7/28	1	12. The Board moved to raise conference registration fees to \$50.
7/28	1	13. The CRLA Banquet will be dinner on the San Antonio River barges.

CRLA Board Meeting  
Summary of Minutes  
San Antonio Hyatt  
San Antonio, Texas  
July 27-29, 1990  
Page 2

- |      |   |  |
|------|---|--|
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| 7/28 | 2 | 15. Frank Christ will hold a pre-conference institute on computers.  |
| 7/28 | 4 | 16. The Board moved to establish three Special Recognition Awards. Certificates of Appreciation will continue to be awarded.   |
| 7/28 | 5 | 17. Tom Gier has developed a Tutor Certification Registry to be given to all tutoring programs that have been certified and to be made available to others for a fee of \$5. |
| 7/28 | 5 | 18. The Board moved to increase Tutor Certification rates to \$50 for the initial fee and \$25 for renewal.  |
| 7/28 | 6 | 19. The Board moved to eliminate the Multicultural Affairs Committee and reestablish it as a Special Interest Group.   |
| 7/28 | 6 | 20. The Board moved to accept the offer to have the CRLA President as a Board member of the Institute for Learning Assistance Professionals.                                 |
| 7/28 | 7 | 21. The Board moved to pay voting Board members' fares to the annual CRLA conference.  |
| 7/28 | 8 | 22. The option to subscribe to <u>JDE</u> and/or <u>RRIDE</u> will be placed on the CRLA membership form.  |
| 7/29 | 1 | 23. The Board moved to approve a conference budget of \$16,075 and an operating budget of \$44,215 for 1990-91.  |
| 7/29 | 3 | 24. The Board moved to commit to a joint CRLA/NADE conference in Seattle in 1995.  |
| 7/29 | 4 | 25. The Board moved to establish a Political Action Committee with Carol Clymer as the Chair.  |

Respectfully submitted,

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Denise McGinty, Secretary

**ATTACHMENTS**  
**CRLA Summer Board Meeting**  
**San Antonio Hyatt**  
**San Antonio, Texas**  
**July 27-29, 1990**

Attachment

Title

- |    |   |
|----|---|
| A. | Agenda  |
| B. | Statement of Receipts and Disbursements   |
| C. | Bank Statement Reconciliation   |
| D. | Reconciliation for Advances   |
| E. | CRLA Budget   |
| F. | CRLA Tutor Certification Registry   |
| G. | Letter to Tammy Van Voorhis (Oxford Mailing) from Dee<br>Tadlock  |
| H. | Memo from Mary Rubin, Terminology Report  |
| I. | Memo from Hunter Boylan on Exxon Research Project   |
| J. | Joint CRLA/NADE Conference (*not yet included in the<br>attachments; please request if you want one when it<br>arrives) |

**CRLA BOARD MEETING  
SUMMARY OF MINUTES  
San Antonio Hyatt  
San Antonio, Texas  
July 27-29, 1990**

**Board Members Present:** Dee Tadlock, President; Joyce Weinsheimer, President-Elect; Becky Patterson, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Kathy Carpenter, Treasurer.

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Respectfully submitted,

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Denise McGinty, Secretary

**CRLA Board Minutes  
San Antonio Hyatt  
San Antonio, Texas  
July 27, 1990**

Board Members Present:

Dee Tadlock, President; Joyce Weinsheimer, President-Elect; Becky Patterson, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Kathy Carpenter, Treasurer.

Others Present:

Carol Clymer, Frances McMurtray.

Dee Tadlock called the meeting to order at 2:35 p.m.

Dee Tadlock welcomed everyone.

Agenda approved

- I. New Items to the Agenda  
The agenda, which had been distributed prior to the meeting, was approved with the addition of the following items:  
President-elect and President positions and Learning Center Standards (Attachment A).

(M) Denise McGinty moves to approve the agenda as corrected.

(S) Carol Clymer seconds.

PASSED

April, 1990 minutes approved

- III. Approval of Minutes of April 2-7, 1990  
The minutes of board meetings held April 2-7 1990 were approved.

(M) Becky Patterson

(S) Carol Clymer

PASSED

Attachments to the minutes will no longer be mailed out to Board members. A one-page list of the attachments will be sent instead.

- III. Secretary's Report  
Denise McGinty reported that all minutes to date have been microfiched. Only the April conference minutes have not been indexed and cross-referenced. Denise asked the Board if they preferred for her to send attachments along with the minutes or whether or not a one-page listing of the attachments would suffice. The Board agreed that the listing of the attachments would work well as well as reduce the cost of copying and mailing the minutes would be reduced.

CRLA spends more than it took in for the Irvine conference.

A reconciliation form has been developed for advance funding requests.

Treasurer's books will close annually on date May 30.

#### IV. Treasurer's Report

##### A. Budget (Attachment B)

Carol reported that the organization has a CD of \$30,000 that is about to roll over. She is no longer paying bills so that the El Paso account can be closed and turned over to Kathy Carpenter. Carol will give Kathy a check while they are in San Antonio.

Carol mentioned that the bill from the Irvine Hilton Hotel was not received until June. The organization spent about \$10,000 more than it took in this last conference. Carol estimated that the conference made about \$5,000, if that. She said that the organization is not in trouble financially, just that it spent more than it took in.

Becky Patterson noted that it would be important to compare the expenses of the last two conferences so that the organization does not make similar mistakes.

Carol said that more was spent on travel. The entire hotel bill from Irvine was about \$17,000 while in Seattle it was about \$12,000.

Dee said that the newcomers reception cost \$900 and that there was too much food. She noted that in Seattle, she would tell the hotel how much she could spend and ask what they could offer for the stated amount. Also it is important to work with the hotel on meal numbers, i.e., can you change numbers up to last minute.

##### B. Bank Statement Reconciliation

Carol presented the Board with a bank statement reconciliation (Attachment C). She also presented the reconciliation form (Attachment D) that she and Gladys Shaw developed. This form will be used by any individual requesting advance funding.

##### C. Closing Books on May 30

Kathy Carpenter requested that a determined be set for closing the books. She recommended May 30 which would provide enough time after the conference for individuals to request reimbursements. The Board agreed and a motion was made.

(M) Becky Patterson move  
(S) Joyce Weinsheimer seconds

PASSED

3:40 pm Frances McMurtray entered.

#### D. New Budget

(See Attachment E.) Expenses were kept the same with the changes as noted. The following discussion transpired regarding the budget.

##### 1. Operating Budget

Dee requested that CRLA pay for her airfare to the San Antonio conference since she would be on leave of absence from her college.

Joyce requested the same amount as was budgeted for last year's President-Elect.

Denise requested that \$400 be removed from the Secretary's budget since that amount was needed to purchase a display board.

There was discussion about the confusion of the two titles of Past President and Coordinator of State/Regional Directors in the budget. The Board agreed to remove the budget section for the Past President leaving only State and Regional Coordinator.

##### 2. General Board Expenses

The Board commented on how some of the figures in the columns did not add up to what was noted on the budget. Carol said that she would get with Gladys and work this out.

##### 3. Journal

The Board commented on the need to develop guidelines for sending editors and other members to conferences. The Board suggested that a one-page report be submitted discussing how CRLA publicity material was distributed, the number of people contacted, the number of meetings attended and if a presentation was given, its content.

Board recommends that members travelling at CRLA expense submit a one-page report to the Board.



Motion passes that anyone, including Board members, travelling at CRLA expense must submit an itemized travel request form and a conference report.

Travel should be requested in advance and would be contingent upon meeting guidelines and the follow-up report. The Board felt that these same guidelines should be required of Board members as well.

A motion was made to have anyone travelling at CRLA expense submit an itemized travel request and conference report. The report format will be developed by the President.

(M) Kathy Carpenter moves  
(S) Becky Patterson seconds

PASSED

The Board adjourned at 4:10 pm to take a tour of the conference facilities.

The meeting was called to order at 5:10 pm.

Tours of San Antonio College and Palo Alto Community College are planned for the conference.

Walking tours of downtown San Antonio will be provided.

#### V. Site Chair Report (Frances McMurtray)

##### A. Tours

Frances commented that Southwest Texas State University has offered to have a tour of their new lab. The Board thought that San Marcos was too far for members to travel for a tour since San Antonio had numerous facilities. Frances said that San Antonio College and Palo Alto Community College in San Antonio had also offered to have tours of their facilities.

Frances said that the busses in San Antonio only need a two hour advance notification, but that all the campuses offering a tour had their own vans.

Written guidelines will be provided for walking tours for San Antonio's downtown and riverwalk regions.

Dinner on the river barge was suggested for a meal. The cost would be \$25 per person and 20 are needed to fill a barge.

##### B. Meals

The Board recommended to Frances to seek the lowest priced menus for conference meals.

Fees are increased for exhibitors to \$300 for those participating in the Texas state conference in October and \$400 for those not participating.

C. AV Equipment

Frances expressed some concern about getting equipment that was not commonly requested for presentations. She will check with IBM and Apple to see if they would be willing to lend equipment.

The Board recommended that a note be placed on the bottom of AV requests indicating which types of equipment could be provided. If a special request is made, it is up to presenter requesting to provide the equipment.

D. Exhibitors

The Hyatt charges \$100 per exhibitor. This fee covers putting skirts on exhibit tables. The Board decided CRLA would have to charge more to make money on exhibits. \$300 was recommended as the fee for those exhibitors who are at the Texas state meeting in October and \$400 for those exhibitors not there.

The Board recommended that Frances check with exhibitors to see if they want to contribute snacks or hors d'oeuvres for functions such as the newcomers' reception.

E. Academic Credit for Conference

Denise will check into credit from the University of Texas' Continuing Education.

F. Registration

Frances said that she will attempt to get the computer system that will be used for the Texas state CRLA conference in October for use at the national CRLA conference.

G. Mailing

Frances told the Board that her college will pick up costs for bulk mailing, e.g., the call to conference.

H. Roommate Service

Frances is working on a roommate service and will try to have this on the computerized registration system.

Additional information on conference presentations and institutes will be placed on the conference registration form.

Pre-conference meeting or leadership institute is suggested for State Directors.

Past-Presidents' luncheon to be opened to all past Board members.

I. Conference Registration Form

The Board suggested that more information about conference presentations and pre-conference institutes be included on the registration form.

A statement indicating that checks should be payable to CRLA will also be placed on this form.

VI. Past-President's Report

A. Status of States and Regions

Becky will work to communicate more with the State Directors. A pre-conference meeting or leadership institute for State Directors was discussed. Becky will write to the State Directors suggesting some options for a meeting.

Becky also discussed setting up a network for the states with similar problems.

B. Past-Presidents' Luncheon

Several Past-Presidents wanted to know if CRLA was interested in having their old books. The Board agreed that it would be difficult to store these as well as to pass them on to each new President.

The Past-Presidents suggested that the Past-Presidents' luncheon be opened to all past officers. The Board agreed that this was a good idea.

Becky suggested that the Past-Presidents might be used as an advisory board, e.g., to critique the CRLA Newsletter.

C. IRA Conference

Becky commented that the IRA conference was not worth attending since only one half of a day is devoted to colleges. She recommended that the President go to a conference in the area of his/her expertise and interest to represent CRLA. Kathy Carpenter commented that she will most likely attend the IRA conference this next year.

VII. Other Business - Titles and Names

The Board agreed that how an individual's name

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San Antonio Hyatt  
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Page 7

and title appears on the conference nametag is  
up to the individual.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

---

Denise McGinty, Secretary

**CRLA Board Minutes  
San Antonio Hyatt  
San Antonio, Texas  
July 28, 1990**

**Board Members Present:**

Dee Tadlock, President; Joyce Weinsheimer, President-Elect; Becky Patterson, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Kathy Carpenter, Treasurer.

**Others Present:**

Carol Clymer.

Dee Tadlock called the meeting to order at 8:35 a.m.

Dr. Bernice McCarthy will be the keynote speaker.

**I. President-Elect  
A. Conference Plans  
1. Speakers**

Dr. Bernice McCarthy from EXCEL will be the keynote speaker. She has written several books on learning styles. Joyce has negotiated a fee of \$1200 for her to speak. Dr. McCarthy would like to have everyone take the Kolb inventory so that her talk can be interwoven with this instrument. The cost for using this instrument will be an additional fee of \$.90 per person. The Board discussed whether or not it would be worth the additional cost.

Dr. John Roueche will be an institute speaker.

Dr. John Roueche from the University of Texas at Austin will be an institute speaker. He is willing to work with a group of fifty.

Other suggestions for institute speakers were individuals who would address multiculturalism, e.g., Jim Anderson or the Efficacy Institute or Crawford Johnson.

Conference registration fee is increased to \$50.

**2. Registration**  
The registration fee is currently \$40 for the conference. There was a motion to increase the conference fee to \$50.

(M) Kathy Carpenter  
(S) Becky Patterson

**PASSED**

Banquet will be on the San Antonio River barges.

**3. Banquet**  
Joyce raised the question as to whether or not there should be a banquet since attendance has been so low in past years. The Board recommended having the

The Board discusses having a video made about CRLA for publicity purposes.

A deadline of May 31 is established for receiving all conference and evaluation reports.

Frank Christ will hold a pre-conference institute on computers.

dinner on the barge on the San Antonio River. The dinner would be optional. The Board also suggested having mariachis play at the open bar or at the noon luncheon.

#### 4. Newcomers

Karen Agee will organize this. The Board recommended that the President briefly introduce the Board members, Editors, SIG Coordinator, etc., so as to not interrupt the informal discussions.

Carol recommended having a video made about the organization and said that she had someone who could make it. She asked the Board to pay the airfare of this individual to the conference to film various portions of it. She recommended putting \$500 under advertising and promotion.

#### 5. Chairpersons

Deb Harless will head the Chairpersons Committee.

#### 6. Evaluations

Joyce will check with Jo Ann Carter-Wells to see if she will handle evaluations.

Joyce indicated a need to have conference reports and evaluations by May 31. This deadline would be presented as part of the responsibilities of this role.

B. Frank Christ Pre-conf. Institute on Computers  
Frank wants to hold two institutes on computers on Wednesday morning and afternoon. He will set up the computers and staff them. He asks only for advertising in return.

#### C. Airlines Contract

Joyce will check with several airlines, Continental, American, Delta, America West to determine to which airline the organization should contract. Dee recommended asking the airlines to beat the absolute lowest price.

#### D. Tom Pasternak's Concern re Presenter Hand-out Reimbursement

The Board agreed that it was not a good idea to reimburse presenters for handouts or waive fees for them. Usually, the presenter's institution pays for the handouts.

Joyce will look into renting a copy machine to have available at the conference or into a copying service.

The Board grants Gladys the authority to purchase money raising items.

Nominations for Long and Outstanding award.

II. Special Interest Groups (SIGs)  
No report on this since there was a death in Becky Johnen's family.

The issue arose of whether or not Placement could be a SIG. Individuals could be charged \$5 for the service. The organization would give this SIG some money upfront for it to establish. Dee will check with Becky Johnen about this.

### III. Standing Committees

#### A. Awards and Scholarships (Gladys Shaw)

1. Money raising (items for sale, animal auction)  
Gladys and Carol are still working on determining which items the organization could order and the lowest number of items. Notepads, sticky-pads, etc. are the items being considered. Dee suggested giving Gladys authority to do what she thinks is best and to budget \$500 to get this going.

Becky will write to the State Directors asking them to bring stuffed animals representing their state.

#### 2. Criteria for Service Award and Outstanding Service Award

There was discussion about whether or not to establish criteria for these awards and whether or not Board members should be eligible for this award.

Becky will ask the State Directors to nominate individuals for the Long and Outstanding Award and suggested that this could become part of the State Directors' job description.

The Board nominated the following for the Long and Outstanding Award:

Jo Ann Carter-Wells  
Delryn Fleming  
Vince Orlando  
Sue Brown

The Board also recommended that only one award be given.

There was discussion regarding whether or not there should be levels of certificates of appreciation or a Presidential Award. The Board agreed that a Presidential Award would detract from the Long and Outstanding Award.

The Board moves to establish  
three Special Recognition Awards.

There was a motion to have no more than three  
Special Recognition Awards ( in the form of a  
plaque) given each year and to continue giving  
Certificates of Appreciation to committees and group  
members.

(M) Kathy Carpenter  
(S) Becky Patterson

PASSED

The Board recommended the following for Special  
Recognition Awards:  
Wayne Herlin  
Gladys Shaw  
Frances McMurtray

\$75 was added to the Awards Budget to handle these  
new plaques.

B. Archives (Karen Smith)  
Karen needs information from the State Directors.  
The Board recommended that she write an article to  
the CRLA Newsletter.

The Board wants Karen to give them direction as to  
what information in the archives should be kept and  
what should be tossed.

C. Elections  
The nominations for Secretary are:  
Karen Agee and Frances McMurtray

The nominations for President-Elect are:  
Becky Johnen and Margaret Hyde

The Board was delighted with the slate for Secretary,  
but had some concerns regarding the President-Elect  
slate.

Dee informed the Board that Becky Johnen might  
need to withdraw as a candidate as there was the  
possibility of a promotion and new responsibilities  
for her at her college.

Slate for Secretary is approved.

(M) Becky Patterson moved that the slate for  
Secretary be accepted.  
(S) Kathy Carpenter

PASSED



The meeting was adjourned for lunch at 12:20 p.m.

The meeting reconvened at 1:40 p.m.

The Board moves to suggest that Margaret Hyde be considered for a position on the slate of Secretary instead of President-Elect.

Tom Gier develops a Tutor Certification Registry.

Tutor Certification rates are increased to \$50 for the initial fee and \$25 for the renewal fee.

The information that Becky Johnen might withdraw as a candidate for President-Elect and Board discussion of their unfamiliarity with Margaret Hyde as an active member in CRLA led to the following motion.

The Board suggests to the Nominating Committee that Margaret Hyde be considered for the position of Secretary with the assumption that one of the individuals running for Secretary would be willing to run for President-Elect. If both candidates running for Secretary reject the option to run for President-Elect, then the Nominating Committee should determine a new slate for President-Elect.

(M) Denise McGinty  
(S) Becky Patterson

PASSED

D. Tutor Certification (Attachment F)  
Tom Gier provided the Board with a Tutor Certification Registry and asked for input on content and presentation of it. The suggestions are noted on the Registry (Attachment F).

The Board thought it would be beneficial for the Registry to have a more professional look and will recommend this to Tom. Becky noted that money to cover the publishing would need to be placed in the Tutor Certification Committee budget. The Board also suggested charging a fee of \$5 for the Registry, for those whose programs are not certified.

The Board felt it was a good idea to have a luncheon for the Tutor Certification Committee.

The Board moved to increase the rates for Tutor Certification to:  
\$50 - initial fee  
\$25 - renewal fee

(M) Becky Patterson  
(S) Denise McGinty

Multicultural Affairs Committee  
is eliminated and reestablished as a  
SIG.

The Board moves to accept  
the offer to have its President as a  
Board member of the Institute  
for Learning Assistance Professionals.

PASSED

E. Multicultural Affairs

There was Board discussion as to whether or not to  
activate the Multicultural Affairs Committee or to  
attempt to make it a SIG. Dee will check with Becky  
Johnen about it becoming a Special Interest Group  
(SIG), especially if the Hispanic SIG is  
inactive.

There was a motion to eliminate the Multicultural  
Affairs Committee and to reestablish it as a SIG.

(M) Kathy Carpenter  
(S) Denise McGinty

PASSED

II. Old Business

A. Membership Chair (Standing Committee)

The Board felt that the key to increasing membership  
was to get Oxford Mailing Service in  
good shape. The Board said that if Oxford could  
provide the President and the Coordinator of State  
Directors/Presidents with a list of inactive members,  
then both the President and the State Directors could  
write letters to these individuals encouraging them to  
become active. Dee and Becky will work this out.

B. Dr. Donna Manske

Donna has offered to recruit for CRLA at NADE  
when it is in Nashville this year. Normally, the  
President-Elect goes to NADE. Dee will write  
Donna asking her to work the recruiting out with  
Joyce Weinsheimer.

C. Participation/Endorsement of Expanded  
Professional Development Avenues

1. Wes Brown's Proposal

There was no information available. The Board  
did discuss the possibility of Frank Christ's institute  
merging with Wes Brown's idea for a research  
institute. No action will be taken.

2. Frank Christ

Frank has asked that the President of CRLA be a  
regular member of the Board for the Institute for  
Learning Assistance Professionals.

Voting Board members fares to the annual CRLA conference will be paid.

Board moves to not reimburse for alcoholic beverages.

(M) Kathy Carpenter moved to accept this invitation.  
(S) Becky Patterson

PASSED

### 3. CRLA Travel Funding

There was Board discussion over whether or not the fares of the Board members to the CRLA conference should be covered by the organization. The Board discussed paying the fare to the summer Board meeting and then to one other conference where the Board member would be representing CRLA.

There was a motion to put additional funds in the general expenditure budget to pay for voting Board members' fares to the Board meeting at the annual CRLA conference.

(M) Kathy Carpenter  
(S) Becky Patterson

PASSED

Denise expressed concern regarding this additional expenditure in light of the fact that the organization did not make money on last year's conference. She suggested that the Board establish some limits or guidelines on amounts allotted.

Joyce noted that the organization needed to be careful and ethical about spendings. There should be consistent procedures for requesting travel reimbursement.

A motion was made by the Board to not reimburse expenditures for alcoholic beverages.

(M) Kathy Carpenter  
(S) Becky Patterson

PASSED

The Board felt that the President could use college per diem reimbursements as a guide for approving travel funding.

### D. Oxford Mailing (Attachment G)

1. Discussion of Requests Sent to Tammy Dee decided that the organization only needed quarterly reports from Oxford Mailing Service.

Subscription option to JDE and RRIDE will be placed on the CRLA membership form.

CRLA will use the report that the Oxford computer system gives rather than design a new one.

The Board felt that Oxford Mailing Service was attempting to be responsive to the organization's needs. Oxford has asked for six months to get their new structure working. Dee will write Oxford indicating their signs of improvement and will notify them of on-going problems.

Suggestions for Oxford were to have new and renewing members identified or divided into two lists.

C. JDE and RRIDE Subscription Insert

The option to subscribe to these journals will be placed on the CRLA membership form. Dee will work with the printer to clarify these journals. Dee will also talk to Barbara Calderwell about this.

D. Mary Rubin - Terminology Report  
(Attachment H)

Dee will write to Mary expressing the Board's apology that they did not intend to hurt her feelings and that the Board appreciates the work she has done. The Board looks forward to seeing the report.

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

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Denise McGinty, Secretary

**CRLA Board Minutes  
San Antonio Hyatt  
San Antonio, Texas  
July 29, 1990**

**Board Members Present:**

Dee Tadlock, President; Joyce Weinsheimer, President-Elect; Becky Patterson, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Kathy Carpenter, Treasurer.

**Others Present:**

Carol Clymer.

Dee Tadlock called the meeting to order at 8:35 a.m.

**I. Budget**

**A. MAC**

This section was eliminated since the MAC will become a SIG.

**B. Conference**

Carol commented that the amount for this was high as it reflects receipts received, not amounts paid.

Kathy said she will work on the budget report to reflect what is spent and what the organization incurs.

Board moves to accept a conference budget of \$16,075.

A motion to approve a conference budget of \$16,075 was made.

(M) Joyce Weinsheimer

(S) Becky Patterson

**PASSED**

Board moves to accept an operating budget of \$44,215.

**C. Operating Budget**

The Board moved to accept an operating budget of \$44,215.

(M) Becky Patterson

(S) Joyce Weinsheimer

**PASSED**

**II. Newsletter**

**A. Confusion with the last Newsletter**

The Tutor Certification Committee Chair was left off off of the Newsletter. There were other errors made with regard to individual's names. Another error is

CRLA will advertise to fill  
position for Newsletter Editor.

The Board requests that three hotel  
choices be offered with conference  
site proposals.

that Joyce is the first President east of the  
Rockies. She is not.

Placement will need to be removed from the  
Newsletter since it is now a SIG.

#### B. New Editor

The Board discussed the possibility of having two  
editors for the Newsletter. One suggestion was  
to find an editor and have him locate someone to  
work with him. Another suggestion was to hire a  
graphic artist.

An ad will be placed for this position opening in the  
Newsletter.

Suggestions for editor were:

Sue Britain  
Jim Praeger  
Kate Sandburg  
Tom Pasternak  
Tina Egge

Dee will write to these individuals asking them if  
they are interested in applying for this position.

#### III. Proposed Survey of Expired Members (Susan Deese)

Susan has not developed the survey yet.  
The Board thought that it would be good for her  
to survey the expired members to see if there were  
problems with Oxford Mailing Service.

The Board felt that Susan needs to work on and  
complete the conference site selection before working  
on this survey.

#### IV. Hotel Contract Guidelines Report

The Board discussed whether or not three hotels  
should be presented to the Board for a choice on  
conference location. There was some concern  
expressed over the fact that the Board was not given  
other hotel options for the 1992 conference.  
The Board agreed that the site selection person  
should present three hotel choices.

#### V. Exxon Report (Carol Clymer) (Attachment I)

Carol noted that there was nothing new to report.  
Becky asked that since Carol is leaving the Board  
that she submit a report to the Board on the progress  
of this project.

Board moves to commit to a joint  
CRLA/NADE conference.

VI. Joint NADE/CRLA Conference (Attachment J)  
(Dee will mail to the Secretary)  
There will be a joint CRLA/NADE national conference in 1995 to be held in Seattle. Bonnie Orr and Dee Tadlock will be co-site chairs.

The Board felt several conditions need to be met to handle this joint conference.

1. Profits and expenses should be prorated based on expenses.
2. The start up costs should be 50/50.
3. There should be a non-members fee for attending the conference. Individuals will be offered NADE membership fee, CRLA membership fee or a non-member fee.
4. Conference Chairmanships will be co-sponsored by the organizations.
5. Proposal acceptances will be based on merit, not on geographic or membership status.

All activities will be joint.

A motion was made to have CRLA commit to a joint conference with NADE with the exception that conference attenders will not be required to join either NADE or CRLA to attend the conference.

(M) Kathy Carpenter  
(S) Becky Patterson

PASSED

#### VII. Political Action Committee

The Board felt that CRLA might better be able to serve its members if it were to become more politically active. NADE has already started an interest group to respond to political issues.

Dee asked that Carol Clymer become the Chair of a Political Action Committee. The Board suggested that Carol write an article for the Newsletter listing some of the issues as well as to solicit interest. Carol will work with Joyce to get something on the program about this issue.

The Board also felt that these issues could be discussed at the conference state meetings.

Another suggestion was that this issue might become the theme for the joint CRLA/NADE

CRLA Board Minutes  
San Antonio Hyatt  
San Antonio, Texas  
July 29, 1990  
Page 4

The Board moves to establish a Political Action Committee with Carol Clymer as the Chair.

conference.

A motion was made to establish a Political Action Committee with Carol Clymer as the Chair reporting directly to the Board. The Committee will last for one year at which time the Board will review its progress and make a decision regarding any future directions.

(M) Denise McGinty  
(S) Joyce Weinsheimer

PASSED

VIII. Other

A. Conference Meeting Date

The Board will meet on Monday, March 18, 1991.

B. NADE Consortium

The Board will wait to hear from Gladys Shaw.

The meeting was adjourned at 11:10 a.m.

Respectfully submitted,

---

Denise McGinty, Secretary



**ATTACHMENTS**  
**CRLA Summer Board Meeting**  
**San Antonio Hyatt**  
**San Antonio, Texas**  
**July 27-29, 1990**

Attachment

Title

- |    |   |
|----|---|
| A. | Agenda  |
| B. | Statement of Receipts and Disbursements   |
| C. | Bank Statement Reconciliation   |
| D. | Reconciliation for Advances   |
| E. | CRLA Budget   |
| F. | CRLA Tutor Certification Registry   |
| G. | Letter to Tammy Van Voorhis (Oxford Mailing) from Dee<br>Tadlock  |
| H. | Memo from Mary Rubin, Terminology Report  |
| I. | Memo from Hunter Boylan on Exxon Research Project   |
| J. | Joint CRLA/NADE Conference (*not yet included in the<br>attachments; please request if you want one when it<br>arrives) |

**CRLA BOARD MEETING  
SUMMARY OF MINUTES  
Irvine, California  
Irvine Hilton Hotel  
April 2-7, 1990**

Board Members Present: Becky Patterson, President; Dee Tadlock, President-Elect;  
Susan Deese, Coordinator of State/Regional Directors;  
Denise McGinty, Secretary; Carol Clymer, Treasurer.

Others Present: Joyce Weinsheimer, Kathy Carpenter

Date	Page	
4/2	1	1. Minutes from the August 1990 summer board meeting minutes were approved.
4/2	1	2. Denise McGinty, Secretary, indicated that all CRLA minutes to date have been microfiched and cross-referenced.
4/2	2, 3	3. Carol Clymer, Treasurer, reported that the CRLA books have been officially audited by an accounting firm. There is \$9,113.83 in checking, \$25.00 in savings and \$37,000.00 in a CD. She also noted that since she has taken on the responsibility of registration, it has been easier to work with conference expenses.
4/2	3	4. 63 certificates of appreciation were given out at this conference. The certificates went to SIG leaders, State Directors, and members of the Tutor Certification Committee.
4/2	3,4	5. Wayne Herlin will step down as <u>Newsletter</u> editor after this next year. The Board will advertise the position opening to CRLA members.
4/2	5	6. Ten Past-Presidents attended the Past-President's luncheon and discussed ways in which they could become more involved with the directions/events of CRLA.
4/2	5	7. Susan Deese indicated that state memberships have increased about 10% over the last year. She believes the increase is due to the formation of state chapters.
4/2	5	8. The Board voted Oregon as the fourth CRLA state chapter (MSP).
4/2	6	9. Susan Deese presented an updated State Directors' handbook which contains a guide to establishing state chapters, information on the Bylaws and chapters.
4/3	2	10. Conference information will be printed in the Fall <u>Newsletter</u> to accommodate those needing to request travel funds earlier in the year.
4/3	3	11. CRLA will continue to collaborate with NADE on the exchange of association mailing labels, exhibit tables, and newsletter columns.

- |     |     |   |
|-----|-----|---|
| 4/3 | 3,4 | 12. The UMKC Supplemental Instruction project will be asked to propose a regular conference presentation for the 1991 CRLA conference (MSP).  |
| 4/3 | 5   | 13. The Board will decide on the Long and Outstanding Service Awards during the summer board meeting after receiving input from CRLA members.   |
| 4/3 | 5,7 | 14. Tammy Van Voorhis will become the new president of Oxford Mailing Service as Hal McCuen retires from Oxford Mailing Service.  |
| 4/3 | 6   | 15. CRLA membership renewals will be mailed out one month prior to their expiration; notification will be given again when the membership expires.  |
| 4/3 | 8   | 16. Tom Gier, Chair of the Tutor Certification Committee, reported that 31 tutoring programs across the nation have been certified by the CRLA Tutor Certification Committee.   |
| 4/4 | 1   | 17. The dates for the Summer Board meetings in San Antonio are July 27, 28 and 29, 1990 .   |
| 4/4 | 2   | 18. The contract with the <u>Journal of Developmental Education</u> and <u>Review of Research in Developmental Education</u> will be renewed. The option to subscribe to these journals will be included in the next new CRLA membership and renewal forms (MSP). |
| 4/7 | 1   | 19. San Antonio, Texas is the 1991 CRLA conference site. Conference dates are March 20-23. Frances McMurtray is the On-Site Chair.  |
| 4/7 | 2   | 20. Burlingame in San Mateo County is accepted as the 1992 conference site. Shirley Sloan will be the On-Site Chair (MSP). Conference dates are changed to Thursday through Sunday for this conference (MSP).   |
| 4/7 | 3   | 21. Karen Smith, Archivist, developed a CRLA portable display board that will be circulating among State Directors and Chapter Presidents this next year for use at their state or regional conferences.  |
| 4/7 | 4   | 22. Becky Johnen, Coordinator of Special Interest Groups, reported that there are fourteen active SIGs. Newly formed SIGs are Literacy in the Workplace, Math and International Learning.   |

Respectfully submitted,

---

Denise McGinty, Secretary

**CRLA Board Minutes  
Irvine Hilton  
Irvine, California  
April 2, 1990**

**Board Members Present:**

Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

**Others Present:**

Joyce Weinsheimer, 1990-91 President-Elect.

Becky Patterson called the meeting to order at 2:35 p.m.

**I. Welcome**

**Agenda approved**

Becky Patterson welcomed everyone.

**II. Approval of Agenda**

The agenda, which had been distributed prior to the meeting, was approved with the changes as noted (Attachment A).

(M) Dee Tadlock moves to approve the minutes as corrected.

(S) Carol Clymer

**PASSED**

**August, 1989 minutes approved**

**III. Approval of Minutes of August 3-5, 1989**

The minutes of board meetings held August 3-5, 1989 were approved.

(M) Susan Deese

(S) Carol Clymer

**PASSED**

**Secretary notes that all minutes have been microfiched and cross-referenced.**

**III. Secretary's Report**

Denise McGinty reported that her institution was supporting her role as Secretary. The following updates to the Secretary's information have been accomplished: 1) all indices have been computerized on the MAC; (2) all minutes including August, 1989 have been microfiched (3) cross-referencing of the minutes is up-to-date.

Denise asked the Board for permission to cross-reference the minutes by page-number only and to discontinue the cross-referencing using the

Carol Clymer expresses concern over the vagueness of the Exxon Grant.

The Board will consider ordering CRLA items, e.g., pens, pins, to be available for members to purchase.

CRLA books have been officially audited by an accounting firm.

microfiche reader. Using the reader is not time or cost efficient. Information can be found by the page number referenced. The Board agreed.

The Board also decided that it is to the discretion of the President whether or not s/he should receive a copy of the minutes on microfiche.

#### IV. Treasurer's Report

##### A. Exxon Grant

Carol reported on her meeting with the Advisory Board for the Exxon Grant. She expressed concern over the vagueness of the research design. She stated that the research design and the review of the literature were not congruent. There was no mention about a joint monograph as a result of this research.

##### B. CRLA Items for Sale

Carol and Gladys Shaw looked into the possibility of purchasing items with a CRLA logo on them to have available for members to buy. They found that there would be difficulty because certain quantities of an item have to be ordered, and someone would have to be responsible for storing and selling the items.

The Board thought that notepads or pencils with the logo would sell. Also, that members might like a CRLA pin. Gladys and Carol will look into a limited number of CRLA items.

##### C. Costs for Mailing Service

The Board would wait until Tuesday when they will speak with Tammy Van Voorhis from Oxford Mailing Service.

##### D. Official Audit

Carol presented the official audit of CRLA books to the Board which had been done by Gladys Shaw's Accounting firm (Attachment B).

The organization made \$3,000 on the Seattle conference after expenses had been taken out and with increased member services. Susan Deese recommended that a statement should be sent twice a year to Board members. It was agreed that a report regarding finances should be sent to the President to sign.

The Treasurer reports that it has been easier to deal with conference expenses since taking over registration.

63 certificates of appreciation are to be given out.

E. Conference registration  
Gladys and Carol have developed a cash advance auditing form.

Conference registrants who are not CRLA members and did not pay the additional registration fee for non-members were sent letters by the treasurer. If someone became a new CRLA member, Carol forwarded the membership forms to Oxford Mailing Service.

Carol reported that it has been easier to deal with conference expenses since taking over registration and that this is a good role for the Treasurer. The Board agreed that it was important for the Treasurer and Board to have good communication with On-Site Conference Managers so that they did not have unrealistic expectations as to when they might receive conference registration information.

The Board thanked Denise and Carol for their work.

V. President Becky Patterson- Overview of Key Items

A. Certificates of Appreciation

Becky noted that 63 certificates of appreciation will be given out this conference and that she will do so by groups. Of the 63 certificates 9 will go to SIG leaders, 7 to retiring State Directors, and 14 to those who work with the Tutor Certification program.

There was discussion as to whether or not the number of certificates given out should be limited. One suggestion was to create a category of Presidential Awards; another idea was to have levels of awards, e.g., supreme, mid-level, lower level. The Board will address this at summer board meeting.

The meeting was adjourned for a short break at 4:13 p.m.

At 4:20 Becky Patterson called the meeting back to order.

B. Standing Committee and Publication Appointments

Becky's response to Wayne Herlin's letter (Attachment C) is that she has asked Wayne to continue as Newsletter Editor for one more

Candidates running for CRLA office  
need to know in advance about  
dates of Board meetings.

year. The Board agreed that the President should put out a bid for a new Newsletter Editor. Wayne will be introduced at several meetings during the conference so that people can talk to him about the position.

Becky noted that Tom Gier has done an outstanding job on Tutor Certification. Tom wants to continue as the Chair of the Tutor Certification Committee until 1992.

#### C. Member Resource Forms

Oxford Mailing Service mails resource forms in batches so they are not received on a regular basis. The Board will talk to Oxford Mailing Service about this.

#### D. Candidates & Information about Board Meetings

The Board discussed the fact that candidates running for office need to know in advance about board meeting dates so they can make travel arrangements to attend these meetings.

Susan Deese will review the job description for Election Chair. The President needs to be informed of election results as soon as the ballots are counted so that she can then inform other Board members. The Secretary needs to be informed so that she can mail the past year's minutes to newly elected officers.

Election ballots are to be sent to the President and are later stored in the Archives.

#### E. CRLA and JDE etc. Agreement

Becky noted that it is a benefit to the organization to be able to order these publications. The Board discussed the discrepancy in the number of labels Oxford Mailing Service was sending each time for subscription mailings to the Journal of Developmental Education and the Review of Research in Developmental Education.

#### F. Mailing Service

The Board discussed problems with Oxford Mailing Service. The following problems were noted: the discrepancy in the number of mailing labels sent to JDE and RRIDE and notification of expiring membership. Two notifications of

A list of CRLA mailing labels will cost commercial agencies \$150.

10 Past-Presidents will attend the Past-President's Luncheon.

State memberships increase about 10%.

Oregon becomes the fourth state chapter.

expiring membership should be routinely sent. Carol suggested that the organization do an audit on Oxford Mailing Service. The Board discussed the concept of having a membership position in the organization.

F. Conference Changes/Innovations  
Becky said these would be discussed Tuesday.

G. Mailing Labels to Commercial = \$150  
The Board decided that they should make the decision as to who can purchase/acquire CRLA membership lists. The amount was set at \$150 for commercial agencies that are Board approved. Others approved may be able to get the list at cost. Some trading of membership lists between organizations is another possibility.

H. Past-Presidents' Luncheon  
10 Past-Presidents will attend the luncheon. The Board was not invited to this luncheon, but Becky will ask the Past-Presidents for input on this.

I. MAC Disbanded or Revised  
Becky received a letter from Wes Brown indicating his resignation as head of the Multicultural Affairs Committee.

#### IV. Coordinator of State/Region Directors

A. Report  
Susan Deese distributed her report to the Board (Attachment D).  
Susan indicated that there is a 10% increase in state membership. She believes this is in part due to the formation of state chapters.

Susan is going to recommend that California form chapters by area, e.g., an L.A. chapter or a San Diego chapter. She also expressed concern over the state director vacancy in Colorado.

B. Oregon State Chapter  
Susan recommended that Oregon become a state chapter as they have met the guidelines for this.

(M) Susan Deese  
(S) Denise McGinty



State Directors handbook is updated.

The meeting was adjourned at 5:45 p.m.

#### PASSED

The Secretary will make a copy of the Oregon charter and then send the original to the archives. (Attachment E).

C. Renewal and Application Updates  
Susan presented an updated State Directors' handbook to the Board which contains a guide to establishing state chapters, information on the Bylaws and chapters. The Secretary will file this since it is bound.

D. Mailing Labels  
Susan recommended that State Directors be allowed to ask for 3 sets of mailing labels each year. This would cost the organization \$350 yearly.

Respectfully submitted,

---

Denise McGinty, Secretary  
(These minutes have not been approved.)

**CRLA Board Minutes  
Irvine Hilton  
Irvine, California  
April 3, 1990**

**Board Members Present:**

Becky Patterson, President; Dee Tadlock, President-Elect; Susan Deese, Coordinator of State/Regional Directors; Denise McGinty, Secretary; Carol Clymer, Treasurer.

**Others Present:**

Joyce Weinsheimer.

Becky Patterson called the meeting to order at 9:50 a.m.

State Directors/Chapter Presidents will be able to request mailing labels from Oxford Mailing Service three times each year.

- I. Coordinator of State/Region Directors
  - A. Mailing Labels  
Susan Deese requested that State/Region Directors be allowed to request labels 3 times each year from Oxford Mailing at a cost of \$300 to CRLA. The Coordinator of State/Region Directors will request from Oxford Mailing an activity report to determine if this new procedure is cost efficient and an effective way of handling mailing labels. Report: (Attachment F).

(M) Susan Deese moves that there be a change in the request procedure for mailing labels for State/Region Directors.

(S) Denise McGinty

PASSED

The Board will consider a job title change for the Coordinator of State/Region Directors.

- B. Title/Job Change  
Susan indicated that the current title of Coordinator of State/Region Directors does not accurately reflect the job and asked the Board to consider changing the title. Susan has updated the job description for this position (Attachment G). She has written into the job description that the Coordinator will bring labels and membership lists to the conference. This will allow state directors to review their membership lists at the conference.

Susan also recommended that receptions not overlap at next year's conference. The State Directors/Region dinner overlapped with the Newcomers' reception this conference.

- C. Mailing labels (distribution, other organizations)

Conference information will be printed in the Fall Newsletter to accommodate those needing to request funding earlier in the year.

A notebook providing guidelines for On-Site Managers will be developed.

CRLA will continue to work with

State Directors should contact the Coordinator of State/Directors if there is a problem receiving mailing labels or membership lists from Oxford Mailing Service.

The discussion turned to problems with Oxford Mailing Service and the question of whether or not the organization needs to create a membership position. The position could take some of the responsibility of the Past-President. The Board decided this should be an item for summer board.

Becky Patterson thanked Susan Deese for her report.

## II. President-Elect Dee Tadlock

A. Recommendations for Future Conferences  
Information on the annual conference needs to be in the Fall Newsletter as the Winter Newsletter is too late for funding requests for some institutions. Dee recommended exchanging mailing labels with NADE and collecting mailing lists from other organizations for our conference mailing. Non-members should receive the conference mailing also. Dee will pass on an itemized schedule of conference preparations to Joyce.

Dee recommended that a notebook be created for the On-Site Conference Managers which would provide guidelines and suggestions. Dee and Susan will work on this.

The Board discussed if the President should send a separate registration mailing or rely solely on the one that appears in the Newsletter. The Board agreed that there should be more information about CRLA in the conference registration form so that non-members can justify attending the conference.

The call for proposals should also be mailed to non-CRLA members. Joyce Weinsheimer passed out her call for proposals (Attachment H).

B. Academic Credit for Conference  
Susan Deese mentioned that credit was

state institutions to offer credit for conference participation.

The Board will decide whether or not to include food functions in the registration fee.

Bill Broderick entered the meeting at 11:00 am.

CRLA will continue to collaborate with NADE on the exchange of Association mailing labels, exhibit tables, and newsletter columns.

The UMKC Supplemental Instruction project will be asked to propose a regular conference presentation for the 1991 CRLA conference.

traditionally offered. This credit is usually offered through an institution in the state where the conference is being held.

#### C. Fees that include Food Functions

The Board discussed whether or not food functions should be included in the registration fee. Some reasons for suggesting this are that: attendance at the food functions has dropped off; the Saturday lunch is a business meeting and attendance is down; some institutions will pay for food functions when included in the registration. The Board also discussed the possibility of speakers instead of entertainment at food functions and making these food functions business meetings.

#### D. NADE report and Schedule Lunch with Bonnie Orr & Board

Dee mentioned that NADE had not fulfilled its part of the agreement with CRLA. When she attended the NADE conference, she was not included in a meeting with their Board nor was she given a CRLA display table.

The Board discussed the concerns regarding the lack of continuity with NADE. The agreement is that the organizations exchange mailing labels, exhibit tables, newsletter columns, and sectionals. Registration fees for the Presidents are also waived. The Board agreed to meet with Bonnie Orr at 4:00 pm on Friday.

#### E. Policy on Proposals such as Supplemental Instruction (SI)

The SI project from University of Missouri at Kansas City requested a special pre-conference institute on SI. Dee turned this request down. The Board's concern was that the institute would only be open to those who have gone through the UMKC SI training and not to all members. The Board agreed to ask UMKC SI to make a conference proposal for next year's conference that would be open to all attending the conference.

(M) Carol Clymer moved that Dee request that the Kansas SI group make a conference proposal.

(S) Susan Deese

PASSED

III. On-site Chair Bill Broderick  
Becky Patterson welcomed Bill.

A. Bus Problem

Bill informed the Board that the bus to Rancho San Diego had to be cancelled unless the organization would provide liability insurance for the trip. He mentioned the other alternative was to have the hotel provide vans. He would check into this.

B. Registration and Institutes

320 were pre-registered for the conference. Bill mentioned that institute pre-registration was low. He suggested that fewer institutes be offered next year. The Board agreed that some CRLA members do not understand the difference between a sectional and an institute. This difference needs to be better communicated.

Twenty-three conference presenters have not registered for the conference. The Board decided that presenters need to be clearly told that they must register for the conference.

C. Costs that are over budget

Bill mentioned that AV would cost more than had been originally estimated. He also expressed concern over the food functions. The hotel claimed that they had not included tax and gratuity in the bid. CRLA will pick up about \$250. The Board discussed the lack of continuity between who signs the hotel contract, and the current Board and On-Site Managers.

Susan recommended turning in a smaller number than the number who actually register for meal functions. Hotels can usually accommodate 5% over.

The Board will consider offering fewer institutes next year.

Costs for food functions at Irvine are higher than planned.

D. Refunds for Cancelled Events

Conference participants need to fill out a form and turn it into the Treasurer for a refund. Refund checks will be available at the conference.

E. Report from Southern California

Bill expressed disappointment in Southern California. He had difficulty finding anyone to help with AV or hospitality. He recommended not coming to Southern California for at least four years.

The meeting was adjourned at 12:10 p.m. for lunch.

Becky Patterson called the meeting to order at 1:25 p.m.

Board will decide Long and Outstanding Service Awards during summer board meeting after receiving input from CRLA members.

IV. Recognition for Long and Outstanding Service Awards

The Board decided that they would ask the members who they would recommend for the Long and Outstanding Service Award. A decision will be made at summer board meeting.

V. Conference Innovations

The Board discussed the idea of free conference vouchers for those who work hard for the organization, e.g., for SIG leaders, State Directors. The Board decided that this would create problems and that recognition of these individuals was the best way to handle this.

Tammy Van Voorhis entered at 2:00 p.m.

Tammy Van Voorhis will become the new President of Oxford Mailing Service.

Services that Oxford Mailing provides.

VI. Oxford Mailing Service - Tammy Van Voorhis  
Tammy noted that Oxford provides the following services:

- process memberships - renew and change
- process each month
- send welcome letters
- forward renewals and new members to the President
- keep a historical file of members on 4X6" card
- have a yearly postal audit done
- provide printouts and labels upon request
- have mailing lists available
- keep names of expired members 4-5 years back
- send renewal notices 3 months in advance

Renewal notices will be sent out one month prior to membership expiration; notification will be given again when membership expires.

The processing of membership and renewal information takes Oxford Mailing Service two weeks.

Inconsistencies in the mailing of JDE and RRIDE subscriptions this past year were due to the transitions going on at Oxford Mailing Service.

The Board decided that the renewal notice should be sent 1 month in advance and then a reminder sent when the membership had expired.

Becky Patterson requested a quarterly list from Oxford of the names of those who send money to scholarships and of new members.

The Board decided that it might be best if Sue Brown handles stationery. The Board will talk to her.

Oxford Mailing said that it will take two weeks to process entries. Since so many members renew at the Conference, a new membership list could be obtained two-to-three weeks after the conference.

Tammy informed the Board that Oxford clips returned mailings to the individual's 4X6" card. The person is then removed from the mailing list. Becky requested that Oxford inform the Coordinator of States/Regions so that State Directors can contact these members.

The Board asked Tammy about the inconsistency with mailings over the year for JDE and RRIDE. She explained that expired subscriptions had not been flagged on the computer and so those with subscriptions that had lapsed were also sent journals. Oxford agreed to cover the cost of the excess journals mailed. The President needs to forward this bill to Oxford. Oxford also agreed to mail a letter to those whose subscriptions had lapsed to remind them of this.

Oxford will deposit Canadian checks as long as the check has a U.S. bank and address on the check indicating where it can be deposited.

The Board agreed that when membership mailing labels are requested, active members as well as those whose subscriptions have recently expired or are expiring should be included.

Oxford Mailing will submit a yearly report (July through June) to the Board.

Hal McCuen retires from Oxford Mailing Service.

Work on conference selection sites will be done at least two years in advance.

Plenary Session topics

Oxford charges \$1.50 for requests of past Proceedings and magazine subscriptions.

The Board requested a yearly report (July through June) from Oxford that would include: total membership, new members, members whose subscriptions had lapsed, and journal subscriptions.

Tammy requested that Dee Tadlock develop a sample report.

The Board also requested that Oxford keep track of who requests CRLA membership labels and the number of times these requests are made. This information should be sent to the Coordinator of States/Regions.

Since Hal McCuen is retiring from Oxford Mailing Service, his name will be replaced with Tammy Van Voorhis in the Newsletter, etc.

Denise will send a card to Hal McCuen from the Organization.

#### VII. Site Selection

Susan Deese suggested that the Site Chair work on conference sites at least two years in advance and begin work for three years in advance. This advance work is important in order to get good locations and prices.

Susan said she will talk with Pat Johnason to confirm the 1993 CRLA conference in Kansas City.

#### VIII. Plenary Session Topics

The Board decided on the following plenary session topics:

1. Conference Sites - Should CRLA be limited to the west or to going to California every other year?
2. What can CRLA do to assist its members in focusing on national/regional/political issues that have an impact on our profession?
3. What would members like to hear/have at future conferences, i.e., themes, topics?



4. Does CRLA want to be involved in establishing criteria to standardize or certify learning assistance centers? Should CRLA be responsible for doing this or should it work with other national organizations?
5. What suggestions do members have for the Newsletter?

Susan Deese suggested that the Plenary Session should be scheduled on Friday next year.

IX. Tutor Certification - Tom Gier

Tom presented his report to the Board (Attachment I).

Tutor certification has worked out well. 31 programs are certified of which 24 are new. He anticipates certifying 41 programs by May.

The Board asked Tom about increasing the \$15 charge for Tutor Certification. Tom was not in favor of this idea at present.

There are now 12 members of the tutor certification evaluation team. They evaluate around 6 or 7 programs per year. The Board suggested a conference luncheon for evaluators next year.

The Board recommended that Tom consider writing a journal article about tutor certification.

Tom will remain head of tutor certification until August, 1992.

31 tutoring programs across the nation have been certified by the CRLA Tutor Certification Committee.

Becky Patterson commended Tom on what a fantastic job he has done.

The meeting was adjourned at 5:25 p.m.

Respectfully submitted,

Denise McGinty, Secretary

(These minutes have not been approved.)

## COLLEGE READING AND LEARNING ASSOCIATION BUDGET

OP-1

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Page 1 of 33

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
I. OPERATING BUDGET	42,980	31,804.37		44,215	
A. BOARD TOTAL	10,570	7,479.13	3,090.87	10,570	
President (Total)	2,435	486.90		2,435	
Travel	1,200				
Hotels and Food	500				
Telephone Expense	200				
Postage	100				
Print and Publish.	50				
Clerical					
Wages and Fees	150				
Supplies	100				
Advert. and Promo.					
Miscellaneous					
Other (Specify)					
1. Awards	75				
Mailing Service	60				
President Elect (Total)	2,700	1,038.43	1,011.43		
Travel	1,800	921.32			
Hotels and Food	700	107.00			
Telephone Expense	50				
Postage	50				
Print & Publish.					
Clerical					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	100				

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

OP-2

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
Secretary (Total)	940 540	899.02			
Travel	200	308.00			
Hotels and Food	100				
Telephone Expense					
Postage	30				
Print. & Publish.	100	140.57			
Wages and Fees					
Supplies	25	417.00			
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	25				
Excess Baggage	60				
Equipment	-400				
Past President		628.74			
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

[illegible]

## COLLEGE READING AND LEARNING ASSOCIATION BUDGET

OP-4

CRLA Minutes  
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BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
B. PUBLICATIONS TOTAL	14,170	13,861.17			
Newsletter (Total)	5,220	5,454.10			
Travel					
Hotels and Food					
Telephone Expense					
Postage	100	389.06			
Print. & Publish.	4,400	4,624.27			
Clerical					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	720	440.77			
JCRL (Total)	8,950	8,407.07		<del>\$8650</del> <del>MARKED</del> \$8650	
Travel	<del>600</del> 600	800.14			
Hotels and Food	<del>200</del> 200	105.09			
Telephone Expense	300				
Postage	200				
Print. & Publish.	6,600	6,581.89			
Clerical					
Wages and Fees	50	345.00			
Supplies					
Advert. & Promo.					
Miscellaneous					
(new logo for JCRL)	300				
Other (Specify)					
Mailing Service	700	372.00			
Editorial Luncheon					
at Conference					

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

OP-5

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
C. GEN. ORG. EXPENSE TOTAL	9,320	6,963.45	<del>8,450</del> <del>7,950</del>		

Travel					
Hotels and Food					
Telephone Expense					
Postage	200	407.27			
Print. & Publish.		<del>848.95</del>	<del>1000.800</del>		
Clerical					
Wages and Fees					
Supplies		386.50	400		
Advert. & Promo.					
(Journal Subscription)	850	1,094.26	1200		
Miscellaneous	75				
Other (Specify)					
Mailing Service	5,000	1,639.62*	2500		
Bond	320		300		
Stationery	600		600		
Scholarship	1,000	1,000.00			
Research Awards	400	600.00			
Journal Subscription					
Long and Outstanding					
Service Awards	75				
Brochure	800		800		

Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.			500		
Miscellaneous					
Other (Specify)					

\* Much of this was probably charged to specific functions such as the newsletter and individual officers

## COLLEGE READING AND LEARNING ASSOCIATION BUDGET

OP-6

CRLA Minutes  
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BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
D. COMMITTEES TOTAL	4,055	1,825.60			
Awards &					
Fundraising (Total)	175	111.68	675		
Travel					
Hotels and Food					
Telephone Expense					
Postage	50	-0-			
Print. & Publish.	50	-0-			
Wages and Fees					
Supplies		111.68	50		
Advert. & Promo.					
Miscellaneous					
Other (Specify) <sup>CALA</sup> (Steno)			500		
Mailing Service	75	-0-	25		
Archives (Total)	400	413.17	300		
Travel					
Hotels and Food					
Telephone Expense					
Postage			200		
Print. & Publish.					
Wages and Fees					
Supplies	400	413.17	100		
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Furniture					



COLLEGE READING AND LEARNING ASSOCIATION BUDGET

OP-7

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
Bylaws (Total)	50	-0-	<del>50</del>	50	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Site Selection (Total)	1,750	313.34		1,600	
Travel	1,000	152.35		1,000	
Hotels and Food	500			500	
Telephone Expense	<del>100</del>	139.13		<del>100</del>	
Postage	50				
Print. & Publish.	50				
Wages and Fees					
Supplies	50				
Advert & Promo.					
Miscellaneous					
Other (Specify)					



[illegible]

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

OP-10

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
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Operating Budget

Ad Hoc Committees (Total)	900				
Terminology (Total)	500	442.05		50	
Travel	400	400.00			
Hotels and Food					
Telephone Expense					
Postage	100	42.05		25	
Print. & Publish.				25	
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

Tutor Certification (Total)	400	443.22		500	
Travel					
Hotels and Food					
Telephone Expense					
Postage	250	326.27		250	
Print. & Publish.	150			250	
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous		116.95			
Other (Specify)					

## COLLEGE READING AND LEARNING ASSOCIATION BUDGET

OP-11

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BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
E. STATE & REGIONAL TOTAL	4,630	1,455.28			
Coordinator (Total)	1,580	1,284.68			
Travel	850	1,217.45			
Hotels and Food	250				
Telephone Expense	50				
Postage	<del>50</del> 75			75	
Printing & Publish.	100				
Clerical					
Wages and Fees					
Supplies	30				
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Mailing Service	150				
Pres. Plaque	100				
Directors (Total)	3,050	170.60		3050	
Travel					
Hotel and Food					
Telephone Expense					
Postage				<del>250</del>	
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify) Special				500	
Washington					
Kansas, Nebraska					
Mid-Atlantic	500				
Mid-West	350				
Regular Group					
@ \$50.00	2,100			2250	
Mailing Service	100	138.74		300	
F. SIG COORDINATOR	235	219.76		450	
Travel					
Hotels and Food					
Telephone Expense					
Postage	25			25	
Print. & Publish.	25	186.61		200	
Wages and Fees					
Supplies	25			25	
Advert. & Promo.					
Miscellaneous					
Other (Specify)				200	
Critical Thinking	100				
Computer	60				

## COLLEGE READING AND LEARNING ASSOCIATION BUDGET

CONF-1

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BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
II. CONFERENCE TOTAL	15,925	33,114.36*		16,075	
A. CONFERENCE MGT. TOTAL	2,875	2,185.44		1550	
CHAIRMAN (Total)	1,450				
Travel	300			400	
Hotels and Food	200			300	
Telephone and Expense	150			150	
Postage	100				
Print. & Publish.					
Wages and Fees	300			300	
Supplies	200			200	
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Bank Fees					
Committee Reward	200			200	
On Site Manager (Total)	1,350			1350	
Travel					
Hotels and Food	500				
Telephone Expense					
Postage					
Print & Publish.					
Wages and Fees	300				
Supplies					
Advert. & Promo.	400				
Miscellaneous					
Other (Specify)					
Committee Lunch	150				
Bank Fees					
Clerical					

\* Includes total hotel bill which included self-supporting functions such as the banquet and luncheon. I did not have detail so I could break out but this gives an idea of total to plan on.

## COLLEGE READING AND LEARNING ASSOCIATION BUDGET

CONF-2

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BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
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## Program Committee (Total)

Travel  
Hotels and Food  
Telephone Expense  
Postage  
Print. & Publish.  
Wages and Fees  
Supplies  
Advert. & Promo.  
Miscellaneous  
Other (Specify)

Travel  
Hotels and Food  
Telephone Expense  
Postage  
Print. & Publish.  
Wages and Fees  
Supplies  
Advert. & Promo.  
Miscellaneous  
Other (Specify)

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

CONF-3

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
Exhibits Chairman (Total)	75			75	
Travel					
Hotels and Food					
Telephone Expense	25				
Postage	50				
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

Publicity Chairman (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					



## COLLEGE READING AND LEARNING ASSOCIATION BUDGET

CONF-4

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BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
B. GENERAL CONF. EXPENSES					
(TOTAL)	6,150	3,414.05			
Programs (Total)	2,100			2100	
Travel					
Hotels and Food					
Telephone Expense					
Postage	100				
Print. & Publish.	2,000				
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

\*Amounts include calls, programs and reg. forms

Registration Packets (Total)	1,000			500	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.	500			250	
Wages and Fees					
Supplies	500			250	
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

## COLLEGE READING AND LEARNING ASSOCIATION BUDGET

CONF-5

CRLA Minutes  
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BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
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Calls to Conf. (Total)	650			650	
Travel					
Hotels and Food					
Telephone Expense					
Postage	250			250	
Print. & Publish.	400			400	
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

## COLLEGE READING AND LEARNING ASSOCIATION BUDGET

CONF-6

CRLA Minutes  
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BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
Other Gen. Exp. (Total)	2,400			2400	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies	200				
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Xerox Rental					
Decorations					
Photography	200				
Entertainment	600				
Audio-visual & Mechanical	1,000				
Evaluation	200				
*Interpreter					
Xerox Rental	200				

Travel  
Hotels and Food  
Telephone Expense  
Postage  
Print. & Publish.  
Wages and Fees  
Supplies  
Advert. & Promo.  
Miscellaneous  
Other (Specify)

\*Interpreter for the deaf.

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
C. CONFERENCE PROGRAM TOTAL	3,000				
Speakers (Total)	2,200	6,014.75			
Travel	700				
Hotels and Food	300				
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees	1,200				
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Institutes (Total)	800	349.33		800	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

## COLLEGE READING AND LEARNING ASSOCIATION BUDGET

CONF-8

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BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
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Section Mtgs. (Total)

Travel

Hotels and Food

Telephone Expense

Postage

Print. &amp; Publish.

Wages and Fees

Supplies

Advert. &amp; Promo.

Miscellaneous

Other (Specify)

Computer Fair (Total)

Travel

Hotels and Food

Telephone Expense

Postage

Print. &amp; Publish.

Wages and Fees

Supplies

Advert. &amp; Promo.

Miscellaneous

Other (Specify)

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
D. FOOD FUNCTIONS (TOTAL)	3,900	17,967.69			
Hospitality (Total)	1,000			1,000	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Publisher's Brk. (Total)					
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					

[illegible]

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90	BALANCE	REQUESTED FOR 90/91	APPROVED FOR 90/91
Coffee Breaks (Total)	1,000			1500	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Newcomer's Reception	700			400	
Travel					
Hotels and Food					
Telephone Expense					
Postage					
Print. & Publish.					
Wages and Fees					
Supplies					
Advert. & Promo.					
Miscellaneous					
Other (Specify)					
Past Presidents' Breakfast	250			250	



Received 8/23  
From Cathy Carpenter

CRLA Minutes  
July 27-29, 1990  
San Antonio, TX  
Attachment E  
Page 23 of 33

COLLEGE READING AND LEARNING ASSOCIATION

SUMMARY OF BUDGET 1990-91

BUDGET ITEM	1989-90 APPROVED	1989-90 SPENT (unreconciled)	1990-91 APPROVED
I. OPERATING BUDGET			
A. Board	\$ 10,570	\$ 7,479.13	\$12,495
B. Publications	14,170	13,861.17	14,450
C. Gen. Operating Exp.	9,320	6,963.45	8,950
D. Committees	4,055	1,825.60	3,215
E. State & Regional	4,630	1,455.28	5,105
TOTAL OPERATING BUDGET	\$ 42,745	\$ 31,584.63	\$ 44,215
II. CONFERENCE BUDGET			
A. Conf. Management	\$ 2,875	\$ 2,185.44	\$ 3,075
B. Gen. Conference Exp.	6,150	3,414.05	5,650
C. Conference Program	3,000	6,014.75	3,000
D. Food Functions	3,900	17,967.69	4,350
TOTAL CONFERENCE BUDGET	\$ 15,925	\$ 29,581.93	\$ 16,075
TOTAL BUDGET	\$ 58,670	\$ 61,166.56	\$ 60,290

OP-1

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90 (UNRECONCILED)	APPROVED FOR 90/91
I. OPERATING BUDGET	42,980	31,804.37	44,215
A. BOARD TOTAL	10,470	7,479.13	12,495
President (Total)	2,435	486.90	2,510
Travel	1,200		1,200
Hotels and Food	500		500
Telephone Expense	200		200
Postage	100		100
Print & Publish.	50		50
Clerical wages & fees	150		150
Supplies	100		100
Miscellaneous			
Other (Specify)			
1. Awards	75		150
2. Mailing Service	60		60
President Elect (Total)	2,700	1,038.43	2,600
Travel	1,800	921.32	1,800
Hotels and Food	700	107.00	700
Telephone Expense	50		50
Postage	50		50
Print & Publish.			
Wages & Fees			
Supplies			
Miscellaneous			
Other (Specify)			
Secretary (Total)	940	899.02	540
Travel	200	308.00	200
Hotels and Food	100		100
Telephone Expense			
Postage	30		30
Print & Publish.	100	140.57	100
Wages & Fees			
Supplies	25	417.00	25
Miscellaneous			
Other (Specify)			
Mailing Service	25		25
Excess Baggage	60		60

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90 (UNRECONCILED)	APPROVED FOR 90/91
Treasurer (Total)	1,595	2,003.19	2,445
Travel			100
Hotels and Food			100
Telephone Expense			
Postage	200		200
Print & Publish.	30		30
Clerical wages & fees	1,350	1,950.00	2,000
Supplies			
Miscellaneous			
Other (Specify)			
1. Mailing Service	15		15
Gen. Board Exp. (Total)	2,900	2,422.85	4,400
Travel	1,500	2,051.50	3,000
Hotels and Food	1,200		1,200
Telephone Expense	200		200
Postage			
Print & Publish.			
Wages & Fees		360.00	
Supplies			
Miscellaneous		351.00	
Other (Specify)			
B. PUBLICATIONS TOTAL	14,170	13,861.17	14,450
Newsletter (Total)	5,220	5,454.10	5,800
Travel			
Hotels and Food			
Telephone Expense			
Postage	100	389.06	400
Print & Publish.	4,400	4,624.27	4,800
Wages & Fees			
Supplies			
Miscellaneous			
Other (Specify)			
Mailing Service	720	440.77	600

OF-3

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90 (UNRECONCILED)	APPROVED FOR 90/91
JCRL (Total)	8,950	8,407.07	8,650
Travel	400	800.14	400
Hotels and Food	200		200
Telephone Expense	300		300
Postage	200		200
Print & Publish.	6,600	6,581.89	6,600
Clerical wages & fees	50	345.00	50
Supplies			
Miscellaneous			
Other (Specify)			
1. Mailing Service	700	372.00	700
C. GEN. ORG. EXPENSE TOTAL	9,320	6,963.45	8,950
Travel			
Hotels and Food			
Telephone Expense			
Postage	200	407.27	400
Print & Publish.			
Wages & Fees			
Supplies		386.50	400
Advert. & Promo			
Videotape 500		1,074.26	500
Miscellaneous	75		75
Other (Specify)			
Mailing Service	5,000	1,639.62	2,500
Bond	320		300
Stationery	600		600
Scholarship	1,000	1,000.00	1,000
Research Awards	400	600.00	600
Long and Outstanding			
Service Awards	75		75
Brochure	800		800
Journal Subscription			1,200
CRLA Sale Items			500

OP-4

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90 (UNRECONCILED)	APPROVED FOR 90/91
D. COMMITTEES TOTAL	4,055	1,825.60	3,215
Awards and			
Fundraising (Total)	175	111.68	175
Travel			
Hotels and Food			
Telephone Expense			
Postage	50		50
Print & Publish.	50		50
Clerical wages & fees			
Supplies		111.68	50
Miscellaneous			
Other (Specify)			
1. Mailing Service	75		25
Archives (Total)	400	413.17	300
Travel			
Hotels and Food			
Telephone Expense			
Postage	200		200
Print & Publish.			
Wages & Fees			
Supplies	400	413.17	100
Miscellaneous			
Other (Specify)			
Bylaws Total	50		50
Telephone Expense			
Postage			
Print & Publish.			
Miscellaneous			
Other (Specify)			
Site Selection	1,750	313.34	1,600
Travel	1,000	152.35	1,000
Hotels and Food	500		500
Telephone Expense	100	139.13	
Postage	50		
Print. & Publish.	50		
Supplies	50		100
Other (Specify)			

OP-5

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90 (UNRECONCILED)	APPROVED FOR 90/91
Nominations & Elections (Total)	515	327.24	515
Telephone Expense	100		100
Postage	200		200
Print & Publish.	200	263.76	200
Clerical wages & fees			
Supplies			
Miscellaneous			
Other (Specify)			
1. Mailing Service	15		15
Placement (Total)	400	218.25	75
Telephone Expense			
Postage		205.25	25
Print & Publish.	25		25
Wages & Fees			
Supplies	25		25
Miscellaneous			
Other (Specify)			
Ad Hoc Committees (Total)	900	885.27	550
Terminology (Total)	500	442.05	50
Travel	400	400.00	
Supplies			25
Postage	100	42.05	
Print & Publish.			25
Miscellaneous			
Other (Specify)			
Tutor Certific. (Total)	400	443.22	450
Postage	250	326.27	250
Print. & Publish.	150		150
Supplies	50		100
Miscellaneous		116.95	50
Other (Specify)			

OP-6

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90 (UNRECONCILED)	APPROVED FOR 90/91
E. STATE & REGIONAL TOTAL	4,630	1,455.28	5,105
COORDINATOR (Total)	1,580	1,284.68	1,605
Travel	850	1,846.19	850
Hotels and Food	250		250
Telephone Expense	50		75
Postage	50		50
Print & Publish.	100		100
Clerical wages & fees			
Supplies	30		30
Miscellaneous			
Other (Specify)			
1. Mailing Service	150		150
2. Pres. Plaque	100		100
Directors (Total)	3,050	170.60	3,050
Telephone Expense			
Postage			
Miscellaneous			
Other (Specify)			
1. Special Requests	500		500
2. Regular Group			
@ \$50 each	2,100		2,250
3. Mailing Service	100	138.74	300
Sig Coordinator (Total)	235	219.76	450
Telephone Expense			
Postage	25		25
Print & Publish.	25	186.61	200
Supplies	25		25
Miscellaneous			
Other (Specify)			200
Critical Thinking	100		
Computer	60		

CONF-1

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90 (UNRECONCILED)	APPROVED FOR 90/91
II. CONFERENCE TOTAL	15,925	33,114.36	16,075
A. CONF. MGT. TOTAL	2,875	2,185.44	3,075
Chairman	1,450		1,650
Travel	300		400
Hotels and Food	200		300
Telephone Expense	150		150
Postage	100		100
Print & Publish.			
Clerical wages & fees	300		300
Supplies	200		200
Miscellaneous			
Other (Specify)			
1. Committee Exp.	200		200
On Site Manager (Total)	1,350		1,350
Travel			
Hotels and Food	500		500
Telephone Expense			
Postage			
Print & Publish.			
Wages & Fees	300		300
Advert. & Promo.	400		400
Supplies			
Miscellaneous			
Other (Specify)			
Committee Expenses	150		150
Exhibits Chairman (Total)	75		75
Telephone Expense	25		25
Postage	50		50
Miscellaneous			
Other (Specify)			



CONF-2

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90 (UNRECONCILED)	APPROVED FOR 90/91
B. GEN. CONF. EXPENSES (TOTAL)	6,150	3,414.05	5,650
Programs (Total)	2,100		2,100
Postage	100		100
Print & Publish.	2,000		2,000
Miscellaneous			
Other (Specify)			
Reg. Packets (Total)	1,000		500
Print & Publish.	500		250
Supplies	500		250
Miscellaneous			
Other (Specify)			
Calls to Conf. (Total)	650		650
Telephone Expense			
Postage	250		250
Print & Publish.	400		400
Miscellaneous			
Other (Specify)			
Other Gen. Exp. (Total)	2,400		2,400
Supplies	200		200
Miscellaneous			
Other (Specify)			
Xerox Rental	200		200
Decorations			
Photography	200		200
Entertainment	600		600
Audio-visual & Mechanical	1,000		1,000
Evaluation	200		200

CONF-3

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90 (UNRECONCILED)	APPROVED FOR 90/91
C. CONF. PROGRAM (TOTAL)	3,000	6,364.08	3,000
Speakers (Total)	2,200	6,014.75	2,200
Travel	700		700
Hotels & Food	300		300
Wages & Fees	1,200		1,200
Miscellaneous			
Other (Specify)			
Institutes (Total)	800	349.33	800
Wages & Fees			
Miscellaneous			
Other (Specify)			
Section Mtgs. (Total)			
Miscellaneous			
Other (Specify)			
Computer Fair (Total)			
Miscellaneous			
Other (Specify)			

CONF-4

COLLEGE READING AND LEARNING ASSOCIATION BUDGET

BUDGET ITEMS	APPROVED FOR 89/90	SPENT AT 6/30/90 (UNRECONCILED)	APPROVED FOR 90/91
D. FOOD FUNCTIONS (TOTAL)	3,900	17,967.69	4,350
Hospitality (Total)	1,000		1,000
Miscellaneous			
Other (Specify)			
Publisher's Brk. (Total)			
Miscellaneous			
Other (Specify)			
Editors Lunch (Total)	200		200
Miscellaneous			
Other (Specify)			
State Directors Dinner (Total)	750		750
Miscellaneous			
Other (Specify)			
Coffee Breaks (Total)	1,000		1,500
Miscellaneous			
Other (Specify)			
Newcomer's Reception	700		400
Miscellaneous			
Other (Specify)			
Past Board Luncheon	250		250
Miscellaneous			
Other (Specify)			
Tutor Cert. Luncheon			250
Miscellaneous			
Other (Specify)			

**TO:** CRLA BOARD MEMBERS

**FROM:** Dr. Tom Gier, Chair *Tom Gier*  
CRLA TUTOR CERTIFICATION COMMITTEE  
8102 HARVEST CIRCLE  
ANCHORAGE, ALASKA 99502  
Home phone: (907) 349-7128

**DATE:** JULY 15, 1990

**RE:** "CRLA TUTOR CERTIFICATION REGISTRY  
AND RESOURCE GUIDE: 1990-1991"

Enclosed please find:

- 1) a rough draft of "CRLA TUTOR CERTIFICATION REGISTRY AND RESOURCE GUIDE: 1990-1991;" and
- 2) a copy of the letter that I sent to all CRLA Certified Tutor Programs.

I would appreciate it if the CRLA Board Members would do the following.

- 1) Proof/read the "CRLA TUTOR CERTIFICATION REGISTRY AND RESOURCE GUIDE: 1990-1991" and make any necessary changes, additions, deletions, etc. to the Registry/Guide. Simply make your corrections on the Registry/Guide itself and return it to me at the above address.
- 2) Decide how much you would like the CRLA Tutor Certification Committee to charge for this Registry/Guide. The minimum, to cover photocopying and mailing, would be approxiamtely \$3.00.
- 3) I need your input by **September 7th**.

The "CRLA TUTOR CERTIFICATION REGISTRY AND RESOURCE GUIDE: 1990-1991" will be made available in mid-late October to: a) all CRLA certified programs (free of charge); and b) all CRLA members and non-members at the amount the CRLA Board sets. The Registry/Guide will be updated on a yearly basis with an opportunity for annual input, changes, etc. from each of CRLA's certified programs.

I will advertise the Registry/Guide in an article for the Winter issue of the CRLA NEWSLETTER. I will mail the article to Wayne Herlin in time for the October 1st deadline.

Two more brief items before closing. During the Board meeting that I attended in Irvine, it was suggested that the Tutor Certification Committee have a Luncheon/Work Session funded by the Board at the San Antonio Conference. I was requested to bring this item to the board's attention at the summer board meeting.

The last item is an enclosure that updates the CRLA Tutor Certification List. As of July 1990, there are 41 programs certified by CRLA.

In closing, I want to thank the Board for all the support given to the Tutor Certification Committee. Your support, in the many forms of suggestions, encouragements, reimbursements, etc., are greatly appreciated. Thank you very much for your encouragement and assistance.

**TO:** ALL CRLA CERTIFIED TUTOR PROGRAMS

**FROM:** Dr. Tom Gier, Chair  
CRLA TUTOR CERTIFICATION COMMITTEE  
8102 HARVEST CIRCLE  
ANCHORAGE, ALASKA 99502  
Home phone: (907) 349-7128

**DATE:** JULY 15, 1990

**RE:** "CRLA TUTOR CERTIFICATION REGISTRY  
AND RESOURCE GUIDE: 1990-1991"

**DUE DATE:** SEPTEMBER 7, 1990

Enclosed please find the page from the "CRLA TUTOR CERTIFICATION REGISTRY AND RESOURCE GUIDE: 1990-1991" that lists your tutor program. The CRLA Tutor Certification Committee will publish this Registry/Guide this fall. Since your program has been certified by CRLA it will be included in the Registry/Guide. The CRLA Tutor Certification Committee requests that you to do the following.

- 1) Proof the information provided for your program to be sure that everything is correct. Simply make your corrections on the page provided and return it to me at the above address.
- 2) Briefly list two (2) tutor areas/topics that you would be willing to share with other tutor programs. The "sharing" can consist of handouts, forms, syllabi; etc. In fact, whatever you want to share is fine with the CRLA Tutor Certification Committee. Just be sure to limit the "sharing" to two items and keep the descriptions very brief. Simply list your "sharing" on the page provided and return it to me at the above address.

The "CRLA TUTOR CERTIFICATION REGISTRY AND RESOURCE GUIDE: 1990-1991" will be made available this fall to: a) all CRLA certified programs (free of charge); and b) all CRLA members and non-members at a nominal fee. The Registry/Guide will be updated on a yearly basis with an opportunity for annual input, changes, etc. from each of CRLA's certified programs.

I need your response by **SEPTEMBER 7, 1990**. If I receive no response from you by **SEPTEMBER 7, 1990** then the information as it appears in your enclosure will go into the Registry/Guide without any listing for "areas/topics will share information on." I want to thank each of you in advance for your cooperation in making this Registry/Guide possible.

If time is running out on you to get the information to me by **SEPTEMBER 7, 1990** please feel free to call me at home, (907) 349-7128. If I am not in please leave the necessary information on my answering machine. Of course, give a call if I can be of any assistance or answer any questions. Once again, thank you for your assistance and cooperation.

ROUGH DRAFT

CRLA Minutes  
July 27-29, 1990  
San Antonio, TX  
Attachment F  
Page 5 of 31

**COLLEGE READING**  
**&**  
**LEARNING ASSOCIATION**

**\*TUTOR CERTIFICATION  
REGISTRY  
AND  
RESOURCE GUIDE:  
1990-1991\***

by

**DR. TOM GIER, CHAIR  
CRLA TUTOR CERTIFICATION COMMITTEE**



## A TUTOR CERTIFICATION REGISTRY & RESOURCE GUIDE

*change implied subjects*

This "Registry and Resource Guide" has a dual purpose. First, is to provide a listing of the various universities and colleges throughout the US and Canada that have had their exemplary tutor programs certified at one or more levels by the "CRLA Tutor Certification Committee." Secondly, is to act as a source of informational contacts concerning a wide variety of tutoring topics. Before beginning the actual "Registry and Resource Guide" some brief background information concerning the CRLA Tutor Certification Program will be provided. Also, some comments will be provided from those whose programs have been certified.

### CRLA TUTOR CERTIFICATION COMMITTEE: PURPOSE

*CRLA*  
The purpose for ~~establishing a series of~~ <sup>CRLA</sup> tutoring certificates is twofold. First, it allows tutors to receive recognition and positive reinforcement for their successful work from a national/international organization, the COLLEGE READING & LEARNING ASSOCIATION, CRLA. Secondly, the certificates help set up a standard for the minimum skills and training a tutor needs to be successful.

*Define aff. levels*  
There are three levels at which a program may be certified: Level 1/Regular; Level 2/Advanced; and Level 3/Master. Initial certification is for one year, followed by a renewal for three years, and a recertification for a period of five years.

*mention certificates*  
~~Initial certification is granted for one year~~

### CRLA TUTOR CERTIFICATION COMMITTEE:

*Some Evaluative COMMENTS from CRLA Certified Tutoring Programs  
Certified by CRLA*

The following comments are taken from eleven programs that had their certification renewed during the Spring 1990 semester. These comments are in response to the question:

✓ How has the certification process benefited your tutors/tutorial program and institution?

1. "Our tutor training is now much more structured and organized. This has benefited the program by forcing us to systematically cover all necessary areas prior to providing information of secondary importance. We are now aware of and

can document the number of training hours required, the topics covered, and the methods of presentation utilized.

"Because of the certification process, our institution has become aware of the high quality of our tutoring program. The tutoring program is highlighted in recruitment brochures and presentations, and recent improvements in retention have been partially attributed to our tutoring activities. Tutors now feel more appreciated and have reported that prospective employers are impressed with the documentation of their training and experience." - Kearney State College, Kearney, NE.

2. "For the first time in our history almost all the tutors completed their training and we almost had tutors "seeking" the training rather than chasing them to get it done. It's been great!" - University of Texas at El Paso.

3. "Our tutors love it. The program has done much to further pride in our program." - University of Montana, Missoula, MT.

4. "The certification of our tutor program has been a 'Big Draw' in recruiting tutors. Not only did we have the largest tutor training class in years this past Fall but we had to offer a special tutor training class this Spring." - University of Alaska Anchorage (UAA), English Department.

5. "The tutors have benefited from this experience. They are more empathetic to the needs of students, and realize they serve a diverse population on this campus." - UAA, The Learning Center.

6. "The benefit of participation in the national certification program is that our tutors now recognize the importance that we have always placed on training. They now have tangible evidence and recognition of their participation and efforts at training and are formally recognized for their level of expertise. The presentation of certificates at training allows individual recognition. Pay increases distinguish between levels. National certification benefits CAPS (CENTER FOR ACADEMIC PROGRAM SUPPORT) through national recognition. Administrators always appreciate national standards and the recognition which comes from meeting such standards. We are proud of our participation in CRLA's certification program and advertise our participation on campus." - University of New Mexico.

7. "Certification has made us more legitimate in the eyes of the faculty. Students who applied for the positions of tutors

expressed that a certified program would look good on their resumes. As a new staff member, certification gave me a direction for the tutoring program in this first difficult year of my career as Learning Specialist/Tutor Coordinator." - Eastern New Mexico University.

8. "This has given students more influence in credits for job applications. Education Department has started requiring English Ed. majors to participate in the program because of the valuable training." - Fairmont State College, Fairmont, WV.

9. "I feel that it has definitely added to our program's credibility and sense of purpose. Our student tutors feel proud to take away a "certificate" as well as a feeling of a job well done. It makes them feel like true professionals." - Endicott College, Beverly, MA.

10. "Tutors feel this certification and training enhanced their position as tutors in the eyes of their teachers and tutees."  
- Chaminade University of Honolulu.

11. "Belonging to the CRLA is a major plus for us. It makes volunteering as a tutor much more attractive. We do not have to actively recruit tutors, we just announce that applications are available and students come in and complete them.

"It gives our program prestige and legitimatization." - Leland High School, San Jose, CA.

~~In closing,~~ if you have any questions concerning this "Registry and Resource Guide" or you would like to obtain a "Tutor Certification Packet" so that you may get your own tutor program certified, please feel free to contact me. I hope you find the "Registry and Resource Guide" informative and helpful.

Dr. Tom Gier, Chair  
CRLA Tutor Certification Committee  
Department of English/ASL/ESL  
University of Alaska Anchorage  
3211 Providence Drive  
Anchorage, Alaska 99508

Work phone: (907) 786-1926  
Home phone: (907) 349-7128

## TUTOR PROGRAMS CERTIFIED THROUGH 1993

### UNIVERSITY OF ALASKA ANCHORAGE

1. PROGRAM CERTIFIED: DEPARTMENT OF ENGLISH/ASL/ESL
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED
3. CONTACT PERSON: DR. TOM GIER, PROFESSOR  
DEP OF ENGLISH/ASL/ESL - BLDG K  
UNIV OF ALASKA ANCHORAGE  
3211 PROVIDENCE DRIVE  
ANCHORAGE, ALASKA 99508  
(907) 786-1926

4. AREAS/TOPICS <sup>of Expertise</sup> ~~WILL SHARE INFORMATION ON:~~

A. \_\_\_\_\_

B. \_\_\_\_\_

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### UNIVERSITY OF ALASKA ANCHORAGE

1. PROGRAM CERTIFIED: LEARNING CENTER
2. LEVELS CERTIFIED: LEVEL 1/REGULAR
3. CONTACT PERSON: COLETTE MONGEAU  
LEARNING CENTER - BLDG B  
UNIV OF ALASKA ANCHORAGE  
3211 PROVIDENCE DRIVE  
ANCHORAGE, ALASKA 99508  
(907) 786-1155

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

## CHAMINADE UNIVERSITY OF HONOLULU

1. PROGRAM CERTIFIED: STUDENT SUPPORT SERVICES  
LEARNING CENTER
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED  
LEVEL 3/MASTER
- 3 CONTACT PERSON: MARION VON, PROGRAM ASSISTANT  
STUDENT SUPPORT SERVICES  
CHAMINADE UNIVERSITY  
3140 WAIALAE AVENUE  
HONOLULU, HI 96816  
(808) 735-4831 OR 735-4770  
TOLL FREE: 1-800-735-3733
4. AREAS/TOPICS WILL SHARE INFORMATION ON:  
A. \_\_\_\_\_  
B. \_\_\_\_\_

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## EASTERN NEW MEXICO UNIVERSITY

1. PROGRAM CERTIFIED: TUTORING SERVICES/LEARNING  
SUPPORT
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED
- 3 CONTACT PERSON: NADA "NICO" CAMERON  
EASTERN NEW MEXICO UNIVERSITY  
STATION #34  
PORTALES, NM 88130  
(505) 562-2286
4. AREAS/TOPICS WILL SHARE INFORMATION ON:  
A. \_\_\_\_\_  
B. \_\_\_\_\_

## ENDICOTT COLLEGE

CRLA Minutes  
July 27-29, 1990  
San Antonio, TX  
Attachment F  
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1. PROGRAM CERTIFIED: PEER TUTORING PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR
3. CONTACT PERSON: ELLEN M. RYDER  
ACADEMIC COUNSELOR  
ENDICOTT COLLEGE  
BEVERLY, MA 01915  
(508) 927-0585 EXT, 2293

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

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## FAIRMONT STATE

1. PROGRAM CERTIFIED: TUTORIAL PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED
3. CONTACT PERSON: MARIA C. ROSE  
FAIRMONT STATE COLLEGE  
LOCUST AVENUE  
FAIRMONT, WEST VIRGINIA 26554  
(304) 367-4294

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

## KEARNEY STATE COLLEGE

1. PROGRAM CERTIFIED: RESIDENT TUTOR PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED  
LEVEL 3/MASTER
3. CONTACT PERSON: DR. KATHY CARPENTER, DIRECTOR  
LEARNING SKILLS CENTER  
KEARNEY STATE COLLEGE  
905 WEST 25TH  
KEARNEY, NE 68849  
(308) 234-8214

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

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## LELAND HIGH SCHOOL

1. PROGRAM CERTIFIED: TUTORIAL PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
"MODEL HIGH SCHOOL TUTOR  
PROGRAM"
3. CONTACT PERSON: BRIAN F. KANE  
DIRECTOR PEER TUTORING  
LELAND HIGH SCHOOL  
6677 CAMDEN AVENUE  
SAN JOSE, CA 95120  
(408) 998-6290

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

## UNIVERSITY OF MONTANA

1. PROGRAM CERTIFIED: SPECIAL SERVICES TUTORING PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED  
LEVEL 3/MASTER
3. CONTACT PERSON: SUZY HAMPTON  
SPECIAL SERVICES  
UNIVERSITY OF MONTANA  
MISSOULA, MT 59812  
(406) 243-5032

4. AREAS/TOPICS <sup>of Expertise</sup> ~~WILL SHARE INFORMATION ON:~~

A. \_\_\_\_\_

B. \_\_\_\_\_

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## UNIVERSITY OF NEW MEXICO

1. PROGRAM CERTIFIED: Center for Academic Program Support (CAPS)
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED  
LEVEL 3/MASTER
3. CONTACT PERSON: Linda St. Clair, Assistant Director  
CAPS, Zimmerman Library  
University of New Mexico  
Albuquerque, New Mexico 87131  
(505) 277-7208

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_



## UNIVERSITY OF TEXAS AT EL PASO

1. PROGRAM CERTIFIED: STUDY SKILLS AND TUTORIAL SERVICES
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED  
LEVEL 3/MASTER
3. CONTACT PERSON: GLADYS R. SHAW  
STUDY SKILLS AND TUTORIAL SERVICES  
UNIVERSITY OF TEXAS AT EL PASO  
105 WEST UNION  
EL PASO, TEXAS 79968-0611  
(915) 747-5366
4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

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### TUTOR PROGRAMS CERTIFIED THROUGH 1991

#### AUSTIN COLLEGE

1. PROGRAM CERTIFIED: ACADEMIC SKILLS CENTER PEER TUTOR PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED
3. CONTACT PERSON: TINA EGGE, DIRECTOR  
ACADEMIC SKILLS CENTER  
AUSTIN COLLEGE - BOX 1177  
SUITE 61531  
SHERMAN, TEXAS 75091-1177  
(214) 813-2454
4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

### CASPER COLLEGE

1. PROGRAM CERTIFIED: PEER TUTORIAL PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED  
LEVEL 3/MASTER
3. CONTACT PERSON: CARMEN SPRINGER-DAVIS  
CASPER COLLEGE  
125 COLLEGE DRIVE  
CASPER, WY 82601  
(307) 268-2515

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

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### CHEMEKETA COMMUNITY COLLEGE

1. PROGRAM CERTIFIED: DEVELOPMENTAL EDUCATION  
TUTORING CENTER
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED  
LEVEL 3/MASTER
3. CONTACT PERSON: KATHLEEN ALLISON  
TUTORING CENTER, BUILDING 2  
CHEMEKETA COMMUNITY COLLEGE  
400 LANCASTER DR. N.E.  
P.O. BOX 14007  
SALEM, OREGON 97309-7070  
(503) 399-5093 OR 399-5188

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

## FRESNO CITY COLLEGE

1. PROGRAM CERTIFIED: TUTORIAL CENTER
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED
3. CONTACT PERSON: GRACE GARTMAN, CO-ORDINATOR  
FRESNO CITY COLLEGE  
TUTORIAL CENTER  
1101 EAST UNIVERSITY AVENUE  
FRESNO, CA 93741  
(209) 442-4600 EXT. 8742

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

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## GLENDALE COMMUNITY COLLEGE

1. PROGRAM CERTIFIED: TUTOR TRAINING
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED
3. CONTACT PERSON: BETTY J. MYERS  
C/O THE TUTORIAL CENTER AD 215  
GLENDALE COMMUNITY COLLEGE  
1500 NORTH VERDUGO ROAD  
GLENDALE, CA 91208  
(818) 240-1000 EXT. 240

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

UNIVERSITY OF HAWAII AT MANOA

1. PROGRAM CERTIFIED: OPERATION MANONG
2. LEVELS CERTIFIED: LEVEL 1/REGULAR
3. CONTACT PERSON: YUN XIAO, M.A.  
OPERATION MANONG  
EAST-WEST 4, ROOM 2D  
HONOLULU, HAWAII 96882  
(808) 948-7348 or 948-8442

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

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IDAHO STATE UNIVERSITY

1. PROGRAM CERTIFIED: DEVELOPMENTAL MATHEMATICS
2. LEVELS CERTIFIED: LEVEL 1/REGULAR
3. CONTACT PERSON: DR. BARBARA SWANSON, DIRECTOR  
READING & STUDY SKILLS PROGRAM  
ACADEMIC SKILLS CENTER  
BOX 8010  
IDAHO STATE UNIVERSITY  
POCATELLO, IDAHO 83209  
(208) 236-3662

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

IDAHO STATE UNIVERSITY

1. PROGRAM CERTIFIED: WRITING LAB
  2. LEVELS CERTIFIED: LEVEL 1/REGULAR
  3. CONTACT PERSON: DR. BARBARA SWANSON, DIRECTOR  
READING & STUDY SKILLS PROGRAM  
ACADEMIC SKILLS CENTER  
BOX 8010  
IDAHO STATE UNIVERSITY  
POCATELLO, IDAHO 83209  
(208) 236-3662
  4. AREAS/TOPICS WILL SHARE INFORMATION ON:  
A. \_\_\_\_\_  
B. \_\_\_\_\_
- 

KACHEMAK BAY BRANCH  
KENAI PENINSULA COLLEGE

1. PROGRAM CERTIFIED: PEER TUTOR PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCE  
LEVEL 3/MASTER
3. CONTACT PERSON: LIZ JACOBIE  
STUDENT SERVICES COORDINATOR  
KACHEMAK BAY BRANCH  
KENAI PENINSULA COLLEGE  
533 EAST PIONEER AVENUE  
HOMER, ALASKA 99603  
(907) 235-7743
4. AREAS/TOPICS WILL SHARE INFORMATION ON:  
A. \_\_\_\_\_  
B. \_\_\_\_\_

### KENAI PENINSULA COLLEGE

1. PROGRAM CERTIFIED: TUTOR EDUCATION PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED
- 3 CONTACT PERSON: DIANE TAYLOR  
THE LEARNING CENTER  
KENAI PENINSULA COLLEGE  
34820 COLLEGE DRIVE  
SOLDOTNA, ALASKA 99669  
(907) 262-5801 EXT. 76

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

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### LAKELAND COLLEGE

1. PROGRAM CERTIFIED: PEER TUTOR PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR
- 3 CONTACT PERSON: ROSALIND WILD, CO-ORDINATOR  
LEARNING ASSISTANCE CENTRE  
LAKELAND COLLEGE  
P.O. BOX 5100  
VERMILION, AB T0B 4M0  
CANADA  
(403) 853-8541

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

## LOUISIANA STATE UNIVERSITY

1. PROGRAM CERTIFIED: STUDENT SUPPORT SERVICES  
PEER TUTOR PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED  
LEVEL 3/MASTER
3. CONTACT PERSON: VICKIE J. CLAFLIN, M.A.  
COUNSELOR, STUDENT SUPPORT  
SERVICES  
136 ALLEN HALL  
LOUISIANA STATE UNIVERSITY  
BATON ROUGE, LOUISIANA  
70803-5222  
(504) 388-2873

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

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## MAYSVILLE COMMUNITY COLLEGE

1. PROGRAM CERTIFIED: LEARNING ASSISTANCE CENTER  
PEER TUTOR TRAINING
2. LEVELS CERTIFIED: LEVEL 1/REGULAR
3. CONTACT PERSON: NANCY D. HUNTER  
LEARNING ASSISTANCE CENTER  
MAYSVILLE COMMUNITY COLLEGE  
MAYSVILLE, KENTUCKY 41056  
(606) 759-7141 EXT. 128

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

### MIAMI UNIVERSITY

1. PROGRAM CERTIFIED: SPECIAL NEEDS PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR
3. CONTACT PERSON: DONALD MITCHELL  
BARBARA LOCKLEY  
SPECIAL NEEDS PROGRAM  
OFFICE OF LEARNING ASSISTANCE  
MIAMI UNIVERSITY  
OXFORD, OHIO 45056  
(513) 529-8397

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

### NEW MEXICO STATE UNIVERSITY

1. PROGRAM CERTIFIED: SPECIAL STUDENT SERVICES  
CAMPUS TUTORING SERVICES
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED  
LEVEL 3/MASTER
3. CONTACT PERSON: KATHY BYRNES  
ASSISTANT DIRECTOR  
SPECIAL STUDENT SERVICES  
BOX 4450  
NEW MEXICO STATE UNIVERSITY  
LAS CRUCES, NM 88003  
(505) 646-1336

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_



NORTHERN ESSEX COMMUNITY COLLEGE

1. PROGRAM CERTIFIED: PEER TUTOR PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR
3. CONTACT PERSON: PENNY A. KELLEY  
NORTHERN ESSEX COMMUNITY  
COLLEGE  
ELLIOTT WAY  
HAVERHILL, MA 01830  
(508) 374-5809

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

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OAKTON COMMUNITY COLLEGE

1. PROGRAM CERTIFIED: INSTRUCTIONAL SUPPORT SERVICES  
ACADEMIC ASSISTANCE CENTER  
ASSIST
2. LEVELS CERTIFIED: LEVEL 1/REGULAR
3. CONTACT PERSON: JUELE BLANKENBURG  
MANAGER  
INSTRUCTIONAL SUPPORT SERVICES  
OAKTON COMMUNITY COLLEGE  
1600 EAST GOLF ROAD  
DES PLAINES, ILLINOIS 60016  
(708) 635-1657 OR 635-1658

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

PFEIFFER COLLEGE

1. PROGRAM CERTIFIED: PEER TUTORING PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR
3. CONTACT PERSON: JIM GULLEDGE  
DIRECTOR OF THE LEARNING CENTER  
PFEIFFER COLLEGE  
MISENHEIMER, NC 28109  
(704) 463-1360

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

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PIMA COMMUNITY COLLEGE, EAST CAMPUS

1. PROGRAM CERTIFIED: SUPPLEMENTAL LEARNING CENTER  
TUTORIAL PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED  
LEVEL 3/MASTER
3. CONTACT PERSON: GUSTAVO CHAVEZ  
ACTING DEAN OF STUDENT AFFAIRS  
PIMA COMMUNITY COLLEGE, EAST  
CAMPUS  
8202 E. POINCIANA DRIVE  
TUCSON, AZ 85730  
(602) 722-7666

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

## RICKS COLLEGE

- PROGRAM CERTIFIED: READING LAB
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED
- 3 CONTACT PERSON: DR. KARL EDWARDS, DIRECTOR  
LEARNING ASSISTANCE  
ADMINISTRATION 214  
RICKS COLLEGE  
REXBURG, IDAHO 83460-4121  
(208) 356-1158
4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

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## RICKS COLLEGE

1. PROGRAM CERTIFIED: TUTORING CENTER
2. LEVELS CERTIFIED: LEVEL 1/REGULAR
- 3 CONTACT PERSON: DR. KARL EDWARDS, DIRECTOR  
LEARNING ASSISTANCE  
ADMINISTRATION 214  
RICKS COLLEGE  
REXBURG, IDAHO 83460-4121  
(208) 356-1108 OR 356-1159
4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

## SOUTHERN ALBERTA INSTITUTE OF TECHNOLOGY

1. PROGRAM CERTIFIED: SAIT TUTOR TRAINING PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED  
LEVEL 3/MASTER
3. CONTACT PERSON: MAUREEN SMITH  
SOUTHERN ALBERTA INSTITUTE OF  
TECHNOLOGY  
1301 - 16 AVENUE N.W.  
CALGARY, AB T2M 0L4  
CANADA  
(403) 284-8767

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

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## SCHREINER COLLEGE

1. PROGRAM CERTIFIED: FASKEN LEARNING CENTER  
PRIVATE PEER TUTOR PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR
3. CONTACT PERSON: JUDY KILPATRICK, DIRECTOR  
FASKEN LEARNING CENTER  
SCHREINER COLLEGE  
KERRVILLE, TEXAS 78028  
(512) 896-5411 EXT. 293

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_

## SONOMA STATE UNIVERSITY

1. PROGRAM CERTIFIED: TUTORIAL PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR
3. CONTACT PERSON: KARIN E. WINNARD, COORDINATOR  
TUTORIAL PROGRAM  
SONOMA STATE UNIVERSITY  
ROHNERT PARK, CA 94928  
(707) 664-2429 or 664-2696
4. AREAS/TOPICS WILL SHARE INFORMATION ON:  
A. \_\_\_\_\_  
B. \_\_\_\_\_

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## TULANE UNIVERSITY

1. PROGRAM CERTIFIED: EDUCATIONAL RESOURCE CENTER  
TUTORING CENTER
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED
3. CONTACT PERSON: LISA H. THOMSEN, COORDINATOR  
TUTORING SERVICES  
EDUCATIONAL RESOURCE CENTER  
FIRST FLOOR MECHANICAL  
ENGINEERING BUILDING  
TULANE UNIVERSITY  
NEW ORLEANS, LA 70118  
(504) 865-5113
4. AREAS/TOPICS WILL SHARE INFORMATION ON:  
A. \_\_\_\_\_  
B. \_\_\_\_\_

## UNIVERSITY OF VERMONT

1. PROGRAM CERTIFIED: STUDY SKILLS TUTORS:  
LEARNING SKILLS PROGRAM AT  
LEARNING COOPERATIVE
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED  
LEVEL 3/MASTER
3. CONTACT PERSON: FRAN KAHN, DIRECTOR  
LEARNING SKILLS PROGRAM  
LEARNING COOPERATIVE  
244 COMMONS, LIVING/LEARNING  
UNIVERSITY OF VERMONT  
BURLINGTON, VT 05405  
(802) 656-4075
4. AREAS/TOPICS WILL SHARE INFORMATION ON:  
A. \_\_\_\_\_  
B. \_\_\_\_\_

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## WAYNE STATE COLLEGE

1. PROGRAM CERTIFIED: TUTOR PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR
3. CONTACT PERSON: DOROTHY WEBER  
LEARNING CENTER  
WAYNE STATE COLLEGE  
WAYNE, NE 68787  
(402) 375-2200 EXT. 496
4. AREAS/TOPICS WILL SHARE INFORMATION ON:  
A. \_\_\_\_\_  
B. \_\_\_\_\_

WEST HILLS COLLEGE

1. PROGRAM CERTIFIED: WEST HILLS COLLEGE
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED
- 3 CONTACT PERSON: SUELLEN HUBBARD  
WEST HILLS COLLEGE  
300 CHERRY LANE  
COALINGA, CA 93210  
(209) 935-0801 EXT. 279
4. AREAS/TOPICS WILL SHARE INFORMATION ON:  
A. \_\_\_\_\_  
B. \_\_\_\_\_

WINDWARD COMMUNITY COLLEGE

1. PROGRAM CERTIFIED: TRIO TUTOR TRAINING PROGRAM
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED  
LEVEL 3/MASTER
- 3 CONTACT PERSON: SUZANNE C. KITA  
TRIO COUNSELOR  
WINDWARD COMMUNITY COLLEGE  
45-720 KEAAHALA RD.  
KANEEOHE, HI 96744  
(808) 235-7489
4. AREAS/TOPICS WILL SHARE INFORMATION ON:  
A. \_\_\_\_\_  
B. \_\_\_\_\_

## YUKON COLLEGE

1. PROGRAM CERTIFIED: CALL PROGRAM-COMMUNITY ADULT LITERACY LEADERSHIP
2. LEVELS CERTIFIED: LEVEL 1/REGULAR  
LEVEL 2/ADVANCED  
LEVEL 3/MASTER
3. CONTACT PERSON: ESTHER CHASSE / HAZEL FEKETE  
YUKON COLLEGE  
BOX 2799  
WHITEHORSE, YUKON Y1A 5K4  
CANADA  
(403) 668-8742 or 668-8740

4. AREAS/TOPICS WILL SHARE INFORMATION ON:

A. \_\_\_\_\_

B. \_\_\_\_\_



## CRLA TUTOR PROGRAM CERTIFICATION LIST

by  
Dr. Tom Gier, Chair  
College Reading and Learning Association  
Tutor Certification Committee

CRLA Minutes  
July 27-29, 1990  
San Antonio, TX  
Attachment F  
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The following is an updated, July 1, 1990, listing of the colleges and universities that have received CRLA tutor certification and their period of certification.

- 1) Kearney State College, Kearney, NE: Regular, Advanced, and Master. \*\*\*
- 2) Univ of Texas at El Paso, El Paso, TX: Regular, Advanced, and Master. \*\*\*
- 3) University of Montana, Missoula, MT: Regular, Advanced, and Master. \*\*\*
- 4) University of Alaska, Anchorage's Eng Dep: Regular and Advanced. \*\*\*
- 5) University of Alaska, Anchorage's Learning Center: Regular. \*\*\*
- 6) University of New Mexico, Albuquerque, New Mexico: Regular, Advanced, and Master levels. \*\*\*
- 7) Eastern New Mexico University, Portales, NM: Regular and Advanced. \*\*\*
- 8) Fairmont State, Fairmont, West Virginia: Regular and Advanced levels. \*\*\*
- 9) Leland High School, San Jose, California: Regular level and CRLA "MODEL HIGH SCHOOL TUTOR PROGRAM." \*\*\*
- 10) Endicott College, Beverly, MA. was certified at the Regular level. \*\*\*
- 11) Chaminade University of Honolulu, Honolulu, HI: Regular, Advanced and Master levels. \*\*\*
- 12) West Hills College, Coalinga, CA.: Regular and Advanced levels. \*\*
- 13) Pfeifer College, Misenheimer, North Carolina: Regular level. \*\*
- 14) Yukon College, Whitehorse, Yukon, Canada: Regular, Advanced, and Master levels. \*\*
- 15) Maysville Community College, Maysville, Kentucky: Regular level. \*\*
- 16) Tulane University, New Orleans, LA: Regular and Advanced levels. \*\*
- 17) Southern Alberta Institute of Technology, Calgary, Alberta, Canada: Regular, Advanced, and Master levels. \*\*
- 18) Chemeketa Community College, Salem, Oregon: Regular, Advanced, and Master levels. \*\*
- 19) Louisiana State University, Baton Rouge, LA: Regular, Advanced, and Master levels. \*\*
- 20) Windward Community College, Kaneohe, HI: Regular, Advanced, and Master levels. \*\*

- 21) Kenai Peninsula College, Kenai, AK: Regular and Advanced levels. \*\*
- 22) Kachemak Bay Branch, Kenai Peninsula College, Homer, AK: Regular, Advanced, and Master levels. \*\*
- 23) Casper College, Casper, WY: Regular, Advanced, and Master levels. \*\*
- 24) Pima Community College, East Campus, Tucson, AZ: Regular, Advanced, and Master levels. \*\*
- 25) Northern Essex Community College, Haverhill, MA: Regular level. \*\*
- 26) Wayne State College, Wayne, NE: Regular level. \*\*
- 27) Sonoma State University, Rohnert Park, CA: Regular level. \*\*
- 28) New Mexico State University, Las Cruces, NM: Regular, Advanced, and Master levels. \*\*
- 29) Glendale Community College, Glendale, CA: Regular and Advanced. \*\*
- 30) Schreiner College, Kerrville, Texas: Regular level. \*\*
- 31) Austin College, Sherman, Texas: Regular and Advanced. \*\*
- 32) University of Vermont, Burlington, VT: Regular, Advanced, and Master levels. \*\*
- 33) Oakton Community College, Des Plaines, IL: Regular level. \*\*
- 34) Ricks College Tutoring Center, Rexburg, ID: Regular level. \*\*
- 35) Ricks College Reading Lab, Rexburg, ID: Regular and Advanced. \*\*
- 36) Idaho State University - Developmental Mathematics, Pocatello, ID: Regular level. \*\*
- 37) Idaho State University - Writing Lab, Pocatello, ID: Regular level. \*\*
- 38) Fresno City College, Fresno, CA: Regular and Advanced. \*\*
- 39) Lakeland College, Vermilion, AB, Canada: Regular level. \*\*
- 40) Miami University, Oxford, Ohio: Regular level. \*\*
- 41) University of Hawaii at Manoa, Honolulu, Hawaii: Regular level. \*\*

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\* certified through June 30, 1990

\*\* certified through June 30, 1991

\*\*\* certified through June 30, 1993

Yakima Valley Community College, P.O. Box 1647, Yakima, WA, 98903

July 12, 1990

Ms. Tammy VanVoorhis, President  
Oxford Mailing Service  
2915 Telegraph Rd. #D  
Santa Fe Springs, CA 90670

Dear Tammy,

Where has time gone? Perhaps into the black holes in the universe? At any rate, it has slipped me by and I am delinquent in getting this letter to you in a timely manner. I am writing to reiterate the details discussed with you at the Board meeting in Irvine this past spring.

You will note that one of the items we asked for was a report in time for our summer board meeting. I obviously should have reminded you of this before now so you would have plenty of time to complete it if that particular detail has slipped your mind. I would appreciate it if you could complete such a report (see below for details) in spite of my untimely reminder. The Board meeting is scheduled for July 27-29, but I will be leaving Yakima on July 20. Perhaps you can FAX the report to me before then (509/575-2461), or you can mail it directly to the hotel: Hyatt Regency San Antonio, On the Riverwalk at Paseo Del Alamo, 123 Losoya Street, San Antonio, Texas 78205. If you mail to the hotel be sure to include College Reading and Learning Association in the address and make a "hold for arrival" notation on the outside of the envelope. Thanks.

I have attached a summary of the arrangements that, according to our official minutes, were confirmed with you during our Board Meeting. In addition, I have listed some problem areas about which we remain concerned and for which we have recent examples that cause us to question the reliability of your procedures. We are anxious to provide whatever information and assistance we can to you in order to put a system into operation that works smoothly for the College Reading and Learning Association. We would very much like to continue our relationship with the Oxford Mailing Service; it would be both expensive and frustrating if we felt we needed to start from scratch with another mailing service.

You will note that I have delineated the information desired in quarterly reports (We had said annual reports at the Board meeting, but there were some items for which we wanted quarterly reporting, and it seems to me it would be easier to send the same information each quarter rather than remembering when we want which items. If

you disagree, we can discuss it.), but I have not defined a format. My assumption is that you can easily do that with the data base system you use. If I define a format that would be logistically difficult for your particular setup, it would be more of a detriment to you than an assist. However, if you want me to define a format, I will be happy to do so. If you cannot get a complete report ready for our San Antonio meeting, I would appreciate it if you would forward whatever summary information you have available in any of the categories discussed below.

I speak for the entire board when I convey to you our thanks for the personal time and effort you are affording us. We are looking forward to a continuing relationship. If you need additional information, don't hesitate to contact me.

Sincerely,

Dee Tadlock, Ph.D.  
President

pc Ms. Barbara Calderwell

#### **MEMBERSHIP PROCESSING:**

We would like Oxford Mailing Service to send renewal forms one month prior to membership expiration and again when the membership has expired.

As you process membership and/or renewal applications each month, you will send a welcome to CRLA letter to the former and a "thanks for joining again" letter to the latter.

For members who are not currently subscribing to JDE and/or RRIIDE, subscription slips (provided by the National Center for Developmental Education) will be inserted in the renewal information sent to them at the time their membership is nearing expiration.

The quarterly report received by the President of CRLA should include a listing of members who have joined or renewed during the quarter.

A listing of members who contributed to the scholarship fund should also be provided in the quarterly report.

The quarterly report should include a listing of individuals whose membership has expired during the quarter and remains unrenewed at the time of the report.

#### **MAILING LABELS:**

CRLA mailing lists should automatically include, in addition to active members, those former members whose membership has expired within the previous three months.

The quarterly report should include a listing of individuals who request CRLA mailing labels and the number of times these requests are made.

Mailing labels may be purchased, with the President's permission, by any CRLA member or anyone else wanting them for a reason deemed of benefit to the membership for a charge of \$25.00. Commercial users may, with the president's permission, purchase CRLA membership mailing labels for \$150.00

#### **BROCHURES:**

Oxford Mailing Service will maintain the inventory of brochures that will be mailed to them from the printer in New Mexico.

The President, Past President, and President-Elect of CRLA should automatically receive 50 brochures with each new printing.

Brochures should be sent upon request to other members of CRLA.

The quarterly report should include an accounting of how many brochures were in the initial inventory and how many were mailed during each quarter.

## JDE and RiDE

Oxford Mailing Service will send mailing labels for all issues of each publication (JDE 3 sets; RiDE, 5 sets) to the Managing Editor at the National Center for Developmental Education (NCDE) by August 15 of each year. Actual subscription agreements for all subscribers together with an alphabetical listing of subscribers of each publication will also be sent to the Center.

Any new subscribers, address changes, or "problems" with subscriptions to these publications will be communicated to the Managing Editor at the NCDE immediately.

Renewal reminders for JDE and RiDE will be mailed in May of each year. A final notice to those not responding should be sent on July 1. The membership renewal envelopes can be used for this purpose with the following change in the text:

### Reminder:

Your discounted subscription to the Journal of Developmental Education and/or Review of Research in Developmental Education expires soon. In order to continue receiving the publications without interruption, it is important that you send in your renewal now.

JDE \_\_\_\_ one year \$xx.xx

RiDE \_\_\_\_ one year \$xx.xx

Total Enclosed \$ \_\_\_\_\_

### Final Notice:

Your discounted subscription to the Journal of Developmental Education and/or Review of Research in Developmental Education has expired. If you have not sent in your subscription renewal, won't you please do it now.

The quarterly report should include a listing of the number of subscriptions for each publication that was purchased during the quarter.

For members who are not currently subscribing to JDE and/or RiDE, subscription slips (provided by the National Center for Developmental Education) will be inserted in the renewal information sent to them at the time their membership is nearing expiration.

#### QUARTERLY REPORT:

Many of the items to be included in the quarterly report have been mentioned in the appropriate category discussed above; they are repeated here for the convenience of having all quarterly report information in one place in this communication.

Quarterly reports shall be mailed to the President of CRLA within two weeks of the end of each quarter (March 31, June 30, September 30, December 31). These reports should include:

A reporting of the total number of current members.

A listing of members who have joined or renewed during the quarter.

A listing of members who contributed to the scholarship fund during the quarter.

A listing of individuals whose membership has expired during the quarter and remains unrenewed at the time the report is compiled.

A listing of individuals who requested CRLA mailing labels during the quarter and the number of times such requests were made.

An accounting of how many brochures were in the initial inventory and how many were mailed during the quarter.

A listing of the number of subscriptions for each publication (JDE and RRiDE) that was purchased during the quarter.

A financial summary that reports receipts by membership, scholarship, and subscription (JDE and RRiDE) categories and that itemizes billings by the following categories: Newsletter mailings, Journal mailings, label provision, etc. (I am not confident that I have sufficiently defined the billing categories; if other categories are obvious to you, please include them. The point is, we want to know how much we are paying for the individual functions you perform for us rather than for your entire array of services.)

Membership Resource Lists that have been received during the quarter should be enclosed with each quarterly report.

**PROBLEMS:**

The concern of the timeliness of the response to new and renewing members that was expressed at the Board meeting seems to remain a problem. Dr. Les Toczco, whom I met in June at a meeting in Colorado Springs, informed me that he had joined CRLA in April and had not yet received any response from us. I phoned him yesterday to reconfirm, and he reported that he still has not received any acknowledgement of having joined. Our President-Elect, Dr. Joyce Weinsheimer informed me today that her membership normally expires around conference time and she did not receive a renewal notice. She was "looking for it" and so is confident neither notice arrived. She is not on the current mailing list I received from you last week. Obviously, because we have somewhat accidentally discovered these two incidents, we have serious concern whether this is happening often.

In a conversation with Ms. Barbara Calderwell, managing editor of JDE and RRiDE, I learned that you sent her mailing labels for the purpose of sending promotional materials to members who had joined since the original mailing in January and the conference time in early April. She had previously received 586 labels; you sent an additional 55; yet, the membership list you provided us at the conference contained in excess of 700 names. What accounts for the discrepancy? Again, we are concerned about the reliability of your procedures.



MEMO DATE: July 18, 1990

MEMO TO: Dr. Dee Tadlock, President CRLA  
Members of the Board of CRLA

MEMO FROM: Mary Rubin, Coordinator *MRubin*  
Taskforce for Professional Language for College Reading  
and Learning

MEMO RE: Future of the project

1. During the Saturday Board meeting of the 1990 Conference, I was asked to provide the board with certain information. This memo is to respond to your request. If further information is required, please contact me.

2. Timetable:

August, 1990 -- complete manuscript report of the Taskforce; send for final editing to all Taskforce and Board members.

October, 1990 -- revise manuscript based on response of Taskforce members and others who have reviewed manuscript.

December 1, 1990 -- submit manuscript to Journal for consideration for publication.

3. Format:

During the Taskforce working session, the following format was agreed upon.

**term.** definition(s). use of term in illustrative sentence or phrase.  
notes of interest.

4. Terms to be defined:

Consistent with the lists previously provided board members with changes received this spring.

5. Funds:

Request \$50.00 budget for 1990-91 postage and copying.

Attached is a check in the amount of \$400 to reimburse CRLA for funding provided to the NADE conference during the Spring of 1990. After receiving this funding, some University funds were made available at the end of the year, and my University provided the 50% support I had requested, not to exceed \$400. As a result, I am able to refund this amount to CRLA.



**Appalachian**  
STATE UNIVERSITY  
BOONE, NORTH CAROLINA 28608

Reich College of Education  
National Center for Developmental  
Education  
(704)262-3057

June 6, 1990

M E M O R A N D U M

TO: Dr. Carol Clymer  
National Advisory Board Member,  
Exxon Research Project

FROM: Hunter R. Boylan, Project Director

RE: Update on Project Activities

*Xerox  
6 copies  
for me  
& then  
fill 1 there  
already is  
a folder*

Since we met in February, the project has completed most of the activities listed in our planning document for this period. The following is an update on those activities.

RESEARCH

- \* Field testing of initial data collection documents has been completed.
- \* Field testing of the program variables questionnaire is now under way.
- \* Data is now being collected from sub-samples I and III.
- \* Data from sub-sample I is now being entered on our computers (we have gathered approximately two thirds of the required student data from sub-sample I).
- \* The questionnaire on program variables will be distributed to institutions in sub-sample I by the end of the month.
- \* Project liaison personnel have been identified for sub-samples I, II, and III. We are now identifying project liaisons for sub-samples IV and V.

### PUBLICATIONS

\* We have received revised manuscripts from all of our authors (except Bob Panos who is writing the summary chapter) and these manuscripts reflect the changes recommended by the advisory board.

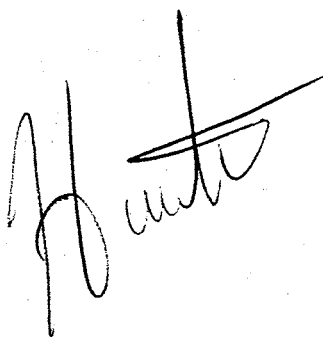
\* Final revisions are now being made for the manuscripts in hand.

\* The final chapter (authored by Bob Panos) is now being completed.

\* We still expect to have the manuscript to the publisher this summer and project a publication date for the fall of 1990.

This summer will be a busy one for us. The majority of our data should be collected and entered during the next five months. If you have any questions or suggestions regarding the project, please feel free to call.

Thank you all for your cooperation and assistance. Have a good summer!

A handwritten signature in black ink, appearing to be "H. White", is written diagonally across the lower half of the page.