

**Conference Call Agenda
April 19,2000**

- I. Acceptance of agenda
- II. Approval of minutes
- III. Old business
- IV. Treasurer's report
- V. 2000 CRLA Conference report
- VI. Symposium report
- VII. States and Regions Report
- VIII. Reports by Board Members attending regional CRLA conferences
- IX. Newsletter report
- X. NTA report and letter
- XI. Executive Assistant's report
- XII. Slate of Fellows Candidates
- XIII. Griffin Long and Outstanding Award
- XIV. CRLA Board Special Recognition Award
- XV. Request from Gladys Shaw regarding ITCP/IMCP Chair
- XVI. Other

COLLEGE READING AND LEARNING ASSOCIATION

CONFERENCE CALL

DATE: April 19, 2000

~~SUMMARY OF~~ MINUTES

MEMBERS PRESENT: Pat Jonason, *President*, Valerie Smith Stephens, *Secretary*, Tom Dayton, *President-Elect*, Gretchen Starks-Martin, *Treasurer*, Susan Deese-Roberts, *Executive Assistant*, Vicki Papineau, *Membership Coordinator*, Molly Widdiecombe, *Newsletter Editor*, Michael O'Hear, *Past President* Guest: Karen Agee, *Incoming President-Elect*

Pat called the meeting to order at 3:06 p.m. EDT

1. AGENDA

The following items were added to the agenda: Newsletter report and Old Business.

MOTION: Mike moved that the Agenda be accepted. Tom seconded. **PASSED**

2. MINUTES

Pat asked about the status of the minutes. Valerie responded that the Board needs to approve the minutes from January, February, and March. Valerie will send a summary of the minutes to the committee chairs. She will also send a complete set of the minutes to Pat.

MOTION: Mike moved that the minutes from January, February, and March be approved. Tom seconded. **PASSED**

3. OLD BUSINESS

Pat discussed the POC's concern of the use of the term developmental education. Pat responded to POC's concern by stating that the Board is very aware that the term

developmental education is overused. The Board will not misuse the term. The Board will also check the Strategic Plan to make sure that the term is not misused in the document. A discussion was held about whether or not to accept proposals that are related to Developmental Education. Vicki responded that since Developmental Education is one of the areas of CRLA we should not exclude proposals. Susan remarked that in the call for papers, there should be a section on the proposal where the institution is from example: a description of the institution community colleges, four year schools, technical colleges and research institutions. Each conference participant can decide if the presentation will meet his or her needs or interest. Molly recommended that it also include intended audience. The proposal should indicate if it is a two year college or four year school. Tom cautioned that the proposal committee not create barriers between two year and four year schools. Pat also reminded the Board that we can only create a conference program based on the proposals the committee receives. Pat encouraged the board to have individuals submit proposals that pertain to Mathematics or research. Pat moved on to the other item of Old Business. She asked Mike if he received any additional information about the request for CRLA representation to train conference participants on tutor training in Louisiana. Mike reported that he has not. Pat suggested that Mike try to reach the contact person and asked if

he or she is still interested. Mike will share any developments at the next conference call.

4. TREASURER'S REPORT

Gretchen reported the following information regarding the budget:
Operating: \$ 27,782.10.
March Deposits: \$3,962.23
Debits: \$8,179.57. Gretchen reported that the budget is still very healthy. Gretchen reported that all items that need her immediate attention should be sent to her before May 5, 2000. She will be away for the month of May. Gretchen will handle financial matters when she returns in June.

5. 2000 CRLA CONFERENCE REPORT

Tom reported that all of the conference information is being placed on the CRLA web site. He feels like he is making progress with all of the conference preparations. He has just confirmed entertainment for the banquet and a piano player for the cocktail hour-- both were reasonably priced. He has received 92 proposals.

6. SYMPOSIUM REPORT

Susan announced that since the posting on the LRNASST listserv, responses have increased. She will make another posting to the listserv announcing that more information about the Symposium is available on the CRLA web page. The results of the Board attending regional and chapter conference announcements are paying off. To date, there are

150 registrants. Information on the CRLA web page should include how to get to Brickenrigde. Shuttle information should also be included. Pat reported that the conference brochures are very attractive. Susan also informed the Board that as part of her institution's offer of support, she has access to a color printer and copying services.

7. STATES AND REGIONS REPORT

Mike reported that Minnesota has expressed interest in hosting the 2002 conference. More information about this as it develops. Pat asked the Board members who attended regional conferences in an official capacity to report on their activities. Tom, Gretchen and Valerie had the opportunity to attend state and regional conferences and offered the following comments:

Tom stated that the Northwest Chapter's conference had over 75 attendees and the hotel was a very good facility. He also reported that Spokane was a wonderful city to hold the next conference. Gretchen reported that she had a wonderful time at the Heartland's conference. There were about 75 conference attendees. Everyone was very energetic and she was able to recruit a former CRLA member to become a member again. Pat also read a thank you letter from the Heartland chapter expressing their appreciation to the Board for the \$500 to use for the conference. They also thanked the Board for allowing Gretchen to attend and as a result, the participants at the Heartland chapter tripled in attendance. Valerie

reported on the first PA/NJ chapter conference held at Rider University. Valerie reported that was an excellent conference with a about 150 participants. Vincent Tinto was the keynote speaker and he did an outstanding job. Overall, the conference was well managed and for a first effort, the PA/NJ chapter should be commended for their efforts. Valerie also reported on the Northeast regional conference held at Central Connecticut State University. There were 30 conference attendees and the main speaker was David Monti. He gave an interesting talk on reading and learning. Valerie also encouraged conference participants to join CRLA and she also recommended that a conference presenter submit a proposal to present at the 2001 conference.

8. NEWSLETTER

Molly announced that the newsletter was mailed out. She also reported that she was able stay within the budget. The total cost to produce the newsletter was \$2985.60. The deadline for the summer newsletter is May 6, 2000. Pat and Tom will contribute items for their columns. She already has items for the next newsletter: the Founding Fellows, summary of State and Regional conferences, Gail Platt winning Outstanding Educator Award, and the newly elected officers. There was a discussion about placing the standards to update the NADE self-assessment guide in the CRLA newsletter. The document would be a page – front and back in the newsletter. Mike expressed concern that this document is not covered in

our agreement with NADE. Molly suggested that it be placed on the LRNASST listserv list serve. Tom suggested that in the spirit of cooperation, there should be an announcement in the CRLA newsletter about the self-assessment and refer to NADE web site.

Mike moved that the announcement regarding the NADE Self Assessment Standards be placed on the LRNASST listserv. Valerie seconded. PASSED

Pat will contact Gladys with the Board's recommendation. Molly reported that she received a NCLCA request to place a conference announcement in CRLA's newsletter. According to the agreement with ACDEA, CRLA's newsletter will include a half page ad for NCLCA conference. Pat reminded Karen and Tom to ask CRLA's sister organizations to include CRLA's upcoming conference in their newsletters. Susan offered to send Karen and Tom a listing of publications (ex: The Chronicle of Higher Education and the Community College weekly) where CRLA can advertise their upcoming conferences. Molly informed the Board that the next newsletter will be available to members by mid-July.

9. NTA REPORT AND LETTER

Pat attended the NTA conference in San Antonio, Texas. The conference went smoothly. Many conference participants stopped by the CRLA table and Pat sold out of the LAC monograph. Pat donated a monograph to the scholarship raffle. The monograph was very much in demand. During the conference Pat had the opportunity to meet with the President of NADE, Linda Thompson who is very busy certifying developmental education programs in Texas. Linda recommended that any institution requesting their program to be certified for tutoring programs should be referred to CRLA or NTA. Linda also suggested that NADE rename their certification program. Their program is not certifying the same things that CRLA is but the names are similar. The major difference is price. NADE is \$500 and CRLA is \$50. Pat went over the letter from NTA regarding their membership with ACDEA. Vicki asked about David Arendale regarding his call to the NADE Board. (David is the Past President of NADE). David planned to write a letter to the NADE Board suggesting that NADE not certify tutoring programs. Pat will follow up with Dave to see if he wrote the letter. The certification issue still needs to be resolved and it is an ongoing issue.

10. EXECUTIVE ASSISTANT REPORT

Susan has received almost all of the job descriptions. There were some minor changes. Susan did report that there are some global job duties that should be changed such as changing spring conference to fall conference. She asked for the Board's input to see if the changes can be approved. Tom suggested that Susan mail all of the descriptions and they can be discussed at the Symposium and those officers attending the Symposium. Susan plans to work with Valerie to update the Policy and Procedures manual. Susan asked the reimbursement policy for incoming officers, membership coordinator and editors. Valerie and Susan will try to find this information. If this is not sufficient, she will ask the Board for their recollections. She also wanted Vicki to know that she is still looking for fabric for the banners. Finally, Susan will work on revising the Conference Planning manual this fall and she will work with Tom and hopefully she will have a draft for Karen and her committee to use for the 2001 conference.

11. MEMBERSHIP COORDINATOR'S REPORT

The Tutor Handbook is selling very well. The information about the Tutor Handbook information and order form needs to be put on the CRLA web site. Vicki asked Molly to send her the Northwest chapter's table drape so that she could use it as a model to make more banners.

Molly shared that Debbie Sipe told her that there were 20 requests for membership. The discussion on the CRLA web site maintenance quote has been tabled until the next conference call.

**12. REQUEST FROM GLADYS SHAW
REGARDING ITCP/IMCP CHAIR**

Gladys made a request for clerical assistance to help her with administrative tasks of the ITCP/IMCP chairperson's role since she will be retiring. She will no longer have her institution's support to keep up the with database and other clerical tasks. She will need \$250.00 a month to accomplish this. Gladys will be able to do this until another chairperson is appointed. Molly mentioned that the ad for the chairperson's position has been advertised again in the CRLA newsletter. It was decided that the Board should wait to see if anyone new applies for the position. If that does not happen, then it would be agreed that Gladys would have support on a temporary basis until a new chair is appointed. Susan remarked that the CRLA web page may be able to assist in this task of keeping records and possibly developing a new way of handling the data. Pat also suggested that she thinks that the current committee members be asked to take on the chairperson's role. Further discussion on this topic will take place at the next conference call. Finally, Pat has sent to Gladys copies of all the financial records

pertaining to the 1999 Conference
for an audit.

The Board went into Executive session to discuss the candidates for the Griffin Long and Outstanding Award, CRLA Board Special Recognition Award and the slate of Founding Fellows from 4:58 to 5:27 p.m.

The next conference call is scheduled for Wednesday, May 10, 2000 at 3:00 p.m.

Pat adjourned the meeting at 5:30 p.m.