

COLLEGE READING AND LEARNING ASSOCIATION

**CONFERENCE CALL
September 8, 1999**

List of Attachments to Minutes

- A. Agenda
- B. Flowcharts for Conference
- C. CAS Survey

Subj: September Conference Call

Date: 8/27/99 8:34:04 AM Pacific Daylight Time

From: OHEAR@ipfw.edu (OHear,Michael)

To: pjonason@jccc.net, carpenterk@unk.edu, ldreiblatt@aol.com, orlandov@mscd.edu, rbethke@jccc.net, tomdayton@aol.com, vpapineau@cccneb.edu, vstephen@crab.rutgers.edu, Ohear@ipfw.edu, sdeese@unm.edu, gstarks@stcloudstate.edu

The September conference call will be on Wednesday, September 8, at 2:00 EDT, 1:00 CDT, 12:00 MDT, 11:00 PDT. The phone number to call is 303-633-6124. The agenda is as follows. Let me know if you want to include any additional items. I believe we may want to move to executive session for the awards discussion.

BOARD CALL AGENDA-SEPTEMBER 1999

1. Acceptance of agenda.

2. Acceptance of minutes.

A Labels

3. Positions:

A. Director of PALS - "Sam" Noble

B. ITCP/IMCP-Robin will do Pasternak award this year; Gladys will remain in charge of certification. Gladys is thinking of potential candidates for the combined job.

C. Susan Deese will be at conference early if we will support the extra days. I think this is a good idea so that she will learn her new position.

4. Meetings

A. SCADE- Gladys doesn't think it is worth her going to this meeting.

B. Gladys will be presenting a session on CRLA certification programs at the Winter institute. She has asked for travel help to get to Tucson. I think this would be a good idea.

C. NY College Reading Ass.

5. Sue Brown has asked for ideas on where to go after Spokane.

6. Conference Flowcharts. These represented the best plans I could make at the time they were put together. Do you have any feedback on adequacy, on things forgotten, etc.?

A. Is there a need for a plenary session?

B. Do we have any items for the membership in the business meeting?

B: Pat Up-Dates

7. LAC Book, Frank is proofing text and constructing missing material.

H&H seems not to be concerned about the status of the book. However, it does not seem as if it will be ready until after the first of the year. As of last week, Frank had most of the missing information to H&H.

8. Lifetime Memberships. The mailing service can do everything but sign cards for the President. Cost: \$20 for 4 years (approximate) worth of cards.

*New chapter
Newsletter*

CAS - Survey

9. Strategic Plan Continued. I trust the missing page has arrived. We need to go over items from this page and, if time allows, talk about possible action items to extend the plan beyond three years.

10. Decision on need of additional calls before the conference.

11. Awards. We may need to sit in executive session on this. We have several names to discuss, including the Caverly nomination.

11. Decision on the need of further calls before the conference.

Headers

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Message-ID: <0006E1AC.C21227@ipfw.edu>

From: OHEAR@ipfw.edu (OHeard,Michael)

Subject: September Conference Call

To: pjonason@jccc.net, carpenterk@unk.edu, ldreiblatt@aol.com, orlandov@mscd.edu, rbethke@jccc.net, tomdayton@aol.com, vpapineau@cccneb.edu, vstephen@crab.rutgers.edu, Ohear@ipfw.edu, sdeese@unm.edu, gstarks@stcloudstate.edu

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Content-Description: cc:Mail note part

CONFERENCE FLOW CHARTS AND SEATING ARRANGEMENTS

FIRST GENERAL SESSION

Thursday, November 4, 1999

Presider: Dr. Michael O'Hear, CRLA President

Introductions

Welcome to the Conference

Pat Jonason, CRLA President-Elect and Conference Chair

Susan Halter, Conference On-Site Chair

Dorothy Weber, Registration Chair

President, Delgado Community College, local welcomer

Keynote Presentation

by

Dr. Betty Siegel, President

Kennesaw State College, Georgia

First General Session
Thursday, November 4, 1999
9:00 - 10:30

Head Table (10)

Officers (5), Executive Assistant, Susan Halter,
 Betty Siegel, Kamal Maheshwari

Michael O'Hear
 President

Open Conference and Session
 Introduce Current and
 New Board Members (sitting in front)
 Recognize CRLA Members
 Presenters & Session Chairs
 State/Region Chapter Presidents
 SIGs/PALs
 Committee Chairs
 Publications Editors
 Newcomers & International Members
 Recognize Executive Officers from
 NADE—Martha Cassaza
 MCLCA—Shevawn Eaton
 NCDE – Hunter Boylan
 NTA—Sandi Ayuz

Pat Jonason
 President-Elect

Welcome Members to Conference
 Introduce On-site chair

Susan Halter
 On-Site Chair

Welcome to conference
 Recognize Registration Chair
 Introduce Local Welcomer

President, Delgado C.C.

Welcome to Conference

Pat Jonason
 President-Elect

Introduce Betty Siegel
 Keynote Speaker

Dr. Betty Siegel

Keynote Speech

Mike O'Hear

Thank Speaker
 Introduce Elections Chair, Kathy Carpenter

Kathy Carpenter
 Past-President/Elections Chair

Introduce Elections Committee

Pat Jonason
President-Elect

Introduce Jan Norton–Evaluation Coordinator,
Reminder on conference evaluations.
Plug Hospitality Suite
Introduce Susan Halter

Susan Halter
On-Site Chair

Conference Updates
Introduce Kamal Maheshwari

Kamal Maheshwari
Awards & Scholarships Chair

Auction Information

Mike O’Hear
President

Announce times and locations of Board meetings,
Invite members to attend, and check programs for
Location of state and region meetings.
Adjourn session

Second General Session
Friday, November 5, 1999
9:00 am - 10:30 am

Annual CRLA Business Meeting

Presider: Dr. Michael O'Hear, CRLA President
Kathy Carpenter, CRLA Past President and Coordinator of Chapters States and Regions

Annual reports from Michael O'Hear, CRLA President, Lorraine Dreiblatt, CRLA Secretary, and Gretchen Starks-Martin, CRLA Treasurer, will be presented followed by the annual business meeting.

Presidential Address

Dr. Michael O'Hear, CRLA President
"Crossing the Bridge Together: The View From 10,000 Days"

**Second General Session
Friday, November 5, 1999
8:45 - 10:30 am**

Presider: Dr. Michael O'Hear, CRLA President

Head Table (9-10)

Officers, Executive Assistant, Membership Chair(?), Denise McGinty Swann, Susan Halter

Mike O'Hear President	Opens Session Presidential Report
Kathy Carpenter Past-President	States and Regions Report
Lorraine Dreiblatt Secretary	Secretary's Report
Gretchen Starks-Martin Treasurer	Treasurer's Report
Pat Jonason President-Elect	Conference Report Introduces Exhibitors
Mike O'Hear President	Business Meeting
Denise Swann	By-Laws, if changes needed
Mike O'Hear	Request for Other Business Items
Pat Jonason President-Elect	Introduce Mike O'Hear
Mike O'Hear President	Presidential Address
Susan Halter On-Site Chair	Conference Announcements Reminder about Conference Evaluations

Mike O'Hear
President

Adjourns session

Awards Banquet

Friday, November 5, 1999

6:30 pm - 9:00 pm

Presider: Dr. Michael O'Hear, CRLA President

Welcome to the Awards Banquet

(Menu)

Awards Ceremony

Chairs: Dr. Michael O'Hear, CRLA President
Kamal Maheshwari, Awards & Scholarships Committee Chair

The CRLA Scholarship Award
The CRLA Research Awards
The Tom Pasternak Outstanding Tutor Award
Special Recognition Awards
The Robert Griffin Long and Outstanding Service Awards

Entertainment

Awards Banquet
Friday, November 5, 1999
6:30 pm - 9:00 pm

Head Table (8):

Officers (5), Membership Chair, Kamal Maheshwari, Gladys Shaw

Mike O'Hear
 President

Welcome to the Awards Banquet.
 Invite dinner to be served (6:35)

Introduce Kamal Maheshwari (7:30)

Kamal Maheshwari
 Awards & Scholarships Chair

Present CRLA Scholarship Awards &
 CRLA Research Awards.
 Introduce Gladys Shaw

Gladys Shaw
 ITCP/IMCP Co-chair

Present the Tom Pasternak Outstanding Tutor Award

Mike O'Hear
 President

Have past special recognition winners stand.
 Present the Board Special Recognition Awards.
 Have past winners stand.
 Present the Robert Griffin Long and Outstanding
 Service Award.

Pat Jonason
 President-Elect

Introduce the entertainment (8:00)

On to Reno Luncheon

Saturday, November 6, 1999

11:30 am - 1:00 pm

Luncheon Speaker

Doug Brinkley, Director,

Eisenhower Center of American Studies

Previews of the CRLA 2000 Conference in Reno

On to Reno Luncheon
Saturday, November 6, 1999
11:30 am - 1:00 pm

Head Table (10), Officers, Membership Coordinator, incoming officers (2), Susan Halter, Doug Brinkley

Mike O'Hear
 President

Welcome to the luncheon
 Remind participants about conference evaluation,
 Recognize Pat as Conference Program Chair

Pat Jonason
 President-Elect

Recognize conference program committee. Present Susan Halter with Conference on-site plaque and CRLA pin

Susan Halter
 On-site chair

Recognize on-site committee

Mike O'Hear
 President

Induction of Officers
 Introduce Gretchen Starks-Martin as continuing treasurer
 Present Kathy Carpenter, outgoing Board members & past president with lifetime membership, pin, & gift

Kathy Carpenter
 Past-President

Present Mike as new coordinator of states/
 regions/chapters

Mike O'Hear
 President

Inducts Pat Jonason as new President & presents
 Presidential Plaque and gavel plus traditional gift

Pat Jonason
 President-Elect

Presents Mike with Personal CRLA Presidential
 Plaque and gift

	Inducts Tom Dayton as President-Elect and gives gift
	Introduces outgoing Secretary Lorraine Dreiblatt, presents lifetime membership, plaque and pin.
Lorraine Dreiblatt Secretary	Introduces Valerie Smith-Stephens as Secretary, Presents gift.
Pat Jonason President-Elect	Invites lunch to be served (12:00 pm)
Pat Jonason President-Elect	Introduces speaker (12:30)
Doug Brinkley Luncheon Speaker	Gives speech
Tom Dayton President-Elect	Promotion of Reno 2000 Conference
Pat Jonason President	Afternoon activities Board meeting time and place Auction Information Adjourn meeting and conference



UNIVERSITY OF MARYLAND

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

Conference Call
Sept. 11, 1999
Attachment C
3 Page(s)

College Park, Maryland 20742-5221
301.314.8428 TEL 301.314.9606 FAX

July 22, 1999

Michael O'Hear, President
CRLA
Indiana University-Purdue University
2101 E. Coliseum Boulevard
Fory Wayne, IN 46805-1449

Dear Mr. O'Hear:

Consistent with its mission to advance standards in higher education, the Council for the Advancement of Standards (CAS) encourages its member associations and other higher education professional associations to focus on existing and potential quality control programs and processes. The extent of association led activities that address quality control is generally not well known in the higher education community.

CAS seeks *governing board level* responses to these inquiries:

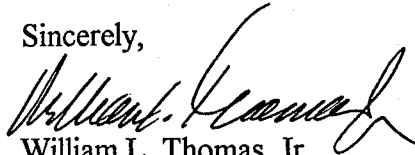
1. How does your association currently address the issues of quality control as such might pertain to your members' performance of their individual or operating agency professional work in institutions of higher education?
2. What additional measures have you discarded or are you now contemplating?
3. In what ways might CAS act to assist associations to address quality issues.

To assist in this survey, a committee within CAS has prepared an initial list of measures that across some associations have been practiced. Please indicate whether or not you have such measures in place and make notes to elaborate as you may deem appropriate. We will compile responses and inform you of the results, but we will not identify any association by name to any third party without specific authority from that agency. The purpose of this survey is to identify the range and intensity of existing quality assurance activities. Please elaborate or comment freely regarding the survey items or other issues as you deem useful.

Thank you for your participation. As you know, CAS seeks to advance the work of professional education through sharing in the development and dissemination of good practices. We share with you this mission.

We look forward to hearing from you no later than October 1, 1999.

Sincerely,



William L. Thomas, Jr.
Chair, CAS Quality Assurance
Committee

WLT:lms
cc: Members, CAS Board of Directors
Enclosure

CAS Survey of Quality Assurance Activities

Association _____

Completed by _____
 (Please enclose card with email address and fax number)

Does your association.....

N/A	YES	NO		COMMENTS**
	X		1. Provide all members and member institutions with statement of the association's mission and purposes?	
	X		2. Orient new members to the structure and services of association?	
	X		3. Have relevant criteria for membership?	
	X		4. Encourage/offer mentoring/role modeling for new members?	
		X	5. Mandate activities to remain a member?	
	X	X	6. Identify performance competencies for members?	
	X		7. Assist individual members to assess their competencies and performance?	
	X		8. Offer/encourage professional development opportunities both formal (e.g., institutes) and informal (e.g., workshops, regional conferences)?	
	X		9. Maintain peer consulting network among members?	
X		X	10. Have in place career consultation regarding member job fit, advancement and termination?	
X		X	11. Have in place mechanisms to handle human relations conflicts involving member and their work?	
	X		12. Have recognition programs for high quality performances?	
	X		13. Encourage and provide opportunities for the involvement of members?	
X		X	14. Have the capacity in place to discipline unethical behavior?	
	X		15. Purposefully encourage the use of standards in the delivery of programs and services?	
	X		16. Advocate the use of CAS standards?	
	X		17. Formally endorse CAS standards?	
	X		18. Advocate in political arenas on issues relevant to association's mission?	
	X		19. Advocate generally within higher education and society on behalf of the professional staff members?	
	X		20. Expect leaders to be involved in debates of national issues?	

OVER

OVER

OVER

N/A	YES	NO		COMMENTS
	X		21. Have in place an on-going self-assessment/evaluation program for the association?	
	X		22. Actively encourage research relevant to job performance?	
	X		23. Encourage inter-member consultations and support?	
	X		24. Form appropriate relationships with other associations for the advancement of quality (other than CAS)?	

**** Please use separate sheet as needed. Respondents are encouraged to elaborate.**

Please return completed form to:

**William L. Thomas, Jr.
 Vice President for Student Affairs
 University of Maryland
 2108 Mitchell Building
 College Park, MD 20742-5251**