

**January 15** Report of Goals, Activities, Accomplishments, and Plans for July – December.

**June 15** Report of Goals, Activities, Accomplishments, and Plans for January – June.

**S/R/C:** Northwest (OR, WA, MT, ID)

**Date:** June 15, 2016

**Leader(s):** Sabrina Stevenson, President

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1. Describe your major S/R/C goal(s) for the past six months  
**Over the past six months, the NWCRLA have been focusing on the revival of our chapter, while also working toward increasing our membership and providing regional professional development opportunities. What began as a chapter “reorganization” meeting became a NWCRLA regional conference held this past May.**
2. Activities implemented to accomplish this/these goals (attach documents if appropriate):
  - **Beginning with a chapter meeting at the 48<sup>th</sup> Annual CRLA Conference this past November, our chapter held monthly/weekly online meetings through the planning of our revival conference.**
  - **Emailed call to conference and conference invitation to all current members and posted with the Learning Assistants list serve, ACTLA, and local schools near University of Portland (our benevolent conference host).**
  - **The NWCRLA Conference: Renewing our Commitment to Learning was held on May 14, 2016 hosting a volunteer keynote speaker, Michelle Hodara, PhD, sharing her work with developmental education assessment, student learning outcomes, and using data and evidence to improve programs and support student completion; several informational and professional development sessions presented by our members covering a variety of adult learning topics (see enclosed documents); and a membership meeting which included an election of chapter officers.**
  - **In an effort to evaluate our conference and membership meeting, we handed out evaluation forms after each session and emailed all conference participants a feedback survey.**
  - **As a part of our membership meeting, we held an election for each chapter office: President, President Elect, Secretary/Newsletter Editor, and Treasurer/Membership**
  - **At the membership meeting and with the conference survey, we made an open call for volunteers to promote membership involvement**
3. Summary of any S/R/C Funding requests including outcomes:  
**No previous funding requests were submitted in the last year.**
4. S/R/C-related activities at the Annual Conference:  
**At the 2015 conference, we met to gauge the interest in discuss reviving the Northwest chapter of CRLA. With our chapter successfully revived, we intend to hold a chapter meeting at the upcoming conference in Louisville.**
5. Your last S/R/C newsletter or communication was sent to members on  June 4, 2016

**A survey was sent to all conference participants to gain valuable feedback on our recently conference and gauge interest in future conferences.**

Your next S/R/C newsletter or communication to be sent to members on July 2016  
**The results of our conference survey will be summarized and shared with our members with an invitation to join our 2017 conference committee.**

6. Describe your major goal(s) for the next six months:  
**Create a strategic plan for the chapter that will outline our goals and focus our efforts on activities that will facilitate the achievement of stated objectives and outcomes. Our primary goals for the first year of this plan will include: updating chapter bylaws, a membership drive, creating a social media presence (new website), and developing mechanism for chapter communications (newsletter, blog, forum, etc.)**
7. What services and activities you are considering to help meet the goal(s):
- **Strategic planning meeting scheduled for the first week in July**
  - **Update and amend chapter bylaws**
  - **Improve our website and recruit a “webmaster” to manage the site**
  - **Create a conference committee to begin the planning of our “2<sup>nd</sup> Annual NWCRLA conference” and address the feedback from our May 2016 conference survey**
  - **Develop a cadre of member volunteers to support NWCRLA projects and to strengthen the organization.**
  - **Research and select an electronic payment system for collecting membership dues and conference fees**
  - **We will issue the call to conference, soliciting proposals and selecting presenters**
  - **Develop and implement a membership drive**
  - **Pending outcome of our strategic planning meeting, develop an activities list with timeline for completing objectives**
  - **Hosting a regional conference May 2017**
8. Are you submitting a Funding Request?  Yes  No  
If yes, please submit with this report.
9. Assistance you need from the Coordinator of S/R/Cs and/or the CRLA Board?  
**As a newly revived chapter, we would greatly appreciate a point of contact for coaching/mentoring our new officers – especially our newly elected president and president elect.**
10. Does your S/R/C Page accurately reflect your name and contact information?  Yes  No If not, please include updated information.

**Sabrina Stevenson, President**  
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## **S/R/C Goals and Activity Report**

Please email this completed form and any attachments to the Coordinator of S/R/Cs so that it may be placed on the CRLA website.