

Unapproved Minutes  
TYCA Executive Committee Meeting  
1999 CCCC Convention

Agenda Item II.  
November 1999  
1 out of 10

8 a.m. to 5 p.m., Wednesday, March 23  
10:30 a.m. to 12:30 p.m.  
Room 438, 4th Floor  
Atlanta Hilton  
Atlanta, Georgia

**Attendance:**

Janice Albert, Paul Bodmer, Stasia Callan, Rod Keller, John Lovas (Past Chair), Michael Matthews, Georgia Newman, Marsha Nourse, John Paddison, Lois Powers (Secretary), Mark Reynolds (*TETYC* Editor), Ida Simmons Short (College Section Representative), Howard Tinberg ("TYCA-to-You" Editor), Lynn Troyka (Visitor), Ben Wiley (Chair), Jay Wootten (Associate Chair), Kathleen Blake Yancy (College Section Representative).

**Staff:**

Gesa Kirsch (Associate Executive Director, NCTE), Faith Schullstrom (Executive Director, NCTE), Leah Myers (Administrative Assistant), Kent Williamson (Associate Executive Director of Business, NCTE).

**1. Call to Order**

Ben Wiley, TYCA Chair, welcomed the TYCA Executive Committee and introduced the new members. He asked that Executive Committee members update the roster and outlined the plan for the two meetings.

**2. Approval of the Agenda**

**MOTION 99.1 (Matthews/Bodmer) CARRIED** To approve the March 1999 agenda.

**3. Approval of the Minutes**

**MOTION 99.2 (Bodmer/Wootten) CARRIED** To approve the November 1998 minutes with corrections.

**4. Long-Term Strategies and Issues**

At the November meeting the Executive Committee decided to reserve time at the March meeting to discuss long-term strategies and issues related to the future role of TYCA. The following topics were discussed:

## **TYCA Committees**

The Executive Committee explored ways get more people involved in the committees. There will be a book at the booth where interested people can sign up for committees. Discussion of committees also involved assessing how well the committees were working, who takes the place of the past officers, who appoints the committee chairs, and what the role of the liaisons is.

## **Budget**

The Executive Committee members expressed concern about how to access funds for TYCA activities, raise money, obtain the money from the TYCA workshops, and pay national TYCA officers to attend the regional conferences.

## **National Conference**

The Executive Committee members discussed the idea of a national conference, the goals and purposes a national conference might have, possible forms it might take, and the financial risks.

Some of the topics for a conference were identified: workload, increase of part-time faculty, staff development, exemplary programs, and public policy.

## **Workshop Development**

The Executive Committee members discussed how to plan workshops in advance to avoid the last minute scrambles. They agreed that a pool of willing applicants who have good ideas and expertise that could be called upon to conduct workshops should be established.

## **TYCA and NCTE Relations**

The Executive Committee discussed the importance of increasing memberships, the identity of TYCA within NCTE, the need for resources, the need for staff assistance, better meeting times, the development of clearly defined timelines, job descriptions, and procedures, and better locations for the TYCA information booth. Faith Schullstrom suggested using the registration area like CEL to promote interest in the organization.

## **Influencing Public Policy**

The Executive Committee members discussed ways to strengthen the voice of two-year college faculty and to influence public policy. Some suggestions were to look into accreditation as a tool, to link with other organizations (both two-year and four-year), to invite legislators to discussions, and to have a national two-year meeting to address policy issues.

5. **Proposal for Increased National TYCA Effectiveness**

Lois Powers presented a proposal to increase National TYCA's effectiveness through using a number of vehicles already in place, particularly through the better use of TYCA web page. (See appendix A)

**MOTION 99.3 (Bodmer/Wootten) CARRIED** To ask Lois Powers to work with NCTE staff to revise the TYCA web page and to include the recommendations presented in her proposal.

The proposal also included a recommendation for promoting membership by featuring *TETYC* more prominently in NCTE publicity and on the web page and by including a short statement on regional membership forms to encourage joining the National TYCA.

**MOTION 99.4 (Keller/Short) CARRIED** To recommend that the Regionals add a short consistent statement developed by NCTE to all regional membership and conference documents informing people how to get information about NCTE/TYCA.

Other suggestions in the proposal included listing TYCA officers and Executive Committee members in *TETYC*, having a "National TYCA to You" similar to "NCTE to You" in the "TYCA to You" section of *TETYC*, asking TYCA representatives to write short columns about national meetings for their newsletters, adding a National TYCA page which would include information about National TYCA, *TETYC* and the Regionals and would solicit interest in serving on committees, being nominated for committees and making presentations, and an NCTE/TYCA membership form in Regional Conference packets to be developed by National TYCA/NCTE which could be easily reproduced by the Regional conference chair.

6. **Clarifying Names of National and Regional**

Executive Committee members noted the inconsistency in the way TYCA names were being used. A previous motion determined that "national" and the name of the region should precede TYCA (e.g., National TYCA and Southeast TYCA). At a subsequent meeting the order for regions was reversed though the change was not put into the form of a motion.

**MOTION 99.5 (Matthews/Newman) CARRIED** To reverse MOTION 97.22 in regard to the names of the TYCA Regionals. In all TYCA nomenclature TYCA will precede the name of the Regional and will be separated by a hyphen.

- TYCA - Northeast
- TYCA - Southwest
- TYCA - Midwest
- TYCA - Southeast
- TYCA - Northwest
- TYCA - West
- TYCA - Pacific Coast

## 7. Convention Update

### Schedule of Activities

Wiley provided an overview of scheduled activities and an update of the program for the March 1999 CCCC convention.

### Breakfast Report

Matthews reported on the TYCA Breakfast, saying that working with the hotel was complicated. He described the menu and explained the cost. Eight publishers will be attending. Next year the cost of the breakfast will be \$10.00, and the change will need to be publicized. Matthews agreed to take charge of the breakfast for Minneapolis 2000. Wiley will introduce the candidates for the TYCA offices at the breakfast.

### Workshop Plans

Jay Wootten described the workshops at the CCCC Convention and asked the Executive Committee to supply ideas for future workshops. She proposed that TYCA offer at least two workshops and several presentations at each CCCC's convention and also have a two-year strand at NCTE conventions. She further proposed that the Saturday afternoon workshop remain a regular "proposal drafting" workshop. (See appendix B)

The Executive Committee discussed the fees for workshops, asking how money can be obtained from the CCCC and how it could be used. Powers suggested writing a formal proposal regarding funding needs and addressing budget issues.

**99.6 (Powers/Matthews) CARRIED** To have the chair appoint a committee to develop a proposal for the Executive Committee's consideration at the Denver NCTE meeting that will address budgetary issues of TYCA.

Ida Short suggested that the committee work in conjunction with the Evaluation Committee.

### Booth

Wootten reported that NCTE staff were helpful in arranging for and in ordering materials for the booth. (See appendix C)

Wootten said the e-mail system of signing-up for working at the booth resulted in several responses, but she still needed people for Friday and Saturday. Because it is best to have two people at the booth, Executive Committee members were asked to solicit help from people in the Regionals.

## Nell Ann Pickett Service Award

Wootten submitted a written report from the Nell Ann Pickett Service Award Committee and announced Kathryn Staples as the winner of the Nell Ann Pickett Service Award. The Executive members discussed changing the deadline to November 15 to allow more time for recommendations. (See appendix D)

**MOTION 99.7 (Newman/Lovas) CARRIED** To move the deadline of the Nell Ann Pickett Service Award from October 15 to November 15.

Gesa Kirsch will make sure the date is changed in the call for nominees.

The TYCA chair appoints the Nell Ann Pickett Service Award committee. The report suggested having one past member serve on the committee to provide continuity. Kirsch suggested a three-year cycle model of rotation.

**MOTION 99.8 (Short/Keller) CARRIED** To invite the previous recipient of the Nell Ann Pickett Award winner to serve on the selection committee.

Wiley asked for recommendations from the unrepresented regions so that membership could be rotated among all the regions.

**MOTION 99.9 (Matthews/Short) CARRIED** To accept the report and recommendations of the proposed procedural changes for the Nell Ann Pickett Service Award Committee.

### Anonymous Donor

An anonymous donor has provided funding to cover the Nell Ann Pickett Service Award plaque for ten years (\$2150). Executive Committee members asked Wiley to thank the donor and to acknowledge the generous contribution through "TYCA to You." Wiley suggested that TYCA could draw interest on the unused money over the ten years, and Kent Williamson will explore the possibility.

## 8. Nomination Timelines

Georgia Newman addressed the problem of being ready with names of potential candidates when the call for nominations comes. She asked what kind of procedures could be developed so that two-year representation is included. John Lovas suggested using the nominating committee to generate recommendations and provide the NCTE and CCCC chairs with lists of potential two-year nominees.

**MOTION 99.10 (Newman/Bodmer) CARRIED** To expand TYCA's Nominating Committee's duties to include anticipating upcoming vacancies on major national committees and on CCCC's and NCTE's officer slates to ensure that qualified two-year college candidates are nominated when appropriate.

**MOTION 99.11 (Keller/Newman) CARRIED** To have the TYCA Awards Committee generate names for the Exemplar Award and the Book Award so that two-year faculty will be included in the nominations.

**9. Budget and Finances**

Williamson announced that support for TYCA officers to attend the Regional conference would continue for one more year. Williamson also reported that the TYCA membership dipped but now is increasing.

Wiley asked "What goods and services could we deliver?" to invite membership. Executive Committee members discussed ideas: revitalize the Northwest Region, have a national meeting online, compile a list of the best two-year listservs, build an archive of "prominent speakers," and create a "College Talk" listserv.

*participation*

Executive Committee members discussed workshops as a source of revenue. Williamson said that we could build on the TYCA Breakfast model and create an account that NCTE could administer. Williamson suggested talking to Victor Villanueva about the proceeds from the CCCC workshops.

Williamson discussed the various structures within the NCTE and the various budgets and services related to each. He said that new activities could be proposed and funded.

Executive Committee members also discussed the need for a trifold for each region. The TYCA representative would have the responsibility for assuring that the trifold be at the regional conferences. Newman asked about a new banner. Williamson suggested contacting Jacqui Joseph-Biddle.

**10. Associate Executive Director of Higher Education**

Gesa Kirsch reported that NCTE has been invited to participate in a colloquium for scholarly associations to discuss NCTE's involvement in the Carneige Teaching Academy. NCTE has also been invited to participate in a colloquium on service learning. Kirsch updated the group on database and copyright legislation. She pointed out that NCTE is focusing attention on the part-time issue by working with the Coalition on the Academic Work Force to make the status of part-time faculty a criteria for accreditation.

**11. TYCA Review**

Short reported on the TYCA Review committee whose members are Ida Simmons Short, Howard Tinberg, and Victor Villanueva. The committee sent out surveys to all TYCA regional chairs, officers and treasurers to be returned by March 15. The committee hopes to have the draft ready in April for the Washington NCTE Executive Committee meeting.

12. **TETYC**

Mark Reynolds reported on the 25<sup>th</sup> anniversary journal, indicating an <sup>a large</sup> unusual number of submissions. He announced that the best article award was given to Kay Thurston, an adjunct teacher. Villanueva assisted her with funds to get to the conference, and Nell Ann Pickett funded the \$250 award. He also asked the Executive Committee to check out TETYC's new web page. (See appendix E)

Reynolds noted that four or five people expressed interest in the TETYC editor appointment and suggested that Executive Committee members need to encourage good two-year people to apply.

Reynolds recommended some changes that the new editor might consider: make the journal more readable, devote more space to "TYCA to You," and negotiate for more pages.

Wiley noted some of the people who would be serving on the TETYC editor selection committee. The committee will meet at the NCTE convention in November and interview at the CCCC convention in Minneapolis.

13. **"TYCA to You"**

Howard Tinberg's report included a production schedule for the upcoming year indicating the focus of each issue. The report also raised several concerns: the inconsistency in TYCA names and the lack of a description of the editor of "TYCA to You" in the by-laws. Tinberg thanked the regional representatives for their professional reports. (See appendix F)

14. **English Coalition**

Wiley requested information on the English Coalition which meets at several different conferences. Questions were asked about membership. Yancey and Villanueva do have an agenda for the meeting.

15. **By-law Revisions**

Lovas discussed how to proceed with the revision of the TYCA by-laws. A meeting was set for Saturday to discuss changes. Voting could take place on e-mail.

16. **TYCA Committees**

Wiley asked for an action statement regarding items that need to be discussed in November at the NCTE Convention in Denver. He will contact chairs of the committees asking them to contact members to verify their willingness to serve and to provide a written report with a work plan.

Wootten proposed a TYCA Leadership Meeting at the CCCC in Minneapolis. Space is an issue, but one large room to accommodate committee meetings would be helpful. Regional representatives should commit to getting chairs, editors, and members to the meeting.

Newman proposed chronicling the National TYCA history. Bodmer, as archivist, could be responsible for planning how this could be achieved and report at the Denver NCTE Convention meeting.

**17. Meeting was adjourned.**

Respectfully submitted,

Lois Powers, Secretary, TYCA



## Summary of Motions

**MOTION 99.1 (Matthews/Bodmer) CARRIED** To approve the March 1999 agenda.

**MOTION 99.2 (Bodmer/Wootten) CARRIED** To approve the November 1998 minutes with corrections.

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## Proposal for Increased National TYCA Effectiveness (Some Ideas for Your Consideration)

TYCA needs to

- ◆ have more visibility as a new organization within NCTE, within the regions, and in the profession in general
- ◆ create more awareness of the mission and purpose of National TYCA among two-year college teachers
- ◆ provide clearer information about the structure and function of National TYCA
- ◆ demonstrate the accomplishments and activities of National TYCA more effectively
- ◆ clarify the relationship of TYCA regionals to National TYCA in regard to memberships
- ◆ identify more interested two-year teachers nationwide and encourage their participation through serving on committees and accepting nominations for officers and nominating committees in all of NCTE organizations
- ◆ create more recognition of and visibility for National TYCA officers and representatives and TYCA regional representatives and chairs

TYCA has a number of vehicles in place that could be better used to assist in furthering the above needs:

TYCA Web Page

*TETYC*

Regional Conferences

Regional Membership Forms

TYCA Breakfast

Regional Web Pages

"TYCA to You"

Regional Newsletters

TYCA Booth

TYCA Strand at CCCC

TYCA Web Page (Present NCTE/TYCA Web Page)

- ◆ redesign the section of the opening NCTE web page to make the sections and the organizations more visible to give more focus to the sections and organizations and to provide full names of the organization along with the acronyms in order to better inform new or prospective members
- ◆ redesign (modestly) the existing TYCA web page to be used more effectively until the web page committee develops its page in order to
  - provide brief information about National TYCA and the regionals
  - identify the officers

- provide information about regional conferences (titles, dates and place)
- provide contact information about the call for proposals for each of the regional conferences
- "feature" *TETYC* with brief description
- create a link to the *TETYC* web page
- list regional web pages with link to each
- describe the Nell Ann Pickett Award and list winners
- provide a list of the committees and their charges
- create an invitation to two-year teachers to become involved in National TYCA

(Future TYCA Web Page)

- ◆ highlights of the Executive Committee Meeting
- ◆ names of full Executive Committee
- ◆ names of regional chairs
- ◆ committees—their charges and their members
- ◆ TYCA Strand at CCCC
- ◆ TYCA workshops at CCCC
- ◆ TYCA presentations at NCTE
- ◆ NCTE resources for two-year faculty, e.g. workload packet

Membership in National TYCA and the Regionals

- ◆ national membership form featuring *TETYC* with link to NCTE membership office
- ◆ membership information for each of the seven regions with a link to membership- chairs

*TETYC*

- ◆ List TYCA officers and Executive Committee members rather than NCTE members

"TYCA to You"

- ◆ Include a National TYCA column to parallel the "NCTE to You" column at least twice a year to summarize highlights of the Executive Committee meetings, elections, etc. (Could be a secretary's report with significant motions or a president's summary of the meeting)

## Regionals

### Regional Representatives

- ◆ write a short column for their newsletters about the national meeting (some already do this)

### Membership Chairs

- ◆ add NCTE membership opportunity to regional membership form to clarify distinction between national and regional membership and to promote national TYCA and *TETYC* (National TYCA and NCTE would develop the wording so it would be standardized and clear)

### Conference Chairs

- ◆ include National TYCA information sheet in conference packet
- ◆ create a form for National TYCA to be included in regional conference packets which will include
  - membership information about National TYCA, other regionals, and about *TETYC* with contact information
  - opportunity to indicate interest in serving on committees, presenting at CCCC and NCTE conventions, and being nominated for TYCA, CCCC, and NCTE Committees

### Booth

- ◆ develop a system for assuring that each regional representative will bring materials—brochures, conference flyers, call for proposals, etc, to promote the region
- ◆ consider racks to display material more effectively
- ◆ feature *TETYC* as an important part of the TYCA booth
- ◆ request a more central location

### **Workshop and Presentation Committee**

The Associate Chair of TYCA is chair of this committee. As a matter of course, national TYCA regional representatives, regional chairs, membership chairs, or some other officer should serve on the committee so they can recruit presenters from among the regional members.

This committee needs a supply of ideas for future workshops so the TYCA associate chair isn't always scrambling at the last minute to answer calls for proposals. National TYCA representatives need to gather ideas from the regionals, as well as a list of presenters interested in participating.

National TYCA should be prepared to offer at least two workshop proposals and several presentations in a variety of formats at each CCCC, as long as the program chairs are willing to accept our offerings. We should also be represented at the annual NCTE convention with a strand of two-year college proposals. We have been lucky during the past few years in program chairs--all have embraced two-year college strands. If we can supply quality proposals and presentations, that cooperation should continue.

TYCA-EC is a valuable resource for developing ideas and locating TYCA members throughout the country interested in presenting.

I suggest that the Saturday afternoon workshop remain a regular "proposal drafting" workshop with national TYCA leadership participating. Bringing people together this way may lead to additional workshop and presentation ideas. (We also need to encourage TYCA members to use the site Eric Crump has created to link up with others pursuing similar ideas.)

## Booth Committee

The committee chair makes contact with the NCTE staff member in charge of exhibits (currently Carol Wagner). The NCTE staff member sends out exhibition rental forms so the committee can select tables, chairs, draperies, etc., about one month before the convention.

NCTE is billed for the rental.

NCTE supplies books and pamphlets about TYCA and NCTE. Each regional can supply membership forms, newsletters, calls for proposals, etc. There should be a clipboard and paper for each regional so that names of interested parties can be collected and delivered to the regional representative or chair.

After that, it is merely a matter of setting up, staffing, and tearing down the booth during appropriate times.

## Nell Ann Pickett Service Award Committee Procedures

The Nell Ann Pickett Service Award Committee is appointed by the chair of national TYCA to select an annual award winner for this honor. In appointing the committee, the chair will attempt to rotate membership among the seven regional TYCA organizations. The previous winner of the award will be invited to serve on the committee.

The Call for Nominations is published in TETYC, CCCs, and College English by NCTE. It should also appear in the regional TYCA newsletters or journals.

The Call reads as follows:

The Nell Ann Pickett Service Award is granted each year to an outstanding teacher whose vision and voice have had a major impact on two-year college professionalism and whose teaching exemplifies such outstanding personal qualities as creativity, sensitivity, and leadership.

The award, presented at the annual CCCC Awards Ceremony, consists of a certificate from NCTE and free registration to the following year's CCCC conference.

Teaching Qualification: Demonstrated past or present excellence.

Service Qualifications: Positive contributions to leadership in professional organizations at the regional or national levels and inclusive vision demonstrated in such activities as mentoring, publication, or work uniting the goals and efforts of organizations and groups.

Any person may nominate a service award candidate who meets the award qualifications by sending an overview of the applicant's qualifications in no more than two double-spaced typed pages. The selection committee may request other supporting materials.

The award committee will select the annual winner from nominations postmarked no later than October 15, 19\*\* . Please send two-page nominating materials to Chair, Nell Ann Pickett Service Committee Award Committee, NCTE, 1111 W. Kenyon Road, Urbana, IL 61801-1096.

Materials received at NCTE headquarters will be copied and mailed to the committee chair, who will then distribute them to other committee members. The chair will request additional materials as needed from the nominators and will distribute them to the committee. Curriculum vitae are most often requested, but other materials may be needed when multiple excellent candidates are nominated.

The members will review the letters and other materials. Candidates will be evaluated for contributions to the profession once threshold teaching excellence is met. The committee will communicate via telephone or email.

Once a decision is reached, the committee chair will notify NCTE headquarters and the national TYCA chair. The national TYCA chair will notify the award winner of her/his selection. The name of the winner is regarded as confidential until the winner is notified. The Award is presented during the Second General Session of CCCC. The award committee chair, the national TYCA chair, or the CCCC chair will introduce the award winner and present the award.



*TETYC* Report

To celebrate the silver anniversary of *TETYC*, the journal office has ordered commemorative stickers to attach to outgoing mail this year. You will also see an anniversary banner in the exhibit hall at this year's CCCC convention.

*TETYC* has received an unusually large number of contributions for the silver anniversary issue in September, making for difficult decisions about what to include. We hope to accept all high quality submissions, even though not all can be included in the anniversary issue.

The winner of this year's Best Article of the Year award is Kay Thurston, an adjunct instructor from Mahwah, New Jersey. She will attend the awards' presentation because of the cash gift that goes to the winner and because she was named a recipient of a Gift to the Profession through CCCC's Project Access. I am pleased to report that the donor of the cash prize has made arrangements with NCTE to ensure that the monetary prize will continue for at least another decade.

*TETYC* continues to receive ample submissions of quality material. The editor thanks the administration of Jefferson Davis Community College, and particularly its retiring president, Dr. Richard Brogdon, for its generous financial support of the journal.

NCTE has advertised for a new editor of *TETYC*. All concerned about the future of the journal need to encourage good candidates to apply. The contact at NCTE is Michael Greer: 1-800-369-6283; [mgreer@ncte.org](mailto:mgreer@ncte.org). The current editor will also be happy to discuss the editorship with anyone interested: 334-809-1650; [mreynolds@acet.net](mailto:mreynolds@acet.net).

With an editor change also will come the opportunity for the new editor to make changes in the journal's design. I urge the TYCA Executive Committee to be aware of this and to plan to work with the new editor to assure that the organization is appropriately and effectively represented in the journal and that TYCA news receives adequate coverage. It would be appropriate at the time of the editor change to request, for example, more pages for TYCA to You if needed, and listing of the TYCA EC in the journal, etc. Timing is important. The new editor will be appointed in spring 2000 and the EC needs to confer with Michael Greer or others at NCTE about any changes it would like to see in the journal.

The annual meeting for Editorial Board members and consulting readers attending the C's convention will be Thursday, March 25, 6:45-7:45 p.m., in the Jackson Room of the Atlanta Hilton.

Prepared by  
Mark Reynolds  
March 1999

**Report on *TYCA to You* for TYCA Executive Committee**  
**March 1999 Conference on College Composition and Communication**  
**Atlanta, Georgia**  
*Submitted by Howard Tinberg, Editor*

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*TYCA to You*, as a feature of *TETYC*, continues to evolve and to mature, serving as a forum that highlights professional concerns at the two-year college while at the same time helping to foster a national network of two-year college professionals in English. This past year, *TYCA to You* has focused on a range of concerns, from working conditions generally to the challenge of teaching developmental writing.

For the coming year (see the production schedule below), I propose the following themes or in-focus issues:

September: Silver Anniversary of *TETYC*

Regional representatives recount their own story or the story of colleagues about the changes in their two-year colleges over the last twenty-five years.

December: Impact of Technology on the Two-Year College (Part I)

This, the first part of a two-part look at the impact of new technologies on the job that we do, will focus on developments locally, at representative's own campuses (following up on Tod Taylor's guest edited *TETYC* issue).

March: In-depth Report on Regional Conferences

Since so much of the creative activity at the two-year colleges is on display at regional conferences, I would suggest continuing to report on impressive panels or keynote addresses (TYCA Southeast's report may provide a detailed glimpse of the conference to come). Outgoing Chair's address will be included as well.

May: Impact of Technology (Part II)

This, the second part of our series, will ask representatives to survey the use and effects of new technologies across regions. Listing of all upcoming regional conferences, together with a call for papers for each. In-coming Chair's address will be included.

As before, representatives in their reports should give names, email and phone numbers of regional and membership chairs.

I do have a few concerns that I would like to bring before the EC, at least one of which, I know, has been put on your agenda:

- Standardizing the names of regionals (and standardizing the format of *TTY* itself)
- Including a description of *TTY* editor's position, length of service, performance evaluation and process of selection, in *TYCA* by-laws, if that has not yet been done

- Continuing to reflect on the purpose of TTY, as it relates to National TYCA and to *TETYC*
- Working creatively to elicit comments from two-year college professionals on prior issues of *TTY*

Finally, and most importantly, I want to thank TYCA's regional representatives for their remarkable diligence, persistence, and professionalism when reporting for *TTY*. The depth and insights of their reports have been inspiring.

*TYCA to You* Production Schedule for 1999-00

	September	December	March	May
Copy to Howard	5/17	8/16	11/15	1/17
Copy to Lori B.	6/14	9/13	12/13	2/14
Ms. to copyeditor	7/6	10/4	1/3	3/6
Edited ms. to production	7/12	10/11	1/10	3/13
Dummy completed	8/2	11/1	1/31	4/3
File to printer	8/9	11/8	2/7	4/10