

NALLD BUSINESS

State Language Laboratory Directors

To effectively reach the individual language laboratory directors and their administrators in both high schools and colleges, the Association is continuing its project of compiling *State Language Laboratory Directories*. These directories will hopefully be instrumental in providing the opportunity for the people directly involved in language laboratory work to communicate on a local level.

Presently, there are two editors for each state. One is for the high school directory, and one is for the college directory. Since there are several vacancies, anyone with an interest in furthering the profession of language laboratory director in his state is urged to contact NALLD. The work is neither without reward nor overly time consuming, and the benefits to the Association are countless.

If you feel that you would like a copy of the Directory for your state, or if you are unsure that your school is included in the Directory, write to the chairman of the Committee on State Directories, Mrs. Evelyn Uhrhan Irving, University of Guelph, Department of Languages, Guelph, Ontario, Canada.

NALLD Meetings

FOURTH ANNUAL BUSINESS MEETING:

25 March, 1968, Shamrock Hilton Hotel, Houston, Texas, (with DAVI). Contact the Secretary for a copy of the agenda and information on the Business Meeting and Program. Our speakers and their topics will be:

"The Use of the Language Laboratory in Intermediate and Advanced Classes"

Dr. Rebecca M. Valette, Boston College, Chestnut Hill, Mass.

"Which Media for Learning Which Language Skills?"

Dr. Joseph C. Hutchinson, Chief, Research & Standards Division, Defense Language Institute, Washington, D. C.

"The Learning Laboratory Program"

Dr. Harry Regenstreif, Ann Arbor Public Schools, Ann Arbor, Michigan.

NORTHEASTERN REGION

5 April, 1968, Hotel Americana, New York. (With Northeast Conference on the Teaching of Foreign Languages). Contact the Secretary, NALLD.

PERTINENT ARTICLES APPEARING RECENTLY IN SPECIAL INTEREST PUBLICATIONS.

- A. Dale Lang, "Strengthening FL Programs Through Regional Centers."

DFL Bulletin of March, 1967 (Vol. VI No. 3). This is a description of how the Upper Midwest Regional Educational Laboratory, Inc. (UMREL) attempts to provide assistance to those concerned with foreign language teaching by workshops, institutes, etc. UMREL was funded in 1966 under Title 4 of the Elementary and Secondary Education Act of 1965. One of their special interests is the language laboratory. This same article lists the twenty other regional groups set up under the same act which cover the country. It gives the name and address of each director so you can write to obtain information about the services and programs available in your area. The other nineteen regional laboratories are not all concerned with foreign language teaching, however, UMREL's program emphasizes the development of the skills of teachers and other educational personnel to enable them to utilize new materials, new methods, and new behaviors. Specifically, one program is to develop a model of teacher training which ties pre-service and in-service preparation more closely together. UMREL seeks to improve education in the five state region of Minnesota, North Dakota, South Dakota, Iowa, & Wisconsin.

- B. Malcolm Fleming & Carolyn Guss, "Indiana University's Pattern For Progress." Educational Screen and Audio-Visual Guide of February, 1968 (Vol. 48, No. 2). This article describes how Indiana University has expanded its programs for doctoral students in Audio-Visual Communications with special courses and interdisciplinary and interdepartmental cooperation to train directors of instructional materials or learning resources centers. Additional information may be obtained by writing Dean L. C. Larson, Audio-Visual Center, Indiana Univ.

HELPFUL HINTS FOR GOOD LAB MANAGEMENT

- A. For Dial-Access Retrieval Program Library Tapes, it is helpful to have recorded at the end of the tape lesson a cautionary statement such as: (1) End of Program Number, (2) A few seconds patience until the tape rewinds, if you wish to listen to this program again, (3) Your next lesson will be as listed in the directory, or (4) End of program . . . be sure to push your "clear" (or "off") button before you leave the booth. A reel of a single standard repeating message might be duplicated in advance, and

then copies be cut off as needed to splice onto the ends of program tapes. (Item submitted by Gerard J. Hasenauer, New York State U. at Geneseo.)

- B. Edward Golub and Jerrold Eisenberg, "A Maintenance Program for Language Laboratories." (Audio-Visual Instruction of October, 1966 (Vol. 11, No. 8).

This is a short, non-technical article which would serve as a good checklist for a newly appointed lab director, by giving him a list of items which someone should be engaged to take care of on a regular basis.

- C. Dr. Arthur S. Kimmel, Director: Audio Labs, California State College, Hayward, Calif. 94542.

Laboratory Attendance Records by Computer.

We have developed a simple and effective method of keeping and reporting attendance, which makes use of readily available computer materials and programming. While processing class lists at registration time, the computer center runs a set of cards for each class using the lab that quarter. These cards, standard fifty-question multiple-choice answer forms of a type commonly used for computer-graded exams, are brought to the lab arranged by language and section and placed on a counter.

Students entering the lab find their cards, place them on the *IN* table, where they are sense-marked by the laboratory attendant according to a code which indicates the date and the length of time spent in lab. Upon leaving the lab, the students pick up their cards from the *OUT* table and replace them in proper order.

We mark the cards according to the following code: the fifty question numbers serve for the fifty school days in the quarter (i.e., 1-5 = M-F of first week); multiple choices under each question are coded and programmed so that A = $\frac{1}{2}$ hr., (our standard unit of attendance), B = 1 hr., C = $1\frac{1}{2}$ hr., D = 2 hr. (maximum allowable credit for one day). A large stack of cards can be marked very quickly and easily; additional credit is obtained by student request to attendant or by placing card on *IN* table, a second time, where $\frac{1}{2}$ hour slot will be erased and hour slot marked.

The computer is programmed for standard exam correction, with minor modifications to give subtotals and totals for each student and section as follows:

	(a)	(b)	(c)	(d)	(total hours)
Jones, John	4	1	1	0	5.5

The print-out is in the form of multi-copy class lists, one of which can

be sent directly to instructors. By programming the computer for a test profile, an additional print-out will give a breakdown of daily attendance, averages, etc.

Notes: The fifty-question cards specified are perfect for a ten-week quarter, but those on semester system would simply print a new set of cards at mid-term, based on corrected lists. We handle ads and drops in the following manner: (1) blank cards are filled out by hand for students who have registered late. The sorting machine separates them and they are punched according to information written on back. (2) We ask instructors to notify us of changes when they receive the first attendance report. To date, the program has cost us nothing (thanks to the good will and cooperation of our computer center). Better, but expensive, would be a time-clock which would punch cards directly for the computer and record the exact time spent in lab.

INFORMATION FOR THOSE PLANNING NEW LABS.

A. List of Language Laboratory Consultants.

1. Dr. Arthur S. Kimmel, Director of Audio Laboratories (California State College at Hayward) 1707 Buena Avenue, Berkeley, California 94703. Telephone Area 415, # 527-2592.
(Experience in dial-access systems)
2. Prof. Anthony F. Taras
Ithaca College
Ithaca, New York 14850 Telephone Area 607, # 274-3319 or 273-1842 (Experience in electronic classrooms, conventional labs, audio & video dial-access labs).
3. It should be clearly noted that our Association in no way "approves" or endorses any person on this list; it will be up to the school who is requesting this service to determine for itself the qualifications of the consultant.
4. Other consultants interested in being listed here should look over the information as given on page 4 of the February, 1967 (Vol. 1, No. 3) newsletter. Salesmen and representatives of commercial concerns cannot be carried on this list. Its service is open only to the professional, academic consultant.

B. An ERIC Clearinghouse on Educational Facilities.

One of the eighteen ERIC information clearinghouses formed by the USOE, Division of Information Technology and Dissemination, is of particular interest to those planning new facilities. ERIC Educational Facilities has its headquarters at The University of Wisconsin at Madison. The Director is Howard E. Wakefield, ERIC/CEF, 606 State Street, Madison, Wis. 53706. It clears information about

sites, buildings, and equipment used for educational purposes; it covers such aspects as planning, financing, constructing, renovating, maintaining, operating, insuring, utilizing, and evaluating educational facilities. Clearinghouse output is published monthly in RESEARCH IN EDUCATION (from Govt. Printing Office), and reproduction service—as for all clearing houses—is available through a contact with Bell & Howell as either microfilm or facsimile form.

LISTING OF POSITIONS AVAILABLE

- A. Note to SCHOOLS submitting a placement notice. Your school's notice will appear in only ONE issue of the Newsletter. If you wish to have it *listed again*, be sure to send another letter each time you wish it listed. We would appreciate it if you would inform us when a position has definitely been filled.
- B. Note to DIRECTORS looking for positions: Support NALLD; mention that you are contacting the school because of the placement notice that you read in our NALLD Newsletter. The more that the word circulates that this is an effective place to insert a placement notice, the more choice you will have in your selection.
- C. Contact: Mr. Charles Meadows
 Department of Modern Foreign Languages
 Morehouse College
 Atlanta, Georgia 30314
- Requirements: Not Specified.
- Assignment: Language Laboratory Director for September, 1968.
- Salary: According to qualifications.
- Specifics: 35-position Dage-Bell remote laboratory.
- D. Contact: Catherine Fehrer, Chairman
 Department of Foreign Languages
 Suffolk University
 41 Temple Street
 Boston, Massachusetts 02114
- Requirements: M.A. preferred.
- Assignment: Half-time Language Laboratory Director & Half-time German or French Instructor.
- Salary: From \$6,500, depending upon qualifications.
- Specifics: 6 channel, 30 position laboratory.

- E. University of South Carolina/Columbia, South Carolina 29208
- Contact: Prof. David G. Speer, Dept. of Foreign Languages
& Literature
Call Collect — Area Code 803 Telephone 765-3137
- Requirements: Prefer PhD in French, or near PhD ABD (All but dissertation) experience with language laboratories, French, or linguistics.
- Salary: *Not less than \$10,000 for nine months.*
School has two term summer session; you can teach only one term which nets additional fifteen percent.
- Specifics: Present Director died. Chester dial-access lab. 8 languages taught; 4,000 students in languages. Has at present 1 full time technician and student assistants.

DIAL-ACCESS RETRIEVAL SYSTEM INFORMATION.

We generally think of a dial-access system as used within a single school or campus. The State of Illinois Dept. of Public Instruction, in cooperation with Hinsdale High School South, U. S. Office of Education, Illinois Bell Telephone Co., and Sullivan & Associates of Lisle, Illinois have put into operation a "Dial for Educational Information Service" which is statewide throughout Illinois. This system attempts to bring technology to education and to provide educators with current information on changes on the educational scene. Educators may telephone, toll free, and hear up to fifteen minutes of information about such weekly scheduled topics as: "Linguistics & Reading," "Counseling Students Relative to Placement into First Year Foreign Language," or "Instructional Aids for Home Bound Students." Those desiring additional information about this experimental program to update teachers with short programs available any time of the day from any part of the state, may write the initiator and present director: Dr. Richard H. Naber, Foreign Language Supervisor, Illinois Dept. of Public Instruction, 443 North Williams Drive, Palatine, Illinois 60067.

PROJECT: REPORTS FROM SCHOOLS ACROSS THE COUNTRY & ABROAD.

- A. Does your school offer courses, workshops, summer institutes, or grant degrees in programs which are directly related to the training of language laboratory directors? Please let us know so that we may disseminate the information in our next Newsletter before the summer session.

- B. Of interest to teachers of German who are looking for cultural information, realia and movies—will be the *German Center Boston* (Branch of Goethe Institute Munich). Information may be obtained from the Director, Mr. Joachim Weno, 148 Beacon Street, Boston, Mass. This first branch in the USA was open early last year.

PRINTED MATERIALS AVAILABLE FROM THE PUBLICATIONS CENTER

You must be a NALLD member to use this service. In many cases the reprint itself will be free; however, you must provide a self-addressed, 9 x 12 inch manila envelope that is stamped with the proper return postage. The order form lists the weight of each item; you must total up the weight of all items ordered and complete your postage after deciding whether you want the information to be sent by First Class or Third Class mail. Requests for materials will be honored only when made by a NALLD member on the order form and accompanied by the properly stamped self-addressed manila envelope.

At present we cannot distribute items in quantity; however, you have our permission to reproduce or copy any material received from the Publications Center provided you identify the source by the line:

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Language Laboratory Directors.

NALLD members are encouraged to offer items for possible inclusion in the Publications Center. Please address to just one person, Mr. Charles Richardson, *Director*, NALLD Publications Center, Ellis Hall, Ohio University, Athens, Ohio 45701. We would especially like routine items which schools actually use in their daily operations, such as: job descriptions, tape locator catalogs, any sort of dial access materials, and technical specifications for equipment.

Members are encouraged to offer suggestions on other categories which we should add to our lists.

The following is a CONTINUATION which lists only NEW material. Refer to Vol. 1, No. 3 (February, 1967) and to Vol. 1, No. 4 (December, 1967) for initial listings. These back-issues and their order forms can be obtained by requesting order item numbers 1.03.03 and 1.03.04 on this month's order form. The next issue will list the complete items from all previous newsletters, plus any recently added to the collection.

CATEGORY

Item Order Number	Item Description, Title, & Contributing School.	Weight In OZ.
1.03.00	NALLD NEWSLETTERS — BACK ISSUES	
1.03.04	Volume 1, Number 4 (December, 1967)	1.50
1.03.05	Volume 2, Number 1 (December, 1967)	1.50
1.03.06	Volume 2, Number 2 (February, 1968)	1.50
4.00.00	TECHNICAL DATA PREPARED BY SCHOOLS FOR PROCURING OR PLANNING FACILITIES.	
4.03.02	"The Listening Center, The Ohio State University at Colum- bus, Ohio 43210: Specifications for a Remote Listening System" (from Paul Pimsleur of Ohio State.) 6.00 [The successful bidder on these specifications was: North Electric Company of Galion, Ohio.]	
7.00.00	LANGUAGE LAB TECHNIQUES — MATERIALS FOR COURSES & WORKSHOPS (COURSE DESCRIPTIONS, OUTLINES, BIBLIOGRAPHIES, SAMPLE LESSONS).	
7.01.02	"101 Terms: A Glossary of Tape Recording Terms" prepared by the 3M Scotch Company. 3M has graciously consented to allow us to reproduce this publication. 1.25	
8.00.00	TAPE INDEX CORRELATION CODE (TICC) GUIDES. These guides were prepared at the University of Wisconsin to give close correlation between sets of tapes used and their text books, by relating tape white leader bands and reel num- bers with textbook pages, chapters, and grammatical topics. All these guides are predicated upon the fact that our lab tapes are recorded in one direction only (on one track only) so that they can be banded with white leader tape. Those who would care to prepare similar guides for oth- er textbooks are invited to do so.	
8.01.00	French TICC Guides — Beginning Level	
8.01.07	Karl Pond, Jean Peyrazat, James Williston, ECOUTEZ ET DEVINEZ! 1st Ed., (McGraw Hill, Inc., New York, 1965) FR1.004.00	.50

- 8.01.08 Edward M. Stack, **CLT-SERIES 1 — PATTERN DRILLS**, 1st Ed. (Electronic Teaching Laboratories, Washington, D. C.)
FR1.008.00 1.00
- 8.02.00 French TICC Guides — Intermediate Level
- 8.02.04 Ruth R. Cornfield, **KEYS TO PRONUNCIATION AND THE WRITTEN WORD**, 1st Ed. (Teaching Audios and Visuals, Inc., 1962)
FR2.006.00 1.25
- 8.04.00 German TICC Guides — Beginning Level
- 8.04.07 H. Buisman, **INTERPRET DEUTSCH**, 1st Ed. (Visaphone, Freiburg, 1962) GR1.007.00 .50
- 8.04.08 W. G. Moulton, **SPOKEN GERMAN**, (Ed, not given) (Holt, Rinehart, and Winston, 1946) GR1.009.00 .50
- 8.05.00 German TICC Guides — Intermediate Level
- 8.05.07 Valentine C. Hubbs & Robert L. Keys, **GERMAN IN REVIEW**, 1st Ed. (MacMillan, New York, N. Y., 1966)
GR2.010.00 .50
- 8.11.00 Spanish TICC Guides — Intermediate Level
- 8.11.09 Elgyn Julca, **CLT-SERIES 2 — PATTERN DRILLS**, 1st Ed. (Electronic Teaching Laboratories, Washington, D. C., 1963) SP2.012.00 1.00
- 8.16.00 Russian TICC Guides — Beginning Level
- 8.16.02 Stilman & Harkins, **INTRODUCTORY RUSSIAN GRAMMAR**, 1st Ed. (Blaisdell, a division of Ginn and Co., New York, New York 1964)
RU1.002.00 (Commercial Set) 1.00
- 8.25.02 H. A. Gleason, **AN INTRODUCTION TO DESCRIPTIVE LINGUISTICS**, 2nd Edition. (Holt, Rinehart & Winston, 1965) LI1.005.00 .25
- 8.25.00 Linguistic TICC Guides — Beginning Level
- 8.22.00 English TICC Guides — Beginning Level
- 8.22.02. John Bordie, **CLT SERIES 1 ENGLISH STRUCTURAL DRILLS (With Instructions in Spanish)**, 1st Ed., (Electronic Teaching Laboratories, Washington, D. C., (1962)
EN1.002.00 .75

Quan.	Item No.	Wt. in Oz.	Quan.	Item No.	Wt. in Oz.
()	1.01.01	.50	()	8.10.08	.75
()	1.01.02	.25	()	8.10.09	1.00
()	1.01.03	.25	()	8.10.10	4.00
()	1.01.04	.25	()	8.10.11	4.00
()	1.01.05	.25	()	3.01.04	.50
()	1.01.06	.25	()	3.02.01	2.00
()	1.01.07	.25	()	3.02.02	.75
()	1.01.08	.75	()	3.02.03	.50
()	1.02.01	2.00	()	3.03.01	2.00
()	1.02.03	3.00	()	3.04.01	2.00
()	1.02.04	3.00	()	3.05.01	.25
()	1.03.01	1.00	()	4.03.01	2.50
()	1.03.02	1.00	()	4.03.02	6.00
()	1.03.03	1.50	()	4.05.01	.50
()	1.03.04	2.25	()	4.05.02	1.00
()	1.03.05	1.50	()	5.01.01	1.50
()	1.03.06	1.50	()	7.01.01	1.50
()	2.02.02	.50	()	7.01.02	1.25
()	2.08.01	7.50	()	8.01.01	3.00
()	2.09.01	2.75	()	8.01.02	1.75
()	2.10.01	2.75	()	8.01.03	1.00
()	2.11.01	1.50	()	8.01.04	.75
()	3.01.01	3.50	()	8.01.05	1.25
()	3.01.02	.50	()	8.01.06	1.75
()	3.01.03	.50	()	8.02.01	.75
()	8.03.04	.50	()	8.02.03	.75
()	8.03.05	.50	()	8.03.01	1.00
()	8.04.01	.75	()	8.03.02	1.50
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()	8.04.06	.50	()	8.11.02	2.00
()	8.05.01	.50	()	8.11.03	.75
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()	8.05.03	.50	()	8.11.05	1.00
()	8.05.04	.75	()	8.11.06	.75
()	8.05.05	.50	()	8.11.07	.75
()	8.05.06	.25	()	8.11.08	1.50
()	8.07.01	1.50	()	8.13.01	1.50
()	8.07.02	.50	()	8.13.02	.75
()	8.10.01	2.50	()	8.16.01	1.25
()	8.10.02	.50	()	8.17.01	.50
()	8.10.03	1.75	()	8.19.01	1.25
()	8.10.04	.75	()	8.22.01	2.75
()	8.10.05	.75	()	8.25.01	.75
()	8.10.06	1.50	()	8.25.02	.25
()	8.10.07	.75			

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- (b) pre-stamped with the proper postage.

Send to the following address: Mr. Charles Richardson, NALLD Publications Center Language Laboratory,
Ellis Hall
Ohio University
Athens, Ohio 45701

(See the beginning of Feature No. 8 for details)

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