



Southern Association for Institutional Research

Call for Participation

The Sheraton Baton Rouge Convention Center Hotel



Georgia Tech Office of Assessment
Re: 2002 SAIR Conference
A. French Building, Room 111
237 Uncle Heinie Way
Atlanta, Georgia 30332-0325

Mailing Label

Call for Participation

SAIR Annual Conference

Sheraton Baton Rouge Convention Center Hotel

Baton Rouge, Louisiana

October 12-15, 2002

Are you ready to participate in a new learning experience? Are you ready to exchange ideas, brainstorm with your fellow colleagues, and further the endeavors of Institutional Research and Assessment? Then welcome back to what promises to be another great Southern Association for Institutional Research conference. Held in history-rich Baton Rouge, Louisiana, October 12-15, the conference could not be set against a more eclectic and unique backdrop. From bayous, antebellum homes, and Zydeco dancing to timeless jazz music and explosive, down-home cuisine, Baton Rouge is *authentic* Louisiana.

With the creative juices flowing, we tackle this year's theme for the SAIR 2002 Conference, *Setting the Right Tone for Institutional Research*, which introduces five new tracks certain to address many of the most important issues in IR and Assessment today—And you are invited to participate.

The *Assessment Track* will discuss appropriate and effective assessment tools, the utilization of national surveys, value-added research, and the benefits of graduate assessment.

The *Accreditation Track* sets the framework for preparing for SACS self study and discusses why IR and Assessment are absolutely essential to the new criteria, concentrating on what we can do as researchers to better facilitate the accreditation process.

The *Technology Track* looks at where IR and Assessment are heading in the face of rapid technological change and will address issues such as web programming, software applications, security, and efficient information dispersal.

Staying close to the theme, the *Institutional Research Track* looks at welcoming newcomers into the IR and Assessment field and integrating their programs into the academic matrix within which all higher education professionals must work.

A new and exciting addition at the 2002 Conference is the *Community College Track* that will emphasize the diverse nature of problems faced by community colleges, and developing a plan of attack that is appropriate for the unique needs of two-year Institutions.

The program will offer workshops, paper, panel, roundable and demonstration sessions, and ample opportunity for interaction. Plan to attend the conference and bring your dynamic ideas to set the right tone for IR and Assessment.

J. Joseph Hoey
Program Chair

Presentation

Proposal Due Date:

Proposals addressing all areas relevant to the practice of institutional research, assessment, and related disciplines are solicited. Topics reflecting the conference theme are encouraged, but all relevant subjects are welcomed—particularly in the area of institutional effectiveness and assessment. The following types of sessions will be offered.

Papers (45 minutes)

Papers should describe a research study or an effective process or technique (quantitative or qualitative), present a theoretical approach to a problem or issue, or review the literature on a topic of interest to institutional researchers.

Panels (60 minutes)

Panel presentations involve three or four persons who present different perspectives on a common theme or topic. The proposal should describe the common theme/topic and the major points to be made or debated by the panelists. It would also describe how the differing perspectives of each panelist would contribute to the development of the topic.

Roundtables (60 minutes)

Roundtable sessions involve a brief, informal presentation made by the convener to a small group of no more than 12 people, followed by facilitated discussion. A proposal should include a description of the topic to be addressed and the convener's expertise and experience related to the topic. Roundtable sessions will be conducted during lunch on Monday, October 15.

Software Demonstrations (45 minutes)

Presentations should demonstrate one or more software packages or programming solutions that are applicable to the work of institutional researchers. The proposal should describe the relative strengths, weaknesses, and special features of the product or solution. Hardware required for the software/solution also should be discussed. If Internet access is needed, it must be requested during the proposal process (see box on Proposal Cover Page).

Workshops (3 or 6 hours)

Workshops provide the opportunity for in-depth discussion and instruction on a single topic. Demonstrations, exercises, group activities, and other methods of experiential learning are appropriate and desirable. Proposals should outline the specific objectives of the workshop, the intended audience (novice or experienced researchers, prerequisite knowledge/skills, etc.), the approaches to be used, and the qualifications of the instructor(s). Proposals also must include an estimate of the expenses to be reimbursed and the minimum and maximum number of participants that can be accommodated. Prior to submitting any proposals requiring computer laboratory facilities, please contact the Program Chair. Workshops will be conducted on Saturday and Sunday, October 12-13.

and Proposal Instructions

Postmarked NO LATER THAN JUNE 10, 2002

Special Interest Group (SIG) Meetings (45 minutes)

State, regional, sector and topical SIGs are opportunities for discussion of issues and topics of importance to particular groups of participants. To reserve meeting space for a SIG, send two copies of the proposal form to Andy Clark (see address on the Proposal Cover Page). For additional information, contact the Program Chair at joseph.hoey@oars.gatech.edu or 404-894-0510.

Important Information for all Participants

All participants are expected to be paid registrants at the conference, and those submitting proposals must acknowledge their intent to register by signing the proposal form (see signature line on Proposal Cover Page). Honoraria are not paid to presenters, although reasonable expenses will be reimbursed for workshop materials.

Proposal Submission Instructions

1. A Proposal Cover Page, an abstract, and six (6) copies of the proposal must be submitted. An electronic copy of the abstract is required as an email attachment.
2. An abstract of no more than 100 words is required. Although some editing may be necessary, most abstracts of accepted presentations will appear verbatim in the conference program.
3. The body of the proposal is limited to three pages and should cover the following: a) significance or timeliness of the topic; b) historical, theoretical, and/or conceptual framework; c) method of inquiry; d) analytical method; and e) intended audience.
4. No reference to authors or their institutions should appear in the body of the proposal.
5. Proposals should be typed, double-spaced, on white 8 1/2" by 11" paper.
6. Proposals must be postmarked on or before Monday, June 10, 2002, and mailed to Joseph Hoey at the address on the Proposal Cover Page. No fax transmissions will be accepted. Send electronic abstract as an email attachment to: joseph.hoey@oars.gatech.edu.
7. Primary contacts will be notified in July about the status of their proposals.

Equipment

An overhead projector and screen will be in each session room and need not be reserved in advance. All requests for other equipment should be submitted and justified during the proposal process (see box on Proposal Cover page). Reasonable requests will be accommodated as resources permit. For additional information, contact the Program Chair.

Facilitators

The session facilitators' primary tasks are to introduce the sessions and to assure that they proceed smoothly. This role can be carried out effectively by either veteran or first-time attendees, and is an excellent way to become involved in SAIR. If you would like to serve as a facilitator, complete the name and address section on the proposal form, check the statement indicating your intent to serve, and mail two copies to Eleanor Nault at the address on the Proposal Cover Page. For additional information regarding facilitators, contact Eleanor Nault at nault@clemsun.edu or 864-656-5274.

SAIR Travel Grants

SAIR awards a maximum of six travel grants to the annual conference in order to promote professional development among institutional research professionals. Awards are available to both active members and newcomers (individuals who will become new members of SAIR at this annual conference). Applications from individuals who have not received a travel grant from SAIR within the past two years will receive priority.

Grants are awarded in the amount of \$300, plus waiver of the conference registration fees (not to include the membership fee). To apply for a travel grant, prepare a letter with the following information and mail it to Cornelia Wills, postmarked no later than August 31, 2002. For more information, visit www.sair.org.

1. Your name and institution/organization of employment.
2. A brief resume/curriculum vita.
3. A statement of how the grant will contribute to your professional development, particularly with regard to future activity in SAIR.
4. A statement describing your financial need and information about any financial support available from your institution and/or possible sources.

Send letter of application to:

Cornelia Wills
Director of Institutional Research
Middle Tennessee State University
153 Jones Hall – Box 140
Murphreesboro, TN 37132
Phone: 615-898-2854
Fax: 615-898-4907
Email: cwills@mtsu.edu

If you are interested in becoming a member of SAIR, contact:

Ross Griffith, SAIR Treasurer
Wake Forest University
P.O. Box 7373, Reynolds Station
Winston-Salem, NC 27109
Phone: 336-758-5020
Fax: 336-758-5162
Email: griffith@wfu.edu

Proposal Cover Page

(Please read the instructions on the facing page before completing this page.)

Proposal Postmark Deadline June 10, 2002

Session Title: _____

Session Track: _____ Accrediation _____ Assessment _____ IR _____ Technology _____ Community College

Sessions Format: Check the appropriate blank and provide other information where applicable.

_____ Panel _____ Software Demonstration
 _____ Paper _____ Workshop: Number of workshop participants: _____ Maximum _____ Minimum
 _____ Roundtable Estimated cost per participant: \$ _____
 _____ Special Interest Group Intended workshop audience: _____ Novice _____ Intermediate/Advanced

Special Equipment Request

All sessions, except Roundtable Discussions, will be provided with an overhead projector and screen. If the use of other equipment is an *integral* part of your presentation, indicate your needs below.

Computer Projector **Internet Access** **Laptop** **Other** _____

If you checked any of the above boxes, specify exactly what is needed and attach a commentary justifying your request. Requests submitted during this proposal process will receive priority.

Contact Information:

(Required for ALL proposals.) If you are a facilitator, complete this section.

____ **Primary Presenter** ____ **Facilitator** ____ **SIG Contact**

Name: _____
 Position: _____
 Institution: _____
 Office Address: _____
 City/State/Zip: _____
 Telephone: (____) _____
 E-mail: _____

Additional Presenter:

Name: _____
 Position: _____
 Institution: _____
 Telephone: (____) _____
 E-mail: _____

Additional Presenter:

Name: _____
 Position: _____
 Institution: _____
 Telephone: (____) _____
 E-mail: _____

Additional Presenter:

Name: _____
 Position: _____
 Institution: _____
 Telephone: (____) _____
 E-mail: _____

Presenter Signatures (REQUIRED):

I certify that I will attend the SAIR 2002 conference as a paid attendee if my proposal is accepted, barring any emergency situations. All presenters must sign.

 Signature Date

 Signature Date

 Signature Date

 Signature Date

SIG Contacts:

Mail 2 copies of this page to:
 Andy Clark, Georgia College & State University
 CBX 52, Milledgeville, GA 31061

Facilitator:

Mail 2 copies of this page to:
 Eleanor Nault, Clemson University
 E-206 Martin Hall, Clemson, SC 29634-5155

Proposals (paper, panel, roundtable, demo or workshop):

Mail:
 (a) Proposal Cover Page
 (b) Abstract
 (c) Six (6) copies of the proposal to:

Joseph Hoey
 Georgia Institute of Technology
 A. French Building, Room 111,
 237 Uncle Heinie Way, Atlanta, GA 30332-0325