# Southern AIR

## President's Message

Dear SAIR Colleagues,

Finally, spring is in the air – and with it the opportunity to do a spring cleaning and take stock of our offices, our skills sets, our function(s) within the institutions we serve, and how we contribute to our institutional missions.

We are lucky to be living in a part of the country so blessed with natural resources (apart from the pine pollen!). We are also fortunate to have professional resources to which we can turn, and from which we can learn. The strength of SAIR, as you are well aware, is the strength of our membership – the knowledge and skills we possess and share, our willingness to communicate best practices with one another, and our commitment to moving ahead to meet the challenges of institutional research and assessment in an intelligent and organized fashion.

This year, our annual conference is in San Antonio, from October 11-14. Our conference chair, Dr. Jim Purcell, has worked to develop a timely conference theme and focus: "Remembering the Mission: Planning and Research for Mission Imperatives." The theme was chosen to emphasize the role of IR offices in achieving their institutional missions. This part of our job will become especially important as SACS implements its new standards for accreditation.

Our keynote speakers are George Keller and Steve Katsinas. George Keller can best be described as "the philosopher king" for our profession and will give us a context for our work. Steve Katsinas is one of the prominent researchers of community colleges and will speak on their role in higher education in America. I can assure you that the conference will be of importance to your work as you make your institution a better place to work and learn.

The city of San Antonio, Texas is an enjoyable place, and there will be many things to do within blocks of our conference hotel. We are coming to San Antonio at a cooler time of the year, when the brutal heat of summer will have largely passed. The Alamo is just blocks away and the colorful and eclectic Riverwalk is one block away. We have a variety of tours planned as well as an entertaining Monday evening event. In summary, this year's conference presents a wonderful opportunity to learn, relax, and share in one of the South's most interesting cities.

I urge you to submit a proposal for SAIR 2003 to share your knowledge and expertise, and I urge you to join us in San Antonio to help us all remember the mission.

Collegially yours,

Joseph Hoey
SAIR President

**Visit SAIR on the web at http://sair.org**

## Remembering the Mission: SAIR Conference in San Antonio, Oct. 11– 14
by Jim Purcell, Georgia College & State University

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, Assessment and Planning? Then get ready for education and fun at the SAIR Conference in San Antonio this October!

Visit the conference website at http://info.gcsu.edu/intranet/ippa/sair to get up-to-date conference information.

### Calling all newcomers…
by Chris Mee, Coastal Carolina University

The SAIR Planning Committee invites all Newcomers to what promises to be a large time at this year's SAIR Conference in San Antonio. We are planning two events **just** for Newcomers. One is the Newcomer's Workshop where you will find out what Institutional Researchers actually do and learn all about the " fun" projects that may come your way. The second event, a crowd pleaser every year, is the Newcomer's Reception. In a relaxed atmosphere, you'll have the opportunity to meet other Newcomers and those of us who have been around for quite awhile. There will even be activities during the Reception that are guaranteed to make you shout for more! These two events are sure to be one of the highlights of the 2003 SAIR Conference. ***See you in San Antonio!***

## Change your attitude and latitude at the AIR Forum, May 18-21, Tampa, FL.
by John Kalb, Florida State University

The Tampa Bay area has much to offer while you are not involved in the sure-to-be outstanding and informative sessions. Step onto a streetcar outside the hotel and ride to Ybor City, Tampa's National Historic Landmark District, or head for the Florida Aquarium, Channelside shops, or the Tampa Museum of Art, all in easy walking distance of the hotel. If you like longer walks, go to the University of Tampa, about 30 minutes away. Housed in the 1891 Tampa Bay Hotel, and now a National Historic Landmark, the quintessential Victorian palace features unique Moorish revival architecture and minarets. Also near the hotel is Bayshore Drive; cited by Guinness as the world's longest unbroken stretch of sidewalk, it stretches over six miles along Old Tampa Bay. Walk, run, skate, bike, but do Bayshore Drive while you are in Tampa!

Weather in May is generally sunny with little precipitation, the average mid-May temperature for Tampa is 78 degrees, with a low of 69 and a high of 87. Bring comfortable shoes and tropical garb. Leave the ties at home. Come to Tampa for that change in attitudes and latitudes!

Check the Local Arrangements website at http://www.ir.fsu.edu/AIR_2003 for Forum related Tampa information and links to local attractions.

# SAIR in Biloxi, MS, October 16-19, 2004
by Julie Fulgham, Mississippi State University

Mississippi is excited to host the Southern Association for Institutional Research Conference in beautiful Biloxi, Mississippi. The conference will be held from October 16-19, 2004. Biloxi offers a variety of entertainment from cabaret and balcony seating theatres, presenting the biggest stars this side of Broadway, to the Jack Nicklaus Signature Golf Course – Grand Bear, that is set amid towering pines and cypress wetlands in a pristine Mississippi forest. Of course ample outlet malls are available and convenient for your shopping in Biloxi. Treat yourself to an escape to Bellissimo Spa & Salon, a 16,000 sq. ft. facility that offers an array of treatments and services guaranteed to revitalize your body, mind and spirit.

# Theresa Smith's Journey - From China and Beyond
## SAIR's Outstanding Service Award Recipient Shares Her Story
by Theresa Smith, University of Oklahoma

I was born in Kungming, China. As refugees from Communism, my parents settled our family on Taiwan where I was able to attend schools. Eventually, I completed a bachelor's degree in English from National Taiwan University and a master's degree in counseling and guidance from the University of Missouri-Columbia. My earliest jobs were on Taiwan: first, a high school English teacher for two years and then a university assistant professor for one year.

In 1975, I followed my husband to the University of Oklahoma (OU) where he was pursuing a doctoral degree. I felt fortunate to find a transient job as a statistical clerk at the OU Registrar's Office. My responsibility was to compile enrollment and admissions statistics. To improve my skills, I enrolled concurrently in the computer sciences graduate program. In retrospect, these two early experiences laid the foundation for an unexpected career in institutional research (IR). They prepared me for several unsought promotions, including programmer analyst, IR systems analyst and supervisor of IR analysis. In 1983, I became the IR director; and in 1998, the founding director of the Center for Institutional Data Exchange and Analysis. I retired from OU in 2002 and have continued to work part time since.

My career has been a continual process of on-the-job learning. At OU, I learned by adapting to the leadership styles of the five provosts that I served. Each day, my experience was enriched by working with skilled people towards common goals. Discussions occurring on campus, and especially those at the monthly Deans' Council meetings, provided an important context for developing IR applications.

Perhaps the richest resource of all has been my association with fellow institutional researchers. AIR, SAIR, MidAIR and OKAIR have been enormously beneficial. They have provided the knowledge, the expertise and the training required for professional growth. Their outstanding list of accomplishments and role models has been a major source of inspiration. Moreover, their camaraderie and friendship have helped me overcome many obstacles. As a non-native English speaker, I gained some badly needed encouragement from the 1992 SAIR Best Paper Award. In 1995, I received the SAIR Unsung Hero Award for the data-sharing efforts of many true unsung heroes, especially my colleagues in the Southern Universities Group. Finally, I was recognized last fall as the recipient of the James R. Montgomery Outstanding Service Award. These awards will always be treasured reminders of my 20-year association with SAIR.

Even though it was not expected, my career has truly been interesting and rewarding. This was possible because I have received so much from so many. For that, I am deeply grateful.

## Southeastern Association for Community College Research's Annual Conference

Southeastern Association for Community College Research is holding their 32nd annual conference. It will be held at the Tradewinds Hotel in St. Petersburg, Florida from July 27 - 30, 2003. The theme is " Creating a Culture of Institutional Effectiveness."

Contact Jonnie Blair of Hopkinsville Community College at 270-886-3921, ext. 6125, or send an email to jonnie.blair@kctcs.net

## An Update on the New SACS Reaffirmation Process
### by Mike Moore, Georgia State University

SACS' accreditation requirements and process have a significant influence on the functions of institutional research and assessment. So it is with much professional interest that we monitor the revision. The following items summarize the revisions:

·  Core Requirements and Comprehensive Standards replace the *Criteria for Accreditation*. Most obvious, the number is reduced from the over 450 " must" statements to 12 Core Requirements, 53 Comprehensive Standards and eight Federal Mandates. Clearly by this action, the Commission avoids prescriptive implications and is more dependent on both member institutions and committee evaluators to define a state of quality and how it is to be attained.

·  The sometimes elaborate and intensive faculty committee process that produced the voluminous self-study is replaced. Compliance Certification is the institution's internal analysis of its compliance with each Core Requirement and Comprehensive Standard. Signatures by the institution's chief executive officer and accreditation liaison are required to certify compliance.

·  A succinct Quality Enhancement Plan focusing on an issue or issues that contribute to institutional improvement is submitted.

·  The external peer review now has two components. A small off-site review team functions as advisors to the on-site peer review committee by determining an institution's compliance with Standards by making observations about the information submitted as supporting evidence, much like an audit function. The on-site peer review verifies compliance, evaluates actions for the remediation of noncompliance, evaluates the acceptability of the Quality Enhancement Plan, and provides consultation on issues addressed in the plan.

Institutional Research and Effectiveness offices may play an even greater role in the new process. Compared with the old self-study process, the institution's self-assessment of compliance will probably utilize existing administrative structure and functions including IR. The format of supporting documentation will move toward web-based systems to support an off-site review. For more information related to the accreditation process, please feel free to visit SACS at http://www.sacscoc.org/accrrevproj.asp.

# Remembering the Mission

**Planning and Assessment of Institutional Imperatives**

# Southern Association for Institutional Research
# October 11-14, 2003

*Call for Participation*

# Sheraton Gunter Hotel
# San Antonio, Texas

# SAIR 2003

# Call for Participation

**SAIR Annual Conference**
**Sheraton Gunter Hotel**
**San Antonio, Texas**
**October 11-14, 2003**

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, Assessment and Planning? Held in San Antonio, Texas, October 11-14, the conference could not be set against a more eclectic and unique backdrop. The historic and elegant Sheraton Gunter is the perfect venue in which to tackle the higher education issues of the day. And when ' enough is enough,' the Sheraton Gunter is within one block from the famous San Antonio Riverwalk with its plethora of restaurants, night clubs and unique shops.

This year' s conference theme *Remembering the Mission: Planning and Assessment of Institutional Imperatives* places emphasis on university missions and the role of Institutional Researcher in assuring the success of the college. In addition, SACS has recognized fulfillment of the college mission as an overriding component of their accreditation standards. Five Tracks have been established to address 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.

The *Institutional Research Track* looks at welcoming newcomers into the IR and Assessment field and integrating their work into the academic matrix within which all higher education professionals must work.

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.

# 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 two to 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 debated by the panelists. It would also describe how the differing perspectives of each panelist would contribute to the development of the topic.

### Poster Session ( two 30 minute sessions)
Poster sessions involve continual displays of research or projects with two informal 30-minute question and answer sessions. A proposal should include a description of the topic to be addressed and the presenter' s experience related to the topic. Poster sessions will be held twice during the conference.

### 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 10-11.**

# and Proposal Instructions
## *Postmarked NO LATER THAN JUNE 1, 2003*

## 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 **jpurcell@gcsu.edu** or 478-445-63653.

## 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 ½" by 11" paper.

6. Proposals must be postmarked on or before June 1, 2003, and mailed to Jim Purcell at the address on the Proposal Cover Page. No fax transmissions will be accepted. Send electronic abstract as an email attachment to: **jpurcell@gcsu.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 Lisa Pace at the address on the Proposal Cover Page. For additional information regarding facilitators, contact **Lisa.Pace@citadel** or 843-953-4823.

## 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 Chris Mee, postmarked no later than August 1, 2003. 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:
Chris Mee, Director of Institutional Research & Assessment
Coastal Carolina University
P. O. Box 261954
Conway, SC 29528
Phone: (843) 349-2091

## 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 before completing this page.)*
**Proposal Postmark Deadline: June 1, 2003**

**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
____ Poster Session  Estimated cost per participant: $ _____
____ Special Interest Group  Intended workshop audience:
                            ____ Novice  ____ Intermediate/Advanced

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## Special Equipment Request

All sessions, except Poster Sessions, 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**_____  **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.

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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:

**Presenter Signatures (REQUIRED):**
*I certify that I will attend the SAIR 2003 conference as a paid attendee if my proposal is accepted, barring any emergency situations.* **All presenters must sign.**

_____
Signature                             Date

_____
Signature                             Date

_____
Signature                             Date

_____
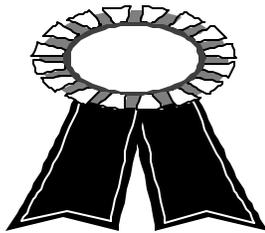Signature                             Date

**SIG Contacts:**
Mail 2 copies of this page to:
Andy Clark,
Georgia College & State University
Campus Box 52,
Milledgeville, GA 31061

**Facilitators:**
Mail 2 copies of this page to:
Lisa Pace, The Citadel
Director of Institutional Research
171 Moultrie St.
Charleston, SC 29409

# Nominations Sought for SAIR Service Awards
by Marcus Babaoye, Wiley College

SAIR has established three awards to recognize the contributions of members to the Southern Association or to the field of institutional research. SAIR members are invited to nominate deserving colleagues for one of the following awards and recognitions.

### The James R. Montgomery Outstanding Service Award
This award is given to an individual who has made a significant contribution to SAIR over an extended period of time. Each nominee must have been a SAIR member for over five years and cannot be a member of, or a candidate for, the Board of Directors during the year nominated. In addition, two of the following criteria must be met:

1) has been a member of the Board of Directors or a chair of either a conference or a presidentially appointed committee; 2) has been an officer of, or a recognized leader in the establishment of, a state or special interest group which has been associated with SAIR; and 3) has made a professional contribution to SAIR by being actively involved in a combination of the following: a) has presented contributed papers at a SAIR conference; b) has organized, offered or acted as a primary participant in workshops at the SAIR annual conference or at workshops sponsored by an affiliated SAIR organization or group; c) has contributed in some other specific significant way that has advanced the professionalism of SAIR.

### SAIR Special Recognition Unsung Hero/Heroine Award
This award recognizes the ongoing contributions of a member to SAIR and to the field of institutional research and planning in the broadest sense. This award honors individuals whose effort and initiative might not otherwise receive public recognition. The types of effort to be considered include management assignments, innovative projects or ideas, development of new initiatives, or other ongoing service to SAIR, other than as an elected officer. [For purposes of this award, officer is defined as President, Secretary or Treasurer.]

All members of SAIR are eligible to receive the award with the following exceptions:
1) A person who has previously won the award; and 2) Officers of SAIR shall not be eligible until five years have passed since completion of their most recent term of office.

### Distinguished Membership Award
Distinguished Membership may be awarded to members or former members who have made distinguished contributions to institutional research. This award is a meaningful recognition of significant effort in the field of institutional research. Distinguished Membership status is retained for the lifetime of the individual. (Persons retiring from active service in institutional research may be recognized through the award of emeritus membership rather than with the Distinguished Membership Award.)

A member or former member nominated for Distinguished Membership should meet the following qualifications: 1) Has been an active and contributing member of SAIR; 2) Has contributed substantially to the field of institutional research over an extended period of time, either in the practice of institutional research or in a supporting role (e.g. faculty, college president); and 3) Has influenced higher education policies and practice through work or research.

**Let your colleagues know you appreciate their hard work by nominating them today for an award!**

Submittal process on next page. Deadline is August 15.

## SAIR Awards Nomination Submittal Process

Send an e-mail attachment in Microsoft Word format by **August 15** to mbabaoye@wileyc.edu

SAIR Award Name:

Nominator information: name, company or institutional affiliation, position, address, phone, fax, and email.

Nominee information: name, company or institutional affiliation, position, address, phone, fax, and email.

Has this nomination been discussed with the nominee?

Provide a brief summary of the nominee's accomplishments in reference to the award for which they are nominated.

Has this achievement been the basis of any other previously awarded SAIR Award? If yes, how does this nomination differ from previous body of work honored?

Provide a narrative summary of 1,000 words or less. Include the following in your narrative: evaluate the nominee's accomplishments and a specific identification of the work to be recognized; explain why the nominee is being recommended for this award with regard to the stated purposes of the award; if the nominee has received another SAIR Award within the last five years, specifically describe why this nomination is appropriate; if the nominee has received a previous SAIR Award, describe why this award nomination does not cover the basis for a previous award; analyze patents if cited; and if the nominee is not the sole author of works, specify the contribution of the nominee.

## 2002 SAIR Business Meeting Minutes
### Baton Rouge, Louisiana / October 14, 2002

### General Business
At 3:15 p.m., the meeting was called to order.  President Sam Lowther welcomed attendees and discussed the following items.

### Secretary's Report
The business minutes from the 2001 SAIR Conference in Panama City were approved, with El Nault (Clemson University) moving and Joseph Hoey (Georgia Institute of Technology) seconding approval.

### Treasurer's Report
Treasurer Ross Griffith stated that 351 individuals had registered for the SAIR 2002 conference.  He reported that the combined bank and investment balance, as of June 30, 2002, was $68,048.  Total assets, as of September 30, 2002, were $92,377 which included conference registration fees deposited by that date. The Financial Statement, dated October 8, 2002, was moved for approval by Glenn James (Tennessee Tech) and Cornelia Wills (Middle Tennessee State University) seconded.

### Past-President's Report
Past President Harriott Calhoun reported that the newly elected board members are:
- VP/President-Elect    Jim Purcell            Georgia College & State University
- Secretary            Teresa Hall            University of Alabama at Birmingham
- Member-at-Large      Marcus Babaoye        Wiley College
- Member-at-Large      Chris Mee              Coastal Carolina University

*Continued*

The newly elected Nominating Committee members are Bill Fendley, University of Alabama; John Kalb, Florida State University; Kathleen Morley, Baylor University; Libby Morris, University of Georgia; and Nerissa Rivera, Duke University.

Past President Calhoun extended congratulations to all who were elected and to the nominating committee for their hard work.

Past President Calhoun announced that the 2003 SAIR Conference will be held at the Sheraton Gunter Hotel in San Antonio, Texas, October 11-14, with Vice President/President-Elect Jim Purcell as program chair. The Sheraton is located in the downtown area near the river walk. Ms. Calhoun also announced that the 2004 SAIR Conference will be held at the Bayview Resort in Biloxi, Mississippi, October 16-19. This will be the first time that a SAIR conference has been held in Mississippi.

Ms. Calhoun announced that the Committee on Missions and Goals has established a travel grant in honor of Julia Duckwall. Julia was the local arrangements chair when SAIR met in Memphis, and was Professional Development Chair for AIR. The travel grant will assist a SAIR member who is a first-time AIR attendee and will pay the FORUM registration fee.

### President-Elect Report

President-Elect Joseph Hoey thanked the local arrangements committee and planning committee members for their hard work and encouraged attendees to stay until the end of the conference. At the time of this meeting, there were 350 registered participants.

### Members-at-large Reports

Member-at-large Julie Fulgham stated that the SAIR conference had an excellent slate of workshops, and she thanked all who participated in making the sessions productive.

Member-at-large Cornelia Wills announced that we had 109 newcomers to SAIR compared to 100 last year. Activities for the newcomers included a dinner on Saturday, a workshop, and a reception. Entertainment at the reception was provided by Clemson University. Ms. Wills announced that the travel grant recipients would be announced at the Awards Breakfast.

Member-at-large Jim Eck stated that Joseph Hoey and Emily Cavender hosted the website last year. Emily was also responsible for the design of the program, the redesign of the SAIR logo, and the redesigned SAIR web page. Thanks were extended to Joseph and Emily for their hard work. Jim announced the retirement of Mary Beth Adams and Jane Mathis-Hopson as editors of the *Southern AIR*. Jim will be the new editor, and Ruth Salter and Darla Keel will serve as co-editors. Thanks were extended to Larry Jones, Institute of Higher Education, for the assistance that the Institute provides to SAIR.

Member-at-large Jim Purcell stated that awards for Best Paper, Unsung Hero, and James Montgomery Service Award would be announced during the Awards Breakfast.

### IHE Report

Larry Jones stated that the SAIR/IHE Institutional Research Alliance continues to serve the purposes of the Association and the Institute of Higher Education as set forth in the Alliance objectives. IHE provides SAIR mail. The faculty of the Institute of Higher Education look forward to working with the SAIR Board and members to keep the Southern region in the forefront of institutional research.

The meeting was adjourned at 4:00.

Respectfully Submitted,

Christine Mee

**SAIR MEMBERSHIP APPLICATION,** *October 2002 to October 2003*

Name: _____

Position: _____

Institution:_____

Department Name: _____

Address:_____

City:_____

State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Internet/E-mail Address:_____

Membership Type:
Regular ($25) _____     Student ($10) _____     Emeritus (free) _____

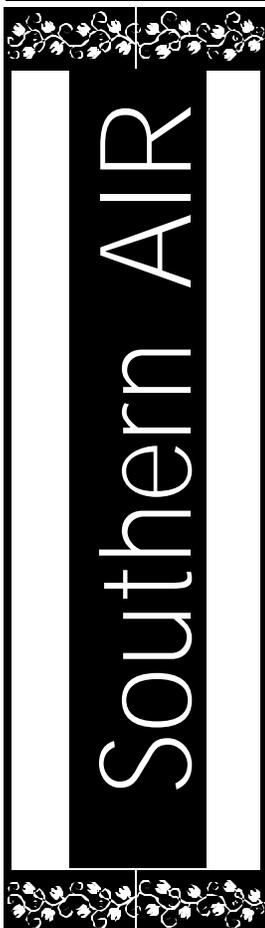Please use this form or pass it on to an interested colleague. The completed form and check should be mailed to:

**Ross A. Griffith**
**SAIR**
**Wake Forest University**
**P. O. Box 7373, Reynolda Station**
**Winston-Salem, NC 27109**

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***Membership Types:***

**Student Membership:** For those who are actively pursuing a graduate degree and are not employed full-time.
**Regular Membership:** For those professionals working in institutional research or a related field.
**Emeritus Membership:** For those who have retired and have been an active member of SAIR for at least five years immediately preceding retirement.

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Southern AIR

**Southern Association for Institutional Research**
**c/o Jim Eck**
**Institutional Research and Assessment**
**Rollins College**
**1000 Holt Avenue**
**Box 2712**
**Winter Park, FL 32789-4499**
**Address Correction Requested**