

# 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

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## Call for Participation

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

**A**re 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:*

**P**roposals 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](mailto: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](mailto: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](mailto: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](http://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](mailto:griffith@wfu.edu)

