



North Carolina Association for Institutional Research

# Newsletter

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Carol Gosselin, Editor

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## The Upcoming Conference "Decision 2004"

Anne Marie Bellamy, Program Chair,  
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**DECISION 2004: A Primary for Institutional Assessment, Planning, and Research** will be the first tri-conference hosted collaboratively by CCPRO (Community College Planning and Research Organization, NCAIR (North Carolina Association for Institutional Research) and SCAIR (South Carolina Association for Institutional Research). A first for the three research organizations, this conference promises to offer a variety of timely topics from experts with proven IR background. Registration forms and information are included in this newsletter.

From practical advice on the newly approved SACS (Southern Association of Colleges and Schools) core requirements and comprehensive standards to Influencing Learning Outcomes and Retention, this tri-conference promises something to suit every IR professional, as well as faculty and administrators who wish to become more acquainted with assessment, planning and research concerns. In combining the talents of a nationally recognized panel, you'll get the benefit of their decades in the IR trenches at Tuesday's luncheon. Joseph Hoey, past president of SAIR, will bring his past work in program review, survey research, and online course evaluation from his position at Georgia Tech in his keynote address Monday night. All three organizations in this tri-conference will bring the best of IR to assist you in making the decisions you need in your institution.

Panelists for the Tuesday luncheon are Dave Fleming, Retired Director of Institutional Research at Clemson University, Larry Jones, Senior Public Service Associate at the Institute of Higher Education at the University of Georgia, Don Reichard, Associate Vice Chancellor for Institutional Planning and Research at UNCG, and Robert Ussery, Assistant Vice Chancellor for Academic Affairs - Institutional Research at NCA&T.

The conference setting is in beautiful Sunset Beach, North Carolina at the Sea Trail Conference Center, just 10 miles from the North Carolina/South Carolina state line and 45 miles from Wilmington, NC. Arrive early to take a morning stroll amid gulls and seashells and see the largest floating bridge on the east coast on nearby (one mile) Sunset Beach. Enjoy fine dining onsite at Sea Trail and also sample Calabash's famous lightly batter seafood, watch fishing boats unload their catch, and visit its nautical gift shops. Both the Museum of Coastal Carolina and a round of golf are pre-conference options. Enjoy an after conference dip in

the indoor heated pool. Arrive early to take advantage of the Sea Trail conference rate two days pre- and post-conference. A range of accommodation choices is available to suit every budget.

Monday night's reception will be heavy hors d'oeuvres with a Mardi Gras theme. It will include carved smoked ham and turkey, a pasta station, spring rolls, smoked sausage in croute, vegetable antipasto, and a pastry tray. A cash bar will be available. Tuesday's lunch will be chicken marsala with vegetables, garden salad, roll, and warm apple streudel, iced tea and coffee. Wednesday's breakfast will be a hearty buffet, including plenty of choices including eggs, meats, biscuits and gravy, grits, breads, fruit, juice, tea and coffee. Breaks will include: coffee, soft drinks, cookies and/or brownies. Vegetarian options are available. Please indicate your desire for vegetarian on the registration form.

Also available at the Sea Trail Conference Center is a restaurant, Magnolia's, which offers breakfast and lunch service. In addition, within the Sea Trail complex is Tavern on the Tee. It has a lounge with light lunches and snacks. Most Sea Trail rooms have completely equipped kitchenettes with coffee self-service. Ask when you make your reservations.

Take U.S. 17 just southeast of Shallotte and follow the signs at NC 904, if you are arriving from the North Carolina areas. Those arriving from South Carolina take U.S. 17 just past the state line; follow Sea Trail signs, enter from NC 179 or NC 904. There are more specific directions on the accommodations website: <http://www.seatrail.com> or phone (910) 287-1100 for reservations and/or directions.

I am grateful for efforts of the CCPRO Conference Chair Larry Dendy and SCAIR Conference Chair Tim Garner in planning this tri-conference. The valuable communication efforts of NCAIR Newsletter Editor Carol Gosselin and SCAIR Webmaster and Technology Guru Eric Johnson have helped spread the word effectively and keep everyone on track. I extend gratitude to Rob Springer and Charles Parker who have brought in a number of sponsors and Sarah Carrigan who is heading the best paper submission and selection group. Thanks to NCAIR Treasurer Michael Hadley who, as NCAIR treasurer, is now serving as treasurer for the tri-conference--- not an easy task to keep up with all those different registration fees. Also, to all the Conference Planning Committee members—your names will be in the conference program---thank you.

I am pleased to welcome you to my town. I arrived here twenty years ago from Detroit to head the chamber of commerce. Its relaxing pace with temperate year-round weather and hospitality warmed my spirits upon my arrival and will warm yours at this “can’t miss” tri-conference. Hope to see you here.

## Tentative Conference Schedule

### Monday

9:00 -11:00	CCPRO General Session with NCCCS Update
11:45-5:45	Registration and Check-in
12:00-2:00	SAS (W1) and SPSS workshops
2:00-4:00	SAS (W2) workshop
4:15-4:45	Newcomers Workshop
5:00-6:00	Keynote Address
6:00-7:30	Reception
8:30-11:00	Hospitality Suite

## **Tuesday**

7:30-8:30	Breakfast on your own
8:30-9:15	Concurrent sessions
9:30-10:15	Concurrent sessions
10:15-10:30	Break with refreshments
10:30-11:15	Concurrent Sessions
11:30-12:15	Concurrent Sessions
12:30-2:30	Luncheon and Panel Discussion
2:30-3:15	Concurrent sessions
3:15-3:30	Break with refreshments
3:30-4:15	Concurrent sessions
5:00-8:30	Dinner on your own *
8:30-11:00	Hospitality Suite

\* Groups will be getting together to go to dinner at various area restaurants in Sunset Beach and Calabash.

## **Wednesday**

8:00-9:00	Breakfast and Business Meeting
9:00-9:45	Special Interest Meeting
9:45-11:00	The Impact of SACS New Guidelines for IR
11:00-11:30	Checkout
11:30-12:15	Joint Executive Committee Meeting
12:30-1:30	CCPRO, NCAIR and SCAIR Individual Executive Committee Meetings
12:30-3:30	SACS Evaluators Training Session (by invitation only)

# **Just some of the Presentations to be made at DECISION 2004**

## **Pre-Conference Workshops**

**W1: Data Mining for Institutional Research Using Enterprise Miner Software (Monday 12:00 –2:00) -**  
- Susan Walsh (SAS).

Data mining can be defined as advanced methods for exploring and modeling relationships in large amounts of data. Data mining has been used by universities in a number of areas, including but not limited to enrollment management, retention and graduation analysis, and donation prediction. An overview of the data mining process and will introduce Enterprise Miner - the SAS solution for data mining, this workshop will give details on the capabilities of Enterprise Miner as well as a demonstrate the tool.

**W2: SAS Made Easy Using Enterprise Guide (Monday 2:00 –4:00) --** Susan Walsh (SAS).

Enterprise Guide is a point-and-click interface to the power of SAS software. It enables you to transparently access your data and explore and analyze it without having to write code. This workshop will introduce you to Enterprise Guide and how it might be used to explore and analyze data. How to use the output to write reports and give presentations about your findings will be shown in a live demonstration of the software will use institutional research type data provided by a university as a “real world” example.

### **W3: SPSS Workshop (Monday 12:00 –3:00)**

The seminar covers the latest in data collection, decision tree and reporting software, as well as a look at the recently released SPSS 12.0. Plus, this seminar offers attendees the opportunity to learn how to get more value from SPSS products. This seminar will feature demonstrations of four popular products: SPSS 12.0, SPSS Data Entry, Answer Tree and SPSS Tables 12.0. In three hours your members will experience:

- Product demonstrations
- Quick product previews
- Q&A with the SPSS software experts
- SPSS products working seamlessly together
- A closer look at SPSS 12.0 and other product developments

## **Workshops**

### **A Web-Based System for Program Assessment Plans -- Susan V. Prior (USC-Columbia).**

All academic programs are required to submit an assessment plan. Varied in quality and format, these often reflected a lack of understanding about how to assess student outcomes at the program level. A web-based assessment system, designed to address these problems, has numerous features to make the assessment process easier for both program directors writing plans, and assessment staff critiquing them. The Assessment Plan Composer will also ensure SACS compliance with on-line submission.

### **The Impact Of Sacs New Guidelines For IR (Wednesday 9:45-11:00) -- Ann Chard, Associate Executive Director, Commission on Colleges**

Ann Chard will discuss the impact of the new principles of accreditation.

## **Papers**

### **Campus Community: Influencing Learning Outcomes and Retention -- Robert Springer (Elon University).**

A campus community is hard to define, but you know it when you see it. Doesn't that sound familiar? Most any institution would embrace a heightened or stronger sense of community on their campus. It's a hard concept to grasp, but one that appears to be well worth the effort. Findings from the 2002 Your First College Year survey presented in this paper indicate that a students' sense of campus community is significantly related to the educational experience, has a noticeable effect on retention, and has an effect on various learning outcomes.

### **IE Educational Workshops -- Ernie Lair (Williamsburg Technical College).**

One SACS item that is of importance, is the area of the institutional effectiveness education of the college staff. This past summer (2003) WTC started an educational workshop for employees of the college.

The first workshop involved explaining what institutional effectiveness is, its goals, and the process itself. For the summer of 2004, it was planned to cover the assessment process and incorporate how to use and prepare the assessment sheets that WTC uses. The workshops are designed to last no more than two hours. WTC has found this to be the best method of educating our college staff on the process used. SACS demands that you show that this is being done and gathering the data from these workshops can be invaluable.

**An Application of National Student Clearinghouse (NSC) Data in Student Retention Research -- Amy L. Caison, Ed.D. (NC State).**

The National Student Clearinghouse (NSC) provides institutional researchers with a valuable resource for studying both the previous enrollment activity of current students or the subsequent enrollment of former students. The NSC maintains a database of 60 million post-secondary enrollment and degree records that can be used to meet a variety of institutional research demands including retention, marketing, and admissions research. This paper provides a brief orientation to the data available from the NCS and presents a retention research project that demonstrates how NSC data can be used in conjunction with institutional data to inform institutional decision-making.

**Student Assessment of Teaching as a Component of the Assessment Process: The Teacher Evaluation Assessment Survey (TEAS) -- Terri M. Manning, Ed.D. (Central Piedmont Community College).**

Assessment of teaching effectiveness is an important component of a comprehensive effort to assess institutional effectiveness and student learning outcomes. A critical facet of assessing teaching is student evaluation of instruction. This presentation will describe the design, analysis and implementation of a student evaluation of instruction instrument. The Teacher Evaluation Assessment Scale (TEAS) has been tested for validity and reliability and creates subscales for the art of teaching, the science of teaching, the business of teaching, the course and the student contribution to the course.

**Performance Assessment: Achieving Excellence -- Dr. Edith H. Carter (Radford).**

The focus on student achievement and student performance in American public schools in the 1980's led to massive reform in state curriculums. Similar criticisms were directed toward institutions of higher education following a wave of national reports in the mid 1980's challenging the business of higher education. States quickly adopted the assessment of student learning as a means of holding institutions accountable. It will be the purpose of this study to review the essential components of performance assessment and the benefits and limitations of the process. With the increased emphasis on alternative assessment procedures, this study should be of value to all researchers.

**Using Partitioning to Investigate Admissions -- Laura Boyles (Davidson College).**

Due to a sharp increase in the number of deposits for admitted first-year students, a study of the applicant and admit pools was conducted to determine what, if any, differences there were between the year in question and the prior year. Areas of greatest interest included male and minority admissions, with close attention paid to the academic and personal ratings.

**Community College Retention: What We CAN Do – Patricia Abell (Guilford Technical Community College)**

The educational literature suggests that certain demographic characteristics are more likely to put community college students at risk of not attaining a degree or program completion than their four-year public college counterparts. This study examines the prevalence of demographic risk factors of students attending Guilford Technical Community College as well as two other factors related to student success: study patterns and student involvement. The study compares these factors across three different groups of students: current students, graduates, and students who had recently left the institution prior to completion. Based on the results, recommendations are made for retention efforts.

**Quality Counts: UNC at Pembroke -- The UNCP Teacher Candidate Assessment System -- Sara Coble Simmons (UNC Pembroke)**

This session will provide an overview of the UNCP Teacher Candidate Assessment System, which is one component of the UNCP Teacher Education Program Evaluation Plan. This candidate assessment system has been developed to monitor the progress of teacher candidates in the various programs of study leading to licensure. Key elements of the assessment system will be discussed. Examples of both formative and summative assessment instruments and samples of student products of learning will be shared. Interactive dialogue will be utilized to help participants to examine and deepen their understandings of methods that can be used to assess program quality.

**Integrating Online Values-Based Strategic Planning Across the Campus -- Janice Gilliam (Haywood Community College)**

An overview of the strategic planning process and how Haywood Community College integrated core values in the planning process through an online format will be presented. The planning process includes establishment and defining of our core values in a campus-wide retreat, then using those values as a foundation for planning goals, objectives, and strategies for the next five years. The HCC Technology Department and Vice President of Students Services worked together to develop an online system for the strategic planning process. A web-based database was used as the format. Several summary reports are available for the next five years and will be presented: planning strategies by department or by goals and objectives; equipment, personnel, and facilities needs; a diversity plan, technology plan, and global education plan.

**Using Results: Pitt Community College Climate Study Outcomes -- Brian Miller (Pitt Community College)**

In June 2003, Pitt Community College administered the Personal Assessment of the College Environment (PACE) survey. The purpose of the survey was to obtain the perceptions of personnel concerning the college climate and to promote open and constructive communication among college personnel. Results were compared to a national norm base and to a range of four different managerial systems found to exist in colleges. The session will focus on the PACE structure, PCCs administration, dissemination of results, and discuss initiatives the College has implemented to address areas in the report that were deemed as significant areas for improvement.

## **Demonstrations**

### **Online Surveys And Forms Using PHP And Apache -- Star Hunter Kepner (USC-Sumter).**

What is PHP?

PHP is a widely used general purpose scripting language that is especially suited for Web development and can be embedded into HTML. Using PHP, we will demonstrate how easily surveys and dynamic forms can be developed for effectively and efficiently collecting data for the IR office.

### **FRED and ARLENE S.: Web-Based Data Collection and Editing Using SAS/IntrNet -- Keith J. Brown (UNC – Office of the President).**

FRED and ARLENE S are two web-based systems used by the central office of a major state university system for collecting and editing data. ARLENE S has been used for five years to collect, edit, and cross verify summary data from public and private institutions within the state, while FRED has recently been developed to handle unit-record data files from the university's constituent institutions. Both systems use SAS/IntrNet to control the submission of a number of programs for editing and producing required reports.

### **Creating a Results-based Reporting Inventory – (Russell Kitchner, Datatel, Inc.).**

Results-based reporting refers to the implementation of a logical research design that strives to link resource allocation to desired outcomes. The effectiveness of this, or any comparable approach to academic program evaluation is the integrity of the measurement process. In short, is there an effective reporting strategy in place to ensure that there is a measurable and meaningful correlation between resource investment and institutional mission? This session will offer an overview of the rationale for this approach, as well as providing participants with a coherent process for implementation.

## **Best Paper Award Competition**

As in the past, NCAIR will award \$400 to a deserving scholarly paper. The \$400 award is given in support of presenting the awarded paper at either the upcoming SAIR or AIR conference. Guidelines for judging papers are: relevance of topic, knowledge of topic, coverage of topic, clarity, and overall quality. In addition, each judge also submits a categorical rating based upon whether the paper is deserving of the Best Paper Award when compared to the other papers. Please keep in mind that scholarly papers typically contain, but are not limited to, the following components:

1. An abstract
2. Introduction / Literature Review
3. Purpose
4. Analysis
5. Discussion

Papers should be dropped off at the registration table by 5:00pm the day before the awards breakfast. Please take the time to enter your paper in this prestigious and coveted contest.

## NCAIR Travel Grant Program

The North Carolina Association for Institutional Research (NCAIR) has a travel grant program to assist members with attending the annual conference.

**Purpose:** To promote professional development among institutional research professionals that work in institutions and organizations associated with NCAIR.

**Eligibility:** Travel grants are available to both active members and newcomers (individuals who will become new members of NCAIR at the next annual conference). Upon review of the applications by the Travel Grant Committee, a recommendation is made to the NCAIR Board of Directors who will approve the grant awards.

**Amount of Grants:** The amount awarded to each grant recipient will be based on the amount requested as well as the financial need of the requester, but will not exceed \$200. The grant can be used toward hotel, mileage, and conference registration fees.

**Application Materials and Considerations:** To be considered for the award, application materials must be submitted to the Travel Grant Committee (or can be e-mailed to [springer@elon.edu](mailto:springer@elon.edu)). The following items must be submitted:

- a. Applicant's name and institution/organization of employment;
- b. A brief resume/curriculum vita;
- c. A statement of how receiving the grant will contribute to professional development, particularly with regard to current and future activity in NCAIR;
- d. A statement describing the amount requested, the financial need and the financial support available from his/her institution and other possible sources

**Criteria for Awarding of Grants:** Recommendations by the Travel Grant Committee to the Board of Directors for travel grant awards will be based on information submitted in the application materials.

NCAIR Travel Grant Committee  
ATTN: Robert Springer  
Institutional Research, Elon University  
CB 2309  
Elon, NC 27301  
[springer@elon.edu](mailto:springer@elon.edu)

## President's Corner

**Robert Springer, NCAIR President**

Colleagues, it's about that time for us to gather for professional development, support for one another, and to embrace the true camaraderie of our organization. Please plan to attend and to contribute to the annual conference (see below for additional information). I hope to see you there!



As my tenure as president ends, I want to thank so many people for making this a successful year. NCAIR's membership is hovering at 100 strong, we've secured and expanded the travel/professional development funds, held a very successful summer drive-in, created a mentoring program, and will host a joint conference that involves three organizations (NCAIR, SCAIR, CCPRO). Without the encouragement, advice, and support from various folks, none of these goals could have happened. My personal thanks goes to the executive committee, the planning committee, former NCAIR presidents, and other NCAIR members.

Being president has afforded me the opportunities to be invited to meet members of AIR, SAIR, and other organizations, work more closely with and get to know NCAIR members, understand our organization's past, participate in planning for our future, and promote this outstanding organization to others. I truly have been fortunate to serve NCAIR.

Many of you know that I've been a member of NCAIR since arriving in North Carolina in 1999. I have worked in three institutions of higher education in three states starting back in 1986. The members of NCAIR extended such a warm welcome to me at my first NCAIR conference that I felt I had been a part of the organization my entire career. Given our members, I anticipate the warm welcomes will continue and the professional and supportive environment will persevere.

It has been an honor and privilege serving as president.

## **Nominating Committee Report**

### **Sarah Carrigan, Nominating Committee Chair**

Here are the candidates for office for NCAIR for 2004-2005:

#### **For Program Chair/Pres elect: Laura Boyles**

Dr. Boyles is currently employed at Davidson College as a Research analyst. She received her PhD in Educational Research Methodology from the University of North Carolina at Greensboro. She has served as NCAIR's secretary this year.

#### **For Secretary (1-year unexpired term): Adam Shick**

Adam Shick is Assistant Director of Institutional Research at Wake Forest University. He has been a member of NCAIR since 2002. He has presented on Institutional Research web sites at NCAIR and most recently at SAIR having been awarded a NCAIR travel grant. He is also a member of AIR.

#### **For Member at Large - UNC Institutions: Alton Rucker**

Alton Rucker received his B.A. in Sociology from North Carolina A&T State University, M.A. in Sociology from East Carolina University. He is a Senior Research Associate at North Carolina A&T State University, 2000-present. Alton has also served as an Institutional Researcher at Pitt Community College, Office of IT&S, 1996-2000, and a Statistical Research Assistant II at ECU Center for HSR&D, 1992-1996.

He is seeking a second term as member at large.

### **For Member at Large - Community Colleges: Pat Abell**

Pat Abell received a B.A. in Math from St. Louis University, M.S. in Computer Science from the University of Evansville and is completing (A.B.D.) a PhD at Illinois State University. She is currently Director of Institutional Research and Planning at Guilford Technical Community College. Prior to her current position she worked for Guilford County Schools in Assessment and Evaluation and also spent about fifteen years in various institutional research, planning, retention research and assessment positions at Illinois State University.

She is seeking a second term as member at large.

## **Job Opening**

### **Planning and Institutional Research Analyst Office of Institutional Research**

The University of North Carolina at Greensboro, one of 16 campuses in the University of North Carolina system, is a doctoral research-intensive university with more than 650 full-time faculty and approximately 15,000 students, including 3,000 graduate students. The University is comprised of the College of Arts & Sciences and the Schools of Business & Economics, Education, Health & Human Performance, Human Environmental Sciences, Music, and Nursing. The Office of Institutional Research reports to Academic Affairs and provides central data collection, analysis, and reporting services in support of planning and evaluation processes through the development and dissemination of appropriate information to various university constituents. Visit the university web site at <http://www.uncg.edu>.

**Job Duties:** Reporting to the Director of Institutional Research, the Research Analyst will support UNCG's institutional research activities by gathering, reporting, and analyzing relevant data from all appropriate sources. Responsibilities include:

- a. updating and maintaining the Institutional Research website (<http://ire.uncg.edu>), the UNCG Fact Book, The Common Data Set, and other web-based reports
- b. responding to external requests for information, including IPEDS, Peterson's Guide, US News and World Report, peer data exchanges, and other similar activities
- c. updating and maintaining the Department Profiles
- d. developing, maintaining, and archiving comprehensive annual faculty activity database
- e. developing, maintaining and archiving other institutional research information resources
- f. assisting in other projects assigned by the Director of Institutional Research

**Qualifications:** Bachelor's degree (masters preferred) in information systems, computer science, or a social sciences degree with a significant research methods background; thorough knowledge of SAS or SPSS, Microsoft Office (including Access and Excel), and Dreamweaver; programming skills in SQL, ASP, VBscript, Javascript; web page development; strong communication skills; 1-3 years relevant work experience.

**Salary/Benefits:** This SPA position has a salary grade 72 and range of \$33,050-\$48,261. The actual salary is determined by the successful applicant's education and experience. Detailed benefits information is available at <http://www.uncg.edu/hrs/summary.htm>

To Apply: To apply, please submit a completed UNC Greensboro Application (Form HR-207), available at <http://www.uncg.edu/hrs/uncgappl.html>, by January 28, 2004 to  
Department of Human Resource Services  
The University of North Carolina at Greensboro  
P.O. Box 26170  
Greensboro, NC 27402-6170

In your cover letter please include URLs to websites you have developed or maintain.

In adherence to the UNCG policy on Discriminatory Conduct the University has been and will continue to be committed to the equality of employment opportunities and does not discriminate against applicants or employees based on race, color, national origin, religion, gender, age, disability, creed, veteran status, political affiliation or sexual orientation.

## **NCAIR Mentoring Program**

**Patricia Abell**

The NCAIR Executive Committee has decided to initiate a mentoring program for its members, primarily for new members but also for those who are still having trouble with some of those "Institutional Research Dilemmas"! If you are willing to serve someone as a mentor, or if you are a mentee in need of a mentor, please contact Pat Abell from Guilford Technical Community College during the conference or email her at [abellp@gtcc.cc.nc.us](mailto:abellp@gtcc.cc.nc.us). She will be establishing a list of both mentors and mentees and will make the necessary contacts. Eventually, we hope to have this process on the NCAIR website. Also, if you are currently mentoring or being mentored by someone we would like to have that information.

**NORTH CAROLINA ASSOCIATION FOR INSTITUTIONAL RESEARCH**

**ELECTION OF 2004-2005 EXECUTIVE COMMITTEE MEMBERSHIP**

ARTICLE VII, Section 2 of the By-Laws states “The Nominating Committee shall cause its slate of proposed officers and members-at-large (with any annotations deemed to be desirable) to be sent to each active member not later than thirty (30) days prior to each Annual Conference. Active members, having indicated their choices and/or written in their nominees, shall return their ballots to the Committee by the date specified on the ballot. Upon conclusion of the process, the Committee’s ballots shall be deposited with the Association’s secretary.”

Please vote for each of the following nominated by the Committee or write in the name of your nominee in the space provided. Vitaes of each nominee identified by the Committee are included in the nominating committee report in this newsletter.

<b>For President-Elect</b>	<b>Vote (X)</b>
Laura Boyles, Davidson College	
<b>For Secretary</b>	
Adam Shick, Wake Forest University	
<b>For Member-at-Large (Community Colleges)</b>	
Patricia Abell, Guilford Technical Community Coll.	
<b>For Member-at-Large (Public 4-year)</b>	
Alton Rucker, North Carolina A&T University	

Please deposit this ballot at the registration desk during the Annual Conference by February 17, 2004, or mail to the chair of the Nominating Committee by no later than February 3, 2004:

Sarah Carrigan, Nominating committee chair  
UNC-Greensboro  
P.O.Box 26170, Inst. Research  
Greensboro, NC 27402

Additional ballots will be available at the conference.

## HOTEL REGISTRATION INFORMATION

The CCPRO/NCAIR/SCAIR 2004 conference will be held at the Sea Trail Golf Resort and Conference Center in Sunset Beach, NC (<http://www.seatrail.com/>) February 16-18, 2004. Reservations may be made by contacting the Reservations Department at 1-800-624-6601 and identifying yourself as attending the CCPRO/NCAIR/SCAIR Conference. Reservation cut-off is January 26, 2004.

## RATES

Royal Poste Guestroom \$ 62.00 Standard Occupancy 1; Maximum Occupancy 2; 200 sq. ft.  
River Creek I Mini Suite \$ 79.00 Standard Occupancy 2; Maximum Occupancy 4; 300 sq.ft  
River Creek I 1-Bedroom \$ 108.00 Standard Occupancy 2; Maximum Occupancy 4; 860 sq.ft  
River Creek I 2-Bedroom \$ 145.00 Standard Occupancy 4; Maximum Occupancy 8; 1320 sq.ft.  
Club Villa 3-Bedroom \$ 200.00 Standard Occupancy 6; Maximum Occupancy 10; 1900 sq.ft.  
Rates stated above do not include tax. Tax is 13%.

Above rates are based per unit, up to standard occupancy.

- Guest room is a bedroom with either a queen or two twin beds and bath
- Mini-suite efficiencies with a bedroom, bath and kitchenette with table and chairs (with microwave and refrigerator).
- Spacious fairway villas ranging from one to four bedrooms with two double beds per room, feature full kitchens with range, refrigerator with ice maker, dishwasher, microwave, washer and dryer, full dining area, full living area, corresponding number of baths to bedrooms, screened porch, and daily housekeeping service.
- All units are equipped with hair dryers. Group rates are available (3) nights before and (3) nights after the conference. A 72-hour (3 days) notice is required to cancel any room accommodations. All cancellations made prior to 72 hours (3 days) will be charged a \$25.00 administrative fee. Failure to follow this procedure will result in one night's accommodation being charged to the individual's credit card.
- *No shows* will be charged for one night's accommodations.
- Shuttle service to and from the airport can be arranged through Sea Trail Resort. At the present time, the charge is \$45.00 per person one-way. A 24-hour notice is needed for this service.
- On-site shuttle service is provided at no charge to and from accommodations and all meeting space, as well as to and from Sunset Beach.

**REGISTRATION FORM**

The CCPRO/NCAIR/SCAIR 2004 conference will be held at the Sea Trail Golf Resort and Conference Center in Sunset Beach, NC (<http://www.seatrail.com/>) February 16-18, 2004.

<b>Name:</b>	<b>Badge Name:</b>
<b>Title:</b>	<b>Institution:</b>
<b>Address:</b>	<b>City, State, Zip</b>
<b>Telephone:</b>	<b>Email:</b>
<b>Vegetarian?</b> Yes            No	

	<b>CCPRO</b>	<b>NCAIR</b>	<b>SCAIR</b>
Is this your first conference (Y or N)?			

<b>Fees</b>	<b>Postmarked By January 26</b>	<b>Postmarked After January 26</b>	<b>Amount Due</b>
CCPRO Registration Fee (Including CCPRO Membership)	\$100	\$110	
NCAIR Registration Fee (Including NCAIR Membership)	\$100	\$110	
CCPRO /NCAIR Registration Fee (Including CCPRO and NCAIR Membership)	\$115	\$125	
SCAIR Registration Fee (Including SCAIR Membership)	\$110	\$120	
<b>TOTAL DUE</b>			

	<b>Workshop 1</b>	<b>Workshop 2</b>	<b>Workshop 3</b>
Register for pre-conference workshop			

Checks are payable to NCAIR Tax ID 561-56-2055. Send Conference registration to Michael Hadley, Office of Institutional Research and Effectiveness, Methodist College, 5400 Ramsey Street, Fayetteville, NC 28311.