

North Carolina Association for Institutional Research

# Newsletter

Volume 19  
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November, 2003  
Carol Gosselin, Editor

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## President's Corner

**Robert Springer, NCAIR President**

Colleagues,

This past few months has been a busy time for all us. More recently, it's been a very difficult time for our friends and colleagues affected by hurricane Isabel – our thoughts and prayers are with all of you.

Anne Marie Bellamy, president-elect and 2004 planning chair has been working hard for the upcoming conference. Mark your calendars and please consider submitting a proposal for a presentation or workshop – remember we learn from each other. So, please consider submitting a proposal and support professional development within our field. And, besides the professional development, this is great opportunity to make new friends, reacquaint with old ones, and share a laugh or two!

The 2004 conference is a joint conference between CCPRO, NCAIR and SCAIR. It is being held in our state. As such, we need to do our best to have North Carolina well represented and to welcome our neighbors from the south. Please plan to attend and encourage someone else to be at this very special event. A general schedule for this conference will be ...

Monday: Workshops in the afternoon followed by our opening keynote speaker and a reception

Tuesday: Concurrent sessions followed by the special event

Wednesday: Awards breakfast, SIGs and business meeting

I would like to take this opportunity to inform you of some of the accomplishments the executive committee has completed.

First, the NCAIR web site has been updated. If you haven't seen the updated site take a few minutes to check it out (<http://www.ncair.net/>). Special thanks needs to go to Keith Stiles for doing such a bang-up job!

Second, the travel grant committee has awarded money that is helping a number of NCAIR members present at SAIR. In particular, Archer Gravely presented his award winning NCAIR 2003 Best Paper. The number one priority of the travel grant is to help our colleagues attend NCAIR. So, if you need funding to attend the annual NCAIR conference, please consider this resource. Details about this grant are reprinted in this newsletter.

Third, we held a very successful summer drive-in. Kendrick Tatum will tell us more about that event.

Fourth, and finally, the membership committee has updated the membership brochure. In addition, the committee has recruited 24 new active members. NCAIR membership now stands at 93.

I look forward to seeing all of you at the next annual conference. If you have any questions, concerns, or issues, please contact me.

Thank you.

Robert Springer  
2003-04 NCAIR President  
(336) 278-6644  
springer@elon.edu

## Travel/Development Funding

### Robert Springer

The current Executive Committee has undertaken a goal of encouraging and supporting the professional/research development of NCAIR members at North Carolina schools. In order to support that goal, the travel/development funding grant has been expanded. Contact Michael Hadley for membership dues (\$15) at mhadley@methodist.edu.

#### **Priorities for funding opportunities are as follows:**

- Priority #1: funding to attend annual NCAIR conference
- Priority #2: funding for Best Paper Award to present at AIR or SAIR annual conference
- Priority #3: funding to present at the SAIR annual conference

As indicated above, attendance at the NCAIR conference is the number one priority. Therefore, the budget cycle for this funding is from the NCAIR annual conference to the month before the next annual conference. For example, March to February - assuming the annual conference is held in March.

#### **Guidelines for NCAIR Awards (Priority #1)**

Eligibility: Travel/development 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/Development Grant Committee, a recommendation is made to the NCAIR Board of Directors who will approve the travel/development grant awards.

#### **Guidelines for NCAIR Best Paper Award (Priority #2)**

Automatic. However, the person(s) must present at either AIR or SAIR to receive funding.

## **Guidelines for SAIR Awards (Priority #3)**

- A cover sheet that includes the title of the session and the name, title, institutional affiliation, phone number and e-mail of the presenter(s).
- A copy of a conference proposal as accepted by the SAIR annual meeting.
- Proposals may be for a research paper, concurrent session, general interest session, symposium, or any other formal presentation format. Papers receive priority, then panels. Please note: poster presentations and roundtables will not be considered.
- One award per person – no double dipping is allowed.
- Priority #1 recipient(s) are eligible for Priority #2 or Priority #3.
- Priority #2 recipient(s) are NOT eligible for Priority #3.
- In order to facilitate a blind review process, please make sure that the proposal does not include any names of the presenter(s) or the name of your institution.
- A copy of the letter from the conference review board/committee accepting the proposal. In other words, only accepted presentations will be considered.
- If not already included in the conference proposal, please submit 300-500 words on the results of the research and the implications of this research for practice, future research, and/or theory.

A three-person evaluation panel appointed by the president will announce the winners. Evaluation panel members are not eligible for consideration for awards in priorities #2 and #3.

## **General Funding Structure for Travel/Development Grants**

- NCAIR Conference: up to \$200
- Best Paper Award: \$400 (in case of a joint effort, the funding is shared equally)
- SAIR presentations:
  - Paper Presentation: \$300 (in case of a joint effort, the funding is shared equally)
  - Panel Presentations: \$100 per person, not to exceed \$300 per panel

For questions, please contact:

Robert Springer

Phone: 336-278-6644

springer@elon.edu

## Notes from the SAIR Conference

**Carol Gosselin**

The 2003 conference of the Southern Association for Institutional Research was held October 11-14 in San Antonio, Texas. The conference had 352 registrants, including 18 from 14 different North Carolina higher education institutions. North Carolina also had a representative from the National Student Clearinghouse, the Policy Center of the First Year of College, and SAS Institute. Of the 352 registrants, 265 attended a pre-conference workshop, and 171 attended the Special Event, dinner with Mariachi Music followed by a 'cruise' along the Riverwalk.

The James Montgomery Outstanding Service Award was awarded to David Fleming. The award will be presented at the 2004 NCAIR/SCAIR joint conference. There is more about that conference elsewhere in this newsletter.

Ross Griffith was elected President Elect/Program Chair for 2004, and Sarah Carrigan was elected to the nominating committee. The 2004 Conference will be held in Biloxi, MS October 16-19, 2004. The next AIR Forum will be in Boston, MA, May 30-June 2, 2004.

Several NCAIR members presented papers at the conference:

- Sarah Carrigan presented a workshop on "Using Active Server Pages to Interact with your Campus via the World Wide Web."
- Teresa Walker presented "Tracking Alumni through the National Student Clearinghouse" (NCAIR Travel Grant winner).
- Don Reichard and Sarah Carrigan presented "The Delaware Study: Establishing Contexts for its Use."
- Adam Schick and Sara Gravitt presented "Institutional Research Web Sites: Resources and Practices" (NCAIR Travel Grant winner).
- Archer Gravely presented "Using Logistic Regression to Assess the Impact of First-Year Experience Programs on Student Retention" (NCAIR Best Paper award winner)
- Rob Springer, Kendrick Tatum, Sarah Carrigan, and Terri Manning presented "Institutional Research and IRBs."
- Rob Springer presented "Community: Influencing Learning Outcomes and Retention."
- Terri Manning presented "Using Program Review in Instructional, Business/Admin and Student Services to Facilitate Change" (NCAIR Travel Grant winner)

## Summer Drive-In Conference July 25, 2003

**Kendrick Tatum**

The 2003 NCAIR Summer Drive-In was held July 25 at the Doris Duke Center on the grounds of Sarah P. Duke Gardens on the campus of Duke University. The conference was well-attended with 28 participants. Dr. Larry Jones from the University of Georgia was our featured speaker – leading a workshop on Effective Institutional Research Practice. Thanks to all who helped make this conference a successful event.

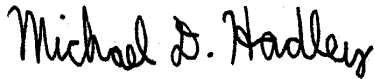
# Treasurers Report



## NCAIR TREASURER'S REPORT As of September 19, 2003

<b>Current Balance</b>	<b>\$18,942.42</b>
Share	4,108.72
Interest Checking	4,108.26
Money Market Shares	10,725.44

Respectively submitted,



Michael D. Hadley  
Treasurer

## Other News

Sarah Carrigan has been appointed Interim Director of Institutional Research at UNC Greensboro effective October 1, 2003. Sarah is now directly responsible for staff activities and assignments in the IR office and continues to report to Don Reichard, Associate Vice Chancellor for Institutional Planning and Research. Sarah has been at UNCG since 1998 and has been involved in higher education for fourteen years.

Troy Barksdale has accepted an offer to serve as the Director of University Planning at Western Carolina University, effective November 15, 2003. OP University Affairs feels very fortunate at this time to have secured the services of Bob Fry, recently retired from many years of service as the Director of Planning at UNC-W, to serve in an interim capacity in the office until a permanent replacement can be found.

## NCAIR 2004 Conference Hotel Registration Information

The NCAIR 2004 conference (a tri-conference with SCAIR and CCPRO – see following Call for Papers) will be held at the Sea Trail Golf Resort and Conference Center in Sunset Beach, NC (<http://www.seatrail.com/>). Reservations may be made by contacting the Reservations Department at 1-800-624-6601 and identifying yourself as attending the NC/SC Institutional Researchers Organization. Reservation cut-off is January 10, 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.

**1<sup>st</sup> TRI-CONFERENCE**  
**February 16-18,2004**  
**Sea Trail Resort**  
*Sunset Beach, North Carolina*

**DECISION 2004:**  
**A Primary for Institutional Assessment, Planning, and Research**

**CALL FOR PARTICIPATION**

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You are invited to submit a proposal for presentation at the first joint conference of *The Community College Planning and Research Organization, the North Carolina Association for Institutional Research, and the South Carolina Association for Institutional Research*. The conference will be held at the Sea Trails Resort at Sunset Beach, North Carolina.

**The Conference Committee is seeking proposals for papers, presentations, demonstrations, panels and pre-forum workshops. This conference is designed to provide an active forum for Higher Education assessment, planning, and institutional research practitioners to share ideas and develop professional and social relationships in an informal congenial environment.**

**The Conference Committee is especially interested in proposals addressing the following areas:**

<b><u>INSTITUTIONAL EFFECTIVENESS AND OUTCOMES ASSESSMENT</u></b>	Institutional Planning/Data Based Decision Making <i>Measuring or Assessing Learning Outcomes</i> Program Assessment (academic and non-academic)
<b><u>RESOURCE MANAGEMENT AND QUALITY IMPROVEMENT</u></b>	<i>Faculty Workload and Productivity</i> Emerging Issues Impacting Institutional Research/Effectiveness/Planning
<b><u>IR THEORY AND PRACTICE</u></b>	Methodology and Technique Communicating Your Findings Data Analysis Techniques and Strategies
<b><u>TECHNOLOGY AND TOOLS</u></b>	<i>Effectively Using the Internet</i> Datatel/Colleague Techniques Data sharing/Data Mining/Data Warehousing

**To submit a Proposal:**

- (1) Prepare a **Proposal Cover Sheet**. Use the form in this newsletter or prepare an equivalent document containing all information specified in the attached form.
- (2) Prepare a **Presentation Abstract** of 100 – 300 words, double-spaced, 12-point type. The closer to 100 words the better, as the abstract for all accepted proposals will be used for the conference program. Be sure to include the session title as it should appear in the Abstract. **DO NOT INCLUDE PRESENTER NAMES OR INSTITUTIONS IN THE ABSTRACT.**
- (3) E-mail or snail mail your proposal (**E-mail is strongly preferred**).

**To submit via e-mail**, create a message entitled "Tri-Conference 2004 Proposal" and attach the Proposal Cover Sheet **and** the abstract as one document. The attachment must be in Microsoft Word (preferred), WordPerfect, or text file format. Send to [parker@midlandstech.edu](mailto:parker@midlandstech.edu)

**To submit via US Mail**, send the complete proposal cover sheet and abstract to Charles H. Parker, Director of Academic Planning and Reporting, Midlands Technical College, P.O. Box 2408, Columbia SC 29202

To submit via the web, follow the instructions at [http://ire.uncg.edu/pages/NCAIR/asp/NCAIR\\_04\\_proposal.htm](http://ire.uncg.edu/pages/NCAIR/asp/NCAIR_04_proposal.htm)



**PROPOSAL COVER PAGE**  
**2004 TRI-CONFERENCE**  
**Deadline: DECEMBER 1, 2003**

All proposals should include (as applicable): the objective, purpose, key points, or issues; results and/or conclusions; methodologies; target audience and who was/is involved.

1. TITLE OF SESSION:
2. PRIMARY PRESENTER:  
POSITION:  
INSTITUTION:  
MAILING ADDRESS:  
TELEPHONE NUMBER  
FAX NUMBER  
EMAIL ADDRESS:
3. Additional Co-presenter(s)/Panelists (List Name, Title, and Institution of other authors, panelists, or presenters in this space.)
4. TYPE OF SESSION PROPOSED (Check one):

SESSION	Anticipated Length
Contributed Paper (45 minutes)	
Demonstration (90 minutes)	
Panel (90 minutes)	
Workshop (2 to 4 hours)	

5. TARGET AUDIENCE:
6. EQUIPMENT/TECHNOLOGY NEEDS: (An overhead projector and screen will be in each session room). Be specific in your description and include any required software. Please note any Internet connections needed.

**Contributed Papers** are 45-50 minute sessions with one or more presenters discussing the purposes, methods, and results of an investigation or a formal project. **Demonstrations** are typically 50-minute sessions in which one or more presenters illustrate the use of a tool or method for conducting assessment or institutional research. **Panel Presentations** are 90-minute sessions featuring several presenters discussing collaborative work or providing multiple perspectives on a single topic. Panel presentations *should* feature participants from multiple institutions or agencies, and deal with projects or topics that bring together participants and perspectives from different segments of higher education. **WORKSHOPS** may last two to four hours. Historically, workshops are conducted on a no fee basis. Fee workshops will be considered to cover material and production costs. If you are proposing a workshop, please list any required fees and the justification.

**FACILITATORS:** Facilitators are responsible for introducing presenters, facilitating discussion, and ensuring session evaluations are administered and collected. If you will serve as a facilitator, please contact Harriete Merrill at (803) 822-3583 or [merrillh@midlandstech.com](mailto:merrillh@midlandstech.com).

Please contact Charles Parker if you have any questions? [parkercc@midlandstech.edu](mailto:parkercc@midlandstech.edu) or 803.822.3283