



North Carolina Association for Institutional Research

Newsletter

Volume 19
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November, 2006
Brian Rolfe, Editor

President's Corner

Seasons Greetings!

It's hard to believe that Christmas is less than two weeks away. 2006 has flown by so quickly, it seems impossible that we're only a couple of months away from our annual meeting. The Planning Committee, led by President-Elect Michael Hadley, has been hard at work putting together what I'm sure will be a great conference in historic Wilmington. If you haven't already submitted your concurrent session or workshop proposal, please do so. We have extended the deadline to the end of December. This is an excellent opportunity to share your work with your NCAIR colleagues. More information on the conference is included in this newsletter.

I also encourage you to submit your paper for consideration for the "Best Paper" award. The winner will receive \$400 to apply toward expenses for presenting your paper at either the 2007 SAIR conference in Little Rock, Arkansas or the 2008 AIR Forum.

Best wishes for a joyful holiday season. I look forward to seeing everyone in Wilmington in March.

Kendrick

NCAIR 2007 March 5-7, 2007

Hilton Wilmington Riverside, Wilmington, North Carolina
“IR: Where Planning and Reality Collide”

**From the Program Chair
Michael Hadley**

Hello Colleagues,

Our annual conference is just around the corner. We need your help for it to be a success. We need you to share with your colleagues. Just take a few moments and submit a proposal or serve as a facilitator. The deadline for submitting proposals has been extended to **Friday, December 22**.

The 2007 NCAIR Conference will be at the Hilton Wilmington Riverside in Wilmington, North Carolina from March 5 to March 7. The Hilton Wilmington Riverside website is <http://www.wilmingtonhilton.com/>. Be sure to make your reservation by February 1, 2007 to secure the \$84 per night room rate. To reserve a room, call 1-888-324-8170.

PRELIMINARY PROGRAM

Monday afternoon we are putting together workshops at Cape Fear Community College. Lorne Kuffel, Associate Provost for Institutional Research, College of William and Mary will be our keynote speaker. Dr. Eric B. McKeithan, President of Cape Fear Community College is scheduled to be our luncheon speaker on Tuesday. Wednesday morning we will have a session on *The Changes with IPEDS*.

Have a safe holiday season and see you in Wilmington.

Congratulations!

Carol Gosselin retired on December 1, 2006 after 12 years in Institutional Research at North Carolina State University. She was very active in NCAIR, serving 3 years as Newsletter Editor/Communications Coordinator. Carol also facilitated the 2003 NCAIR Summer Drive-in at SAS Institute.

Carol plans to spend more time with her granddaughter and get involved with more volunteer activities in her community.

Trudy Thompson has retired after 39 years at Appalachian State University. She worked in different areas of campus, but spent most of her career in IR.

Looking for Sponsors

**From the Vendor Committee,
Brian Rolfe**

Do you have a favorite tool? Do you work with a particular vendor whom you would love to see at our annual conference? If so, please let them know of the opportunities for partnering with NCAIR and displaying their products and services to your fellow Institutional Research colleagues.

Let me take a moment and explain the various options available for Sponsorship:

Conference Member, at \$100, provides an organization with an economical introduction to the NCAIR membership. They may provide product information and marketing materials to the Vendor committee that will be distributed to conference attendees. They will also receive a contact list of conference attendees. They may also send representatives to the NCAIR conference at NCAIR member rates (\$100/person this year). For an area reservation fee of \$200, they may also reserve table space in the vendor display area.

Conference Sponsor, at \$500, provides all the benefits of the Conference Member, with the additional recognition of a committed Sponsor. This includes representation in Conference and event signage and an invitation to present during the concurrent sessions. In addition, the regular conference attendance fee (\$100 this year) will be waived for one representative (traditionally the presenter).

Corporate Partner, at \$1000/year, our most prestigious sponsorship opportunity, is reserved for those institutions desiring to maintain a regular presence in NCAIR. This opportunity provides all the benefits of Conference Sponsorship. The area reservation fee of \$200 is waived, as is the regular conference attendance fee (\$100 this year) for up to three representatives. In addition, Corporate Partners, with their logos, are listed on the NCAIR website, and are invited to submit articles in the NCAIR Newsletter. Corporate Partnerships are recorded from January 1st to December 31st of each year.

Sincerely,

Brian Rolfe

2007 NCAIR CONFERENCE March 5-7, 2007

Hilton Wilmington Riverside
Wilmington, North Carolina
“IR: Where Planning and Reality Collide”
CALL FOR PARTICIPATION.

Program Tracks

Assessment- The Basics of Assessment, Program Reviews, Test Analysis, etc.

Information Technology- Managing the Office’s Web Page, Migrating Databases, Database Management, Web Applications, etc.

IR Basics – Tips for Designing Surveys, Practical Statistics for Institutional Research, The Basics of Assessments, etc.

Managing IR- (Managing Your Office, Budgeting and Staffing Issues, Defining the Office Mission, etc.)

Facilitator

Facilitators are responsible for introducing presenters, facilitating discussion, and ensuring session evaluations are administered and collected. If you would like to serve as a facilitator, please contact Michael Hadley.

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) Send both the Proposal Cover Sheet and Presentation Abstract to Michael Hadley either by email, fax, or mail.

Mail:

Michael Hadley
Methodist College
Office of Institutional Research and Effectiveness
5400 Ramsey Street
Fayetteville, NC 28311-1498

E-mail: mhadley@methodist.edu

Fax: (910) 630-7421

PROPOSAL COVER PAGE
2007 NCAIR CONFERENCE
Deadline: December 22, 2006

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. SESSION TRACK:

- Institutional Effectiveness and Assessment
- IR Theory and Practice
- Planning and Accreditation/QEP

5. TYPE AND LENGTH OF SESSION PROPOSED (Check only one box):

SESSION	ANTICIPATED LENGTH	
	45 minutes	90 minutes
Contributed Paper		
Demonstration		
Panel		

SESSION	ANTICIPATED LENGTH	
	2.5 hours	5 hours
Workshop		

6. TARGET AUDIENCE:
7. 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 sessions with one or more presenters discussing the purposes, methods, and results of an investigation or a formal project. **Demonstrations** are typically sessions in which one or more presenters illustrate the use of a tool or method for conducting assessment or institutional research. **Panel Presentations** are 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 and a half or five 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.*

Please contact Michael Hadley if you have any questions: mhadley@methodist.edu