



Call for Proposals

2001 - An IR Odyssey

**March 12-14, 2001
Atlantic Beach, NC**

The North Carolina Association for Institutional Research (NCAIR) invites your participation in the 2001 Conference at the Sheraton Atlantic Beach Oceanfront Hotel, in Atlantic Beach, North Carolina. The conference, held from March 12 to March 14, will provide a unique opportunity to share ideas with your colleagues through workshops, panels, round table discussions, and software demonstrations related to institutional research. The Program Committee will consider all proposals submitted for presentation. Proposals must be postmarked by November 30, 2000.

Presentation Formats and Proposal Instructions:

Proposals examining issues of institutional research, planning, budgeting, policy analysis, assessment, evaluation, institutional effectiveness, and all related topics are welcome. Three copies of the proposal, including a Proposal Cover Page, and an abstract are required. The proposal cover page is included inside this edition of the newsletter. An IBM-compatible diskette copy of the proposal and abstract in MS Word is requested.

Please limit the body of the proposal to 3 typed double spaced pages and it should cover the following:

- a. significance or timeliness of the topic;
- b. historical, theoretical/conceptual framework;
- c. method of inquiry;
- d. analytical method and;
- e. intended audience.

An abstract of no more than 100 words is required. Most abstracts will appear verbatim in the program. No reference to the authors or their institutions should appear in the body of the proposal. Proposals should be postmarked no later than November 30, 2000.

Please send your proposal to:

Carol Gosselin
North Carolina State University
Box 7002
Raleigh, NC 27613

or to Robert Springer
Elon University
Box 2309
Elon College, NC 27244

Proposals can be emailed to **carol_gosselin@ncsu.edu** or **springer@elon.edu**. Please note any special equipment you may need for your presentation. An overhead projector and screen will be provided for each session.

Proposal Formats

Panels: 90 minutes

A number of panelists (3-5) present their particular perspective on a common theme or issue. The proposal should state who the participants are and what important points they will contribute to the session and the development of the topic.

Papers: 45 minutes

Paper should describe results of research studies, policy studies, effective IR techniques, or processes. They can also present theoretical approaches to problems or issues or provide a literature review on a particular topic of interest to institutional research professionals.

Software demonstrations: 45 minutes

If your office or staff have developed or modified a software solution, please come share it with your IR colleagues. The proposal should describe the intended use of the software as well as outline its relative strengths and or weaknesses as well as any special features it may have. A description of the hardware requirements should also be included. Any special needs for this type of demonstration at the conference should also be explicitly stated.

Workshops: 3 or 6 hours

These workshops should provide opportunities for members to develop new skills or knowledge or refresh them. Demonstrations, exercises and other forms of hands on learning are desirable and encouraged. Proposals should include a description of the topic, the intended objectives of the workshop, the intended audience (novice or experienced researchers, and any prerequisite skills/knowledge needed). Also list minimum/maximum of participants for the conference as well as the anticipated cost of the workshop. The workshops will be conducted on Sunday, March 11.

Special Interest Groups (SIGs) 45 minutes

SIGs are important opportunities for discussion of issues and topics of importance to the various constituent groups in the Association. A formal proposal is not required but to reserve space, a Proposal Cover Page must be sent to either Carol Gosselin or Robert Springer at one of the addresses above.

Facilitators:

Session facilitators serve a vital role in the success of the conference. Whether you are a first time attendee or a veteran, please consider volunteering for this very important task. If you are interested in serving as a facilitator, please email your name and address to kendrick.tatum@duke.edu.

You can also complete the name and address portion of the Proposal Cover Page and send a copy to:

Kendrick Tatum
Office of the Provost
Duke University
303 Allen Building
Durham, NC 27707

Proposal Cover Page
2001 – An IR Odyssey
2001 NCAIR Conference
March 12-14
Atlantic Beach, North Carolina
Proposal Deadline: Postmarked by November 30, 2000

Title of Presentation: _____

Format: (Check one and complete other information where applicable.)

Panel ____ Paper ____ Roundtable ____ Special Interest Group ____ Software ____
Demonstration

Workshop: ____
Number of Participants ____ Minimum ____ Maximum ____
Estimated Cost per Participant \$ ____
Intended audience (Circle Applicable): Novice Intermediate/Advanced

Primary Contact: (If you wish to be a facilitator, complete this section only.)

Name: _____

Title/Office: _____

Institution: _____

Office Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____ Email: _____

Co-Presenters: (List names, titles, institutions and addresses of any other authors/presenters/ panelists participating in the session.)

Please attach 3 copies of your Proposal Cover Page, Proposal, Abstract and the IBM compatible diskette copy of your proposal and send to:

Carol Gosselin
North Carolina State University
Box 7002
Raleigh, NC 27613

or to

Robert Springer
Elon University
Box 2309
Elon College, NC 27244

Proposal must be postmarked by November 30, 2000!!

From the Program Chair...

Hello Colleagues!

I hope everyone had a wonderful summer and that life has settled down after the beginning of the fall term. And I also hope that all of you are not quite as busy as this fall has found me.

The program committee has been very busy. We are pleased to announce a truly outstanding panel that has been put together to discuss the future of institutional research. The panel members are Hope Williams, President of the North Carolina Independent Colleges and Universities, Brenda Rogers, Vice President for Administration, North Carolina Community College System, and Troy Barksdale, Associate Vice-President for Program Assessment and Public Service, UNC-General Administration.

We have also decided to throw on a bit of the Irish and have an early St. Patrick's Day fest so plan on wearing something green to our special event. (What could be better than green beer by the sea???) We are also working on getting vendors, door prizes and putting together a great professional experience for the attendees.

This is just part of what the program committee has worked and continues to work toward. Now we need for you to do your part. Start thinking about a presentation you can share with your colleagues. In this issue of the NCAIR newsletter we have included the Call for Proposals for next spring's conference. The conference, held from March 12-14 will provide a unique opportunity to share ideas, successes, and challenges with your IR colleagues. A variety of formats are possible; everything from workshops to round table discussions will be considered. The program committee will consider all proposals submitted for presentation. All proposals must be postmarked by November 30, so start preparing what you would like to present at our next conference. The success of our conference is heavily dependent on the participation of the members and all of us must work together to have an effective and fruitful event.

The January Newsletter will contain a preliminary program and information about our keynote speaker. Again I urge any of you who have ideas or suggestions for the conference to please contact me.

See you all at the beach!!!

Nerissa Rivera
2001 Program Chair
nerissa.rivera@duke.edu
919-684-6910

Hotel Reservation Information

Join your NCAIR colleagues at the beach for the NCAIR annual conference scheduled for March 12-14, 2001 at the Atlantic Beach Sheraton. It is not too early to make hotel reservations. Call 1-800-624-8875 or 1-252-240-1155 for reservations. Mention that you are with NCAIR when making your reservation. Room rates for the 2001 Conference are as follows: (These rates have been extended for the weekend of March 9-11 for those of you who would like some extra beach time!!)

Ocean View - \$65.00

Ocean Front - \$85.00

Ocean Front Suites - \$115.00

There is a 72 hour cancellation policy and rooms need to be reserved by February 12, 2001.

A conference registration form will be included in the January newsletter. Make plans now to attend.

New E-mail Distribution List

Sarah Carrigan

A new e-mail distribution list for NCAIR members has been created to aid communication across the state. Members can use the list for any IR-related interests or needs, such as posting job openings, requesting insight or assistance on particular IR questions, or making other relevant announcements. This list is not moderated, so postings will be distributed automatically as they are submitted.

To subscribe or unsubscribe:

Subscribe: NCAIR-subscribe@egroups.com

Unsubscribe: NCAIR-unsubscribe@egroups.com

To post a message: NCAIR@egroups.com

You can also access this e-mail list from the web at:

<http://www.egroups.com/group/NCAIR>

The website also has a chat feature so group discussions can be scheduled as needed. The NCAIR officers plan to make use of this particular feature as we continue putting together the 2001 Forum.

Please subscribe today so you can keep up on the latest IR happenings around the state! If you have questions please contact Sarah Carrigan at Sarah_Carrigan@uncg.edu.

Summer Drive-In Conference - A Recap

NCAIR hosted a summer drive-in conference on August 7, 2000. The conference appears to have been a big success. The one-day training on the Internet-based IPEDS data collection was held at the South Campus of Central Piedmont Community College. Approximately 45 people attended. The attendees were trained in three groups based on institution type. The community college group was facilitated by Keith Brown of the NCCCS, the public institution group was facilitated by Billy Helton of the UNCGA and the private college group was facilitated by Larry Mayes of the UNCGA. Lunch was catered and participants enjoyed a good learning and social experience. Thanks to Terri Manning for coordinating this event.

Notes of Interest

Community College Update

From Mark Puterbaugh
Davidson County Community College
Member-At-Large, Community Colleges

Progress is continuing on Phase I of the North Carolina Community College System Data Warehouse Project. A 3 day User Acceptance Tester (UAT) training session was held in Raleigh from October 3 - 5. Institutional research officers from five community colleges joined with System Office personnel to receive hands-on instruction on basic report generation using Business Objects 5.0.

The UATs will be validating the data and reports generated to detect any problems before the Data Warehouse is available system-wide. They will be able to do so from their own computers since Business Objects is an Internet-based application. Further updates will be provided in this newsletter and through the System Office.

Arlene is Here to Stay...

From Paul Voigt (with thanks to Keith Brown)
Western Carolina University
Member-At-Large, Public Institutions

Many of you may remember Arlene Spivey, a long-time staff member at UNC General Administration (GA). Arlene handled the NCHED reports that are part of our annual reporting to GA. Even though she has retired, she lives on in spirit at GA with the new Automated Report Logging Electronic NCHED Entry system, or A.R.L.E.N.E. as it is affectionately known. The brainchild of GA's Keith Brown, it is an automated web-vehicle for reporting the NCHED (North Carolina Higher Education Data Collection) data to General Administration. Fall 2000 is the inaugural term for the new tool. The system allows users to enter the NCHED data into a series of screens on the World Wide Web page Keith has set up (<http://www.unc.edu/~kjb/nched2000.html>). GA then performs their usual magic with our data for dissemination to various audiences.

One great benefit of the system is that it performs edit checks. These checks help the user identify mistakes or inconsistencies in the data entered. Keith hopes that entering the data online and having it checked for errors at that point will eliminate a lot of the lag associated with the data collection in the past. As Keith says, "We'd love to be able to catch simple math errors at the time of entry, rather than 2 or 3 months later, and to be able to make sure that the data on various enrollment forms is consistent with the A-1.1". Keith indicates things have gone smoothly so far.

So what's next, maybe the "Benchmarked And Reliable Knowledge System Delivers A Lot of Email" (B.A.R.K.S.D.A.L.E.)?

Private Institutions Meeting

From Robert Springer
Elon University
Member-at-Large, Private Institutions

A meeting of private institutions sponsored by the North Carolina Independent Colleges and Universities has been scheduled for Friday, December 15, 2000 at High Point University. Attendees will include Institutional Researchers, Directors of Admissions, Directors of Financial Aid, Career Center Directors and Student Affairs Officers. Registration will begin at 9:30 a.m. A continental breakfast will be available at that time. The meeting will begin at 10:00 a.m. and end by 3:00 p.m. Registration information will be sent in the next several weeks.

At this time there have been several suggestions for meeting topics for the institutional research session including regional accreditation, online fact book , institutional planning, IPEDS online, consortia, databases, survey research/coordination, IPEDS/ NCHED updates/concerns, data sharing, assessment, IR at the small college, IR issues for director's with multiple responsibilities, financial ratios, and possible NCICU data collection.

If you have questions about the meeting or have suggestions for meeting topics, please contact Frances Dempsey at (919) 832-5817 or email at dempsey@mail.ncicu.org.

From the Nominating Committee

The nominating committee is soliciting names of interested individuals for the following executive committee positions for 2001-2002:

- President-elect
- Secretary
- Treasurer
- Member-at-Large (Private Institutions)
- Member-at-Large (All Institutions)

If you have suggestions regarding possible nominees for any of these positions, please contact David Smathers , chair of the nominating committee by December 1, 2000, at (336)342-4261 ext. 2208 or email smathersd@rcc.cc.nc.us.