



Newsletter

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October, 2009
Keith Stiles, Editor

President's Corner

October, 2009

Dear Colleagues,

As the fall sets in, Heather Langdon, the 2010 Program Chair, is hard at work organizing what will be another outstanding NCAIR conference. Mark your calendars and make your reservations now for March 15-17, 2010 at the Hilton Garden Inn Outer Banks / Kitty Hawk.

Our 2010 conference has a special workshop opportunity this year. NCAIR has been approved to host an AIR sponsored IPEDS workshop on March 15, 2010. A similar workshop is being offered at SAIR this year. This is an excellent opportunity to improve the ways we collect and use IPEDS data on our campuses. Additionally, AIR may provide travel assistance for some workshop participants. **Individual workshop participants may request up to \$500 to offset the actual cost for travel to the IPEDS workshop.** More information will be distributed as details are finalized.

Our conferences are successful because our membership is reliably generous and excellent. Please share your talents, skills and time by contributing to the 2010 conference. Present, facilitate, volunteer to be part of the planning committee – we all have something to give that will greatly benefit our fellow members. Please contact Heather Langdon (langdonhh@appstate.edu , 828-262-2093) to get involved.

I will be convening the NCAIR SIG at the 2009 SAIR conference in Dallas, Texas (www.sair.org). Please join me on Tuesday October 20 at 11:15 a.m. in room “Mesquite I” to catch up with fellow members and for updates on NCAIR events.

I hope everyone's academic year is off to a smooth and productive start.

Adam Shick
NCAIR President

From the Program Chair

Heather Langdon



NCAIR 2010 Conference “Soaring to New Heights in IR, Assessment, & Planning” Hilton Garden Inn – Kitty Hawk, NC March 15-17,2010

I am excited about our upcoming 37th annual NCAIR conference in beautiful Kitty Hawk! After the Monday, March 15th IPEDS workshop, which NCAIR is sponsoring and will be held at the conference hotel site (more information coming soon!), we will kick-off our conference that evening. We will have Dr. Randy Swing, Executive Director of AIR, as a keynote speaker. Tuesday will be a full day of sessions offered by a variety of top professionals in our field. Who are those other “top professionals,” you ask? You, of course! You provide professional development opportunities for your colleagues through your presentations, so please submit a proposal to present at the conference. The proposal form is provided in this newsletter.

Regarding conference registration, the price is still only \$125, which includes several meals. The hotel rooms are only \$95/per night (or \$125 for ocean front).

We will take registration any time from now until the conference. Checks should be made out to NCAIR. Please also fill out the preliminary conference registration form that is included in this newsletter.

Send your conference registration and fee to our NCAIR Treasurer:

Laverne Macon
Livingstone College
701 West Monroe Street
Salisbury, NC 28144
lmacon@livingstone.edu

You may also go ahead and book your rooms at the Hilton Garden Inn Outer Banks/Kitty Hawk. The phone number is: 252-261-1290. Be sure to indicate you are with the NCAIR Conference, so you will receive the conference rate (the hotel will let you use the conference rate if you decide to stay there on days just before or after the conference as well). You may see pictures of the facility and learn more about it by visiting: <http://www.stayhgi.com> Enter the city of Kitty Hawk and NC into the site search engine.

I look forward to seeing you in Kitty Hawk.

Heather Langdon
NCAIR 2010 Program Chair

2010 NCAIR CONFERENCE Hilton Garden Inn
March 15-17, 2010 Kitty Hawk, NC
“Soaring to New Heights in IR, Assessment, & Planning”

CALL FOR PARTICIPATION

To Submit a Proposal:

- (1) Complete the **Proposal Cover Page** below which is also available at the NCAIR website (www.ncair.net) in case you would like to complete this as a *Word Document*. Or you may prepare an equivalent document containing all information specified on the form.
- (2) Prepare a **Presentation Abstract** of 100 words or less that will be included in the conference program for accepted proposals. Please include the session title as it would appear in the program. **DO NOT INCLUDE PRESENTER NAMES OR INSTITUTIONS IN THE ABSTRACT.** If you wish to explain in greater detail, please include a separate Narrative. All proposals should include (as applicable): the objective, purpose, key points, issues, results and/or conclusions, methodologies, target audience and who was/is involved.
- (3) Send the Proposal Cover Sheet and Presentation Abstract (and Narrative if applicable) to Heather Langdon, langdonhh@appstate.edu

Panels (45 minutes)

Panel presentations involve three or four persons who present different perspectives on a common theme or topic. The proposal should describe the common theme/topic and the major points of discussion. The proposal should also describe how each panelist contributes a different perspective to the session.

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.

Software Demonstrations (45 minutes)

Presentations should demonstrate 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. The presenter should also discuss the hardware required for the software/solution.

Work Shares (45 minutes)

Work Shares should describe a research study or an effective process or technique (quantitative or qualitative), or present a theoretical approach to a problem or issue. No official paper is expected at the time of the presentation, though the presenter(s) should have copies of relevant materials to distribute.

Workshops (Up to 3 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 instructional techniques, and the qualifications of the instructor(s). Proposals also must include the minimum and maximum number of participants allowed. Workshops will occur Tuesday March 16, 2009. Unfortunately, no computer labs are available. However you may request that attendees bring a laptop for hands-on work. All workshops will be held on-site at the Hilton Garden Inn.

2010 NCAIR CONFERENCE PROPOSAL COVER PAGE

Deadline: December 1, 2009

TITLE OF SESSION

PRESENTER(S)	Primary Presenter	Additional Presenter
Name		
Position		
Institution		
Mailing Address		
Telephone Number		
Fax Number		
E-mail address		

If there are additional presenters, please give their information in this space.

SUGGESTED SESSION TRACK:

- Assessment
- Accreditation
- Institutional Research
- Planning
- Technology

TYPE OF SESSION PROPOSED

- Paper
- Demonstration
- Panel
- Work Share
- Workshop

(3 hours or give other time-frame _____)

EQUIPMENT/TECHNOLOGY NEEDS:

All presenters must provide their own laptop computer for their presentation.

Wireless internet is available in the session rooms. Presenters can request the following equipment.

- computer projector
- overhead projector
- other (please list below)

NCAIR 2010 REGISTRATION FORM
2010 NCAIR CONFERENCE – March 15-17, 2010
Hilton Garden Inn, Kitty Hawk, NC

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

Is this your first conference (Y or N)?	
Year of the first NCAIR conference you attended	

Fees	Postmarked By February 16	Postmarked After February 16	Amount Due
NCAIR Registration Fee	\$125	\$135	

I would be willing to serve as a facilitator.	Y or N
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Refund Policy:
 If refund is requested Thirty days (30) days prior to 1st day of Conference, refunded amount is registration fee minus membership fee.
 If refund is requested 14 -29 days prior to 1st day of Conference, refunded amount is ½ half of registration fee.
 If refund is requested less than 14 days prior to 1st day of Conference, no money will be refunded.
 Extraordinary circumstances outside of the above parameters will be reviewed by the Executive Board.

Checks are payable to NCAIR (Tax ID 561-56-2055). Send conference registration form and fee to: Laverne Macon, Livingstone College, Salisbury, NC 28144.

If you have any questions, please contact Laverne Macon, Treasurer, at lmacon@livingstone.edu or Heather Langdon, Program Chair, langdonhh@appstate.edu (828-262-2093)

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 from North Carolina associated with NCAIR.

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) from North Carolina schools. 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.

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 and mileage. ***Conference registration fees will be waived for recipients.***

Application Materials and Considerations: To be considered for the award, application materials must be submitted to the Travel Grant Committee. The deadline for grant application will be February 3. The following items must be submitted:

- a. A completed NCAIR Travel Grant Request Form.
- b. A brief resume/curriculum vita.

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

NCAIR 2009-10 TRAVEL GRANT REQUEST FORM

Name:

Institution:

Amount Requested (Maximum of \$200):

Please describe the financial need and the financial support, if any, available from your institution.

How will receiving this grant contribute to your professional development, particularly with regard to current and future activity in NCAIR?

Please attach a brief resume/curriculum vita to this form and mail, fax, or e-mail to the NCAIR Travel Grant Committee Chair named below on or before the date noted for the conference you plan to attend:

September 1, 2009 (SAIR-presenters only)

February 5, 2010 (NCAIR Conference in Kitty Hawk, NC)

NCAIR Travel Grant Committee
ATTN: Ivan Walker
Director of Institutional Research
Fayetteville State University
1200 Murchison Road
Fayetteville, NC 28301
Office: 910-672-1811
Fax: 910-672-2408
iwalker@uncfsu.edu

For more information about NCAIR Travel Grants, go to:
http://www.ncair.net/documents/Travel_Grants_Policy.pdf