

“Institutional Research: Driving Informed Decisions in Higher Education”

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) or 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 Adam Shick, shickaw@wfu.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 (3 or 6 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 occur on Monday March 16, 2009 (and possibly on Sunday March 18 depending on the number of workshops). Workshops which require a computer lab will be held off site at Sandhills Community College. Transportation will be provided. All other workshops will be held at Pine Needles.

2009 NCAIR CONFERENCE PROPOSAL COVER PAGE
Deadline: December 1, 2008

TITLE OF SESSION	
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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.

SESSION TRACK:

- Assessment and Accreditation
- Institutional Research
- Planning
- Technology

TYPE OF SESSION PROPOSED

- Paper
- Demonstration
- Panel
- Work Share
- Workshop (please indicate 3 or 6 hours ___)

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)