



for Management Research, Policy Analysis, and Planning

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Dear Colleague,

Having just completed an incredibly successful AIR Forum, it is our pleasure to invite you to participate in the 42nd Annual AIR Forum, scheduled for June 2-5, 2002, in Toronto, Ontario, Canada. The enclosed *Call for Proposals* presents a variety of ways for you to become involved. Please consider sharing your research, best practices, projects, or special studies with your AIR colleagues. We also encourage you to consider collaborating with colleagues within your organization or from other institutions. However you choose to participate, plan to take an active role in the 2002 Forum!

The Association for Institutional Research is a national association, but its reach spans well beyond the borders of the United States. AIR, together with the Australasian, European, South African, Southeast Asian and Canadian associations comprise the Institutional Research International, 'spanning the globe' to bring you the wide world of institutional research. For the 2002 Forum, we celebrate our international span by returning to Canada and the truly international city of Toronto. Our theme for the conference is *Exploring New Frontiers*. Toronto provides a wonderful venue for us to discuss and discover new ways to think about and practice institutional research.

We start our exploration of new frontiers with a track reorganization. The five tracks listed in the *Call for Proposals* characterizes our work as beginning with a focus on student learning and development (Track 1), proceeding through the work of faculty and the academic programs and structures that directly support learning and discovery (Track 2), and through the management and planning of the institutions (Track 3) and larger systems of higher education collaborations, policy issues and accountability (Track 4) that provide the organizational and societal contexts for the creation, application, and dissemination of knowledge and culture. Finally, the integrity and validity of this work rests firmly upon a conceptual, ethical, technical, and methodological foundation (Track 5).

Once again, we will use a completely paperless, Web-based proposal submission system. We offer our sincere appreciation to Tod Massa of the State Council for Higher Education in Virginia for developing and maintaining this system. You can enter information directly, or cut and paste text from your favorite desktop software into this Web tool. For those who prefer, you can submit a proposal as an e-mail attachment. However, using the Web tool increases the likelihood that your proposal will follow the required formatting specifications, which is the first condition of acceptance.

Please follow closely the instructions for proposal submission. Take special note that we will only consider AV/computer/Internet requirements submitted with the proposal. All submissions must be electronically date-stamped no later than midnight, September 17, 2001. Final selections for Forum sessions will be made by mid-December, and you will receive notification of the status of your proposal shortly thereafter.

We look forward to hearing from you through the proposal submission process, and then welcoming you next June in Toronto to the 2002 AIR Forum!

Sincerely,

Victor M.H. Borden
2002 Forum Chair

Sandra Johnson
2002 Associate Forum Chair



CALL FOR PROPOSALS

Exploring New Frontiers

THE ASSOCIATION FOR INSTITUTIONAL RESEARCH FORTY-SECOND ANNUAL FORUM JUNE 2-5, 2002

The 2002 Forum Committee is seeking proposals for contributed papers, demonstrations, panels, AIR showcases and table topics that focus on institutional research, policy analysis and planning in postsecondary education. While proposals related to these topics are especially welcome, a proposal addressing any topic of interest to the diverse membership of AIR will be considered.

CALL FOR CONTRIBUTED PAPERS, DEMONSTRATIONS, PANELS, SHOWCASES AND TABLE TOPICS

PROPOSAL DEADLINE: SEPTEMBER 17, 2001

Instructions for submitting proposals are provided on the following pages. To ensure a timely and efficient response, please follow the directions carefully. Should you need any assistance, please contact the AIR Executive Office at: air@mailers.fsu.edu, or call (850) 644-4470.

CALL FOR PROFESSIONAL DEVELOPMENT WORKSHOP PROPOSALS

The AIR Professional Development Services (PDS) Committee offers a variety of Pre-Forum Workshops in conjunction with the Forum. Workshops convey skills and techniques, and increase awareness of issues and problems through hands-on, interactive, instructional exercises. Workshops are half day (3-4 hours) or full day (6-8 hours) with a modest honorarium paid to the presenter(s). For information on submitting a Workshop proposal, please contact Youlanda Green, Assistant Director for Grants Administration and Professional Development; (850) 644-6387; E-Mail: ygreen@mailers.fsu.edu.

CALL FOR SESSION FACILITATORS

Volunteers are needed to serve as facilitators for contributed paper sessions. Facilitators are listed in the Forum Program and are responsible for opening and closing remarks, introducing presenters and facilitating discussion. To volunteer to be a session facilitator, go to the AIR Web site at <http://airweb.org/volunteer.html> or contact Victor M.H. Borden, Forum Chair, Associate Vice Chancellor and Associate Professor, Indiana University-Purdue University Indianapolis; Phone: (317) 274-8213; E-Mail: vborden@iupui.edu by **January 7, 2002**.

CALL FOR FORUM OPERATIONS VOLUNTEERS

Volunteers are also sought to assist with Forum registration and other activities. This is a great opportunity to meet your AIR colleagues! Please contact the AIR Executive Office or the 2002 Forum Local Arrangements Committee Co-Chairs: Ann Hollings, Research Associate, University of Guelph; Guelph, Ontario; Phone: (519) 824-4120 Ext. 2377; E-mail: aholling@registrar.uoguelph.ca; and Alex Harrington, Research Associate, University of Guelph; Guelph, Ontario; Phone: (519) 824-4120 Ext. 2751; E-mail: alexh@exec.admin.uoguelph.ca.

AFFILIATED GROUPS AND SPECIAL INTEREST GROUPS

AIR's recognized **AFFILIATED GROUPS** and **SPECIAL INTEREST GROUPS (SIGs)** will automatically receive a separate call with prescheduled Forum meeting times. Anyone wishing to establish a new group should contact the External Relations Chair: Denise P. Sokol, University of Colorado-Denver; Phone: (303)556-2551; E-mail: dsokol@CASTLE.CUDENVER.EDU by **September 17, 2001**.

The Forum Chair and the Associate Forum Chair welcome questions or program suggestions. Please contact:

Forum Chair
Victor M.H. Borden
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PH: (317) 274-8213
FAX: (317) 274-4651
E-Mail: vborden@iupui.edu

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Sandra K. Johnson
Princeton University
PH: (609) 258-5230
FAX: (609) 258-2518
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The Association for Institutional Research
114 Stone Building, Florida State University, Tallahassee, Florida 32306-4462
This entire document is available at <http://airweb.org>

Proposal Submission Instructions

Please note that the track structure has changed from prior years.

Please be sure to include all the information to ensure a proper review of your proposal. Proposals can be submitted via the Web or as an E-mail attachment to air@mailers.fsu.edu. Proposals must be date-stamped no later than September 17, 2001. **IMPORTANT: NO FAXED OR MAILED PROPOSALS WILL BE ACCEPTED.**

The following information is required for all proposals:

PROPOSER IDENTIFICATION INFORMATION

This includes the title, author(s)/presenter(s), phone number, track you are submitting the proposal for, the presentation format and length, AV/computer/Internet requirements, and justification. This information is included in the Web tool, but anyone submitting via E-mail must construct a cover page to include the above information. (See instructions for submitting proposals via E-mail.)

PROPOSAL ABSTRACT

Do not include identifying information (author, institution, city, etc.)

The abstract text must contain the title and a **maximum 100-word** description.

PROPOSAL NARRATIVE

Do not include identifying information (author, institution, city, etc.)

Limit narrative to **1000 words** (approximately equal to four double-spaced pages), excluding the proposal cover page, abstract, and bibliography. Include full discussion of the research, project, or theoretical construct being developed. **Do not submit outlines.**

BIBLIOGRAPHY

The bibliography is separate from the proposal narrative.

There is no limit to the number of references; however, proposals with more than 20 references should be rare.

Forum proposals go through a blind review process. Any identifying information jeopardizes the proposal's acceptance.

Be aware of several **CAUTIONS**:

1. Avoid special formatting (bullet lists, tables, etc.) which may not translate into the *Call for Proposals* Web-based tool.

2. Avoid including graphs, for the same reason.

3. Do not include identifying information (author, institution, city, or anything that would allow a reviewer to know what institution or who wrote the paper) in abstracts and narratives for contributed paper sessions. Abstracts and narratives will be checked for identifying information and flagged. If time permits, the proposal will be returned to the author(s) for revision, otherwise the proposal may be rejected.

Indicate the appropriate track for your proposal from the list below.

TRACK 1: STUDENT LIFE AND LEARNING - Research and practice related to student development and satisfaction, including student academic, social, and emotional gains. Proposals may relate to institutional supports and policy issues that impact student life and learning (i.e., how college affects students), but the defining characteristic for this track is a focus on student outcomes.

Topics include: Student profiles, performance, satisfaction, expectations, and goals; student learning outcomes; participation in campus activities; the campus climate for students; serving students with special needs; and student diversity.

TRACK 2: ACADEMIC PROGRAMS, CURRICULUM, AND FACULTY ISSUES - Issues related to the development and management of academic departments, programs, curriculum, and faculty activities. That is, the kind of information that a faculty member, department chair, dean, or chief academic officer would use in evaluating the status of academic programs.

Topics include: academic program review; pedagogical methods and programs; assessment of general education, the major, and the classroom; research and scholarly productivity; public service; tenure policies; faculty recruitment, development, and retention; collective bargaining; salary models; faculty evaluation; and decision making regarding faculty and academic programs.

TRACK 3: INSTITUTIONAL MANAGEMENT AND PLANNING - Campus-level planning, evaluation, and management are the focuses of this track. Proposals focus on the types of information and analyses that would be of primary interest to senior campus-level administrators for campus-wide planning and improvement.

Topics include: enrollment management (including retention studies); quality improvement; strategic planning; fiscal, physical, and human resources (and their allocation); campus information systems; campus policy formulation; and organizational management and change.

TRACK 4: HIGHER EDUCATION COLLABORATIONS, POLICY ISSUES, AND ACCOUNTABILITY - This track emphasizes issues that go beyond the campus, including accountability of individual institutions to external publics, as well as multi-institutional collaborations (e.g., data exchanges, learning consortia, and articulation agreements), system-level issues, and public policy related to higher education.

Topics include: Accreditation; data exchanges and national data resources; system, state and federal higher education policy; multi-institution cooperative projects and arrangements; and international projects and comparisons

TRACK 5: THE PRACTICE OF INSTITUTIONAL RESEARCH: THEORY, TECHNIQUES, TECHNOLOGIES, TOOLS, AND ETHICS - Research and presentations that focus on the practice of institutional research. This includes organizational, ethical, methodological, and technological aspects of the profession.

Topics include: Organizing and evaluating IR offices and functions; ethical and political dimensions of IR practice; statistics, research, and reporting methods; computer and information technologies for IR work; and data administration and warehousing.

❑ **Indicate the presentation format of your proposal from the list below.**

CONTRIBUTED PAPER (45-minute period): The presentation of research or a project involving a single topic **accompanied by a written paper** explaining the issues, methodologies, and outcomes. A contributed paper proposal may be a research report, case study, methodological paper, or theoretical paper. The proposal should touch upon the problem or issue at hand, previous research or studies from the literature, the methodology and data sources utilized, the findings, and the conclusions and implications for institutional researchers. While the findings and conclusions may not be known at the time the proposal is submitted, the research or project should be underway.

PANEL (75-minute period): The presentation of a complex or broad topic by several discussants who are experts in the subject. A panel of experts ensures coverage of the topic and the presentation of contrasting views. Panel proposals should describe the topic or issue and major points to be discussed or debated. At the time of submission, each panelist must have committed to participate in the panel. Also, the proposal should indicate how the differing views of the panelists contribute to the development of the topic.

DEMONSTRATION (45-minute period): The presentation of an application, tool or resource that supports institutional research, policy analysis, or planning. The emphasis is on showing the application or tool and its functionality, rather than discussing the issues, literature, and methodology underlying its development. The proposal should include a description of the application or tool, the functionality and benefits from its use, and the equipment needed in the demonstration. At the time of submission, the application or tool should be fully developed or in the final stage of implementation.

AIR SHOWCASE (Continual display with two 60-minute discussion sessions). A poster-style presentation of research or a project using exhibits and/or handouts to communicate the purpose and outcomes of the project. The Showcases will be displayed throughout the Forum and two 60-minute periods will be slotted when the presenter will be available for questions and discussions. Helpful tips for developing Showcase presentations are available at the following two URLs: <http://ctr.uvm.edu/ctr/8steps.htm>, and <http://cals.uvm.edu/ctr/posters.htm>. The Showcase presenter should also make available a brief handout that can be taken away by attendees. The proposal for the Showcase should include a description of the research or project, including the issues and findings/outcomes, as well as a preliminary specification for the design of the display.

TABLE TOPIC SESSIONS (60-minute period): This is an informal discussion of a general topic of interest in institutional research, policy analysis, or planning. The presenter serves as a facilitator leading the discussion. The Table Topic format allows attendees to share ideas and experiences with others. This format affords special opportunities to learn what others are doing and to establish personal networks.

❑ **Indicate the AV/computer/Internet equipment (including WWW access) needed for your presentation.**

Please review this section carefully, and be aware that if you require equipment beyond the standard AV setup, a justification is required. Because space and equipment contracts are based upon requests submitted with proposals, your cooperation is appreciated. Keep in mind that requesting an LCD/SVGA projector does not guarantee one can be provided. You will be notified if AIR can meet your request; AIR will make every effort to secure the equipment. **Only AV/computer/Internet requests submitted with proposals will be considered.** This information must be included in both Web and E-mail proposals.

The standard Forum AV setup is an overhead projector and screen, 35mm slide projector, and/or flip chart. Also, one microphone with a podium will be provided for contributed papers, and demonstrations; and two microphones with a podium for panels. Because the cost for LCD/SVGA projectors and Internet access is escalating rapidly, we ask that you provide a detailed description of all equipment you are requesting beyond the standard setup. Please explain how the equipment is essential to your presentation. Computer projection equipment will not be supplied to present a series of static images (e.g., to “flip slides”).

Presenters are responsible for bringing their own computers with pre-loaded software, modem and any other equipment needed for external links, such as to your mainframe, network, or the Internet - **computers are not provided**. International users should bring adapters for U.S. voltages. If justified in your proposal, LCD/SVGA projectors will be provided for either PCs or Macs. Limited dial-out capability (e.g., regular telephone lines) will be provided. If we are able to secure Internet access through a local vendor, we will announce it in our various media as soon as possible. The presenter is financially responsible for telephone charges from Toronto, Canada to your server location. To discuss other computer hardware arrangements, please contact the Forum Computer Technical Support Co-Chairs, Mark Figueroa (mark.figueroa@cgu.edu) Phone: (909) 607-8632; and Robert Gottesman (gottesw@mail.auburn.edu) Phone: (334) 844-4765.

Submitting the Proposal via the Web

The proposal submission site is located at <http://airweb.org>. Click on **2002 Call for Proposals**. Enter all information as requested (note that some fields are optional). The Web-based *Call for Proposals* allows you to finish your proposal at your pace. If you have to stop in the middle of the process, retrieve the proposal by using the unique identifier code E-mailed to you at the end of the session. **It is essential that you provide an accurate E-mail address.** The unique identifier code is also displayed on the first and all subsequent screens during the submission process.

1. Enter your AIR member number. **If you don't know your AIR member number, click on "MEMBER LOOKUP."** You will be able to enter your name and institution to look up your number. Also, you can contact Norm Gravelle at air@mail.fsu.edu. If you have never been a member of AIR, click on "NEW."
2. Choose the type of presentation you are proposing: contributed paper, panel, demonstration, showcase, or table topic. Next choose the track that is most appropriate for your proposal. Then enter the proposal title in the text box.
3. Enter the abstract of the proposal. **Note that the maximum number of words you may enter is 100.** You will be able to edit and review text prior to submitting your proposal.
4. Enter the proposal narrative. **The maximum number of words you may enter is 1000** (approximately equal to four double-spaced pages). The bibliography is not to be included in the proposal narrative. The narrative can be copied from existing text and pasted into the proposal submission narrative text box in text or HTML format.
5. Enter your proposal bibliography in the bibliography text box.

6. **Enter the AIR member number of the principal author/presenter, and the member numbers or names, institutions, titles and E-mail addresses of all co-authors/presenters.**
- 7) **Identify specific AV/computer/Internet equipment needed for your presentation. In the text box, enter a brief justification for any special requests.** The standard Forum setup is an overhead projector and screen, 35mm slide projector, and/or flip chart. Keep in mind that requesting an LCD/SVGA projector does not guarantee one can be provided. You will be notified if AIR can meet your request. **Only AV/computer/Internet requests submitted with proposals will be considered.**
- 8) **Please read the “Presenter’s Releases, Warranty, and Understanding,” and click “Agree” to signify your acceptance of the conditions. Your proposal will not be accepted until you have submitted this release.**
- 9) Review all the information you have entered, edit where necessary, and submit the proposal.
- 10) **Please make sure you keep a copy of your submitted proposal.**

The submitter receives automatic notification the proposal has been received, including the time of submission. Proposals must be date-stamped on or before September 17, 2001.

Submitting the Proposal via E-mail

1. If submitting via E-mail, label your subject line: FORUM 2002 PROPOSAL. Word and WordPerfect attachments are preferred, with last name and first initial as the file name. **The proposal must contain a constructed cover page with the following information: title, author(s)/presenter(s), track you are submitting the proposal for, the presentation format and length, AV/computer/Internet requirements, and justification.**
2. Include abstract, proposal narrative and bibliography in one file with clear headings for each section as an attachment to your E-mail. Do not include identification information.
3. Limit your abstract to 100 words and your narrative to 1000 words. Please verify the word count before submission.
4. **With a proposal submission, all author(s), presenter(s) and panel participants automatically agree to the following:**

I/we guarantee that I/we are the sole proprietor(s) of the work and I/we have full power to make this agreement; that the work does not infringe on the copyright or other proprietary right of any other person; and that the work contains no libelous or other unlawful matter and makes no improper invasion of the privacy of any other person.

I/we understand that those who present papers, panels, and demonstrations at the AIR Forum must register for the Forum and pay the full Forum fee. I/we also understand that AIR will not pay any honorarium or fee for the presentation or its preparation, nor will AIR reimburse me/us for travel or any other expenses incurred.

Send E-mail attachment to: air@mailers.fsu.edu by September 17, 2001. Notification of receipt will be provided. The presenters release and other agreements will be mailed, for signatures, to those whose proposals have been accepted.

**REMEMBER: SUBMIT VIA THE WEB OR E-MAIL, BUT NOT BOTH.
REMEMBER: KEEP A COPY OF YOUR SUBMITTED PROPOSAL.**

2002 AIR FORUM - JUNE 2-5, 2002

TENTATIVE FORUM HOTELS AND RATES

Sheraton Centre: \$196 CAN, \$130 US* single/double;
\$255 CAN, \$169 US* club level single/double

*US prices are based on current exchange rates and are subject to change.

TENTATIVE FORUM REGISTRATION FEES

Early-Registration Fees (postmarked by Friday, April 26, 2002)
Current Individual Members, \$370; Current Individual Non-Members, \$465
Graduate Student Member, \$80; Graduate Student Non-Member, \$110
(all fees include membership for 2002-2003)