



CAIR Executive Committee Meeting Minutes

Friday, February 18, 2011

Conference Call (2:00 p.m. to 3:30 p.m.)

Participants: Mike Tamada (President), Chris Cullander (Vice President), Michael Roona (Treasurer), Mark Robinson (Secretary)

The meeting was called to order at 2:05 p.m.

1. Proposal to WASC Concerning Institutional Research

Mike Tamada will send a letter to Teri Cannon at WASC, as proposed by Chris Cullander:

I write to request that WASC consider the inclusion of the Institutional Research director (or their functional equivalent) as one of the individuals whose name and contact information is provided by a member institution in part C.1. ("Institutional Data – Key Personnel") of their WASC Annual Report.

The need for data coordination between WASC and the WASC member institutions has become evident with the growth in both quantity and complexity of student-based data reporting in recent years. The identification of the individual at each WASC member institution who has primary responsibility for the acquisition, analysis and reporting of this data would greatly facilitate such coordination.

2. Contract for Web Service

Some final edits were applied to the wording on the web page service contract with Sutee Sujitparapitaya.

3. Rohnert Park Conference Planning

The committee discussed some options for potential keynote speakers:

- Officials from Sacramento
- Sonoma State University personnel or affiliates, e.g. the Center for Critical Thinking or Project Censored
- Expert in using data analysis within the wine industry

- Expert in on-line education, e.g. from UC Berkeley
- Representative from the Carnegie Foundation on the updated Carnegie classifications

4. Recruitment of CAIR Sponsors

Chris Cullander proposed to use attendance at an upcoming NASPA event as an opportunity to solicit interest in CAIR sponsorship among vendors at the NASPA conference.

5. Treasurer Selection

Mike Roona's term as Treasurer will end on May 31, 2011. If no current member of the Board agrees to be Treasurer, the Board may need to appoint a new Board member early, by June 1, 2011, to take over as Treasurer. To facilitate recruitment of the Treasurer, and to clarify the duties of the officers of the Board, Mike Roona will create a list of the major tasks that might be assigned to each officer, as well as the time of year that that task needs to be done. This is similar to Willard's Gantt chart, but focuses on the major items and is not limited to conference-related items. The rest of the Executive Committee will comment on and amend that list. The result should be a clearer and more equitable distribution of tasks amongst the officers.

The meeting was adjourned at 3:30 p.m.