

CAIR 2018 CALL FOR PROPOSALS

The CAIR Board of Directors is pleased to announce the Call for Proposals for the 43rd conference to be held November 14 -16 at the Delta by Marriott Hotel Anaheim Garden Grove (formerly named Wyndham Anaheim Garden Grove Hotel in Southern California). This year's theme is "Institutional Research for Public Good." This year we are hoping for a variety of proposals that fit with our conference theme. We will ask proposers to articulate how their proposals fit with the theme, and in particular how data can be used to promote: fiscal transparency, social mobility, sustainability, diversity/equity/inclusion, a civil and democratic society, efficiencies, veteran's well-being, teaching and learning, ethics, and/or the institutional mission.

We invite you to submit a proposal to one of the four program tracks:

- **IR Practice and Decision Support:** includes use of dashboards, data warehouses, data visualization, communication strategies, presentation skills, analytics, intersegmental studies, benchmarking, program evaluation, effective use of software to produce reports and display data, surveys, etc. to arrive at and share data insights as well as apply insights to drive decision-making and positive change.
- **IR Methodologies:** includes topics about how institutional researchers do their work, such as statistical analyses, qualitative techniques, survey development, emergent/innovative methodologies and technologies, cohort tracking etc.
- **Assessment, Accreditation, Planning, and Institutional Effectiveness:** includes presentations on assessing student learning, closing the loop, program review, accreditation, strategic planning, enrollment management, use of survey data to support planning, etc.
- **IR Management and Collaboration:** includes topics such as getting a seat at the table, closing the loop, collaboration across departments, tracking data requests, personnel and resource management, data stewardship and governance, and other decision support management, etc.

There are five session types, each are 45 minutes in length (except extended workshop):

1. **Concurrent Session** – Presentation of information to attendees with audience interaction, when possible. Sessions may be led by one to three presenters. 5- 10 minutes should be reserved for questions and audience participation.
2. **Extended Workshop** – A 1 hour and 30 minute session in which presenters lead a hands-on experience for attendees.
3. **Roundtable Discussion** – Lead a roundtable discussion on a proposed topic. All roundtable discussions will occur at the same time and attendees will have the opportunity to choose the table topic of their choice. The role of the lead will be to guide the discussion. Therefore, please plan to have some opening comments (about 2-3 minutes) on the topic and invite discussion by posing some relevant questions for the group to discuss. Discussant leads will serve as the moderator during the group conversation. Each roundtable will have 8-10 attendees.
4. **Panel Session/Symposium** – With 2-3 speakers and one moderator, the discussion will showcase varying perspectives on an IR or IE-related topic. Panels should plan for at least 30 minutes of discussion, and encourage active audience participation. Differing viewpoints may stem from bringing together speakers of diverse backgrounds (e.g., educational training, institutional experience, etc.) or opinions. Moderator will be provided by CAIR unless otherwise requested.
5. **Poster Session (New for 2018)** – With 1-3 presenters, an opportunity to visually communicate the purpose, research approach, data sources, and outcomes of a scholarly or applied research project study. Posters are visual communication tools that serve as a starting point for in-depth conversations.

A projector, screen, and Wi-Fi will be provided for concurrent sessions, workshops, and panel sessions/symposiums. Poster presentations are displayed on shared board space (two per board). Each poster is allotted an area approximately 4' * 4' (half of a 4' * 8' board). Posters will be scheduled at a preassigned board in, or near the Exhibit Hall. Audio/Visual support, materials tables, and Internet access not provided or available for poster session. Presenters are required to register for the conference and provide a copy of their presentation to be posted on the CAIR website immediately after the conference.

Submitters of proposals are encouraged to look at prior year sessions (<http://www.cair.org/conferences/past-conferences/>) for ideas and quality of conference presentations as well as consult the proposal evaluation rubric posted online. Accepted proposals will also receive a “presentation checklist” and links to resources for preparing a successful presentation.

Selection Process:

The Selection Committee will evaluate the proposals received and select the proposals. We strive to offer a balanced program of educational sessions by selecting proposals that best fit within the framework of the conference.

A submission must include a written proposal stating your ability to meet each of the SELECTION CRITERIA listed below. All submissions go through a blind, peer-review process by the selection committee and use the following rubrics to evaluate proposals:

Possible points:

- 5 – Exceeds expectations
- 4 – Strongly addresses criteria
- 3 – Adequately address criteria
- 2 – Addresses criteria with substantial weakness
- 1 – Does not adequately address criteria

Criteria	Points
<p>1. Clarity/Organization</p> <p>The program proposal is detailed and well organized that would be engaging to attendees. The content clearly illustrates thoroughness, quality, and clarity.</p>	
<p>2. Approach/Methodology</p> <p>Approach and methodology are clear, sound, and based on current knowledge or practices in the field. Inferences/conclusions are logical and compelling.</p>	
<p>3. Conference Track</p> <p>The program proposal clearly aligns with one or more conference tracks.</p>	
<p>4. Innovative</p> <p>The program proposal represents innovative and/or creative approaches to professional practices, theory, or research.</p>	
<p>5. Emergent and Significance/Value for advancing IR/IE Field</p> <p>The program proposal is current and firmly grounded in relevant practical experiences and/or a conceptual and theoretical approach. High value to the IR/IE field.</p>	

<p>6. Alignment with conference theme:</p> <p>The program proposal clearly incorporates the conference theme: Institutional Research for Public Good.</p>	
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Notes: The deadline for submissions is Tuesday, July 3rd by 11:59 pm. Applicants will be notified of their acceptance by August 3rd.

Should you have any questions about the proposal submission process, please contact Brianna Moore-Trieu, Brianna.Moore-Trieu@ucop.edu, CAIR President.

Contact Information (Primary Presenter)

Last Name
First Name
Institution/Organization
Email
Phone

Educational Segment Affiliation

- California Community Colleges
 - California State University
 - For-Profit College or University
 - Not-for-Profit College or University
 - University of California
 - Other (e.g., accrediting agency, non-profit, government, out-of-state college)
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Is this your first time presenting at a CAIR conference?

- Yes
 - No
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Please indicate the primary target audience for your session (select all that apply):

- Analyst/Practitioner
 - Management
 - Faculty
 - All
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Please classify your session (select all that apply):

- Beginner – new to IR
 - Intermediate
 - Advanced
 - All
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Do you have co-presenters?

- Yes
 - No
-

Are you, or any of your co-presenters (if applicable), affiliated with or asked to present by an entity that charges a fee for use of a service, data collection, technology, or other activity

associated with the presentation topic?

- Yes
 - No
-

Co-Presenter

#1 Last
Name First
Name
Institution/Organization
Email

Co-Presenter

#2 Last
Name First
Name
Institution/Organization
Email

Co-Presenter

#3 Last
Name First
Name
Institution/Organization
Email

In which track would you like to present?

- IR Practice and Decision Support: includes use of dashboards, data warehouses, data visualization, communication strategies, presentation skills, analytics, intersegmental studies, benchmarking, program evaluation, effective use of software to produce reports and display data, surveys, etc. to arrive at and share data insights as well as apply insights to drive decision-making and positive change.
- IR Methodology: includes topics about how institutional researchers do their work, such as statistical analyses, qualitative techniques, survey development, emergent/innovative methodologies and technologies, cohort tracking etc.
- Assessment, Accreditation, Planning and Institutional Effectiveness: includes presentations on assessing student learning, closing the loop, program review, accreditation, strategic planning, enrollment management, use of survey data to support planning, etc.
- IR Management and Collaboration: includes topics such as getting a seat at the table, closing the loop, collaboration across departments, tracking data requests, personnel and resource management, data stewardship and governance, and other decision support

management.

Presentation keywords or tags:

Please select 2-3 keywords that best describe your presentation from the list below. This information will designate an official tag to your presentation, which will enable attendees to find your presentation.

- Accreditation
- Analytics/statistical analysis
- Assessment
- Benchmarking
- Collaboration/getting a seat at the table
- Communication strategies
- Dashboards/Data visualization
- Data governance/stewardship
- Data warehouses/IT
- Decision support management
- Enrollment management/admissions
- Institutional Effectiveness
- Intersegmental studies
- Personnel/resource management
- Presentation skills
- Program review
- Qualitative methods
- Reporting
- Software/tools
- Strategic planning
- Student success/learning
- Surveys
- Tracking data requests
- Other (please specify)

What session type would you prefer?

- Concurrent Session – Presentation of information to attendees with audience interaction, when possible. Sessions may be led by one or up to three presenters. 5-10 minutes should be reserved for questions and audience participation.
- Extended Workshop – A 1 hour and 30 minute session in which presenters lead a hands-on experience for attendees.
- Roundtable Discussion – Lead a roundtable discussion on a proposed topic. All roundtable discussions will occur at the same time and attendees will have the opportunity to choose the table topic of their choice. The role of the lead will be to guide the discussion. Therefore, please plan to have some opening comments (about 2-3 minutes) on the topic and invite discussion by posing some relevant questions for the group to discuss. Discussant leads

will serve as the moderator during the group conversation. Each roundtable will have 8-10 attendees.

- Panel Session/Symposium – With 2-3 speakers and one moderator (provided by CAIR), the discussion will showcase varying perspectives on an IR or IE-related topic. Panels should plan for at least 30 minutes of discussion, and encourage active audience participation. Differing viewpoints may stem from bringing together speakers of diverse backgrounds (e.g., educational training, institutional experience, etc.) or opinions.
 - Poster Session – An opportunity for students and/or established professionals to present their work in an informal context. Posters are visual communication tools that serve as a starting point for in-depth conversations. It's a great way to dip your toe into the conference presentation waters.
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What is the title of the proposed session? (10 words maximum)

Session Abstract - (150 words maximum, plain text only: e.g., please do not use bulleted text, bold/italicized font, or similar): The session abstract will be used by attendees in selecting a session to attend.

Concisely state:

- The issue to be addressed
 - Its importance to the field (i.e., how the proposal topic is emergent/innovative and will advance the field)
 - Alignment with the conference theme “Institutional Research for Public Good”
 - The objectives of the session
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Proposal Narrative - (250 words maximum): The proposal narrative is the primary document used by reviewers in selecting program presentations.

Clearly explain:

- The central issue/theme to be addressed in the session
 - How your session presents emergent/innovative or improved ideas and practices for advancing the field of IR or IE
 - Why the issue is important to CAIR attendees and what they will take away from your session (e.g., objectives)
 - Alignment with conference theme “Institutional Research for Public Good”
 - How you will structure the presentation
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For workshop presenters only:

Please provide a timeline showing how the time will be used during the workshop. Please note portions that will be hands-on.

For workshop presenters only:

Please provide information that participants should be prepared for (e.g., bringing own laptop with X software, intermediate knowledge in the areas of X, Y, Z, etc).

For panel sessions only:

Please provide information on strategies to be used to engage the audience in your session.

Learning Outcomes: Please provide a minimum of two participant learning outcomes (up to 100 words) phrased as follows...

Participants in this session will....

Presenter(s) Experience - (150 words maximum): Describe how each presenter's experience/knowledge makes him or her uniquely qualified to present this session. Be specific about the expertise related to the session (e.g., list other related presentations or reports) rather than general statements about degrees or years in the field.

Presenter Agreement

1. To the best of my knowledge, my proposed presentation will not violate any proprietary or personal rights of others (including any copyright, trademark, and privacy rights), is factually accurate, and contains nothing defamatory or otherwise unlawful.
2. CAIR has permission to use of my name, biographical information, and proposal text in connection with the use and promotion of the conference and related educational programming.
3. I am responsible for all travel arrangements and expenses incurred. I understand that I will not receive any royalties, honoraria, reimbursement of expenses, or other compensation from CAIR in connection with my presentation.
4. I will register for the conference.
5. I will provide CAIR with a copy of my presentation within two weeks of the conclusion of the conference to be posted on the CAIR website.

I agree.
