



# NEWSLETTER

Texas Association for Institutional Research

Vol. 2004-05, No. 1, Summer 2004

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## Transitions...

As the TAIR 2004 conference and College Station begin to fade into our memories, a new team of committee planners are already hard at work, preparing for the next conference, TAIR 2005 in Arlington: "**Fun Central**"!

Summer is always a time of transitions for TAIR; a time to reflect upon the successes of the past, and the opportunities for improvement; a time to review your conference evaluations, set up new committees, start new initiatives, and tweak the processes for existing ones.

### *Last Year's Successes:*

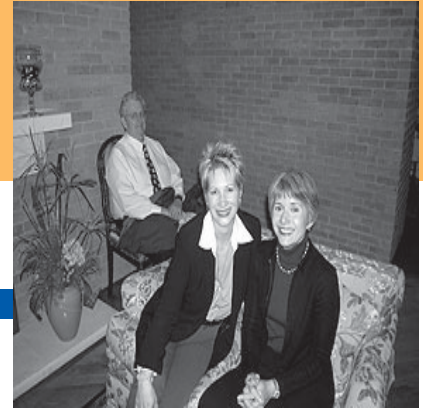
177 TAIR members attended the conference this year, up significantly from the previous year. TAIR adopted a travel grant program last year, thanks to the initiative of your immediate past-president, Marilyn Greer. Five grants for \$250 each were awarded for attendance at TAIR 2004. Grants will be available again this year, and members are encouraged to apply. Conference registration fees were also reduced last year to \$80. This will remain unchanged in the coming year.

TAIR 2004 attendees were treated to six pre-conference workshops, four excellent general session speakers, an enchanting evening at the George Bush Library, and a record number of concurrent sessions, roundtables, and special interest groups. A dedicated committee reviewed and revised the constitution and bylaws, which were voted in at the annual business meeting. The Resource Guide Committee completed their work, and posted the first edition of this informative guide on the TAIR Web site. The Database Committee launched the membership database, which is also posted on the Web.

### *This Year's Opportunities:*

Planning is already underway for TAIR 2005: Research is F.U.N. (Fundamental, Universal, and Necessary). We will be staying in

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## Election Results

Voting was conducted during the annual conference in February for the following positions: Vice President / President Elect, Secretary, and Nominating Committee. President Marilyn Greer announced the election results at the Business Meeting in College Station. Christopher Benton was elected Vice President/President Elect. Chris is the Director of Institutional Effectiveness and Research at Alvin Community College. Dr. Benton will preside as the program chair for the 2005 conference in Arlington. Danica Frampton, Senior Research Associate at St. Edward's University, was elected for a two-year term as Secretary. The members elected for the Nominating Committee this year are Joe Meyer, Texas State University—San Marcos, Gerry Dizinno, St. Mary's University, Roberta Rincon, Texas Higher Education Coordinating Board, and Denise Young, University of Dallas. Congratulations to all!

### Call for Newsletter Articles

Submit items for consideration for inclusion in the next newsletter to:  
Jana Marak, Newsletter Editor  
Baylor University  
One Bear Place #97032  
Waco, TX 76798-7032  
jana\_marak@baylor.edu  
254-710-8859

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the beautiful Wyndham hotel, where your local arrangements host, Sam Stigall, has negotiated for us to book our rooms at state rate (Way to go, Sam!). The Call for Participation has already gone out, and you can access the form online, or use the one that is in this newsletter. Keep your eyes open for more information on general session speakers, special events, workshops and other opportunities as plans are finalized.

A new committee has been formed this year, to oversee a strategic planning initiative for the organization. Susan Griffith will chair this committee, which will include members from public and private universities, community colleges, and state organizations. Be on the lookout for opportunities to give your input, as TAIR develops a vision and goals for the future.

Revisions in the constitution and bylaws that were approved in February called for the development of a new Publications Committee, which will oversee all publications of the organization. Tom Martin has agreed to chair this committee, which also includes Jana Marak, Newsletter Editor; Pam Haws, Conference Proceedings Editor; and Joe Meyer, TAIR Virtually Professional Editor. We are looking for some exciting innovations to come from this new team.

Teresa Isbell is in the process of building the Professional Development Committee. She has some intriguing new ideas about how professional development might be delivered to TAIR members. She will be seeking your input, as well.

So, we are poised at the transition between 2004 and 2005. I am looking forward to an exciting new year and hope to see you in Arlington in February.

Karen Laljani,  
TAIR President



## TAIR 2005 Program Committee Chairs

- Program Chair* ..... Chris Benton, Alvin Community College
- Concurrent Sessions* ..... David Preston, Brazosport College
- Evaluation* ..... Carol Kominsky, UH – Clear Lake
- Finance* ..... Jaime Garcia, Rice University
- General Sessions* Melissa Canady, Texas Christian University
- Local Arrangements* Sam Stigall, Univ. of Texas at Arlington
- Newsletter Editor/Publicity* ... Jana Marak, Baylor University
- Program Brochure* Gabriella Borcoman, Bill J. Priest Institute
- Registration* ..... Danica Frampton, St. Edward's University
- Resource Fair* ..... Allen Clark, University of North Texas
- Roundtables* ..... David Andrus, Del Mar College
- Special Interest Groups* Carol LaRue, Southwest Texas Jr. Col.
- TAIR Webmaster* Sam Stigall, University of Texas at Arlington
- Workshops* ..... Teresa Isbell, Northlake College
- Advisors* ..... Karen C. Laljiani, El Centro College  
..... Marilyn Greer, M.D. Anderson Cancer Center

## Appointments

President Karen Laljiani has announced the following committee appointments:

### ***Publications Committee:***

Tom Martin, CCCCD, Chair

Jana Marak, Baylor University,  
Newsletter Editor

Joe Meyer, Texas State University,  
TAIR Virtually Professional Editor

Pam Haws, University of Texas at  
Arlington, Conference Proceedings  
Editor

### ***Strategic Planning Committee:***

Susan Griffith, UT Pan American,  
Chair

Rose Austin, Kingwood College

Susan Brown, THECB

Gerry Dizinno, St. Mary's Univ.

Darline Morris, TSTC

Nick Valcik, UT Dallas

Fonda Vera, Richland College

Marilyn Greer, M.D. Anderson

Medical Center, Ex-Officio

Karen Laljiani, El Centro College, Ex-  
Officio

### ***Professional Development Committee:***

Teresa Isbell, Northlake College,  
Chair

Allen Clark, UNT

Paul Illich, McClennan CC

James Dilling, THECB

Tom Martin, CCCCD, Advisor

Leona Urbish, Rice University,  
Advisor



# TAIR 2005 Call for Participation

The theme for the annual conference in Arlington is TAIR 2005: Research is F.U.N. (Fundamental, Universal, and Necessary). This year's annual TAIR conference provides an opportunity for fellow researchers to share their expertise in how research at their institution is F.U.N.

Concurrent sessions, workshops, and roundtables are avenues through which knowledge and expertise in a wide variety of areas are shared among our members. TAIR welcomes submissions from veteran and new members on any topic within the field of institutional research. *The winner of the Best Paper Award at the 2005 conference will have the opportunity to present the paper and have his/her conference fees for the 2005 AIR Forum to be held in San Diego, California, paid for by TAIR.*

The Call for Participation form is included in this Newsletter and is also available online at [www.texas-air.org](http://www.texas-air.org). The following are guidelines for submitting proposals:

1. Write an abstract of 100 words or less. This abstract will be used by the Concurrent Sessions Committee to select sessions for inclusion in the program and as the session description in the program brochure.
2. Abstracts should include the following:
  - State the general objective of the session.
  - Identify two or three main points the presentation will cover.
  - Describe the theme/topic and the major points to be made. If a panel presentation is being proposed, describe how the differing perspectives of each panelist will contribute to the development of the topic.
  - End by stating what the audience should expect to learn by attending your session.
  - All acronyms must be defined.
3. Mark the format of your presentation -- paper, panel, software demo, or special session (please give details for any proposed special session).
4. Equipment requirements -- TAIR will provide an overhead projector and screen for each room. Individual presenters must arrange for any additional equipment. Please let us know what equipment you will be bringing so that we can make sure there are enough outlets, hookups, etc. At least one room will be prepared for presenters requiring internet connections.

To submit your presentation for consideration at the conference, send your proposal for:

**Concurrent Sessions to:**

David Preston  
Brazosport College  
500 College Drive  
Lake Jackson, TX 77566  
979-230-3256  
[dpreston@brazosport.edu](mailto:dpreston@brazosport.edu)

**Roundtables to:**

David Andrus  
Del Mar College  
101 Baldwin Blvd., HA-107  
Corpus Christi, TX 78404  
361-698-1207  
[dandrus@delmar.edu](mailto:dandrus@delmar.edu)

**Workshops to:**

Teresa Isbell  
Northlake College  
5001 N. MacArthur Blvd.  
Irving, TX 75038  
972-273-3392  
[tisbell@dcccd.edu](mailto:tisbell@dcccd.edu)

**Proposals must be received by August 15th!**

# Member News



**Cindy Rowe**, formerly Research Associate at North Lake College, has accepted the position of Coordinator for Institutional Research at Tillamook Bay Community College in Tillamook, Oregon. Good luck Cindy! TAIR will miss you.

**Sally Andrade**, has retired from her position as the Director for Institutional Evaluation, Research and Planning at The University of Texas at El Paso. Best of luck to Sally who will begin independent consultation in August!

**Christopher Vinger**, formerly at Austin Community College can now be reached at the following:  
Christopher Vinger, Director of Institutional Research  
Berkeley College, Garret Mountain Campus, 44 Rifle Camp Road, West Paterson, NJ 07424, 973-278-5400 x1110, 973-653-0017 (fax), [cjv@berkeleycollege.edu](mailto:cjv@berkeleycollege.edu). Best of luck Christopher -- TAIR will miss you!

**John Kalb** is the new Director of Institutional Research at Southern Methodist. He began October 1. **C. K. Allen** is the new Institutional Research Analyst in the office. **Robin DeVore** is the new Administrative Assistant in the office, giving the office a completely new staff. Please contact John ([jmkalb@smu.edu](mailto:jmkalb@smu.edu)), C. K. ([callen@smu.edu](mailto:callen@smu.edu)), or Robin ([rdevore@smu.edu](mailto:rdevore@smu.edu)) if you need any SMU information. The SMU IR office web site is [www.smu.edu/ir/](http://www.smu.edu/ir/). Welcome to TAIR!

The previous Director of Institutional Research at SMU, **Cathy Lebo**, is now the Director of Institutional Research at Johns Hopkins. **Patricia Hull**, the previous Analyst, is now Assistant Director of Institutional Research at Duke University. Best of luck to both of you!

**Charles Orsak** retired from San Jacinto College District in January. Effective July 13, **Peggy Johnson's** new title at San Jacinto College District will be Associate Director of Research and Institutional Effectiveness. Congratulations!

## TAIR-L Listserver

All current members can post information directly to the listserv. You do not have to send messages through the TAIR-L list manager. Send your email directly to this address to have it posted to the list:

[tair-l@listserv.brazosport.cc.tx.us](mailto:tair-l@listserv.brazosport.cc.tx.us)

If you need to subscribe or unsubscribe from the list, send your request to David Preston at [dpreston@brazosport.cc.tx.us](mailto:dpreston@brazosport.cc.tx.us). Remember that the list is open only to TAIR members.

## Upcoming Events

Summer AIR Institutes: Information Technology Institute, July 16-20, at the University of Utah; and Foundations for the Practice of Institutional Research Institute, July 23-27, at Seattle Pacific University. For more information: <http://www.airweb.org/page.asp?page=6>

SAIR Conference, October 16-19, Biloxi, Mississippi. For more information: [www.sair.org](http://www.sair.org).

SCUP South Regional Conference, October 24-26, Austin. For more information: [www.scup.org](http://www.scup.org).

# TAIR Financial Report

## April 1, 2003 - March 31, 2004

	Debits	Credits	Balance
Starting Balance			<b>\$41,797.28</b>
<b>Expenditures</b>			
Conference Expenditures (2003-El Paso)	\$ 3,032.06		
Conference Expenditures (2004-College Station)*	\$ 21,444.75		
Best Paper Award 2003 Expenditures	\$ -		
Travel Grants	\$ 1,250.00		
Membership Services:			
Newsletters	\$ -		
TAIR Web Page	\$ 1,222.95		
Summer Professional Development Workshop	\$ 4,793.65		
Legal Fees (Tax Exempt Status)	\$ -		
Administrative Expenses	\$ 502.52		
Miscellaneous Expenses & Fees	\$ 1,751.81		
<b>Total Expenditures</b>			<b>\$33,997.74</b>
<b>Revenues</b>			
Conference Income (2003-EL Paso)		\$ 7,650.83	
Conference Income (2004-College Station)		\$ 26,624.00	
Interest Earned on Deposits		\$ 233.15	
Memberships		\$ 315.00	
Summer Professional Development Workshop		\$ 6,214.00	
<b>Total Revenues</b>			<b>\$41,036.98</b>
Ending Balance			<b>\$48,836.52</b>



## Travel Grants!



Are you ready? It's already time to plan for TAIR in Fun Central - Arlington! Maybe some of you or your office staff will want to attend, but are just short of travel money for the entire group. TAIR is once again offering the TAIR Travel Grants. We will be awarding eight travel grants at \$250.00 per grant for expenses. The form is in this newsletter and is on the web. Please read the rules and send in your grant information. TAIR is very excited about this new program and wants to make sure that funding is NOT the reason that you or your staff will miss a terrific time to enhance your professional development. Keep those emails, faxes, letters coming!

Marilyn Greer  
TAIR Immediate  
Past President

## 2004 Conference Proceedings to be Posted

Pam Haws, University of Texas at Arlington, is the new Conference Proceedings Editor. Her plans are to have copies of presentations, or links to presentations, available on the TAIR Web site. If you made a presentation at the 2004 Conference in College Station, watch for an email requesting a copy of your presentation.

**TAIR 2005: Research is F.U.N.**  
**(Fundamental, Universal, and Necessary)**  
**Wyndham Hotel - Arlington**  
**February 23 - 27, 2005**



# Travel Grants

**Purpose:** To assist with expenses incurred while attending the annual TAIR conference. The funding is to provide for professional development among institutional research professionals that work in institutions and organizations located in Texas.

**Eligibility:** Travel Grants are available to both active members and newcomers (individuals who will become new members of TAIR at the immediate next annual conference). Upon review of the applications by the current Immediate Past President or designee, a recommendation is made to the TAIR Executive Committee who will approve the grant awards. Members of the TAIR Executive Committee are not eligible for travel grants during their term. Travel grants are not transferable.

**Number and Amount of Grants:** A total of eight grants at a maximum amount of \$250.00 per grant will be available each year for travel to the TAIR conference.

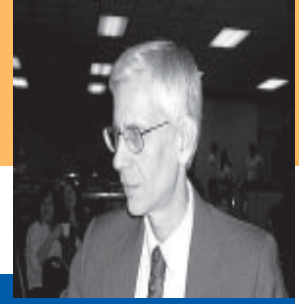
**Application Materials and Considerations:** To be considered for the award, application materials must be submitted to the Immediate Past President or designee. The deadline will be announced in the annual conference "Call for Participation" or TAIR Newsletter. The following items must be submitted:

- a. applicant's name and institution/organization of employment;
- b. a brief resume/curriculum vita;
- c. a statement of how receiving the grant will contribute to professional development, particularly with regard to future activity in TAIR;
- d. a statement describing financial need and the financial support available from his/her institution and other possible sources.

**Criteria for Awarding of Grants:** Recommendations by the Immediate Past President will be based on information submitted in the application materials.

Applications from individuals who have not received a travel grant from TAIR within the past three years will receive priority. Only one travel grant will be awarded to an institution in a single year. Applications are submitted in the fall of each year. Details about the application procedure, including the deadline for receipt of applications, will be published in the newsletter and the Web site each summer.





## Travel Grants Application

### 1. APPLICANT INFORMATION

Applicant Name:

Work Title:

Work Address:

Phone Number:

Fax Number:

Email Address:

### 2. STATEMENT OF WHY GRANT IS NEEDED

*Explain how receiving the grant will contribute to professional development, particularly with regard to future activity in TAIR*

### 3. STATEMENT OF FINANCIAL NEED

*Explain your financial need and the support available from the institution.*

### 4. ACADEMIC QUALIFICATIONS

*Attach a brief resume/curriculum vita.*

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**DEADLINE FOR SUBMISSION:**

**DECEMBER 10, 2004**

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Submit your form to:

Dr. Marilyn Greer, TAIR Immediate Past President  
The University of Texas M. D. Anderson Cancer Center  
1515 Holcombe Blvd., Box 148  
Houston, Texas 78230  
FAX: (713) 792-7327  
email: [mjgreer@mdanderson.org](mailto:mjgreer@mdanderson.org)

# Call for TAIR Nominations

It's time to submit your nominations for the following activities:

1. The TAIR Outstanding Service Award
2. TAIR Elective Positions
3. Site for Annual TAIR Conference

## Outstanding Service Award

This prestigious TAIR Award is presented at the TAIR Annual Conference. The TAIR Outstanding Service Award shall be presented to members who have made a significant contribution to TAIR over an extended period of time.

- A nominee for the Award must have been a TAIR member for at least five years and not a member of, nor a candidate for, the Executive Committee during the year nominated.
- In addition, the nominee must meet at least three of the four following criteria. The candidate has:
  1. been a member of the TAIR Executive Committee, served on Program Committees, been appointed by the President to serve on committees or in positions of responsibility consistent with those in Section 6 of the Bylaws;
  2. presented contributed sessions at TAIR conferences;
  3. organized, offered, or acted as a primary presenter in workshops or panels at TAIR conferences;
  4. contributed in some other specific and significant ways that have advanced the purposes of TAIR.

## TAIR Elections

Elective positions to be voted on at the TAIR 2005 conference in Arlington include:

1. Vice-President/President-Elect – the elected individual will serve on the TAIR Board for three years:
  - As Vice-President and Program Chair, March 2005-February 2006
  - As President, March 2006-February 2007
  - As Immediate Past President, March 2007-February 2008
2. Treasurer – the elected individual will serve on the TAIR Board for two years: March 2005-February 2007
3. Nominating Committee – four positions – the term of each member shall be one year: March 2005-February 2006

TAIR needs people who represent all groups within our organization (junior/community and university/senior colleges, public and private, ethnically diverse, etc.). Please nominate one or more persons to any or all of these positions. If you are interested in being a candidate, nominate yourself!!!

## Submit your Site Suggestions for the Annual TAIR Conference to be held in February 2007

Two sites will be selected by the Nominating Committee and placed on the ballot at the February 2005 conference in Arlington. Representatives of the final two sites will be invited to make presentations to the conference attendees.

### ***DEADLINE FOR SUBMITTING ALL NOMINATIONS: SEPTEMBER 10, 2004***

Use the Nomination Form on the reverse to submit your Nominations for any or all of the above areas, either by fax, mail, or email.

SEND TO:

Dr. Marilyn Greer, TAIR Immediate Past President  
The University of Texas M. D. Anderson Cancer Center  
1515 Holcombe Blvd., Box 148  
Houston, Texas 78230  
FAX: (713) 792-7327  
Email: mjgreer@mdanderson.org

# TAIR Nomination Form

(As a member of TAIR, you can submit one nomination per category)

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## 2005 TAIR Outstanding Service Award

(Nominee must meet the requirements as noted on the reverse side of this form)

### ***SUBMIT NAME/INSTITUTION***

Award Nominee: \_\_\_\_\_

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## 2005 TAIR Executive Committee and Nominating Committee

### ***SUBMIT NAME/INSTITUTION***

Vice-President/  
President-Elect: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Nominating Committee: ***(SUBMIT UP TO FIVE NAMES/INSTITUTIONS)***

Nominee: \_\_\_\_\_

Nominee: \_\_\_\_\_

Nominee: \_\_\_\_\_

Nominee: \_\_\_\_\_

Nominee: \_\_\_\_\_

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## Suggested Site for 2007 TAIR Conference

Location: \_\_\_\_\_

Site Spokesperson: \_\_\_\_\_

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***DEADLINE FOR NOMINATIONS/SUBMITTING FORM: SEPTEMBER 10, 2004***

Fax or mail this form to:

Dr. Marilyn Greer, TAIR Immediate Past President  
The University of Texas M. D. Anderson Cancer Center  
1515 Holcombe Blvd., Box 148  
Houston, Texas 78230  
FAX: (713) 792-7327  
mjgreer@mdanderson.org

or Email:

## TAIR 2005 Call for Participation

1. Title of Presentation:	
2. Concurrent Session:	<input type="checkbox"/> Panel <input type="checkbox"/> Paper <input type="checkbox"/> Online Demonstration Length: <input type="checkbox"/> 40 minutes <input type="checkbox"/> 60 minutes
3. Special Sessions: <input type="checkbox"/> Roundtable <input type="checkbox"/> Workshop <input type="checkbox"/> Special Interest Group	
4. Audience:                      (Please check all that apply) <input type="checkbox"/> 2 Year <input type="checkbox"/> 4 Year <input type="checkbox"/> Public <input type="checkbox"/> Private <input type="checkbox"/> Newcomers	
5. Abstract: On a separate sheet of paper, briefly summarize the topic and its importance to the TAIR membership. (Limit to 100 words.) Proposals for concurrent sessions, workshops, and roundtables must include abstracts. Please note that these abstracts will be used to evaluate the proposals and that the first few paragraphs may be reproduced for the conference program brochure.	
6. Primary Contact: <b>(NOTE: All presenters &amp; moderators must be registered for the conference.)</b>	
Name:	Institution:
Title:	Mailing Address:
Telephone:	FAX:                      Email:
7. Other Presenter(s)	
Name:	
Title:	
Institution:	
TAIR will provide an overhead projector and screen in every concurrent session room. It is suggested that the individual presenter arrange for any additional equipment through the Local Arrangements Committee. If you can, please indicate your equipment plans.	
<input type="checkbox"/> I will be bringing equipment <input type="checkbox"/> I will need assistance with obtaining equipment	
8. Moderators and resource fair contributors are important to the success of the conference. If you would like to serve, please indicate below.	
<input type="checkbox"/> Moderator <input type="checkbox"/> Resource Fair Contributor	
Name:	Institution:
Title:	Mailing Address:
Telephone:	Email:

**DEADLINE: August 15th**