

Newsletter

Texas Association for Institutional Research

Volume 2006-2007, Issue 1, June 2006

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A Letter from TAIR 2007 President Gerry Dizinno

TAIR Members:

It was great to see so many of you at TAIR 2006 in Austin; our official count puts the attendance at 206, close to a record! We are already looking forward to making TAIR 2007 an even bigger success.

I've been corresponding with you via TAIR-L, but just to summarize some of the things that have happened since the meeting in Austin:

- Karen Laljiani and Teresa Isbell have agreed to serve as Members-At-Large on the TAIR Executive Committee. Karen will be responsible for all things technological, and Teresa will be responsible for professional development.
- Margaret Drain had to resign her duties as TAIR Treasurer, but Jana Marak has agreed to serve as Treasurer for the remainder of the year.
- Verna Dewees and Leona Urbish, both Past-Presidents of TAIR, are splitting the duties of TAIR Past-President for the remainder of this year to help with Awards and Nominating Committees.
- Ruben Garcia has appointed Chairs to all committees for TAIR 2007 in S. Padre Island. We will be visiting there soon to make final arrangements at the hotel.
- The website is under constant development, with the help of our Webmaster, Mark Lansdon.
- The first Executive Committee/Program Planning Committee meetings were held in Austin on May 25th and 26th. In addition to working on next year's conference, the focus was achieving the goals of our Strategic Plan. We are hoping to continue the traditions of TAIR and to improve on the services and programs we offer to our members.
- Lastly, we had quite a number of TAIR members at the AIR Forum in Chicago. We had a good meeting as an AIR affiliated group, and following that a number of us had a nice Italian dinner together.

I hope the rest of your spring goes well for you. If you need any assistance with TAIR matters, or just want to voice some concern, please feel free to call or email me.

Cheers,
Gerry Dizinno
President

TAIR Officers and Editor

President

Gerry Dizinno, Ph.D.

University of Texas – San Antonio
San Antonio, Texas
(210) 458-4706

gerry.dizinno@utsa.edu

Vice President

Ruben Garcia

Texas Workforce Commission
Austin, Texas
(512) 491-4965

ruben.garcia@cdr.state.tx.us

Secretary

Darline Morris-Baldwin

Texas State Technical College-Waco
Waco, Texas
(254) 867-3063

darline.morris@tstc.edu

Treasurer

Jana Marak

Baylor University
Waco, Texas
(254) 710-8859

jana_marak@baylor.edu

Members-at-Large

Karen Laljiani - Technology

El Centro College
Dallas, Texas
(214) 860-2016

laljiani@dcccd.edu

Teresa Isbell – Professional Dev.

North Lake College
Irving, Texas
(972) 273-3392

tisbell@dcccd.edu

Immediate Past President(s) by appointment

Verna Dewees

Texas A&M University System
College Station, Texas
(979) 458-6034

v-dewees@tamu.edu

Leona Urish

Rice University
Houston, Texas
(713) 348-6258

lurbish@rice.edu

Newsletter Editor

Carol LaRue

Southwest Texas Junior College
Uvalde, Texas
(830) 591-7324

clarue@swtjc.cc.tx.us

TAIR 2007 Program Committee Chairs

Program Chair Ruben Garcia, TX Workforce Commission
Concurrent Sessions Rose Austin, Kingwood College
Evaluation Danica Frampton, St. Edward's University
Finance Jana Marak, Baylor University
General Sessions Mrinal Mughd, UT-Brownsville
Local Arrangements Cathy Vale, UT-Pan American
Newsletter Editor Carol LaRue, Southwest Texas Jr. College
Program Brochure Gabriela Borcoman, THECB
Registration Darline Morris-Baldwin, TSTC-Waco
Resource Fair Shari Koukl, UT-Tyler
Roundtables Allen Clark, University of North Texas
SIGs David Andrus, Del Mar College
TAIR Webmaster Mark Lansdon, Texas at Arlington
TAIR Listserv David Preston, Brazosport College
Workshops Teresa Isbell, North Lake College

Appointed Committees

Publications Committee:

Karen Laljiani-El Centro College, Chair

Carol LaRue-Southwest Texas Jr. College, Newsletter Editor

Mark Lansden-UT - Arlington, Conference Proceedings Editor

Paul Illich-McLennan Community College, TAIR Virtually Professional Editor

Tom Martin-Collin Co. Community College, Virtually Professional Cttee Member

Brian Cordeau-UT-San Antonio, Virtually Professional Cttee Member

Professional Development Committee:

Teresa Isbell-North Lake College, Chair
Allen Clark-University of North Texas,
Gabriela Borcoman-Texas Higher Education Coordinating Board, Danica Frampton -
St Edwards University, Robin Huskey-Northeast Texas Community College, Sue
Kornfeld-El Centro College (DCCCD), Soon Mertz-Austin Community College, Joe
Meyer-Texas State University

Audit Committee:

Maryann Ruddock-UT Austin and Dennis Brandt-Northeast CC – Nebraska

Awards Committee:

Verna Dewees-TX A&M University System, Chair

David Andrus-Del Mar College, Rebecca Richter-Blinn College, Kathy Friedrich-
College of the Mainland, Jaime Garcia-Rice University, Christine Stroup-Benham-UT
Medical Branch, Jana Marak-Baylor University

Election Results

Voting was conducted during the annual conference in January. President Gerry Dizinno announced the following election results at the annual business meeting.

Vice President/President Elect

Ruben Garcia, TX Workforce Commission – Austin



Nominating Committee

Amy Bawcom
University of
Mary-Hardin Baylor



Paula N. Cox
Rice University



Tom Martin
Collin County Community
College District



Leslie Odom
University of North TX



...And Other TAIR Officers

President, Gerry Dizinno, Ph.D
University of Texas – San Antonio



Secretary,
Darline Morris-Baldwin
Texas State Technical College – Waco

Treasurer

Jana Marak, Baylor University - Waco



Members-At-Large: Technology (1 yr term),

Karen Laljiani

Dallas Co. Community College District, El Centro



Professional Development, (2 yr term)

Teresa Isbell
Northlake College

The TAIR Website has a new look

<http://www.texas-air.org>

Check it out!

New feature – TAIR Member
Profiles

Texas Association for Institutional Research

28th Annual Conference

Minutes of the Annual Business Meeting

Friday, February 3, 2006 – 8:00 a.m. to 9:00 a.m.

Radisson Hotel, Austin, Texas

2006-1 Call to Order. The meeting was called to order by President Gerry Dizinno.

2006-2 Approval of the Minutes from the 2005 Business Meeting. The motion to dispense with the reading of the 2005 Business Meeting minutes and accept them as presented in the attendee packet was made by John Kalb of Southern Methodist University and seconded by Maryann Ruddock of The University of Texas at Austin. The motion passed unanimously.

2006-3 Past-President Reports. Immediate Past President Karen Laljiani gave the following reports:

A. Strategic Planning Committee. The Executive Committee has begun going through the plans that were put together last year by the Strategic Planning Committee with input from the membership, and putting initiatives to the goals stated there. In order to do this, the Executive Committee meetings were expanded from a couple of hours to a full day; however, there still was not time to set initiatives for all the goals. The major concerns addressed were improving service to newcomers, improving our web site and the membership database that is part of that, professional development, and the electronic “face” of TAIR. As the Committee continues to work on these and other initiatives, they will be sending updates through TAIR-L.

B. Web Site Development. In order to improve the functionality and look of the web site, TAIR has hired a professional web master for the first time. Mark Lansdon has given the site a new look, complete with a “Contact us” button on the first page that allows you to talk with the web master. Karen urged members to send problems with and suggestions for the site to Mark.

C. Past Presidents’ Luncheon. There were ten past presidents here this year, which Karen pointed out represents a lot of combined expertise and commitment to TAIR. The group mostly talked about the initiatives to be discussed here today, such as the Strategic Plan, proposed changes to the Constitution and Bylaws, immediately filling some of the vacancies in the Executive Committee, and so forth.

D. Travel Awards. There were originally four \$250 travel grants awarded this year, although one recipient was not able to attend after all. Karen reminded members that next year’s travel expenses will likely be higher for most people since the conference will be on South Padre, and urged them to take advantage of the travel grants. There are eight grants available per year, but generally only two or three per year are requested.

E. Awards/Awards Committee. The Awards Committee was comprised of David Andrus, Del Mar College; Jaime Garcia, Rice University; Chris Stroup-Benham, University of Texas Medical Branch at Galveston; Rebecca Richter, Blinn College; Jana Marak, Baylor University; and Kathy Friedrich, College of the Mainland. They took the criteria put together by last year’s committee, tweaked it a little, and used it to make this year’s awards.

The **TAIR Outstanding Service Award** is given out only when we find someone who has done an exceptional amount of work for the organization for a long period of time; it is really sort of a lifetime achievement award. This year’s recipient is Susan Griffith of The University of Texas—Pan American. Susan has served TAIR for many years, in many capacities, is a past president of TAIR, has been active in SAIR and AIR, has worked on the Bylaws Committee, served as Chair of the Strategic Planning Committee, and will serve on the Local Arrangements Committee for next year’s conference. Catherine Vale accepted the award for Susan.

Karen congratulated this year’s winner of the **Best Presentation Award**, David Preston of Brazosport College, and presented him with a plaque. He will be invited to present his paper at AIR 2007, with the registration fee paid by TAIR.

The awards committee for the Best Electronic Fact Book is comprised of TAIR Past Presidents. This year’s participants on the committee were Susan Griffith, The University of Texas—Pan American; Richard Bailey, San Jacinto College North; Verna Dewees, Texas A&M University System; Bob Collins, Sul Ross State University; Maryann Ruddock, The University of Texas at Austin; Leona Urbish, Rice University; and Glenn James, Tennessee Technological University. Karen invited Allen Clark, Resource Fair Chair, to hand out the fact book awards. The winner for **Best Electronic Fact Book** was The University of North Texas. The winner for **Best Printed Fact Book** was Tarleton State University.

For the **Best Practice Award**, examples of documents submitted this year were facts at a glance, fact sheets, mini fact books, survey guidelines, I.R. newsletters, and fact books on CD. Karen urged people to expand that in the future by bringing planning documents, strategic plans, environmental scans, end of year reporting on strategic plans, etc. The winner this year is Texas Tech University, for their trifold pamphlet fact sheet.

F. Nominating Committee. Karen thanked this year's Committee members, John Kalb, Southern Methodist University; Pam Haws, The University of Texas—Arlington; Gabriela Borcoman, the Texas Higher Education Coordinating Board; and Allen Clark, The University of North Texas. The election results were as follows: Darline Morris, Texas State Technical College—Waco is Secretary. The members of the Nominating Committee are Amy Bawcom, University of Mary Hardin-Baylor; Paula Cox, Rice University; Tom Martin, Collin County Community College District; and Leslie Odom, The University of North Texas. Ruben Garcia, Texas Workforce Commission, will be Vice President/President-Elect. There was no election this year for the 2008 conference site, which will be Houston.

2006-4 Planning Committee Report. Gerry Dizinno gave his thanks to the Program Committee, introducing the chairs and asking the people who helped them to stand also. This year's chairs were: **Concurrent Sessions**, Ruben Garcia, Texas Workforce Commission, with James Loiselle and Hiwot Berhane; **General Sessions**, Darline Morris, Texas State Technical College—Waco, with Heath Grimes and Ted Donovan; **Local Arrangements**, Susan Brown and Gabriela Borcoman, the Texas Higher Education Coordinating Board, with a fair size committee; **Brochure**, Gabriela Borcoman, the Texas Higher Education Coordinating Board; **Newsletter**, Carol LaRue, Southwest Texas Junior College; **Roundtables**, John Kalb, Southern Methodist University; **Resource Fair**, Allen Clark, The University of North Texas; **Special Interest Groups**, Marilyn Greer, The University of Texas MD Anderson Cancer Center; **Workshops**, Teresa Isbell, North Lake College; **TAIR-L**, David Preston, Brazosport College; **Webmaster**, Sam Stigall, The University of Texas—Arlington; **Registration**, Margaret Drain, Houston Community College System, and Danica Frampton, St. Edward's University; **Evaluations**, Gerry Dizinno, The University of Texas—San Antonio.

Gerry also thanked Darline Morris and her team for providing computers and tech help for the pre-conference workshops, David Preston for helping to revise the concurrent session form, and Teresa Isbell for putting together the summer workshops. In addition, he urged people to sign up and present more roundtables next year. Members will receive an e-mail in the next couple of weeks regarding the overall conference evaluation which will be done online this year.

2006-5 Financial Report. There were 206 attendees at this conference, 80 from two-year schools, 108 from 4-year schools (30 Private and 78 Public), 4 from proprietary schools, and 14 from other organizations. This total ties us for the highest attendance with the 2001 conference in Clear Lake.

Treasurer Margaret Drain reported that because the conference is so early this year, a final figure for January is not available. Margaret referred to the third quarter financial report included in the registration packets, which shows a balance of \$45,329.82 and a preliminary balance for January of \$60,012.32. She pointed out that the January balance does not include any of the hotel bills for the conference or some other expenses. Margaret also stated that the summer institute did lose a small amount of money, but was well worth the time and effort put into it, and thanked Paul Illich and McClennan Community College for their kindness.

2006-6 Constitution and Bylaws Changes. Gerry opened the discussion, noting that some of the proposed changes came from the Executive Committee's discussion of strategic planning and the fact that we would need to devote more time and energy to it.

A. Membership and Voting:

Current Status: Article III: Membership and Voting

Section 2. There shall be the following categories of membership: regular membership, graduate student membership, and emeritus membership. ...

Section 6. Only regular members shall be eligible to vote on Association business and hold elective offices in the Association.

Proposed Changes: Eliminate Section 6, and renumber sections 7-9 to 6-8.

Gerry explained that the current wording of Section 6 eliminates emeritus members and graduate students from the voting process, and that when calling for a vote at the business meetings we do not have a mechanism in place to identify these people. The proposed change would allow all members, all "classes", to vote. A motion to accept the proposed change was

made by Verna Dewees, Texas A&M University System, and seconded by Darline Morris, Texas State Technical College—Waco. The motion passed unanimously, with no discussion.

B. Officers:

Current Status: Article IV: Officers

Section 1. The officers of the Association shall consist of a President, a Vice President, a Secretary, a Treasurer, and an Immediate Past President.

Proposed Changes: The officers of the Association shall consist of a President, a Vice President, a Secretary, a Treasurer, *an Immediate Past President, and two Members-At-Large.*

Gerry reiterated Karen's earlier statement that even with extending the Program/Executive Committee meetings to two days, the Committees were not able to get to everything. There is a need for more focus on professional development (pre-conference workshops, the summer institutes, etc.) and technology (the web site, conference issues, etc.). To that end, Gerry proposed a structure which would add two voting members to the Executive Committee who would be specifically charged with dealing with those issues.

A motion to support the addition of two Members-At-Large to the Executive Committee was made by Verna Dewees, Texas A&M University System, and seconded by Maryann Ruddock, The University of Texas at Austin. The motion passed unanimously, with no discussion.

After the vote, Gerry clarified that these appointments will be made at the end of this conference, one for a one-year term and one for a two-year term. Beginning with the next conference, the position appointed for a one-year term will be up for election and the process will continue from there with the second position up for election the following year. These will be two-year terms once the election process begins, with one position elected each year. [Gerry subsequently appointed Karen Laljiani, El Centro College, to a one-year term as the Member-At-Large for Technology and Teresa Isbell, North Lake College, to a two-year term as the Member-At-Large for Professional Development.]

C. Executive Committee:

Current Status: Article V. Executive Committee

Section 3. No members of the Executive Committee shall receive compensation for their services.

Proposed Changes: *Compensation to members of the Executive Committee shall be limited to:*

(a) waiver of the conference registration fee for the annual meeting, not to include membership fee, workshops or special event; and

(b) reimbursement of up to \$100 for each Executive/Program Committee meeting, to be applied to travel and/or lodging. If mileage is to be reimbursed, it will be reimbursed at the federal rate.

Gerry invited Karen Laljiani to speak about the rationale for these proposed changes. Karen began with a discussion of part a, noting that some Executive Committee members do not get to attend any sessions or workshops during the conference, yet they are still required to pay the registration fee for the conference. Basically, we are charging these members to serve the organization, sometimes forcing them to choose between this service and attending other conferences. She further stressed that the proposal would waive only the registration fee, not the membership fee.

A motion for approval of the proposed change was made by Verna Dewees, Texas A&M University System, and seconded. At that time, Maryann Ruddock, The University of Texas at Austin, requested that both issues be discussed before voting, but voted on separately.

Karen went on to discuss reimbursement of travel fees, explaining that the extension of meetings to two days makes an overnight stay necessary for the Executive Committee members. She pointed out that there are a lot of disparities in the state between one organization and another and went on to express her belief that this could basically result in TAIR being ruled by richer organizations and eliminating participation from less well-financed institutions. The proposed reimbursement would not cover much more than hotel fees for each meeting. In cases where the member's institution requires them to choose between planning meetings and going to SAIR or AIR, unless they can get grant money, all of the member's budget goes into serving TAIR. Treasurer Margaret Drain added that even though the proposed compensation might not cover much of the expense of serving on the Executive Committee, it would at least even the playing field, especially for those from smaller cities that are further from the meeting sites.

A motion to support the reimbursement of travel fees was made by Katharine Mason of Learning Curves Education Network and seconded by Gabriela Borcoman of the Texas Higher Education Coordinating Board. Discussion followed, with Gerry stating that the cost would be \$560 per year at the current registration fee for part a, and \$2100 per year for part b. Concerns heard from the floor began with the question of how to finance this, what opening the door to compensation might bring in terms of future costs, and whittling away of the organization's bank account. It was stated that in the future the registration fee may be raised a few dollars to cover these expenses. There was a question from the floor as to whether the travel award budget could be used for this kind of reimbursement, and Karen replied that the Executive Committee is not eligible for travel awards. Gerry stated that it would not be appropriate accounting-wise to take funds committed to one purpose and move them to another.

In further discussion, one member asked whether it had been suggested to phase in the travel reimbursement instead of covering all three meetings at once, and another asked whether it could be done as a separate grant for the Executive Committee for those who need it. Gerry pointed out that no one would be forced to take advantage of the reimbursement and that he in particular would not be taking it since he is continuing on the Executive Committee and has a reasonable travel budget. In response to further questioning, it was stated that the organization's balance will be approximately \$37,000 after the conference. The projected balance was deemed adequate for now during subsequent discussion, but the point was raised that we would be committing funds to something with no budget to cover it. Concern was again voiced about the possibility of having to raise future conference fees and the fact that TAIR already has travel money (grants) on the table that the membership is not taking advantage of.

A request was made from the floor to end discussion and call the questions. The vote to call the questions was unanimous. Gerry called the question of waiving conference registration fees for the Executive Committee and it passed unanimously. There was a request from the floor to table the discussion of travel reimbursement, but it was pointed out that it could not be tabled because there was a motion on the floor. It was voted unanimously to call the question, and the resulting vote was:

63 for
12 against
15 abstain
The motion passed.

2006-7 Outgoing Officers. President Gerry Dizinno presented a plaque to outgoing Secretary Danica Frampton, thanking her for her work over the past two years. He then thanked Immediate Past President Karen Laljiani for her years of work with TAIR in both official and unofficial capacities and her tremendous amount of service to the organization, including creating the web site.

Karen announced that the Immediate Past President's cap would have gone to Chris Benton had he stayed in the state, but would now go to another past president who will be coming back to take the hat and take over the duties. Because Gerry assumed the duties of both President and Vice President/President-Elect for the past year when Chris left, the gavel was not passed. Gerry announced that he will let the membership know via TAIR-L when the Immediate Past President and Member-At-Large positions have been filled. [Gerry subsequently announced that Verna DeWees, Texas A&M University System, and Leona Urbish, Rice University, will work with him to coordinate the Nominating Committee and Awards Committee, sharing the duties of Immediate Past President. The Members-At-Large announcement was made as noted in part 2006-6 B of these minutes.]

2006-8 TAIR 2007. Sylvia Solis from the South Padre Island Chamber of Commerce spoke about next year's conference, thanking Cathy Vale for hosting and working with her to set it up. The Sheraton will be our conference hotel. After a quick guessing game, Sylvia announced that she expected conference attendance to increase by 35% next year and awarded the members with the closest guess a gift basket to be put in their rooms at the conference.

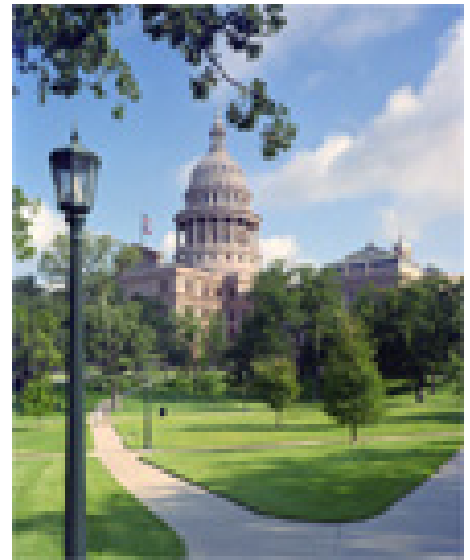
2006-9 Meeting Adjournment. After the awarding of door prizes, Gerry thanked the Program Committee members for bringing them, announced where missing fact books could be found, and adjourned the meeting.

Respectfully submitted,

Danica D. Frampton
Secretary

28th Annual Conference Attendees

2-year schools	80
4-year public schools	78
4-year private schools	30
4-year proprietary schools	4
Other	<u>14</u>
Total	206



2006 Awards

Outstanding Service Award:
Susan Griffith

Best Electronic Fact Book:
University of North Texas

Best Presentation:
David Preston

Best Practice Award:
Texas Tech (Fact Sheet)

Best Printed Fact Book:
Tarleton State

Dear Colleagues:

I want to thank TAIR for presenting me with the Outstanding Service Award this year.

I was shocked, surprised, and proud when Catherine Vale called me from the annual meeting to tell me of this honor.

I do find it ironic, tho, that the award was presented at the only business meeting I've missed in all my years of attending TAIR conferences!

I hope I have more opportunities to serve the TAIR membership in the future in any way I can.

Sincerely,

Susan R. Griffith

TAIR 2007: South Padre Island Here We Come!

The beautiful beaches and relaxing atmosphere of South Padre Island is the setting for the 2007 TAIR conference scheduled from February 27 – March 2, 2007. The conference hotel is the Sheraton South Padre Island Beach Hotel where rooms look out to the blue waters of the Gulf of Mexico. Reservations can be made on-line through the following link:

<http://www.starwoodmeeting.com/StarGroupsWeb/booking/reservation?id=0606165222&key=E621>

The conference program committee is now hard at work putting together a memorable conference. It is not just the “margarita hour” but a host of entertaining speakers, enlightening concurrent sessions, educational workshops and a special event, tentatively planned as an evening in Mexico that will be long remembered.

Submit proposal early and often. Make your hotel reservations early because this conference is predicted to have the most attendees in the history of TAIR. See y’all in beautiful South Padre Island!

The TAIR 2007 Conference Theme
in South Padre Island will be:

**Institutional Research:
A Beacon of Light in a Sea of Information**



TAIR Travel Grants

TAIR wants to be sure that funding is not the reason that you or your staff will miss TAIR 2007 and will be awarding eight travel grants at \$250 each to help cover expenses. Travel grants are available to both active members and those becoming new members in 2007. The form is available on the TAIR website <http://texas-air.org>



**TAIR 2006 SUMMER
WORKSHOPS
SAN MARCOS, TX
JUNE 29-30**

The TAIR Summer 2006 Workshops were a success. More than 45 people registered for the two-day event. Kudos to our speakers: Dr. Gabriela Borcoman, Diane Eargle and Evelyn La Vigne from the THECB; Dr. Gary Hanson from The University of Texas System; and Fonda Vera, Mary Frances Gibbon, Gloria Washington, and Bao Huynh from Richland College.

Workshop descriptions - <http://www.texas-air.org/reg/descript.htm>

Thank you again to Texas State University for hosting the workshops and a special thank you to Joe Meyer, Susan Thompson and the rest of the Institutional Research staff at TSU for arranging the meeting space and food. Your hard work helped make this a most excellent professional development experience for TAIR members.

All TAIR FORMS GOING ELECTRONIC

All TAIR forms including the

- Membership Application
- Call for Participation
- Nomination Form
- Conference Registration

must be completed and submitted electronically.

All forms can be found at the TAIR website

<http://www.texas-air.org>

Attention All TAIR Members

Update your TAIR Membership Contact Information

Go to the TAIR webpage <http://www.texas-air.org> under Members Only, insert your user name and password, review your information and make any necessary changes. Be sure to click "save" before exiting.

If you do not know your user name and password, click *forgot user name and password* and you will be e-mailed the information. If you experience any problems, contact Karen Laljani at laljani@dcccd.edu

TAIR-L Listserv

All current members can post information directly to the listserv. Send your email directly to: tair-l@listserv.brazosport.cc.tx.us

If you need to subscribe or unsubscribe from the list, send your request to David Preston at David.Preston@brazosport.edu

Call for Newsletter Articles

If you have information that you would like to share with the TAIR membership, please submit it for consideration for inclusion in the next TAIR newsletter. You can submit an article, a news snippet, information about upcoming events, or interesting facts about fellow TAIR members. Send to: Carol LaRue

Email clarue@swtjc.cc.tx.us

TAIR 2007 Conference Call for Participation

The theme of the 2007 TAIR Conference is

Institutional Research: A Beacon of Light in a Sea of Information

Concurrent sessions, workshops, and roundtables at TAIR conferences are avenues through which knowledge and expertise in a wide variety of areas are shared among fellow researchers. 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 TAIR 2007 Conference will have the opportunity to present the paper at the 2008 AIR Forum, paid for by TAIR.

The following are guidelines for submitting your proposal. Information and forms for submitting a proposal are available on the TAIR website at www.texas-air.org. All proposals must be submitted electronically.

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 common theme/topic and the major points to be made or debated by the panelists. 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 a screen and electrical hookups in 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.

DEADLINE FOR SUBMITTING ALL PROPOSALS: AUGUST 8, 2006

Use the Call for Participation Form located at the TAIR website www.texas-air.org to submit your proposal.

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

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 2007 conference in South Padre Island 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 2007-February 2008
 - As President, March 2008-February 2009
 - As Immediate Past President, March 2009-February 2010
2. Treasurer – the elected individual will serve on the TAIR Board for two years: March 2007-February 2009
3. Nominating Committee – four positions – the term of each member shall be one year: March 2007-February 2008
4. Member-at-Large Technology – the elected individual will serve on the TAIR Board for a two year term

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!!!

DEADLINE FOR SUBMITTING ALL NOMINATIONS: SEPTEMBER 10, 2006

Use the Call for TAIR Nominations Form located at the TAIR website www.texas-air.org to submit your Nominations for any or all of the above areas.

TAIR 2007 Call for Participation Form

1. Title of Presentation:	
2. Concurrent Session: <input type="checkbox"/> Panel <input type="checkbox"/> Paper <input type="checkbox"/> Online Demonstration	
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: (NOTE: All presenters & moderators must be registered for the conference.)	
Name:	Title:
Institution:	
Mailing Address:	Telephone:
Email:	FAX:
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:	
Title:	
Institution:	
Mailing Address:	
Telephone:	Email:

DEADLINE: August 8, 2006

TAIR 2007 Nomination Form

2007 TAIR Outstanding Service Award

(Nominee must meet the requirements outlined in the Call for Nominations)

1. Name of Nominee:
2. Institution:

2007 TAIR Executive Committee (submit name of nominee and institution)

1. Vice-President/President-Elect:	Institution:
2. Treasurer:	Institution:
3. Member-at-Large Technology:	Institution:

2007 TAIR Nominating Committee (Submit up to five names/institutions)

1. Name Nominee:	Institution:
2. Name Nominee:	Institution:
3. Name Nominee:	Institution:
4. Name Nominee:	Institution:
5. Name Nominee:	Institution:

Deadline for submitting Nomination Form: September 10, 2006

Fax or mail this form to:

Leona Urbish
Rice University
P.O. Box 1892
Houston, Texas 77251-1892
Fax: (713) 348-6252
e-mail: lurbish@rice.edu