

# TAIR NEWS

Volume 2004-2005. Issue 2

Fall 2004

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Conference Registration Form

Hotel Registration Form

Texas Hotel Occupancy Tax  
Exemption Certificate

*Registration forms for  
the 2005 Conference  
are included. Send  
your forms in today...  
early Registration  
closes on  
December 24<sup>th</sup>!*

## WHAT'S IN A NAME?

Every year a newly formed Program Committee is assembled to put together the nuts and bolts of the next annual TAIR conference. It is a Herculean task and one that demands a true team effort. The initial task of the Program Committee is always to choose a theme for the conference, and while this may seem to be a rather trivial pursuit, the theme creates a focal point for everything that follows.

In 2004, our theme, borrowed from an old Bob Dylan song, was, "The Times They Are a Changin'," and nothing could be closer to the truth. Over the past few years we've seen many changes at all levels of society. At the state level, we have seen accountability and reporting requirements increase while funding for higher education has decreased. Many institutions have slashed their travel budgets, and many people, both in and out of state government, are saddled with more work than ever before. Thus, it is quite a challenge to provide professional development that is both relevant and accessible to today's declining departmental budgets. The times, indeed, are a changin'!

Nevertheless, in spite of the changes confronting us, the majority of us remain in this profession for one very simple reason – we enjoy it! We are the folks who love to look at data in order to see the bigger picture that information paints. We love to uncover hidden patterns, and we are gratified when our work results in better and more informed decision-making at our institutions. We love what we do, and to highlight that, the theme that has been chosen for the 2005 TAIR conference is, "Research is Fundamental, Universal, and Necessary," with the emphasis on the acronym "FUN!"

The 2005 conference will take place in Arlington, TX, the city known as "Fun Central," and an extraordinary mix of professional development and fun is being planned for this event. An exceptional lineup of general session speakers has been assembled that includes Dr. Victor Borden, the guitar playing past-president of AIR; Chancellor Victor Boschini from Texas Christian University; Dr. Kenneth Ashworth who

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## 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* .. Gabriela Borcoman, Cedar Valley College

*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

*Advisor* ..... Karen C. Laljiani, El Centro College

*Advisor* ..... Marilyn Greer, M.D. Anderson Cancer Center

## TAIR 2005

Wednesday, February 23<sup>rd</sup> – Friday, February 25<sup>th</sup>  
(Pre-conference Workshops begin on Tuesday, February 24<sup>th</sup>)



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*Continued from page 1*

will speak on the activities of the National Commission on Accountability in Higher Education; and sociology professor Dr. Jeff Ferrell who will discuss his research on “dumpster diving.” I know that’s going to help my retirement portfolio! Our special event will be held at the Ballpark, home of the Texas Rangers baseball team, and we will be treated to the Legends of the Game Museum, a barbershop quartet, and an outstanding African-American dance troupe from UT-Arlington. Meanwhile, back at the hotel we will have some unique food treats for you, some special informal after dinner events, and someone on the Local Arrangements Committee keeps bringing up the word “keg.” Whatever that means!

The bottom line is that the 2005 TAIR Conference will not only provide unique opportunities for collaboration and professional development, it’ll also be a lot of fun! So even if “money’s tight and life ain’t right,” TAIR 2005 will still give you the best return, professionally and personally, for your travel buck. If you want a chance to grow professionally and to visit with your friends and peers, then come to the TAIR in 2005. You won’t be disappointed!

*Christopher P. Benton,  
President-Elect/Program Chair*

## TAIR-L Listserv

TAIR members can post messages to the TAIR listserv by sending the message to:

tair-l@listserv.brazosport.cc.tx.us

If you are not subscribed to the list, send your request to:

dpreston@brazosport.cc.tx.us

Remember that you must be a current TAIR member to use the list.

## TAIR Travel Grants

Reminder – TAIR is once again offering the TAIR Travel Grants. Eight travel grants will be awarded at \$250.00 per grant for expenses. The form is on the TAIR Web site. 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 TAIR 2005!

Deadline for submission is  
December 10, 2004

## TAIR Web Information

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

2005 conference information will be posted to the TAIR Web site. Check the Web site often for updated information.

## REMINDER

Be sure to bring the attached Texas Hotel Occupancy Tax Exemption Certificate with you to the Conference – as well as the Program Brochure which will be mailed to you soon!

# Texas Association for Institutional Research

26<sup>th</sup> Annual Conference

Minutes of The Annual Business Meeting

Friday, February 27, 2004 – 8:00 a.m. to 9:00 p.m.

The Hilton Hotel and Conference Center, College Station, Texas

**2004-1** The meeting was called to order by President Marilyn Greer. She announced that TAIR 2004 had 177 registrants, represented by 64 members from two-year colleges, 63 from four-year institutions, 21 from independent colleges and universities, and 23 from other agencies. There were 33 first-time attendees. Seventy-eight voting members were in attendance at the Business Meeting.

**2004-2 Approval of Minutes from 2003 Business Meeting.** The motion to dispense with reading of the 2003 Business Meeting minutes and accept them as presented in the attendee packet was made by Martha Oburn of North Harris Montgomery Community College District and seconded by Tom Martin of Collin County Community College District. The motion passed.

**2004-3 TAIR Budget Report.** Treasurer Jaime Garcia reported that a preliminary financial report was placed in the registration packet of each conference attendee. Jaime reported that all costs are not yet included in the report, but the final report of conference expenses will be complete by March 31, 2004 and a complete financial statement will be included in the TAIR newsletter.

Motion to accept the preliminary financial statement was made by Cindy Dutschke, Texas A&M University, and seconded by Leona Urbish, Rice University. The motion passed.

**2004-4 2002 Best Fact Book Awards.** Danica Frampton announced the following awards for fact books. Print: Kingwood College—North Harris Montgomery Community College District. Electronic: Texas State Technical College—Harlingen.

## **2004-5 TAIR Committees' Status Reports.**

**A. Program Committee.** Karen Laljiani, **Program Chair**, expressed appreciation to members who served on the various committees for their work this year. Members were recognized for their contributions to the conference as follows: **Concurrent Sessions**, David Preston, Brazosport College; **Evaluation**, Connie Howells, Eastfield College—Dallas County Community College District; **Finance**, Jaime Garcia, Rice University; **General Sessions**, Susan Griffith, University of Texas—Pan American; **Local Arrangements**, Verna Dewees, Texas A & M University System and Cindy Dutschke, Texas A & M University—College Station; **Newsletter and Publicity**, Chris Benton, Alvin Community College; **Program Brochure**, Gabriela Borcoman, Bill J. Priest Institute for Economic Development; **Webmaster**, Sam Stigall, University of Texas at Arlington; **Registration**, Rebecca Richter, Blinn College; **Resource Fair**, Danica Frampton, St. Edward's University and Connor Baldwin, Schreiner University; **Roundtables**, Melissa Canady, Texas Christian University; **Special Interest Groups**, Teresa Isbell, North Lake College—Dallas County Community College District; **Workshops**, Leona Urbish, Rice University and Cindy Dutschke, Texas A & M University—College Station; **Advisor**, Marilyn Greer, M.D. Anderson Cancer Center

**B. Nominating Committee.** Marilyn explained the purpose of the Nominating Committee and thanked members David Bailey, Tyler Junior College; Danica Frampton, St. Edward's University; Cindy Olson, University of Texas—Permian Basin; Bishar Sethna, Lamar University—Orange, and Christopher Vinger, Austin Community College for their hard work in submitting to the membership a slate of highly qualified nominees for the election.

**C. Awards Committee.** The awards committee for the 2004 conference was comprised of members of the Executive Committee. No Best Paper award was given this year.

**D. Audit Committee.** Chair Don Wood requested to defer the Audit Committee report.

**E. Professional Development Committee.** Leona Urbish, chair, recounted the past year's professional development activities, including the Workshop on the new SACS Principles for Reaccreditation held at Rice University in October 2003

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and the six pre-conference workshops: Newcomers to Institutional Research, Intermediate Statistics, Measuring the Unmeasurable—Psychometric Considerations in Survey Research, Enhancing Presentations for Effective Communication, The Newest, the Latest in SPSS 12, and IPEDS Changes and the Enhanced Peer Analysis System. She also thanked Cindy Dutschke for her valuable assistance.

**F. Incorporation/Non-Profit Status.** Jaime Garcia discussed the requirements for reporting revenue to the IRS. TAIR has hired a CPA to help the Association file the required IRS Form W-9.

**G. TAIR Resource Guide**---Verna Dewees reported that the Resource Guide has been developed and placed on the Web this year. She noted that the Resource Guide will be updated to reflect updates in the Constitution and Bylaws as they are approved.

**H. Membership Database Committee.** The database, which will allow electronic access to members and TAIR officers, is now in use. The committee members are Jana Marak, Chair, Baylor University, Karen Laljiani, El Centro College—Dallas County Community College District, Martha Oburn, North Harris Montgomery Community College District, Sam Stigall, University of Texas—Arlington, and Jaime Garcia, Rice University. The database can be accessed through the TAIR website at [www.Texas-Air.org](http://www.Texas-Air.org). Joe Meyer initiated discussion on the need for password protection for the site, and the topic was discussed among the members.

**I. TAIR Travel Grants.** TAIR has responded to the state budget cuts with travel grants for TAIR members. For this first year, funds were budgeted for 8 grants—5 were awarded to members this year. This will continue next year and members are encouraged to apply.

#### **2004-6 TAIR Appointees' Status Reports.**

**A. Electronic List Manager.** David Preston gave a brief report on the status of the listserv, which he noted is now a closed list open only to TAIR members. Anyone wanting to be a subscriber to the list must send him a message to be included.

**B. Historian.** Jana Marak. No report was given.

**C. Newsletter Editor.** Chris Benton, Alvin Community College, reported that electronic newsletters were emailed to the membership during the year and requested that any relevant information be sent to the newsletter editor.

**D. Webmaster.** Sam Stigall mentioned that the Web page was revised last year. He also reminded presenters to send an electronic link to their presentations so that they can be posted to the Web site.

**2004-7 TAIR 2005 in Arlington.** Sam Stigall briefly reminded everyone of the TAIR 2005 Conference to be held at the Wyndham Hotel in Arlington. Details will be posted on the website as they become available.

**2004-8 Report on Past President's Luncheon.** Marilyn Greer noted that five Past Presidents attended the luncheon. Among the topics of discussion were changes to the Constitution and Bylaws and ways to increase membership and conference attendance.

**2004-9 Election Results.** President Marilyn Greer announced the following outcomes: Christopher Benton is Vice President/President Elect; Danica Frampton is Secretary. The members of 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.

The TAIR 2006 Conference will be held in Austin.

**2004-10 New Business.** President Greer opened the discussion on the changes to the TAIR Constitution and Bylaws. In 2003, a committee was appointed by the President to review and revise these documents. The committee members were Tom Martin, Chair, Stan Adelman, Tom Bohannon, Susan Griffith, Martha Oburn, and Christine Stroup-Benham. The committee conducted a lengthy search for good examples that would be in the best interest of the Association, and in their work generally removed "process" language from the documents in favor of more general language and clarity.

A motion was made to accept the proposed changes to the TAIR Constitution and Bylaws was made by Sukhjit Sethi (UT Pan American) and seconded.

A friendly amendment was introduced by Tom Martin to accept the changes with corrections made to typographical errors. Susan Griffith read a list of typographical errors (suggested changes are in *italics*):

- **Article VI. Election, Section 7. Election of Officers.** All officers shall be elected at the annual business meeting from a slate of two or more candidates provided by the Nominating Committee.; *insert “or before” and delete “annual business meeting” and change to “annual conference.”*
- **BYLAWS, Section 6. Committees and Appointments. (d) Audit Committee.** ensure that financial expenditures were consistent with the Association’s purpose; *insert an “s” after purpose to make grammatically correct.*
- **BYLAWS, Section 7. Awards. (b) TAIR Best Presentation Award.** The award shall be given to the presenter(s) whose concurrent session best exemplified a significant contribution to the theory or results of institutional research, planning, evaluation, policy analysis, or institutional effectiveness related to higher education in Texas; *add “methodology” after “theory.”*
- **BYLAWS, Section 7. Awards. (b) TAIR Best Presentation Award.** The Awards Committee is responsible for establishing its own processes and specific criteria for selecting the wining presentation; *change “wining” to “winning.”*

A motion to accept the changes in their entirety was made by Bishar Sethna, seconded by Gail Dantzger. The motion to amend was unanimously approved.

Larry Turner initiated further discussion on the language used in the document. John Kalb asked for discussion on the issue of cancellation of the annual meeting. John suggested adding an amendment that would cover cancellation of elections because of a cancelled conference in the event of an ice storm, terrorist activity, or something not addressable (fire in the conference hotel). He suggested that the board would be empowered to make the appropriate decisions regarding a conference or elections or business meeting. Tom Martin did not deem this amendment necessary to address in the conference as the constitution did not cover board action as to the conference and voting could be conducted on or before the conference (via absentee ballot).

Verna Dewees asked for discussion on Best Paper/Best Presentation award. The discussion concerned having paper submissions reviewed for a best presentation award versus a PowerPoint submission. After discussion it was decided that, because TAIR must be open to new technology, judging only paper presentations would limit the opportunities to compete for a best presentation.

A vote was taken to approve items of discussion, that is, not introduce an amendment to address catastrophic options concerning voting and the conference, as well as maintaining the wording of the “Best Presentation Award.” A motion was made by Tom Martin, seconded by Cindy Dutschke. The vote was

Yes votes	77
No votes	0
Abstain	1

The motion passed and the Constitution and Bylaws remained as modified.

Maryann Ruddock motioned for deletion of Article VI, Section V, seconded by Joe Meyer. The proposed Section V reads as follows:

**Section 5. Removal from Office.** Should an elected officer or committee member fail to fulfill her/his responsibilities as defined in the constitution or in the bylaws, that person may be removed from office by vote of the Executive Committee. Prior to such a vote, the person who is the object of the vote shall be notified via certified mail of

the Executive Committee's intention to take such a vote. In addition, immediate notice must be given to the membership prior to such a vote. The person who is the object of the vote has a right to respond in writing within 14 days of receipt of the certified notice. The Executive Committee may take its vote upon receipt of the response or 14 days after the notice was delivered to the person who is the object of the vote. Immediately prior to the vote, members of the Executive Committee shall discuss all relevant information related to the vote. If 80% of the Executive Committee votes in favor of removal, the person who is the object of the vote is immediately removed from office. The person who was removed should be immediately notified of that fact by certified mail and the membership should be immediately informed. The vacancy shall be expeditiously filled in a manner consistent with Article VI, Section 4.

The vote on the motion by Maryann Ruddock, seconded by Joe Meyer:

Yes votes	3
No votes	58
Abstain	14

The motion did not pass.

Tom Martin asked for a motion to pass the TAIR Constitution and Bylaws as amended and voted on by the TAIR membership. After discussion, Chris Benton motioned to accept the amendment and Leroy Philbrook (Shreiner University), seconded the motion. The vote was:

Yes votes:	67
No votes:	0
Abstain;	8

The motion was passed and the TAIR Constitution and Bylaws changes were passed as amended.

**2004-11 Passing the Gavel.** President Marilyn Greer passed the gavel to Karen Laljiani and put on the "Immediate Past President's Cap."

**2004-12 Remarks by the President.** New President Karen Laljiani thanked all that attended the conference. She remarked how well the Conference had gone this year and the pleasure that it was to work with the Program Committee.

A plaque was presented to Rebecca Richter, outgoing Secretary in appreciation for all her hard work.

**2004-13 Adjournment.** There being no further business, the meeting adjourned.

Respectfully Submitted,

Rebecca Richter  
Secretary



**Texas Association for Institutional Research  
2005 Conference Registration Form  
Tuesday, February 22 – Friday, February 25, 2005  
Arlington, Texas**

**(Please type or print)**

Dr./Mr./Mrs./Ms. \_\_\_\_\_  
*First*
*MI*
*Last*

Badge Name \_\_\_\_\_

Institution \_\_\_\_\_

Department \_\_\_\_\_

Full Title \_\_\_\_\_

Address \_\_\_\_\_  
*Mailing Address*
*City, State*
*Zip Code*

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

Type of Institution:     Public     Private     2-year     4-year     Other  
 (check all that apply)

Is this your first TAIR conference?     Yes     No

**IF YOU NEED SPECIAL ARRANGEMENTS REGARDING DIET OR ACCOMMODATIONS:  
 Contact Chris Benton: Phone (281) 756-3663; Fax (281) 756-3869; E-Mail [cbenton@alvincollege.edu](mailto:cbenton@alvincollege.edu)  
 No later than Tuesday, February 1<sup>st</sup>, please**

Payment or Purchase Order Postmarked:	By Dec. 24	After Dec. 24	Amount
<b>Individual Conference Registration Fees (includes 2005-2006 TAIR Membership)</b>			
Individual Member	\$80	\$100	\$ _____
Emeritus Member	\$65	\$85	\$ _____
Graduate Student Member	\$50	\$70	\$ _____
<b>Pre-Conference Workshops</b>			
Tuesday Afternoon (1:00 p.m. – 5:00 p.m. – includes a snack)			
<b>W1</b> – The ABC's of Survey Research	\$30	\$30	\$ _____
<b>W2</b> – Assisting Administrative and Support Units to Develop Meaningful Outcomes and Measures of Effectiveness	\$30	\$30	\$ _____
Wednesday Morning (8:00 a.m. – 12:00 noon – cost includes continental breakfast)			
<b>W3</b> – Newcomers to Institutional Research and Planning	\$35	\$35	\$ _____
<b>W4</b> – Publishing Your Work in a Professional Journal	\$35	\$35	\$ _____
<b>Conference Special Event:</b> "The Ballpark: Legends of the Game"	\$30	\$30	\$ _____
Bringing a guest to the Special Event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Guest's Name: _____	\$30	\$30	\$ _____
<b>2005-2006 TAIR Membership Only (for those NOT attending the conference)</b>	\$15	\$15	\$ _____
<b>TOTAL:</b>			\$ _____

(continued)



**MAKE CHECKS PAYABLE TO: TAIR**

Mail completed registration form and payment to:

Jaime Garcia, TAIR Treasurer  
Rice University  
6100 Main Street MS-73  
Houston, TX 77251

Phone: 713-348-6254; Fax: 713-348-6252; E-Mail: [jgarcia@rice.edu](mailto:jgarcia@rice.edu)

TAIR Tax ID: 75-1695499

TAIR Vendor ID: 17516954991001

If your institutional check will not be ready by December 24, 2004, please send a copy of the purchase order for the amount of your conference fees by December 24th to avoid paying the late registration fee. Send institutional check as soon as possible thereafter.

**Cancellation Policy:**

Refunds, minus a \$15.00 processing fee, for the TAIR Conference registration and workshops will be made if the request is made on or before February 1, 2005. No refunds will be made after this date except in cases which involve the death or serious injury of an immediate family member or which serve the best interest of the association. Requests should be made in writing to the TAIR treasurer, who will in turn present the matter to the Executive Committee whose decision shall be final.

Office use only: Postmark Date: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_

P.O. No.: \_\_\_\_\_ Amount: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_

Check No.: \_\_\_\_\_ Amount: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_

**For updated information, visit our website at [www.texas-air.org](http://www.texas-air.org)**

# TEXAS ASSOCIATION FOR INSTITUTIONAL RESEARCH

February 23-25, 2005

**CUT-OFF DATE: January 31, 2005**

Single - \$80.00

Double - \$105.00

Reservations received after cut-off date will be accepted at prevailing rack rates on space available basis.

\*\*\*\*NOTE: If you choose to call in for your hotel reservation, please be sure to refer to the TAIR Conference room block to obtain the special rate\*\*\*\*

Hotel Check-in 4:00 PM – Check-out 11:00 AM

## WYNDHAM ARLINGTON

1500 Convention Center Drive

Arlington, Texas 76011

PHONE: 817-261-8200

FAX: 817-548-2873

*(please print or type information below)*

Name(s) \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Work Phone \_\_\_\_\_

Home Phone \_\_\_\_\_

### Special Requests:

\_\_\_\_\_ Wheelchair accessible room

\_\_\_\_\_ Hearing impaired

\_\_\_\_\_ Visually impaired

Other (please specify) \_\_\_\_\_

### Accommodations:

# of Rooms	Single	Double

Sharing room with: \_\_\_\_\_

Room Type (circle) King DBL/DBL

Preference (circle): (Accommodations based on availability)

Smoking Non-Smoking

I will arrive on \_\_\_\_\_ I will depart on \_\_\_\_\_

Arrival Time: \_\_\_\_\_

## GUARANTEE

All reservations must be guaranteed as follows:

Guaranteed by Credit Card – Please fill in the following information:

Name on card: \_\_\_\_\_

Card number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Month/Year

In the event you are unable to cancel this reservation within 72 hours of the arrival date, a charge equal to one night's room rate will be assessed on the credit card above, or the advance deposit forfeited.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

# TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE

**NOTE: This certificate is for business only, not to be used for private purposes, under penalty of law. The hotel operator may request a government ID, business card or other identification to verify exemption claimed. Certificate should be furnished to the hotel or motel. DO NOT send the completed certificate to the Comptroller of Public Accounts. The certificate does not require a number to be valid. Refer to Hotel sec. 3.161 for exemptions.**

Check exemption claimed:

- United States government or Texas government official (state, city, and county tax exemption).** Includes US government agencies, State of Texas officials who present a Hotel Tax Exemption Photo Identification Card, and diplomatic personnel of a foreign government who present a Tax Exemption Card issued by the United States Department of State. **United States government employee (state tax exemption).** Includes US government employees traveling on official business representing the federal government. Hotels should check with the local taxing authorities to determine if federal employees are exempt from city or county taxes.
- Religious, charitable, or educational organization or employee (state tax exemption only).** Educational organizations include state and private universities, junior colleges, community colleges, independent school districts, and public and private elementary and secondary schools of this state and other states. Religious and charitable organizations must hold a letter of exemption issued by the Comptroller of Public Accounts to claim an exemption.

Name of exempt organization	Organization exempt status ( <i>Religious, charitable, educational, governmental</i> )
Address of exempt organization ( <i>Street and number, city, state, ZIP code</i> )	

**GUEST CERTIFICATION:** I declare that I am an occupant of this hotel/motel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct.

 Guest name ( <i>Please print</i> )	Date
--	------

**FOR HOTEL/MOTEL USE ONLY (OPTIONAL)**

Name of hotel/motel				
Address of hotel/motel ( <i>Street and number, city, state, ZIP code</i> )				
Room rate	Local tax	Exempt state tax	Amount paid by guest	Method of payment