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## TAIR Constitution and By-Law Changes

The TAIR Executive Committee is proposing several changes to the TAIR Constitution and By-Laws in an effort to update the TAIR charter now that tax exempt status has been achieved. This very meticulous but important work was completed by the TAIR Constitution and By-Laws Committee. The changes are included in the Newsletter for all membership review. Voting on these changes will be conducted at the TAIR Annual Business Meeting held on Friday morning, February 22, during the TAIR conference. The Constitution and By-Laws Committee will be fielding questions prior to voting at the Business Meeting.

Some of the major highlights include:

1. *Waived TAIR registration fees for emeritus members;*
2. *Updating and revising of executive committee position descriptions and procedures to include provisions for updating the TAIR database, maintaining tax exempt status, removal from office and transfer of official records;*
3. *Updating and revising TAIR Committees and Appointment descriptions and procedures and adding a Publications Committee and AIR Liaison;*
4. *Updating and revising the procedures used for selection and awarding of the TAIR outstanding service award and documenting procedures for selection and awarding for the (a) TAIR Best Presentation Award and (b) TAIR Outstanding Professional Practice Award(s).*

***PLEASE REVIEW THIS INFORMATION PRIOR TO THE BUSINESS MEETING TO EXPEDITE THE DISCUSSION AND VOTING PROCESS!***

Constitution and By-Laws Committee Membership:

Tom Martin, Chair (Collin County Community College District)  
Stan Adelman (Retired)  
Chris Stroup-Benham (The University of Texas Medical Branch)  
Martha Oburn (North Harris Montgomery County Community College District)  
Tom Bohanan (Baylor University)  
Susan Griffith (The University of Texas Pan American)

*Marilyn Greer*  
*President*

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### Secretary / Membership Chair

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## TAIR 2004 Program Committee Chairs

*Program Chair:* Karen C. Laljiani, El Centro College

*Concurrent Sessions:* David Preston, Brazosport College

*Evaluation:* Connie Howells, Eastfield College

*Finance:* Jaime Garcia, Rice University

*General Sessions:* Susan Griffith, UT-Pan American

*Local Arrangements:* Verna Dewees, TAMU  
Cindy Dutschke, TAMU

*Newsletter Editor / Publicity:* Chris Benton, Alvin Community College

*Program Brochure:* Gabriella Borcoman, Bill J. Priest Institute

*Registration:* Rebecca J. Richter, Blinn College

*Resource Fair:* Danica Frampton, St. Edwards University  
Connor Baldwin, Schriener University

*Roundtables:* Melissa Canady, Texas Christian University

*Special Interest Groups:* Teresa Isbell, Northlake College

*TAIR Webmaster:* Sam Stigall, University of Texas at Arlington

*Workshops:* Leona M. Urbish, Rice University  
Cindy Dutschke, TAMU

*Advisors:* Marilyn Greer, UTMD Anderson Cancer Center

TAIR 2004

Wednesday, February 25 - Friday, February 27

Welcome to  
Bryan College Station!



Pre-conference Workshops will begin on Tuesday, February 24<sup>th</sup>.

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# MEET THE CANDIDATES!

Positions up for voting at the 2004 conference are: Vice President/President Elect, Secretary, and Nominating Committee. Biographies of the candidates can be found in the Conference Program Brochure and in the October TAIR Newsletter. You will have an opportunity at the conference to meet the candidates at the “Meet, Munch, and Mingle” event at 3:00pm on Wednesday, February 25<sup>th</sup>.

## Vice President/President Elect



**Christopher P. Benton**, Director of Institutional Effectiveness and Research, Alvin Community College



**Paul Illich**, Senior Director of Institutional Effectiveness and Planning, McLennan Community College



**Sam Stigall**, Assistant Director of Reports, Office of Institutional Research and Planning, University of Texas at Arlington



**Joe Myers**, Assistant Director of Institutional Research, South West Texas

## Secretary



**Gail Dantzker**, Director of Institutional Research and Effectiveness, South Texas Community College



**Roberta M. Rincon**, Program Director with the Texas Higher Education Coordinating Board



**Danica Frampton**, Senior Research Associate, Office of Institutional Research, St. Edward's University



**Dick Roach**, Director of Institutional Effectiveness, Texas A&M University – Texarkana

## Nominating Committee



**Gerry Dizinno**, Acting Supervisor of Information Technology Services, St. Mary's University



**Denise Young**, Assistant Provost and Director of Institutional Research, University of Dallas

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# Cool Statistics!

By  
*Christopher P. Benton*



One of the neatest statistical techniques I've come across in the past few years is a procedure called "correspondence analysis." Correspondence analysis is essentially a data reduction technique like factor analysis, but unlike this latter technique, correspondence analysis uses nominal data and it doesn't require that the data fit any particular distribution.

So just exactly what does correspondence analysis do for you? Well, suppose you're running a chi-square test to see if there is a relationship between instructors and the grades they give (always a politically dangerous endeavor!). The chi-square test can tell you if there is a statistically significant relationship, but it doesn't do much to tell you what that relationship is. Here's where correspondence analysis steps in! It gives you a graphical output that shows more precisely how your variables are related. For example, in the output below (see next page) we see that Lyle (**L**) is very close to A (**1**). This shows us that Lyle tends to give a lot of A grades. H'mm, can you say "grade inflation?" To be honest, it's possible to get some "false positives" through correspondence analysis, but there are also some multi-dimensional diagnostic procedures for detecting when this happens, and going multi-dimensional is just part of the fun of this handy little technique!

| TEACHER/GRADE | R  | D  | K  | A  | L  | H  |
|---------------|----|----|----|----|----|----|
| 1             | 8  | 6  | 8  | 9  | 58 | 24 |
| 2             | 8  | 9  | 28 | 18 | 29 | 14 |
| 3             | 16 | 13 | 12 | 9  | 3  | 10 |
| 4             | 0  | 0  | 8  | 0  | 0  | 14 |
| 5             | 8  | 10 | 36 | 45 | 0  | 0  |
| 6             | 24 | 27 | 8  | 9  | 10 | 19 |
| 7             | 5  | 1  | 0  | 0  | 0  | 19 |
| 8             | 32 | 34 | 0  | 9  | 0  | 0  |

## GRADE

1=A  
2=B  
3=C  
4=D  
5=F  
6=I  
7=W  
8=R (retake)

## TEACHER

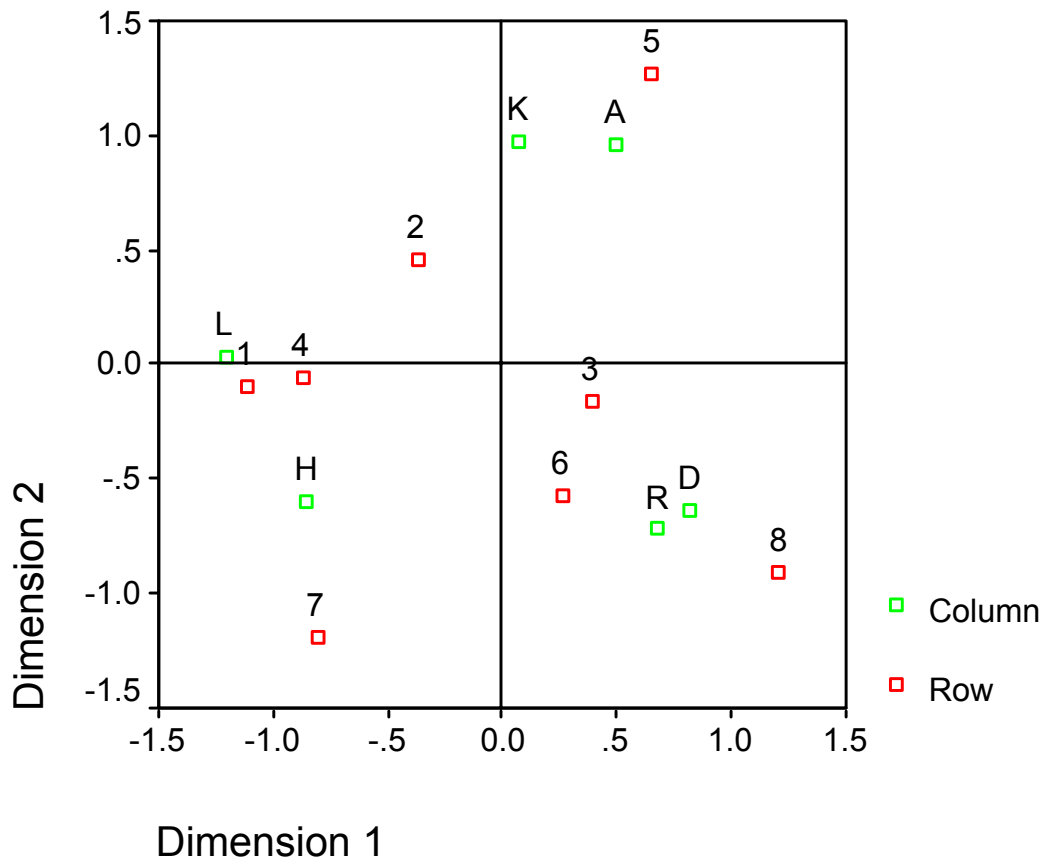
R=RON  
D=DON  
K=KYLE  
A=AL  
L=LYLE  
H=HAL



# The Correspondence Analysis Perceptual Map

Row and Column Points

Symmetrical Normalization





# Proposed Revisions to the TAIR Constitution and Bylaws

## Key to Proposed Changes

Black Identifies Unchanged Text

~~Red Strikethrough Identifies Proposed Deletions~~

Blue Underlining Identifies Proposed Changes

### Article I. Name

The name of the organization shall be the Texas Association for Institutional Research (TAIR).

### Article II. Purposes

The purposes for which the Texas Association for Institutional Research is organized are exclusively educational within the meaning of the section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provisions of any subsequent Internal Revenue Law. The major purposes of this Association shall be to provide for: 1) ~~for the~~ fostering ~~of~~ unity and cooperation among persons having interests and activities related to institutional research, planning, evaluation, ~~and~~ policy analysis, and institutional effectiveness in Texas institutions of postsecondary education; 2) ~~for the dissemination of~~ disseminating information and ~~the interchange of~~ exchanging ideas on ~~problems~~ issues and concerns of common interest; and 3) ~~for the continued~~ continuing professional development of individuals engaged in institutional research, planning, evaluation, institutional effectiveness and policy analysis.

### Article III. Membership and Voting

**Section 1.** Membership in the association and election to any office or appointment to any committee shall not be based on race, ethnic origin, sex, age, sexual orientation, or religious conviction.

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

**Section 3.** To be eligible for regular membership, a person must (a) be actively engaged in research leading to improved understanding, planning, and operation of institutions of post-secondary education, or (b) be interested in the methodology and results of institutional research, planning, evaluation, ~~and~~ policy analysis, or institutional effectiveness related to higher education in Texas.

**Section 4.** To be eligible for graduate student membership, a person must ~~be~~ provide documentation to the Secretary that s/he is actively pursuing a graduate degree at a regionally accredited institution of higher education, must not be employed full-time, and must be (a) actively engaged in research leading to the

improved understanding, planning, and operation of institutions of postsecondary education; or (b) interested in the methodology and results of institutional research, planning, evaluation, ~~and~~ policy analysis, or institutional effectiveness related to higher education in Texas.

**Section 5.** To be eligible for emeritus membership, a person must (a) be retired and (b) must have been an active regular member of the Association for ~~a minimum of a minimum of~~ five years ~~immediately preceding retirement~~. To receive emeritus membership, a person who meets the two criteria must make it known to the Secretary, at least 30 days prior to an annual conference, that s/he has retired or will retire prior to the annual conference and wishes to be considered for emeritus membership. The Secretary shall ensure that applicants for emeritus membership meet all requirements. Prior to the annual business meeting, the Secretary shall present the names of all qualified applicants for emeritus membership to the Executive Committee for formal approval. Approval of emeritus membership entitles the emeritus member to have TAIR membership fees waived.

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

**Section 7.** Voting shall take place at or before the annual conference ~~or through a mail ballot~~ by means of a secure ballot. It shall be the responsibility of the Executive Committee to ensure the integrity of whatever voting processes are used.

**Section 8.** The right of a member to vote and all of his or her other rights and interests in the Association shall cease on the termination of his or her membership.

**Section 9.** To retain membership, a member must pay the registration fee for the annual conference or pay the annual membership fee. In special cases specifically designated by the Executive Committee, and for emeritus members, the annual membership fee shall be waived.

#### **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.

**Section 2. President.** The President shall ~~be responsible for:~~ (a) preside over activities of the Executive Committee; (b) ~~appointment of the Committee members unless otherwise stated~~ appoint and charge regular and emeritus members to positions and committees as specified in this Constitution or the Bylaws; (c) preside at the annual conference and business meeting; (d) ~~formulating and implementing~~ formulate and implement policy; ~~and~~ (e) serve as

liaison to other associations and agencies or appoint regular or emeritus members to serve as liaison(s); (f) serve as an advisor to the Program Committee; and (g) perform any other duties necessary to assist the Association in achieving its purpose purposes.

**Section 3. Vice President/President-Elect.** The Vice President/President-Elect shall ~~be responsible for~~: (a) serve on the Executive Committee; (b) chair the Program Committee and be responsible for the program and appointees for the program committee membership for the annual conference; (c) fulfill the duties of the President in his/her absence and in the event that the President cannot complete his/her term; and (d) perform other duties as assigned by the Executive Committee.

**Section 4. Secretary.** The Secretary shall ~~be responsible for~~: (a) serve on the Executive Committee; (b) ~~maintaining an annual~~ the official ~~listing~~ of the Association's current members, ~~hip of the Association~~ their membership status, and other relevant member information on the TAIR database as directed by the Executive Committee; (c) ensure that membership benefits accrue to current members; (d) ~~keeping the~~ minutes of the annual business meeting and of ~~the meetings of the~~ Executive Committee meetings; ~~and~~ (e) work with the Program Committee to printing and distributing distribute notices of the annual conference; (f) ~~printing~~ and ~~distributing~~ distribute copies of changes and amendments to the Constitution and Bylaws; ~~and~~ (g) print and distribute minutes of the prior business meeting at the annual business meeting; (h) ~~serving~~ serve as an ex-officio member of the Program Committee; and (i) perform other duties as assigned by the Executive Committee.

**Section 5. Treasurer.** The Treasurer shall ~~be responsible for~~: (a) serve on the Executive Committee; (b) ~~collection of~~ annual registration and membership fees; (c) ~~payment of~~ duly authorized expenses of the Association; (d) reconcile the financial records of the Association; (e) ~~preparation of~~ prepare the financial reports of the Association; ~~and~~ (f) prepare an annual budget for consideration by the Executive Committee; (g) ensure that the annual tax exempt Federal Income Tax forms are completed and filed within six months of the TAIR year-end (March 31) by a C.P.A. tax accountant; (h) ~~maintaining in conjunction with the secretary a list of the annual membership of the Association~~ support the Secretary's efforts to maintain the official list of current members on the TAIR database by forwarding relevant information as registration and membership fees are paid; (i) ~~service~~ serve as an ex-officio member of the Program Committee; and (j) fulfill other duties as assigned by the Executive Committee.

**Section 6. Immediate Past President.** The Immediate Past President shall ~~serve as~~: (a) serve on the Executive Committee; (b) ~~Chair of chair~~ the Nominating Committee; ~~and~~ (c) ~~Chair of chair~~ the Awards Committee; (d) serve as an ex officio advisor to the Program Committee; and (e) fulfill other duties as assigned by the Executive Committee.



**Section 7. Terms of Officers.** The Vice President/President-Elect shall be elected for a three-year term, ~~becoming~~ serving as Vice-President/President-Elect for the first year, serving as President for the second year, and serving as Immediate Past President for the third year. The terms of office for the Secretary and the Treasurer shall be for two years and shall not start in the same year. Each newly elected officer shall assume office at the close of the annual ~~business meeting following the announcement of his or her election and remain in office until a successor takes office or is appointed~~ conference during which his/her election was announced and shall remain in office until her/his term is fulfilled, until s/he resigns, or until s/he is removed from office. ~~The outgoing Treasurer shall have responsibility for reconciling the financial records of the fiscal year and shall transfer responsibility to the newly elected treasurer within forty-five days of the annual business meeting.~~

**Section 8. Transfer of Records.** At the conclusion of any officer's service in their office, all records shall be transferred to the incoming officer within 90 days.

## **Article ~~VI~~ V. Executive Committee**

**Section 1.** The Executive Committee shall be composed of the officers designated in Article IV.

**Section 2.** The Executive Committee shall: (a) conduct the general affairs of the Association between its annual conferences; (b) conduct the annual conferences of the Association (c) ~~set~~ establish and announce the time and location of ~~the next year's meeting~~ future annual conferences in such a manner as to protect the best interests of the association and its membership; (d) function as a budget committee; (e) present, prior to the annual business meeting, the slate of candidates prepared by the Nominating Committee for the vacancies for which an election is to be held; ~~and~~ (f) fill vacancies, unless otherwise provided for in the Constitution; and (g) set establish the membership fee structure.

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

**Section 4.** Members of the Executive Committee shall not be personally liable for the debts, liabilities, or other obligations of the Association.

**Section 5.** Only the Executive Committee is authorized to approve any contract on behalf of the Association and only the President is authorized to sign any such contract.

## **Article ~~V~~ VI. Election**

**Section 1. Eligibility [for Election](#).** Only regular members shall be eligible to become officers.

**Section 2. Consent to Election.** Only those persons who have signified to the Nominating Committee their consent to serve if elected shall be nominated for or elected to such office.

**Section 3. Multiple Offices.** No person shall be on the ballot for more than one office [in the same year](#).

**Section 4. Vacancies.** The Executive Committee shall have the authority to fill a vacancy by appointing a regular member to fill an unexpired term of office. If the elected President resigns, the Vice President completes the year as President and is also the President the following year as specified in Article IV, Section 7. In such an instance or if the Vice President's position should become vacant for other reasons, the Executive Committee may appoint a person to complete the term of the Vice President. A person appointed as Vice President will not automatically succeed to the office of President but is eligible to become a candidate for the President's position. Whenever a Vice President resigns and the position is filled by appointment, both the President and Vice President must be elected the following year. Persons appointed to the position of Secretary or Treasurer will complete the two-year term of office and will be eligible to succeed themselves and serve a full elective term of office as provided in the Constitution.

**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.](#)

**Section ~~5~~ [6](#). Succession.** Officers cannot succeed themselves in the same office except as noted in Article IV, Section 7 and Article V, Section 4.

**Section 6 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.

**Section 8. Tie Votes.** A majority vote of the Executive Committee shall resolve tie votes in the election of officers.

## **Article ~~VH~~ VII. Dissolution**

In the event of a dissolution, all assets of the Association shall be distributed to an organization or organizations with the same or similar purposes that qualify for exempt status as described in section 501 (c) (3) of the Internal Revenue Code of 1986 or corresponding sections of any prior or subsequent Internal Revenue Code, or to the Federal, State, or Local government for exclusive public service.

## **Article ~~VH~~ VIII. Constitutional Amendments**

**Section 1.** This Constitution may be amended at the annual business meeting.

**Section 2.** Proposed amendments to this Constitution: (a) must be submitted to the Secretary by a regular member of this Association in writing at least sixty (60) days prior to the annual business meeting, or (b) may originate through actions of the Executive Committee.

**Section 3.** Proposed amendments, initiated in accordance with Article ~~VH~~ VIII, Section 2, shall be circulated at least thirty (30) days prior to the annual business meeting ~~and at the annual business meeting by the Secretary.~~ Such amendments shall also be distributed at the annual business meeting prior to the vote.

**Section 4.** Changes to this Constitution must be approved by two-thirds of the regular members present at the annual business meeting. Changes shall become effective immediately after approval or as stated in the changes.

## **Article IX. Bylaws**

**Section 1.** The Association shall adopt Bylaws consistent with this Constitution as required for the conduct of its affairs.

**Section 2.** Proposed changes in the Bylaws: (a) must be submitted to the Secretary by a regular member of this Association in writing at least sixty (60) days prior the annual business meeting, or (b) may originate through actions in the Executive Committee.

**Section 3.** Proposed Bylaws initiated in accordance with Article IX, Section 2 shall be presented at the annual business meeting by the Secretary.

**Section 4.** Changes in the Bylaws must be approved by a majority of the regular members present at the annual business meeting. Changes shall become effective immediately after approval or as stated in the changes.

## **Bylaws**

**Section 1. Annual Conference.** The annual conference of the Association shall be held each year at a site and date determined by the Executive Committee and announced at the annual business meeting. The annual business meeting shall be held in conjunction with the annual conference.

**Section 2. Calendar.** The fiscal year of the Association shall begin April 1.

### **Section 3. Fees.**

(a) Fees shall be assessed according to the categories of membership as described in Article III, Section ~~9~~ 2, of the Constitution.

(b) A registration fee shall be assessed to all who register for the annual conference each year. This fee shall include an annual membership fee.

(c) A membership fee will be assessed to anyone who does not pay the registration fee but wishes to be a member of the Association. In special cases specifically designated by the Executive Committee and for emeritus members, the annual membership fee shall be waived.

(d) The fee structure shall be established by the Executive Committee.

**Section 4. Affiliations.** TAIR shall maintain affiliations with other state, regional, national, and international organizations that share common interests to the mutual benefit of all parties.

**Section 5. Expenditures of Financial Resources.** The expenditure of the Association's financial resources shall further the purposes of the Association as specified in Article II of the constitution.

### **Section ~~4~~ 6. Committees and Appointments.**

(a) Appointment to positions and committees is restricted to members of the Association.

~~(d)~~ (b) Nominating Committee. There shall be a Nominating Committee consisting of the immediate Past President, who shall serve as the Chair, and ~~at least~~ four (4) members elected by the membership. The term of each member of the Nominating Committee shall be one (1) year or until a successor takes office. After considering candidates from all types of institutions of postsecondary

education in Texas, the Nominating Committee shall prepare and report to the Executive Committee for transmission to the membership, a ~~double~~ slate of eight candidates for the Nominating Committee and ~~one (1) or more~~ two candidates for each of the ~~other positions~~ Executive Committee positions for which an election is to be held.

~~(a)~~ **(c) Program Committee.** A Program Committee shall be appointed by the Vice President/President-Elect in consultation with the President for each annual conference. The Vice President/President-Elect shall chair the Committee ~~and the Treasurer and the Secretary shall be ex-officio members.~~ The Treasurer and the Secretary shall be ex officio members. The President and the Immediate Past President shall serve as ex officio advisors. Other members of the Program Committee shall be appointed by the Vice President/President-Elect.

~~(b)~~ **(d) Audit Committee.** ~~Each year, An~~ the President shall appoint an Audit Committee ~~shall be appointed by the incoming President at each annual business meeting within 60 days of the annual business meeting.~~ The Audit Committee shall audit the Treasurer's books for the current fiscal year, ending March 31, ~~and the chair of the Committee will report its findings at the next annual business meeting.~~ following the business meeting. In auditing the Association's finances, the Audit Committee shall reconcile the Association's financial records with bank account(s), ensure that all financial transactions were consistent with Association policy and procedure, ensure that financial expenditures were consistent with the Association's purpose, assess the Association's financial condition, and make recommendations that address any problems or that would result in improvements in the management or use of the Association's financial resources. The chair of the Audit Committee shall report the Committee's findings at the next annual business meeting.

~~(c) The President shall appoint the TAIR Newsletter Editor each year. The Editor shall—serve as ex-officio member of the Program Committee.~~

~~(e)~~ **Awards Committee.** ~~An Awards Committee shall be appointed by~~ Each year, the President shall appoint an Awards Committee. The Awards Committee shall be chaired by the Immediate Past President. ~~The Awards Committee shall function as specified in Section 5 of these Bylaws.~~ The Awards Committee shall (1) solicit from the membership the names of candidates to receive the TAIR Outstanding Service Award, evaluate the candidates based on criteria specified in Section 7 of the bylaws, and recommend candidates to receive the award to the Executive Committee (which, in turn, makes the final decisions); (2) evaluate nominations for the TAIR Best Presentation Award based on the criteria specified in Section 7 of the Bylaws and select the winner of the TAIR Best Presentation Award; and (3) evaluate nominations for the TAIR Outstanding Professional Practice Award(s) based on criteria approved by the Executive Committee and select the winner of the TAIR Outstanding Professional Practice Award(s).



**(f) Professional Development Committee.** ~~A Professional Development Committee and Chair shall be appointed by~~ Each year, the President, in consultation with the Executive Committee, shall appoint a Professional Development Committee and Chair. This committee shall consist of the chair and at least four additional members. The Committee should be broadly representative of Texas higher education in terms of geographical regions and educational sector (e.g., public/private/agencies, two-year/four-year, etc.). Based on the needs of TAIR members, the Committee shall be responsible for organizing and delivering professional development activities at the annual conference and throughout the course of the year. ~~The Chair of the Professional Development Committee shall serve as ex-officio member of the Program Committee.~~

**(g) Publications Committee.** Each year, the President shall appoint a Chair, three Editors, and additional members to a Publications Committee. The Publications Committee shall be responsible for three publications: the TAIR Newsletter (one of the Association's three official communication vehicles), professional development monograph(s), and proceedings of TAIR's annual conference. One editor, as designated by the President, shall be responsible for each publication with additional committee members assigned to assist as necessary. The Chair shall (1) coordinate among the three publications, (2) ensure that the TAIR Newsletter and professional development monograph(s) are published according to a schedule established by the Publications Committee and approved by the Executive Committee, (3) ensure that the TAIR conference proceedings are published before the end of the calendar year in which the conference is held, and (4) ensure that all three publications are disseminated in a manner that provides the best combination of effectiveness and efficient use of the Association's resources. In particular, the TAIR Newsletter provides a critical link between the Executive and Program Committees and the membership. Thus, the Newsletter Editor shall coordinate closely with the Executive Committee and the Program Committee to keep the membership abreast of important issues, professional development opportunities, and conference plans.

**(g) (h) Webmaster.** ~~The~~ Each year, the President shall appoint a Webmaster each year. The Webmaster shall ~~be responsible for maintenance and development of~~ maintain and develop the TAIR ~~homepage~~ Web site on the World Wide Web. The TAIR Web site is one of three official communication vehicles of the Association and provides a critical link among the Executive and Program Committees and the membership. Thus, the Webmaster shall coordinate closely with the Executive Committee and the Program Committee to keep the membership abreast of important issues, professional development opportunities, and conference plans. ~~The Webmaster shall serve as ex-officio member of the Program Committee.~~

**(h) (i) TAIR-L Manager.** Each year, the President shall appoint a ~~member to manage the Association's listserver,~~ TAIR-L Manager. TAIR-L (the TAIR

listserv) is one of three official communication vehicles of the Association, provides a critical link among the Executive and Program Committees and the membership, and provides a useful link among members when they seek professional information and advice from peers. The TAIR-L Manager shall ~~be responsible for the maintenance and development of the listserv~~ maintain and develop TAIR's listserv as an open channel of communication among all members. ~~The TAIR-L Manager shall serve as ex-officio member of the Program Committee.~~

~~(i)~~ **(j) TAIR Historian.** ~~The TAIR Historian shall be appointed by the President and Each year, the President shall appoint a TAIR Historian. This person shall be responsible for collecting and preserving the Association's permanent and historical records. These records should include, but not be limited to, copies of present and superseded constitutions and bylaws; programs of annual conferences; lists of past officers and dates of service; audit reports, and other financial records; membership directories; and committee lists. Other types of materials to be kept may include: pictures and videos of members, conference functions, etc.; copies of conference brochures; and any other memorabilia that will aid in the preservation of the Association's history. The Historian should also maintain and extend the Association's electronic historical data base which includes information about the members' participation in conferences and committees. Within parameters defined by the Executive Committee, this person shall maintain a TAIR history page on the TAIR Web site.~~

**(k) AIR Liaison.** Each year, the President shall appoint an AIR Liaison. This should be a person who is willing and able to attend each AIR Forum and able to represent TAIR at appropriate AIR functions. The AIR Liaison's primary responsibility is to serve as a bridge between AIR and TAIR throughout the year, communicating pertinent information and issues to the TAIR Executive Committee and the TAIR membership. In the absence of the President at the AIR Forum, the AIR Liaison is responsible to make arrangements for and conduct the TAIR Special Interest Group (SIG) meeting and other TAIR activities at the AIR Forum.

## **Section 5 7. Awards.**

**(a) TAIR Outstanding Service Award.** The TAIR Outstanding Service Award ~~will~~ shall be ~~given~~ presented to ~~a member who has~~ members who have made a significant contribution to TAIR over an extended period of time. A nominee for the Outstanding Service 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 ~~general~~ following criteria. The candidate has:

~~(a)~~ **(1)** ~~Has been a member of the TAIR Executive Committee or a Chair of a conference or presidentially appointed 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;

~~(b) Has made a professional contribution to TAIR by being actively involved in the following:~~

~~(1) (2) Presented~~ presented contributed ~~papers to the sessions at TAIR conference.~~ conferences;

~~(2) (3) Organized,~~ organized, offered, or acted as a primary ~~participant presenter~~ in workshops or panels at ~~the TAIR conference.~~ conferences;

~~(3) (4) Contributed~~ contributed in some other specific and significant ~~way which has~~ ways that have advanced the ~~professionalization purposes~~ of TAIR.

~~Nominations shall be submitted to the Awards Committee, appointed by the President. The Awards Committee will review the nominations and make a recommendation to the Executive Committee.~~

**(b) TAIR Best Presentation Award.** For any given annual conference, the TAIR Best Presentation Award shall be given during the annual business meeting at the subsequent annual conference. The award shall be given to the presenter(s) whose concurrent session best exemplified a significant contribution to the methodology or results of institutional research, planning, evaluation, policy analysis, or institutional effectiveness related to higher education in Texas. Members of the Awards Committee and the Executive Committee are ineligible for this award. Awards Committee members must recuse themselves from judging or influencing award decisions associated with presentations made by presenter(s) who pose any potential conflict of interest. To the extent possible, the Awards Committee should conduct blind reviews of the nominated presentations. To be nominated, a presenter must submit either a hard or electronic copy of her/his presentation to the Program Committee Chair within 14 days of the end of the annual conference. The Awards Committee is responsible for establishing its own processes and specific criteria for selecting the winning presentation. As an incentive for the presenter(s) to reprise the presentation at the subsequent AIR Forum, TAIR pays the basic AIR Forum registration fee for the presenter(s).

**(c) TAIR Outstanding Professional Practice Award(s).** At least ninety (90) days prior to each annual conference, the Awards Committee shall invite nominations from the membership for the TAIR Outstanding Professional Practice Award(s) (OPPA) and shall disseminate the Committee's categories, criteria, and deadlines for evaluating the

submissions. Submissions shall be sent to the Committee Chair by the specified deadline and, depending on the categories established by the Awards Committee, may include reports, fact books, charts, instrumentation, methodologies, etc. in hard or electronic formats. Committee members shall review the nominated submissions based on their predetermined categories and criteria. After the Committee makes its decision(s), the award-winning submissions as well as all other submissions shall be made available to TAIR members for review at the resource fair. Awards Committee members must recuse themselves from judging or influencing award decisions associated with any potential conflict of interest. The TAIR OPPA(s) shall be presented for each designated category during the annual business meeting.

**Last amended: ~~February 24, 1999~~ February 27, 2004**



***Texas Association for  
Institutional Research  
26th Annual Conference,  
February 24-27, 2003***

**Absentee Ballot**

***(RETURN BY FEBRUARY 11, 2004)***

***Only current TAIR members who will not be attending the  
TAIR College Station Conference are eligible to vote.***

***Only one vote per TAIR member.***

***FAX: 713.792.7327***

THE UNIVERSITY OF TEXAS  
MD ANDERSON  
CANCER CENTER

**TAIR Absentee Ballot**

**Attn.: Marilyn J. Greer, Ph.D.**

**Education Research and Assessment**

**The University of Texas**

**M. D. Anderson Cancer Center**

**1515 Holcombe Blvd., Box 148**

**Houston, TX 77030**



# ***Texas Association for Institutional Research***

***26th Annual Conference, February 24 - 27, 2003***

## **Candidates for Vice President/ President-Elect (VOTE FOR ONE)**

- ☐ Chris Benton  
(Alvin Community College, Alvin)
- ☐ Sam Stigall  
(University of Texas at Arlington)

## **Candidates for Secretary (VOTE FOR ONE)**

- ☐ Gail Dantzker  
(South Texas Community College, McAllen)
- ☐ Danica Frampton  
(St. Edward's University, Austin)

## **Candidates for Nominating Committee (VOTE FOR FOUR)**

- ☐ Gerry Dizinno  
(St. Mary's University, San Antonio)
- ☐ Paul Illich  
(McLennan Community College, Waco)
- ☐ Joe Meyer  
(South Texas State University, San Marcos)
- ☐ Roberta Rincon  
(Texas Higher Education Coordinating Board)
- ☐ Richard Roach  
(Texas A&M – Texarkana)
- ☐ Denise Young  
(University of Dallas)

## **TAIR Conference '06 Location (VOTE FOR ONE)**

- ☐ Austin, Texas
- ☐ McAllen, Texas

**Texas Association for Institutional Research**  
**2004 Conference Registration Form**  
**Tuesday, February 24 - Friday, February 27, 2004**  
**College Station, Texas**

(Please type or print)

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

Badge Name \_\_\_\_\_ Type of Institution: ☐ Public ☐ Private

Institution \_\_\_\_\_ ☐ 2-year ☐ 4-year ☐ Other

Department \_\_\_\_\_

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

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

Telephone (        ) \_\_\_\_\_ FAX (        ) \_\_\_\_\_

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

Is this your first TAIR Conference? Yes (    ) No (    )

***If you need special accommodations (Regarding Diet or Disability), contact Karen Laljiani.***  
**Phone: (214) 860-2016; Fax: (214) 860-2335; E-Mail: laljiani@dcccd.edu**

**Payment or Purchase Order Postmarked:**

|   | <b>By<br/>Dec. 24</b> | <b>After<br/>Dec. 24</b> | <b><u>Amount</u></b>   |
|---|-----------------------|--------------------------|------------------------|
| <b>Individual Conference Registration Fees (includes 2004-2005 TAIR Membership)</b>       |                       |                          |                        |
| Individual Member   | \$80                  | \$100                    | \$ _____               |
| Emeritus Member (see registration information, page ii)                                   | \$65                  | \$85                     | \$ _____               |
| Graduate Student Member (see registration information, page ii)                           | \$50                  | \$70                     | \$ _____               |
| <b>Pre- and Post-Conference Workshops</b>   |                       |                          |                        |
| Tuesday Afternoon (1:00 p.m. – 5:00 p.m.):  |                       |                          |                        |
| <b>W1</b> -Intermediate Statistics  | \$30                  | \$30                     | \$ _____               |
| <b>W2</b> - Measuring the Unmeasurable—<br>Psychometric Considerations in Survey Research | \$30                  | \$30                     | \$ _____               |
| <b>W3</b> -Enhancing Presentations for Effective Communication                            | \$30                  | \$30                     | \$ _____               |
| Wednesday Morning (8:00 a.m. – 12:00 noon):   |                       |                          |                        |
| <b>W4</b> - Newcomers to TAIR—What You Need for a Successful IR Career                    | \$35                  | \$35                     | \$ _____               |
| <b>W5</b> - IPEDS Changes and the Enhanced Peer Analysis System                           | \$35                  | \$35                     | \$ _____               |
| <b>W6</b> - The Newest, the Latest in SPSS 12   | \$35                  | \$35                     | \$ _____               |
| <b>Conference Special Event</b> “An Evening at the Bush Library”                          | \$30                  | \$30                     | \$ _____               |
| Bringing a guest to the Special Event? Yes (    ) No (    )                               |                       |                          |                        |
| Guest's Name: _____   | \$30                  | \$30                     | \$ _____               |
| <b>2004-2005 TAIR Membership Only (for those NOT attending conference)</b>                | \$15                  | \$15                     | \$ _____               |
|   |                       |                          | <b>TOTAL: \$ _____</b> |

☐ I request vegetarian options for meals

☐ I would like to take part in an evaluation focus group luncheon at the end of the conference.

(A stratified sample of volunteers will be chosen to participate. Lunch will be served.)

(Continued on next page)

**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, 2003, please send a copy of the purchase order for the amount of your conference fees before December 24 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, 2004. 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: \_\_\_\_\_

TEXAS ASSOCIATION FOR INSTITUTIONAL RESEARCH

February 25-27, 2004

**CUT-OFF DATE: February 2, 2004**

Single/Double - \$80.00

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

Hotel check-in time: 4:00 p.m. Check-out time: 12 Noon

**Hilton College Station & Conference Center**

801 University Drive East

College Station, Texas 77840

PHONE: (979) 693-7500\*\*\*\*\*

FAX: (979) 260-1931

*(please print or type information below)*

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

**Accommodations**

Institution \_\_\_\_\_

No. of Rooms    Single    Dbl    Other

City, State, Zip \_\_\_\_\_

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

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

Sharing Room with \_\_\_\_\_

**Special Requests** (check/✓):

Room type                      King                      Dbl/Dbl

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

Preference                      Non-Smoking                      Smoking

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

(Accommodations based on availability)

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

(Accommodations based on availability)

**\*\*\*\*\*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.\*\*\*\*\***

**GUARANTEE**

All reservations must be guaranteed as follows:

**GUARANTEED BY CREDIT CARD** - In the space below, please fill in Master Card, VISA, Discover, American Express, or Diner's Club **Name of Cardholder, Number, and expiration date**

Cardholder's Name \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Month/Year

In the event you are unable to cancel this reservation **within 24 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: \_\_\_\_\_

**How to Make Reservations:**

**ALL HOTEL ROOMS MUST BE RESERVED BY FEBRUARY 2, 2004 TO ENSURE GROUP RATE**  
TELEPHONE Hilton at (979) 693-7500, or

FAX to Hilton College Station & Conference Center at: (979) 260-1931, or

MAIL to Hilton College Station & Conference Center, Attn: Reservations (address above)

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# 2003-2004 TAIR Membership Application

Please use or pass this form on to an interested colleague. The completed form and check for \$15.00 should be mailed to: Jaime Garcia, TAIR Treasurer, Office of Institutional Research, Rice University, 6100 Main MS-73, Houston, TX 77251. If you attended the 2003 conference in El Paso, then you are already a member for 2003-2004, and do not need to send in this application.

Dr./Mrs./Ms./Mr. \_\_\_\_\_ Institution \_\_\_\_\_

Position \_\_\_\_\_ Dept. \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail \_\_\_\_\_



Jaime Garcia, TAIR Treasurer  
Office of Institutional Research  
Rice University  
6100 Main MS-73  
Houston, TX 77251