

2017 NEAIR Call for Proposals Overview

The 2017 NEAIR Annual Conference will be held November 18-21 in Jersey City, New Jersey. Our theme is **“IR Leadership: Refining Our Roles, Maximizing Our Impact”** and we invite you to propose a conference presentation that shares your new and innovative work in IR and how you are using leadership skills to promote institutional effectiveness. No matter your current level or how long you have been in IR, we want you to share how you are leading your office and institution to success!

NEAIR invites you to collaborate across different functions within a college or across institutions. The new “Panel” Presentation Format (see below) requires this collaboration, however we encourage all sessions, *regardless of Presentation Format*, to consider engaging in these collaborations as they lead to more dynamic presentations and speak to a wider audience.

Current membership is not required in order to submit a proposal; however, if your proposal is accepted, you and any co-presenters must join NEAIR or renew your NEAIR membership as well as register for the conference.

This year NEAIR has a new website with an integrated Call for Proposals web-based submission form. This Overview document contains complete details on

1. **Key Dates,**
2. **NEAIR’s new Presentation Formats,**
3. **NEAIR’s new Topic Areas, and**
4. **Details on the questions required for submitting a proposal.**

If you have any questions, please contact Allison Walters, Program Chair, awalters@udel.edu; Wendy Weiler, Associate Program Chair, wweiler@jjay.cuny.edu; or Beth Simpson, NEAIR Managing Director/Conference Event Planner, neair@neair.org.

1. Key Dates

- **Call for Proposals Opens:** Thursday, April 6, 2017
- **Proposal Submission deadline:** Friday, May 19, 2017
- **Proposal Reviews:** late May – mid-June 2017
- **Final Proposal Status Notifications Sent:** late July 2017
- **Scholarly Paper Submission Deadline for icon in program book:** Friday, September 22, 2017
- **NEAIR Conference Registration Opens:** Tuesday, September 5, 2017
- **Deadline for Presenters to Register and be listed in the program book:** Friday, October 13, 2017
- **NEAIR Conference Early-Bird Deadline:** Friday, October 20, 2017
- **NEAIR Conference in Jersey City, New Jersey:** November 18 – 21, 2017
- **IR/Practitioner Report submission Deadline to be considered for Best IR/Practitioner Report Award:** Friday, November 24, 2017

2. NEAIR’s New Presentation Formats

NEW THIS YEAR!

Presentation Formats: Instead of asking for a “type” of proposal, you will need to choose a *Presentation Format* from one of the five options below. Since these are new this year, please take time to review the full details of the presentation formats along with the AV/room set-up that they each provide. Varying presentation formats will promote engagement of the audience

and will enhance the overall conference experience for presenters and attendees. **Please note that Pre-Conference Workshops have their own Proposal Submission system, available on the [Call for Pre-Conference Workshops webpage](#).** Also, conference planners will be sending out a call for Special Interest Groups (SIGS) in late summer.

Scholarly Papers are not a Presentation Format: During the proposal process, you will be able to indicate that you have interest in submitting a scholarly paper should your proposal be accepted. Indicating this interest in submitting a scholarly paper does not influence acceptance of your proposal. Presenters in all formats, with the exception of Pre-Conference Workshops and Discussion Groups, may submit a scholarly paper to accompany the session (which does not need to be complete at the time of proposal submission). The deadline to submit a scholarly paper (formerly known as Contributed Papers) is September 22, 2017 to be considered for the Best Paper or Best First Paper Awards. Presentation sessions with **related** scholarly papers submitted by this date will be recognized in the Conference Program and on the Program-At-A-Glance. Authors retain all copyright to the paper and are free to submit the final version to an academic or practitioner scholarly journal. Scholarly Papers typically are 8-30 pages in length, contain research questions, methodologies, literature reviews, and findings (though variations are acceptable), and is the quality expected of graduate students or manuscripts submitted for peer review. All scholarly papers will be included in the Conference *Proceedings* and will automatically be considered for the Best Paper or Best First Paper Award. To be considered for the Best First Paper Award, this must be a first scholarly paper submission for ALL authors. Please review the [Scholarly Paper Guidelines](#) and the [Best Paper & Best First Paper Awards information](#) for more information on scholarly papers.

The five Presentation Formats available in the Call for Proposals are:

- **Speaker** (30- or 45-minute session; one-to-three presenters). Share innovative applications, research practices, and professional work products in IR, assessment, planning, and other data-centered functions. While both session lengths should allow time for participant questions and discussion, the 45-minute Speaker Session should build in a significant interactive experience with the participants.

Room Setup and Technology: Speaker Sessions will be set-up in theater style seating with standard audio/visual which will be detailed in acceptance letters. Internet access not provided. Presenters must bring a laptop and if using a Mac or iPad, an appropriate connector.

- **Power Talk** (15-minute session; one or two presenters). Shorter versions of a Speaker session. One Power Talk (15-minute session) will be grouped into a 45-minute time slot (with a total of 3 Power Talks) or a 30-minute time slot (with a total of 2 Power Talks). NEAIR will provide a facilitator to introduce the Power Talks and keep time to ensure that each Power Talk is given its 15-minutes. We suggest planning an 8-10 minute presentation and leaving 5-7 minutes for questions and answers. Presenters should connect with the other Power Talk presenters in their time slot once the program is announced to discuss presentations, planned style and timing, and potential for blending any similar material together.

Room Setup and Technology: Power Talk Sessions will be set-up in theater style seating with standard audio/visual which will be detailed in acceptance letters. Internet access not provided. Presenters must bring a laptop and if using a Mac or iPad, an appropriate connector.

- **Panel** (45-minute session; three or four presenters). Present multiple perspectives about an IR application, practice, or topic of interest. Panels are composed of three or four presenters with one member serving as a moderator. Panelists should represent different functions within a college (e.g., IR, IT, Dean), or represent different institutions/organizations. Panelists should have identifiable, unique points of view about the topic.

Room Setup and Technology: Panel Sessions will be set-up in theater style seating with standard audio/visual which will be detailed in acceptance letters. Internet access not provided. Presenters must bring a laptop and if using a Mac or iPad, an appropriate connector.

- **Discussion Group** (45-minute session; one or two leaders). Highly interactive group discussions that focus on a current topic or issue in the field. The session leader (presenter) briefly presents opening remarks to define the session and set the context. Three-to-five questions submitted with the session proposal provide the structure for the discussion that follows. The session leader's role also includes encouraging participants to share their perspectives and provides a summary and closure to the discussion.

Room Setup and Technology: Discussion Groups set-up to be determined. Standard audio/visual will be provided and detailed in acceptance letters. Internet access not provided. Presenters must bring a laptop and if using a Mac or iPad, an appropriate connector. A flip chart and markers are available upon request.

- **Poster Presentation** (visual display, with one 45-minute Q&A session; one-to-three presenters). As an informal display of ideas, a Poster Presentation may show a work in progress, describe a research technique, or share a new idea with colleagues in a relaxed, one-on-one setting. To increase professionalism of the poster presentation, we encourage large-format printing of full color posters [no larger than 36 in. x 48 in.]; grant monies are available to help defray printing costs. Posters presenters are expected to set up posters no later than Sunday at 4 p.m. for informal viewing Sunday afternoon and Monday with an opportunity to answer questions at the Monday Data and Dessert Formal Poster Presentation. Poster set-up will take place in a room with foam board backing, clips and an easel provided by NEAIR.

3. NEAIR's New Topic Areas

NEAIR has seven Topic Areas that will be used to identify presentations in the Conference Program. You must select one Topic Area during the proposal process. **Please select the Topic that best fits your submission.**

- **Assessment: Accountability, Accreditation, and IE.** Topics include case studies, methods, theories of assessment of student learning, accreditation, and program review, as well as other assessment or institutional effectiveness topics.
- **Data Analysis and Research Methods.** Presentations in this area are scholarly, theoretical, and/or focused on broad understandings of higher education issues or research/analytical methods. Emphasis should be on tools, methods, data sources, or national policy issues rather than individual institution decisions.
- **Leadership Skills.** This topic area focuses specifically on demonstrations of successful leadership within the profession (i.e., Institutional Research, Assessment, Accreditation, Strategic Planning and/or Data Governance). While many proposals may inherently require or reflect leadership roles and skillsets, leadership may not be the primary focus of the presentation and thus would fit best under one of the other six topic areas. In contrast, this topic area focuses on demonstrations of successful leadership, the identification and use of leadership skills, and leadership development itself. Professionals at any career level (e.g. Vice Presidents, Directors, or a Research Analyst whose role is a project leader) may present on this topic. Some examples of possible topics include but are not limited to: securing buy-in, effective participation in a leadership team, leading to impact assessment/accreditation/data governance, effective empowerment and delegation, working for an ineffective leader ("managing up"), coaching/developing leadership skills in others.
- **Management and Operations.** This area focuses on the organization and management of IR/IE offices and functions. Topics include tracking requests, organizing/archiving past studies, reporting to various stakeholders, staffing, resources, relationships with other operational areas (e.g., IT), and legal standards (e.g., FERPA). Studies about the field of IR and ethical issues are also included.

- **Reporting and Transparency.** The focus of this area is on reporting to external entities. Case studies may include designs that improve efficiencies or practices for producing and tracking mandated reports. Also included are consortia and other data-sharing initiatives.
- **Studies for Campus Decision-Support.** This topic area includes case presentations of IR/IE studies conducted for institutional decision support at a campus, district, or system office. Presentations may focus on methodology, data sources, analytics, or results that inform decision making or inspire similar efforts.
- **Technologies and Applications.** This topic includes technologies used in conducting IR/IE studies. The emphasis is on technology and may include a demonstration. Examples include data storage, manipulation, and analysis; dissemination of results (e.g., dashboards, scorecards, fact books); automation of reporting; and other technologies that support IR, institutional effectiveness, and assessment.

4. Proposal Submission Details

The NEAIR proposal submission system is an online application process. It is recommended that responses to proposal questions be created in word processing software (e.g., Microsoft Word) first, and then pasted into the online system to prevent losing your work due to possible internet connection or power failures. **NEAIR members should log-in first to the NEAIR website so your contact information can pre-populate into the proposal submission form.**

The Call for Proposal web submission form is divided into the following sections:

Page 1: Presenter Contact information. Please provide complete contact information for ALL presenters contributing to the proposal. Please note that the first presenter listed will be the Point of Contact for this submission. If the proposal is accepted, presenters must join NEAIR/renew membership and register for the conference.

Page 2: Topic Selection. Please select a Topic for your proposed session from the seven Topic areas (see *Section 3. NEAIR's New Topic Areas* above for Topics and descriptions). Topic areas will be used to identify presentations in the Conference Program.

Page 3: Presentation Format Selection and Custom Submission Information. On this page, select your preferred Presentation Format **FIRST** in order to display its custom questions. **Questions pertaining to each Presentation Format may be found in the Appendices at the end of this document.**

Page 4: Agreement. You are required to initial agreement to the terms "If this proposal is accepted, I agree to register for the conference and fulfill my professional obligation to present."

Page 5: Proposal Information. Title, Description, and Narrative are required. Any supporting documents may be uploaded on this page as ONE PDF file. Note that this uploaded file is not to be a restatement of your proposal's content collected throughout this web form; supporting document file is not required.

- **Title:** Please provide a title for your Proposal. *Title may be no more than 64 characters including spaces.*
- **Presentation Description:** Please provide a succinct description of this presentation including intended learning outcomes. If accepted this description will be used in the Conference Program. *Description must be 130 words or less.*
- **Proposal Narrative:** The Proposal Narrative is the primary section used by peer reviewers and the Program Chair in accepting a submission. *Narrative must be 400 words or less.* Clearly explain:

- 1) How your session presents new or improved ideas and practices for advancing the field of IR and data-informed decision-making in higher education
- 2) How the ideas and practices in your proposal are relevant and important to NEAIR members

Page 6: Confirm and Submit Proposal. Review your entries for all proposal questions. If you need to edit any responses/selection, use the back button to go back to a previous page.

Deadline to Submit Proposals: 11:59pm EST on May 19, 2017

Questions? Please contact Allison Walters, Program Chair, awalters@udel.edu; Wendy Weiler, Associate Program Chair, wweiler@jjay.cuny.edu; or Beth Simpson, NEAIR Managing Director/Conference Event Planner, neair@neair.org

Appendix A: Custom Questions for SPEAKER Presentation Format

(see general questions in Section 4, above)

- **Learning Outcomes:** Please provide a minimum of two participant learning outcomes phrased as follows: Participants in this session will... Please limit your response to less than 500 words.
- **Presenter Experience:** Describe how each presenter's experience/knowledge makes him or her uniquely qualified to present this session. Be specific about the expertise related to the session (e.g., list other related presentations or reports) rather than general statements about degrees or years in the field. Please limit your response to less than 500 words.
- **Key Words:** Please provide three-to-five key words/phrases participants may use when searching for this session. Please add key words as a comma separate list (e.g. IPEDS, Dashboard, Institutional Effectiveness, Leadership, Community College, Student Retention, etc.). *Key words are limited to 100 characters
- **Please check the box if your session is of particular benefit to Newcomers to the field of IR.** Conference Planners will earmark all sessions of particular benefit to Newcomers to the field of IR in the Conference Program.
- **Speaker Format Length:** Select the presentation length preferred. Note that due to programming constraints, preference is not guaranteed. Choice of 30 or 45 minute session.
- **Structure, Timeline:** (limit to 500 words) Clearly explain:
 - 1) The structure/outline of the presentation
 - 2) The timeline of your presentation (how you will use the time allowed for your Presentation Format)
- **What is the central theme or big idea of this presentation?** (limit to 100 words)
- **Which sectors will this session specifically benefit?** Check all that apply. Conference Planners will earmark all sessions of particular benefit to sectors in the Conference Program. Topic and sector will help guide conference attendees to sessions of specific and greatest benefit to their particular need.
 - Private 4 Year
 - Public 4 Year
 - Community College
- **Estimation of attendees:** To help conference planners slot sessions in appropriately sized rooms, please give a best estimate for the number of attendees you expect.
 - Up to 35 attendees (smaller room)
 - Up to 70 attendees (medium room)
 - Up to 100 attendees (large room)
- **Is this submission fulfilling the Ambassador or Research Grant requirements?** If you are the recipient of this year's Ambassador or Research Grant and are submitting this proposal as a requirement of fulfilling your obligations as an award recipient, please mark the appropriate choice. Please note that Conference Planners may suggest an alternative presentation method.
 - Submission to fulfill the Ambassador Grant obligations
 - Submission to fulfill the Research Grant obligations
- **Best IR/Practitioner Report Award:** Indicate your interest in submitting your presentation, if accepted, for the [Best/IR Practitioner Report Award](#).
 - I intend to submit my presentation for this award
 - I am interested in this award, but would like more information
 - I am not interested in submitting for this award
- **Scholarly Paper Submission:** Indicate your interest in submitting a [Scholarly Paper](#) related to your proposed presentation session. Please check the box if you wish to be contacted about submitting a scholarly paper. All Scholarly Papers will be considered for the [Best Paper or Best First Paper Award](#).

Appendix B: Custom Questions for POWER TALK Presentation Format

(see general questions in Section 4, above)

- **Learning Outcomes:** Please provide a minimum of two participant learning outcomes phrased as follows: Participants in this session will... Please limit your response to less than 500 words.
- **Presenter Experience:** Describe how each presenter's experience/knowledge makes him or her uniquely qualified to present this session. Be specific about the expertise related to the session (e.g., list other related presentations or reports) rather than general statements about degrees or years in the field. Please limit your response to less than 500 words.
- **Key Words:** Please provide three-to-five key words/phrases participants may use when searching for this session. Please add key words as a comma separate list (e.g. IPEDS, Dashboard, Institutional Effectiveness, Leadership, Community College, Student Retention, etc.). *Key words are limited to 100 characters
- **Please check the box if your session is of particular benefit to Newcomers to the field of IR.** Conference Planners will earmark all sessions of particular benefit to Newcomers to the field of IR in the Conference Program.
- **Structure, Timeline:** (limit to 500 words) Clearly explain:
 - 1) The structure/outline of the presentation
 - 2) The timeline of your presentation (how you will use the time allowed for your Presentation Format)
- **What is the central theme or big idea of this presentation?** (limit to 100 words)
- **Which sectors will this session specifically benefit?** Check all that apply. Conference Planners will earmark all sessions of particular benefit to sectors in the Conference Program. Topic and sector will help guide conference attendees to sessions of specific and greatest benefit to their particular need.
 - Private 4 Year
 - Public 4 Year
 - Community College
- **Estimation of attendees:** To help conference planners slot sessions in appropriately sized rooms, please give a best estimate for the number of attendees you expect.
 - Up to 35 attendees (smaller room)
 - Up to 70 attendees (medium room)
 - Up to 100 attendees (large room)
- **Is this submission fulfilling the Ambassador or Research Grant requirements?** If you are the recipient of this year's Ambassador or Research Grant and are submitting this proposal as a requirement of fulfilling your obligations as an award recipient, please mark the appropriate choice. Please note that Conference Planners may suggest an alternative presentation method.
 - Submission to fulfill the Ambassador Grant obligations
 - Submission to fulfill the Research Grant obligations
- **Best IR/Practitioner Report Award:** Indicate your interest in submitting your presentation, if accepted, for the [Best/IR Practitioner Report Award](#).
 - I intend to submit my presentation for this award
 - I am interested in this award, but would like more information
 - I am not interested in submitting for this award
- **Scholarly Paper Submission:** Indicate your interest in submitting a [Scholarly Paper](#) related to your proposed presentation session. Please check the box if you wish to be contacted about submitting a scholarly paper. All Scholarly Papers will be considered for the [Best Paper or Best First Paper Award](#).

Appendix C: Custom Questions for PANEL Presentation Format

(see general questions in Section 4, above)

- **Learning Outcomes:** Please provide a minimum of two participant learning outcomes phrased as follows: Participants in this session will... Please limit your response to less than 500 words.
- **Presenter Experience:** Describe how each presenter's experience/knowledge makes him or her uniquely qualified to present this session. Be specific about the expertise related to the session (e.g., list other related presentations or reports) rather than general statements about degrees or years in the field. Please limit your response to less than 500 words.
- **Key Words:** Please provide three-to-five key words/phrases participants may use when searching for this session. Please add key words as a comma separate list (e.g. IPEDS, Dashboard, Institutional Effectiveness, Leadership, Community College, Student Retention, etc.). *Key words are limited to 100 characters
- **Please check the box if your session is of particular benefit to Newcomers to the field of IR.** Conference Planners will earmark all sessions of particular benefit to Newcomers to the field of IR in the Conference Program.
- **Structure, Timeline:** (limit to 500 words) Clearly explain:
 - 1) The structure/outline of the presentation
 - 2) The timeline of your presentation (how you will use the time allowed for your Presentation Format)
- **What is the central theme or big idea of this presentation?** (limit to 100 words)
- **Which sectors will this session specifically benefit?** Check all that apply. Conference Planners will earmark all sessions of particular benefit to sectors in the Conference Program. Topic and sector will help guide conference attendees to sessions of specific and greatest benefit to their particular need.
 - Private 4 Year
 - Public 4 Year
 - Community College
- **Estimation of attendees:** To help conference planners slot sessions in appropriately sized rooms, please give a best estimate for the number of attendees you expect.
 - Up to 35 attendees (smaller room)
 - Up to 70 attendees (medium room)
 - Up to 100 attendees (large room)
- **Is this submission fulfilling the Ambassador or Research Grant requirements?** If you are the recipient of this year's Ambassador or Research Grant and are submitting this proposal as a requirement of fulfilling your obligations as an award recipient, please mark the appropriate choice. Please note that Conference Planners may suggest an alternative presentation method.
 - Submission to fulfill the Ambassador Grant obligations
 - Submission to fulfill the Research Grant obligations
- **Best IR/Practitioner Report Award:** Indicate your interest in submitting your presentation, if accepted, for the [Best/IR Practitioner Report Award](#).
 - I intend to submit my presentation for this award
 - I am interested in this award, but would like more information
 - I am not interested in submitting for this award
- **Scholarly Paper Submission:** Indicate your interest in submitting a [Scholarly Paper](#) related to your proposed presentation session. Please check the box if you wish to be contacted about submitting a scholarly paper. All Scholarly Papers will be considered for the [Best Paper or Best First Paper Award](#).

Appendix D: Custom Questions for DISCUSSION GROUP Presentation

Format *(see general questions in Section 4, above)*

- **Learning Outcomes:** Please provide a minimum of two participant learning outcomes phrased as follows: Participants in this session will... Please limit your response to less than 500 words.
- **Presenter Experience:** Describe how each presenter's experience/knowledge makes him or her uniquely qualified to present this session. Be specific about the expertise related to the session (e.g., list other related presentations or reports) rather than general statements about degrees or years in the field. Please limit your response to less than 500 words.
- **Key Words:** Please provide three-to-five key words/phrases participants may use when searching for this session. Please add key words as a comma separate list (e.g. IPEDS, Dashboard, Institutional Effectiveness, Leadership, Community College, Student Retention, etc.). *Key words are limited to 100 characters
- **Please check the box if your session is of particular benefit to Newcomers to the field of IR.** Conference Planners will earmark all sessions of particular benefit to Newcomers to the field of IR in the Conference Program.
- **Structure, Timeline:** (limit to 500 words) Clearly explain:
 - 1) The structure/outline of the presentation
 - 2) The timeline of your presentation (how you will use the time allowed for your Presentation Format)
- **What is the central theme or big idea of this presentation?** (limit to 100 words)
- **Discussion Questions:** List three-to-five (3-5) questions that will serve as the organizing structure for the discussion group. Please use the following format:
 - 1) Discussion question one.
 - 2) Discussion question two.
 - 3) Discussion question three.
 - 4) Discussion question four.
 - 5) Discussion question five.
- **Which sectors will this session specifically benefit?** Check all that apply. Conference Planners will earmark all sessions of particular benefit to sectors in the Conference Program. Topic and sector will help guide conference attendees to sessions of specific and greatest benefit to their particular need.
 - Private 4 Year
 - Public 4 Year
 - Community College
- **Estimation of attendees:** To help conference planners slot sessions in appropriately sized rooms, please give a best estimate for the number of attendees you expect.
 - Up to 35 attendees (smaller room)
 - Up to 70 attendees (medium room)
 - Up to 100 attendees (large room)
- **Is this submission fulfilling the Ambassador or Research Grant requirements?** If you are the recipient of this year's Ambassador or Research Grant and are submitting this proposal as a requirement of fulfilling your obligations as an award recipient, please mark the appropriate choice. Please note that Conference Planners may suggest an alternative presentation method.
 - Submission to fulfill the Ambassador Grant obligations
 - Submission to fulfill the Research Grant obligations
- **Flip Chart:** Please check the box if this session will require a flip chart.

Appendix E: Custom Questions for POSTER Presentation Format

(see general questions in Section 4, above)

- **Learning Outcomes:** Please provide a minimum of two participant learning outcomes phrased as follows: Participants in this session will... [For poster submissions please use, "Viewers will..."] Please limit your response to less than 500 words.
- **Presenter Experience:** Describe how each presenter's experience/knowledge makes him or her uniquely qualified to present this session. Be specific about the expertise related to the session (e.g., list other related presentations or reports) rather than general statements about degrees or years in the field. Please limit your response to less than 500 words.
- **Key Words:** Please provide three-to-five key words/phrases participants may use when searching for this session. Please add key words as a comma separate list (e.g. IPEDS, Dashboard, Institutional Effectiveness, Leadership, Community College, Student Retention, etc.). *Key words are limited to 100 characters
- **Please check the box if your session is of particular benefit to Newcomers to the field of IR.** Conference Planners will earmark all sessions of particular benefit to Newcomers to the field of IR in the Conference Program.
- **What is the central theme or big idea of this presentation?** (limit to 100 words)
- **How will a poster be an effective visual display of your presentation ideas?** (limit to 500 words)
- **Is this submission fulfilling the Ambassador or Research Grant requirements?** If you are the recipient of this year's Ambassador or Research Grant and are submitting this proposal as a requirement of fulfilling your obligations as an award recipient, please mark the appropriate choice. Please note that Conference Planners may suggest an alternative presentation method.
 - Submission to fulfill the Ambassador Grant obligations
 - Submission to fulfill the Research Grant obligations
- **Scholarly Paper Submission:** Indicate your interest in submitting a [Scholarly Paper](#) related to your proposed presentation session. Please check the box if you wish to be contacted about submitting a scholarly paper. All Scholarly Papers will be considered for the [Best Paper or Best First Paper Award](#).
- **Please check the box if you want to apply for a \$50 poster printing grant.**