



**North East Association for Institutional Research  
Annual Business Meeting  
Philadelphia, Pennsylvania  
November 6, 2006**

**Agenda**

1. Call to order/President's Highlights (Marge Wiseman)
2. Approval of minutes from 2005 Annual Business Meeting (Marge Wiseman)
3. Treasurer's Report (Heather Kelly)
4. Awards & Commendations (Marge Wiseman)
5. Recognition of Vendors' Support of the Conference (Timothy Walsh)
6. Standing Committee Reports
  - a. Professional Development Committee (Martha Gray)
  - b. Site Selection Committee (Martha Gray)
  - c. Publications Committee (Cathy Alvord)
  - d. Nominations Committee Report of Election Results (Michelle Appel)
7. Other Committee Reports
  - a. Grants Committee (Phyllis Fitzpatrick)
  - b. Mentoring/Newcomers Committee (Alan Sturtz)
  - c. Web Advisory Committee (Roland Hall)
8. Passing of the Gavel (Marge Wiseman, Martha Gray)
9. New Business (Martha Gray)
  - a. NEAIR- New Brunswick Preview (Louise Murray)
  - b. AIR- Kansas City Announcement (Christine Keller)
10. Adjournment (Martha Gray)

## **NEAIR PRESIDENT'S REPORT NOVEMBER 2006**

The North East Association for Institutional Research (NEAIR) is blessed with many talented knowledgeable professionals that enter institutional research with a wide variety of strengths and backgrounds. Many of these professionals enter the field through circuitous paths. The challenge for NEAIR is not only to bring new entrants up to speed through professional development offerings, but also to provide relevant enrichment and development for seasoned professionals. This year, the Steering Committee, through its various standing and ad hoc committees has continued to refine the way NEAIR delivers these services to the membership.

Having put out a Request for Proposal (RFP) outlining the needs of the organization, the Steering Committee voted unanimously to award a three-year contract to Beth A. Simpson Administrative Services to act as NEAIR Administrative Coordinator. This new contract will run until December 31, 2009. We are delighted that Beth will continue to serve in this capacity as her services have proved invaluable to NEAIR in the past.

Last year, in conjunction with AIR, NEAIR initiated online registration and credit card processing. This year, the contract for these services was renewed and Roland Hall (Web Advisory Chair) and Beth Simpson were able to streamline the process even more. As improved technology becomes available, NEAIR has to be poised to take advantage of it. This year, online proposal submission through AIR was implemented by Nancy Ludwig (Program Chair) thus enabling her and Ellen Peters (Associate Program Chair) to have electronic access to all the proposals for review and slotting purposes. More and more of the conference materials and communications were moved primarily to the website. Annemarie McMullin (Conference Web Coordinator) coordinated the upgraded conference presentation on the website.

This year, the Philadelphia Conference Team initiated a few new conference features including greater emphasis on the Poster Session. As a result, Kathy Keenan was appointed Poster Session Coordinator to focus on this important aspect of our conference and work with presenters to create attractive, informative presentations. She will also be involved in evaluating and presenting: "The Best Visual Presentation for Posters". In addition, Allison Walters (Local Arrangements Chair) has been working diligently with Al Riess (Director of Technology from the Le Bow College of Business at Drexel University) to provide the technological support for our Pre-conference Workshops and the conference as a whole. This has made it possible for us to hold all workshops at the hotel this year. A huge Thank You goes to Al Riess and the Le Bow College of Business at Drexel University for the technological support they have donated to NEAIR.

This year Site Selection Chair and President-Elect Martha Gray employed the services of a professional site selection person to assist in screening potential sites for future conferences. You can get more of the details concerning this service by reading the Site Selection Committee Report.

I encourage you to also read the Professional Development Service (PDS), Grants, Publications and Mentoring Committee Reports that are part of the Business Meeting Packet to see how these committees continue to make strides in delivering services to the membership.

As any dynamic organization evolves it becomes necessary to periodically review and revise Policies and Procedures to ensure alignment and support of the organization's Constitution. An Ad Hoc Committee has been appointed to start this process. The current committee members are Michelle Appel, Kevin Murphy and Martha Gray. However, this huge project is a work in process that will need to be continued under the next President.

In summary, NEAIR has moved forward on many fronts this year. There is still a lot to be done. However, with the talent and the positive power that generates from the membership and its willingness to volunteer, NEAIR will continue to be a premier professional organization. The distinctive feature of NEAIR is its approachable, mentoring mission along with its genuine desire to further the knowledge and practice of institutional research. I thank you for allowing me the honor to serve as President of this organization. I also want to thank all those who supported me and kept NEAIR on track when I couldn't be available.

Thank you so much.

Marge Wiseman  
NEAIR President 2006



## **Annual Business Meeting Minutes**

Saratoga Springs, New York

November 7, 2005

### **1. Call to Order/President's Highlights (Michelle Appel)**

NEAIR President Michelle Appel called the meeting to order at 12:50 p.m. Michelle Appel offered thanks to the hotel staff, particularly Lindsay Heath, David Reynolds, and to the Conference Team and the Steering Committee.

### **2. Approval of Minutes from the 2004 Annual Business Meeting (Michelle Appel)**

A motion to approve the minutes of the 2004 Annual Business Meeting was made, seconded, and approved unanimously.

### **3. Treasurer's Report (Heather Isaacs)**

Heather Isaacs directed the membership to the formal report inside the business meeting packet. She reported that we ended fiscal 05-06 with a surplus. An audit has been performed and filed, and she will work with the Steering Committee on the audit recommendations. The Treasurer's Report was filed.

### **4. Awards and Commendations (Heather Isaacs, Michelle Appel)**

Heather Isaacs was standing in for Steve Porter chair of the Best Paper Committee. She announced Jerret Lemay as the winner of the 2004 Best First Paper Award. The 2004 Best Paper Award was presented to J. Fredericks Volkwein and to Kyle Sweitzer.

Michelle Appel announced the recipients of the 5 year membership pins and the 10 year membership pins.

Michelle Appel introduced AIR President, Sandy Johnson, and AIR 2006 Forum Chair, Bill Knight.

Sandy Johnson announced that the AIR ballot has been released with a number of NEAIR members on it, including Mary Ann Coughlin, who has been nominated for Vice President, Alan Sturtz who was nominated for Membership Committee Chair, and five other NEAIR members who were nominated for the Nominating Committee.

Bill Knight announced that the 2006 Forum has moved to Chicago with a different set of dates in mid-May. It will be starting on Monday to avoid Mother's Day. It will run from Monday, May 15<sup>th</sup> through Thursday, May 18<sup>th</sup>, 2006. AIR has 434 proposals not counting workshops.

Michelle Appel's next commendation was to all of the attendees because we have set a new NEAIR Conference attendance record with 298 attendees.

She then thanked Beth Simpson for all of her hard work in preparing for this very successful conference.

Michelle Appel then recognized Mary Ann Coughlin as the outgoing Past President, Sarah Parrot as the outgoing Secretary, and Fred Cohen for his years of service as the NEAIR Listserv Administrator.

Michelle Appel also thanked Jessica Shedd, Kirsten Rowe, and Susan Martin for conducting the first NEAIR web survey. The results of the survey are available in the members only section of the NEAIR website.

Finally, Michelle Appel thanked the outgoing members of the Steering Committee, Cathy Alvord, Ellen Peters, and Kelli Armstrong, and 2005 Publications Chair, Gayle Fink for their service.

### **5. Recognition of Vendors' Support for the Conference (Timothy Walsh)**

Timothy Walsh announced that we had 13 vendors this year across a broad spectrum of services. The vendors are: AIR, Beyond 20/20, Higher Education Research Institute at UCLA, iStrategy, National Student Clearinghouse, Online Course Evaluations.com, Pearson NCS, Penn State Center for the Study of Higher Education, Principia Products, a division of Gravic, Inc., QAS, an Experian Company, RAND Council for Aid to Education, SAS, Inc., Scantron Corporation. He asked for a round of applause in appreciation. So done.

He then encouraged everyone to use the Vendor Passports and announced that the prize drawing would be done the next day.

### **6. Standing Committee Reports**

Michelle Appel announced a change in the order of the agenda. (Letter order of the subsections below is as listed on the agenda)

#### **d. Nomination Committee Report of Election Results (Mary Ann Coughlin)**

Coughlin reported that, this year, the Nominating Committee used multiple calls for nominations to develop a deep candidate pool. She thanked the other members of the committee, Cherry Danielson, David Cheng, and Jim Ferguson for their work as NEAIR moved to a system of online nominations, election information, presentation of the ballot, and voting. She also thanked Linda Mallory and Lou Cox of the U.S. Naval Academy for hosting the balloting.

Mary Ann Coughlin then announced the newly elected members and officers and asked them to stand to be identified.

For Nominating Committee:

1. Fred Cohen, New York University;
2. Qing Mack, Asnuntuck Community College
3. Eleanor Swanson, Monmouth University.

For Steering Committee Member-at Large:

1. Jeff Himmelberger, Clark University
2. Linda Kelley Junker, Mount St. Mary's University
3. Heather S. Roscoe, Tufts University.

For Secretary: Kevin B. Murphy, University of Massachusetts Boston.

For President Elect: Martha Gray, Ithaca College.

**c. Professional Development Services Committee Report (Cathy Alvord in place of Marjorie Wiseman)**

Cathy Alvord reported that we had a successful drive-in workshop this summer, and that details could be found in the Business Meeting packet.

**b. Site Selection Committee (Marjorie Wiseman)**

Marjorie Wiseman thanked the members of the committee, Michelle Appel, Heather Isaacs, Eleanor Swanson, and Dawn Terkla. She reported that the criteria for a site are accessibility, adequate hotel sleeping and meeting accommodations, a nearby higher education institution, and a charming community with good shopping and dining. She was pleased to announce that the 2007 NEAIR Conference will be held in New Brunswick, New Jersey, and will be presided over by Martha Gray. A detailed report is in the Business Meeting packet.

**a. Publications Committee (Gayle Fink)**

Gayle Fink, the official 2005 Publications Chair, reported for David Cheng, the 2004 Publications Chair. Last year's *Proceedings* was produced in CD format and was made available on the NEAIR website in the members only section. For the Saratoga Springs conference, actual presentations will be linked to the NEAIR website. She called for this year's presenters to submit handouts, Power Points, etc. in addition to the actual formal papers.

Michelle Appel added that, this year, there will be a Best Practitioner Paper Award.

**7. Other Committee Reports**

**a. Grants Committee (Ellen Peters)**

Ellen Peters announced that we had awarded 5 grants this year, two NEAIR Conference, two Research, and one Ambassador. The names of the recipients are in the formal report in the Business Meeting packet. This year the committee had a firm submission deadline of September 1, and they completed the evaluations within 3-4 weeks. She thanked the members of the committee, Phyllis Fitzpatrick, John Pryor, Louise Murray, and Gayle Fink, and member ex officio, Kevin B. Murphy.

**b. Mentoring/Newcomers Committee (Kelli Armstrong)**

Kelli Armstrong offered thanks to all mentors. The committee has established a data base to use throughout the year. This year they made 15 matches during the year, with 17 for the Conference. She reported that they had an excellent mentor/mentee meeting and Welcome Reception.

**c. Web Advisory Committee (Jessica Shedd)**

Jessica Shedd reported a number of accomplishments this year including development and administration of a web based survey of NEAIR members. Details of it will be presented in a poster session in the evening. The committee developed and implemented an online registration system thanks to AIR. She thanked the members of the committee, Roland Hall and Eric Spear, and member ex officio, Beth Simpson.

## **8. Proposed Amendments to the Constitution (Michelle Appel, Mary Ann Coughlin)**

Mary Ann Coughlin, Chair of the Ad hoc Governance committee, reported that a detailed explanation of the proposed amendments and the process used to arrive at them had previously been emailed to the members. She said that paper ballots would be used and that microphones were available for anyone who wanted to discuss the proposed amendments. She explained that the ad hoc committee synthesized the proposals, and the Steering Committee discussed them at meetings and by conference call. She announced that the recommendations come as motions of the Steering Committee for changes to the By-Laws and as such, require no second. Further, the motions would be dealt with one at a time. Ballots were to be placed in wicker baskets outside of the meeting room at the end of the meeting. The questions were explained in the following order and the ballot that matched each question was identified by color.

<b>Order</b>	<b>Ballot Color</b>	<b>Unofficial Question Summary</b>
1	Yellow	Adjust term of Secretary to 3 years
2	Lilac	Adjust terms of Steering Committee members to 3 years, two to be elected each year
3	Ivory	Reserve positions for sector representatives on the Steering Committee, 2 year, 4 year private, 4 year public sectors.
4	Salmon	Increase number of Nominating Committee elected members to 6
5	Goldenrod	Reserve positions for sector representatives on the Nominating Comm. 2 year, 4 year private, 4 year public sectors.
6	Green	Conflict of interest/No sitting voting member of the Steering Committee may run for office
7	Blue	Conflict of interest/no sitting member of the Nominating Comm. may run for office
8	Pink	Term Limits - No member elected to any office may run for the same office until 5 years have gone by.

## **9. Passing of the Gavel (Michelle Appel, Marjorie Wiseman)**

Michelle Appel passed the official President's gavel and a presidential hat to Marjorie Wiseman. Marjorie Wiseman thanked Michelle Appel, the Steering Committee, and Beth Simpson for their support over the past year.

## **10. New Business (Marjorie Wiseman)**

### **a. Philadelphia Preview (Marjorie Wiseman)**

Marjorie Wiseman reminded the membership that the 2006 NEAIR Conference is to be held in Philadelphia from November 4 through November 7, 2006, and introduced the Philadelphia Conference Team, Nancy Ludwig, Program Chair, Ellen Peters, Associate Program Chair, and Allison Walters, Local Arrangements Chair.

Allison Walters gave a short presentation about the amenities available in Philadelphia.

## **11. Adjournment (Marjorie Wiseman)**

A motion to adjourn was made, seconded, and approved unanimously. At 1:47 p.m. Marjorie Wiseman declared the meeting adjourned.



To: NEAIR Membership

From: Heather A. Kelly  
NEAIR Treasurer

Re: Treasurer's Report as of 30 June 2006

Over the past five years, NEAIR has experienced increased costs for running our conference and our organization. Our total income for the 2005-2006 fiscal year was \$150,215.83 while expenses for the year totaled \$139,470.07. At the end of the year, we had a surplus of \$10,745.76; increasing our fund balance to \$78,684.88.

The Saratoga Springs Conference and Pre-Conference workshops grossed \$113,774.39. This includes conference sales. Expenses totaled \$103,234.60. Expenses include future conference planning. The net profit was \$10,539.79.

In 2002-2003 and 2003-2004 steering committee expenses were higher than normal. This was due to the fact that the post-conference meeting, normally held at the conclusion of the conference and at the conference site, was moved to a different time and place. It was decided in 2004-2005 that a joint steering and conference planning meeting would be conducted in order to save on costs. In 2005-2006 the steering committee expenses increased because the steering committee and conference planning meetings were held separately due to the fact that the joint steering committee and conference planning meeting proved problematic. In addition, the conference planning for the organization has grown to incorporate a one-year out planning team, as well as a site selection committee. Increased costs associated with conference planning are now built into the budget.

NEAIR experienced an increase in costs related to the Administrative Coordinator when the organization went from utilizing services through HEDS to utilizing a private contractor. Furthermore, at one time all expenses associated with the administrative coordinator were categorized as operating expenses. In 2005-2006, the expense of the administrative coordinator is proportionally divided between the annual conference and operating expenses.

Given these organizational changes, the NEAIR Leadership Team has made concerted efforts to contain costs associated with running the organization.

Respectfully submitted by: Heather A. Kelly, Treasurer



Treasurer's Report  
Comparison of End of Year  
2001-2002 through 2005-2006

as of 30 June 2006	Cambridge	Annapolis	Newport	Portsmouth	Saratoga
	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006
<b>Beginning Balance (as of July 1)</b>	\$65,172.00	<b>\$63,677.27</b>	\$75,837.75	\$58,218.73	\$67,939.12
<b>Income</b>					
Conference	\$66,811.00	\$66,625.00	\$65,521.00	\$87,729.36	\$101,054.39
Conference Sales					\$5.00
Conference Workshops		\$15,680.00	\$13,442.00	\$14,443.50	\$12,715.00
Memberships	\$20,800.00	\$20,400.00	\$21,150.00	\$27,840.00	\$30,420.00
Drive-In Workshops			\$3,540.00	\$4,075.00	\$3,395.00
Other Income (Taxes, Royalties, etc.)		\$80.50	\$470.73	\$179.50	\$151.00
Interest	\$903.00	\$408.47	\$163.51	\$940.34	\$2,475.44
<b>Total Income</b>	<b>\$88,514.00</b>	<b>\$103,193.97</b>	<b>\$104,287.24</b>	<b>\$135,207.70</b>	<b>\$150,215.83</b>
<b>Expenses</b>					
Ad Hoc Committees					\$3,680.68
Administrative Coordinator			\$17,000.00	\$22,875.00	\$10,625.00
Conference	\$65,721.00	\$54,476.49	\$72,201.81	\$75,917.55	\$88,510.57
Conference Site Selection					\$76.05
Conference Workshops		\$6,720.13	\$4,400.85	\$7,250.87	\$5,797.07
25th Anniversary					
Future Conference Planning	\$2,592.00	\$2,113.47	\$2,493.26	\$4,898.07	\$8,850.91
Membership Secretary, Operations	\$12,797.00	\$11,071.24	\$730.09		
Insurance			\$672.00	\$676.00	\$799.00
President					
Operating Expenses			\$2,829.21	\$2,564.77	\$4,049.51
PDS Committee					\$94.65
Steering Committee	\$8,099.00	\$16,110.63	\$14,037.61	\$5,855.87	\$9,185.29
Other Expenses (Taxes, Royalties, etc.)		\$470.00	\$175.00	\$256.25	\$670.00
Web Design/Hosting		\$385.00	\$525.05		
Grants	\$800.00	\$800.00	\$2,885.00	\$1,840.71	\$4,094.82
Drive-In Workshops		\$0.00	\$3,956.38	\$3,352.22	\$2,906.52
Uncategorized Expenses					\$130.00
<b>Total Expenses</b>	<b>\$90,009.00</b>	<b>\$92,146.96</b>	<b>\$121,906.26</b>	<b>\$125,487.31</b>	<b>\$139,470.07</b>
<b>Surplus/(Deficit)</b>	<b>(\$1,495.00)</b>	<b>\$12,160.48</b>	<b>(\$17,619.02)</b>	<b>\$9,720.39</b>	<b>\$10,745.76</b>
<b>Ending Balance</b>	<b>\$63,677.00</b>	<b>\$75,837.75</b>	<b>\$58,218.73</b>	<b>\$67,939.12</b>	<b>\$78,684.88</b>

Notes:

- During the fiscal year 2002-2003, there is a \$.27 difference between the ending balance previously reported in FY 01-02 (\$63,677.00) and the actual \$63,677.27 beginning balance in FY 02-03.
- During 2002-2003 we paid a penalty of \$320.00 to the IRS for a late filing of Schedule A. We were later refunded this money.
- NEAIR made a conscious decision in 2003-2004 to spend down the fund balance, rather than passing these costs on to the membership. As a result, at the end of FY 03-04, there was a deficit of \$17,619.02; lowering the fund balance to \$58,218.73.
- The conference expenses in FY 05-06 include \$7,000 for administrative coordinator fees in addition to the \$10,625 line item for an annual total of \$17,625.

**NEAIR Professional Development Services (PDS) Committee  
Annual Report - November 2006**

The purpose of the NEAIR Professional Development Services Committee is to provide opportunities for professional development outside of the annual conference. This year these opportunities included summer drive in workshops as well as the Philadelphia pre-conference workshops (coordinated by Cindy Clarke). In addition, book recommendations were collected from past NEAIR presidents to publish in the NEAIR fall newsletter.

The drive in workshop concept has worked well in the past as an economical way for IR professionals to attend two workshops within one day. After reviewing the history of locations, topics and attendance at these, the committee decided to focus its efforts on one event in the summer at a central location within the NEAIR region.

Through the NEAIR winter newsletter, the committee advertised for an institution to host the one day workshops. Three members offered their institutions (Keene State College-NH, University of Delaware and Fairfield University). After careful consideration, the committee decided having a central location accessible by car and public transportation would be of utmost importance. So Hartford, CT was chosen as the city and the committee contacted Trinity College (Kent Smith and James Hughes) who agreed to host the workshops August 1, 2006.

Based on committee input and evaluations from past workshops, the committee decided that a membership survey (as suggested by last year's committee) was not necessary to elicit ideas for topics. The committee worked to select workshops that offered something for all levels of expertise and were on current topics of interest to IR professionals. Therefore the following four were offered: Assessment of Student and Academic Support, Student Demographic Projections, Creating a College Fact Book from Scratch, and Student Enrollment Projections.

The PDS committee was charged with budgeting the workshops such that NEAIR would neither lose money nor make a substantial profit. Based on the initial projection of thirty-four attendees, the committee sought additional grant funding to ensure that the cost of the event would not exceed the registration fee revenue. The committee was successful in securing an Association for Institutional Research BIRC (Building Institutional Research Capacity) grant in the amount of \$2,000. This funding helped defray costs associated with the invited presenters and ensured that the workshops would remain affordable for the participants.

Unlike previous years, a current membership in NEAIR was not required to attend the drive in workshops. Since the event was in August, the Steering Committee felt that requiring the \$60 NEAIR membership fee that late in the membership year was not appropriate. So the registration fee for NEAIR members was \$100 and for non-members was \$120.

The Hartford drive in workshop attendance reached a record breaking high of sixty-five attendees. Participants provided very positive feedback via the individual session evaluations done on site and by way of the online survey administered two weeks after the event. About 60% of the registrants were NEAIR members with approximately one-fourth from 2 year colleges and 60% from public institutions.

The PDS Committee would like to thank the drive in workshop presenters, Trinity College and the Association for Institutional Research for helping provide this excellent, well organized professional development event.

Respectfully submitted by

The PDS Services Committee  
Martha Gray (Chair), Julie Alig, Cindy Clarke, Emily Dibble, Jeff Himmelberger, Jessica Shedd

**NEAIR Site Selection Committee  
Annual Report - November 2006**

The charge to the Site Selection Committee was to

- explore locations for the 2008 annual conference and recommend a site to the Steering Committee.
- investigate locations for the 2009 annual conference and if possible make a site recommendation to the Steering Committee.
- investigate the possibility of a joint NEAIR/SAIR conference in 2010.

With Steering Committee approval, the Site Selection Committee worked with Julie Daniels, a highly recommended professional event planner from HelmsBriscoe, to explore conference locations. She served to solicit bids from hotel properties, help with site visits, and assist with hotel contract negotiations. NEAIR was not required to enter into a contract or pay fees for her services.

HelmsBriscoe's fees will be paid by the hotel that we select based on the number of room nights used by the conference attendees. Hotels build funds into their marketing/advertising budgets to cover this nationally recognized service and therefore do not arbitrarily inflate hotel or catering costs to cover the fees.

Using NEAIR's documented conference site criteria and suggestions from the Steering Committee and membership, the Site Selection Committee solicited bids for the 2008 conference from hotel properties in Newport, RI; Providence, RI; Cincinnati, OH; Columbus, OH; Saratoga, NY; and locations in Maine and New Hampshire. The Washington, DC / Baltimore, MD area was also considered but appeared to be cost prohibitive for a conference of NEAIR's size. Fourteen bids were received. The committee chose to visit two properties which fully met the NEAIR conference site criteria: Holiday Inn by the Bay in Portland, ME and The Westin in Providence, RI. Both hotels offered ample guest rooms and conference space and were located in cities of interest. However the Westin was clearly a more attractive up-to-date facility which offered more amenities to NEAIR and the hotel guests.

Based on the Site Selection's recommendation and extensive discussions, the Steering Committee chose the Westin in Providence, RI for 2008, a luxurious 4 star hotel located in revitalized downtown Providence near many restaurants and shopping (e.g., It is connected via the Skybridge to Providence Place Mall). The hotel offers flexible, up-to-date conference space that will meet NEAIR's growing needs. Its current expansion to 564 guest rooms is slated to be complete by August 2007. The room rate will be \$159 per night with free access to the onsite fitness center. Providence is easily accessible by plane or car.

Exploratory work was begun to identify possible locations for the 2009 annual conference. HelmsBriscoe solicited bids from hotel properties in Buffalo/Niagara, NY; New Haven, CT; Harrisburg, PA; Syracuse, NY; Saratoga, NY; Pittsburgh, PA and the Foxwood Casino in CT. Fourteen properties responded with proposals, but due to time constraints, the committee was unable to fully explore the choices and make a recommendation for 2009.

The Site Selection Committee facilitated discussions with SAIR concerning the possibility of a joint NEAIR/SAIR conference in 2010. Both organizations decided that it would be best to collaborate on a survey to administer to their respective memberships to determine the interest level in a joint meeting. The survey construction was completed and approved by both organizations. The current plan is for NEAIR and SAIR to complete their respective survey administrations and analyses by the end of 2006 to allow a decision to pursue or abandon plans for a joint conference.

Respectfully submitted by

The NEAIR Site Selection Committee  
Martha Gray (Chair), Mike Dooris, Phyllis Fitzpatrick, Heather Kelly, Kathy Keenan

**NEAIR Publications Committee  
Annual Report - November 2006**

For the 2005 Conference Proceedings, 12 NEAIR colleagues submitted their conference papers to be included in *The NEAIR 32nd Conference Proceedings*. To ensure the quality of the Proceedings, two colleagues volunteered to join me to form an editorial committee. These individuals were Catherine Alvord of Cornell University and Jean Marriott of Carroll Community College. The committee members reviewed the submitted papers and provided friendly comments and suggestions to the authors regarding the language, citations, and, in some cases, research design of their papers. Best Paper, Best First paper and Best Practitioner papers were also included in the Proceedings. The Proceedings were published on the NEAIR website in February 2006. Catherine Alvord is the Publication's Chair for the 33<sup>rd</sup> Proceedings.

The NEAIR Publications Committee  
Gayle Fink, 2005 Chair  
Catherine Alvord, 2006 Chair, and Jean Marriott

**NEAIR Nominating Committee  
Annual Report – November 2006**

The Nominating Committee had three tasks this year: 1) assist the Steering Committee in implementing the new governance structure; 2) solicit candidates, present a ballot to the membership and oversee the process of the Association's elections; and 3) solicit nominations for emeritus status, present candidates Steering Committee, and forward the names of potential emeritus members to the membership for approval at the Annual Business Meeting.

The first task required the committee to adjust the lengths of the terms of current Steering committee members so that two terms would expire in November 2006, two in 2007 and two in 2008. This was necessary to ensure that the Steering Committee consisted of six members for each of the next three years – under the new governance structure two members are elected each year and serve three year terms. Decisions were based on a combination of factors including the 'spirit' of the governance recommendations and the preferences of Steering Committee members who did not want extended terms. Ultimately Alan Sturtz's term was extended through November 2007 and the terms for Jeff Himmelberger and Heather Roscoe were extended through November 2008.

A call for nominations was sent to the membership in July. All nominees were contacted to determine their willingness to serve the association, and ultimately a set of candidates was selected for the ballot in August. The Nominating Committee would like to thank all of the persons who participated in the process: those who nominated colleagues, the many exceptional individuals who were willing to run for a position and all of the candidates who eventually appeared on the ballot. The committee had both the joy and the agony of having many, many talented individuals willing to appear on the ballot - the Association greatly benefits from the wealth of experience among its members. Elections were held in early September. About one third of the membership voted (169 ballots cast) and the following results were announced in mid-October:

President-Elect:	Denise Krallman
Steering Committee, At Large:	Jessica Shedd
Steering Committee - Community College:	George Rezendes
Nominating Committee - Four Year Public:	Bruce Szelest
Nominating Committee, At Large:	Corby Coperthwaite
	Mike Dooris
	Janet Easterling
	Mark Eckstein
	Gayle Fink

A call for nominations for Emeritus status was sent to the membership as part of the larger call for Nominations. The Committee recommended (and the Steering Committee approved) two members for Emeritus Status: David Brodigan and Wendell Lorang.

Finally, the committee would like to formally thank LouAnn Cox of the United States Naval Academy for her assistance in developing and running the online elections site.

Respectfully submitted,

The NEAIR Nominating Committee  
Michelle Appel (chair), Fred Cohen, Qing Mack, and Eleanor Swanson

**North East Association for Institutional Research  
Grants Committee  
Annual Report to the Steering Committee  
November 2006**

**Summary of Activities, November 2005 to November 2006**

- The committee is comprised of three members from the membership at large who participate for a three-year period and two NEAIR steering committee members. This year's committee members were: Phyllis Fitzpatrick, Chair (Fairfield University), Heather Roscoe, Incoming Chair (Tufts University); John Pryor (HERI), Louise Murray (College of St. Elizabeth), George Rezendes, Three Rivers Community College, and Ellen Peters, ex officio, past Chair (Bates College),
- The Steering Committee approved several changes within the Grants Policies and Procedures document to reflect the fund allocation of the Grants' budget and the procedures for application submissions. This document was placed on the NEAIR website. The fund allocation of the NEAIR grants budget of \$4600.00 is:
  - Research Grants – \$1500.00
  - Ambassador Grants – \$1000.00
  - Conference Grants – \$1600.00
  - Supplemental Institutional and Organizational Grants - \$500.00
- A rubric was designed to facilitate the evaluations of the Research and Ambassador grants applications. This document was also placed on the website as a resource for interested applicants.
- The past two chairs (Ellen Peters and Kevin Murphy) compiled an historical list of grant recipients for NEAIR records which is now located on the NEAIR website.
- Calls for Proposals for the NEAIR Conference Grants, Ambassador Grants, and Research Grants were issued in the spring newsletter and via e-mail four times during the summer. With a firm deadline of September 1, 2006, nine members submitted proposals. Proposals were received by Beth Simpson, administrative coordinator, who forwarded them to the past Chair (Ellen Peters), who reviewed them for completeness. Ellen then forwarded them, blind, to the Chair (Phyllis Fitzpatrick), who distributed them to the committee members for review. All distributions of applications were completed electronically. While the submission of applications electronically is not a requirement, it will be a recommendation to be required in next year's application process. No proposals were submitted for the SIOG grant so those funds are still available.
- Grants were awarded to:
  - NEAIR Conference Grants:
    - Sally Lesik, Central Connecticut State University
    - Mary Perrine, Jefferson Community College
  - NEAIR Research Grants:
    - Chad May, Cabrini College, to conduct research using DIT (Defining Issues Test) to assess the moral reasoning of students.

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- Shuang Liu and Katherine Cook (co-researchers), College of Notre Dame of Maryland, to conduct research regarding the use of rubrics as an instructional and assessment tool in the classroom of primarily adult students.
- NEAIR Ambassador Grants:
  - Mark Palladino, Philadelphia University, to attend the Sloan-C International Conference on Asynchronous Learning (Orlando)
  - Diane Petruccio, Ursuline College, to attend the NPEC symposium on Postsecondary Student Success (Washington, D.C.)
- This year the committee reviewed the submissions in two waves: the conference and ambassador grants were decided before the research grants were received. This worked very well in having decisions given in a timely fashion. By the end of September, (within four weeks from the deadline), all decisions had been rendered to the applicants electronically. The award letters provided details of the requirements of the grants and clarified the procedures.
- Tasks for the 2006-2007 grants committee will include the discussion of an earlier deadline for grant applications. Having a Sept. 1 deadline is problematic in two ways: 1) it is close to the conference registration process which may not allow time for members to find other funding if their application is not accepted and 2) the committee feels that many members do not utilize the summer to create research applications so having an earlier spring deadline might garner more proposals, 3) grant applicants who might like to present at the conference should they receive funding are forced to either submit presentation proposals and then retract if they do not receive funding, or not submit a presentation proposal at all.
- This committee worked diligently to meet all deadlines and receive my deepest gratitude. A special thank you is given to Ellen Peters, past chair, for her efficiency in reviewing all applications to make sure they were truly “blind” submissions and forwarding them electronically and to Beth Simpson for her tireless work as the receiver of the applications. Both individuals were crucial in my many calls for assistance.

Respectfully submitted:

**The 2005-2006 Grants Committee**

Phyllis Fitzpatrick, Fairfield University, Chair  
Heather Roscoe, Tufts University, Incoming Chair  
John Pryor, Higher Education Research Institute, UCLA  
Louise Murray, College of St. Elizabeth  
George Rezendes  
Ellen Peters, Bates College, Past Chair, *ex officio*

October 20, 2006

## **Mentor/Newcomers Committee**

### 2005-06 Annual Report

The Mentor/Newcomers Committee has been busy since Saratoga Springs. We had 15 pairings prior to last year's conference; there were two new 'matches' made at the conference and six additional requests that we conjoined since the conference, bringing the total to 23.

An article in the winter newsletter encouraged members who have been around a while to contact Beth and complete a Mentor form; we especially need folks from the community college sector. Mentor application forms will be on display at state conferences this spring and summer.

A survey of current mentors and mentees was conducted on-line in March.

- there were 31 responses out of the 23 pairings: 18 mentors and 13 mentees
- all indicated they made contacts
- 12 mentors and 10 mentees said contact was frequent enough
- modal frequency was once or twice since the pairing was arranged
- only 25% said there was a problem connecting (8 mentors; 2 mentees)
- only 1 respondent reported a bad match; more than half indicated being well-matched
  - 29 said public/private match was important or somewhat important
  - 29 said 2-yr/4-yr match was important
  - 26 said mentor subject area expertise was important
  - 14 said geographic proximity was important
- 19 indicated that pairing should occur as requests come in

The survey form and an Item Analysis can be found on the web-site.

Summary of activities from April to August 2006:

- Reviewed and revised the Mentor/Newcomers section of Policies and Procedures with recommendations for changes and incorporation as Standing Committee under NEAIR Constitution.
- Reviewed and revised documents related to Mentor volunteers, request for Mentors and Basic Toolkit for Mentors.
- Reviewed and revised documents for Newcomers to be included in the registration packet and/or posted to the Resources pages on the NEAIR web-site.

Prelude to Philadelphia:

The committee received 13 requests for mentors and 30 members volunteered to be mentors. In addition, there are seventy-six members for whom this is their first conference. More than half (42; 55%) claim to be in IR less than two years; nine (12%) have been in IR more than 10 years. The rest are somewhere in-between.



Respectively submitted,

Alan Sturtz, Chair

Linda Junker, Associate Chair

## **NEAIR Web Advisory Committee Annual Report - November 2006**

The NEAIR Web Advisory Committee was originally established to develop a Web site for the association in order to better communicate with members and the broader IR community. Since the development of the association's Web site, this committee has worked to build the site and move the association forward using technology to deliver member services.

The Web Advisory Committee worked once again with AIR to design and implement the online registration and credit card processing for the association's annual conference. Based on our experience from last year and feedback from members, the committee made changes that resulted in a cleaner and more efficient process for this year's conference. In addition, this was the first year we allowed members to submit proposals for the conference online, using a process developed by AIR. The Web Advisory Committee would like to thank Dana Keith from AIR for all of his hard work and continued technical support.

The Web Advisory Committee also developed a Web site to promote this year's conference and disseminate information on travel, the program, and the host city. The committee's goal was to build on the success of last year's conference Web site by making information easily accessible without the need of mailing full registration packets to members.

Finally, in addition to these specific projects, the committee is working on the existing NEAIR Web site to keep it up-to-date with the latest events.

The committee would like to thank the membership for its continued support of the online proposal submission, registration, and payment processes as well as the conference Web site. We do hope that these services will contribute to an overall wonderful experience at this year's annual conference.

Respectfully submitted,

The NEAIR Web Advisory Committee  
Roland Hall (chair)  
Annemarie McMullin and Beth Simpson (ex officio)