

2018 NEAIR Pre-Conference Workshop

Call for Proposals Overview

The 2018 NEAIR Pre-Conference Workshops (PCW) will be held prior to the conference on November 2nd and 3rd at the Omni William Penn Hotel in Pittsburgh, PA.

Pre-conference workshops are specialized professional development opportunities offered on the Saturday afternoon, and Sunday morning and afternoon, immediately preceding the start of the conference. Half-day workshops are three-hours long with a 15-minute refreshment break; full-day workshops are six-hours long with two, 15-minute breaks and a 90-minute lunch break (if applicable).

If a proposal is accepted, the presenter receives a \$250 honorarium for each 3-hour session; for workshops with multiple presenters, this amount would be evenly divided among them. All workshops will be provided with an LCD projector, screen, podium and materials table; however, presenters need to bring their own laptop. If using an iPad, please bring appropriate connectors.

Current membership and conference registration is not required in order for you to submit a PCW proposal or lead a workshop. However, if your proposal is accepted, and you and any co-presenters plan to also attend the conference, you must join or renew your NEAIR membership and pay for conference registration.

While the NEAIR Program Committee will work to ensure that all accepted workshop proposals run, they reserve the right to cancel any workshop due to low enrollment or unforeseen circumstances. If such a situation arises, the workshop presenter will be notified shortly after the early bird deadline for registration closes.

This Overview document contains complete details on:

- 1. NEAIR's Topic Areas**
- 2. Proposal Submission Details**

1. NEAIR's Topic Areas

NEAIR has seven Topic Areas that will be used to identify workshops 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.
- **Creating the Bridge to Data-Informed Decision Making.** This topic area invites submissions that specifically relate to the conference theme. The spirit of this year's theme speaks to the role of an IR/IE/Assessment office in fostering a culture of data-informed decision making. This topic area may include 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. Submissions may also highlight strategies for building consensus, for contributing to institutional change culture, or for supporting the use of data for action within the campus community.
- **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.
- **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.

2. Proposal Submission Details

The Pre-Conference Workshop Call for Proposal web submission form is divided into the following sections:

Page 1: Presenter Contact information. Please complete the following contact information for ALL presenters contributing to the proposal. Enter ALL presenter names, titles and institution contact information exactly the way in which you wish them to appear in published conference materials.

The author submitting this form will be considered the Point of Contact for all correspondence from the NEAIR Program Committee. Additionally, the author submitting this form will be responsible to sign the Professional Obligations Agreement at the end of the submission form.

If your contact information changes, please update your submission and contact Wendy Weiler, Pre-conference Workshop Coordinator, wweiler@jjay.cuny.edu or Beth Simpson, NEAIR Conference Event Planner, neair@neair.org.

Page 2: Topic Selection. Please select a Topic for your proposed session from the seven Topic areas (*detailed here in the prior section above*).

Page 3: Workshop Content & Logistics Submission Information.

Following are the custom questions you will be asked about your workshop proposal. We recommend you think about these questions ahead of time in preparing your proposal.

Structure & Timeline:

Clearly explain:

- 1) The structure/outline of the workshop
- 2) The timeline of the workshop (how will you use the three - or six - hours) *Limit of 500 words.*

Learning outcomes:

Please provide a minimum of two participant learning outcomes phrased as follows: Participants in this session will....

Presenter Experience:

Describe how each presenter's experience/knowledge makes him or her uniquely qualified to lead this workshop. Be specific about the expertise related to the workshop session (e.g., list other related presentations, publications or work deliverables) rather than general statements about degrees or years in the field.

Intended Audience:

As clearly and succinctly as possible, describe the minimum level of skills and knowledge an attendee needs to have to actively participate in your workshop. For instance, instead of stating an attendee should have a "working knowledge of Excel", which could mean different things to different people, explicitly list what an attendee should already be able to do in Excel.

For example: 1) Participants are expected to already know how to create Pivot Tables, Charts and how to construct VLOOKUP and HLOOKUP function statements in Excel.

Some other examples:

- 2) Participants are expected to know the cohort definitions and formulas for calculating retention and graduation rates for IPEDS reporting.
- 3) Participants are expected to have experience developing mission statements, goals, and KPIs for non-academic assessment areas.
- 4) Participants are expected to have [SPSS/SAS/Tableau/R] loaded on to their computer, but they are not expected to have ever even opened it.

Newcomer Benefit:

Please check the box if this workshop might be of particular benefit to Newcomers to the field of IR.

Benefit to IR/IE Newcomers:

Please check the box if this workshop might be of particular benefit to Newcomers to the field of IR/IE

Flipchart:

Please check the box if this session will require a flipchart.

How many Flipcharts?

Tell us how many flipcharts you need.

Laptop:

Please check the box if attendees need to bring a laptop in order to participate in this workshop.

Enter software name and version:

Please specify the software and minimum version an attendee needs to have loaded on to their laptop for them to have the necessary technical functionalities to participate.

Enter Website Address/Link:

If you have a website address/link for attendees to access needed software, please provide it here.

Internet:

Please check the box if your workshop requires internet.

Presenter Use of Internet:

Please check all the ways the presenter will be using internet. PLEASE NOTE: For optimal presentation of your session, please have your presentation materials saved as a download on your laptop or on a flashdrive.

- Access Websites
- Download Files (Larger than 5 MG)
- Stream Videos
- Access Remote Server
- Other, please specify below

Internet Other:

Please specify how else you will be using internet.

Half Day Workshop:

Click the box if your workshop is a proposed 3 hour session. Check ALL of the times you are available

- Saturday 1:30 PM-4:30 PM**
- Sunday 8:30 AM-11:30 AM**
- Sunday 1:00 PM-4:00 PM**

Full Day Workshop:

Are you proposing a full day workshop - two three hour sessions each with a 15 minute break held either Saturday afternoon and Sunday morning or Sunday morning and Sunday afternoon. Please keep in mind the technicality of the material and whether splitting the workshop between two days would provide better saturation for attendees. Check ALL of the times you are available.

- SAT 1:30-4:30 PM /SUN 8:30-11:30 AM**
- SUN 8:30-11:30 AM /SUN 1:00-4:00 PM**

QUESTIONS:

If you have any questions or concerns regarding your submission, please contact Wendy Weiler, Pre-Conference Workshop Coordinator, wweiler@jjay.cuny.edu or Beth Simpson, NEAIR Conference Event Planner, neair@neair.org.

Page 4: Presenter Agreement. You are required to initial your agreement to the following terms:

Please read the following Professional Obligation Agreement carefully.

Honoraria: If your proposal is accepted, you will receive a \$250 honorarium for a half-day session and \$500 for a full day session; for workshops with multiple presenters, this amount would be evenly divided between the presenters. Honoraria will be sent shortly after the conference.

Membership and conference registration is not required in order for you to submit a PCW proposal or lead a workshop. However, if your proposal is accepted, and you and any co-presenters plan to attend the conference, you must join or renew your NEAIR membership and pay for conference registration.

Cancellations: While the NEAIR Program Committee will work to ensure that all accepted workshop proposals run, they reserve the right to cancel any workshop due to low enrollment or unforeseen circumstances. If such a situation arises, you will be notified shortly after the early bird registration deadline closes.

Responsibility to attendees: The Pre-Conference Workshop Coordinator will send you a list of your workshop registrants two weeks before the conference.

You are responsible for contacting attendees in advance to remind them to load the required software on to their laptops prior to the workshop, to check and make sure the software opens/works, and to ensure firewalls are configured to allow them to access this software onsite at the conference.

For optimal presentation of your materials, you are responsible for having your presentation saved as a download on your laptop or on a flashdrive.

If this proposal is accepted, I will fulfill my professional obligation and present.

Must type in initials to signify that you have read and agree to the above statement.

Page 5: Workshop Proposal Information. Title, Workshop Description, and Workshop Proposal 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; a supporting document file is not required.

- **Title:** Please provide a title for your Workshop. *Title may be no more than 45 characters including spaces.*
- **Workshop Description:** *Description must be 130 words or less.*
Please provide a brief description of this workshop including succinct summarized learning outcomes. If your proposal is accepted, this description will be used in Conference Program materials.
- **Workshop Proposal Narrative:** *Narrative must be 400 words or less.*
Please describe the proposed workshop by stating a current need and how this workshop will provide professional development in developing skills/content to address this need.

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 18, 2018

Questions? Please contact Wendy Weiler, Pre-conference Workshop Coordinator, wweiler@jjay.cuny.edu or Beth Simpson, NEAIR Conference Event Planner, neair@neair.org