
2019 NEAIR Call for Workshop Proposals Overview

The purpose of a Workshop Session is to provide intensive, interactive and specialized professional development opportunities for IR/IE and Assessment professionals during the Professional Development Services Summer Workshops or before the start of the Annual Conference.

Submitters have their choice of designing a half-day or full-day workshop. Workshop Submissions will be considered for the Summer Workshops being held Friday, July 26th, at Bridgewater State University, and for the Pre-Conference Workshops being held Saturday afternoon, November 2nd, and Sunday, November 3rd, at the Newport Marriott, Newport, Rhode Island. Submitters will have their choice of presenting at one or both events.

The submission deadline for the Summer Workshops is April 15th. The submission deadline for the Pre-Conference Workshops is June 10th.

Current membership is not required in order to submit a Workshop proposal. However, if your proposal is accepted, all authors of the proposal presenting the workshop must be active NEAIR members.

Presenters at the Summer Workshops will receive a \$250 honorarium for each 3-hour session; for workshops with multiple presenters, this amount will be evenly divided among them. Additionally, travel expenses will be reimbursed within the stated guidelines. All presenters will be provided with an LCD projector, screen, podium and materials table; however, presenters need to bring their own laptop and the appropriate connector for an HDMI cord.

Presenters at the Annual Conference will receive a \$250 honorarium for each 3-hour session; for workshops with multiple presenters, this amount will be evenly divided among them. The Conference Budget assumes presenters will be attending the conference and travel expenses paid for by their institutions. Therefore, travel expenses will not be reimbursed by NEAIR. However, attendance at the conference is not a requirement. All presenters will be provided with an LCD projector, screen, podium and materials table; however, presenters need to bring their own laptop and the appropriate connector for an HDMI cord.

The NEAIR Program Committee reserves 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.

This Overview document contains complete details on:

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

Questions? Please contact Diana Danelian, Workshop Coordinator, d.danelian@northeastern.edu, or Beth Simpson, NEAIR Conference Event Planner, neair@neair.org.

1. NEAIR's 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, Planning, and IE.** These topics includes case studies, methods, theories of assessment of student learning, accreditation, and unit and program reviews, as well as other assessment, planning, or institutional effectiveness topics.
- **Collaboration Across Agencies, Units, and Departments.** This topic speaks to how an IR, IE, or Assessment office fosters a culture of data-informed decision making and may include case presentations of IR/IE studies conducted for institutional decision support at a campus, district, or system office. Presentations may highlight strategies for building consensus, for developing partnerships with other institutions/units/departments, for contributing to institutional culture change, or for supporting the use of data for action within the campus community. Also included are consortia and other data-sharing initiatives.
- **Data Analysis and Research Methods.** This topic focuses specifically on scholarly, theoretical, and/or 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 case studies.
- **Development of Leadership Skills.** This topic focuses specifically on the development of contextual and issues intelligence for professionals seeking advancement in the field or a senior administrative position in higher education. The material should focus 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 facilitation of teams/ work groups/committees, managing difficult personalities (up, down and across the organization), leading to impact assessment/accreditation/data governance, effective empowerment and delegation, working for an ineffective leader ("managing up"), coaching/developing leadership skills in others, especially those in your office.
- **Management and Operations.** This topic 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, cross-training and succession planning, relationships with other operational areas (e.g., IT, data governance), and legal standards (e.g., FERPA). Studies about the field of IR and ethical issues are also included.
- **Reporting and Transparency.** This topic focuses on reporting to external entities. Case studies may include designs that improve efficiencies or practices for producing and tracking mandated reports.
- **Technologies and Applications.** This topic highlights 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 for Online Form

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

PAGE 1: CONTACT INFORMATION

Please complete the following contact information for ALL authors contributing to the proposal. Enter formal author/s name, title and institution **correctly and accurately using normal capitalization** as this information will be used in published program materials.

The author submitting this form will be considered the Point of Contact for all correspondence from the Workshop Coordinator. 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 using the code sent to you upon completion.

PAGE 2: TOPIC AND WORKSHOP LENGTH SELECTION

Step 1) Topic Selection. Please select a Topic for your proposed session from the seven Topic areas (*detailed here in the prior section above*).

Step 2) Select Half- or Full-day Workshop. Please select whether your proposed session content is best suited for a 3 hour (half-day) or 6 hour (full-day) session.

PAGE 3: SUBMISSION INFORMATION

WORKSHOP CONTENT:

After answering the following custom questions below, you will be asked for the workshop title, the workshop description, and the workshop proposal narrative information.

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....

Author Experience:

Describe how author experience/knowledge provides unique qualifications to present 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.

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.

WORKSHOP LOGISTICS:

At which event do you want to present? Check all that apply.

- Summer Workshops
- Pre-Conference Workshops

Minimum Number of Attendees:

If there a minimum number of participants is needed to run this workshop, please enter the number in the box.

Laptop:

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 the required software, please provide the url here. Please list a freeware url if possible.

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.

Questions? Please contact Diana Danelian, Workshop Coordinator, d.danelian@northeastern.edu, or Beth Simpson, NEAIR Conference Event Planner, neair@neair.org.

PAGE 4: PRESENTER AGREEMENT

Please read the following Presenter Agreement carefully.

Membership: If this workshop is accepted, I and any co-authors who want to present will become an active member of NEAIR.

Cancellations: While the NEAIR Workshop Coordinator 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.

Responsibility to attendees: The NEAIR Workshop Coordinator will send you a list of your workshop registrants two weeks before the event.

I understand I am responsible for contacting registrants 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.

Audiovisual: For optimal presentation of my materials, I will save my presentation as a download on my laptop or on my flash drive. I will bring a laptop and the appropriate connector for an HDMI cord.

Workshop Preparation: I understand that presenting a workshop involves delivering the material in an engaging manner, which involves practicing my materials, preparing engagement activities, and allowing enough time for Q&A before my workshop ends. I and any co-presenters promise to deliver an engaging workshop, which is timed appropriately to allow for Q&A or engagement activities.

If this proposal is accepted, I understand I am making a professional commitment to fulfill my Presenter Agreement and present my workshop.

Additionally, I will inform all co-authors that in order to present, they are bound by this Presenter Agreement as well.

PAGE 5: PROPOSAL

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:** *Our program signage limits titles to 54 characters including spaces.*
Please create a title that succinctly reflects session content. Attendees appreciate seeing at a glance the emphasis of the session.
- **Workshop Description:** *Description must be 200 words or less.*
Please provide a concise workshop description, which includes two intended learning outcomes itemized earlier and identifies your intended audience (sector, skill level, and level of practitioner). If this proposal is accepted, your workshop description will be listed in the 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.

Submit Supporting Documents: Please merge any supporting documents accompanying your online proposal submission and upload 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 and is not required.

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. Otherwise, confirm and submit your proposal.

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