2022 NEAIR Call For Proposals Overview

This Overview document outlines the online submission process from start to finish and divides into the following sections:

1.   Key Dates
2.   Page By Page Submission Instructions

We recommend creating your responses in a MS Word document and pasting into the online system to prevent losing your work.

When beginning your submission, NEAIR members please log in to the NEAIR website so your contact information pre-populates into the proposal submission form.

Special Interest Groups (SIG) Proposals:
The Call for SIGS will open in September.

Questions?
Please contact Joe Stankovich, NEAIR Program Chair, jstankov@skidmore.edu; Christopher Hourigan, chourigan@ric.edu, NEAIR Associate Program Chair.

Deadline to Submit Proposals: 11:59 p.m. EST on May 15, 2022

1.   KEY DATES*

Call for Proposals Opens	**Tuesday, April 5, 2022**
Proposal Submission deadline	**May 15, 2022**
Proposal Reviews	**May 23-26, 2022**
AIR Forum	**June 6-9, 2022**
Chair review	**June 13 - July 9, 2022**
Proposal Status Notifications	**July 31, 2022**
Revisions to Accepted Proposals	**August 7, 2022**
Program & PAAG Posted on web	**August 15, 2022**
Conference Registration Opens	**September 6, 2022**
NEAIR Conference Early-Bird Deadline	**October 17, 2022**
NEAIR Conference	**November 13-15, 2022**

*Proposal review dates are subject to change

2.   PAGE-BY-PAGE SUBMISSION INSTRUCTIONS

The NEAIR proposal submission system is an online application process. Outlined below is the information you will need to complete.

AUTHOR INFORMATION

Please complete the following contact information for ALL authors contributing to the proposal. Enter author/s name, title, work email, 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 NEAIR Program Chair and 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 Joe Stankovich, NEAR Program Chair, jstankov@skidmore.edu.

TOPIC & PRESENTATION FORMAT

Topic Selection
Pick one topic that best fits your submission.

Assessment, Accountability, Accreditation, and IE
This topic invites proposals that address assessment, accountability, accreditation, and institutional effectiveness from a variety of perspectives, including theoretical, methodological, and/or practical. May include analysis and/or case studies of unit and program review initiatives, student learning outcomes assessment projects, regional/programmatic accreditation processes, etc.

Career Trajectories and Competencies for IR Professionals
This topic addresses the career options available to professionals with IR/IE/Assessment experience and skill sets as well as the variety of paths individuals have taken to obtain positions within and outside of IR/IE/Assessment. It also addresses the skills and competencies needed to advance in the field or higher education in general. Professionals at any career level may present on this topic. Examples include, but are not limited to: effective team/group/committee work; working with difficult personalities (across the organization); effective empowerment and delegation; working for an ineffective leader ("managing up"); coaching/developing leadership skills in others; effective communication; setting of boundaries; etc.

Data Governance
This topic focuses on methods, procedures, and tools that ensure accurate, understandable, and usable data. The Department of Education, Institute of Education Sciences defines data governance as the means by which organizations make decisions about their collective information assets. The material can focus on structures for data governance, obtaining buy-in from stakeholders, defining roles in data stewardship and use, etc.

Data, Analytics, and Decision-Making
This topic area addresses the technical and ethical aspects of provision, manipulation, and investigation of data. Also included is the application of appropriate data analytics strategies, such as prescriptive analytics, predictive modeling, and machine learning, to inform decision making. This area invites proposals about the impact analytics has within a data-informed culture of higher education including promoting data literacy; implementing and encouraging self-service among the campus community; automation of reporting; and the use of all technologies that support IR, institutional effectiveness, and assessment work.

Diversity, Equity, Inclusion, and Social Justice
This topic focuses on how commitment to student success requires attention to diversity, equity, inclusion, and social justice in all aspects of the institutional enterprise, including the data function. This also encompasses DEISJ efforts broadly (e.g., assessing and improving campus climate, etc.). The topic considers the roles of IR, IE, and Assessment in efforts to ensure that equity, diversity, and inclusion are prioritized in data-informed decision cultures.

Managing Change/Resources
This topic focuses on the changing landscape of higher education in general, at institutions, and in IR/IE/Assessment functions. Professionals at any career level may present on this topic. The material can focus on doing more with less (staff or budget), navigating the multiple demands placed on IR/IE/Assessment professionals at all levels, changes in research methods during challenging times, research findings impacted by the pandemic, etc.

Presentation Format Selection
Pick one format that best first your submission.

Speaker (25 - 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.

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.

Discussion Group (45-minute session; one or two facilitators).
Highly interactive group discussions that focus on a current topic or issue in the field. The session facilitator (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 facilitator's role also includes encouraging participants to share their perspectives and provides a summary and closure to the discussion.

Poster Presentation (visual display and Q&A session; one to three presenters)

As a less formal, visual 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. The expectation is for a large-format, full-color poster to be presented; grant monies are available to help defray printing costs. Poster presenters will be asked to provide a one-minute lightning talk for the conference and are expected to set up posters by the official start of the conference for informal viewing throughout the conference with an opportunity to answer questions at the formal Poster Presentation Session during the conference.

<u>DETAILS</u>

PROPOSAL REQUIREMENTS:

When completing the questions below and creating all parts of your proposal, including supporting documents, do not include any identifying information, i.e., references to yourself or your institution.

After you complete the following questions, you will be asked to:

- sign the Presenter Agreement, and
- enter your Proposal Title and Proposal Abstract

On the last page, you will be able to upload **<u>ONE</u> optional** PDF document of supporting materials; however, this upload should NOT be a restatement of your proposal.

LEARNING OUTCOMES:

Please provide a minimum of two learning outcomes for participants of your session. (300 words)

SPEAKER FORMAT LENGTH:

Select the presentation length preferred. Note that due to programming constraints, preference is not guaranteed. Choice of 25 or 45 minute session.

PANELISTS QUALIFICATIONS: (Panel Proposals Only)

Please list your proposed panelists and, for each one, describe how they are qualified to present on the subject matter of this panel.

Please note: Your answer will be hidden from reviewers but will be read by the Program and Associate Program Chairs.

DISCUSSION QUESTIONS: (Discussion Proposals Only)

Please list three to five questions and the amount of time you anticipate discussing each question. These questions will serve as the organizing structure for the discussion group. Limit 300 words.

POSTER PRESENTATION IDEAS: (Poster Proposals Only)

Please describe how a poster will be an effective visual display of your presentation ideas. Please limit your response/entry to less than 300 words. You may use the last page to upload a sketch or draft of the proposed poster.

POSTER GRANT: (Poster Proposals Only)

Please check the box to apply for a $50 poster printing grant.

POSTER PRESENTER AGREEMENT: (Poster Proposals Only)

I agree to set up my poster by the official start of the conference.

AUTHOR EXPERIENCE:

(This field will only be seen by admin)

Describe how author experience/knowledge provides unique qualifications to present this session. Be specific about the expertise related to the session subject matter (e.g., list other related presentations, publications or work deliverables) rather than general statements about degrees or years in the field.

Please note: Your answer will be hidden from reviewers but will be read by the Program and Associate Program Chairs.

BENEFIT TO IR/IE NEWCOMERS::
Please check the box if this workshop might be of particular benefit to Newcomers to the field of IR.

AGREEMENT

Please read the following Presenter Agreement carefully.

Membership and conference registration are not required in order for you to submit this proposal. If my proposal is accepted, I and any co-authors who want to present at the conference will join or renew our NEAIR membership and will register for the conference.

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

Session Preparation: If my proposal is accepted, I agree to review my Session Description and make any edits by August 7 so that the draft Program may be ready by the opening of conference registration.

If this proposal is accepted, I and my co-presenters understand this is a professional commitment and agree to:

- Join NEAIR and register for the conference.
- Notify the NEAIR Program Chair by September 1st if I/we cannot keep my/our commitment.
- Promise to deliver an engaging session by providing time for participants to ask questions and engage with the material.
- Update my speaker profile and upload presentation materials into the Whova mobile app as directed.

Additionally, as the Point of Contact (POC) for this submission, I will inform all co-authors that in order to present, they are bound by this Presenter Agreement as well.

PROPOSAL TITLE, PROPOSAL ABSTRACT, UPLOAD FILES

Proposal Title:
Please provide a title for your proposal.

NOTES: Our program signage limits titles to 54 characters including spaces. Your title should succinctly reflect session content. Attendees appreciate seeing at a glance the emphasis of the session.

Proposal Abstract: *400 word limit.*
Please describe concisely your proposed presentation, removing all identifiers:

1) Intended audience (institutional sector & level, attendee skill level);

2) Relevance and importance of your research to the field of IR/IE/Assessment, e.g., new or improved ideas /practices for advancing our profession.

If accepted, your proposal abstract will be used in the conference program.

OPTIONAL: 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 content collected throughout this web form. Uploading supporting documents is not required.

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.