



ALAIR

Alabama Association for Institutional Research

www.alair.org

Newsletter — February 2007

ALAIR Executive Committee 2006-07

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Vice President: Yardley Bailey
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*Members-at-Large:
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*Nominating Committee:
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PRESIDENT'S MESSAGE

We Want to Hear from You!

As we begin 2007, the officers of ALAIR want to examine the services we provide through our organization to ensure that we are meeting your needs. To successfully gauge this, we are conducting a survey of institutional researchers throughout the state. We will be asking questions about your professional development needs and your greatest challenges as a member of the institutional research community. The survey will be open February 26th and close March 16th. You will be receiving an email in the days to come with instructions on how to access the survey. By taking a few moments of your time, we hope to provide you with the resources and services you need. We will be sharing the results of the analysis at our annual conference in April on the campus of Alabama A&M University, in Huntsville.

Speaking of the annual conference, an overview of activities is included in this newsletter. Also included, is a call for participation. We pride ourselves on the professional accomplishments and skills of our members, and we always encourage you to share your knowledge with your IR colleagues. Please consider submitting a session proposal. I hope that you will also consider nominating an individual for the Joseph T. Sutton Leadership Award. Award guidelines are also included in the newsletter. Finally, the form for nominating ALAIR officers appears in this newsletter. Serving as an ALAIR officer is a rewarding way to foster institutional research efforts in our state and encourage new and seasoned institutional researchers.

See you in Huntsville!

Sarah Latham



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ALAIR Conference



April 12-13, 2007

2007 ALAIR Annual Conference

The Alabama Association for Institutional Research (ALAIR) will be holding its 21st Annual Conference in Huntsville, Alabama, on April 12 –13. Our host institution is Alabama A&M University. ALAIR has grown into an organization of over 90 members throughout the state. We have built a wonderful community of colleagues who are always willing to share tips, tools, and advice. Our opportunities for professional development and networking have been the foundation upon which our organization has grown.



The theme of this year's conference is "Institutional Research: Is It Rocket Science?" This theme is fitting as we visit the space capitol of America and the birthplace of Alabama.

We will be having a special event the first evening of the conference that will highlight the unique character of Huntsville!

Our keynote speaker for the conference will be Lorne Kuffel, Associate Provost, Institutional Research, from the College of William and Mary and current president of the Southern Association for Institutional Research (SAIR). He will talk about how the current and future

trends in higher education affect our work as IR professionals and address how we must manage both complex and routine duties simultaneously. Mr. Kuffel brings a wealth of experience and an engaging presentation style to the conference.

The call for proposals information is located on the next page of this newsletter. Conference materials containing registration information will come out later this month.

Should you have any questions, please contact Conference Chair Yardley Bailey at 205-348-8350 or ybailey@uasystem.ua.edu.

See you in Huntsville!



CALL FOR PARTICIPATION/PAPERS

21st Annual Conference of the Alabama Association for Institutional Research (ALAIR)

April 12-13, 2007

Alabama A&M University, Huntsville, AL



“Institutional Research: Is it Rocket Science?”

The Alabama Association for Institutional Research (ALAIR) 2007 annual conference will be held in Huntsville, Alabama. The field of Institutional Research may be viewed as daunting and mystical by some yet some IR professionals may see it as simple and easily accomplished. We invite you to share with your colleagues’ ways in which you handle the demands of the profession yet make it look easy. The conference will offer the opportunity to discuss best practices and the tools and resources that are most helpful to you as you serve your customers.

Your participation in the ALAIR Annual Conference is essential to ensure the success of the Conference. **You do not have to be an ALAIR member, or even an institutional researcher to submit a proposal.** Proposals in all areas of institutional research, assessment, policy analysis, planning, and related techniques are encouraged. Your participation can take the form of a paper, a presentation, or a tools and techniques session. **Proposals do not have to be related directly to the conference theme.**

Papers and Presentations are formal sessions that present a scholarly approach or extended discussion of a technique of interest to conference participants. These sessions will be approximately 45 minutes in length (which includes the time for questions/answers).

Tools and Techniques sessions are informal presentations of reports, analyses, techniques, software demonstrations, and the like. The presenter may develop a brief (3-5 minutes) presentation, but the value of this type of session is the opportunity to discuss the topic one-on-one, or in small groups.

Proposals are due by **Friday, March 9, 2007.** Information on how to submit your proposal appears below. If you have special equipment requirements, questions, or concerns, please contact Yardley Bailey by phone (205-348-8350), fax (205-348-5206), or E-mail: ybailey@uasystem.ua.edu.

ALAIR PRESENTATION/PAPER PROPOSAL INSTRUCTIONS 21st Annual Conference, April 12-13, 2007

Proposals should be submitted to Yardley Bailey via one of the following:

- MAIL TO: Yardley Bailey, Director of Institutional Research
The University of Alabama System, 401 Queen City Ave., Tuscaloosa, AL 35401
- E-MAIL: ybailey@uasystem.ua.edu
- FAX: (205) 348-5206.

Proposals should include a **brief** abstract and the following information:

- Title of Presentation: _____
- Type of Presentation: Paper: _____ Presentation: _____ Tools & Techniques: _____
- Authors/Presenters Names: _____
- Contact Person’s Name: _____
- Contact E-mail: _____
- Contact Mailing Address: _____
- Contact Phone Number: _____ Contact Fax Number: _____
- Special equipment/requirements: _____

ALAIR Meets at SAIR

Within sight of the Washington Monument, just across the Potomac River, the Double-Tree Crystal City Hotel served as the headquarters for the 2006 Annual Southern Association of Institutional Research (SAIR) Conference. ALAIR members served as presenters, facilitators, and conference planners.



A Capital Experience

ALAIR colleagues gather together for their SIG meeting in Arlington, Virginia, during the October SAIR Conference.

ACCESS Workshop a Success

Twenty-five institutional research professionals from throughout the state attended the ALAIR Microsoft ACCESS Workshop. AIR University in Montgomery, Alabama, hosted the workshop on February 9, 2007, while Robert Gottesman and Regina Eady (both of Auburn University) led the class. Topics covered in the workshop included designing and running various queries (such as cross-tab and parameter), using functions in queries, and programming in VBA. The workshop was an overall success and we hope to see similar classes at future ALAIR functions.



Professional Development Opportunity

Institutional research professionals sharpen their MS ACCESS skills at the annual ALAIR Workshop at AIR University.

ALAIR

Be a part of ALAIR 2007! The 2007 Annual ALAIR Conference in **Normal, Alabama**, will be held at the A&M campus on **April 12-13, 2007**. Don't forget to update your membership, register for the conference, submit a presentation proposal, complete the nomination forms, and be prepared to make this the best ALAIR conference ever!

AIR

The 2007 Annual Air Forum will be held in **Kansas City, Missouri, June 2-6, 2007**. The 2007 Forum Guide for the 47th Annual Forum is now available. Download this brochure to read detailed information on sessions, plenary speakers and workshops. Find out more on AIR's website at www.airweb.org.

Do you have any ALAIR member news that you'd like to share?
 Send your news to Julianna Proctor at Julie@oir.ua.edu and we'll share it with others in our August 2007 newsletter.

UPCOMING EVENTS

Association of Institutional Research (AIR) Annual Forum - "Choice / Chance: Driving Change in Higher Education". June 2-6, Kansas City, MO.

AIR Travel Grant Applications

WELCOME NEW AND RETURNING ALAIR MEMBERS!!!

- Chez Shaeffer - Samford University
- Molly Mathis - University of North Alabama
- Priscilla Holland - University of North Alabama (returning)
- R. Joel Farrell, II - Faulkner University (returning)
- Tatyana Karaman - Samford University

Our New Members:

Ms. Chez Shaeffer has been named Database and Applications Analyst at Samford University
 Ms. Molly Mathis is the Coordinator of Analytical Service at the University of North Alabama
 Dr. Tatyana Karaman was appointed Director of Institutional Research at Samford University

We'd like to welcome the newcomers of your office into the Alabama Association for Institutional Research. Don't forget to register your newcomers for the upcoming year of ALAIR networking opportunities.

JOIN THE ALAIR LISTSERV

It's a great way to obtain comparison data or information about how other institutions in Alabama accomplish some IR task. The ALAIR e-mail LISTSERV is a discussion list used to gather information on any topic related to the business of conducting institutional research.

Have you subscribed? ALAIR members can subscribe by sending an e-mail request to Sam Lowther at lowthgs@auburn.edu. Please use the words "ALAIR EMAIL LIST" in the subject line. In the body of the email, please include your name, institution, and the e-mail address you wish to use with the list.

OTHER MEMBER NEWS

ALAIR member LT Tamara Brewer, Director of Planning and Institutional Research at Marion Institute, will be mobilized to Iraq in May and return in approximately 18 months. Tamara has completed her training and feels prepared to serve her country. She is now training her son and husband to cook and clean. ☺ We will keep in touch with Tamara through emails and will let members know how she is doing. If anyone wishes to contact Tamara after her deployment, please contact a member of the Executive Committee for contact information. Good luck, Tamara, and best wishes for a safe return.

WEBINARS

We realize that travel budgets are often constrained, therefore you might not be able to take advantage of conference or workshop opportunities that arise across the country. We want to make sure you are aware of several webinars that cover tools and techniques useful in our field. Many webinars are free, as companies use the opportunity to expose potential clients to their software. Here are some resources that provide webinars:

- Academic Impressions - https://www.academicimpressions.com/web_conferences.htm
 - Association for Institutional Research - <http://www.airweb.org/?page=848>
 - College and University Professional Association for Human Resources - <http://www.cupahr.org/webinars/webinars.asp>
 - Datatel - <http://www.datatel.com/results/solutions/education/catalog.cfm/7A29549C-C70E-A106-08F1D6ED1CDB498D?Parent=Institutional%20Effectiveness&Groupno=CGRO2005032417050800010233&level=1>
 - Education Policy Institute - <http://www.educationalpolicy.org/>
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Don't forget to check out our website!

www.alair.org



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**ALABAMA ASSOCIATION FOR INSTITUTIONAL RESEARCH
JOSEPH T. SUTTON LEADERSHIP AWARD
NOMINATION FOR 2007**

Person nominated:

Institution:

Nominator's name/telephone:

Rationale:

Return this form by March 2, 2007 to Cara Mia Pugh, Auburn University (pughcam@auburn.edu)

The purpose of the Sutton Award is to recognize Alabamians who have demonstrated leadership and outstanding accomplishments in the field of institutional research and related fields. The award should be a meaningful recognition of those individuals who have provided exemplary service and leadership and who have actively supported and enhanced the goals of ALAIR. All eligible award recipients must, at some time, have been involved in institutional research or a related field in Alabama. Beyond that, at least one of the following criteria must be met.

A. Service to ALAIR, SAIR, or AIR in the form of serving as an officer, committee member, or conference host; making presentations; and other forms of volunteer activity.

B. A career in institutional research or a related field exemplifying leadership, accomplishment, and innovation.

C. Contribution to the field of institutional research through specific accomplishments and innovative endeavors which enhance the field, institution, or community (local, state, nation).

D. Former members of ALAIR and individuals who are not members of ALAIR will be eligible, as will former Alabamians who have been involved in institutional research in Alabama.

**ALABAMA ASSOCIATION FOR INSTITUTIONAL RESEARCH
NOMINATIONS FOR 2007-08 OFFICERS**

Please nominate one or more people for each of the following offices:

VICE-PRESIDENT/PRESIDENT ELECT:

The Vice President shall: a) plan the program for the annual conference; b) assist the President in other duties as the need arises; and c) assume the duties of the President in the event that person cannot complete his/her term. The Vice-President shall succeed to the office of President at the end of the one-year term as Vice-President.

TREASURER:

The Treasurer shall: a) maintain and distribute to the officers a list of the membership of the Association; b) collect annual conference registration and membership fees; c) send reminder notices to members who do not renew annual membership; d) provide for the payment of duly authorized expenses of the Association; e) prepare informal financial statements for the Executive Committee and complete financial reports for the annual business meeting; f) invest the funds of the Association at the direction of the Executive Committee; and g) perform all said duties inherent in the position of Treasurer. The term of office shall be two years, commencing in odd numbered years.

NOMINATING COMMITTEE: (Two will be elected)

The Nominating Committee shall: a) work with the Immediate Past President; b) prepare and report to the Executive Committee a single candidate for each office position for which an election is to be held. Nominating Committee members are ineligible to be on the slate of officers to be elected at the annual business meeting the year in which they serve on the committee.