NCAIR

North Carolina Association for Institutional Research

Newsletter

2005 NCAIR CONFERENCE

March 9-11, 2005
Sheraton Charlotte Airport Hotel
"The Supporting Role of Institutional Research"

From the Program Chair

Laura Boyles

Hello Colleagues,

In just a few weeks, we will be meeting in the Queen City, Charlotte. If you haven't made your hotel reservations, there is still time. The Sheraton extended the deadline to February 16. Make sure you call before the 16th to get the great rate of $69 per night for our conference. Also, make sure you send in your registration form by February 18. The registration form is included in this newsletter.

You can identify which pre-conference workshop you are interested in attending on the registration form. Please see both the preliminary program and an article about these workshops in this newsletter.

You should also indicate on the Registration form, if you will be using the free transportation provided by the Sheraton to the two offsite computer workshops. Thanks to the generosity of UNC-Charlotte, the two hands-on computer software workshops will be on the campus of UNC-Charlotte. Please thank Wayne Stone for arranging this opportunity for our members when you see him at the conference.

Many thanks to the members of Local Arrangements, Program and Vendor committees for all of the work they are putting into this conference. This conference will be a success due to their efforts. The list of members serving on these committees will be provided on the inside cover of the conference program. Please review the list and say "thank you," when you see them.

For those of you unable to attend the conference this year, please remain an active member through two opportunities available in this newsletter: 1) submit your completed ballot to Rob Springer and 2) complete the form to renew your membership and send it to Michael Hadley. More information about the membership renewal form, a new option for our members, is provided later in this newsletter.

Hope to see all of you in March,
Laura

Attention Presenters: Best Paper Award Competition

As in the past, NCAIR will award $400 to a deserving scholarly paper from a North Carolina school. The $400 award is given in support of presenting the awarded paper at either the upcoming SAIR or AIR conference. Guidelines for judging papers are: relevance of topic, knowledge of topic, coverage of topic, clarity, and overall quality. In addition, each judge also submits a categorical rating based upon whether the paper is deserving of the Best Paper
Award when compared to the other papers. Please keep in mind that scholarly papers typically contain, but are not limited to, the following components:

1. An abstract
2. Introduction / Literature Review
3. Purpose
4. Analysis
5. Discussion

Papers should be dropped off at the registration table by 4:00 pm on Thursday. Please take the time to enter your paper in this prestigious and coveted contest.

Update on Mentoring

Pat Abell

Approximately one year ago the NCAIR Executive Committee initiated a mentoring program for its members. The program is primarily for new members but can also be advantageous to those who are still "feeling their way". At the 2004 NCAIR Conference several members signed up to be mentors, and several new members requested mentors. Members are matched with mentors at a comparable institution --- publics with publics, privates with privates, and community colleges with community colleges. Currently, there are seven community college members who have mentors. If you would like to be a mentor, or if you would like to have a mentor please email Pat Abell at ppabell@gtcc.edu. She maintains lists of both mentors and mentees and will make the necessary contacts.

Pre-Conference Workshops

NCAIR is offering at no charge three pre-conference workshops. Inquisite is delivering a workshop at the Sheraton. Two computer workshops will be offered at the University of North Carolina at Charlotte (UNCC). Each computer workshop will give participants hands-on experience with either SAS or SPSS. The SAS workshop will be held in the Friday Building, Room 339. The SPSS workshop, in the new College of Education Building, Room 005, has a maximum capacity of 24.

The Sheraton is providing free transportation to and from the offsite workshops. You may reserve a seat by signing up on the Conference Registration form. The van will begin loading at 12:15 and will depart no later

than 12:30. For those who prefer to drive to the workshops, maps with directions will be available at the Registration table, which will be manned beginning at 11:30 on Wednesday.

Register early to secure your seat in one of these interesting workshops. All three workshops start at 1:00 and end at 3:30 on Wednesday, March 9. More details about the content of the workshops can be found in the preliminary program included with this newsletter.

NCAIR Travel Grant Program

The North Carolina Association for Institutional Research (NCAIR) has a travel grant program to assist members with attending the annual conference.

Purpose: To promote professional development among institutional research professionals that work in institutions and organizations from North Carolina associated with NCAIR.

Eligibility: Travel/development grants are available to both active members and newcomers (individuals who will become new members of NCAIR at the next annual conference) from North Carolina schools. Upon review of the applications by the Travel/Development Grant Committee, a recommendation is made to the NCAIR Board of Directors who will approve the travel/development grant awards.

Amount of Grants: The amount awarded to each grant recipient will be based on the amount requested as well as the financial need of the requester, but will not exceed $200. The grant can be used toward hotel and mileage. Conference registration fees will be waived for recipients.

Application Materials and Considerations: To be considered for the award, application materials must be submitted to the Travel Grant Committee. The deadline for grant application will be February 1 (*We are extending the deadline. All applications must be received by February 11*). The following items must be submitted:

a. A completed NCAIR Travel Grant Request Form (included in this Newsletter).

b. A brief resume/curriculum vita.

Criteria for Awarding of Grants: Recommendations by the Travel Grant Committee to the Executive Committee for travel grant awards will be based on information submitted in the application materials.

NCAIR Travel Grant Committee
ATTN: Laura Boyles
Davidson College
Box 7146
Davidson, NC 28035-7146
Fax 704-894-2105
laboyles@davidson.edu

Randy L. Swing, Ph.D.

Dr. Randy L. Swing is Co-Director & Senior Scholar for the Policy Center on the First Year of College. The Center's signature project, Foundations of Excellence™, is an aspirational and measurement model for the first college year developed with input from over 200 colleges and universities. His recent research and writing includes case studies of institutions of excellence in the first year (in the forthcoming from Jossey-Bass – *Achieving and Sustaining Excellence in the First College Year*), institutional assessment (in the forthcoming from Jossey Bass – *Challenging and Supporting the First-Year Student*), and benchmarking first-year seminar outcomes. He is a fellow at the National Resource Center on The First-Year Experience where he produced two monographs on first-year assessment (*Proving and Improving* – Vol I & II). His work at the Policy Center includes founding the First-Year Assessment Listserv (over 1,000 subscribers), developing the First-Year Summer Assessment Institute, and helping to establish the *Your First College Year* (YFCY) survey and the *First-Year Initiative* (FYI) benchmarking survey. Randy is a frequent speaker at national and international conferences. He is a visiting professor at Kansi University of International Studies in Japan. For two decades prior to 1999, he held various leadership positions at Appalachian State University in assessment, advising, Upward Bound, and first-year seminar. He holds a Ph.D in higher education from the University of Georgia, MA and EdS in Counseling from Appalachian State University, BA in Psychology from the University of North Carolina – Charlotte and attended Davidson County Community College.

Keynote: Challenging Assumptions, Building Success: How Institutional Research Can "Prove and Improve" the First Year of College

The "First-Year Experience™ (FYE) Movement," three decades old in America and still spreading around the world, has redefined campus goals and structures for the first college year. This presentation will highlight how assessment and institutional research can be used to prove the efficacy of existing efforts and inform improvement plans by challenging myths and confirming effective practices. Three basic assumptions undergird this presentation: 1) the first-year is the foundation for successful achievement of an institution's mission, 2) institutional structures have great impact on how (whether) students engage with desired educational outcomes, and 3) institutional researchers have process knowledge and data which are essential to the development and evaluation of first-year initiatives. The intent of this presentation is to provide a broad look at key first-year issues which institutional researchers could monitor on their own campus.

Concurrent Session: A Primer on Assessment of the First College Year

A successful assessment effort either confirms current practice or guides improvement (rather than simply producing unused reports). In other words, successful assessment leads to action! This session is a primer with focus on assessment structures (I-E-O model, benchmarking, etc.) and assessment instruments. While the focus will be on the first college year, the models of assessment presented are applicable for all levels of higher education. Participants will receive a copy of a typology of first-year assessment tools and other handouts. Focus will be on effective strategies for assessing student learning at the campus level

Robert F. Vagt

Robert F. Vagt is the sixteenth president of Davidson College, and has served as president since July 1, 1997. Mr. Vagt received a B.A. in Psychology from Davidson in 1969, and a Masters of Divinity from Duke University in 1972. He was ordained to the ministry in 1972 by Concord Presbytery, the same presbytery that founded Davidson College in 1837. His early career included working as a warden with the North Carolina Department of Corrections and directing clinical programs and services at Northwest Alabama Mental Health Center. In 1974 he was appointed Deputy Commissioner of Corrections for the Commonwealth of Massachusetts. He joined the New York State Division of the Budget as Assistant Director in 1975 where he helped form the Municipal Assistance Corporation, later serving as its Executive Director. He worked for three international oil and gas exploration and production companies from 1980 to 1997, as President and COO of Adobe Resources; as Chairman, President and CEO of Global Natural Resources; and as President and Chief Operating Officer of Seagull Energy Corporation. He currently serves on the boards of Lake Norman Regional Medical Center, Children's Defense Fund, North Carolina Progress Board, and Cornell Companies, Inc. Mr. Vagt and his wife have two daughters.

John Milam

John Milam, Ph.D. is President of HigherEd.org, Inc., a consulting firm focused on "Knowledge Management for Higher Education." Before founding HigherEd.org in 2002, Dr. Milam held institutional research and faculty positions at the University of Houston, West Virginia University, George Mason University, and the University of Virginia. He has designed a number of online tools, including the ANSWERS data portal; the IPEDS Dataset Cutting Tool; the IPEDS Executive Peer Tool, the GMU Data Warehouse; and Internet Resources for Institutional Research, which he has maintained since 1995. HigherEd.org hosts the free Common Data Set Exchange and is developing the IPEDS Data Analysis System (DAS). Dr. Milam is finalizing a two-year national study of noncredit course activity funded by the Lumina Foundation and is the contractor for the IPEDS Student Unit Record Feasibility Study.

Title - IPEDS Update: New Derived Data, Online Tools, and Feasibility Study

Abstract - Dr. Milam will discuss several upcoming new tools and data projects from NCES, including the IPEDS Executive Peer Tool, the IPEDS Dataset Cutting Tool, the IPEDS Data Analysis System, and the creation of new, derived variables. He will also report on the status of the IPEDS Student Unit Record Feasibility Study and its report to Congress.

Tentative Conference Schedule

Wednesday
11:45-5:45   Registration and Check-in
1:00-3:30   Workshops
3:45-4:15   Presenter and Facilitator Meeting
4:15-4:45   Newcomers Session
5:00-6:00   Welcome and Keynote Address
6:00-7:30   Reception
7:30-11:00   Hospitality Suite

Thursday
7:30-8:30   Breakfast on your own
8:00-3:00   Registration
8:45-9:30   Concurrent sessions
9:45-10:30   Concurrent sessions
10:30-11:00   Break with refreshments
11:00-11:45   Concurrent Sessions
12:00-1:30   Luncheon with Speaker
2:00-2:45   Concurrent sessions
3:00-3:45   Concurrent sessions
5:00-8:30   Dinner on your own *
8:00-11:00   Hospitality Suite

* Groups will be getting together to go to dinner at various area restaurants in Charlotte

Friday
8:00-9:30   Breakfast and Business Meeting
9:30-10:00   Special Interest Meeting
10:15-11:00   General Session
11:00-11:30   Checkout
11:30-12:15   Executive Committee Meeting

Pre-Conference Workshops

W1: Inquisite Web Surveys
Stephen Llana, Arturo Coto (Inquisite)

Inquisite, a pioneer in do-it-yourself online research, will be conducting a product demonstration workshop. If you or your office conducts surveys and want to learn how easy it is to create a web survey, collect responses, and analyze results, this is a workshop you won't want to miss. Inquisite can be hosted on a local machine or on the Inquisite web site. A number of North Carolina schools are already using it. Come see how they are saving time and money, as well as responding quickly to institutional needs.
Workshop Agenda:
Building a survey and the features involved
Publishing the survey and collecting data
Generating Reports

W2: Statistics for Institutional Research Using Enterprise Guide

Susan Walsh, Jerry Oglesby (SAS Institute Inc.)

Enterprise Guide is a point-and-click interface to the power of SAS software. It enables you to transparently access your data and explore and analyze it without having to write code. This workshop will introduce you to Enterprise Guide and how it might be used to explore and analyze data. It will also address how to use the output to write reports and give presentations about your findings. The live demonstration of the software will use institutional research type data provided by a university as a "real world" example.

W3: Maximizing Your Investment in SPSS

James Parry (SPSS)

This seminar offers attendees the opportunity to learn the latest techniques for efficiently surveying and effectively analyzing survey data using SPSS. Attendees will learn about SPSS Dimensions, SPSS Tables and Smart Viewer Web Server for every stage of the survey research process: questionnaire design, data collection and analysis, reporting and deployment of results.

Concurrent Sessions

A Primer on Assessment of the First College Year
Randy L. Swing (Policy Center on the First Year of College))
(Thursday, 8:45-10:15)

A successful assessment effort either confirms current practice or guides improvement (rather than simply producing unused reports). In other words, successful assessment leads to action! This session is a primer with focus on assessment structures (I-E-O model, benchmarking, etc.) and assessment instruments. While the focus will be on the first college year, the models of assessment presented are applicable for all levels of higher education. Participants will receive a copy of a typology of first-year assessment tools and other handouts. Focus will be on effective strategies for assessing student learning at the campus level.

One Size Does Not Fit All: Empirical Linkages Among Motivation, Gender and Persistence
David Allen, Patricia Heath (Fayetteville State University)
(Thursday, 8:45-9:30)

Based on the historically high dropout rate of males compared to females at this institution, it is expected that this gender dropout gap will be significantly narrowed as a result of targeted intervention strategies. This paper is intended for institutional research professionals interested in not only identifying high risk students and facilitating services targeted to those persons but also tracking the effectiveness of various campus intervention strategies.

Teacher Education Program Assessment – A Small College's Approach to Assessment
Michael D. Hadley (Methodist College)
(*Thursday, 8:45-9:30)*

With changes in NCATE standards regarding assessment and changes in the SACS criteria, now is the perfect time for reviewing your institution's approach to assessment. This paper is a case study of effective assessment practices. The focus of the case study is the development and implementation of an assessment plan for the Teacher Education Program at a small college. The study examines the various assessment strategies that are available, how to incorporate multiple methods of assessment, deciding what data to collect, and how to utilize that data to improve the quality of academic programs.

SPSS 101: Practical Uses with a Student Data File
Dana L. Dalton (Winston-Salem State University)
(Thursday, 9:45-10:30)

SPSS is a thorough tool for the compilation, analysis and reporting of almost any type of data. This data system allows data file import, template building, formation of data dictionaries and of course, statistical analyses from descriptive to inferential. Once the data is in, tabulations, analyses, charts and reports can be generated directly. SPSS is user friendly for first-timers and allows seasoned veterans to write their own command syntax. SPSS easily copies to other Microsoft Office Products. IR professionals will find SPSS to be an invaluable tool.

Using Standardized Online Writing Tools to Enhance and Assess Learner-Centered Writing Proficiency Across the Curriculum
Robert Ussery, N.C. A& T
(Thursday, 9:45-10:30)

Enhancing learner-centered writing proficiency across the curriculum is a worthy goal in higher education. This session will consist of a presentation of a campus-wide, cross-curriculum writing evaluation system implemented at North Carolina A&T State University. Topics covered in the session include the rational for this project, goals, project planning, deployment, assessment procedures and early results. An online demonstration of this inovative writing diagnostic and evaluation learning tool will be provided. A discussion period will also be provided so participants may engage in a question and answer dialog. Primary Focus: Meeting the Challenge to Address Student Learning

Using National Surveys – What Three Schools Have to Say
Linda LeFauve   (Davidson College); Renee Corbin (Western Carolina University); Kendrick Tatum (Duke University)
(Thursday, 11:00-11:45)

Survey research and analysis are becoming more important each year. Yet, there are difficulties in conducting any survey – such as IRB approval, survey administration, survey analysis, and possible use of results for improvements. Come learn how three schools conduct, analyze, and use three national surveys. Each survey is from the Higher Education Research Institute (HERI) based at UCLA.

The Fundamentals of Program Assessment
Patrick Paquette (EBI)
(Thursday, 11:00-11:45)

 Educational Benchmarking (EBI) provides over thirty benchmarking assessments for use in higher education. These assessments are used to support accreditation efforts and drive continuous improvement programs. This session will offer an overview of the assessment. We will describe how comparative analysis of performance outcomes support improvement and discuss practical techniques for leveraging assessment results for improvement. In addition, we will provide results from EBI studies focused on first-year students and give evidence of benchmarking assessments that have succeeded. We will also demonstrate our Web Enabled Survey System (WESS); our online survey development, administration, analysis and reporting system and how the use of this system reinforces the fundamentals of a successful assessment program.

Institutional Research: Value Beyond Numbers
Larry G. Jones (The University of Georgia)
(Thursday, 11:00-11:45)

Primarily noted for its contribution to the qualitative and quantitative understanding of colleges and universities, there has been enlightened suggestion that institutional research can play a more significant role in the growth and development of institutions and higher education than simply providing facts and figures. Several historiographers have suggested that institutional research has significant implications for their

discipline and other commentator have implied important institutional research roles in the richer understanding of organizational intelligence, innovation, pluralism, knowledge, reasoning, politics, values, communication and evaluation. This paper identifies the contributions of institutional research beyond the data for which it is noted.

An Introduction to Data Mining for Institutional Research Using SAS Enterprise Miner
Susan Walsh, Jerry Oglesby (SAS Institute)
(Thursday, 2:00-3:30)

Data mining can be defined as advanced methods for exploring and modeling relationships in large amounts of data. Data mining has been used by universities in a number of areas, including but not limited to enrollment management, retention and graduation analysis, donation prediction, and faculty retention. This presentation and demonstration will give you an overview of the data mining process and will introduce Enterprise Miner - the SAS solution for data mining – with an emphasis on its use within education. Institutional Research type data will be used for the demonstration portion of this presentation.

A Perspective of the New SACS Reaffirmation Process from Three Institutions – Community College, Private College, and Public University
Thomas Coaxum (Guilford College); Kathryn Baker Smith (Guilford Technical Community College; Karen Helm (North Carolina State University); Marci Peace (Greensboro College)
(Thursday, 2:00-3:30)

The new SACS Principles were adopted in December 2001. The first institutions to seek reaffirmation through the new standards and process had their off-site reviews in fall 2003 and their on-site visits in spring 2004. Come learn how three schools have survived or are surviving the reaffirmation process under the new Principles. The panel includes a member from each sector: community college, private institutions, and public university. Each panelist will briefly describe the process at his/her institution. The panel will address questions from the moderator with time for audience questions at the end.

The Continuing Education of Institutional Researchers
Timothy R. Sanford (UNC-Chapel Hill); Larry G. Jones (University of Georgia); William R. Fendley (University of Alabama)
(Thursday, 2:00-2:45)

Like most professionals, institutional researchers and planners need to continue their education throughout their working life. Attending NCAIR and other professional association meetings is one good way to do that, but there are a number of different ways that people in this field can continue to learn and grow. The three panelists – one, a practicing IR director, one, a faculty member in the field, and one, a continuing education professional with an IR background – will look at the myriad of opportunities for IR professional to continue their education. Additionally, they will offer possibilities that go beyond the usual and will suggest that taking advantage of continuing education opportunities needs to be tailored to the individual to be effective optimally. In short a coherent program of continuing education is the desired outcome.

Using NSSE Results for Assessment
Robert Springer (Elon University); Donald Poe (Pfeiffer University); Archer Gravely (UNC-Asheville);
Bobby Sharp (Appalachian State University)
(Thursday, 3:00-3:45)

Although the National Survey of Student Engagement (NSSE) has been around for six years, many offices still struggle with reporting results. The standard NSSE report provides an array of analyses (frequencies, means, effect size). With offices struggling with data presentation, it comes as no surprise that many schools also struggle with using the data to assist in assessment efforts. This presentation is intended as an overview of how four schools (public and private) are reporting their 2004 NSSE findings and using the results for assessment activities.

HOTEL REGISTRATION INFORMATION

The 2005 NCAIR conference will be held March 9-11 at the Sheraton Charlotte Airport Hotel in Charlotte, NC (*http://www.starwoodhotels.com/sheraton/search/hotel_detail.html?propertyID=942*). Reservations may be made by contacting the Reservations Department at 704-392-1200 and identifying yourself as attending the NCAIR Conference. Reservation cut-off has been extended to February 16, 2005. To get the group rates listed below, you must make your reservation by the 16th.

RATES

King	$69.00
Double/Double	$69.00
Parlor	$89.00

Rates stated above do not include tax. Tax is 13.5%.

• The parlor rooms or junior suites are a regular room with an attached parlor or living room. The attached room is about 300 sq ft with couch and chairs.
• Shuttle service to and from the airport can be arranged through the Sheraton. At the present time, there is no charge.

From Our Corporate Partners

SAS to present at the North Carolina Association of Institutional Researchers annual meeting

SAS' Higher Education Consulting group will demo SAS Enterprise Miner and conduct a half-day workshop on SAS Enterprise Guide at NCAIR's annual conference in Charlotte, March 9-11

At this year's NCAIR conference, SAS' Higher Education Consulting group will offer a 90 minute demonstration of their statistical analysis software, Enterprise Miner, and a half-day workshop on the company's Microsoft Windows client application, Enterprise Guide. An Introduction to Data Mining for Institutional Research Using SAS Enterprise Miner and Statistics for Institutional Research Using SAS Enterprise Guide will be presented by Director of Higher Education Consulting Jerry Oglesby, Ph.D. and Higher Education Consultant Susan Walsh.

The data mining session will offer anyone interested in exploring some current uses of data mining in Institutional Research a chance to learn about SAS powerful data mining software. Used by universities in a number of areas, such as enrollment management, retention and graduation analysis, donation prediction, and faculty retention, data mining is crucial to anyone who needs to explore and model relationships in large amounts of data. This presentation and demonstration will give attendees an overview of the data mining process and introduce Enterprise Miner - the SAS solution for data mining - with an emphasis on its use within Education. To help simulate how the software might operate in an institution of higher learning, Institutional Research type data will be used for the demonstration portion of the presentation.

The statistics workshop will offer individuals who want to do data analysis using SAS in a point and click environment an opportunity to examine SAS Enterprise Guide in a workshop environment. As SAS' Windows interface, Enterprise Guide allows non-programmers a point-and-click option for utilizing the power of SAS software. The software enables users to transparently access their data and explore and analyze it without having to write code. The workshop will not only show you how to use the software, but also addresses how to use the output to write reports and give presentations about your findings. The hands-on portion of the workshop will use Institutional Research type data provided by a university to provide a "real world" example of how the software might perform in your home environment.

If you'd like to learn more about the session or workshop, consult the NCAIR conference program or contact the Higher Education Consulting group at (800) 727-0025 x17187, training@sas.com , or on the Web at www.sas.com/heconsulting.

SAS' Higher Education Consulting group is located within the Education Division at SAS. The group works closely with institutions of higher learning to incorporate SAS technology into their curriculums. SAS' Higher Education Consulting group provides a variety of services for institutions interested in beginning or expending their relationship with SAS. The Higher Education Consulting group provides a variety of services, including curriculum consulting, certificate programs, and access to Academic Trainer's Kits. Through the Academic Trainer's Program, interested faculty members are given access to all of Education's training materials free of charge, as long as they use them in conjunction with a degree program.

Since they began their work, the Higher Education Consulting group has developed relationships with faculty at hundreds of universities, community colleges and technical schools.

Nominating Committee Report

Robert Springer, Nominating Committee Chair
Here are the candidates for office for NCAIR for 2005-2006:

For Program Chair/Pres elect: Kendrick Tatum
*Education: B.A. in English from University of North Carolina.
*Experience: IR at Duke University since 1987, currently holds the position of Institutional Research Analyst.
*Professional Affiliations: NCAIR (since 1992), SAIR, AIR, SCUP, AAUDE

For Treasurer: Wayne Stone
*Education: MBA, BA in Business Admin and History from UNC-Charlotte
*Experience: IR at UNC-C since 1996, currently holds the position of Associate Director of IR
*Professional Affiliations: NCAIR (since 1998)

For Member at Large – All Institutions: Dana Dalton
*Education: PhD in Higher Education/Research, Measurement and Statistics
*Experience: IR at Winston-Salem State University since 2003, currently holds the position of Director of IR
*Professional Affiliations: NCAIR (since 2003), SAIR

For Member at Large – Private Institutions: Bonnie Stoffel
*Education: M.Ed., Georgia State University
*Experience: IR and Assessment at Queens since 1999, currently holds the position of Assistant to the Vice President for Academic Affairs
*Professional Affiliations: NCAIR (since 1999)

NORTH CAROLINA ASSOCIATION FOR INSTITUTIONAL RESEARCH ELECTION OF 2005-2006 EXECUTIVE COMMITTEE MEMBERSHIP

ARTICLE VII, Section 2 of the By-Laws states "The Nominating Committee shall cause its slate of proposed officers and members-at-large (with any annotations deemed to be desirable) to be sent to each active member not later than thirty (30) days prior to each Annual Conference. Active members, having indicated their choices and/or written in their nominees, shall return their ballots to the Committee by the date specified on the ballot. Upon conclusion of the process, the Committee's ballots shall be deposited with the Association's secretary."

Please vote for each of the following nominated by the Committee or write in the name of your nominee in the space provided.

	Vote X
For Program Chair/Pres elect:	
Kendrick Tatum, Duke U.	
For Treasurer:	
Wayne Stone, UNC-Charlotte	
For Member at Large – All Institutions:	
Dana Dalton, Winston-Salem State U.	
For Member at Large – Private Institutions:	
Bonnie Stoffel, Queens U.	

Please deposit this ballot at the registration desk during the Annual Conference by March 10, 2005 or mail to the chair of the Nominating Committee by no later than March 4, 2005:
Robert Springer, Nominating committee chair
Elon University
2309 Campus Box
Elon, NC 27244-2010
Additional ballots will be available at the conference.

NCAIR 2005 REGISTRATION FORM

The NCAIR 2005 conference will be held at the Sheraton Charlotte Airport Hotel in Charlotte, NC. March 9-11, 2005.

Name:	**Badge Name:**
Title:	**Institution:**
Address:	**City, State, Zip**
Telephone:	**Email:**
Vegetarian? Yes No	

Is this your first conference (Y or N)?	

Fees	**Postmarked By February 18**	**Postmarked After February 18**	**Amount Due**
NCAIR Registration Fee	$100	$110	
TOTAL DUE			
Register for pre-conference workshop (no-charge)	**Inquisite**	**SAS**	**SPSS**
(Note: All three workshops start at 1:00 and end at 3:30 on Wednesday, March 9.)			
Will you use the (no-charge) shuttle for offsite?	NA	Y or N	Y or N

I would be willing to serve as a facilitator.	Y or N

Checks are payable to NCAIR (Tax ID 561-56-2055). Send Conference registration to Michael Hadley, Office of Institutional Research and Effectiveness, Methodist College, 5400 Ramsey Street, Fayetteville, NC 28311.

NCAIR 2005 TRAVEL GRANT REQUEST FORM

Name:

Institution:

Amount Requested (Maximum of $200):

Please describe the financial need and the financial support, if any, available from your institution.

How will receiving this grant contribute to your professional development, particularly with regard to current and future activity in NCAIR?

Please attach a brief resume/curriculum vita to this form and submit to the address listed below on or before February 16, 2005.

NCAIR Travel Grant Committee
ATTN: Laura Boyles
Davidson College
Box 7146
Davidson, NC 28035-7146

NCAIR 2005 Membership Renewal

The membership for members attending the 2005 Conference will be automatically renewed. For those members unable to attend the conference this year, we are providing a separate form to renew your membership. We will miss you at the conference.

Name:	Institution:
Title:	Address:
Telephone:	City, State, Zip:
Fax:	Email:

Fees	Renewal Fee	Amount Due
NCAIR Membership Renewal Fee	$15	
TOTAL DUE		

Checks are payable to NCAIR (Tax ID 561-56-2055). Send Conference registration to Michael Hadley, Office of Institutional Research and Effectiveness, Methodist College, 5400 Ramsey Street, Fayetteville, NC 28311.