

# ALAIR NEWSLETTER

Alabama Association for Institutional Research

JANUARY 1999

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## ALAIR Newsletter

### Executive Committee

President: Anna T.  
Waggener

Vice President: Teresa Hall

Secretary: Janis C. Lowther

Treasurer: Michael O'Rear

Past President: Myrtes  
Dunn Green

Members-at-Large:

Priscilla Holland

Sandra Fowler

Denise Watts

Nominating Committee:

Mimi McDaniel

Cathy Tanner

## President's Message

*Anna T. Waggener*

Hi Folks!

Welcome back from the holidays! Good tidings for a new year ahead of us. As we settle back into the routine of reports, meetings, and regular activities, let's take a look at our upcoming activities for this year.

We've got the ALAIR Workshop in February at Alabama State University where Mimi McDaniel is hosting us for the day. The ALAIR Conference is scheduled for April at Auburn University with Sam Lowther hosting and Cara Mia Braswell handling the local arrangements. AIR is in Seattle in May, where Frank Hurley (USA) will present his "Best Paper/Presentation" for ALAIR, and SAIR is in Chattanooga next October.

As we begin 1999 refreshed from our holidays, let's remember ALAIR and plan to attend each event in 1999. Sharing our stories and maintaining our contacts in ALAIR will keep the spirit of Christmas alive throughout the year.

\*\*\*\*\*

Your Executive Committee (all ten) met September 18, 1998. The primary discussion was planning our second annual Regional Workshop and making plans for our annual Conference in April. You will read more about these in other parts of the newsletter.

## MEMBER NEWS

**Brenda Bryant** at Alabama State University is back at work after being out for over a month. We wish Brenda best wishes for a prompt and complete recovery.

**Paul Darring** had surgery in October. We understand he was playing tag football and completely detached his knee cap. We hope everything has healed nicely.

Our sympathy goes out to **Michael O'Rear's** family in the death of his mother-in-law on December 12, 1998.

As most of you know, **O'Neal Smitherman**, elected as Vice President/President Elect of ALAIR, resigned in August. O'Neal, formerly with The University of Alabama System Office, accepted a position with the University of Memphis. We wish him the best of luck in his new endeavor.

**Dr. Jerry Allen**, formerly with Jacksonville State University, is now serving as Associate Vice President for Student Enrollment at the University of Texas at Arlington.

## WELCOME NEW MEMBERS

We are happy to welcome our newest members to ALAIR:

**Steve Spratlin**, Director of Institutional Research/Development at Southern Union State Community College.

**Col. Thomas F. McCormack**, Vice President of Academics-Dean, Marion Military Institute.



Dr. W. Michael Bailey, President, and Mrs. Deborah Marcus, Asst. to the Dean of Finance and Director of Student Financial Services, both of Bessemer State Technical College.

### WELCOME ABOARD!!

## SAIR CONFERENCE

The Southern Association of Institutional Research (SAIR) Conference, "*Effectively Sharing the Knowledge*," was held October 17-20, 1998 in Savannah, Georgia. Newly elected SAIR Board members from ALAIR are Sam Lowther and Myrtes Green, joining Mary Beth Adams as SAIR newsletter editor and Hanne Delbridge, treasurer. There were 44 ALAIR members from Alabama represented at the SAIR Conference. Mark your calendars now to attend the next SAIR conference to be held in Chattanooga October 24-26, 1999.

### 1999 AIR FORUM

Bill Fendley, AIR President and Director of Institutional Research at The University of Alabama, wants to encourage everyone to attend the following the AIR activities:

- the Second AIR/CASE Conference on Communicating Institutional Quality, March 29-30, 1999, at Georgetown Conference Center, Washington D.C.
- 1999 AIR Professional Development Services Institutes;
- 39<sup>th</sup> AIR Forum May 30-June 2, 1999 at the Sheraton Hotel & Towers and Westin Hotel in Seattle. For additional information, check out the AIR '99 website: <http://www.irp.udel.edu/air99/air99intro.html>;
- the new WEB site for AIR: <http://AIRWEB.ORG>.

## Travel Grant to AIR

Enclosed with this newsletter is an application form for the annual travel grant that ALAIR awards to a member for travel to the AIR National Forum. Last year we had many qualified applicants apply. Don't let the Executive Committee off easy! Apply so you can be considered for the \$300 travel grant! You do not have to be presenting a paper (although that certainly would be a consideration), and you do not have to be a long-term member of ALAIR. The award originally was conceived to encourage members with limited travel resources, or persons new to the profession, to access the benefits that can be received by attending a national conference.

If there is any chance that you will be able to attend the Forum in May, go ahead and apply by the stated deadline.

## ANNUAL CONFERENCE APRIL 15-16, 1999

Mark your calendars now for the 13<sup>th</sup> ALAIR Annual Conference! This year our host will be Auburn University, and we are scheduled for the Auburn University Hotel and Conference Center on *April 15 and 16*. This year's theme is "**Ready or Not, It's Here! Institutional Research Meets Y2K,**" and we hope to offer a multitude of opportunities for learning and networking.

Thursday afternoon April 15 we will offer workshops, including one on FOCUS programming, followed by a group social hour and dinner. Friday we will have a full day of professional enrichment opportunities, with topics tentatively scheduled on FERPA, preparing your home and office for Y2K, quarter to semester conversion, scanning technology, and much more. We will be reviving the ALAIR favorite Tools and Techniques session, as well. Look elsewhere in this mailing for an opportunity to share your expertise with your colleagues in a paper, presentation, or tools and techniques display.

While we certainly don't expect anyone to shirk their professional opportunities at the meeting, the Auburn staff is also looking forward to putting together a golf outing for any interested members. And if you would rather watch than play, the SEC Women's Golf Tournament will be in Auburn April 16-18.

Conference registration materials will be mailed in a few weeks. However, anyone who wants to get a head start can reserve their hotel room by calling 1-800-2AUBURN (1-800-282-2876). Be sure to mention that you are with the Alabama Association for Institutional Research to get the special conference rate of \$62.00 per night. The conference rate will be available through March 15, 1999. If you have questions or suggestions, please let me know. Otherwise, I'll see you in Auburn! Teresa Hall (205) 934-3254 or [hallter@uab.edu](mailto:hallter@uab.edu).

## Nominations for Officers and Awards

A form is enclosed with this mailing that will allow you to nominate ALAIR members for election to office, and for our highest honor, the Joseph T. Sutton Leadership Award.

The Sutton Award is presented to individuals who distinguish themselves in one or more of the following ways: 1) service to ALAIR, SAIR, or AIR; 2) a career of leadership, accomplishment and innovation in institutional research or a related field; 3) specific accomplishments and innovative endeavors that enhance the field of IR, an institution, or the community. The recipient must have been involved in institutional research or a related field in the state of Alabama. Current or past membership in ALAIR is not a requirement, nor is current residence in Alabama. You are encouraged to nominate any and all deserving individuals.



We also solicit nominations for ALAIR elected office. Serving as an ALAIR officer is both a duty and a pleasure. It affords you the opportunity to benefit both the organization and yourself, and to work with an excellent group of people. In the past, it has served as a stepping stone to regional and national association leadership positions.

This year we are electing a president (because of O'Neal Smitherman's resignation), vice president/president-elect/program chair, a treasurer, and two members of the nominating committee. The current nominating committee needs your help in nominating candidates. Nominate as many people as you like for each or any office, and especially yourself, if you are interested in serving. If you have any questions, contact Myrtes Green at 205-366-8967 or [mdgreen@www.stillman.edu](mailto:mdgreen@www.stillman.edu).

**Be sure to pass this  
newsletter on to someone in  
your office or on your  
campus who might find it  
useful or of interest!!**

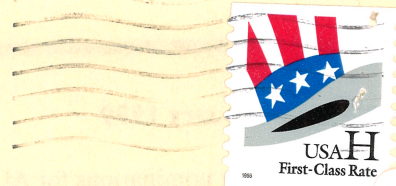
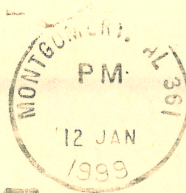
## ALAIR MEMBERSHIP

The Alabama Association for Institutional Research (ALAIR) is an organization offering a variety of professional opportunities for individuals involved in institutional research activities in Alabama's institutions of higher education. ALAIR is affiliated with the Southern Association for Institutional Research (SAIR) and the Association for Institutional Research (AIR). There are many benefits to becoming a member of ALAIR: meetings that focus on topics of current interest to members; opportunities to discuss special topics and exchange ideas with colleagues; and correspondence, including a newsletter with information on meetings, topics of current interest, proceedings of past meetings and news information on Alabama membership. ALAIR meets once each year. The annual business meeting is held in conjunction with the conference. The Association also meets during the SAIR and AIR affiliated group meeting sessions. Membership is open to any person who is actively engaged in institutional research and related functions or who has professional interest in activities related to institutional research including assessment, planning, students records, etc. JOIN TODAY!!

If you need more information and/or an additional membership form, contact Janis Lowther, 334-242-2106 or [jlowther@ache.state.al.us](mailto:jlowther@ache.state.al.us).



Janis Colee Lowther  
Secretary, Alabama Association for Institutional Research  
P. O. Box 302000  
Montgomery, AL 36130-2000

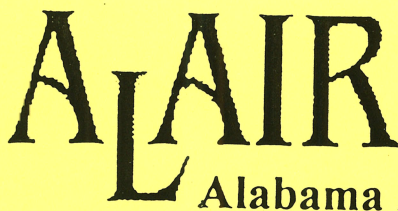


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JAN 13 1999

Ms. Hannelore Delbridge  
IR Project Coordinator  
University of Alabama  
P.O. Box 870166  
Tuscaloosa, AL 35487-0166





## Alabama Association for Institutional Research

### CALL FOR PARTICIPATION/PAPERS

The 13<sup>th</sup> Alabama Association for Institutional Research (ALAIR) Annual Conference will be held at the Auburn University Hotel and Conference Center on April 15 and 16, 1999. The theme of this year's meeting will be **"Ready or Not, It's Here! Institutional Research Meets Y2K."**

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. Proposals are encouraged in all areas of institutional research, assessment, policy analysis, planning, or other areas of interest to the membership. Proposals do not have to be related to the conference theme, and can take the form of a paper, presentation, or tools and techniques session.

- **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 should include time for questions and discussion. An overhead projector and screen will be provided for each session.
- **Tools and Techniques** sessions are informal displays of reports, analyses, techniques, software, demonstrations, or similar items. The presenter may choose to prepare a brief (3-5 minute) presentation, but the value of this type of session is the opportunity to discuss the topic one-on-one or in small groups.

To submit your proposal, send the following information and attach a brief abstract of what you would like to present. Proposals should be postmarked by **March 12, 1999**. If you have special equipment requirements, or have questions or concerns, please contact Teresa Hall at (205) 934-3254, fax (205) 934-3179, or email [hallter@uab.edu](mailto:hallter@uab.edu).

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### ALAIR PRESENTATION/PAPER PROPOSAL

13<sup>th</sup> Annual Conference, April 15-16, 1999

Title of Presentation \_\_\_\_\_

Type of Presentation: Paper \_\_\_\_\_ Presentation \_\_\_\_\_ Tools & Techniques \_\_\_\_\_

Authors/Presenters \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ email \_\_\_\_\_

Special Equipment/Requirements \_\_\_\_\_

Return the information and your proposal by March 12, 1999 to Teresa Hall, 420 Administration Building, UAB, Birmingham, AL 35294-0104. Proposals will also be accepted by fax or email.





## ALAIR WORKSHOP

ALAIR is pleased to offer its members an additional opportunity for professional development, with a day of free workshops on Friday, **February 5**. Alabama State University has graciously agreed to host us at the centrally-located ASU campus in Montgomery, with Mimi McDaniel handling the local arrangements. Advanced registration is requested so you can be mailed a map and a parking permit -- please mail, fax or email your registration so that is received by January 29! The schedule will be:

8:15 am – 9:00 am      Registration and Continental Breakfast

9:00 am – noon      Survey Research

Dr. Allen Smith, Director of Assessment, Jacksonville State University

Dr. Adrian Aveni, Professor of Sociology and Director of International Programs

This workshop will focus on questionnaire development, production, and administration. The content will be adjusted to reflect enrollees' interest.

Noon – 1:00 pm      Lunch on your own

1:00 pm - 3:30 pm

Introduction to Statistical Analysis for Institutional Research

Dr. Anna T. Waggener, Statistical Research Analyst, University of South Alabama

This workshop will focus on concepts in statistics that are basics for Institutional Researchers. The concept of "statistical significance" will be highlighted. Other topics include types of variables, hypotheses, sampling techniques, internal and external validity, descriptive and inferential statistics, and other ideas and theories related to statistical analyses within the arena of Institutional Research. Workshop participants should come prepared for straightforward, meaningful, and lively discussion that will increase comprehension and take away the fears and frustrations of statistics.

## REGISTRATION FORM

### ALAIR PROFESSIONAL DEVELOPMENT WORKSHOP

Name \_\_\_\_\_

Title/Position \_\_\_\_\_

Institution/Organization \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ email \_\_\_\_\_

Please check if you need information on overnight accommodations in the area \_\_\_\_\_

**Return form by January 29 to:**

Teresa Hall  
Institutional Studies and Services  
420 Administration Building  
University of Alabama at Birmingham

Birmingham, AL 35294-0104  
Phone: (205) 934-3254  
Fax: (205) 934-3179  
Email: hallter@uab.edu