



ALAIR

NEWSLETTER

Alabama Association for Institutional Research

DECEMBER 1999

President's Message

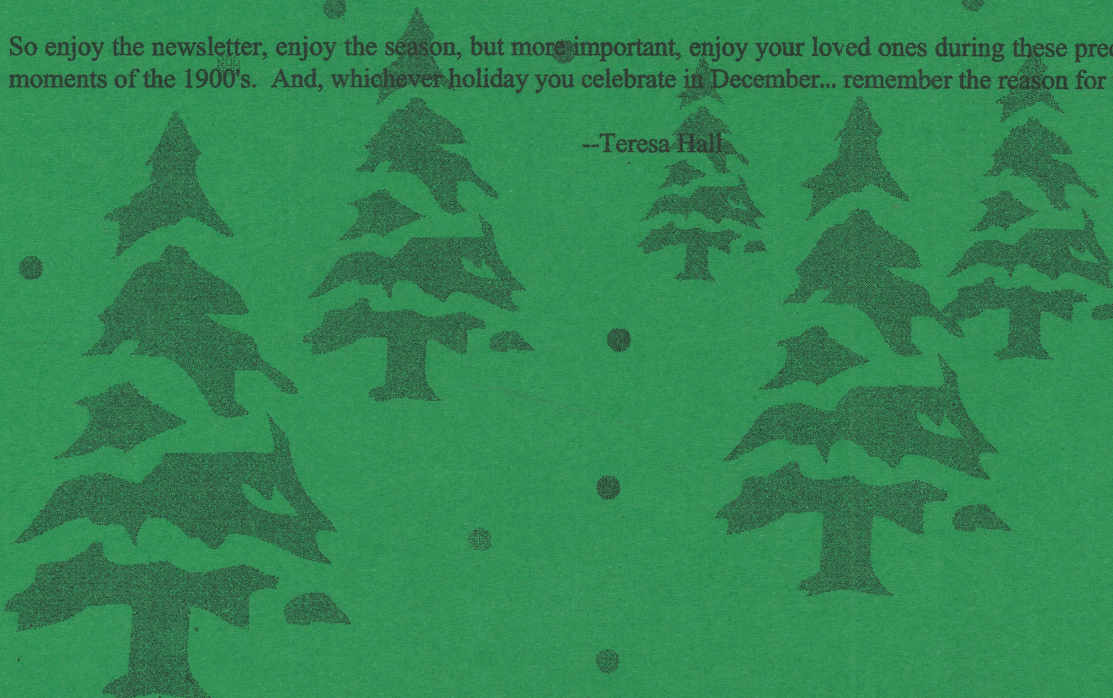
I wonder what's going on in your office this December. Are you rockin' around the Christmas tree, spinning dreidels, planning Kwanzaa celebrations? Or are you still so stacked up with fall work that you wish November could have added another three weeks or so? Are you taking extra time off to be with family and friends, or has your position been deemed too critical to the Y2K rollover to take off even for a long lunch?

Since we are all planners by mission and organized by nature, I'm sure you all have your shopping done and your computers Y2K certified (mine has a cute little sticker on it). So take a minute and see what your state organization is offering in 2000. I'd recommend a mug of hot chocolate with a peppermint stick right about now ... unless your building services folks have the same humorous approach to winter ours does.

In this issue you will find preliminary information on our April meeting, which we've finally managed to schedule in Gulf Shores. Mimi McDaniel, with Jim Eck's help and AIR funding assistance, has also put together a excellent free workshop day at Samford -- you'll find your registration forms here. A third interesting event will be the summer IPEDS training session for NCES and AIR that ALAIR is hosting in conjunction with the Alabama Commission for Higher Education. Whew!

So enjoy the newsletter, enjoy the season, but more important, enjoy your loved ones during these precious waning moments of the 1900's. And, whichever holiday you celebrate in December... remember the reason for the season.

--Teresa Hall



ALAIR Newsletter

Executive Committee

President: Teresa Hall

*Vice President: Mimi
McDaniel*

Secretary: Janis C. Lowther

Treasurer: Brenda Bryant

*Past President: Anna T.
Waggener*

Members-at-Large:

Carol Chenault

Stephen Fancher

Tammie B. Richey

Nominating Committee:

Jim Eck

Monica Smith

WELCOME AND WELCOME BACK

Welcome back to ALAIR: **Steve Spratlin**, Director, Institutional Research and Planning and Development at **Southern Union Community College**.

One of our newest members is **Patricia R. Pratt**, Director of Institutional Research, **University of West Alabama**. Patricia has an Associate in Secretarial Science and a Bachelor of Science from UWA. She worked at Hospice South USA before coming to UWA. She and her husband have two children and a brand new granddaughter. They currently live in Tuscaloosa, but plan to move to Livingston the first of the year. Welcome to ALAIR!

Carolyn M. Barnett, our most recent member, is the new Director of Institutional Research at **Miles College**. She graduated from Tuskegee University and will graduate in May from Miles Law School. Carolyn and her husband have two children. Welcome!!

IPEDS Training

ALAIR, working with ACHE, will be providing logistical support for the AIR/IPEDS training in new electronic data collecting methods for IPEDS. Nationally, forty two-day seminars will be held in July and August, 2000. The totally Internet-based system will be implemented in the fall of 2000 and institutions must be prepared to respond to the changes.

ALAIR is currently working to identify institutions in central or south Alabama that may be willing to host the training workshop. The session will require two computer labs with 30 workstations each. Computers must have T1 or ISDN Internet access. If necessary, sessions can be held on Saturday and Sunday to cause the least disruption to student needs. Sites must be easily accessible with accommodations nearby. If you would like to volunteer your campus or somewhere else, please let one of the ALAIR IPEDS planning committee members know:

Carol Chenault - Calhoun State CC
cdc@calhoun.cc.al.us 256-306-2747

Steve Fancher - University of Montevallo
fancher@um.montevallo.edu 205-665-6392

Janis Lowther - AL Comm on Higher Education
jlowther@ache.state.al.us 334-242-2106

Congratulations

Anna T. Waggener, University of South Alabama, and past President of ALAIR, was recently selected for the rank of Captain in the U.S. Naval Reserve. Currently, she is the commanding officer of Naval Sea Systems Command Detachment 1308 at the Naval and Marine Corps Reserve Center in Orlando, Florida. Her unit is in the process of reviewing software specifications for the USS Virginia Class submarines.

Mimi McDaniel, Alabama State University, received a Master's in Public Administration from Auburn University at Montgomery, August, 1999.

Jerome Ward, former visiting Assistant Professor and curator of the herbarium at Auburn University, will begin as Assistant for Institutional Research at Sweet Briar College in Virginia on February 1, 2000.

Jim and **Wendi Eck** (Samford University), are the proud parents of **Harrison James Eck**, born Monday, July 26 at 12:51 p.m. He weighed 7 pounds 2 ounces and was 20 ½ inches long.



Darryl Levandia Smith, Jr., was born to **Monica Presswood Smith** (Alabama State University) and husband, **Darryl**. Darryl, Jr. weighed 7 pounds 8 ounces at his birth on August 21, 1999.



CONGRATULATIONS!! BOTH ARE BEAUTIFUL!

The Association for Institutional Research Train-the-Trainer Program

The Association for Institutional Research (AIR) has sponsored for several years the Train-the-Trainer Program as a method of broadening professional development opportunities for members of its affiliated associations. The program provides an opportunity for representatives of state, regional or sector groups affiliated with AIR to attend Pre-Forum Workshops at the annual AIR Forum as "trainees" who will later present the workshops at other locations.

Each affiliated association, such as ALAIR, may nominate one of their members as a trainee for one of the workshops offered in the program. The workshops selected for the program are either modules from the AIR Institutes or other workshops that have had a history of success at previous Forums. The workshops are conducted by experienced and effective presenters who have agreed to mentor the trainees and allow them to use their materials.

The nominating association is required to submit a proposal that includes: the qualifications of the nominee to present on the topic; a plan for disseminating the workshop information to members of the nominating association; a reporting/evaluation plan to ensure that the dissemination plan is carried out; and the matching grant or other support that will be provided by the nominating association. A trainee is expected to acknowledge AIR and the author(s) of the workshop materials when the trainee subsequently presents the workshop.

As this newsletter goes to print, it is too early to know the workshop titles and presenters for the 2000 Train-the-Trainer Program, but that information will be communicated to the liaison of AIR affiliated associations around February. When the program specifics are announced, please consider your qualifications to present on the applicable topics and communicate your interest in being nominated to Teresa Hall, ALAIR President.

Best Paper

Best Paper presentation has been awarded to **Priscilla Holland**, Director of Research, Planning and Institutional Effectiveness at the **University of North Alabama**. As recipient of this award, she will represent ALAIR and present her paper "Student Satisfaction with Mandatory Advising," at the AIR Annual Forum, May 20-24, 2000, in Cincinnati.



ALAIR ANNUAL CONFERENCE

April 13-14, 2000

Quality Inn Beachside, Gulf Shores, Alabama

Exciting plans are underway for ALAIR's first annual conference in the new millennium! Led by **Mimi McDaniel**, the Executive Committee and local arrangements hosts, **Linda Lunsford, Faulkner State CC** and **Cathy Tanner, Bishop State CC**. Mark your calendar and watch for further information in future mailings. Your input and suggestions are needed. If you have areas of concerns, or possible topics for pre-conference workshops and concurrent sessions, please let us know. The hotel will accept reservations up to 30 days prior to the arrival date (March 13, 2000), so be sure and make your reservations early. All blocked rooms unassigned after this date will be released to the public on a first come basis. The room rates are \$74 and \$84. Call 1-800-844-6913 for reservations! Hope to see you there!



The annual travel grant award to SAIR was awarded to **Donna Venus**, Research Assistant, **Jefferson State Community College**.

Forty-six from Alabama were registered at the annual SAIR conference was held in October at the Chattanooga Choo-Choo. Several door prizes were won by ALAIR members. Factbook winners from Alabama were:
Outstanding Mini Factbook - Alabama State University
Outstanding Planning Document - Oakwood College, Alabama State University and University of Alabama.

Alabama is well represented on the SAIR board. Harriott Calhoun, Jefferson State CC, was elected vice-president and program chair, while Teresa Hall and Sam Lowther are members at large and Myrtes Green is the secretary. It looks like Alabama is very active in all aspects of our regional association.

IMPORTANT

If there is an orange line through the name on your label on this newsletter, YOU HAVE NOT RENEWED YOUR MEMBERSHIP!! Please send renewal form today!! Remember, one of the benefits of being a member is receiving all our mailings.

If you need more information and/or an additional membership form, contact:

Janis Lowther
ALAIR Secretary
Alabama Commission on Higher Education
Suite 736
P. O. Box 302000
Montgomery, AL 36130-2000
(334)242-2106
Fax (334)242-0268
Email jlowther@ache.state.al.us

MARK YOUR CALENDARS!!!!

Association for Institutional Research (AIR)

2000 AIR FORUM
Cincinnati, Ohio
May 20 - 24, 2000

Southern Association for Institutional Research (SAIR)

2000 SAIR Conference
Myrtle Beach, South Carolina
October 21 - 24, 2000

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

**ALABAMA ASSOCIATION FOR INSTITUTIONAL RESEARCH
JOSEPH T. SUTTON AWARD: NOMINATIONS FOR 1999-2000**

Criteria: 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. Retirement will not be a criterion.*
- E. 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.*

Selection Process:

- A. Annually, the Immediate Past President will chair the awards committee and develop a list of not more than three candidates for recommendation to the Executive Committee. The recommendation of the committee should be ranked. The President will appoint a chairperson who will then appoint the other members of the committee.*
- B. An affirmative vote by the majority of the Executive Committee members present during voting is required for approval of a Joseph T. Sutton Award.*
- C. Only one award should be presented. However, there could be co-recipients, for example, in the case of two or more people working together on a significant body of research.*
- D. Criteria and procedures for selecting The Joseph T. Sutton Award recipient are distributed annually to all ALAIR members.*
- E. The award should be presented at the ALAIR Annual Conference by the President and the Immediate Past-President (or his/her designee).*

ALABAMA ASSOCIATION FOR INSTITUTIONAL RESEARCH
JOSEPH T. SUTTON AWARD: NOMINATIONS FOR 1999-2000

Person nominated:

Institution:

Nominator's name:

Rationale:

(Use additional page if necessary)

*Return this form by **March 1:** Dr. Anna T. Waggener, University of South Alabama,
307 University Blvd., AD 245,, Mobile, AL 36688.*

ALABAMA ASSOCIATION FOR INSTITUTIONAL RESEARCH
NOMINATIONS FOR 2000-2001 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."

Secretary:

"The Secretary shall: a) keep the minutes of the annual business meeting and other meetings of the membership or of the Executive Committee; b) publish and distribute the newsletter of the Association; c) publish and distribute an annual information directory for the Association; d) attend to the correspondence of the Association, including printing and distributing notices about the annual conference; e) print any proposed bylaws or amendment(s) initiated in accordance with Section 1 of Article I, and submit them to the members for consideration at the annual business meeting; and f) perform all said duties inherent in the position of Secretary. The term of office shall be two years, commencing in even numbered years."

Nominating Committee: (Two will be elected)

"A Nominating Committee shall exist which consists of the Immediate Past President and two additional members to be elected by and from the membership. The Nominating Committee shall 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." Nominating Committee members serve on the Executive Committee of ALAIR.

*Return this form by **March 1** to Dr. Anna T. Waggener, University of South Alabama,
307 University Blvd., AD 245, Mobile, AL 36688.*

PREVIOUS SUTTON AWARD RECIPIENTS:

1993	Dr. Gerald Leischuck	Auburn University
1994	Mr. Alfred Yeager	University of South Alabama
1995	Dr. Kay Staub	University of Alabama
1996	Dr. Al Searway	Jacksonville State University
1997	Mrs. Deborah Dailey	University of Alabama at Birmingham
1998	Mr. Ed Rutledge	Alabama Commission on Higher Education
1999	Dr. Harriott Calhoun	Jefferson State Community College

PREVIOUS TRAVEL GRANT TO AIR RECIPIENTS:

1994	Vicki Hawsey	Reid State Technical
1995	Teresa Hall	Auburn University
1996	Anna Waggener	University of South Alabama
1997	Dan Tennimon	Troy State University Montgomery
1998	Mimi McDaniel	Alabama State University
1999	Frank Hurley	University of South Alabama

GUIDELINES FOR THE *ALAIR* TRAVEL GRANT

SAIR (\$200.00) and AIR (\$300.00)

Introduction

In order to promote the three major purposes of ALAIR:

- the advancement of institutional research leading to improved understanding, planning, and operation of Alabama institutions of higher education
- The dissemination of information and interchange of ideas on problems of common interest
- the continued professional development of ALAIR members;

the Executive Committee of ALAIR, based upon the recommendation of the Awards Committee, will select a travel grant recipient from among applications received for both SAIR and AIR.

Guidelines for application for both SAIR and AIR:

- Applicant must be a member of ALAIR.
- Applicant must have attended at least one ALAIR conference
- Application must be received by published due date
- Applicant must provide a brief statement describing financial need for Travel Grant
- Applicant must describe the ways in which conference attendance will contribute to professional development in general and to the recipient's participation in ALAIR

SAIR:

The amount of the Travel Grant for SAIR will be \$200.00. The announcement for applications for the SAIR will be circulated in the August newsletter of ALAIR. The announcement of the recipient will be made by the Immediate Past President no later than September 30th of each year. Payment will be issued in the form of a check by the ALAIR Treasurer to the recipient upon attendance and return from SAIR.

AIR:

The amount of the Travel Grant for AIR will be \$300.00. The announcement for applications for AIR will be circulated in the March newsletter of AIR. The announcement of the recipient will be made by the Immediate Past President at the annual ALAIR conference each year; this announcement must be made prior to planning needs for the May attendance at AIR. Payment will be issued by the ALAIR Treasurer to the recipient upon attendance and return from AIR.

(Note: this award is separate from "Best Presentation" award.)

ALAIR TRAVEL GRANT APPLICATION

for the 2000 AIR Forum

May 21 - May 24, 1999 in Cincinnati, Ohio

Name: _____

Institution: _____

Address: _____

Telephone: _____

Please provide a brief statement describing your financial need for the travel grant:

Please describe the ways in which this conference will contribute to your professional development in general and to your participation in ALAIR.

Return this form by **March 10** to:

**Teresa Hall
University of Alabama at Birmingham
AB 420 - 1530 3rd Avenue South
Birmingham, AL 35294-0104
Fax: 205-934-3179**

CALL FOR PARTICIPATION/PAPERS

The 14th Alabama Association for Institutional Research (ALAIR) Annual Conference will be held at the Quality Inn Beachside, Gulf Shores, Alabama on April 13 and 14, 2000. The theme of this year's meeting will be "IR: Thinking Outside the Box."

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 10, 2000**. If you have special equipment requirements, or have questions or concerns, please contact Mimi McDaniel at (334) 229-6859, fax (334) 229-4973, or email mmcdaniel@asunet.alasu.edu.

ALAIR PRESENTATION/PAPER PROPOSAL 14th Annual Conference, April 13-14, 2000

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 10, 2000 to **Mimi McDaniel**, Alabama State University, P. O. Box 271, Montgomery, AL 36101-0271. Proposals will also be accepted by fax or email.