

# IAIR Newsletter

A Publication of the Illinois Association for Institutional Research

May 2003

## Proposed Changes to the IAIR Constitution and Bylaws

At the initial meeting of the 2003 IAIR Steering Committee last November, it was suggested that the organization's constitution and bylaws needed review and possible revision. This suggestion was made after a cursory reading of the document indicated that parts of it might be outdated and that officers' and committees' roles and duties could use more clarity. This issue was taken up in earnest during the April 18 meeting of the Steering Committee at Illinois State University. After much discussion, the Steering Committee offers the following recommendations for revisions and additions to the IAIR constitution and bylaws:

### Article III: Membership—Broaden definition of discrimination

Broaden the "non-discrimination" clause to be more inclusive. (Verbiage will be taken from various resources and presented to the membership for their approval.)

### Article IV: Officers--Section 1--Establish more continuity in the leadership

Add a new officer, the Vice President/President-Elect, who will serve as President of the organization during the following year. Thus, all presidents will serve a term of 3

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## A LETTER FROM THE PRESIDENT

Dear Colleagues,

It has been a challenging semester with budget amendments, budget amendments and more budget amendments. Whether you are new to higher education or whether you've seen many higher education budgets come and go, we need to remind ourselves that this too shall pass.

The Steering Committee has been busy planning this year's conference, discussing IAIR fiscal policy as well as reviewing the IAIR Constitution and Bylaws. Amy Edwards, program chair, is working hard to put together a great program for this year's conference at Eagle Creek on Lake Shelbyville. We also have a few proposed amendments to the Constitution and Bylaws, so watch for these in an upcoming e-mail.


Congratulations to Kristia Diaz who has been awarded a Train-the-Trainer workshop grant from AIR. Kris will attend the workshop at AIR in Tampa, and we look forward to her presentation at IAIR. For those who will be attending the AIR conference in Tampa, please support your IAIR colleagues who will be making presentations.

I would like to thank George Johnston for the excellent conference last November at Hawthorn Suites in Champaign. I believe we had a record attendance of 132!


IAIR's Call for Proposals for November 2003 has been posted on the IAIR web site. Please consider sharing your research and expertise with your IAIR colleagues by submitting a proposal.

If you have any questions, comments or suggestions for the Association, please contact me or any member of the Steering Committee.

Sincerely,

Rhonda Kline  
IAIR President 

## Comings and Goings

**E. J. Keeley** has been promoted to Assistant Vice President of Academic Planning and Research at Argosy Education Group, which serves as the central office for the Argosy University system and Western State University College of Law. Currently responsible for the planning, coordination and assessment of academic programs, in this new position E. J. will also oversee the establishment and leadership of a comprehensive institutional research function. 

## IAIR 2003 Annual Conference


The 2003 IAIR Annual Conference will be held November 6<sup>th</sup> and 7<sup>th</sup> at Eagle Creek Resort and Conference Center in Findlay, Illinois. Eagle Creek is set in the heart of over 34,000 acres of lush woods, glacier carved terrain and miles of Lake Shelbyville shoreline. I hope you have marked your calendar and are planning to attend.

I write now to invite you to consider submitting a proposal for a presentation at the conference. Please consider sharing your expertise in any area of institutional research with your colleagues by submitting a proposal for a presentation, and encourage your colleagues to do so as well. The strength of our association lies in the willingness of its members to share their knowledge and insight.

### The Call for Proposals for IAIR's Annual Conference Has Gone Digital

As a cost-cutting measure, the steering committee has elected NOT to distribute IAIR's call for proposals by mail. However, you may download the "Call for Proposals" form from the IAIR website at <http://www.ir.ilstu.edu/iair/IAIRpg2003/call%20for%20proposals%202003.doc>. The form describes a variety of formats for conference presentations; one of them should fit your presentation. If not, let me know and we will design a format!

If you have any questions, feel free to call me at (217) 581-5023 or e-mail me at [aledwards@eiu.edu](mailto:aledwards@eiu.edu). I look forward to reading your proposals and seeing you in November.

Amy Edwards  
Program Chair 

## THE IAIR NEWSLETTER

This newsletter is a publication of the Illinois Association of Institutional Research (IAIR). It is intended to provide information on issues and events important to members of the Association. It is produced semi-annually in October and May. The newsletter is now published exclusively in electronic form. The electronic form may be accessed via the Internet on the IAIR website at:

<http://www.ppsis.ilstu.edu/IAIR/default.asp>

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**PLEASE SEND NEWSLETTER SUBMISSIONS, INQUIRIES, OR COMMENTS TO DONALD QUIRK AT [dquirk@mchenry.edu](mailto:dquirk@mchenry.edu)**



## Report from the AIR Liaison

### Train the Trainer

I am pleased to report that Kristia Diaz, Manager of Institutional Research at Waubensee Community College, was successful in receiving a "Train-the-Trainer" grant from AIR. Her fees to attend the pre-forum session at Tampa are waived by AIR and she will receive compensation from IAIR for one night of lodging at the Forum. In return she will present at the IAIR meeting this fall the ideas she collects from the workshop, "Research Design Ideas for Institutional Researchers" (W17). Congratulations, Kris!

### Shared Files

Last fall at the IAIR conference, a group of researchers met to discuss and plan the future of the Shared Files activities. Some years ago, the public universities and colleges in Illinois agreed to submit student enrollment and degrees earned records to a single site at Carbondale. From the combined files, each "home" institution receives all the data submitted on all students who enrolled at the home institution. With these files researchers can track trends in student transfer and the degrees earned at other institutions for their students. However, because the supplying institutions were public only, no data on transfer to private institutions was available.

Spearheaded at the IAIR conference in 2002, staff interested in participating in data sharing formed a Consortium to administer the data, and now the private institutions in the state of Illinois are better positioned to participate. Larry Schilling, SIU-Carbondale, is the coordinator of the consortium.

A committee met on December 19<sup>th</sup>, 2002 to discuss acceptable procedures in data sharing within the group of data providers, as well as with external entities. The group authored a *Request for Data* and the *Guidelines for Access and Use of the Shared Data* files. Those documents can be found on the IAIR website at [www.ir.ilstu.edu/iair/SharedData/SharedFileRequestFormAndGuidelines.pdf](http://www.ir.ilstu.edu/iair/SharedData/SharedFileRequestFormAndGuidelines.pdf) or by contacting Larry Schilling at (618) 536-2384 or by fax at (618) 453-1250

Marilyn Murphy

AIR Liaison 

years, one year each as VP/President-Elect, President, and Past President, and lengthen the terms of the Treasurer and Secretary by one year, making the treasurer's term three years and the secretary's term two years.

**Article V: Duties of Officers—Revise distribution of duties with addition of new officer and reflect actual practice**

The duties of the VP/President-Elect are to learn the role of president in order to ensure a smooth transfer, to maintain the annual operations and planning calendar of the Steering Committee, and to take on the role of the president at meetings and official Association functions in the President's absence. (With the addition of a VP/President-Elect, the Treasurer will no longer "serve in the absence of the President.")

*By working with standing and ad hoc committees* [phrase added], the Treasurer shall be responsible for collection of dues and maintaining the current membership roster.

*By working with standing and ad hoc committees* [phrase added], the Secretary shall be responsible for authorizing all mailings to the general membership and others on the current mailing list.

The Secretary is the keeper of the Constitution and Bylaws for the Association.

**Article VI, Section 1—Broaden Steering Committee membership**

Expand the Committee to include the President, the Treasurer, the Secretary, the VP/President-Elect and the immediate Past President, the Associate Program Chair and the chairs of standing committees. Only officers and committee chairs elected by the membership will be voting members of the Committee.

**Article X: Committees—Include reference to Nominating Committee**

Add the Nominating Committee to the list of Standing Committees in Section 1. (Since the immediate past-president is also chair of the nominating committee, this will not add to the membership of the Steering Committee.)

**Article XII: Bylaws: Section 5—Change timing limitations to reflect modern technology**

Shorten the lead time on calls for nominations to at least twelve (12) weeks prior to the annual conference.

**Article XIV, Section 6: Recognition Awards—Clarify criteria**

Make the criteria for awarding the Best Presentation more explicit.

**WATCH THE MAIL FOR THE FORMAL AMENDMENT PROPOSAL.**




## IAIR at AIR

### Illinois Presenters

As in past years, Illinois will be well-represented among presenters and participants at this year's annual forum. See page 4 of this newsletter for the list of Illinoisans—31 by my count—who are presenting papers, serving on committees or facilitating presentations at AIR. You can

also click on a session number to link to the AIR Forum page with complete details on each session.

### IAIR Confab at AIR Tampa

If you're heading for Tampa, be sure to come to IAIR's business meeting. Rhonda Kline has arranged for coffee and bagels for everyone. You can also learn the details (as in when and where) about the Tuesday evening IAIR social hour. 

## Illinois Presenters, Participants & Facilitators at the 2003 AIR Forum in Tampa

Session ID (See note to view full session details from the AIR website) *	Presenter/Facilitator	Institution Name
<a href="#">17-102</a> ; <a href="#">35-165</a>	Antonio Gutierrez	City Colleges of Chicago
<a href="#">75-035</a>	Harlan M. Schweer	College of DuPage
<a href="#">212-S77</a>	Nancy C. McNerney	College of Lake County
<a href="#">17-102</a> ; <a href="#">36-222</a> ; <a href="#">11-097</a> ; <a href="#">62-W07</a> ; <a href="#">210-325</a>	Gerald W. McLaughlin	DePaul University
<a href="#">210-325</a>	Todd L. Chmielewski	DePaul University
<a href="#">210-325</a>	Wei Huang	DePaul University
<a href="#">25-169</a>	Pragathi Shetty	DePaul University
<a href="#">28-122</a> ; <a href="#">17-102</a>	Joseph W. Filkins	DePaul University
<a href="#">11-S26</a>	Julia A. Abell	Eastern Illinois University
<a href="#">33-145</a>	Mona J. Gardner	Illinois Wesleyan University
<a href="#">28-T03</a>	Donna R. Hilgenbrink	Kaskaskia College
<a href="#">35-309</a>	Nancy L. Kinsey	Kaskaskia College
<a href="#">110-232</a>	Charlotte L. Briggs	Loyola University of Chicago
<a href="#">71-045</a> ; <a href="#">31-084</a>	Donald L. Quirk	McHenry County College
<a href="#">33-208</a>	Nancy F. Fjortoft	Midwestern University
<a href="#">28-341</a>	Elizabeth F. Reis	Moraine Valley Community College
<a href="#">17-102</a> ; <a href="#">110-147</a>	Susan K. Doyle	Northeastern Illinois University
<a href="#">13-139</a>	James Daniel House	Northern Illinois University
<a href="#">11-097</a>	Marilyn McCoy	Northwestern University
<a href="#">31-095</a>	William C. Hayward	Northwestern University
<a href="#">25-502</a>	Carlee Drummer	Oakton Community College
<a href="#">31-084</a> ; <a href="#">710-031</a> ; <a href="#">71-030</a> ; <a href="#">17-102</a> ; <a href="#">11-097</a> ; <a href="#">16-075</a> ; <a href="#">25-502</a>	Trudy H. Bers	Oakton Community College
<a href="#">33-237</a>	James Kostecki	Oakton Community College
<a href="#">33-334</a>	Sharon A. R. Kristovich	Parkland College
<a href="#">111-158</a>	Laura E. Kehoe	Roosevelt University
<a href="#">25-609</a>	Jack McKillip	Southern Illinois University Carbondale
<a href="#">29-156</a> ; <a href="#">34-348</a>	Marilyn M. Murphy	University of Illinois
<a href="#">211-418</a> ; <a href="#">32-171</a>	Patricia S. Inman	University of Illinois at Chicago
<a href="#">211-418</a>	Celina Sima	University of Illinois at Chicago, College of Education
<a href="#">34-348</a>	Dan Cullen	University of Illinois at Urbana-Champaign
<a href="#">18-134</a>	Laura R. Crane	William Rainey Harper College

\* **Please note:** Click on session ID and follow link to session description and abstract on AIR Website. (You may need to log on to the AIR site as a member before gaining access.) 