LOUISIANA ASSOCIATION FOR INSTITUTIONAL RESEARCH

COVID-19 UPDATE

LAIR is actively monitoring the impacts of coronavirus (COVID-19) on travel and safety. Our first priority is ensuring the safety of the LAIR community. At this time, there are no anticipated changes to the annual LAIR conference. As we continue to monitor this dynamic situation, we will keep you informed of any changes.

SAVE THE DATE

Educate, Innovate, and Collaborate:
Leveraging IR to Get to the Goal

Wednesday, July 15 & Thursday, July 16
Southwest Louisiana Entrepreneurial and Economic Development (SEED) Center
McNeese State University | Lake Charles, LA

LAIR
Louisiana Association for
Institutional Research

We are excited to offer travel grants to assist with expenses incurred while attending the 2020 AIR Forum in New Orleans, LA on May 25-29.

Travel Grants are available to active members of LAIR.

The deadline for submission of applications is March 27, 2020.

Application is attached.

CALL FOR PROPOSALS FOR LAIR CONFERENCE

It is time again to reflect on the exciting things you have accomplished and to share your knowledge, research, and new ideas with your peers. The LAIR Program Committee invites you to contribute to the advancement of Institutional Research by submitting one or more proposals for the **2020 LAIR Annual Conference July 15-16, 2020** in Lake Charles, LA. This year's conference theme is **"Educate, Innovate, and Collaborate: Leveraging IR to get to the Goal".** Proposal Submission Deadline**: Friday, May 1, 2020**

LOOKING AHEAD - LAIR PLANS TO REVEAL ITS NEW WEBSITE

Your LAIR officers have been working hard to roll out a new LAIR website. The website will feature all conference updates, relevant resources, and much, much, more. We anticipate the LAIR website to launch in a few weeks. Stay tuned.

Save the Date
May 25–29, 2020 • New Orleans, La.

The AIR Forum, the **Association for Institutional Research'**s (AIR) annual conference, is the largest global gathering of higher education professionals working in institutional research, assessment, planning, and related postsecondary education fields. This five-day conference includes more than 250 presentations by colleagues and thought leaders representing all sectors of higher education and an Exhibit Hall featuring the latest tools and resources to support data use for decision making.

2020 AIR Travel Grant Information

Purpose: To assist with expenses incurred while attending the 2020 AIR Forum in New Orleans, LA on May 25-29.

Eligibility Requirements:

- Travel Grants are available to active members of the Louisiana Association for Institutional Research (active members are those who attended the LAIR 2019 Annual Conference or paid membership dues since that time).

- Members of the LAIR Executive Committee are not eligible for travel grants during their term. Travel grants are not transferable.

- Priority will be given to applicants who have not applied for a LAIR travel grant during the last application cycle (April 2019 – November 2019); and who have not received additional funding from an outside source (AIR scholarship, travel grants, fellowships etc.)

Number and Amount of Grants: A total of 4 grants in the amount of $500 are available. Only one travel grant will be awarded per institution.

Application Materials and Considerations: To be considered for the award, application materials must be submitted to the **LAIR President and Vice President**. The deadline for submission of application is March 27, 2020. The following items must be submitted (see attached application form):

1. **APPLICANT INFORMATION:** Name, institution/organization of employment, work title, work address, and contact information
2. **STATEMEMENT OF WHY GRANT IS NEEDED:** Explain how receiving the grant will contribute to professional development, particularly with regard to any intent to present at the AIR Forum.
3. **STATEMENT OF FINANCIAL NEED:** Describe financial need and the financial support available from your institution and other possible sources.

Criteria for Awarding of Grants: The President and Vice President of LAIR will review the information submitted in the application materials and make recommendations to the LAIR Executive Committee who will approve the grant awards. Priority will be given to applicants who have never attended an AIR Forum before, who plan to present at the 2020 AIR Forum, or who have limited financial support from their institutions and/ or other sources to attend the 2020 AIR Forum.

Recipients of the LAIR 2020 AIR travel grants will be notified via email by April 1, 2020.

E-mail your application to:

Claire Norris, claire.norris@ulsystem.edu, President of LAIR; and
Dane Adam O'Blanc, doblanc@mcneese.edu, Vice-President of LAIR
Note: Please include the following subject when sending the application: **LAIR Travel Grant Application**

LAIR
Louisiana Association for Institutional Research

Travel Grant Application

Applicant Information

Full Name: _____ Date: _____

Last   **First**   **M.I.**

Institution _____

_____

Work Address   **Suite**

_____

City   **State**   **ZIP Code**

Office Phone: _____ Email _____

Have you received a travel grant from LAIR in the last travel grant application cycle (May 2019 – Nov 2019) ?   YES ☐   NO ☐   Are you traveling to AIR to present your work?   YES ☐   NO ☐

Are you an active member of LAIR   YES ☐   NO ☐

Have you ever attended an AIR forum?   YES ☐   NO ☐   If yes, in which year did you last attend?

Statement of Need

1. Explain how receiving the grant will contribute to your professional development.

2. Explain your financial need and the support available from your institution and/or other sources.

SAVE THE DATE

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Dear Colleagues,

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Proposal Submission Deadline: Friday, May 1, 2020

We are actively looking for presenters for the following tracks:

- **Office Operations & Functions** – Focuses on the operations and functions of IR and/or IE offices. Sample topics include request tracking, organizing/archiving past studies, staffing, resources, and relationships with other campus operational areas.

- **Planning & Assessment** – Includes implementing assessment programs, goal setting/measuring, novel assessment ideas, accreditation topics, program review, and campus involvement in assessment.

- **Technology, Tools, & Techniques** – Includes technology, tools, and techniques that are used for internal/external reporting, data display/dissemination, and decision support systems.

- **Educate Information Producers, Users, & Consumers** – Demonstrates ways of training on the use of data and information to inform decision-making and includes discussion of way to collaborate with other stakeholder groups.

- **Current Issues & Research in Higher Education** – Provides details on current topics and research within higher education.

Potential session formats include:

- **<u>Speaker Session</u>** – A 45-minute presentation by one or more presenters allowing time for Q & A.

- **<u>Discussion Session</u>** – A 45-minute, moderated session that focuses on audience input and participation.

- **<u>Panel Session</u>** – A 45-minute, moderated discussion among 2-4 panel members, each offering a unique viewpoint or perspective on a topic or issue.

Proposals are welcome from IR professionals at all levels of their career. If you are interested in making a presentation in any of the topic areas listed above, or another issue not listed, please send the following to doblanc@mcneese.edu.

- Topic area
- Session title
- Proposal Narrative (125 words or less)
- Presenter name(s) and contact information

Please note that the presentation will be 45 minutes with 10 minutes for Q&A. By submitting a proposal for the LAIR 2020, you agree to:

1. Pay the Full Conference Registration Fee.
2. Agree to submit your workshop presentation slides to LAIR within 20 days after the conference so that the slides may be posted on the LAIR conference webpage.

Please provide as much information as possible in your proposal submission. If you have any questions, please contact Dane A. O'Blanc at doblanc@mcneese.edu.

Call for Proposals Opens:	Monday, March 16, 2020
Proposal Deadline Submission & Conference Registration Opens	Friday, May 1, 2020
Proposal Status Notification	Friday, May 22, 2020
LAIR Conference	Wednesday, July 15- Thursday 16, 2020

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