



Canadian Institutional Research and Planning Association (CIRPA)

2018 Annual Conference
October 21-23, 2018 Calgary, Alberta



Call for Proposals

SUBMISSION GUIDELINES AND REVIEW CRITERIA

Overview

CIRPA-ACPRI invites you to submit a proposal to present at our upcoming annual conference, October 21 - 23, 2018 in Calgary, Alberta. While you do not have to be a current CIRPA-ACPRI member to submit a proposal, you will have to register for the conference and purchase a 2018 regular membership¹ if your proposal is accepted and you attend the conference.

Proposals will be reviewed by at least two CIRPA-ACPRI Programming Committee members using a rubric that includes ratings for quality of the proposal (e.g. clarity of objectives, interpretation of research, intended outcomes) and significance and relevance of the proposal to Institutional Research and Planning, the conference theme and associated topic areas. Additionally, proposals may be evaluated on their overall fit within the program and other proposal topics to yield the maximum learning for attendees.

Important Dates

- Call for Proposals opens: April 30, 2018
- **Proposal submission deadline: June 4, 2018** (*Submit your proposal(s) via email to the CIRPA 2018 Programming Committee (proposals@cirpa-acpri.ca)*)
- Proposal reviews: June 2018-July 2018
- Final proposal status notification to be sent: August 1, 2018
- Deadline for presenters to register and be listed in the program booklet: August 27, 2018
- CIRPA-ACPRI 2018 conference: October 21-23, 2018

Proposal Review Process

All proposals will be reviewed anonymously. Names of authors will be removed from proposals before sending to the review committee.

Proposals will be evaluated on the following criteria:

1. Clarity of the proposal;
2. Significance and relevance of the proposal to Institutional Research and Planning;
3. Quality of Proposal (e.g., soundness of argument, design, analysis, clarity of objectives, interpretation of research – scholarly & practitioner papers, intended outcomes); and
4. Relevance of the proposal to the Conference Theme or Topic Areas.

Those submitting proposals will be provided reviewer feedback when the submission contains sufficient information for reviewers to provide such comments.

¹ CIRPA Regular membership includes voting rights, access to the online job board, and access to archived conference presentations. Those attending the annual conference are required to purchase a regular membership. The membership fee is \$100.

Submission Guidelines

1. All proposals should be completed using the attached PROPOSAL TEMPLATE file (CIRPA2018_proposal_template.doc).
2. Proposal files should be saved using the following file naming format: LASTNAME_FIRSTNAME_CIRPA2018.doc.
3. Submit proposals by email no later than **June 4, 2018** to **cirpa2018@gmail.com**.
4. The Theme for CIRPA-ACPRI 2018 is “Tuning into Data”. Just like in music where it takes the right combination of words and notes to make a song, in research it takes the right combination of data and analysis to make your data sing. Submissions are encouraged to align with conference theme and one or more of the following topic areas:
 - i. **Decision Support** - This topic includes presentations of IR studies conducted to support institutional decision making. Proposals may focus on methodology, data sources, analytics, or results that inform decision making or inspire similar efforts.
 - ii. **Research Methods** - This topic area includes presentations that are scholarly, theoretical, and/or focused on broad understandings of higher education issues or research/analytical methods. Emphasis should be on tools, methods or data sources rather than individual institution decisions.
 - iii. **Planning** - This topic area includes presentations of IR practices in supporting/informing institutional planning efforts (e.g., strategic planning, operational planning, budget planning).
 - iv. **Technology** - This topic area includes technologies used in conducting IR studies and in supporting data-based decision making. Examples include data storage, manipulation, and analysis; dissemination of results (e.g., dashboards, scorecards, fact books); automation of reporting; and other technologies that support IR, institutional effectiveness, and assessment.
 - v. **IR Operations** - This topic area includes the organization and management of IR offices and functions. It also includes intentional development of professional staff and leadership development of IR, IE, and assessment professionals.
5. Proposals should align with one of the following session formats:
 - i. **Concurrent Session - Scholarly Papers (40 minute period: 30 minutes for the presentation and 10 minutes for follow-up questions)**

The presentation of research, and/or ideas relevant to the field of Institutional Research and Planning, and data-based decision making. It should focus on a single topic and be accompanied by a written paper explaining issues, methodologies and outcomes. A scholarly paper may be a research report, methodological paper or theoretical paper. Note that while the findings and conclusions may not be known at the time the proposal is submitted, the research or project should be well underway with completion expected in advance of the conference.

ii. **Concurrent Session – Practitioner/Case Study Papers (40 minute period: 30 minutes for the presentation and 10 minutes for follow-up questions)**

The presentation of a project, case study, new or improved practices, and/or ideas to advance the field of Institutional Research and Planning, and data-based decision making. A formal paper is not required but copies of visuals and documentation should be provided at the time of the presentation. The presentation should be based on solid research, but does not require a literature review or all of the elements required for in a scholarly paper. The final publication should be sufficiently developed to provide colleagues with comprehensive information and documentation on the content of the presentation.

iii. **Demonstration Sessions (40 minute period: 30 minutes for the presentation and 10 minutes for follow-up questions)**

An application, tool or resource that supports or advances the field of Institutional Research and Planning, and data based decision making. The emphasis is on showing the application or tool and its functionality, rather than discussing the issues, literature or methodology underlying its development. The proposal should include a description of the application or tool, the functionality and benefits of use, and the equipment needed for the demonstration. At the time of the submission, the application or tool should be fully developed or in the final stage of implementation.

iv. **Panel Sessions (80 minute period: 50 minutes for the presentation and 30 minutes for follow-up questions)**

The presentation of a complex or broad topic by more than one presenter who are experts in the subject. A panel of experts ensures coverage of the topic and the presentation of the contrasting views. Panel proposals should describe the topic or issue and the major points to be discussed or debated. At the time of submission, each panelist must have committed to participate in the panel.

v. **Pre Conference Workshops (half day: 3 or 4 hour period/ full day: 6 or 8 hour period):**

Conveys skills and techniques important to the practice of Institutional Research and Planning and/or increases awareness about a subject of importance in Institutional Research and Planning through hands-on, interactive, instructional exercises. These workshop(s) can also be formal or informal discussions on any topical issue affecting post-secondary education.

The presenter(s) serves as a facilitator leading the discussion. The format allows attendees to discuss and debate current topical ideas and issues with each other, and to expand Institutional Research and Planning networks.

6. All attendees will have the opportunity to evaluate the sessions they attend. Sessions will be evaluated based on a variety of elements including: effective time allocation, whether content matched the session description, presentation organization, presentation content in general, presentation delivery and more. When preparing your presentation materials, please keep in mind these rating categories as evaluation scores may be considered when making future programming selections. All session evaluations will be completed via the MyForum Web app or Mobile app. Your results will be shared with you after the conference.

Terms and Conditions

By submitting a proposal to CIRPA-ACPRI 2018, all author(s), presenter(s) and panel participants agree to the following:

1. All author(s) are authorizing publication of their abstract in the conference program, and their final paper/written documentation in the conference proceeding published electronically on CIRPA's website. Published papers and supporting documentation must be sufficiently developed to provide conference participants and members with useful and complete referencing and professional development materials and tools to further the profession.
2. Following the conference, presenting author(s) are required to submit a full, final copy of their presentation electronically in PDF format to the Conference Program Committee Chair (proposals@cirpa-acpri.ca) by **Monday, October 26, 2018**, for publication on the CIRPA website.
3. Conference participants presenting papers, panels, demonstrations, and pre-conference workshops at the 2018 CIRPA-ACPRI conference **must be a full regular CIRPA-ACPRI member, register for the conference and pay the conference fee**. CIRPA does not reimburse presenters for travel and any other expenses incurred.