



CANADIAN INSTITUTIONAL RESEARCH AND PLANNING ASSOCIATION (CIRPA)

October 23 -25, 2022 Annual Conference

The Evolution of IRP – New Directions in Post-Secondary Education

Hybrid: Burnaby, BC and Online

Call for Proposals

SUBMISSION GUIDELINES AND REVIEW CRITERIA

Overview

CIRPA-ACPRI invites you to submit a proposal to present at our upcoming hybrid conference, October 23-25, 2022. The conference will be held both in-person and virtually, with the in-person activities to be hosted at the Hilton Vancouver Metrotown – a four-star hotel located on McKay Avenue in the heart of Metrotown in Burnaby, British Columbia. 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 2022 regular membership¹ if your proposal is accepted for presentation at 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 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.

While this year's hybrid conference includes both in-person and virtual options, in-person presentations are encouraged so as to promote discussion and networking opportunities.

Important Dates

- **Proposal submission deadline: May 20, 2022**
- Proposal reviews: May/June 2022
- Final proposal status notification: June 2022
- CIRPA-ACPRI 2022 conference: October 23-25, 2022

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, plus applicable taxes.

Proposal Review Process

Names of authors will be removed from proposals before sending them to the review committee.

Proposals will be evaluated on the following criteria:

- Clarity of the proposal;
- Significance and relevance of the proposal to Institutional Research and Planning;
- Quality of the proposal (e.g., soundness of argument, design, analysis, clarity of objectives, interpretation of research – scholarly & practitioner papers, intended outcomes); and
- Relevance of the proposal to the conference theme or topic areas.

Reviewer feedback will be provided when the submission contains sufficient information for reviewers to provide such comments.

Submission Guidelines

1. All proposals should be completed using the attached PROPOSAL TEMPLATE file (CIRPA2022_proposal_template.doc).
 2. Proposal files should be saved using the following file naming format: TITLE_CIRPA2022.doc.
 3. Submit proposals by email no later than **May 20, 2022**, to **conference@cirpa-acpri.ca**.
 4. The Theme for CIRPA-ACPRI 2022 is **The Evolution of IRP – New Directions in Post Secondary Education**. This year, we are looking to the future as we celebrate the evolving landscape of institutional research and planning, and the innovative and creative work occurring in post-secondary institutions across Canada and beyond. After two years of hosting the conference online, this year's tracks spotlight our in-person location, the city of Burnaby, and its many natural and urban attractions.
- Submissions are encouraged to align with the conference theme and with one or more of the following topic areas:
- i. **Burrard Inlet - Leadership, Partnerships, and Planning** – Named after the calm waters of Vancouver's primary port, this topic area includes presentations of IRP practices in leading, supporting and/or informing institutional planning efforts, as well as the development of partnerships across the organization to support and inform decision making. Leadership development within the Institutional Research & Planning unit is also included in this topic area.
 - ii. **Deer Lake - Research Methods** – Named after the lake at the centre of arts and culture in Burnaby, 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 methods or data sources, rather than individual institution decisions.

- iii. **Brentwood Tower - Tools & Technology** – Named after the tallest building in Burnaby, 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.
- iv. **Metrotown - IR Operations** – Named after the largest mall in BC, this topic area focuses on the day-to-day work and management of Institutional Research & Planning. This includes the functions and activities we engage in, and how they are changing and evolving into the future. This topic area also includes presentations of IRP work conducted to support institutional decision making. Proposals may focus on methodology, data sources, analytics, or results that inform decision making.

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 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 scholarly paper elements. The final publication should be sufficiently developed to provide colleagues with comprehensive information and documentation on the presentation's content.

- 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 implementation stage.

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

Discussion of a complex or broad topic by multiple presenters 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 In-person 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.

Workshops must be in-person and free for attendees.

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, as well as presentation organization, content, and delivery. When preparing your materials, please keep these rating categories in mind, as evaluation scores may be considered when making future programming selections.

Terms and Conditions

By submitting a proposal to CIRPA-ACPRI 2022, all authors, presenters, and panel participants agree to the following:

1. All authors are authorizing publication of their abstract in the conference program, and their final paper/written documentation in the conference materials published electronically on CIRPA's website. Published papers and supporting documentation must be sufficiently developed to provide conference participants with useful and complete referencing and professional development materials and tools to further the profession.
2. Following the conference, presenting authors are required to submit a full, final copy of their presentation electronically in PDF format to the Conference Program Committee Chair (*conference@cirpa-acpri.ca*) by **Monday, November 7, 2022**, for publication on the secure area of the CIRPA website.
3. All presenters at the 2022 CIRPA-ACPRI conference **must be regular or student CIRPA-ACPRI members, register for the conference, and pay the conference fee.** CIRPA does not reimburse presenters for any expenses incurred.
4. All presenters are authorizing the recording and video streaming of their presentations at the CIRPA conference and publication of the recording to CIRPA's electronic archive.