



CANADIAN INSTITUTIONAL RESEARCH AND PLANNING ASSOCIATION (CIRPA)

October 22 -24, 2023 Annual Conference

IRP at the Centre

Hybrid: Winnipeg, MB 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 22-24, 2023. The conference will be held both in-person and virtually, with the in-person activities to be hosted at the Delta Hotel – located on St Mary Avenue in the heart of downtown Winnipeg, Manitoba. 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 2023 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 12, 2023**
- Proposal reviews: May/June 2023
- Final proposal status notification: June 2023
- CIRPA-ACPRI 2023 conference: October 22-24, 2023

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 (CIRPA2023_proposal_template.docx).
2. Proposal files should be saved using the following file naming format: TITLE_CIRPA2023.docx.
3. Submit proposals by email no later than **May 12, 2023**, to **conference@cirpa-acpri.ca**.
4. The Theme for CIRPA-ACPRI 2023 is **IRP at the Centre**. Institutional Research and Planning offices are uniquely positioned within post-secondary institutions to see, know, and influence almost every facet of the organization. We provide feedback and guidance to academic leadership via survey research, key performance indicators, and research designed to help improve retention, enrolment, and program quality. We also support a variety of employee initiatives on topics such as wellness, faculty workload, and employee engagement, as well as Equity Diversity and Inclusion, international and Indigenous strategies for staff and students. We engage with industry via labour market analysis, market research and analytics. In doing so, IRP offices often know more about the people, processes, and activities than anyone else in the institution, making us highly sought after when undertaking operational and strategic planning, architecting new solutions, and participating in or leading complex change initiatives. This year's conference is aiming to explore how your IRP team or supporting agency is at the centre, guiding your organization through innovative research, advanced usage of tools and techniques, and through organizational leadership and integrated planning.

Submissions are encouraged to align with the conference theme and with one or more of the following topic areas:

- i. **Leadership, Partnerships, and Planning.** This area focuses on the role of IRP offices 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. Examples include Agile project management, Design Thinking, and Business Architecture and Business Analytics, and leading communities of practice to enhance research capacity throughout the institution.
- ii. **Innovative Research Methods and Advanced Techniques.** This area explores innovative research methods and advanced techniques to improve efficiency, gain deeper and broader insights from research data, and facilitate research in new, unique and interesting ways. This could include qualitative research (advanced survey design), labour market analytics, and quantitative analysis (including machine learning, predictive modelling, text analytics).
- iii. **Leveraging Tools, Technology, and Coding techniques.** This area includes strategies to leverage technologies, software, and data systems to support data-informed decision making or to enhance research practices. This could include interesting approaches to coding or data modelling, leveraging ERP or LMS data, dissemination of results (e.g., dashboards, scorecards, fact books) and automation of reporting or other analytic processes.

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 .

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 2023, 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 3, 2023**, for publication on the secure area of the CIRPA website.
3. All presenters at the 2023 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.