

**CANADIAN INSTITUTIONAL RESEARCH AND PLANNING ASSOCIATION (CIRPA)**

October 20 -23, 2024 Annual Conference

***Students of data, data serving students***

 Fredericton, NB

**Call for Proposals**

**SUBMISSION GUIDELINES AND REVIEW CRITERIA**

**Overview**

CIRPA-ACPRI invites you to submit a proposal to present at our upcoming conference, October 20-23, 2024. The conference will be held in person at the Fredericton Convention Centre – located in Fredericton, New Brunswick. While you do not have to be a current CIRPA-ACPRI member to submit a proposal, you must register for the conference and purchase a 2024 regular membership[[1]](#footnote-1) 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 the 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.

**Important Dates**

* **Proposal submission deadline: May 10, 2024**
* Proposal reviews: May/June 2024
* Final proposal status notification: June 2024
* CIRPA-ACPRI 2024 conference: October 20-23, 2024

**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 (CIRPA2024\_proposal\_template.docx).

2. Proposal files should be saved using the following file naming format: TITLE\_CIRPA2024.docx.

3. Submit proposals by email no later than **May 10, 2024,** to vicepresident@cirpa-acpri.ca

4. The Theme for CIRPA-ACPRI 2024 is **Students of data, data serving students** – Inspiring a culture of student success through data empowerment. This year's conference focuses on how data can be used to help students achieve.

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

* **Action Enablers** – This stream covers how an institution or IR team has transformed data to be used broadly to facilitate student success. Emphasis should be placed on the data transformation process and how the resulting information was put into decision-makers' hands. Presenters are encouraged to share experiences in leveraging data from diverse sources to create unique insights.
* **From Start to Finish** – Strategic enrolment management (SEM) is a core to institutional stability. How do we determine how many students we can accommodate? What resources are needed to deliver quality educational experiences? How do we incorporate both qualitative and quantitative aspects? What data-based practices has your institution implemented to maximize graduation rates, reduce attrition and facilitate student engagement? This is an opportunity to present and discuss methods and models for success. How do we map the entire student journey from student surveys to modelling in R?
* **Eliminating Silos** – Often, institutional silos can create barriers to actioning data in service of student success. This stream discusses how data and information have been used at our member institutions to unite various departments (Recruitment, Registrars, Student Service, Institutional Research, etc.) in service of student success. Further topics to consider are partnerships between postsecondary institutions to track student outcomes.
* **Forecasting Success** – In this track, we ask questions such as: how early is early intervention? We will discuss data-based actions to provide support to students. What data is needed to enable success? Models used to forecast retention, graduation and overall positive student outcomes. Presenters are encouraged to demonstrate how they incorporated data from sources such as student surveys into their forecasting activities.

5. Proposals should align with one of the following session formats:

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.

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 2024, 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. Presenters are encouraged to submit a full, final copy of their presentation electronically prior to the conference so it can be queued up by the AV Team for the scheduled presentation. If it is not provided in advance, presenting authors are required to submit a full, final copy of their presentation electronically to the Conference Program Committee Chair (*vicepresident@cirpa-acpri.ca)* by **Monday, November 4, 2024. All copies will be published** on the secure area of the CIRPA website.

3. All presenters at the 2024 CIRPA-ACPRI conference **must be regular or student CIRPA-ACPRI members, register for the conference, pay the conference fee and attend in person**. CIRPA does not reimburse presenters for any expenses incurred.

4. All presenters are authorizing the recording of their presentations at the CIRPA conference and publication of the recording to CIRPA's electronic archive.

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 $125, plus applicable taxes. [↑](#footnote-ref-1)