

2016 Forum Proposal Review Rubric  
Rating Scale: 1 (Strongly Disagree) - 5 (Strongly Agree)

**SPEAKER SESSION**

- Q1 **I am likely to attend this session.** Answer based on the program book abstract, title and presenter(s). Speak only for yourself when answering this question.
- Q2 **This session will be of interest to the target audience.** Estimate the target audience's level of interest in this session. Answer based on the program book abstract, title, and presenter(s).
- Q3 **This is a relevant topic for institutional researchers.** Assess whether this topic is relevant for the field of institutional research.
- Q4 **This topic is important for the advancement of my institution's IR function.**
- Q5 **The proposal has a logical sequence.** The proposal contains an introduction to the content, a description of the findings/content, conclusions and/or next steps, and leaves adequate time for audience participation and discussion.
- Q6 **The learning outcomes are clear and reasonable.** Evaluate whether the presenter(s) learning outcomes are both understandable and accomplishable in a 45-minute session.
- Q7 **Presenter(s) expertise is applicable.** The proposal demonstrates that the presenter(s) possess knowledge and expertise specifically related to the topic.
- Q8 **Presenter(s) experience is appropriate.** The presenter(s) possess the skills and experience to successfully present about this topic.

**PANEL SESSION**

- Q1 **I am likely to attend this session.** Answer based on the program book abstract, title and presenter(s). Speak only for yourself when answering this question.
- Q2 **This session will be of interest to the target audience.** Estimate the target audience's level of interest in this session. Answer based on the program book abstract, title, and presenter(s).
- Q3 **This is a relevant topic for institutional researchers.** Assess whether this topic is relevant for the field of institutional research.
- Q4 **This topic is important for the advancement of my institution's IR function.**
- Q5 **The proposal has a logical sequence.** The proposal contains an introduction to the content, a description of the findings/content, conclusions and/or next steps, and leaves adequate time for audience participation and discussion.
- Q6 **The learning outcomes are clear and reasonable.** Evaluate whether the presenters learning outcomes are both understandable and accomplishable in a 60-minute session.
- Q7 **Presenters expertise is applicable.** The proposal demonstrates that the presenters possess knowledge and expertise specifically related to the topic.
- Q8 **Presenters experience is appropriate.** The presenters possess the skills and experience to successfully present about this topic.
- Q9 **The list of presenters, expressed levels of expertise, and narrative clearly indicate that multiple perspectives are represented.**

**DISCUSSION GROUP**

- Q1 **I am likely to attend this session.** Answer based on the program book abstract, title and presenter(s). Speak only for yourself when answering this question.
- Q2 **This session will be of interest to the target audience.** Estimate the target audience's level of interest in this session. Answer based on the program book abstract, title, and presenter(s).
- Q3 **This is a relevant topic for institutional researchers.** Assess whether this topic is relevant for the field of institutional research.
- Q4 **This topic is important for the advancement of my institution's IR function.**
- Q5 **The discussion questions are engaging.** Determine whether the proposed questions are open ended, yet sufficiently focused on the topic to provide structure for the discussion.
- Q6 **The learning outcomes are clear and reasonable.** Evaluate whether the presenter(s) learning outcomes are both understandable and accomplishable in a 45-minute session.
- Q7 **Presenter(s) expertise is applicable.** The proposal demonstrates that the presenter(s) possess knowledge and expertise specifically related to the topic.
- Q8 **Presenter(s) experience is appropriate.** The presenter(s) possess the skills and experience to successfully present about this topic.

**POSTER PRESENTATION**

- Q1 **I am likely to view this poster.** Answer based on the program book abstract, title and presenter(s). Speak only for yourself when answering this question.
- Q2 **This session will be of interest to the target audience.** Estimate the target audience's level of interest in this session. Answer based on the program book abstract, title, and presenter(s).
- Q3 **This is a relevant topic for institutional researchers.** Assess whether this topic is relevant for the field of institutional research.
- Q4 **This topic is important for the advancement of my institution's IR function.**
- Q5 **Visual display of information.** The presenter proposed an effective way to use a visual display to communicate to participants.
- Q6 **The learning outcomes are clear and reasonable.** Evaluate whether the presenter(s) learning outcomes are both understandable and accomplishable in a 60-minute Q&A.
- Q7 **Presenter expertise is applicable.** The proposal demonstrates that the presenter(s) possess knowledge and expertise specifically related to the topic.