

## 2017 Forum Proposal Review Rubric

Rating Scale: 1 (Strongly Disagree) - 5 (Strongly Agree)

### SPEAKER SESSIONS

- Q1 **Based on this proposal, I would recommend this session to a colleague.**
- Q2 **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.
- 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 **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).
- Q6 **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.
- Q7 **The learning outcomes are clear and reasonable.** Evaluate whether the presenter(s) learning outcomes are both understandable and accomplishable in a 45-minute session.
- Q8 **Presenter(s) experience is appropriate.** The presenter(s) possess the knowledge, skills, expertise, and experience to successfully present about this topic.

### PANEL SESSIONS

- Q1 **Based on this proposal, I would recommend this session to a colleague.**
- Q2 **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.
- Q3 **This topic is important for the advancement of my institution's IR function.**
- Q4 **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).
- Q5 **This is a relevant topic for institutional researchers.** Assess whether this topic is relevant for the field of institutional research.
- Q6 **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.
- Q7 **The learning outcomes are clear and reasonable.** Evaluate whether the presenters learning outcomes are both understandable and accomplishable in a 60-minute session.
- Q8 **Experience of presenters is appropriate.** All presenters possess the knowledge, skills, expertise, and experience to successfully present about this topic.

### DISCUSSION GROUPS

- Q1 **Based on this proposal, I would recommend this session to a colleague.**
- Q2 **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.
- Q3 **This topic is important for the advancement of my institution's IR function.**
- Q4 **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.
- Q5 **The learning outcomes are clear and reasonable.** Evaluate whether the presenter(s) learning outcomes are both understandable and accomplishable in a 45-minute session.
- Q6 **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).
- Q7 **This is a relevant topic for institutional researchers.** Assess whether this topic is relevant for the field of institutional research.
- Q8 **Presenter(s) experience is appropriate.** The presenter(s) possess the knowledge, skills, expertise, and experience to successfully present about this topic.

### POSTER PRESENTATIONS

- Q1 **Based on this proposal, I would recommend this session to a colleague.**
- Q2 **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.
- Q3 **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).
- Q4 **This is a relevant topic for institutional researchers.** Assess whether this topic is relevant for the field of institutional research.
- Q5 **This topic is important for the advancement of my institution's IR function.**
- Q6 **Visual display of information.** The presenter proposed an effective way to use a visual display to communicate to participants.
- Q7 **The learning outcomes are clear and reasonable.** Evaluate whether the presenter(s) learning outcomes are both understandable and accomplishable in a 45-minute Q&A.
- Q8 **Presenter(s) experience is appropriate.** The presenter(s) possess the knowledge, skills, expertise, and experience to successfully present about this topic.

### WORKSHOPS

- Q1 **Based on this proposal, I would recommend this session to a colleague.**
- Q2 **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.
- Q3 **This is a relevant topic for institutional researchers.** Assess whether this topic is relevant for the field of institutional research.
- Q4 **This workshop will be of interest to the target audience.** Estimate the target audience's level of interest in this workshop. Answer based on the abstract, title, and presenter(s).
- Q5 **The learning outcomes are clear and reasonable.** Evaluate whether the presenters learning outcomes are both understandable and accomplishable in the timeframe.
- Q6 **Presenter(s) experience is appropriate.** The presenter(s) possess the knowledge, skills, expertise, and experience to successfully present about this topic.