



Association for
Institutional Research

Enhancing knowledge. Expanding networks.

Professional Development, Informational Resources & Networking

2005-2006 Annual Report

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Wednesday, May 17, 2006
Marriott Hall 2, North Tower, Lobby Level
Chicago Sheraton Hotel and Towers
Chicago, Illinois

Tuesday, May 17, 2006
Erie Room, Level 2
Chicago Sheraton and Towers Hotel
Chicago, Illinois

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MINUTES
AIR Annual Business Meeting
Tuesday, May 31, 2005
San Deigo Marriott Hotel and Marina, Marriott Hall 2
San Deigo, California

The 2005 Annual Business meeting was held on Tuesday, May 31, 2005. President Denise Sokol convened the meeting at 7:35 a.m., with 66 people in attendance. The minutes of the 2004 Annual Business meeting were presented. William Michael Wood moved and Sandy Johnson seconded approval of the minutes as presented. **Approved Unanimously.** Sokol referred members to the statement of Mission, Vision, Values and Core Objectives in the Annual Report, noted that it provided the framework for the individual sections for the report.

Treasurer Glenn James addressed a proposal to revise the constitution to allow for approval of the budget by the Board of Directors, reserving the membership vote at the Annual Business Meeting for changes in the structure and amount of the membership dues. A straw poll showed little interest in the proposal, and James said that the Board would revisit it at their meeting Tuesday afternoon and would likely drop it.

President Denise Sokol told the members that she thought it had been a great year for AIR and that she had enjoyed it, and would miss being “the queen.” The Executive Director Transition Task Force was moving forward. She referred members to her Annual Report for more details.

Executive Director Terrence Russell said that AIR had another great year. Fund balances are up, there was an increase in the number of programs, and members taking part in them, membership numbers are up, and additional support has been implemented for regional and state groups. He noted there has been an increase in funding and staff, including an increase in staff activity and greatly improved financial reporting, in addition to new marketing activities. He referred members to his Annual Report for more details.

Vice President Sandy Johnson reported that she has had a great year and is looking forward to her “reign” as active President in 2005-2006. She referred members to her Annual Report for more details.

Immediate Past President Victor Borden noted that nominations resulted in the highest vote count in AIR history and presented the Fall 2004 elections results, congratulating those elected: Vice President Fred Lillibridge, Secretary and External Relation Committee Chair Timothy Chow, Professional Development Committee Chair Karen Webber Bauer, and Associate Forum Chair Mary Korfhage. The 2005 Nominating Committee members elected were: David Cheng, Patricia Harvey, Joseph Hoey, Julie Noble, and Sarah Parrott. He referred members to his Annual Report for more details.

Secretary and External Relations Chair Denise Krallman thanked her committee for their support while she served as chair, and said she looks forward to handing over the reins to Timothy Chow. She referred members to her Annual Report for more details.

2005 Forum Chair Steve Chambers stated that the Forum attendance was a record number of over 1,700 attendees. He thanked all those who helped make the Forum a huge success. He referred members to his Annual Report for more details.

2006 Forum Chair William Knight invited all members present to attend the 2006 Annual Forum in New Orleans, announcing that the Sheraton-New Orleans hotel is a great facility in a very convenient location. He referred members to his Annual Report for more details.

Higher Education Data Policy Chair Marcia Hirano-Nakanishi stated that it had been a very busy year and thanked her committee for their excellent support. She referred members to her Annual Report for more details.

Membership Chair Jim Trainer announced that membership data will be a new focus for his committee for the upcoming year. He reported that membership at the June 30 census date is projected to be at a record high, over 3,700. Three Julia Duckwall scholarship awards (out of 12 applicants) will be announced at the Awards Luncheon on Wednesday, June 1, 2005. He referred members to his Annual Report for more details.

Professional Development Services Chair Mary Ann Coughlin thanked the committee members and AIR staff members for a great term as chair and looked forward to passing the leadership on to Karen Webber Bauer. Coughlin announced that the first Web Seminars produced very positive feedback and is hoping to offer more and have this be an ongoing service. She referred members to her Annual Report for more details.

Publications Chair Andreea Serban highlighted two developments. Discussions have begun with Jossey-Bass about adding an annual volume on assessment to the *New Directions for Institutional Research* series. The first volumes in the new book series *Assessment in the Disciplines* will be out this summer, co-sponsored by the American Association of Colleges and Schools of Business. She referred members to her Annual Report for more details.

Treasurer Glenn James referred members to his Annual Report for more details. He then opened the budget presentation with a discussion of growth in every area; membership and Forum revenue greater than expected; rollback of increase in dues; two Summer Institutes past break-even point; the third Board meeting continues, as does the "DC Agent" hired to support the HEDPC Committee; and the staff salary pool was increased three percent. James continued the budget presentation noting that there were few changes in the scope of activities in this budget. He reviewed projected operating expenses, and noted that the 2006 proposed budget assumptions were made on estimates of, rather than the final, Forum, Membership and Professional Development revenue and expense. James then referred the members to the budget tables included in the Annual Report and asked for questions regarding the 2006 proposed budget. There were none. **James** then made a motion to approve the 2006 budget. **Michael Valiga** seconded the motion. Laura Saunders reiterated her request for a budget proposal that includes long-term projections, not just one-year out, saying that she could not support a budget that only projects one year. James and Russell agreed to make the change for the next budget proposal. Forty members were present for the budget vote. **The 2006 budget was approved 39 yes, 1 no.**

President Sokol thanked outgoing External Relations Committee Chair Denise Krallman, Professional Development Services Chair Mary Ann Coughlin, 2005 Forum Chair Steve Chambers, and Immediate Past President Victor Borden presenting them each with a plaque. She then asked if there were any questions, old business or other business. Hearing none, she called for a motion to adjourn. **William Michael Wood** made such a motion, **Michael Valiga** seconded the motion and **the meeting was adjourned at 8:40 a.m.**

2005 Annual Report

The 2005 Annual Report presents the highlights of the activities of AIR in the 2005 calendar year. The bulk of this report is comprised of the individual Board member and the Executive Director narratives that give further details on the activities and the accomplishments of the Association in 2005. As a preface to the Annual Report, I include the Mission, Vision, Values and Core Objectives Statement, reviewed and confirmed by the Board in its Winter Planning Meeting, February 2006.

AIR Mission, Vision, Values, and Core Objectives

Mission

The mission of the Association for Institutional Research is to support members in their efforts to continuously improve the practice of institutional research for postsecondary planning, management and operations and to further develop and promote the institutional research profession.

Vision

AIR will be the primary professional association and resource for professional development for individuals who conduct research and provide information support for planning, managing, and operating postsecondary institutions, organizations, and agencies. Recognized for its preeminence, the Association will be asked to collaborate with other associations, governmental agencies, private foundations, and others to create and use valid and reliable information sources and analytic methods that promote effective management and improve postsecondary education.

Values

- **Member Service:** As a service organization, AIR is committed to providing high quality products, programs, and services that meet the professional development needs of its members and their organizations and institutions.
- **Higher Education Improvement:** The work of AIR members, and the association that serves them, is predicated on the improvement of the educational, research, and service capacities of postsecondary institutions, systems, and other organizations that support and monitor higher education.
- **Collaboration:** The Association recognizes the centrality of collaboration among its members, between its members and their organizational colleagues, among the local, regional, national and international IR affiliates, and between the Association and other associations and agencies in the development of institutional researchers, the IR profession, and postsecondary institutional effectiveness.
- **Ethical Conduct:** Principles of ethical conduct, as expressed in the AIR Code of Ethics are crucial to the development of institutional researchers as professionals, and to the advancement of the professional overall.
- **Stewardship of Resources:** As a member-governed and supported organization, the Association is committed to managing its resources effectively and efficiently.

Core Objectives

1. Advance the careers and competencies of IR professionals.
2. Develop networks of IR practitioners and communities of IR practice.
3. Promote the IR profession and the practice of institutional research across all levels and functions higher education.
4. Improve data resources, methods, and techniques for assessing the effectiveness of higher education's academic, research, and service functions.

5. Improve postsecondary policy formulation and institutional effectiveness.

President – Sandra Johnson

Overview:

This report highlights my activities during the 2005-06 year when I had the privilege of serving as the President of the Association for Institutional Research.

According to the AIR Constitution, the responsibilities of the president are:

The President shall chair the Board of Directors and preside at the business meetings of the Association. The President shall also represent the Association in relations with other professional and educational organizations, foundations, and governmental agencies.

What that boils down to is a lot of time working with Executive Director Terry Russell, the dedicated AIR staff, and individual Board members on the activities of the Association. The AIR President also chairs the AIR Board of Directors Executive Committee, working with the Vice President, Immediate Past President, Treasurer and Executive Director to set the Board agenda and its priorities, to advise the Executive Director regarding policy, planning and management issues and to determine what issues need to be brought to the full Board's attention. In addition, the President serves on the AIR Audit Committee and meets with the Financial Advisory Group.

My goals as President were:

- to plan and invest wisely for the benefit of the membership;
- to move transition planning forward; and
- to improve communication with the membership regarding the goals and activities of the Association and Board and among the Board members themselves.

Highlights:

1. Attended the Joint EAIR/AIR symposium held in Miami in January 2005.
2. Represented AIR at the EAIR meeting in Riga, Latvia in August 2005
3. Represented AIR at the NEAIR meeting in Saratoga Springs, New York in November 2005 and at the New Jersey AIR meeting in April 2006
4. Chaired the fall and spring AIR Board meetings
5. Convened monthly conference calls to carry out AIR Board business
6. Conferred on a weekly basis with Executive Director Terry Russell and on an as-needed basis with the AIR Board Executive Committee
7. Assisted with transition planning, serving as co-chair of the Executive Director Transition Task Force.

Activities and Reflections:

This was an eventful year for AIR. After returning from representing AIR at the EAIR Annual Meeting in Riga, we all were faced with the sorrowful reality of the devastation of Hurricane Katerina and the questions of what the Association should do concerning the annual Forum location, scheduled for New Orleans in June 2006. The Board and the Association were torn between keeping the Forum in New Orleans and providing the very best experience to the membership. We needed to decide on the Forum location with very little information available on the conditions anticipated in New Orleans compared to other locations that could accommodate such a large meeting in less than a year's notice. Under Terry's guidance and a lot of leg work by Kim Steele, the Board solicited membership input and then voted to move the Forum to Chicago, which in hindsight has been an excellent decision made at the right time.

In my term as President, I focused on communications, delivering a summary report to the AIR Membership after the spring and fall Board meetings to increase awareness of the decisions made by the Board and their activities on behalf of the Association. In addition, to facilitate communications among Board members, I held (at a minimum) monthly conference calls with the Board where we discussed

issues and kept each other up to date between the two face-to-face meetings. During the period where the Board was considering relocating the Forum in fall 2005 and purchasing space to remedy the acute space shortage in spring 2006, our conference calls were much more frequent.

The Budget for 2006 and 2007 and the Audit report for 2005 underscore the fact that the Association has sound financial management and continues to grow both in size of budget and in numbers of members. I am delighted with the Board's decision to cancel the membership dues increase that had been scheduled to be implemented in the 2007-08 membership year. Currently we are faced with an acute shortage of space at the present location on the Florida State University campus, the quality of that space is very poor, and parking is non-existent. With 13 employees in 1,500 sq. feet, we are extremely cramped, and the University has no more space to lease. In fact, the quality of space is so poor that it negatively affects productivity. In addition, as we discussed the transition, the Board realized that the current facility would be very negatively perceived by any executive director candidate and would hamper recruitment efforts. The Board has moved ahead to secure additional space and I will provide an update at the Business Meeting.

Standing Committee chairs and staff have done an excellent job of providing services to members and I want to highlight a few examples. In addition to its regular work, the Publications Committee, led by Andreea Serban, has completed the first two volumes of a new monograph series on assessment and has established a new assessment supplement which will be published annually as a fifth volume in the *New Directions for Higher Education Research* series. The Professional Development Services Committee (PDS), led by Karen Webber Bauer, has designed a Foundations II Institute for established IR practitioners, aimed to assist in career advancement. It will be offered for the first time this June. The External Relations Committee, led by Timothy Chow, has worked on the grant programs, re-establishing the Travel and Program Support Grant, and continues to produce an excellent newsletter to communicate with affiliated groups. The HEDPC, under the leadership of Marsha Hirano-Nakanishi, produced 10 *AIR Alerts* last year to communicate time-sensitive information to the AIR membership. Finally, I need to mention the efforts of the Membership Committee, which under the leadership of Jim Trainer, established a membership pin program celebrating AIR membership and banishing the red dots for newcomers forever.

I must highlight the superb staff that supports the Association's activities and provides service to the membership. Terry Russell has been an outstanding Executive Director, expanding the activities of the Association, successfully securing the contract and grant activities, and forging sound relationships with federal government officials, agencies, and higher education associations. However, the depth of the staff goes far beyond Terry to the now 13 staff members who deserve full credit for AIR's success in meeting membership needs. To recognize this, the Board has established an Outstanding Employee Achievement Award which will be presented annually at the AIR Forum Awards Luncheon. The first award will be presented this year.

Goals for Coming Year:

My goals for the coming year in my role as immediate past president will be to work with the Nominating Committee to identify the very best candidates for the open positions on the Board. In addition, I will continue to work on transition planning, ensuring that AIR continue to fulfill its vision as "the primary professional association and resource for professional development for individuals who conduct research and provide information support for planning, managing, and operating postsecondary institutions, organizations, and agencies." I also hope to continue to focus on improving communication with the membership and among standing committees.

Being President is easy when you have the assistance of a gifted and talented Board of Directors. I need to acknowledge the great work performed by the outgoing Board members: Immediate Past President Denise Sokol who shepherded the Executive Director Transition Task Force so that we are soundly positioned to search for a new Executive Director; Membership Chair Jim Trainer who has seen membership reach 3,874 under his leadership and who has supported an increase in the responsibilities of the Membership Committee; Publications Committee Chair Andreea Serban who greatly increased the assessment offerings and strengthened collaboration with the Professional Development Services

Committee; and Forum Chair Bill Knight who gamely moved the Forum from New Orleans to Chicago and put together a program that ensured that the victims of Hurricane Katrina and New Orleans would not be forgotten. Maintaining strong, committed, and wise leadership is critical during this period of transition in the Executive Director position. I know that AIR is in superb hands with Fred Lillibridge stepping up as the incoming President and Mary Ann Coughlin as the incoming Vice President.

Executive Office and Executive Director – Terry Russell

Executive Office Staff

Terrence Russell, Executive Director
Norman Gravelle, Director for Administration
Christine Call, Assistant Director for Web Communications and Publications
Anthony Bichel, Assistant Director for Instructional Technology
Gail Fishman, Manager for IPEDS training and External Affairs
Sharon Lynn, National Manager, Continuing Education and Contract Administration
Amy Smyth, National Marketing Manager
Kimberly Steele, National Meeting Manager
Dineka Keen, Administrative Associate
Cathy Sexton, Accounts Payable Associate
Lisa Gober, Accounts Receivable Coordinator
Donna Veltkamp, Member Records Associate
Matthew DeMarco, Web Technician
Dana Keith, Consultant

The Annual Report is divided into two parts: operations that support the objectives of AIR, but are the means to AIR's ends, rather than the ends in themselves, and operations that address the fulfillment of those objectives:

- Advance the careers and competencies of IR professionals.
- Develop networks of IR practitioners and communities of IR practice.
- Promote the IR profession and the practice of institutional research across all levels and functions higher education.
- Improve data resources, methods, and techniques for assessing the effectiveness of higher education's academic, research, and service functions.
- Improve postsecondary policy formulation and institutional effectiveness.

Executive Office Operations Supporting the Objectives of the Association

Member Service Delivery

Staff

New to the staff this year are: Sharon Lynn, National Manager, Continuing Education and Contract Administration and Amy Smyth, National Marketing Manager.

Web Page and Technology Development

A totally redesigned Web page will be released in May, 2006. Chris Call, Anthony Bichel, Matt DeMarco and Dana Keith have moved beyond the 2004 first cycle of Web service development. While, as with the 2004 version, almost every AIR service is offered primarily through the Web site, pages, links and screens have been redesigned for better navigation and a better look.

We continue to take all registrations and orders on the Web (with online credit card capabilities), and use the Web to conduct all proposal review processes. As a service offered to AIR Affiliated Groups, we can now do the online registration and processing for their annual meetings.

The growth of interactive "Webinars" (live video and audio sessions that are fully interactive) continues. Sessions have been developed for the opening of each of the IPEDS surveys, and the series sponsored

by SPSS has been quite popular. Anthony Bichel's assignment has led to the development of new formats for AIR professional development activities. In addition to the webinars, work is underway to support the PDS summer institute with Blackboard online course packs and to develop online courses. This will likely be in the IPEDS curriculum first.

Under the IPEDS contract, the Web tutorial for IPEDS data entry was released last summer, and is updated as needed.

Stewardship of Resources: Financial Management

Grant and Contract Matters

AIR holds a subcontract with RTI-International (funding by NCES) to provide a variety of training and professional development services for IPEDS and institutional research generally. The total fixed-price contract is for approximately \$5.5 million for activities through November, 2007. Contract sub-tasks include IPEDS training; the AIR National Data Network, which supports activities of Affiliated Groups; the grant and dissertation fellowship program; the graduate certificate program; the summer national data policy institute; and team-based training programs using IPEDS for institutional management.

2005 concluded operations under our five-year grant from NSF. Included for the first time in 2003 was a new award from the National Postsecondary Education Cooperative to support research and dissertations on a topic selected by the Cooperative. A continuation of the program for 2006-07 has been awarded.

2005 Financial Performance

2005 was another excellent year for AIR finances. All activities exceeded their budgeted expectations, allowing us to not only exceed our long-term fund balance goal, but to also forego an increase in either dues or Forum fees in 2006. The \$10 increase in Forum fees in the 2007 budget is the first in five years and six years of no increases in dues, a record matched by few, if any, membership associations.

Executive Office Operations Addressing the Objectives of the Association

Advance the Careers and Competencies of IR Professionals

Professional Development Services

Kim Steele and Anthony Bichel managed the logistics for two PDS Institutes: the Foundations of IR Institute held at Bridgewater State College and the Applied Statistics Institute held at the Indiana University Purdue University Indianapolis. Both were very well attended. The 2005 Julia Duckwall Memorial Scholarships went to Mr. William J. McCormick, Institutional Research Analyst, University of Nevada, Reno and Mr. John M. Novak, Director of Institutional Research, Indiana University South Bend for the Applied Statistics Institute.

Kim and Anthony also managed the Pre-Forum Workshop program at the San Diego Forum, including logistics for computer classrooms provided by the Point Loma Nazarene University. Twenty-six workshops were offered and attended by a total of 810 AIR members. In addition, Anthony provided liaison services to the PDS Committee. Anthony Bichel, the new Assistant Director for Information Technology, holds a Ph.D. in Political Science and comes to AIR with a background in Instructional Technology.

Terry Russell planned and organized the NCES/NSF Summer Data Policy Institute in Potomac, Maryland. Kim Steele handled the logistics. The 50 recipients of fully-paid fellowships to the Institute included IR professionals, faculty, graduate students, and six international IR professionals nominated by AIR affiliated groups. Dineka Keen handled the competitive fellowship proposal process. Russell has been planning the 2006 Institute, to be held June 25- July 1 in Potomac, Maryland.

Russell, Gail Fishman and Anthony Bichel planned and organized the 2005 IPEDS Train-the-Trainer program in June. The 40 people attending received hands-on training for the wide range of new tools

based on the IPEDS Peer Analysis System as well as instruction in presentation technique and classroom management. The 2006 Train-the Trainer program is June 19-23 in Potomac Maryland

Continuing our collaboration with the Council of Independent Colleges, we organized and produced a CIC workshop in April, 2006 in Hartford, Connecticut. This workshop involved 25 three- or four-person teams from CIC's small college membership, and focused on using IPEDS and other comparative data to improve institutional management, and was partially funded by NCES as part of our grant activity. The next CIC-AIR workshop is scheduled to be in the Upper South in October, 2006.

In the fall of 2005 we continued the team workshop model with community colleges. In collaboration with the American Association of Community Colleges and the National Community College Council for Research and Planning and funding from NCES, we offered a workshop in Phoenix Arizona. The third workshop in the series (December, 2006) will be held in the Upper South. In July 2005, we collaborated with the American Indian College Fund to provide IPEDS workshops for Tribal College personnel and will repeat that workshop in 2006 at Salish-Kootenai College.

Publications

In addition to her Web management duties, Chris Call managed the production of the 2005 Resources in Institutional Research volume, the Forum program book, and the first issue (two volumes) of a new series on assessment. Edited by John Muffo, each issue will be co-sponsored by a professional accreditation organization. The inaugural issue is on assessment for schools and departments of business. Chris also provides liaison services to the Publications Committee.

Employment Services

Gail Fishman manages the Web-based employment listing services. Jennifer Morris organized and operated the employment service at the 2005 San Diego Forum. The service will continue at the 2006 Forum.

Forum Operations and Long-Range Planning

Future Forum sites include Kansas City (Westin and Hyatt) for 2007, Seattle (Seattle Sheraton) for 2008, Atlanta (Marriott Marquis) for 2009, Chicago and the Chicago Sheraton for the 2010 Forum, Toronto and the Toronto Sheraton for 2011 and New Orleans and the New Orleans Sheraton for 2012.

Attendance at the 2006 Chicago Forum (1,477 registrations as of May 1) will approach the 2005 Forum in San Diego, the largest Forum ever. In San Diego 1,686 members registered, with 1,508 fully paid equivalents, up from 1,346 (1,255 fully paid equivalents) in Boston, 1,124 (1,076 fully paid equivalents) in Tampa, and 1,178 in Toronto. Thanks to increased marketing, exhibitor numbers have increased to 35 in Chicago, compared to 20 at the San Diego and Boston Forums.

Develop Networks of IR Practitioners and Communities of IR Practice

In addition to activities discussed above, in the areas of professional development and grants and contracts, the following were completed:

In 2005 and 2006, we continue our collaboration with the Center for the First Year Experience at the University of South Carolina by offering five fellowships to AIR members for attendance at their Summer Institute for First-Year Assessment.

In January 2005, AIR and EAIR held a joint symposium on the issue of quality measurement on higher education. Forty people from around the world attended the meeting hosted by the University of Miami.

Promote the IR Profession and the Practice of Institutional Research across All Levels and Functions of Higher Education

Between June 2004 and June 2005, membership grew by 454 to 3,874, an increase of 13%. Further growth is expected in 2005-06 because of the increase in Forum attendance and other AIR programming innovations. As of April 20, the 2006 member count stood at 4,030.

Progress has been made in international AIR group development. With funding from Huazong University of Science and Technology and the Ford Foundation, Russell will lead a group of U.S. college and university presidents to conduct a seminar, the second in a series of four in collaboration with the China AIR.

Because of the rapid growth of available services, Gail Fishman has been assigned to manage services to Affiliated Groups. AIR continues its support for U.S. Affiliated Groups by supplying programming for state and regional meetings and through the new NCES-supported National Data Network, which has provided grants to Affiliated Groups (the Building Institutional Research Capacity (BIRC) grant) as well as coordination of national professional development resources for the use of Affiliated Groups. We also have expanded the scope of our traveling display case program. Dineka Keen now manages five displays that are pretty continuously on the road to Affiliated Group meetings.

The NCES-funded AIR Graduate Certificate Program in institutional research has made the final awards under the five-year program. Institutions receiving 2006 awards are: Florida State University, Indiana University/Indiana University Purdue University Indianapolis, the University of Missouri System, and Pennsylvania State University. These programs are developing pre-doctoral and in-service programs to complement AIR's in-service and continuing education programs.

In 2006, an AIR committee will design the operating guidelines for a new nation-wide individual graduate fellowship program for study related to institutional research. This program will replace the Graduate Certificate Program. The proposal competition for this new individual program is planned for early 2007.

Marketing of AIR membership and services and communication of the benefits of membership has seen increased activity. During a period when the financial fortunes of higher education were starting to rebound, AIR also managed to increase its 2005-06 membership and is on track to increase again in 2005-06. Amy Smyth is the new National Marketing Manager and assists the Board Standing Committees and the staff program officers in developing marketing materials and information.

Improve data resources, methods, and techniques for assessing the effectiveness of higher education's academic, research, and service functions

The 2006 Research Grant and Dissertation Fellowship program funded by NCES and NSF made 11 research grant awards totaling \$327,000, and two dissertation fellowship awards totaling \$30,000. The 2006 recipients will present their projects at the AIR 2007 Forum in Kansas City. The 2005 recipients will present their projects at the AIR 2006 Forum in Chicago. This is a great opportunity for the awardees to share their research and expand opportunities for advancing research on postsecondary education.

In selecting the theme of the 2005 Forum, AIR began development of a series of activities to increase programming in the area of assessment and program evaluation. In early May 2005, at the request of the Board of Directors, a group of AIR members active in the assessment community came together to develop recommendations for programs and activities. New assessment activities in 2005 and in 2006 include the inauguration of the Assessment Across the Disciplines book series, a new integrated assessment program brochure and Web page, and planning has begun for an Assessment Summer Institute to be offered in 2007.

Improve Postsecondary Policy Formulation and Institutional Effectiveness

Important efforts include continuing training for Tribal Colleges (see above) and furthering development of IPEDS training to cover the new analysis tools available from NCES.

There were other projects in this area. Staff worked with NCES-AIR Senior Fellows to improve IPEDS data collection and analysis: Edward Delaney and Rocco Russo have completed their projects. Delaney worked to improve the collection of IPEDS data on first professional degrees, and Russo to improve the NCES COOL Website. The 2006 Senior Fellow is Rene Toups, who is working with Gulf Coast colleges

and universities to assist in recovery from the 2005 hurricanes. Russell also attends meetings with the One Dupont Circle Associations to update them on AIR's IPEDS training activities.

Vice President – Fred Lillibridge

Overview

This report highlights my activities during the 2005 year while serving as the Vice President. The AIR Vice President serves as a member of the AIR Board of Directors Executive Committee, working with the President, Immediate Past-President, Treasurer, and Executive Director to set the Board agenda and its priorities, to advise the Executive Director regarding policy, planning and management issues, and to determine what issues need to be brought to the full Board's attention. In addition, the Vice President serves as a member of the Audit Committee which reviews the annual audit report and works with the Executive Director to ensure compliance with any findings requiring action.

The Vice President is designated as the lead on planning activities and directs the Board through a planning exercise during the spring Board meeting. This lays the groundwork and works to identify the planning initiatives that will be undertaken during the presidential year which immediately follows the vice presidential year. In addition to these duties, the Vice President may be called on to lead the development of special initiatives at the request of the President, Executive Director, and the Board of Directors.

This year's strategic thinking planning initiative clarified the Board's vision for the Association. AIR's Mission, Vision, Values and Core Objectives were reviewed and affirmed. Strategic initiatives established in the 1990's and early 2000's were reviewed and revised. The Board affirmed a 2004 Board decision to keep the Executive Office in Tallahassee and to invest in an office building to relieve severely crowded conditions at Florida State University.

AIR has an enviable "contingency reserve" as insurance in case of financial misfortune. We have identified strategic initiatives to serve the needs of the membership. The strategic initiatives will guide our investments. AIR has a firm foundation to support our search for a new Executive Director who has Terry Russell's vast knowledge, skills, and abilities. I worked with Denise Sokol, Sandy Johnson and a dedicated Executive Director Transition Task Force to recommend a process that will identify a new Executive Director by January 2008.

Highlights

1. Represented AIR at joint Rocky Mountain Association for Institutional Research and Canadian Institutional Researchers and Planning Association (CIRPA) meeting in Edmonton, Alberta in October 2005.
2. Attended the AIR/AACC/NCCCRP Data and Decisions Workshop for community colleges in Phoenix in January 2006.
3. Worked with the AIR Executive Director Transition Task Force to prepare for the selection of a new Executive Director in January 2008.
4. Worked with Terry Russell and others to shape AIR's role in the national assessment activities.
5. Coordinated early planning for AIR's 50th Anniversary that will be celebrated in Chicago in 2010.

Activities

Three major activities consumed my time during the 2005-06 year. This first has been working on Executive Director transition-related activities including the review of past strategic planning initiatives to ensure that we have a firm foundation to hire a new Executive Director. Second, was the establishment of an Assessment SIG at the Chicago Forum. Third, was the preliminary planning for AIR's 50th Anniversary in Chicago in 2010.

Goals for the Coming Year

I have three goals for the year:

- 1.) Commence the Executive Director search and selection process;
- 2.) Provide adequate and appropriate working conditions and compensation for our staff and administrators in Tallahassee; and

- 3) Invest AIR resources to maintain a firm fiscal foundation for AIR and expand services to our members and affiliates.

Immediate Past President - Denise Sokol

Overview

The primary role of the AIR Immediate Past President is to chair the Nominating Committee. In addition, the Immediate Past President ensures continuity of Board activities developed during her or his tenure, serves on the Board Executive and Audit committees, provides support and guidance as requested by the President, Vice President, and other Board members, and represents the AIR Board of Directors at an array of events and meetings among affiliate groups and with other organizations and associations with which AIR collaborates to develop and promote the institutional research profession

Highlights

During the past year, I fulfilled these purposes and obligations through a variety of activities, including:

- Working with the Nominating Committee to present to the membership a capable and diverse slate of candidates for open Board positions and for next year's Nominating Committee
- Co-Chairing the Executive Director Transition Task Force
- Attending regional and state meetings as a representative of AIR
- Attending and contributing to Board meetings, Executive Committee meetings, and Audit Committee meetings

Activities

Nominating Committee – The 2005-06 Association for Institutional Research Nominating Committee met in person at the 2005 Forum and conducted the rest of its work through phone conferences and continuous email interchanges. With significant support from AIR Office staff, the Committee solicited a broad array of nominations from the field and then encouraged a diverse candidate pool to pursue candidacy for four open Board positions as well as next year's Nomination Committee. The Nomination's Committee forwarded to the Board of Directors a slate that included two candidates for each of the four open Board positions (Vice President, Associate Forum Chair, Publications Chair, and Membership Committee Chair), as well as 10 candidates for the five Nominating Committee positions. The Board of Directors presented the slate of candidates to the membership and, through an Electronic Ballot process, the membership voted. The results of the election are as follows:

Vice President - Mary Ann Coughlin, Assistant Vice President for Academic Affairs and Associate Professor of Research and Statistics, Springfield College;

2007 Associate Forum Chair - Michelle Hall, Director of the Office Institutional Research and Assessment, Southeastern Louisiana University;

Membership Committee Chair - Alan J. Sturtz, Director of Institutional Research and Planning, Connecticut State University System; and

Publications Committee Chair - Gary R. Pike, Director of Institutional Research, Mississippi State University.

The following AIR members were elected to the 2006 Nominating Committee for a one-year term:

Michelle S. Appel, Senior Research and Policy Analyst, University of Maryland;

Peggye K. Cohen, Assistant Vice President of Institutional Research, George Washington University;

William R. Fendley, Executive Director of Institutional Research and Assessment, University of Alabama;

Timothy A. Walsh, Director of Institutional Research, Temple University; and

Mindy Wang, Director of the Office of Planning and Institutional Research, Catholic University of America.

These individuals will take office at the end of the Annual Business Meeting, Wednesday, May 17, 2006, in Chicago, Illinois.

Co-Chaired the Executive Director Transition Task Force (with Sandy Johnson) - AIR's current Executive Director will retire in January 2008 and a task force was created to plan for the replacement of the Executive Director and to report recommendations and findings to the Board by June of 2006. Prior to the formation of the task force the Board had discussions about several issues related to planning and decided that the mission, vision, and long-term functions of AIR and the office location were the purview of the Board rather than the transition task force. The Board further decided that the office location would remain in Tallahassee and confirmed this decision at the spring 2006 Board meeting in Las Vegas (see Higher Education Environment below for a discussion of reasons for the decision) and that the mission, vision, and activities of AIR would remain the same.

The Board directed the task force to develop a transition plan that included the following: solicitation of broad input from the office staff, affiliated groups and the membership concerning the strengths and weaknesses of AIR, examination of the executive director's set of responsibilities and development of a job description and job announcement, an outline of the qualifications necessary for the position, and determination of the search process including budget and the consideration of whether or not to hire a search firm.

The Executive Director Transition Task Force had its initial meeting at the San Diego Forum in June 2005 and conducted the majority of its work during the last year through conference calls and sub-committee work. In addition to the Executive Director Transition Task Force meeting at the Forum, the group held open hearings with the membership to answer questions and solicit input. Prior to the June 2005 Forum Dawn Terkla solicited input from the AIR Past Presidents and presented those results to the rest of the task force. In addition, the task force reviewed the Transition Committee report from the previous transition to an Executive Director model.

The task force will present its findings and recommendations to the Board and the membership at the 2006 Forum in Chicago. If the work of the task force is not completed by the date of the Forum, the group will present preliminary findings and recommendations and will finalize and submit its report to the Board in June, 2006.

Regional and State Meetings – I attended the Rocky Mountain Association for Institutional Research/Canadian Institutional Research and Planning Association joint meeting in October in Edmonton Canada and the Colorado Association of Planners and Institutional Researchers in February in Westminster, Colorado. At both meetings I encouraged attendees to attend the Forum and AIR institutes and to become involved with the national association. I also informed attendees and officers of the associations about the professional development and other services to affiliated groups offered by AIR.

Goals for the Coming Year

My term of office will be finished at the end of the annual meeting at the Chicago Forum but I hope to continue to be of service to AIR as appropriate. Serving as External Relations Chair/Secretary and then as Vice President, President and Immediate Past President has been one of the most rewarding activities of my career and I am very grateful to my fellow AIR members and Board colleagues for their friendship, support, and collegiality.

CERTIFICATION OF ELECTION RESULTS

January 17, 2006

We, the undersigned, certify that the following is an accurate record of the votes cast in the election of officers in balloting conducted in 2005-06 (for officers whose terms commence May 17, 2006).

for Vice President (1)

528 Mary Ann Coughlin
252 Stephen L. Chambers
No Vote
2 Other

Elected: Coughlin, M.A.

for Membership Committee Chair (1)

354 Charles F. Harrington
367 Alan J. Sturtz
No Vote
1 Other

Elected: Sturtz, A.J.

for Associate Forum Chair (1)

338 Gerard A. Dizinno
387 Michelle Hall
No Vote
2 Other

Elected: Hall, M.

for Publications Committee Chair (1)

293 Eric L. Dey
431 Gary R. Pike
No Vote
2 Other

Elected: Pike, G.R.

for Nominating Committee Member (5)

375 Michelle S. Appel
391 Peggye K. Cohen
375 William R. Fendley
349 Myrtes D. Green
248 Mimi E. Johnson
242 Wendy L. Miley
546 John H. Pryor
343 Timothy A. Walsh
359 Mindy Wang
331 Catherine E. Watt
No Vote
8 Other

Elected:

- (1) Cohen, P.K.
- (2) Appel, M.S.
- (3) Fendley, W.R.
- (4) Walsh, T.A.
- (5) Wang, W.

Online Ballots:	<u>798</u>
Ballots mailed:	<u>1</u>
Ballots counted:	<u>799</u>
Ballots invalid:	<u>0</u>

Robert A. Schwartz
Robert A. Schwartz, Chair

Gita Piter
Gita Piter, Teller

Secretary and External Relations Committee – Timothy K.C. Chow

I. Overview

The purpose of the External Relations Committee is to give purpose and direction to the outreach and liaison activities of the Association through:

- Coordinating outreach and joint projects conducted by various Association standing committees;
- With the Executive Director, coordinating relations with other associations and agencies;
- Receiving reports from liaisons to U.S. state, regional and sector institution research associations, international affiliates, and other higher education associations;
- Developing, implementing and promoting programs that extend and support Association activities for dissemination to other associations and agencies;
- Receiving and reviewing requests for affiliation, ensuring compliance with the AIR Constitution and Bylaws for affiliated groups, and recommending appropriate action by the Board of Directors;
- Promoting and sponsoring the mutual exchange of information on international issues, interests, and ideas among members of the Association through Forum programs, publications, professional development activities, outreach programs, visitations, exchange opportunities, communications, etc.;
- Maintaining appropriate communication with special interest groups;
- Providing input into the development of the Forum program, with special attention to general sessions and panel discussions, to ensure that an international perspective is present.

II. Committee Members



In Loving Memory of Vicki

The External Relations Committee expresses profound sadness at the passing of Birute V. Mockiene, member of our committee and Research Assistant in the Center for the Study of Higher Education at The Pennsylvania State University, on January 4, 2006. Her passing is a great loss to us all. Vickie's friendship, enthusiasm, and outstanding professionalism will be sorely missed.

The Committee would like to recognize the outgoing committee members, Serge Herzog and Dawit Teklu for their outstanding service and dedication. Continuing members include Marcia Belcheir (2008), Cherry Danielson (2007), Ross Griffith (2008), Robert Schultz (2007) and Mindy Wang (2007). New members, whose terms begin after the 2006 AIR Annual Business Meeting, include Kent Grumbles (2009), Hal Hartley (2009), Daina Henry (2009), and Andreea Serban (2009).

III. Highlights

During the past year, with support from the former chair Denise Krallman and the AIR office (especially from Terry Russell and Gail Fishman), our Committee has accomplished the following tasks:

- We, in conjunction with the Professional Development Services (PDS) Committee, have revised the guidelines for the Building Institutional Research Capacity (BIRC) Grant program to clarify the expectations of the program and the application process. Specifically, we have reiterated the needs for documenting different aspects of the funded activities in the final reports and disseminating success stories, creative ideas and lessons learned to the broader institutional research community.
- We have re-established the Travel and Program Support (TAPS) Grant program to fund selected professional development activities in institutional research offered by AIR International Affiliated Groups. This program differs from the BIRC grant program in that it emphasizes annual

conference enhancement and professional development and improvement for AIR Affiliated Groups outside of the United States and it is on an annual basis.

- We have examined various ideas in promoting and sponsoring the mutual exchange on current international issues and emerging higher education trends at the national level. Our member, Robert Schultz, proposed forming a new Special Interest Group to facilitate the discussion of these issues. As a result, a new group of invited international liaisons will be formed in 2006 and the inaugural meeting for this Special Interest Group will be held at the 2006 Forum to start an international dialogue on emerging trends in higher education.
- We, in collaboration with the Membership Committee, have piloted a new marketing approach in promoting AIR and its products and services with four randomly chosen state affiliates (Connecticut AIR-CONNAIR, Kentucky AIR-KAIR, Michigan AIR-MiAIR, and Oklahoma AIR and Planning-OKAIRP). The AIR Office sent over packets of information about AIR programs and a raffle registration form for each state conference attendee in lieu of shipping the smaller travel display case. The pilot program offered a Forum fee waiver to a member of each state affiliate who has not attended the Forum in the past three years. We are reviewing the processes and results of the pilot tests and hoping to find better and cost-effective ways to communicate with our state affiliates.

IV. Activities

Our Committee has led, coordinated, participated and was involved in the following activities:

1. BIRC Grant Program

The BIRC Grant Program (a federal grant through the U.S. Department of Education) provides grants to AIR Affiliated Groups. Grant funds may be used to support professional development workshops, conference speaker fees, institutional research consultant fees, and the development of new delivery methods for professional development materials. Funded projects must provide outreach to institutional research professionals; concentrate on a timely institutional research topic; and be useful for institutional research professional development and improvement.

The second year of the BIRC Grant Program has ended and the awards went to the following affiliates in 2005:

A) Term: Spring 2005

Affiliate: Southern Association for Institutional Research (SAIR)

Award: \$2,000

Proposal: Getting the Most Out of the Profession--A Skills-Building Workshop for New Institutional Researchers

Affiliate: Rocky Mountain Association for Institutional Research (RMAIR)

Award: \$1,981

Proposal: Using Pre-Conference Workshops to Improve Skills of IR Professionals

B) Term: Summer 2005

Affiliate: Mid-America Association for Institutional Research (MidAIR)

Award: \$2,000

Proposal: Enrollment Management at the Mid-America Association for Institutional Research (MidAIR) Annual Conference

C) Term: Fall 2005

Affiliate: South Carolina Association for Institutional Research (SCAIR)

Award: \$2,000

Proposal: Initiation of a Mini-Sabbatical for IR Professionals

D) Term: Winter 2005-2006

Affiliate: Rocky Mountain Association for Institutional Research (RMAIR)

Award: \$2,000

Proposal: Technical Roundtable for Northern Nevada IR Analysts

2. Train-the-Trainer Program

The Train-the-Trainer Program, sponsored in conjunction with the Professional Development Services (PDS) Committee, offers opportunities for representatives of state, regional and sector groups affiliated with AIR to attend selected Pre-Forum Workshops as trainees who will later present the workshops at other locations. The Train-the-Trainer Program provides an opportunity for professional development materials to be available to a wider audience than those able to attend the Forum. AIR waives the workshop registration fees for the qualified participants selected in accordance with the established guidelines. The nominating affiliates are encouraged to provide a matching grant or other support to their nominees. Participants were chosen during the first week in May. For the 2005 Forum, we had representatives from Indiana AIR (INAIR), Kentucky AIR (KAIR), Ohio AIR and Planning (OAIRP), Rocky Mountain AIR (RMAIR) and Texas AIR (TAIR) participated in the program.

For the upcoming 2006 Forum, the Train-the-Trainer Program will be converted into a Pre-Forum Workshop Grant Program to cover workshop registration fees for qualified individuals to be selected using the revised guidelines. A joint meeting with the PDS Committee will be held at the Chicago Forum to discuss the future of the Train-the-Trainer Program.

3. Best Paper/Presentation Sessions

The Best Paper/Presentation Sessions are a successful feature of the Forum that highlights presentations of the best papers/presentations from meetings of AIR's state, regional, sector, and international affiliated groups. These sessions can be identified under the "Best Paper/Presentation Sessions" category in the forum program. The following groups had submitted their Best Paper/Presentation sessions last year:

- AIR
- Alabama AIR (ALAIR)
- California AIR (CAIR)
- Maryland AIR (MdAIR)
- Mid America AIR (MidAIR)
- Overseas Chinese AIR (OCAIR)
- Pacific Northwest AIR and Planning (PNAIRP)
- Rocky Mountain AIR (RMAIR)
- Research & Planning Group (RP Group)
- Southern AIR (SAIR)
- South East Asia AIR (SEAIR)
- Tennessee AIR (TENNAIR)
- Virginia Assoc. for Management Analysis and Planning (VAMAP)

4. Early Bird Reception: "The AIR Bazaar"

The AIR Bazaar, hosted and coordinated by the Membership Committee and the Forum Newcomers Committee, is a special Newcomers event featuring information tables for the AIR Affiliated Groups and Special Interest Groups, and is intended to serve as gathering points for newcomers and old-timers alike. All Affiliated Groups and Special Interest Groups are invited to participate in this early bird reception event. At the 2005 Forum in San Diego, the AIR Bazaar was an outdoor event held on Saturday, May 28, 2005, starting at 5:45pm. Refreshments were served and music was provided by the Windbreakers for the event. For the upcoming Forum, the AIR Bazaar will be held on Sunday, May 14, 2006, starting at 5:45pm in Exhibit Promenade, Level 1 of Chicago Sheraton Hotel and Towers. Please refer to the 2006 Forum final program and announcement for any changes.

5. Affiliated Groups Luncheon

The Affiliated Groups (AG) Luncheon invites presidents and liaisons of AIR's Affiliated Groups to come and meet with members of the External Relations Committee and the AIR Board of Directors for discussion and exchange of information. The AG Luncheon was held at the 2005 Forum on Monday, May 30, 2005, between 12:00-1:40 pm. For the upcoming Forum, the luncheon will be held on Tuesday, May 16, 2006, between 12:00-1:40 pm in Mayfair Room, Level 2 of Chicago Sheraton Hotel and Towers. Please refer to the 2006 Forum final program and announcement for any changes.

6. International Gathering

The International Gathering offers an opportunity for Forum attendees from all nations to meet with the External Relations Committee and colleagues from other nations. At the 2005 Forum in San Diego, the gathering was held on Tuesday, May 31, 2005, between 10:20-11:50 am. For the upcoming forum, the gathering will be held on Wednesday, May 17, 2006, between 10:20-11:50 am in Mayfair Room, Level 2 of Chicago Sheraton Hotel and Towers. Please refer to the 2006 forum final program and announcement for any changes.

7. AIR Exhibit

The purpose of the exhibit is to promote AIR and its products and services. The exhibit was shipped to the following groups/events in 2005:

Texas AIR (TAIR)	February 22-25
Indiana AIR (INAIR)	March 17-18
Louisiana AIR (LAIR)	March 21-22
Mississippi AIR (MAIR)	March 31-April 1
ALAIR	April 7-8
Arizona AIR (AZAIR)	April 7-8
New Jersey AIR (NJAIR)	April 22
AIR at the Forum	May 28-June 1
SUNY AIR & Planning Officers (AIRPO)	June 13
Florida AIR (FAIR)	June 30
Tribal College Workshop	July
Southeastern Assoc. for Community College Research (SACCR)	August 7-10
SAIR	October 22-26
Illinois AIR (IAIR)	November 3-4
North East AIR (NEAIR)	November 6-8
MidAIR	November 9-11
AIR in the Upper Midwest (AIRUM)	November 10-11
CAIR	November 16-18

8. Programs and Projects with Other Associations and Agencies

A) IPEDS Training

AIR offers IPEDS/PAS support for AIR Affiliated Groups to hold three hour, or longer, hands-on workshops. The following is a listing of the IPEDS Training events in 2005:

INAIR	March 17-18
LAIR	March 21-22
MAIR	March 31-April 1
AIR at the Forum	May 28-June 1
AIRPO	June 15-17
FAIR	July 6-8
Independent Colleges of California	August 5 (By Invitation)
New Hampshire	August 30 (By Invitation)
PNAIRP	October 12-14

OAIRP	October 20-21
SAIR	October 22-26
RMAIR	October 23-26
MiAIR	October 26
NJ/NY-ACRAO	October 28
Georgia Technical and Adult Colleges	October 31
Ohio ACRAO	November 2-4
NEAIR	November 6-8
NEACRAO	November 9-11
MidAIR	November 9-11
AIRUM	November 10-11
CAIR	November 16-18
NCES/AIR Webinar (For-Profit Private)	November 28 (By Invitation)
MSACROA	November 28-December 1
NCES/AIR Webinar (FASB Standards)	December 5 (By Invitation)
NCES/AIR Webinar (GASB Standards)	December 5 (By Invitation)

B) EAIR/AIR Joint Seminar

The Second EAIR/AIR Joint Seminar was held January 13-15, 2005, at the University of Miami in Coral Gables, Florida. More than 35 delegates from more than 11 countries around the world convened to discuss issues related to quality, cost, and access in higher education.

The Third EAIR/AIR Joint Seminar will be held June 15-16, 2006 at the Technical University of Valencia, Spain. The theme is "Quality Management in Higher Education Institutions: Making Institutions More Competitive." Only online registration will be accepted and the deadline is June 1. Please refer to AIRWeb.org for further information.

9. Outreach Activities

Our Committee continues to offer support to the Executive Director and our Association in expanding our networks and collaborating opportunities with other associations and agencies. In light of last year's natural disasters hitting hard in the Gulf Coast region, our Committee continues to monitor the development in that region and reach out to state and regional affiliates to identify ways that we could offer assistance to our colleagues and friends.

On behalf of our members, our Association has made a charitable donation of \$3,873 to the Red Cross Disaster Relief Fund last year. Through the two-for-one matching program offered by Lowe's, our total contribution has grown to \$7,746 (about two dollars per member). In addition, the Executive Director met with the officials from NCES and the corresponding state higher education agencies in the region to identify ways to support affected institutions, specifically with their IPEDS duties. Moreover, our Association has appointed a Senior Fellow to serve as the key contact for the ongoing relief effort and to lead planned meetings with institutional representatives in the region with the focus of restoring their institutional research operations. Furthermore, our state and regional affiliates in the region participated in the relief effort through donation and volunteering their time and effort in helping the local communities in need. At the upcoming Forum, the Forum Committee will be organizing a fundraising event to raise money for rebuilding the Gulf Coast region.

V. Goals for the Coming Year

Our Committee will be discussing the following preliminary goals for 2006 and beyond at the Chicago Forum:

- Engage and recognize Committee members in services and activities to the Association
- Enhance the Web presence of the External Relations Committee to communicate more effectively concerning our services and programs and to advance our outreach effort by cultivating closer relationships with our affiliates, special interest groups, Association standing committees, and other constituents

- Pursue steps to improve the visibility of the BIRC Grant Program
- Identify better ways, in conjunction with the PDS Committee, to achieve the intended goals of the Train-the-Trainer Program/Pre-Forum Workshop Grant Program to benefit affiliated groups and the membership
- Seek better and cost-effective approaches, in collaboration with the Membership Committee and the AIR Office, in promoting AIR and its products and services
- Seek ideas to grow and sustain relationships with our existing constituents
- Explore opportunities in expanding networks with both domestic and international groups

Forum Chair – Bill Knight

Overview

The purpose of the Forum Committee is to plan, organize, implement, and coordinate the program and ancillary events of the 2006 Chicago Forum. As Forum Chair it was my responsibility to oversee the activities of the Forum Committee, work with AIR Executive Director Terry Russell and other Executive Office staff, and Michelle Hall and Joe Rives, Local Arrangements Co-Chairs on issues and events associated with the Chicago Forum. I followed the Forum Committee Terms of Reference and Association policies. I presented the Forum budget to the Board of Directors for their approval and provided status reports at Board meetings and conference calls about the Forum Committee's activities. I also worked with the Forum Evaluation Committee and the Associate Forum Chair to foster ongoing evaluation of the Forum. A unique aspect of planning for the Chicago Forum was changing the venue from New Orleans following the impact of Hurricane Katrina; this involved considerable effort and creativity on the part of all involved.

Proposal Review

- Worked with Track chairs to emphasize the role of reviewers in providing constructive comments to all proposals in order to place authors in a position to improve the quality of demonstrations, posters, papers and presentations.
- Received, reviewed, and determined the status of 434 proposals using the proposal review Web tool.
- Worked with Association staff on creation of a proposal disposition report to provide Track chairs and reviewers with feedback concerning reviewer ratings and disposition of proposals.
- Responded to proposal author inquiries received.

Program Development

- Developed Forum theme, Effectiveness Through Diversity, theme statement, and designed the Forum logo along with Association staff.
- Worked with Association staff to develop four versions of the Call for Proposals: general, assessment practitioner, student affairs research practitioner, and graduate student.
- Selected the general session plenary speaker – Tom Mortensen.
- Proposed and organized three invited panel sessions: "Effectiveness Through Diversity: The Challenge for Institutional Research," "Presidents' Perspectives on IR's Role in Institutional Improvement and Effectiveness," and "The New Carnegie Classifications: Challenges and Opportunities for the IR Community."

Local Arrangements

- Traveled to Chicago, November 10-12, to evaluate the Chicago Sheraton Hotel and Towers (conference hotel) and to discuss program slotting.
- Worked with Local Arrangements Co-Chairs, and Association staff to develop plans for local arrangements for the Chicago Forum, including a special hurricane relief fundraising event.

Program Implementation

- Collaborated with Association staff on preparation of Forum-related correspondence and publications.

Goals for the Coming Year

Term will expire, but will support Mary Korfhage and Michelle Hall in all ways possible if asked to do so.

Associate Forum Chair – Mary Korfhage

A. Overview

The purpose of the Forum Committee is to plan, organize, implement, and coordinate the program and ancillary events of the 2006 Forum. The Forum serves to support AIR's mission of continuously improving the practice of institutional research and promoting the institutional research profession. The Associate Forum Chair assists the Forum Chair with the activities of the Forum and conducts initiated planning for the subsequent Forum. The 2007 Forum is scheduled for June 2 - 6 in Kansas City, Missouri.

B. Highlights and Activities

Forum proposal evaluation and slotting

- reviewed and evaluated submitted proposals
- assisted Forum Chair Bill Knight in summarizing 2006 track chair recommendations
- participated in the November 10-12 meeting in Chicago to evaluate the Chicago Sheraton Hotel and Towers (conference hotel) and to discuss program slotting

2007 Forum Committee appointments

- All appointments completed

Forum relocation to Chicago

- Assisted with activities related to relocate the Forum to Chicago following Hurricane Katrina.

Board of Directors

- Participated in May and September Board meetings and monthly conference calls reporting developments related to the 2007 Forum.

C. 2006 Calendar Year Plans

- Develop the 2007 Forum theme, program statement, logo, and promotional materials in conjunction with the Planning Committee and the Association's Executive Office staff
- Strengthen the presence of the Forum as AIR's premier opportunity to demonstrate its core values of member service, higher education improvement, collaboration, ethical conduct, and stewardship of resources.
- Reinforce recent outreach initiatives to assessment professionals and student affairs researchers
- Work on special sessions to emphasize the theme
- Continue to professionalize Forum planning, marketing, and program delivery in conjunction with the Association's Executive Office staff

Higher Education Data Policy Committee – Marsha Hirano-Nakanishi

A. Overview

The purpose of the Higher Education Data Policy Committee is to serve as a liaison, advocacy, and advisory group linking the Association with governmental and other agencies and the media which collect, analyze, disseminate, and use data on postsecondary institutions through:

- Identifying important issues related to the collection or use of higher education data and informing the Board of Directors and membership about these;
- Taking action, with the concurrence of the Board of Directors, to provide the Association perspective about issues related to higher education data; and

- Working to include Association members as appointees or advisors to governmental agencies, other associations, accrediting bodies, or the media that are designing and executing data collection projects.

B. Highlights

- During calendar year 2005, there was the culmination of activity and concern regarding NCES' proposal to replace most of the student-related IPEDS summary surveys with a student unit record data collection system that would be more responsive to federal information needs and requests. HigherEd.org was contracted to hold a series of technical review panels to examine the feasibility of the proposal to replace the student-related sections of IPEDS with a unit record system. HigherEd.org invited participants that it felt would provide the range of input necessary to guide its report to NCES on the feasibility of the student unit records proposal, and HEDPC members were invited and were in attendance at each of three technical review panels (states/systems, institutions, and associations and other stakeholders). HigherEd.org generally found that a unit record data collection system was feasible, albeit not without considerable concern from the field regarding privacy.
- In April 2005, HEDPC prepared an update on the student unit record proposal to inform AIR membership on the evolving status of the proposal.
- In late May 2005, HEDPC made plans to better inform AIR membership of IPEDS-related developments and to gain information from membership should any major IPEDS-related proposal appear likely to emerge.
- The NCES uses face-to-face technical review panels (TRPs) to discuss and provide feedback on issues of data collection and use. NCES invites participants that it feels will provide the range of input necessary to resolve problem areas and to strengthen data collection and their use. HEDPC members are invited to and attend TRPs.
- HEDPC continued to work with NPEC, US News, AAUP, and CDS. The HEDPC-sponsored Working Group to Align Graduate School Surveys continues to work to reduce the graduate survey burden. Efforts to work with Princeton Review have not been successful. See below for more on these activities.
- The AIR Alert is the main vehicle for communicating time-sensitive information about data collection and use to the AIR membership. Having a person who is experienced with higher education organizations and NCES working for AIR has been *the* reason that HEDPC was able prepare and disseminate 10 alerts in a timely fashion this year. In addition AIR staff redesigned the AIR Alert Web site for more functionality. See below for more on these activities.

C. Activities and Active Projects

- **AIR Alerts:** Carol Fuller is *the* reason that 10 thoughtful and timely alerts were prepared and disseminated during the 2005 calendar year.
 - Alert #26, Update #1 – IPEDS Student Unit Record Data Feasibility Study
 - Alert #28 – NCES Seeks Comments on IPEDS Human Resources Surveys
 - Alert #29 – NCES Technical Review Panel to Discuss Expansion of Report Templates in IPEDS Peer Analysis System
 - Alert #23, Update #1 – NCES Seeks Comments on NPEC IPEDS Data Feedback Report and Executive Peer Tool
 - Alert #26, Update #2 -- IPEDS Student Unit Record Data Feasibility Study
 - Alert #30 – NCAA Graduation Success Rate Data Collection
 - Alert #29, Update #1 – NCES Technical Review Panel Announces Plans to Expand Report Templates in IPEDS Peer Analysis System

- Alert #21, Update #2 – NCES Requests Additional Comments Regarding First-Professional Enrollment and Degree Reporting in IPEDS
- Alert #19, Update #1 – New College Affordability Index May Lead to Future Sanctions
- Alert #31 – Changes in IPEDS for 2005-06
- Alert #32 – IPEDS Guidelines for Reporting Students Displaced Due to Hurricane Katrina
- **IPEDS TRPs:** During calendar year 2005, technical review panels were held on: IPEDS Data Tables and State IPEDS Tables; Report and Suggestions for the Expansion of Report Templates in the IPEDS Peer Analysis System; Classification of First-Professional Degrees; and IPEDS Sector Reclassification. Proposed changes to the IPEDS Peer Analysis System were tested by Michael Tamada, Marsha Hirano-Nakanishi, IPEDS trainers, and others; the proposed changes and additional recommendations should greatly enhance the functionality of the analysis system. HEDPC members -- Mary Sapp, Peggye Cohen, Marsha Kelman, Laura Schartman, and Marsha Hirano-Nakanishi -- participated in the TRP on the classification of graduate degrees, including first-professional degrees. The HEDPC members helped to clarify NCES' role as a data collection agency and helped to achieve draft consensus among the licensing, program accreditation, and other organizational participants present. The HEDPC chair recommended that Mary Sapp participate in a panel at the 2005 AIR Forum on degree classification, including the new Carnegie classifications.
- **HEDPC Presentations at Regional AIR Conferences:** At the November 2005 CAIR meeting, Marsha Hirano-Nakanishi made a short pitch for HEDPC and also encouraged CAIR members to volunteer for AIR committees and CAIR leadership to submit affiliate proposals for building IR capacity.
- **AIR/AAUP Advisory Committee:** A subcommittee of HEDPC was formed in 2002-2003 at the request of John Curtis, Director of Research, American Association of University Professors (AAUP). It is comprised of representatives from four-year colleges and universities and community colleges from all parts of the country. The first face-to-face meeting was at the Forum in Tampa in May 2003. The Committee is working with John Curtis on updating the Faculty Salary Survey to make it more relevant and consistent with IPEDS. The Committee met at the 2005 Forum and will meet at the 2006 Forum (Peggye Cohen with Mike Tamada)
- **AIR/US News Advisory Committee:** This group works as advisors to Bob Morse and Sam Flanigan at *US News and World Report*. Members advise changes to the *US News and World Report* data collection. Members also keep the IR community informed about changes to the surveys and publications (Peggye Cohen with Melodie Christal and Phyllis Edamatsu).
- **Common Data Set (CDS):** Originally four publishers that regularly request data from colleges and universities agreed on standard formats for most of their questions. In 2003-2004 *Wintergreen/Orchard House* dropped out of the guideline business leaving *US News and World Report*, *College Board*, and *Peterson's Guides* still vested in the effort. The CDS is updated as determined by their Board, and HEDPC has representation on the Board (Mary Sapp with Peggye Cohen).
- **Common Data Set Exchange (CDSX):** The CDSX was the result of an effort to make the CDS available on the Web in a format that works for data exchange and peer analysis. John Milan of HigherEd.org, Inc. established and hosts the CDSX for CDS data sharing among colleges and universities. It was reported that CDSX no longer is active.
- **Graduate CDS (AKA Aligning Graduate School Surveys):** At the 2003 Forum, HEDPC sponsored a panel where both surveyors and respondents discussed the pros and cons of a CDS for graduate surveys. A working group was formed, composed of representatives from both the IR community and the survey sponsors. A draft template was presented and discussed at the 2004 Forum. Volunteers have been working to take the template to the next level and also to review the issue of multiple taxonomies. A follow-up panel presented results of work-to-date at the 2005 Forum. At the 2006 Forum a working meeting will be held on the

afternoon following the HEDPC and US News Advisory Committee meeting (Laura Schartman with Mary Sapp).

- **National Postsecondary Education Cooperative (NPEC):** HEDPC has had representation and leadership roles in NPEC activities, including the NPEC Student Success Symposium scheduled for November 2006 (Mary Sapp with Hans L'Orange).
- **Peer Analysis System (PAS):** The advisory group has disbanded. (Michael Tamada and Marsha Hirano-Nakanishi have been invited to and attended IPEDS-TRPs to review and improve the IPEDS analysis system).
- **Princeton Review:** HEDPC is concerned with the changes that Princeton Review continues to make. There has been no response to HEDPC inquiries. (Jennifer Brown)
- **Race/Ethnic Data Classification Reporting:** Reporting conventions were drafted by NCES and not approved by OMB; all matters regarding race/ethnicity are pending. (Mary Sapp with Peggye Cohen and Marsha Hirano-Nakanishi).
- **Reauthorization of the Higher Education Act:** Because of its import, Terry Russell personally is tracking information regarding reauthorization of the Higher Education Act and is keeping HEDPC and the AIR Board informed.
- **Student and Exchange Visitor Information System (SEVIS):** HEDPC continues to monitor changes to and the effects of SEVIS (Jim Ferguson).
- **Watch lists**
 - FERPA and Issues of Confidentiality and Privacy (Jim Ferguson)
 - Human Subject Research (Mary Sapp, Tom Martin)
 - National Research Council Study of Research Doctoral Programs (Mary Sapp, Marsha Kelman, Peggye Cohen)
 - State Report Cards (Tod Massa)
 - Trends in State Level Analysis (Tod Massa, Marsha Hirano-Nakanishi)
 - National Survey of Student Engagement (NSSE) and College Results Index (aka Critical Review Indicators – CRI) (Laura Schartman, Michael Tamada).
 - NCAA Division III Reporting (Jim Ferguson)
 - WIA Legislative Issues (Kent Philippe)
 - TANF Legislative Issues (Kent Philippe)
 - Perkins (Kent Philippe)

D. Goals for the Coming Year

- **AIR Alerts:** Carol Fuller, aka the DC Agent, has done an excellent job of coordinating the *AIR Alerts* in ways that ensure accuracy and timeliness. Increasing participation by HEDPC members has been helpful in making the content more complete and clear. However, as with the previous year, more HEDPC members need to volunteer to assist, so there is continuity beyond the terms of current HEDPC editorial supporters. At a minimum, HEDPC members are asked to review Alerts for: (1) any other implications for institutions; (2) adequate balance of viewpoints; (3) completeness and comprehensiveness; and (4) clarity.
- **HEDPC Projects URL Redesign and Update:** The HEDPC Projects list and descriptions on the Web are outdated and lack functionality. The Web site needs to be updated and redesigned for increased functionality. The Web site should provide AIR members with a ready-reference on Data Collection and Use. For topics like the Classification of Instructional Programs (CIP), it makes sense to provide a brief historical context and information that would be useful to institutional researchers trying to get their arms around CIP-2000 and crosswalking CIP-2000 with past instructional program information.

The entry on Human Subject Research and Institutional Review Boards (IRB) – which ought to be keyworded on both topics – might simply need a dated review and update (John Porter agreed to work with Mary Sapp on this topic at the 2005 Forum meeting). The Alert on SEVIS may simply require reformatting to serve as a reference item (Jim Fergerson).

It make sense to have a general entry about the NCES Family of Tools and Reports associated with IPEDS – Peer Analysis System, Executive Peer Tool, COOL, and the IPEDS Data Feedback Report – with keywords on each of these components of the NCES family.

In addition, it will make sense to have reference entries on full-time equivalent student (FTES) discussing the Halsted convention and other conventions in use and other “derived” or “calculated” variables.

Redesign and Update were discussed at the 2005 Forum HEDPC meeting. Carol Fuller agreed in Fall 2005 to take a crack at developing a template for HEDPC’s IR Reference URL.

Assignments will be made at the 2006 Forum HEDPC meeting for contributions to this reference URL.

- **Issues Regarding “Third Party” Web Sites and Reports Based IPEDS Data** – The Education Trust’s www.CollegeResults.org Web site, Nate Johnson’s www.InstitutionData.com Web site, AGB’s benchmarking service, the National Center for Public Policy and Higher Education’s Measuring Up – A National Report Card on Higher Education, and NCHEMS’s Higher Education Performance Relative to Financial Resources are recent examples of third parties using IPEDS data to inform various audiences.

Minimally, AIR members should know that these Web sites and reports exist. As with the NPEC Data Feedback Report, information about reporting conventions and methodology, especially “calculated variables,” may be useful to share with the membership.

It is anticipated that at the 2006 Forum meeting, HEDPC members will discuss ways that HEDPC can be helpful to AIR members as they use or respond to questions arising from these information sources.

- **Briefs and White Papers** – At the 2005 Forum meeting, Todd Massa offered to take the lead on developing a brief on state accountability, which may prove useful to the AIR membership (Tom Martin, Shawn Van Etten, Hans L’Orange, John Porter, and Marsha Hirano-Nakanishi volunteered to assist).

John Porter offered to take the lead on developing a brief, white paper, or dialogue regarding “what we know and should share about graduation rates beyond IPEDS-GRS (Kent Philippe, Phyllis Edamatsu, Carol Fuller, Jennifer Brown, Todd Massa, Shawn Van Etten, and Marsha Hirano-Nakanishi volunteered to assist).

- **HEDPC Presentations and at Regional AIR Conferences:** At the 2005 Forum meeting, all HEDPC members will be encouraged to make HEDPC presentations at regional AIR conferences.

Membership Committee - James F. Trainer

Committee Charge: Initiate and oversee programs and procedures designed to retain and recruit membership; to ensure that current membership receive the basic membership services; and to screen/recommend nominees for the Distinguished Member and Outstanding Service Awards.

Committee Members: James Trainer (chair, 2006), Donald Quirk (2005), Jacki Stirn (2005), Alan Sturtz (2005), Lawrence Baldwin (2006), Karma A. El Hassan (2006), Thokozani Kadzamira (2006), Amy Ballagh (2008), Mardy Eimers (2008), Lorne Kuffel (2008), and Wendy Miley (2008).

Despite their terms officially ending in 2005, Donald Quirk, Jacki Stirn, and Alan Sturtz elected to continue serving on the Committee. Joining the Committee in 2005 were Amy Ballagh, Mardy Eimers, Lorne Kuffel and Wendy Miley. Rotating off the Committee in 2006 will be Larry Baldwin, Karma El Hassan, and Thokozani Kadzamira. The Membership Committee and AIR, as a whole, are indebted to these individuals for their service to the Committee and the Association during their tenure on the Committee. Alan Sturtz will assume the position of Membership Committee Chair at the 2006 Forum

Activities:

1. Under the leadership of Alan Sturtz, the Membership Committee continues to coordinate all newcomers' activities at the Annual Forum and elsewhere within a broader context of overall membership recruitment and retention efforts. Sturtz is assisted in this effort by Lorne Kuffel and a number of additional Newcomers' Committee members.
2. In an effort both to recognize members who have maintained their membership in AIR during a significant period of time and to help identify for newcomers at the Forum individuals in the organization who have considerable experience and should be able to address questions newcomers/first time attendees may have about the Forum, AIR as a whole, and IR in general, the Membership Committee, with the support of the AIR Board and assistance of the AIR staff, implemented a membership pin recognition program in 2005. Commencing with the San Diego Forum, members who achieve specific milestones in terms of their length of membership in AIR are awarded pins acknowledging such. Pins are awarded to members with 10-19 years experience in the Association, 20-29 years of experience, and 30 or more years of experience. In addition to recognizing members of long-standing in the Association and helping newcomers/first-time attendees identify colleagues to whom they may want to address questions, this program eliminated the need to identify newcomers, so that others know who they are. Instead, newcomers can self-identify by choosing to ask an experienced member a question and letting that person know that indeed they are relatively new to AIR or are, at least, a first-time Forum attendee. This eliminates the use of "red dots" on newcomers' badges at the Forum, a practice that has long been a bane of newcomers and criticized via Forum evaluation surveys. The newcomers' committee, however, still makes "fun" stickers available that newcomers can voluntary choose to place on their badges at the Forum if they so desire.
3. **Membership Count** – Total AIR Membership in 2004-2005 stood at 3,874, as of June 30, 2004, a 13.0% increase from the prior year. The following table details membership counts across various membership types over the last five-year period.

MEMBERSHIP COUNT AS OF June 30, 2005
MEMBERSHIP COUNT BY TYPE --- 2000-2001 TO 2004-2005

<u>Membership Types</u>	<u>2000-2001</u>	<u>2001-2002</u>	<u>2002-2003</u>	<u>2003-2004</u>	<u>2004-2005</u>
Distinguished Emeritus	13	15			
Individual/Full	101	100	16	15	14
New	2,503	2,589	107	103	103
Renewed	637	649	2,578	2,782	3,147
Individual/Graduate	1,866	1,940	578	621	813
New	141	164	2,000	2,161	2,334
Renewed	90	102	230	287	372
Organizational Reps	51	62	140	144	198
New	339	295	90	143	174
Renewed	82	81	264	233	238
Total Persons	257	214	54	39	51
%Change from previous year	3,097	3,163	210	194	187
Change from previous year	17.8%	2.1%	1.0%	7.0%	13.0%
Non-renewals (from previous year)	469	66	32	225	454
% Non-renewals	674	595	714	569	537
Organizational** Members (Institutions/Agencies)	25.64%	19.2%	22.6%	17.81%	15.70%
	170	172	157	151	150

Membership trends continue to be positive. The total membership as of June 30, 2005, stood at 3,874, a 13.0% increase from the membership total at the close of June 30, 2004. Since the close of 2001, on June 30, 2001, the total membership has increased 25.1% from 3,097 to 3,874. Undoubtedly, some of this growth can probably be attributed both to the development and marketing of new programs, which require that one be a member of AIR to participate in them, as well as attractive Forum locations. However, it should also be noted that the non-renewal rate of the previous year's members continues to decline falling to 15.7% on June 30, 2005, a five-year low. The relationship between Forum attendance and membership counts remains strong with approximately one third of Forum attendees each year registering as new AIR members.

4. Two recently retired long-standing members of AIR were granted emeritus status during the 2004-2005 membership year.
5. The AIR Store generated \$2,266 in sales at the San Diego Forum.

6. **Julia M. Duckwall Memorial Scholarships** were awarded for the third time in May 2005. Given the success of the scholarship program, the AIR Board approved awarding two scholarships to each of the institutes beginning in 2005. The AIR staff developed an online application process for those applying for the scholarships as well as a Web enabled application review process for those selecting the scholarship winners. Two AIR members – Joe McCormick from the University of Nevada, Reno and John Novak from Indiana University South Bend attended the 2005 Applied Statistics Institute as Duckwall Scholarship winners. A third scholarship was awarded to an individual to attend the Foundations of Institution Research Institute. However, an unforeseen scheduling conflict unfortunately prevented the recipient from attending the Foundations Institute. Funds for this scholarship were carried forward to 2006. Applications for 2006 scholarships are currently in the process of being screened.
7. **Awards** – At the 2005 Forum in San Diego, the 2005 John E. Stecklein AIR Distinguished Member Award was granted to Rich Howard and Susan Broyles was awarded the AIR Outstanding Service Award.

Goals for 2006

1. Continue to promote the benefits of AIR membership to as many individuals and organizations as possible
2. Continue to work to ensure that all members have the opportunity to take full advantage of the all of the benefits of membership
3. Working with the AIR staff, continue the development of the membership database in order that it may help generate data which can help us better understand our current membership and membership patterns and trends.
4. Recruit and retain actively engaged members for the Membership Committee.
5. Work with the AIR staff to develop a multi-pronged marketing strategy for AIR.
6. Work with the AIR staff to develop new products for the AIR Store.
7. Work with the AIR staff to develop an organization/SIG within AIR to serve the needs of graduate student members of the Association through programming, workshops, communications, and networking, etc.
8. Work with other AIR standing committees to develop, administer, and analyze short surveys of the membership to help inform decision making and programming.
9. Work with AIR Board and staff to expand the Committee's role in coordinating the process for selecting the many grants and awards recipients that AIR names each year.

Professional Development Services Committee – Karen Webber Bauer

A. Overview

The Professional Development Services Committee is charged with providing direction and supervision in meeting the professional development and continuing education needs of members of the Association. As a result, the activities of this Committee are central to many of the core values and objectives of the Association. Throughout this past year, the Professional Development Services Committee has provided many varied activities for members that were designed to advance the careers and competencies of IR professionals and to develop networks of IR practitioners and communities of IR practice.

B. Highlights

The following contain the highlights of activities sponsored through the PDS Committee in the 2005-06 year.

- 1. Pre-Forum Workshops** – At the 2005 Forum in San Diego, the PDS Committee offered seven full-day workshops and 20 half-day workshops to 810 paid registrants. Computer workshops were hosted by Point Loma Nazarene College. The budget figures for the San Diego workshops indicate that revenues of \$58,549 exceeded expenditures of \$ 33,336.
- 2. Train the Trainer Program** – Four representatives from regional associations took part in the Train-the-Trainer Program at the San Diego Forum. This low-cost program provides a continuing professional development resource to state and regional AIR groups, some of whose members may be unable to attend the Forum. The PDS and External Relations committees are in the process of collaborating on how we can expand this program to allow for more mentoring opportunities.
- 3. AIR-NCES-NSF Data Policy Institute** – The tenth national database institute was held in June 2005, at the Bolger Center in Potomac, MD. The Institute hosted 55 Fellows. Representatives from SAAIR, OECD, SEAIR, CIRPA, and the five IR certificate programs attended the Institute. International fellows hailed from Singapore, South Africa, Australia, and Thailand.
- 4. Research and Dissertation Fellowships** – Jointly funded by the National Science Foundation and the National Center for Education Statistics, this grant is in its ninth year. This year was the second year of grants specifically focused on NPEC selected topics. Six dissertation fellowships and nine research grants were awarded. Total funding was \$347,303. The 2005 recipients will be presenting their papers at the Chicago Forum.
- 5. BIRC Grant Program** – A total of seven proposals for BIRC grants were submitted. PDS works collaboratively with the External Relations Committee to review and make awards. Five proposals were awarded to highly creative and valuable activities for a total of \$99,881.
- 6. AIR Foundations Institute** – The Foundations I Institute was offered to the membership in July 2005 at Bridgewater State College near Boston. A total of 98 participants completed the institute. Participants continue to report positive ratings of the curriculum and instruction. The Foundations Institute reported revenues of \$93,651.90, expenditures of \$62,384.13, for a net gain of \$31,267.77.
- 7. Statistics Institute** – The Statistics Institute was held in July, 2005 at IUPUI in Indianapolis, IN. A total of 78 participants completed the Institute. Participant rating of the modules suggest that the Institute was a success. The site for this Institute was found to be successful and will be pursued for future institutes. The budget figures for the Statistics Institute showed revenues of \$106,867.60, expenditures of \$91,779.79, for a net gain of \$15,087.85.
- 8. CIC/AIR Data and Decisions Workshop** - This year the workshop was held from April 20-22, 2006, in Hartford, CT. This collaborative team approach continues to be a successful event. This workshop features a professional development opportunity that is directed at a specific sample of our members (small private institutions). In addition, the program features a team approach where an institution sends either a two- or a three-person team to the event. This year's workshop was well received. In total 98 participants from 29 institutions took part in these workshops.
- 9. AIR/AACC/NCCCRP – Data and Decisions** - Drawing on the success of the AIR-CIC workshops, the workshop offered similar training to teams of community college personnel. The workshop was held in Phoenix, AZ from December 8-10. Nearly 100 institutions

submitted applications for teams to attend the workshop. Twenty-five institutional teams were selected to attend.

- 10. Graduate Certificates In Institutional Research Program** –2005-06 marked the sixth year of existence for this program funded by NCES. This year AIR made its fifth round of awards. Due to discontinuance of the academic program at the institution, Arizona State University will no longer participate in this grant program. Current students in the graduate certificate program at ASU were accommodated at other certificate programs (Missouri and FSU) Discussions and reports were shared with the five programs receiving funding and the Post Master’s Advisory Panel at the annual meeting in February, 2005 in Clearwater, FL. Discussions focused on curriculum development, institutional program approval, student recruitment efforts, and future directions. The four institutions that received funding during the 2005-06 grant cycle were Florida State University, Penn State University, Indiana University, and The University of Missouri System. An evaluative report on the certificate program was submitted by the Voorhees group. Results from this report showed an overall positive evaluation of the program but did not recommend its long-term continuance.
- 11. IPEDS Workshops** – AIR has provided IPEDS training again this past year. Thirty-one Workshops were held at state and regional meetings, including one at Tribal colleges. Workshop attendance continues to be strong and evaluations are generally positive. A total of 33 trainers participated.
- 12. AIR/First College Year Fellowships** – Five awards were made in June 2005. Fellowships covered the registration fee for the Summer Institute on First-Year Assessment held in Asheville, NC.
- 13. NCES Senior Research Fellowships** - The fourth NCES Senior Fellowship was awarded to Rene Toups. The fellowship project working with officials affected by Hurricane Katrina for data reporting will end in January of 2007.
- 14. Web Seminars** - The PDS Committee expanded professional development opportunities to members through the use of Web seminars. This year the PDS Committee co-sponsored six Web seminars with SPSS. In addition, AIR sponsored eight IPEDS webinars, and also cosponsored a series of three webinars with the Indiana University Graduate Certificate Program on Intermediate Statistical Applications in IR. Combined attendance at these webinars exceeded 2000. In general this platform seems to be an ideal match for many of our members offering professional development to our members without having to leave their office.
- 15. Other Activities**

 - a. Foundations II** – In August 2005, a call for proposals was posted for a new Foundations II Institute. Fourteen individual or group proposals were received; a subcommittee of PDS members reviewed all and selected five individuals or groups to participate as faculty in this new Institute to be held in June 2006 at Georgia Tech’s Global Learning Center. The institute is structured under the same general framework of AIR institutes and will offer the following modules: Strategic Planning, Institutional Effectiveness, Office Management, Advanced Statistics, and Technology Management.
 - b.** In addition to the successful completion of the above-mentioned events, the PDS Committee also held its annual fall meeting in September 2005 in Chicago. At this meeting additional details for the new Foundations II institute were discussed, upcoming plans for the year including the desire to enhance evaluation forms used for AIR activities, enhancement of the Train-the-Trainer program, and the development of a matrix of skills and abilities needed by the IR professional. Subcommittees of PDS members will work on these items throughout the year.

C. Goals for the Coming Year

The PDS Committee will continue to support the professional development and networking needs of our members. Beyond our annual activities, this coming year will bring about several new activities for the PDS Committee. The PDS Committee intends to continue to explore offering Web seminars to provide on-line professional development opportunities for our members (including the use of Blackboard). In addition, we plan to continue to expand our sector-based professional development series by offering another Community College version of the Data and Decisions Workshop. Subsequent to the Voorhees evaluation of the Graduate Certificate Program, some discussion has taken place regarding plans for the current program and future changes. A major objective of the PDS Committee will be to consider the feasibility and possibly develop the curriculum for a new institute on assessment.

Publications Committee - Andreea Serban

Committee Members: Andreea Serban, Chair (2006). Elected by the Board: Trudy Bers (2007); Stephen DesJardins (2007); Jeff Seybert (2007); Mary Ann Coughlin (2008); Stephen Porter (2008); Paul Umbach (2008). Ex-Officio: Meihua Zhai, Editor, *Electronic AIR* (2007); Gerald McLaughlin, Editor, *Professional File* (2008); Richard Howard, Editor, *Resources in Institutional Research* (extended to 2007); John Smart, Editor, *Research in Higher Education* (2010); Robert Toutkoushian, Editor, *New Directions for Institutional Research* (2010); Anne Marie Delaney, Editor, Forum Publications (2007). By invitation: Cameron Fincher, Associate Editor, *Research in Higher Education*; James Hearn, Associate Editor, *Research in Higher Education*; William Knight, Associate Editor, *Resources in Institutional Research*; J. Fredericks Volkwein, Associate Editor, *New Directions for Institutional Research*; Deborah B. Dailey, Associate Editor, *Professional File*.

A. Overview of General Purpose and Specific Goals

The purpose of the Publications Committee is to give direction to and supervise the publication activities of the Association through:

- Planning, soliciting, selecting and reviewing publications to be produced and distributed or sold directly by the Association;
- Planning, overseeing and evaluating promotional activities for publications;
- Engaging in cooperative publications programs with international, state and regional, and sector associations;
- Recommending policies for Association publications, including electronic and print newsletters, and other information dissemination technologies; and
- Recommending to the Board of Directors, for its approval, production of publications, endorsements of publications, transfers of copyrights, annual budgets, publications agreements, and criteria for awarding the Sidney Suslow Award, the Forum Best Paper Award and the Best Visual Presentation Award.

As always, the main goal of the Publications Committee is to maintain the high level of scholarly quality of our various publications, while making sure that they address the different needs of our members. The work of the Publications Committee is aligned with the Association direction that our publications include both scholarly research on higher education issues, and practitioner-oriented publications that inform the day-to-day work of institutional researchers.

Highlights

Highlights of activities and accomplishments during the past year include:

- The Publications Committee decided at its September 22, 2005 meeting to make the *IR Applications* and the *Professional File* available without password protection. The AIR Board of Directors approved this decision. This change makes the two electronic

publications easily accessible to all interested in practical institutional research issues and increases the visibility of the contributing authors.

- The first two volumes of a new Assessment monograph series edited by John Muffo were completed. This series will consist of two publications per year focusing on assessment strategies and methodologies at the level of specific academic disciplines. This first two volumes, published in collaboration with AACSB-International (the Association to Advance Collegiate Schools of Business), are grouped under the title "Assessment of Student Learning in Business Schools: Best Practices Each Step of the Way." The next volume will focus on assessment in Mathematics.
- Establishment of a new assessment supplement to be published annually as the fifth volume of the *New Directions for Institutional Research* starting in 2007.
- *Research in Higher Education* now participates in Springer's *Online First Program* in which accepted manuscripts are "published" and available online soon after authors correct their page proofs and return them to the publisher for processing.
- A new publications catalog was created and distributed to a large number of non-AIR members in order to increase the visibility of our publications.
- The strengthening of the collaboration with the Professional Development Services Committee.
- The continued production of a wide range of AIR Publications.

Activities

During 2005-06, the Publications Committee held two face-to-face meetings for all of its members, one in May 2005 at the AIR Forum in San Diego and one in September 2005 in Chicago. In between meetings, the Committee conducts its business through e-mail discussions. The next two face-to-face meetings are scheduled for May 2006 during the AIR Forum and in September 2006.

Research in Higher Education (RHE)

Under the direction of editor John Smart, RHE continued to provide Association members with high quality, scholarly articles. RHE expanded from six to eight issues starting in 2004 with an equivalent expansion in the annual page allocation.

2005-06 has been a very good year for the journal in terms of the number of submitted manuscripts and the editorial disposition of those submissions. A total of **204** manuscript submissions were received in 2005-06, as opposed to a total of **152** submissions last year. This growth in submissions is especially notable since only 34 submissions were received from the 2005 Forum held in San Diego (compared to normally 50 to 75 Forum submissions).

Publication decisions have been made for 193 of the 204 manuscript submissions, with the remaining 11 currently being reviewed. The **193** manuscripts for which publication decisions have been made are used to calculate the percent of manuscripts that were rejected or accepted, or for which revisions were requested. Authors of manuscripts for which revisions are requested need to re-submit their revised manuscripts within three months of notification. Only one of the 13 manuscripts for which a revision was requested was within the last three months, thus the percentage of manuscripts that were rejected or accepted for publication will remain quite stable.

Editorial Disposition of Manuscript Submissions:
May 1, 2005 and May 1, 2006

Rejected	153 (79 %)
Revisions Requested	13 (7 %)
Accepted (all but one were revised)	<u>27 (14 %)</u>
Total Decisions Made	193
Decision Pending	11
Total Submissions	204

The 14% acceptance rate is consistent with the rates reported in earlier annual reports for the journal, and in fact is somewhat lower than earlier years in which the “Decision Pending” category was included in those calculations.

Due to the higher number of submissions, the publication backlog for accepted manuscripts has grown to about 15 months. Manuscripts accepted today are scheduled for the August 2007 issue. The editor will attempt to deal with this matter by being more insistent that authors adhere to the suggestions for revision of their manuscripts and by taking advantage of the ten percent page overage that Springer allows for the annual number of pages.

The journal now participates in Springer’s *Online First Program* in which accepted manuscripts are “published” and available online soon after authors correct their page proofs and return them to Springer for processing.

New Directions for Institutional Research (NDIR) Under the direction of Editor Robert Toutkoushian and Associate Editor Fredericks Volkwein, NDIR enjoyed another very successful year, with the following issues being published in 2005:

2005 Series			
	To Jossey- Bass	Month Out	Superv. Editor
#125 – Minority Retention: What Works? Gerald Gaither	Nov. 2004	Mar. 2005	JFV
#126 – Enhancing Alumni Research: European and American Perspectives, David Weerts & Javier Vidal	April 2005	June 2005	RKT
#127 -- Survey Research: Emerging Issues, Paul Umbach	June 2005	Oct. 2005	RKT
#128 -- Higher Education and Workforce Development: A Strategic Role for Institutional Research, Richard Voorhees & Lee Harvey	August 2005	Dec. 2005	RKT
Upcoming titles include:			

2006 Series and Beyond (titles and order of volumes are tentative)

#129-- Analyzing Faculty Work & Rewards thru Boyer's Four Domains of Scholarship, John Braxton	Jan. 2006	April 2006	JFV
-- Promoting Student Success through Academic Intervention, Edward St. John	Mar. 2006	July 2006	JFV
-- Using IR to Address Campus Policy Questions, Fran Stage	April 2006	Sept. 2006	RKT
-- Data Mining in Institutional Research, Jing Luan	Aug. 2006	Dec. 2006	JFV
--Economic contributions to education and connections to IR, Michael Paulsen & Rob Toutkoushian	Nov. 2006	March 2007	RKT
-- IR in Non-Campus Settings, Tod Massa	Jan. 2007	June 2007	RKT
--Developing Current and Future Faculty, by Susan Millar, Ann Austin, Carol Colbeck	April 2007	Sept. 2007	JFV
-- Legal Issues in Higher Education, Mel Hill	June 2007	Nov. 2007	
-- Preparing for Assessment Based Accreditation, Fred Volkwein [Assessment Supplement 2007]	July 2007	Dec. 2007	JFV
-- "Data Swirling" and Related Issues in Higher Education, Cliff Adelman	2008		
-- Using IR to Address Sustainability Issues, Larry Litten & Dawn Terkla	2008		
-- Studying Colleges and Universities as Organizational Systems, Bruce Szelest & Phil Minaar	2008		
-- Cost Benefit Studies in Higher Education, TBD			
-- Bench-marking Administrative and Academic Operations, TBD			

After negotiations with Jossey Bass, a fifth volume dealing with assessment will be published every year starting in 2007. This volume will be advertised under the umbrella of an assessment supplement. The first issue will be titled "Preparing for Assessment Based Accreditation" and will be edited by Fred Volkwein.

Professional File (PF) and IR Applications

Under Gerald McLaughlin's direction, the *Professional File* continued to produce high-quality, practitioner-oriented articles on a wide range of topics of interest to institutional researchers. The reviewers considered 26 papers, most from the 2005 Forum. The editorial disposition was as follows:

- 8- Accepted for the Professional File (with revisions)
- 2 -Accepted for IR Applications (with revisions)
- 4 - Invited to revise and resubmit
- 12 – Rejected

The publication schedule included:

95 - Assessing Students' Perceptions of Campus Community: A Focus Group Approach (D.X. Cheng; 11 pp) (Spring 2005).

96 - Expanding Students Voice in Assessment through Senior Survey Research (Delaney, A.M.; 20 pp) (Summer 2005).

97 - Making Measurement Meaningful (Carpenter-Hubin, J & Hornsby, E.E., 14 pp) (Fall 2005).

98 - Strategies and Tools Used to Collect and Report Strategic Plan Data, Jennie Blankert, Jacquelyn Frost, Cheryl Lucas, Purdue University

Upcoming issues include:

99- Factors Related to Persistence of Freshmen, Freshman Transfers, and Nonfreshman Transfer Students, Yelena Perkhounkova, ACT Inc., Julie P. Noble, ACT Inc., Gerald W. McLaughlin, DePaul University

100- Does it Matter Who's in the Classroom? Effect of Instructor Type on Student Retention, Achievement and Satisfaction, Sharron L. Ronco, University of Central Florida

101- Weighting Omissions and Best Practices When Using Large-Scale Data in Educational Research, Debbie L. Hahs-Vaughn, University of Central Florida

102 – Using a Market Ratio Factor in Faculty Salary Equity Studies, Andrew L. Luna, University of West Georgia

Initiated by Gerry McLaughlin, *IR Applications* is an AIR refereed publication that publishes articles focused on advanced and specialized methodological concerns. It includes articles that address applied methodologies and processes used to support higher education management. The articles published in 2005-06 include:

06-30-05 - Analyzing Student Learning Outcomes: Usefulness of Logistic and Cox Regression Models
Chau-Kuang Chen, Ed.D., Meharry Medical College

08-24-05 - Improving the Faculty Selection Process in Higher Education: A Case for the Analytic Hierarchy Process, John R. Grandzol, Bloomsburg University of Pennsylvania

11-03-05 - Linking Student Precollege Characteristics to College Development Outcomes: The Search for a Meaningful Way to Inform Institutional Practice and Policy, Jiali Luo and David Jamieson-Drake, Duke University

02-14-06 - The Changing Nature of the Comprehensive Assessment as the Culminating Experience for the Acquisition of the Master's Degree, Leonard J. Deutsch and Barbara L. Nicholson, Marshall University

05-03-06 - Longitudinal Effects of College Preparation Programs on College Retention, Terry T. Ishitani, Kevin G. Snider Indiana State University

Resources in Institutional Research (RIR)

Richard Howard, the Editor of RIR, has worked to expand the series. RIR now includes several initiatives in addition to the annual publication that is currently the expectation of the Association. These new initiatives are intended to expand both the content of applied information made available to members of the Association and beyond, and to explore additional venues for publishing.

RIR Volumes

Applications of Intermediate/Advanced Statistics in Institutional Research, edited by Mary Ann Coughlin. This 214 page volume was published in fall 2005. The volume was a complement to the earlier volume authored by Mary Ann Coughlin which presented introductory applications. Eight members of the Association contributed to the volume. Data bases used in examples in the volume are posted on the AIR Web page. Readers can practice the applications described in the book using the same data giving them a "check" on their mastery of the application.

Using Mixed Methodologies in Institutional Research (potential title)

This is the next volume in the RIR series. The targeted publication date for this volume is late fall 2006.

After appointing Mary Ann Coughlin as the new associate editor of RIR she was elected as the incoming Vice President of AIR. As a result she has to step down from this position. William Knight, who has served

previously in this capacity, will resume as Associate Editor at the conclusion of the 2006 Forum and will replace Richard Howard as Editor in May 2007.

RIR continues to be a highly successful series, remaining volumes after distribution of free copies to the membership, being sold and in many cases re-printed because of demand from both members and non-members of AIR. The Primer for Institutional Research has been recently reprinted.

Electronic AIR (E-AIR)

From July 2005 – January 2006, E-AIR published seven newsletters, eight Alerts, and three special bulletins.

E-AIR launched a Web-based version of the newsletter in May 2005 and also provides a pdf version for readers to print. The newsletter continues to run well-received features such as the Editor's Book of the Month, Technical Tips, and Practitioner Profiles. Beginning in January 2006, E-AIR has started publishing a series of short articles written by members of the Best Visual Presentation committee. The objective of these articles is to enhance the quality of the forum presentations as well as to improve presentation efficiency by IR professionals on campus. Also starting with the January 2006 issue, E-AIR has hosted an annual limerick contest among its readers; the goals of this feature are to promote membership communication and to have some fun.

The focus of E-AIR continues to be serving the institutional research community (including non-AIR members) by sharing IR-related tidbits; newspaper-style headlines; job postings; new publication announcements; conference, workshop and related professional development services news; and other special announcements pertaining to our professional community.

Forum Publications Editorial Advisory Committee (FPEAC)

The winner of the 2005 Charles F. Elton Best Paper Award is [The Interactions of Race, Gender, and Marital Status on the Earnings of Faculty](#) by Robert K. Toutkoushian and John V. Moore.

A special thank you is extended to all committee members for their time and thoughtful reviews of the 2005 AIR Forum papers.

[Update on Submission of Association for Institutional Research \(AIR\) Forum Papers to the Education Resources Information Center \(ERIC\) Database](#)

During the last two years, ERIC has been in the process of developing a new Web-based system for submitting manuscripts to the ERIC database. Until recently, this system redesign precluded the possibility of submitting the AIR 2003 and AIR 2004 Forum papers. In early May 2005, the Web-based system was operational and the AIR 2004 Forum papers, recommended for inclusion in ERIC, were submitted. We will continue to monitor the ERIC Web site and submit the AIR 2003 papers as soon as the system capability is available.

The following excerpt from the ERIC Web site provides further information regarding recently acquired documents.

The ERIC contractor, CSC, has added staff to support each acquisition-related activity and is currently performing multiple, simultaneous tasks to expedite the addition of database content. Planned timeframes are to release content in phases; for example, some government documents, some journals, etc. As we approach the completion of these accessions, we will announce the specific release dates. Our preference is not to forecast or promise dates until the work is virtually completed.

Assessment Monographs

Edited by John Muffo, this series consists of two publications per year and focuses on assessment strategies and methodologies at the level of specific academic disciplines. Four assessment topics (disciplines) were identified as a trial to see if this type of publication would be attractive to AIR members as well as higher education faculty and administrators from the specific disciplines addressed in the volumes. The disciplines chosen were: Business, Mathematics, English, and Engineering.

Assessment of Student Learning in Business Schools: Best Practice Each Step of the Way, Volume I, No's 1 & 2, edited by Kathryn Martell and Thomas Calderon

These volumes are the first in the series. The two volumes totaling some 472 pages were published in December 2005. This volume is co-sponsored by AACSB.

Work in Progress: Assessment of Student Learning in Mathematics (potential title) edited by Bernie Madison. This is the next volume to be published and the assessment of mathematics instruction will be discussed. This volume should be in press by late fall 2006. It is planned that the volume will be co-sponsored by the appropriate professional body in the same manner as the Business Assessment volumes.

Institutional Research Textbook to be Published with Jossey-Bass

Fred Volkwein was appointed to be the editor for this first of its kind textbook in institutional research to be published by Jossey-Bass. Fred is working on content development.

Sidney C. Suslow Award

Three nominations were received for the 2005 Sidney C. Suslow award. The recipient of the award is Dr. Larry Leslie, Professor Emeritus of Higher Education, University of Arizona.

Best Visual Presentation Award

Initiated and led by Trudy Bers, the first round of the Best Visual Presentation Awards took place at the 2003 Forum in Tampa. The second round conducted at the 2004 Forum in Boston brought a higher number of entries (13 in 2004 compared to 9 in 2003). The third round conducted at the 2005 Forum in San Diego brought 9 entries. The Award competition was announced in Forum information and on the AIR Website. Award criteria and processes were initially adapted from the Best Paper award and refined in 2005 based on our 2003 and 2004 experiences.

The review at the 2005 San Diego forum did not yield a winner. After much consideration, the review committee decided to not give recognition to any entry. The committee decided to write a series of brief articles for E-AIR with the observations from the 2005 submissions. These articles can be viewed as companions to the IR Applications about Best Visual Presentations.

Members of the Publications Committee

Due to the election of Mary Ann Coughlin as Vice President, a new member of the Publications Committee will be appointed to begin serving in June 2006. Three other new members will need to be selected and appointed during 2006-07.

Forum Sessions Targeted to Help Prospective Authors

In an attempt to assist members in a more proactive and direct way to prepare publications suitable for submission to one of the AIR publications, at the 2006 Forum there will a session on AIR publications. Offered for the first time at the 2005 Forum, this type of session addresses the emphasis and desired submission format for each publication, the review and selection processes used by each and shares suggestions for preparing papers to be submitted for consideration. The session is conducted by all AIR editors and publications committee chair.

Goals for the Coming Year

The overarching goal of the Publications Committee for 2006-07 will continue to be the maintenance of the high level of scholarly quality of our various publications, while making sure that they address the different needs of our members. More specific goals include:

- Publication of high quality and interest volumes and articles in relevant topics for all our publications
- Publication of two Assessment Monograph volumes and one RIR volume
- Finalization of content and publication of the institutional research textbook with Jossey-Bass
- Selection of a new Associate Editor for Resources in Institutional Research
- Selection or re-appointment of the Editor for E-AIR
- Selection or re-appointment of the Editor of Forum Publications
- Selection of three new committee members
- Exploration of new publications and collaboration opportunities
- More aggressive marketing of existing publications and development of a marketing plan
- Development of a searchable database that would include all titles published in AIR sponsored publications
- Enhanced collaboration with the Professional Development Services Committee
- Exploration of the development of a possible curriculum for sessions to be included into AIR institutes on various modes and types of writing, from scholarly to applied to reports/presentations
- Review of process for selecting editors and contributing authors for AIR monographs

Treasurer – Glenn James

Charge: Oversight of the receipt and disbursement of all funds of the Association, the establishment and maintenance of appropriate records of financial transactions, and the assurance that all expenditures are within the approved budget.

Committee Members: None. An advisory group of past treasurers and the immediate past president is consulted as needed.

Goals

- Sustain sound financial management policies;
- Advise on application of appropriate accounting procedures and practices;
- Chair Audit Committee that includes President, Vice President, Treasurer, Executive Director (ex officio) and one other appointed member of the Board of Directors; recommend to full Board the selection of auditor and terms and conditions of audit contract;
- Review audited financial statement and insure presentation to Board of Directors at early Spring meeting;
- Guide Board of Directors to achieve unrestricted net assets balance at least equal to the sum of the annual direct expenses for the Executive Office and the total allocated expenses excluding the personnel costs for grant and contract activities;
- Keep Board informed of current best practices in both accounting and financial reporting.

Activities

1. 2005 Independent Auditor's Report: The firm of Carroll and Company, Certified Public Accountants of Tallahassee, Florida, audited the December 31, 2005, financial statement of the Association and issued the following report:

"In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Association for Institutional Research, Inc. as of December 31, 2005 and 2004, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America."

The December 31, 2005, audit was completed on February 22, 2006. A copy of the auditor's report is available for review by contacting Mr. Norm Gravelle at the AIR Executive Office (telephone 850-644-4470).

2. Table 1 presents the Financial Position of the Association as of December 31, 2005, and December 31, 2004. Assets totaled \$2,117,400 at the end of 2005, and \$1,681,809 at the end of 2004. Increases in net revenue from Membership Dues, Professional Development Services, and the contract with Research Triangle Institute (RTI) contributed to this increase in assets. An investment account was established within the objectives of a safe and liquid repository that also yielded a good rate of return. The investment account was established with an initial deposit of \$1,000,000, with additional funds being deposited as certain certificates of deposit reached maturity.
3. Table 1 also presents the Liabilities and Net Assets of the Association as of December 31, 2005 and December 31, 2004. Excluding grant and contract activities, current liabilities totaled \$300,590, with 24% in accounts payable (compared to 16% in 2004), and 61% in deferred membership revenue (compared to 66% in 2004). Because the membership year begins in July and the Association account year begins in January, the accrual of prepaid 2006 membership revenue is required.
4. Table 2 presents the impact of operations on Net Assets for the years that ended December 31, 2004, December 31, 2005, the 2006 budget, and the proposed budget for 2007. In 2005, revenues exceeded expenditures by \$161,148, compared to \$208,587 in 2004. These positive operating results in a time of fiscal uncertainty are attributable to strong management oversight and controls and tight budgeting practices on the part of the executive director, the Board of Directors, and the Association staff.
5. Table 2 also presents the 2007 financial proposal based on the following assumptions:
 - Cost containment in all operations
 - Continued commitment to maintaining the Association goal for Unrestricted Net Assets
 - No increase in membership dues
 - 3% increase in salary pool covering employees
 - PDS institutes and workshops to break even using conservative estimates of participant numbers
6. Table 3 displays Membership Dues and Forum Fees for the years 2003 through 2007, as proposed.
7. Table 4 shows the application of indirect cost recovery and assignment of contract revenue to Executive Office expenditures on grant and contract related activity.

Item of Note

During the early Spring meeting, the Board of Directors cancelled the Membership Dues increase that had been scheduled for implementation for the 2007-2008 membership year.

Tables

Table 1
Statement of Financial Position
December 31, 2005 and 2004

Assets	Year 2005	Year 2004
Cash and Cash Equivalents	\$ 162,547	\$ 803,612
Certificates of Deposit	\$ 536,203	\$ 532,245
Investments	\$ 991,585	\$ 0
Accounts Receivable AIR	\$ 19,969	\$ 8,296
Grants Receivable	\$ 291,361	\$ 237,573
Due from NSF	\$ 0	\$ 31,759
Interest Receivable	\$ 4,833	\$ 0
Prepaid Expenses	\$ 30,235	\$ 27,553
Furniture and Equipment, Net	\$ 37,975	\$ 40,671
Total Assets	\$ 2,117,400	\$ 1,681,809
Liabilities		
Accounts Payable	\$ 72,145	\$ 41,240
Accrued Compensated Absences	\$ 43,230	\$ 35,209
Deferred Membership Dues	\$ 185,215	\$ 168,589
Deferred Contract and Grant Revenue	\$ 972,261	\$ 743,746
Subscriptions Payable	\$ 0	\$ 9,625
Due to AIR	\$ 0	\$ 0
Total Liabilities	\$ 1,272,851	\$ 998,409
Net Assets	\$ 844,549	\$ 683,400
Total Liabilities and Net Assets	\$ 2,117,400	\$ 1,681,809

Table 2

Financial History and Proposed 2007 Budget

	2003 Actual	2004 Actual	2005 Actual	2006 Budget	2007 Proposed	2008 Preliminary	2009 Preliminary
Operating Revenues							
Membership	341,371	372,979	424,083	428,500	428,500	465,500	465,500
Forum	333,984	407,454	491,032	444,500	443,000	475,000	469,000
Professional Development Services	213,863	232,250	274,967	433,269	251,520	376,520	251,520
Publications	33,976	24,689	114,714	121,000	121,000	121,000	121,000
Other Revenues	8,315	11,292	53,393	45,000	47,000	49,000	51,000
Grant Administration	1,253,809	309,989	288,125	290,000	175,000	175,000	175,000
RTI Contract		1,129,498	1,144,325	1,336,533	1,336,533	1,336,533	1,336,533
Deferred Revenue (From Prior Year)				680,900	0	0	0
Total Operating Revenues	2,185,318	2,488,151	2,790,639	3,779,702	2,802,553	2,998,553	2,869,553
Operating Expenses							
Membership	68,199	75,754	96,527	102,150	102,022	103,969	105,994
Forum	238,660	280,556	386,947	346,000	354,353	363,063	364,338
Professional Development Services	165,288	195,876	220,513	478,791	258,008	384,392	260,833
Publications	65,769	61,499	154,370	175,825	177,514	179,271	181,098
Executive Office	115,292	156,302	238,515	254,450	262,828	266,918	271,867
Governance	75,477	131,776	145,050	166,030	302,012	157,074	145,218
Grant Administration	1,253,809	309,989	288,125	290,000	175,000	175,000	175,000
RTI Contract		1,067,812	1,099,443	1,978,433	1,287,533	1,287,533	1,287,533
Total Operating Expenses	1,982,494	2,279,564	2,629,490	3,791,679	2,919,270	2,917,220	2,791,881
Contribution to Net Assets	202,824	208,587	161,149	-11,977	-116,717	81,333	77,672
Total Net Assets at Year End	474,813	683,400	844,549	832,572	715,855	797,188	874,860

Table 3
History of Membership Dues and Forum Registration Fee

	2003 Actual	2004 Actual	2005 Actual	2006 Budget	2007 Proposed	% Change
Membership Dues	\$115	\$115	\$115	\$115	\$115	0%
Forum Registration Fee	\$290	\$290	\$290	\$290	\$300	3%

Table 4
Application of Indirect Cost Recovery to Operating Expenditures

	2003 Actual	2004 Actual	2005 Actual	2006 Budget	2007 Proposed
Executive Office Expenses	\$187,426	\$266,546	\$350,131	\$344,078	\$357,912
RTI Indirect Cost Reimbursement	NA	(\$94,768)	(\$96,436)	(\$94,768)	(\$94,768)
Application of Indirect Cost	(\$72,134)	(\$15,483)	(\$15,180)	(\$16,848)	(\$9,160)
Net Executive Office Expenses	\$115,292	\$156,295	\$238,515	\$232,462	\$253,984
Percent Offset to Expense	38%	41%	32%	32%	29%

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Association for Institutional Research, Inc.
Tallahassee, Florida

We have audited the accompanying statements of financial position of the Association for Institutional Research, Inc. (a non-profit organization) as of December 31, 2005 and 2004, and the related statements of activities and cash flows for the years then ended. These financial statements are the responsibility of Association for Institutional Research, Inc.'s management. Our responsibility is to express an opinion on these financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Association for Institutional Research, Inc. as of December 31, 2005 and 2004, and the changes in its net assets and its cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated February 22, 2006 on our consideration of Association for Institutional Research, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial

To the Board of Directors
Association for Institutional Research, Inc.
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reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audits.

Our audits were conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The accompanying schedules of grant expenses, contract expenses, and other expenses are presented for purposes of additional analysis and are not a required part of the basic financial statements. The accompanying Schedule of Expenditures of Federal Awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*, and is not a required part of the basic financial statements. These schedules have been subjected to the auditing procedures applied in the audits of the basic financial statements and, in our opinion, are fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Carroll and Company

February 22, 2006