



Canadian Institutional Research and Planning Association (CIRPA)

October 26 -28, 2020 Annual Conference

Virtual

Call for Proposals

SUBMISSION GUIDELINES AND REVIEW CRITERIA

Overview

CIRPA-ACPRI invites you to submit a proposal to present at our upcoming virtual conference, October 26 - 28, 2020. While you do not have to be a current CIRPA-ACPRI member to submit a proposal, you will have to register for the conference and purchase a 2020 regular membership¹ if your proposal is accepted for presentation at the conference.

Proposals will be reviewed by at least two CIRPA-ACPRI Programming Committee members using a rubric that includes ratings for quality of the proposal (e.g. clarity of objectives, interpretation of research, intended outcomes) and significance and relevance to Institutional Research and Planning, the conference theme and associated topic areas. Additionally, proposals may be evaluated on their overall fit within the program and other proposal topics.

Important Dates

- **Proposal submission deadline: June 1, 2020** (*Submit your proposal(s) via email to the CIRPA 2020 Programming Committee (conference@cirpa-acpri.ca)*)
- Proposal reviews: June 2020
- Final proposal status notification: July 2020
- CIRPA-ACPRI 2020 conference: October 26-28, 2020

Proposal Review Process

Names of authors will be removed from proposals before sending to the review committee.

Proposals will be evaluated on the following criteria:

1. Clarity of the proposal;
2. Significance and relevance of the proposal to Institutional Research and Planning;
3. Quality of the proposal (e.g., soundness of argument, design, analysis, clarity of objectives, interpretation of research – scholarly & practitioner papers, intended outcomes); and
4. Relevance of the proposal to the conference theme or topic areas.

¹ CIRPA Regular membership includes voting rights, access to the online job board, and access to archived conference presentations. Those attending the annual conference are required to purchase a regular membership. The membership fee is \$100.

Reviewer feedback will be provided when the submission contains sufficient information for reviewers to provide such comments.

Submission Guidelines

1. All proposals should be completed using the attached PROPOSAL TEMPLATE file (CIRPA2020_proposal_template.doc).

2. Proposal files should be saved using the following file naming format:
LASTNAME_FIRSTNAME_CIRPA2020.doc.

3. Submit proposals by email no later than **June 1, 2020** to **conference@cirpa-acpri.ca**.

4. The Theme for CIRPA-ACPRI 2020 is “Sea to Sky: the Expansive Landscape of Institutional Research & Planning.”

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

- IR operations
- Research Methods
- Tools & Technology
- Leadership, Partnerships and Planning

IR Operations. This topic area focuses on the day-to-day work and management of Institutional Research & Planning, including the types of functions and activities we engage in, as well as the changes and evolution of those functions. This topic area also includes presentations of IRP work conducted to support institutional decision making. Proposals may focus on methodology, data sources, analytics, or results that inform decision making.

- What are you working on in your day to day?
- How are your offices changing as a result of external changes such as new reporting or compliance requirements (e.g. SMA3 in Ontario)
- What new themes are you observing in terms of internal inquiries?

Research Methods. This topic area includes presentations that are scholarly, theoretical, and/or focused on broad understandings of higher education issues or research/analytical methods. Emphasis should be on tools, methods or data sources, rather than individual institution decisions.

- What methodological approaches are you using to conduct your daily business?
- What’s working? What’s not?
- What are some of the methods you’ve adopted to get a fresh take on some of your projects?

Tools & Technology. This topic area includes tools and technologies used in conducting and disseminating the work of Institutional Research & Planning.

- Share your innovative approaches to using tools and technologies, such as PowerBI, Tableau, or others.
- How are you integrating various data sources to tell different stories (application data, SIS data, economic data, etc.)?
- How are you developing your own in-house technological solutions to meet some of your own institution's unique requirements?
- How are you creating accompanying governance and processes for using these tools, developing with them, and maintaining data reliability and validity?

Leadership, Partnerships and Planning. This topic area includes presentations of IRP practices in leading, supporting and/or informing institutional planning efforts, as well as the development of partnerships across the organization to support and inform decision making. Leadership development within the Institutional Research & Planning unit is also included in this topic area.

- How are you building out collaborative research? In what areas?
- Tell us about some of your cross-institutional work. With whom are you partnering?
- How are you trying to launch and lead new projects within your own institution?
- What kinds of skills are you hiring for? What types of professional development are needed to advance your professional practice?
- How have you been planning for the impact of the COVID pandemic?

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

I. **Concurrent Session - Scholarly Papers (30 minute period: 20 minutes for the presentation and 10 minutes for follow-up questions)**

The presentation of research, and/or ideas relevant to the field of Institutional Research and Planning, and data-based decision making. It should focus on a single topic and be accompanied by a written paper explaining issues, methodologies and outcomes. A scholarly paper may be a research report, methodological paper or theoretical paper. Note that while the findings and conclusions may not be known at the time the proposal is submitted, the research or project should be well underway with completion expected in advance of the conference.

II. **Concurrent Session – Practitioner/Case Study Papers (30 minute period: 20 minutes for the presentation and 10 minutes for follow-up questions)**

The presentation of a project, case study, new or improved practices and/or ideas to advance the field of Institutional Research and Planning, and data-based decision making. A formal paper is not required

but copies of visuals and documentation should be provided at the time of the presentation. The presentation should be based on solid research, but does not require a literature review or all of the elements required for a scholarly paper. The final publication should be sufficiently developed to provide colleagues with comprehensive information and documentation on the content of the presentation.

III. **Demonstration Sessions (30 minute period: 20 minutes for the presentation and 10 minutes for follow-up questions)**

An application, tool or resource that supports or advances the field of Institutional Research and Planning, and data based decision making. The emphasis is on showing the application or tool and its functionality, rather than discussing the issues, literature or methodology underlying its development. The proposal should include a description of the application or tool, the functionality and benefits of use, and the equipment needed for the demonstration. At the time of the submission, the application or tool should be fully developed or in the final stage of implementation.

IV. **Shoot out session.**

There are multiple ways to approach a problem. The Shoot Out sessions will provide an opportunity for presenters to show their proficiency with their tools of choice. Participants will participate in a virtual meeting in advance of the conference where we will outline the problem and take any questions. This year's topic is **measuring and reporting on student progression**. A set of data files will be provided for teams to work with, but your teams will need to have their own software tools on their laptops to address the problem. Teams will then use their time in the meeting to develop their solution. During the CIRPA virtual conference teams will present their efforts at a panel session where you will have 10 minutes to describe your solution. There will then be another 5 minutes to engage questions from the audience.

NOTE: To participate in the shoot out session, use the below link to complete a short survey about your preferences and experience to be assigned to a team. **You do not need to submit a separate proposal.**

https://rrcir.ca1.qualtrics.com/jfe/form/SV_ahQ7zRPYekbpK17

Note: For CIRPA's first virtual conference, panel sessions and pre-conference workshops have been removed from the session format options.

6. All attendees will have the opportunity to evaluate the sessions they attend. Sessions will be evaluated based on a variety of elements including: effective time allocation, whether content matched the session description, as well as presentation organization, content and delivery. When preparing your materials, please keep these rating categories in mind as evaluation scores may be considered when making future programming selections.

Terms and Conditions

By submitting a proposal to CIRPA-ACPRI 2020, all author(s), presenter(s) and panel participants agree to the following:

1. All author(s) are authorizing publication of their abstract in the conference program, and their final paper/written documentation in the conference materials published electronically on CIRPA's website. Published papers and supporting documentation must be sufficiently developed to provide conference participants with useful and complete referencing and professional development materials and tools to further the profession.
2. Following the conference, presenting author(s) are required to submit a full, final copy of their presentation electronically in PDF format to the Conference Program Committee Chair (*conference@cirpa-acpri.ca*) by **Monday, November 2, 2020**, for publication on the CIRPA website.
3. Conference participants presenting at the 2020 CIRPA-ACPRI conference **must be a regular CIRPA-ACPRI member, register for the conference and pay the conference fee**. CIRPA does not reimburse presenters for any expenses incurred.
4. All author(s) are authorizing the recording of their live presentations and publication of the recording to CIRPA's electronic archive.