



Association for
Institutional Research

Enhancing knowledge. Expanding networks.

Professional Development, Informational Resources & Networking

2002-2003 Annual Report

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2002-2003 Annual Report
Agenda and Background Materials
Annual Business Meeting
7:30-8:20 a.m.
Tuesday, May 20, 2003
Meeting Room 6, Level 2
Tampa Marriott Waterside
Tampa, Florida

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Myrtes D. Green

Sandra K. Johnson

Dawn G. Terkla

Robert K. Toutkoushian

6. Adjournment

MINUTES

AIR Annual Business Meeting

June 4, 2002

***Dominion North, Sheraton Centre Hotel
Toronto, Ontario, Canada***

The 2002 Annual Business meeting was held on Tuesday, June 4th. President Dawn G. Terkla convened the meeting at 7:31 a.m. At 7:45 a.m. 42 people were in attendance. The minutes of the 2001 Annual Business meeting were presented. Robert Schwabe moved and Julie Noble seconded approval of the minutes as presented. **Approved Unanimously.**

President Dawn Terkla referred members to her Annual Report.

Vice President Richard Voorhees referred members to his Annual Report and remarked briefly on the Marketing initiative and Board strategic planning. His motto for the year is "feed the network."

Immediate Past President Michael Middaugh referred members to his Annual Report and presented the Fall 2001 Elections results, congratulating those elected: Vice President Victor Borden, Secretary and External Relations Committee Chair Denise Krallman, Associate Forum Chair Fred Lillibridge, and Professional Development Services Committee Chair Mary Ann Coughlin. 2002 Nominating Committee members elected were: Trudy Bers, Oakton Community College; Fran Horvath, California State University - Northridge; Jeffrey Seybert, Johnson County Community College; Cornelia Wills, Middle Tennessee State University; Meihua Zhai, West Chester University. He closed by thanking the members and fellow Board members for a great three years.

Secretary & External Relations Chair Denise Sokol thanked outgoing committee members John Bolt, Marcia Conston, and Kathy Chandler-Harris. She welcomed incoming members Denise Krallman (incoming Chair), George Gabriel, Mary E. Hemming, and Birute Mockiene. She then referred members to her Annual Report and thanked everyone for a great term on the Board.

2002 Forum Chair Victor Borden stated that he hoped the Forum quality assessments were good and that everyone had a good time. He then referred members to his Annual Report.

2003 Forum Chair Sandy Johnson referred members to her Annual Report and then invited the membership to Tampa.

Higher Education Data Policy Chair Peggy Cohen thanked outgoing John Milam for his service and referred members to her Annual Report.

Membership Chair Myrtes Green referred members to her Annual Report. She thanked outgoing committee members Ronald Head, Nelle Moore and Prudence Widlak and welcomed new member Donald Quirk. Dr. Green then reminded the members of the need to contribute to the Julia Duckwall scholarship fund

Professional Development Services Chair Mary Ann Coughlin was absent. President Terkla referred members to the Committee's Annual Report.

Publications Chair Robert Toutkoushian referred members to his Annual Report.

Treasurer Frances Dyke was absent due to a family medical emergency. President Terkla referred members to the Treasurer's Annual Report and briefly discussed the 2001 financial report and the 2002 budget. She then referred members to the 2003 proposed budget (see Annual Report), noting that it included a \$35 Forum fee increase to \$290. Terkla then asked for questions concerning the 2003 budget. There were none, and Michael Middaugh moved approval of the 2003 budget including the Forum fee increase, Tod Massa seconded. **There was no discussion and the motion was approved unanimously by members present.**

There was no Old Business or New Business.

President Terkla thanked outgoing Secretary and External Relations Committee Chair Denise Sokol and outgoing Forum Chair Victor Borden, and presented them each with a plaque. She then introduced incoming Board members Denise Krallman and Peggye Cohen and welcomed back Vice President-elect Victor Borden. President Terkla then noted the passing of Professional Development services Committee Chair, Julia Duckwall and the establishment of the AIR Julia Duckwall Scholarship fund.

At 8:00 a.m. Michael Middaugh moved for adjournment, seconded by Tod Massa. The meeting was adjourned.

2003 Annual Report

Richard A. Voorhees, President

Upon assuming the AIR presidency at the 2002 Forum in Toronto, I focused on several initiatives: 1) dealing with the Association's 2002-2003 budgets; 2) continued implementation of the Association's Communication Plan; 3) assisting with the planning and coordination of the EAIR/AIR Joint Symposium on Workforce Development, and 4) working with publishers of our journal to negotiate a new contract. Propitiously, I selected the presidential theme, "Feed the Network." There were plenty of them to be fed!

Budget discussions at Toronto resulted in canceling the scheduled off-Forum meetings of the Professional Development Services and Publication committees. Additionally, the Board decided to eliminate one of its planned off-Forum meetings and instituted a schedule of monthly teleconferences in lieu of an additional face-to-face meeting. Other economies resulted in an increase in net assets for calendar year 2002. I am proud to say that the goal instituted by previous Boards of making positive contributions to the Association's fund balance while ensuring future independence from federal grants has been fully achieved during my watch!

The Association has made great strides in the past several years in presenting a consistent image to the public. In addition to implementation of a new tagline and motto, the Web site has been greatly enhanced. Kudos to the AIR staff, especially Christine Call, Assistant Director for Marketing and Communications, for this work in making all of us look good! This communication initiative began under Michael Middaugh's presidency and continued through that of Dawn Terkla. It was effort well spent and will evolve to meet changing circumstances.

I had the pleasure of representing the Association at the European AIR meeting in Prague in September. I can report great interest in the field of institutional research and cross-national comparisons among international professionals in higher education. For the first time, we have

planned a joint meeting with our European colleagues to explore the connections between workforce development and higher education on both sides of the pond. This meeting is scheduled for June 13 and 14, 2003, in Amsterdam. The format for this meeting is a little different, according to American standards. Participants will be provided papers ahead of time and will be discussing those papers on-site. Our thanks go to those who first envisioned this meeting: Rob Toutkoushian, Robert Fenske, and Roddy Begg.

It is gratifying to hear the consistent praise for the range of publications sponsored by the Association. As a former Publications Chair, I firmly believe that scholarship is what distinguishes us as an Association. *Research in Higher Education*, the *Handbook of Higher Education*, the *Professional File*, *New Directions for Institutional Research*, the *Resources in Institutional Research* series, and the *AIR Currents* and *Electronic AIR* newsletters continue their profound contributions to higher education. The prestige of these printed works grows in tandem with fundamental, technological change in the world of publishing. The Board has heard new proposals for electronic publishing of journals and has entertained the possibility of self-publishing several of its own publications. No firm decisions have been made, but the customizing of content for busy researchers is one direction that merits continual discussion.

Individual Board members will provide progress reports on activities in their areas in their annual reports, but let me foreshadow some of their great accomplishments that they'll be documenting. External Relation Chair Denise Krallman and Professional Development Chair Mary Ann Coughlin continue discussions about ways to deliver joint programming and training to regional affiliates. The new Affiliated Groups Newsletter has emerged as an excellent communication vehicle that can draw us tighter together. Membership Chair Mytres Green and incoming Chair Jim Trainer have already initiated several activities to expand membership services. A Web-based survey of the membership is planned for 2003-2004. Treasurer Frances Dyke has been a mainstay in working through the many budgets the Association operates and as serving as liaison for the recent, successful audit. Outgoing Publications Chair, Rob Toutkoushian, and his Committee have recently completed a survey of the membership's preferences for publications. This will be invaluable in making some of the decisions I discussed above.

I have been very fortunate to lead the Association for the past 12 months with the assistance of a gifted and dedicated Board of Directors. I would like to acknowledge the work of outgoing Board members, Dawn Terkla, Mytres Green, Rob Toutkoushian, and Sandy Johnson, this year's Forum Chair. It's always amazing to me how a volunteer group can work so well together through a range of intense issues and emerge as even better colleagues and friends. Hopefully, the decisions we've made will continue to make AIR the place where people turn to feed their own networks. I thank all the Board, their committees, the steadfast group of past leaders of the Association, and the AIR staff for their contributions and dedication to the health of AIR in particular and higher education in general. Feed the Network!

Terrence R. Russell, Executive Director, Executive Office

Charge: To implement the policies and programs of the Association.

Staff: Christine Call, Assistant Director for Marketing and Communications; Gail Fishman, National Data Training Coordinator; Norman Gravelle, Associate Director for Administration; Lisa Gober, Membership Coordinator; Mary Jane Johnson, Membership Assistant; Dana Keith, Programmer; Laura Levings, Communications Specialist; Bridgett Lowers, Grants Assistant; Terrence Russell,

Executive Director; Cathy Sexton, Accounts Payable Coordinator; and Alicia Trexler, Assistant Director for Continuing Education and Grants Administration.

My annual report is organized differently than in past years. The section topics are aligned with the AIR's major programs (membership, publications, etc.). Each section includes, in addition to the 2002 review, a five-year look forward, including goals, proposed activities and dilemmas that I think we should address during this period. The Executive Office operation, finances and fund-raising are treated as separate items. Most of my activity was in on-site professional development activities, office administration, and operation of the various grant programs.

Executive Office Operations

Financial and member records

In 2002, office operations improved greatly because of changed procedures and staffing. Norm Gravelle and Mark Ryan, AIR's accountant, spent a week reviewing member record procedures and instituted several changes that, together with the new member-records team, has eliminated processing backlogs, cleaned the database and tracked down missing members. In preparation for the 2003 phase-out of the IMIS member database and shift to the Web-based member profile system, the membership directory software has been changed and a new standardized institution name list was developed. In December, Mark Ryan began testing financial software packages so we can undertake the parallel phase-out of the Great Plains financial software. More about these changes is included in the computing and Web plan.

Staffing changes are: Kyle Edwards and Christopher Dueno (half-time) resigned and were replaced by Mary Jane Johnson and Lisa Gober, each working part-time. Under Lisa and Mary Jane, the member records operation has been improved greatly. Other staff changes: Laura Levings went from half- to full-time, spending the additional time on writing and graphics design for the grant-supported programs.

Web page and related activities took a big step forward when Assistant Director Chris Call rolled out the new Web page design in the summer. After the big design change, and the many hours of writing code that it entailed, several less obvious changes were made, primarily rationalization of the existing Forum proposal and program pages and the nominations and elections pages. As noted above, the member directory was improved and a member's-only portion of the Web search engine created that shows results both in the main pages-- but non-members can only access the material in the main page, thus quietly marketing member benefits to non-members.

Financial Performance in 2002 was a turn-around of 2001. We ended the year with unrestricted net assets of \$270,000, an increase of \$110,000. Major components of the increase were: tighter control of the Institute budgets, an increase in indirect cost recovery from the grant, and better cost management of the Toronto Forum.

Membership

Membership revenue and numbers were ahead of budget. At the end of 2002, the membership revenue was \$8,500 ahead of budget. More extensive marketing was done in 2002, using the Web page, many waves of e-mail, and the tabletop exhibits, which went to 23 state and regional AIR meetings, three Institutes and the AIR/CASE and ASHE meetings. We also began marketing AIR membership in the pages of *Research in Higher Education*.

Publications

Most of my activity in the publications area was dealing with Kluwer Press after their takeover of Human Sciences Press and the subsequent sale of Kluwer this summer. With Rob Toutkoushian, I have been talking with Kluwer about two main topics: a new contract for *Research in Higher Education* with reduced rates for member subscriptions and their desire to switch member subscriptions to the electronic version of *RIHE*. To date we have met with them in Washington at the end of June and the EAIR meeting in Prague in September. We gave them a list of things we would want to see in a contract, and their responses have never really addressed the list.

For the next five years, the key activities for publications will be finding editors for the *Professional File*, *RIHE* and *NDIR*. As part of that process, we should review the existing journals, perhaps do an impact analysis, especially of *RIHE*, which is intended to serve the scholarly community as well as the professional community. The larger issue to be resolved is whether AIR should continue to provide free publications content to commercial publishers and then turn around and pay high prices for that content or start our own publishing effort—print or electronic—where we would have ownership of the copyrights.

Professional Development

Apart from program oversight, most of my professional development activities involved those programs supported by the grant and are discussed below. The major part of the oversight time is spent on site selection and budgeting. The innovative activity this year was the three-day institute for small private colleges sponsored jointly with the Council of Independent Colleges (CIC). This institute broke new ground for AIR in three ways: the first in partnership with a presidential association; the first to use institutional teams; and the first to focus on a particular sector of higher education. We are planning at least one such institute each year for the foreseeable future.

External Relations

U.S.

This summer, we launched the Affiliated Groups Newsletter, which serves the dual purpose of keeping the Affiliate liaisons in touch with us, sends them AIR news, offers them various training and support activities and, importantly, provides us with a monthly update of the liaison list. We have provided IPEDS workshops (both on data entry and data use) at 19 state or regional meetings, and as mentioned earlier, the AIR tabletop exhibits went to 23 state and regional AIR meetings, three Institutes and the AIR/CASE and ASHE meetings.

We have offered to set up Web pages on our server (including securing an appropriate URL) for any AIR group that wishes the free service. At this time, only the Southeast Asia AIR has used the service. We are also in the process of leasing space on a Linux server in order to offer a Listserv to each group.

In July, I attended the Florida AIR meeting, and used the occasion to urge them to get involved in Florida's higher education accountability process, and to become more active in professional development. With the help of a couple of well-placed members, they are involved in accountability, and will be conducting an interesting workshop next month featuring Bill Fendley doing IPEDS peer analysis training, and the FSU provost, Larry Abele, who does an annual statewide workshop for new deans and department chairs, titled "Ten Things a New Department Chair Should Know." David Wright and I convinced him that it would be a good idea to share with AIR members the recommendations he's giving to deans, etc., so we can anticipate questions.

I also attended the NEAIR meeting in October, as well as the AIR/CASE meeting in April, the last of this series of meetings. In July, I contacted CASE to terminate the meeting series, pledging to encourage papers on development, alumni and public relations research at the Forum.

International

In international activities, I attended the EAIR meeting with support from NSF, making presentations about our work with the U.S. national data, meeting with EAIR leaders and discussing the offer made to each of the international AIR groups to supply one fellowship to the summer National Data Policy Institute.

With Rick Voorhees, we continued development of the AIR-EAIR Joint Symposium, a project begun by Rob Toutkoushian and Roddy Begg. This December, I received a commitment of \$10,000 from NSF to support U.S. participation in the symposium.

Taking annual leave, I accepted an invitation from the Institute of Higher Education at Xiamen University in China and made a presentation at an international higher education conference held on their campus. The presentation, "Equity, Equality and National Interest: Lessons From the Study of Race, Ethnicity and Higher Education in the U.S.," was well-received (at least according to my interpreter).

While there, I laid the groundwork for a long-term relationship between AIR and the Institute, the first in China. Professor Pan, the founder of the Institute, was an AIR member in the late-1980's and early-1990's, and attended the Chicago Forum. I also invited the Higher Education Society of China to become an AIR affiliated group.

Mary Ann Coughlin and Gerry McLaughlin returned from the Southern African AIR (SAAIR) meeting with plans for a joint institute in Southern Africa. Using information from them and David Bleazard of SAAIR, I developed a proposal for the NSF African Affairs program to support a four-year program to develop IR capacity in seven countries through a series of workshops held in various locations. The proposal was presented in December and is still pending, awaiting more information from SAAIR.

Association Collaborations

This was the last year of our formal collaboration with the Center for Assessing the First Year of College and their summer institute. With their funding, we offered fellowships to the institute and conducted the proposal review and decision process. Mary Ann Coughlin and Alicia Trexler also worked on this project. While we remain in touch with the Center, they have passed the summer institute on to Ms. Stuart Hunter at the Center for the First Year of College at the University of South Carolina, with whom we will work in the future.

We work with the SHEEO-IPEDS Coalition to train state IPEDS coordinators in IPEDS data entry and data use. I attended their Washington meeting in May and made a presentation on IPEDS training. We also work with AACRAO to provide IPEDS training at their meetings and to train their trainers, who are part of our IPEDS trainer group.

This year, we finally got the long-proposed collaboration with the CIC underway. The joint institute, using IPEDS and other national data for planning and management, was held in Leesburg, Virginia in December with partial support from NCES. I held planning sessions with CIC and the institute faculty in the summer and fall. In November, we held a proposal competition for the 25 team places at the institute; we received 65 proposals. A review team, comprised of Mary Ann Coughlin, Michelle

Gilliard of CIC, Alicia Trexler and me, decided on the participants. Evaluations were excellent. We have a commitment from CIC to continue the workshop and plan to make it an annual event.

I worked with Jon Dalton, Director of the Institute for College Student Values at FSU, on a February 2003 meeting dedicated to assessing student values programs. AIR was joint sponsor of the meeting, which drew a number of AIR folks, and is also joint sponsor of a paper prize competition funded by the Templeton foundation. Prizes of \$3,000, \$2,000 and \$1,000 will be given to the best papers on the topic submitted by July, 2003. Dr. Dalton and I have talked with Fred Volkwein and will co-edit an *NDIR* volume using papers from the meeting and the competition.

Forum

The 2002 Forum in Toronto was the best-rated Forum ever and made money. For the 2003 Forum, we improved the functionality of the proposal and review Web systems. We introduced an innovative preliminary program "book" this year-- actually a CD-ROM-- in a 5x7 case. This is a searchable document and contains a variety of hyperlinks, including a link to the on-line program book. Most of my 2003 Forum activities in 2002 involved working with local arrangements and doing various contracting. Contracts were signed for the 2007 Forum, with the Hyatt and Westin Crown Plaza complex in Kansas City. Plans are being made for site visits to Seattle, Portland and Vancouver, B.C. for the 2008 Forum.

Higher Education Data Policy

In addition to several monthly meetings with the ACE data group to provide updates on IPEDS and other training, I took part in the technical review panels for the National Survey of Faculty and Students (member of the faculty panel since 1991) and IPEDS, as well the NPEC working group on "IPEDS Reports for Presidents." I also convened a meeting with Peggye Cohen and Peter Syverson to organize a panel on a "graduate school Common Data Set" and arranged for NSF participation.

While remaining a member of the National Academy of Sciences panel evaluating NIH's programs for minority scientists, I was only able to attend one of the panel's meetings this year.

Grant and Fellowship Program/IPEDS Training Program

In 2002, I got approval from NCES to expand the IPEDS training program, from a series of workshops on data entry held around the country to the current workshop series. The current series includes: data entry training; training for the IPEDS Peer Analysis System; the use of IPEDS for institutional Management (the CIC workshop was the prototype); a new Web-based tutorial system featuring advice for data management best practices and instruction with streaming audio and video; and the enhanced affiliated groups communications program. In 2003, we are using IPEDS funds for support of IR training, both in our own operations and through a series of grants and support activities for the affiliated groups.

Summer National Data Policy Institute

I have been doing the overall planning and scheduling of the Institute with Sam Peng of NCES and John Tsapogas of NSF, as well as planning and organizing the data policy seminars that are part of the 10-day Institute. With Peng's retirement and Tsapogas only able to contribute his database presentation (NSF has increased our funding by \$20,000 to cover this), my planning time for this activity has increased. Mary Ann Coughlin and I have been discussing the possibilities of passing the on-site activities (at least some of them) to someone else (at least occasionally) in order to get some relief from that two-week block of time I spend (and have spent for each of the last eight years) on-site in June. We have recently been using the Institute to support international relations by allocating one fellowship (including travel) to each of the International AIR groups and allocating spaces to students in the Post-Master's Certificate programs as part of their programs.

Post-Master's Certificate Programs and the Senior Fellow Program

My time on these programs is minimal, one meeting, telephone time and some FSU time for the Post-Master's program, and a few short meetings and discussions with Tim Sanford for the Senior Fellow. I am working on the possible tasks for the next senior fellowship.

Victor M.H. Borden, Vice-President

This report pertains to activities undertaken by me between June 6, 2002, and April 30, 2003, as Vice President of the Association for Institutional Research. The AIR Vice President primarily 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. The Vice President also 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.

In addition to these duties, the Vice President leads the Board through a planning exercise as a precursor to any broad initiatives to be undertaken during his or her Presidential Term. Finally, the Vice President may be called upon to lead the development of special initiatives at the request of the President, Executive Director, and Board of Directors.

Planning Initiative

The planning initiative undertaken this year focused on a review of the current representation of Association mission, goals, and objectives, and the relationship between these and Association services, activities, and programs. The goal of this exercise was to develop recommendations for recasting the core mission, goals and objectives, and the representation of these in Association communications (including the Web site), in ways that will promote Board priority setting; communication and marketing, and, most importantly, the quality of service to members. The results from this session are being formulated for further deliberation by the Board of Directors, and ultimately, for vetting with the membership-at-large. The anticipated end-products of this exercise include:

- Improved communication about the Association's core mission and goals on the AIR Web site and throughout printed materials;
- A more coherent planning framework to guide Board meetings and reports;
- Enhanced prospects for obtaining external funding from governmental agencies and private foundations;
- More effective membership recruiting;
- Improved quality of member services through a more focused, priority-driven, and evidence-based approach to developing, maintaining, and improving products and services.

Special Initiative: Web Advisory Committee

A Web Advisory Committee was formed to develop mechanisms for guiding the further development of AIR's Web site (<http://airweb.org>). The Committee will begin its work at the 2003 Forum, where it will devise an action plan for ensuring that the Web site continues to expand and refine its usefulness as a communication platform and member resource. The Committee will include liaisons with each Board Committee to ensure that the core products and activities of the organization are presented to members, potential members, and professional colleagues, in a coherent and user-friendly manner.

Prior to the formation of the Web Advisory Committee, students participating in an 'IR Web Application' module of the Indiana University Post-Master's Certificate in Institutional Research (PM CIR) were assigned the task of developing a 'Web-audit' of the AIR Web site. The protocol they developed will be considered by the Web Advisory Committee as a mechanism for gaining member feedback about the Web site.

Other Activities

During my Vice Presidential term, I have been involved with several other AIR initiatives and activities. Although these were not undertaken as vice presidential duties, my role as a Board representative affected my participation.

Chief among these activities was my extensive involvement in the Graduate Certificate in Institutional Research (GCIR) program. As a faculty member in the Indiana University program, I developed six training modules. Because of my role on the AIR Board, I integrated these modules closely with the curriculum of the AIR Institutes. Moreover, I have involved faculty from the Institutes in the development process so that the modules can be expanded and incorporated into AIR professional development activities. I also attended the national advisory group meeting of the GCIR, representing both the IU program and the AIR Board.

In the past two years, I have worked with colleagues from the United Kingdom on both a specific IR project (a multi-institution alumni survey research project) and also on a more general effort to develop institutional research capacity and professional networking within the U.K. Higher Education System. Unfortunately, Mike Daniel, the principal instigator, passed away suddenly in January 2003. Norman Jackson stepped into his shoes and developed the Mike Daniel Memorial Symposium to continue the effort. I was honored to present the keynote address at the first symposium, which was held in late June 2002 in London. I will also attend the second symposium in June 2003 to continue the effort to form an official network of institutional research professionals in the United Kingdom. On this forthcoming trip, I will attend the AIR/EAIR symposium in Amsterdam, as well as an invited symposium on Alumni Research in Leon, Spain. Domestically, this past year, I delivered keynote addresses at the California Association for Institutional Research and Department of Defense FocusIR Conferences, gave a Presidential Lecture on Institutional Research at Eastern Michigan University, delivered addresses at a number of regional and national conferences, and conducted workshops on institutional research methods at several conferences and universities. Through these activities, I intentionally used my role as Vice President to continually promote AIR.

Dawn G. Terkla, Immediate Past President

As Immediate Past President, my primary responsibility was to Chair the Nominating Committee. In that capacity, I met with the members of the 2002-03 Nominating Committee (Trudy Bers, Oakton Community College; Fran Horvath, California State University – Northridge; Jeffery Seybert, Johnson County Community College; and Meihua Zhai; George Mason University) at the Forum in Toronto. Cornelia Wills, Middle Tennessee State University, was unable to attend the meeting but participated via speaker phone. At our initial meeting, we developed a detailed timeline, which included several conference calls during the summer months. Because there were no funds for a face-to-face meeting in the fall, we determined that conference calls would be a valuable exercise for committee members to discuss strategy and become familiar with one another. In August, several new nomination Web tools were developed. Michael Middaugh, members of the Nominating Committee and I reviewed these tools and provided feedback to AIR staff. By September 2002, we had received the following number of nominations: 45 nominees for Vice President, 49 for Associate Forum Chair, 39 for Membership Chair, 34 for Publications Committee Chair, and 69 for Nominating Committee members. Of those members nominated, 54 agreed to run for one or more positions: 17 for Vice

President, 25 for Membership Committee Chair, 10 for Publications Committee Chair, 18 for Associate Forum Chair, and 45 for Nominating Committee membership. Balloting began on November 22, 2002, and the ballots (621, in total) were tabulated on January 7, 2003. I am pleased to report the following individuals were elected to their positions, effective at the 2003 Annual Business Meeting in May in Tampa.

- Vice President: Denise A. Sokol, University of Colorado - Denver
- Membership Committee Chair: James F. Trainer, Villanova University
- Publications Committee Chair: Andrea M. Serban, Santa Barbara City College
- Associate Forum Chair: Stephen L. Chambers, University of Colorado – Colorado Springs
- 2003 Nominating Committee: Jennifer A. Brown, University of Massachusetts – Boston; Timothy K.C. Chow, Rose-Hulman Institute of Technology; Mardy T. Eimers, University of Missouri System; Ellen A. Kanarek, Applied Educational Research, Inc.; and Alice M. Simpkins, Paine College.

I would like to extend my congratulations to the newly elected members of the Board and the Nominating Committee. Moreover, I would like to thank everyone who was willing to be considered for nomination and to all those who were willing to run for an office. This is truly an organization of dedicated professionals.

The Immediate Past President also carries out other tasks, as assigned by the President. AIR President Richard Voorhees asked that I serve as a member of the joint AIR and EAIR planning group for the Workforce Development and Higher Education Seminar at the University of Amsterdam. This seminar will address questions regarding the qualities of graduates that ought to be produced in the U.S. and Europe, as well as the impact the internationalization of higher education will have on employability.

I was also asked to do some preliminary investigation regarding a successor to AIR's Executive Director, Terry Russell. In response to this charge I convened a conference call of AIR past presidents. Eighteen past presidents participated in the December 18th call to discuss a transition strategy. It was a very productive discussion and I made several recommendations to the Board at the January 2003 meeting.

It has been my pleasure to serve on the AIR Board for the last three years. I have enjoyed the opportunity to work with enthusiastic and dedicated colleagues. I extend best wishes for continued success and prosperity to current and future members of the Board. In addition, I extend my thanks to the staff of AIR for their support.

CERTIFICATION OF ELECTION RESULTS

January 7, 2003

We, the undersigned, certify that the following is an accurate record of the votes cast in the election of officers in balloting conducted in 2002 (for officers whose terms commence May 20, 2003).

for: Vice President (1)

264 Julie P. Noble
337 Denise A. Sokol
 No Vote
 Other

Elected: Denise A. Sokol

for: Membership Committee Chair (1)

245 Charles F. Harrington
339 James F. Feiner
 No Vote
 Other

Elected: James F. Feiner

for: Associate Forum Chair (1)

299 Stephen L. Chambers
273 Glean W. James
 No Vote
 Other

Elected: Stephen L. Chambers

for: Publications Committee Chair (1)

298 Andrea M. Serban
279 Michael J. Valiga
 No Vote
 Other

Elected: Andrea M. Serban

for: Nominating Committee Member (5)

236 Louis C. Altirazi
293 Jennifer A. Brown
357 Timothy K.C. Chow
254 Kael C. Coburn
227 Corby A. Cooperkowitz
214 Gerald A. DiIulio
255 Mandy T. Eimers
282 Ellen A. Kanarek
290 Kathi A. Ketzkeson
 No Vote
 Other

Elected:
 (1) Timothy K.C. Chow
 (2) Jennifer A. Brown
 (3) Kathi A. Ketzkeson
 (4) Ellen A. Kanarek
 (5) Mandy T. Eimers

Constitutional Amendments (1)

488 Yes
81 No
 No Vote
 Other

Passed: Yes

Ballots Online 2325
 Ballots mailed: 214
 Ballots counted: 200 (cc)
 Ballots invalid: 1
 Total ballots counted 631

Online ballots counted - 601

John Kahl
 John Kahl, Chair

Mark Peach
 Mark Peach, Teller

Jean C. Chulak
 Jean C. Chulak, Teller

Christa A. Ford
 Christa A. Ford, Teller

Gita Pitter, Teller

Denise A. Krallman, Secretary and External Relations Chair

Committee Charge: 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, coordinate relations with other associations and agencies;
- Receiving reports from liaisons to US, state, regional, and sector institutional research associations,
- European AIR, Australasian AIR, Southern African AIR, 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 the associations through Forum programs, publications, professional development activities, outreach programs, exchange opportunities, communications, etc.;
- Maintaining appropriate communications with Special Interest Groups (SIGs);
- 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.

Committee Members: Continuing for 2003-2004 –Anita Dubey (2004), George Gabriel (2005), Mary Henning (2005), Kari Hypponen (2004), Birute Mockiene (2005), and Diane Muntal (2004).

The Committee expresses appreciation to Mary Day, Joseph Hoey and Jim Trainer whose appointments to the Committee end in 2003. New Committee members whose terms begin after the 2003 AIR Annual Business Meeting are:

Dawit Teklu

Director, Planning, Research & Institutional Assessment
 Anne Arundel Community College
 101 College Parkway
 Arnold, Maryland 21012-1895
 Tel: (410) 777-2766
 Fax: (410) 777-2245
 Email: dteklu@mail.aacc.cc.md.us

Serge Herzog

Director, Institutional Analysis
 Planning, Budget & Analysis/118
 University of Nevada, Reno
 Reno, NV 89557-0095
 Tel.: (775) 784-6516
 Fax: (775) 327-5390
 Email: Serge_Herzog@vpaf.unr.edu

A third individual will be named later.

Committee Activities: This was the ninth year of operations for the External Relations Committee, and the following activities were initiated or continued.

- 1. The International Gathering--**scheduled for the 2003 Forum in Tampa, Tuesday, May 20, 10:20 – 11:50, is an opportunity for Forum attendees from all nations to meet with the External Relations Committee and colleagues from other nations for coffee and conversation.
- 2. Program Support Grants--**a letter inviting affiliated groups to apply for program grants was sent out on March 21, 2003, with a deadline of May 2, 2003. The proposals received will be reviewed at the External Relations Committee meeting at the Forum.
- 3. The Best State/Regional/Sector Presentations --**are a successful feature of the Forum that allows AIR's affiliated associations to showcase the best presentations from their various conferences.

Those scheduled for sessions at the 2003 Forum are:

Alabama AIR (ALAIR)	North Carolina AIR (NCAIR)
AIR of the Upper Midwest (AIRUM)	North East AIR (NEAIR)
Australasian AIR (AAIR)	Overseas Chinese AIR (OCAIR)
California AIR (CAIR)	Pacific Northwest AIR & Planning (PNAIRP)
Illinois AIR (IAIR)	Rocky Mountain AIR (RMAIR)
Indiana AIR (INAIR)	South Carolina AIR (SCAIR)
Maryland AIR (MdAIR)	Southeast Asian AIR (SEAAIR)
Michigan AIR (MI/AIR)	Southeastern Assoc. of Comm. Coll. Res. (SACCR)
Mid-America AIR (Mid-AIR)	Southern AIR (SAIR)
National Council of Research and Planning (NCRP)	Tennessee AIR (TENNAIR)

4. The Train-the-Trainer Program, sponsored in collaboration with the Professional Development Services 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. For the 2002 Forum, we had three trainees from RMAIR, OCAIR and MI/AIR.

For participants selected in accordance with the established guidelines, the Pre-Forum Workshop registration fee is paid by AIR. The nominating associations are encouraged to provide a matching grant or other support to their trainees. The Call for Nominations was sent out on March 28, 2003, to AIR affiliated group liaisons with instructions that proposals must be postmarked by April 11, 2003. The workshops being offered are:

W17	Research Design Ideas for Institutional Researchers	Anne Marie Delaney
W09	Data Mining Persistence Clustering and Prediction	Jing Luan
W33	Key Responsibilities & Strategies for the Practice of IR	Karen Bauer
W23	Intermediate Statistics for Institutional Research	Mary Ann Coughlin
W29	Survey Research Using SAS	Archer R. Gravely
W35	Using National Datasets for Postsecondary Ed. Research	John Milam

Seven proposals were accepted from OCAIR, RMAIR, ALAIR, MAIR, IAIR, PNAIR and SEAAIR.

5. The Affiliated Groups Luncheon--held annually at the Forum, brings Presidents/Liaisons of AIR's affiliated associations together with members of the External Relations Committee and the AIR Board of Directors for discussion and exchange of information.

6. AIR Exhibit--The purpose of the exhibit is to increase awareness about AIR and to promote AIR membership and publications. The exhibit traveled to the following locations from June 2002 to April 2003:

South African AIR	July 8-10
Florida AIR	July 18-19
Tennessee AIR	August 8-9
Rocky Mountain AIR	October 9-11
Southern AIR	October 12-15

Michigan AIR	October 16-18
Pacific Northwest AIR and Planning	October 23-25
Illinois AIR	November 7-8
Virginia Assoc. for Analysis and Planning	November 10-12
Mid-America AIR	November 13-15
California AIR	November 13-15
AIR of the Upper Midwest	November 14-15
Northeast AIR	November 16-19
ASHE Conference	November 20-23
Florida AIR	February 20
Georgia AIRPAC	February 20
South Carolina AIR	February 24-26
Texas AIR	February 25-28
North Carolina AIR	March 26-27
Oklahoma AIR	March 27-28
Indiana AIR	April 3-4
Alabama AIR	April 3-4
Mississippi AIR	April 10-11
Louisiana AIR	April 24-25
New Jersey AIR	April 25

7. **CIRPA Visit by the External Relations Chair**--As part of an effort to forge better relationships with the international associations, the External Relations Chair attended the Canadian Institutional Research and Planning Association conference in October in Ottawa, Quebec where she represented AIR and at the Annual Meeting invited the members of CIRPA to attend the AIR Forum in Tampa. CIRPA colleagues were very happy that an AIR representative attended the conference and invited us to attend next year in Nova Scotia.

8. **Programs and Projects with Other Associations and Agencies**--NCES Training Grant.

Sandra K. Johnson, 2003 Forum Chair

Committee Charge: To develop and manage the administration of the 2003 Forum program for delivery in Tampa on May 18-21, 2003.

Committee: Sandra Johnson, Princeton University (Forum Chair); Fred Lillibridge, Dona Ana Branch Community College, New Mexico State University (Associate Forum Chair); John Kalb, Florida State University (Co-Chair, Local Arrangements Committee); Sharron Ronco, Florida Atlantic University (Co-Chair, Local Arrangements Committee); Charlene Herreid, University of South Florida (Co-Chair, Local Arrangements Committee); Ellen Kanarek, Applied Educational Research Incorporated, (Track 1 Chair); Anne Marie Delaney, Babson College (Track 2 Chair); Roddy Begg, University of Aberdeen (Track 3 Chair); Archie George, University of Idaho (Track 4 Chair); Lisa Muller (Track 5 Chair); Alan Sturtz, Connecticut State University System (Newcomers Committee); Jennifer Brown, University of Massachusetts, Boston (Table Topics and Poster Sessions); Mark Figueroa, California State Los Angeles (Co-Chair Computing/Technical Support); Donald C. Boeckman, Southern Louisiana University (Co-Chair Computing/Technical Support); Yves Gachette, State University of New York at Buffalo (Co-Chair Forum Evaluation Committee); Lorne Kuffel (Co-Chair Forum Evaluation Committee); Anne Marie Delaney, Babson College (Forum Publications).

<i>Objective</i>	<i>Result/Status</i>
Fill committees with a sufficient number of members to expedite the proposal review process, local arrangements planning, technology support, evaluation and newcomers activities.	All Track and Committee chairs submitted lists of committee members which were posted to the AIR and Forum Chair Web sites. Lists were updated as appropriate throughout the year.
Solicit a sufficient number of high quality proposals to ensure an excellent, full, and diverse, program.	The Call for Proposals was distributed in early July. The proposal deadline was set for October 1 to provide the maximum time for proposal submission. Ultimately, 276 proposals were received, less than the 359 received in Toronto, but very respectable given the economic climate.
Revise Forum programming as recommended by the Forum Evaluations Committee and the 2003 Forum Committee.	The 2003 Forum Committee undertook a number of revisions to the Forum schedule and format based on discussions at the June 6, 2002, meeting of the 2003 Forum Committee: <ol style="list-style-type: none"> 1. Reduced the number of plenary sessions so that no plenary session is scheduled for Wednesday morning. 2. End the Forum early Wednesday afternoon—only the AIR Best Paper will be presented after the Awards Luncheon on Wednesday. 3. Split the contributed paper format into a scholarly paper format and a practitioner paper format to more appropriately recognize diversity of paper submissions. 4. Change the showcase designation to recognize that they are poster sessions.
Review the proposals in sufficient time for their ultimate disposition at the November slotting meeting.	All proposals were reviewed in time by a sufficient number of reviewers—at least three each. Track Chairs did a superb job in coordinating the process and are commended for their efforts.
Determine the final disposition of each proposal and slot into the time and room grid in a way that balances the program by content area.	This was all accomplished at the slotting meeting—November 21-24, 2002, and by Associate Forum Chair Fred Lillibridge and AIR staff immediately after the slotting meeting. Table 1 below shows the final disposition of the submitted proposals. After the initial slotting, papers were moved around to achieve a greater balance of sessions by track across time periods and to accommodate individual schedules as much as possible.

Table 1: Proposals Submitted, Accepted, and Rejected for the 2003 AIR Forum								
Track	Submitted		Accepted		Alt. Accept		Rejected	
	N	Col %	N	Row %	N	Row %	N	Row %
1. Student Life and Learning	64	23%	55	86%	5	8%	4	6%
2. Academic Programs, Curriculum, and Faculty Issues	40	14%	34	85%	5	13%	1	3%
3. Institutional Management and Planning	65	24%	60	92%	5	8%	0	0%
4. Higher Education Collaborations, Policy Issues and Accountability	28	10%	27	96%		0%	1	4%
5. The Practice of Institutional Research: Theory, Techniques, Technologies, Tools, and Ethics	62	22%	61	98%		0%	1	2%
Table Topics and Poster Sessions	17	6%	17	100%		0%		0%
Grand Total	276	100%	254	92%	15	5%	7	3%

<p>Select and invite plenary speakers with the following specific objectives:</p> <ol style="list-style-type: none"> 1. Emphasis on change in higher education 2. Strong linkages with the day-to-day work of IR professionals. 	<p>General plenary sessions arranged with:</p> <ul style="list-style-type: none"> ○ David Breneman, Dean of the School of Education, University of Virginia, speaking on forces for change in U.S. higher education ○ Richard Voorhees, AIR President, The Voorhees Group, speaking on feeding networks in higher education.
<p>Continue the Track Plenaries, programming excellent and diverse speakers into these slots.</p>	<p>Track plenary sessions arranged with:</p> <ul style="list-style-type: none"> ○ Track 1: James Anderson, Vice Provost Undergraduate Affairs, North Carolina State University, speaking on assessing the impact of student engagement and learning. ○ Track 2: Susan Frost, Vice President for Strategic Development, Emory University, speaking on advancing academic programs and faculty work. ○ Track 3: John Barry, Director of Communications and M. Dolan Evanovich, Associate Provost for Enrollment Management, both from the University of Connecticut, speaking on using data to drive planning, management, and decision making. ○ Track 4: Norman Jackson, University of Surrey in the U.K., speaking on the role of brokerage in facilitating systemic change. ○ Track 5: Betty Stanley, Assistant to the Provost, Zayed University, speaking on establishing IR functions in new institutions.
<p>Utilize technology to enhance quality and minimize costs whenever possible.</p>	<p>The Preliminary Program was distributed in a searchable CD format this year. This not only utilized new technology and made the preliminary program easier to navigate, but also</p>

	reduced printing and mailing costs.
Carry on Newcomer's activities at a highly visible level so to engage new Forum attendees.	Red dots continued. In addition to the Saturday evening Early Bird and Newcomer's receptions, (with emphasis on forming dinner groups), other events include: Sunday afternoon orientation and social; continue newcomer's table near the registration area; expand Web-based information resources for newcomers, mailings to Newcomers to facilitate opportunities for involvement and an article in <i>AIR Currents</i> emphasizing newcomers.
Highlight Poster Sessions and continue to provide presenters with enhanced guidelines for putting together quality poster session.	The Poster Sessions will be highlighted in pre-Forum publicity to maximize attendance at the two sessions— Sunday immediately before the plenary session and Tuesday afternoon. Continue Web resource with links and instructions for developing poster sessions.
Make available computer-based workshops, but ensure that the costs are as low as possible.	We have been fortunate to be able to schedule the eight Pre-Forum Workshops that involve computer labs at the University of Tampa Jaeb Computer Center.
Expand vendor participation.	As of April 28, 2003, 20 vendors are registered, compared to a total of 16 last year. In addition, Runzheimer International is sponsoring the Forum Reception.
Provide a high-quality, reasonably-priced Monday Night Event.	After extensive consideration, the Local Arrangement Committee selected a dinner and dancing cruise of Tampa Bay at a very reasonable cost of \$45 per person. The cruise will depart adjacent to the hotel, adding convenience and eliminating any additional cost of shuttle transportation.
Ensure that there are a sufficient number of facilitators for all paper and demonstration sessions.	A massive solicitation in winter right after the slotting produced sufficient additional facilitators to fill most of the slots. A final push utilizing track chair recommendations will be made at the end of March to cover slots that become open due to cancellations and schedule conflicts.

Fred Lillibridge, 2003 Associate Forum Chair

Charge: To assist the 2003 Forum Chair with the duties and responsibilities associated with planning the 2003 Forum in Tampa, Florida on May 18-21, 2003, and to begin developing the 2004 Forum program for delivery in Boston, MA on May 31-June 2, 2004.

COMMITTEE MEMBERS: Fred Lillibridge, Dona Ana Branch Community College, New Mexico State University (Forum Chair); Stephen Chambers, University of Colorado at Colorado Springs (Associate Forum Chair); Marjorie E. Wiseman, Northeastern University (Chair, Local Arrangements Committee); Nicolas Valcik, The University of Texas at Dallas, (Chair Track 1 Student Life and Learning); Dawn Kenney, Albuquerque Technical Vocational Institute (Chair Track 2 Academic Programs, Curriculum, and Faculty Issues); Timothy A. Walsh, Temple University (Chair Track 3 Institutional Management and Planning); Jan W. Lyddon, Jackson Community College (Chair Track 4 Higher Education Collaborations, Policy Issues, and Accountability); Sutee Sujitparapitaya, California State University, Sacramento (Chair Track 5 The Practice of Institutional Research: Theory, Techniques, Technologies, Tools, and Ethics Operation); Jacki Stirn, WICHE (Newcomers

Committee); Dana Rosenberg, Eastern Iowa Community College District (Table Topics and Poster Sessions); Robert Gottesman, Auburn University (Computing/Technical Support); Ann Marie Alexander, Grand Rapids Community College, and Lloyd (Chip) H. Byrd, Virginia Commonwealth University (Forum Evaluation Committee); Anne Marie Delaney, Babson College (Forum Publications).

<i>Objective</i>	<i>Current Status</i>
Assist with the 2003 Forum Slotting.	Developed program to assist in the slotting of proposals. Met with Sandy Johnson (2003 Forum Chair) and Terry Russell in Tampa November 22-24, 2002, to slot Tampa Forum proposal submissions. The results of the meeting were positive.
Appoint Forum Committee chairs.	All appointments have been completed. It is understood that the Forum Evaluation Committee chairs and the Forum Publications chairs are self-perpetuating.
Program book redesign.	Assisted Forum Chair and AIR staff to replace published Tampa Forum Preliminary Program Book with a CD version.
Forum Theme and Logo.	Logo has been completed. The theme of the 44 th Annual AIR Forum in Boston is: <i>The Information Revolution: Bridging the Past to the Future.</i>
Local Arrangements.	Worked with Marge Wiseman and Terry Russell to develop plans for local arrangements for the Boston Forum. Worked on Forum theme, logo, and publicity of Boston Forum in Tampa. We have decided not to have the Monday Night Event. We will attempt to support several evening events during the Forum.
2004 Plans.	Plan to maintain track structure instituted for the Toronto Forum. The 2003-04 Forum Committee meets Wednesday, May 21, 2003, with a full agenda including evaluating the track plenary sessions, streamlining the proposal evaluation process, and continuing work on Newcomers issues.

Margaret (Peggy) K. Cohen, Higher Education Data Policy Committee

Charge: The Higher Education Data Policy Committee serves as a liaison, advocacy, and advisory group linking AIR with government 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 members about these;

- Taking action, with the concurrence of the Board of Directors, to provide the Association perspective about issues related to higher education data;
- 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.

Chair: Peggye Cohen, George Washington University; **Membership:** Valerie Martin-Conley, Ohio University; James Ferguson, Bates College; Carol Fuller, National Association of Independent Colleges and Universities (NAICU); Marsha Hirano-Nakanishi, California State University; Jan Lyddon, Jackson Community College; Tod Massa, State Council for Higher Education for Virginia; Kent Phillippe, American Association of Community Colleges; Mary Sapp, University of Miami; Laura Schartman, Oakland University; and Michael Tamada, Occidental College.

Report: The 2002-03 year was a productive one for the Higher Education Data Policy Committee. Members

- Prepared *AIR Alerts* covering:
 - Federal Race and Ethnicity Reporting,
 - SEVIS-Reporting on International and Exchange Visitors,
 - NSoFaS-National Study of Faculty and Students.
- Participated in NCES Technical Review Panels (TRPs) covering:
 - IPEDS issues,
 - National Study of Faculty and Students 2004 survey.
- Participated in Working Groups/Advisory Committees:
 - Development of the Peer Analysis System (PAS),
 - AIR/US News Advisory Committee,
 - AIR/AAUP Advisory Committee,
 - CDS Advisory Board,
 - CDSX Steering Committee,
 - Faculty Instructional Activity.
- Made panel presentations:
 - AIR Forum in Toronto,
 - NEAIR Forum in Annapolis, Maryland,
 - HEDS meeting in Santa Fe, New Mexico.

Active Projects in 2002/03

AIR/AAUP Advisory Committee: A subcommittee of HEDPC was formed this year at the request of John Curtis, Director of Research for AAUP. It's comprised of representatives from four-year colleges, universities, and community colleges from all parts of the country. The AAUP Faculty Salary Survey has not changed in many years. Coming into the director of research position with an institutional research background, John saw possibilities for change in the data collection and dissemination processes as well as in the substance of the survey itself. Rather than set out on this endeavor alone, John asked for, and the Board approved, an IR advisory committee to work with him. The introductory meeting was held via conference call on May 1, 2003, in preparation for the face-to-face meeting at the Forum in Tampa. It's anticipated that the Committee will meet annually at the Forum with communication during the year via e-mail and conference call. (Valerie Martin-Conley, Peggye Cohen)

AIR/U.S. News Advisory Committee: This group had its second face-to-face meeting at the Forum in Toronto, e-mail and conference calls enabled dialogue throughout the year as issues were raised

either by U.S. News or the AIR community. Members actively advised and assisted Bob Morse in updating the AIR community regarding both their undergraduate and graduate surveys and publications. (Peggye Cohen)

Common Data Set (CDS): Originally four publishers that regularly request data from colleges and universities agreed on standard formats for most of their questions. This year *Wintergreen/Orchard House* dropped out of the guidebook business leaving *U.S. News and World Report*, *College Board*, and *Peterson's Guides* still vested in the effort. The CDS is updated as determined by their Board (HEDPC has representation on the Board). The next meeting of the CDS Board will be in June 2003. (Mary Sapp, Carol Fuller, Peggye Cohen)

Common Data Set Exchange (CDSX): The CDSX is the result of an effort to make the CDS available on the Web in a format that works for data exchange and peer analysis. Initially, it was the focus of a HEDPC sub-committee chaired by Mary Sapp and including the CDS publishers. After it was determined that the publishers could not take ownership of this project, John Milam and HigherEd.org, Inc., with the encouragement of HEDPC sub-committee, decided to establish and host the Common Data Set Exchange (CDSX) for CDS data sharing among colleges and universities. The project got a boost when Alex McCormick of the Carnegie Foundation for the Advancement of Teaching expressed an interest in partnering with HigherEd.org so that Carnegie could use some of the CDSX data, along with data from the College Board, to classify institutions. Non-publisher members of the HEDPC sub-committee are part of the CDSX steering committee. (Mary Sapp, Tod Massa, Peggye Cohen)

CIP-2000: The Classification of Instructional Programs went live ahead of the initial NCES schedule when it was incorporated in the mandatory SEVIS reporting. To facilitate the transition, HEDPC member Tod Massa developed a cross-walk between CIP1990 and CIP2000. (Tod Massa)

Graduate CDS: During the year, there was activity on the CDS listserv requesting a CDS-type instrument for graduate surveys. In response, HEDPC is sponsoring a panel – Aligning Graduate School Surveys - at the Forum to give both surveyors and respondents an opportunity to discuss the pros and cons. (Laura Schartman)

IPEDS Instructional Activity: The Working Group finished this year by recommending: (1) at this time it would be too burdensome to add the questions to IPEDS and (2) to expand the Pilot test into a PEQIS survey. (Valerie Martin-Conley, Carol Fuller, Peggye Cohen)

Human Subject Research: This was the basis of an article in the *Electronic AIR* informing the IR community about Institutional Review Boards (IRBs) and their implications for IR. (Mary Sapp)

Race/Ethnic Data Classification: In response to questions regarding the new race/ethnic categories (how to report and when they'd become mandatory), *AIR Alert #14* was prepared. Because federal agencies have not agreed on reporting formats using the new categories, institutions are still advised to *make no changes*. NCES hopes to ensure at least two years lead-time until the new categories are mandatory. The HEDPC's goal is to inform the IR community as soon as decisions are reached. (Carol Fuller, Mary Sapp)

National Study of Faculty and Students (NSoFaS): Members of HEDPC participated in a TRP in preparation for the 2004 NSoFaS. *AIR Alert #15* was written so institutions could be prepared when the National Center for Education Statistics (NCES) began "early institution contacting" of about 1600 postsecondary institutions selected to participate in the 2004 NSoFaS. This study combines two

major NCES studies, the National Study of Postsecondary Faculty (NSOPF) and the National Postsecondary Student Aid Study (NPSAS). (Valerie Martin-Conley, Carol Fuller, Peggye Cohen)

Student and Exchange Visitor Information System (SEVIS): SEVIS was the subject of *AIR Alert #13*. Interim Student and Exchange Authentication System (ISEAS) was the subject of *AIR Alert #13 Update #1*. Given the short timelines for compliance, the Alerts were timely and extremely useful providing great detail about the mandatory requirements for reporting on international students. (Jim Ferguson)

Peer Analysis System (PAS): A revised version was rolled out to the general public this year. As members of the Advisory Committee, several members of HEDPC participated in testing and recommending enhancements. (Michael Tamada)

HEDPC Watch List

HEDPC is watching activity on the following (details can be found on the AIR Web site):

- Teacher Preparation Report Cards-Laura Schartman
- FERPA and Issues of Confidentiality and Privacy - Jim Ferguson, Carol Fuller
- Longitudinal Surveys Carol Fuller
- National Postsecondary Education Cooperative (NPEC) - Carol Fuller
- NRC Study of Research Doctoral Programs - Mary Sapp, Peggye Cohen
- Paperwork Reduction Act Estimates - Marsha Hirano-Nakanishi
- State Report Cards - Jan Lyddon, Tod Massa
- Surveys of Individuals - Laura Schartman, Michael Tamada
- Trends in State Level Analysis - Marsha Hirano-Nakanishi, Tod Massa

For 2003/04

Reauthorization of the Higher Education Act: The House Education and the Workforce Committee is expected to announce a preliminary schedule for HEA reauthorization in early May. With the House Committee on Education and the Workforce successfully working through several major bills since January, attention is expected to turn to the reauthorization of the Higher Education Act when Congress returns from its Spring Break on April 29th. Insiders expect the Committee to announce a tentative schedule of hearings with plans for a mark-up of a bill by the full Committee prior to the August Congressional recess. Developments are expected to break quickly once the process gets underway.

Communication: We need to look at all the vehicles for communication and figure out how they fit together most effectively. Also need to allow for discussion among members about issues, and feedback to the Committee and/or the Board as needed.

Myrtes D. Green, Membership Committee Chair

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

Committee Members: Myrtes Dunn Green (chair, 2003), Lawrence Baldwin (2003), Roddy Begg (2003), Gesele Durham (2004), Roseann Hogan (2004), Mimi McDaniel Johnson (2003), Donald Quirk (2005), Jacki Stirn (2005), Alan Sturtz (2005) and Patricia Windham (2004).

The AIR Board of Directors approved two additional members. Ms. Jacki Stirn, Director of Institutional Research, Community College of Denver and Dr. Alan Sturtz, Director of Institutional Research and Planning, Connecticut State University System.

A hearty thank you is extended to outgoing members Lawrence Baldwin, Roddy Begg and Mimi McDaniel Johnson for their contributions to the organization and to the Committee during their tenure.

Activities:

1. **Committee Structure**—Two new members of the Committee will serve a three-year appointment. Their specific responsibility will be to work with Newcomers. Alan Sturtz, will chair the Newcomers Committee for the Tampa Forum and Jacki Stirn will chair the Newcomers Committee for the (2004) Forum. The Membership Committee will have full responsibility for the Newcomers Committee after the 2004 Forum.
2. **Membership Count**—Total AIR membership in 2001-2002 was 3,163, an increase of 2.1 percent from the previous year. The following table details counts by membership type for the last five years.

MEMBERSHIP COUNT AS OF June 30, 2002
MEMBERSHIP COUNT BY TYPE --- 1997-1998 TO 2001-2002

<u>Membership Types</u>	<u>1997-98</u>	<u>1998-99</u>	<u>1999-2000</u>	<u>2000-2001</u>	<u>2001-2002</u>
Distinguished	12	14	13	13	15
Emeritus	99	99	100	101	100
Individual/Full	2,331	2,108	2,193	2,503	2,589
New	581	526	679	637	649
Renewed	1,750	1,582	1,514	1,866	1,940
Individual/Graduate	82	61	68	141	164
New	49	36	33	90	102
Renewed	33	25	35	51	62
Organizational Reps	288	267	254	339	295
New	75	70	34	82	81
Renewed	213	197	220	257	214
Total Persons	2,812	2,549	2,628	3,097	3,163
%Change from previous year	-0.2%	-11.49%	3.1%	17.8%	2.1%
Change from previous year	-60	-263	79	469	66
Nonrenewals (from previous year)	578	525	809	674	595
% Nonrenewals	20%	18.6%	30.78%	25.64%	19.2%
Organizational** Members (Institutions/Agencies)	162	152	154	170	172

3. **Promotion**—The Committee continued the AIRstore at the Toronto Forum. Total sales for the store were \$11,424,50. Sales included AIR Logo Products, Forum Logo Products, AIR Publications, baseball tickets and theater tickets.
4. **Services**—To facilitate communication, e-mails to the membership were personalized. In addition, communication throughout the membership was institutionalized by the use of e-mail transmissions as well as the continuation of postal mailings. The Julia Duckwall Scholarship was approved and notification of existence of the scholarship posted to AIR's Web site. The Julia M. Duckwall Memorial Scholarship program is designed to facilitate the professional growth and development of individuals who work in institutional research and related fields. The scholarship is awarded annually to an individual attending one of the Professional Development Services Institutes. The 2003 Institutes are Foundations for the Practice of Institutional Research (July 25-29, 2003, at The Ohio State University in Columbus, Ohio) and Applied Statistics for Institutional Research (August 2-6, 2003, at the University of Utah in Salt Lake City). The Julia M. Duckwall Memorial Scholarship Award pays for registration, housing and meals. Travel costs for an individual to attend an Institute are not covered. A Scholarship applicant must be a current member of the Association for Institutional Research. The final award is contingent upon acceptance and attendance at one of the Institutes. The stipend is paid by AIR upon recommendation by the Membership Committee.
5. **Leadership Identification**—The volunteer identification process for members who would like to be involved in the organization continued to be successful. The Volunteer form can be accessed and completed on the Web.
6. **Award Nominations**—During the 2002 AIR Forum in Toronto, the Outstanding Service Award for extraordinary and sustained contributions to AIR was presented to Trudy Bers, Senior Director of Institutional Research, Curriculum, and Strategic Planning, Oakton College, Des Plaines, Illinois and to Timothy R. Sanford, Assistant Provost, University North Carolina at Chapel Hill. The Distinguished Membership Award for significant and substantial contributions to the field of institutional research was awarded to Gerald W. McLaughlin, Director of Institutional Planning and Research, DePaul University since 1999. Gerry is also Director Emeritus, Institutional Research, Virginia Polytechnic Institute and State University.

Mary Ann Coughlin, Professional Development Services Committee

Charge: To provide direction and supervision in meeting the professional development and continuing education needs of members of the Association.

Committee Members: Mary Ann Coughlin (chair), William Michael Wood (2004), Kari Coburn (2004), Deborah Dailey (2005), Douglas N. Easterling (2006), Charles F. Harrington (2003), Heather Isaacs (2005), Mary Lelik (2005), Larry G. Jones (2006), David L Preston, Sr. (2006), and Harlan Schweer (2004).

Activities Completed:

1. **Pre-Forum Workshops** – At the 2002 Forum in Toronto, the PDS Committee offered six full-day workshops and 15 half-day workshops to 395 paid registrants. The budget figures for the Toronto workshops indicate that revenues of \$37,715 exceeded expenditures of \$20,365.

2. **Train the Trainer Program** – Representatives from three regional associations took part in the Train the Trainer Program in Toronto. Participating groups included RMAIR, OCAIR, and MiAIR. This low-cost but highly effective program provides a continuing professional development resource to state and regional AIR groups, some of whose members may be unable to attend the national Forum. The PDS and External Relations Committees have collaborated to introduce evaluations of the program at those sites where the trainers offer workshops. Preliminary evaluations of the program are underway.
3. **AIR-NCES-NSF Data Policy Institute** – The seventh set of national database institutes was held in June 2002, at the Bolger Center in Potomac, MD. The Institute hosted 48 Fellows and ran from June 10-21, 2002. Opportunity for participation has been extended to international affiliates.
4. **Research and Dissertation Fellowships** – Jointly funded by the National Science Foundation and the National Center for Education Statistics, this grant is in its seventh year. Four dissertation grants were awarded at \$15,000 and four research awards were granted at \$30,000. Previous year's recipients will be presenting their papers at the Tampa Forum. Discussion are underway with NCES to increase the number of research grants offered through a process that would target research on specific topics of national interest.
5. **AIR Foundations Institute** – A ninth Foundations Institute was offered to the membership in July 27-31, 2002, at Catholic University of America in Washington, DC. Eighty-six students from 35 states, Canada, and Mexico participated. In general, students were satisfied with the various measures of the size and scope of the Foundations Institute. Students continue to report positive ratings of the curriculum and instruction. Some logistical issues were encountered with this site. The budget figures for the Foundations Institute indicate that revenues of \$79,023 exceeded expenditures of \$50,983.
6. **Technology Institute** – The revised Technology Institute was held July 12-16, 2002, at Indiana University-Purdue University Indianapolis. The positive responses of students to the Technology Institute and the individual modules suggest that the Institute was a success. The faculty and Institute directors discussed retooling this Institute before it is offered in 2004. The budget figures for the Technology Institute indicate that revenues of \$75,474 exceeded expenditures of \$59,591.
7. **Enrollment Management Institute**—The Enrollment Management Institute was canceled in May 2002 because of low enrollment. Terry Russell worked with the conference site to transfer half the cost incurred from the cancellation into payment for the CIC/AIR Data and Decisions Workshop. The total loss to the PDS Committee for this Institute was approximately \$7,600. The Committee determined that the market for this Institute had been saturated but may offer the Institute again in the future, perhaps involving another organization as a co-sponsor.
8. **CIC/AIR Data and Decisions Workshop**—This workshop was held December 11-13, 2002, in Lansdowne, VA. The workshop was designed to assist small, independent colleges with using data to inform strategic decision-making. This event marked a first of a series of similar workshops for the professional development of our members. This was the first PDS event directed at a specific sample of our members (small private institutions). In addition, it was the first event that featured a team approach where an institution sent either a 2- or a 3-person team to the event. Twenty-six institutions sent 65 individuals to participate in the event. Overall evaluation of the workshop's structure, content, and overall satisfaction was very positive. Additional CIC workshops will be offered September 24-27, 2003, in Denver, CO, and October 9-11, 2003, in St. Charles, IL. A workshop co-sponsored by AASCU is being planned for January 2004 in Orlando, Florida.

9. **Presenters Bureau** – Discussions continue on structure and policy issues for the development of a Presenter's Bureau. The Committee will be considering these issues at our upcoming meeting in Tampa and will be forwarding a policy document to the Board by the end of the year.
10. **Post-Master's Certificate Programs** – In the third year of this grant funded by NCES, AIR made its third round of awards. Discussions and reports were shared with the five programs receiving funding and the Post-Master's Advisory Panel at the annual meeting held February 21-23, 2003, in Amelia Island, FL. Discussions focused on curriculum development, institutional program approval, student recruitment efforts, and future directions. The five institutions receiving funding are Florida State University, Arizona State University, Penn State University, Indiana University, and The Missouri State System. This program's title was changed to the "Graduate Certificates in Institutional Research" program.
11. **IPEDS Workshops** – AIR and PDS partnered to provide IPEDS training again this past year. The training included Fall and Spring data collection schedules and updates to the system. Proprietary schools were not included in this training. Workshops were held at 25 regional meetings, included five meetings coordinated by AACRAO. Workshop attendance continues to be strong and evaluations are generally positive. A Train-the-Trainer workshop covering the updated Peer Analysis System is scheduled for July 8-11, 2003, at the Bolger Center in Potomac, MD. Thirty trainers have been invited to attend.
12. **AIR/PEW Grants** –Fifteen awards were made in June 2002. Fellowships covered the registration fee for the Summer Institute on First-Year Assessment held in Asheville, NC. This program will continue this year, offering five fellowships to the conference.
13. **NCES Senior Research Fellowships** - The first Senior Fellowship was awarded to Dr. Timothy Sanford for 2002. Dr. Sanford's task was to review the Peer Analysis System and recommend improvements. The Fellowship ended in January 2003. The Request for Proposals for the 2003 Fellowship was released in April 2003. The 2003 Fellow will be selected in July for a project involving the modification of IPEDS data collection categories for first professional degrees.

Robert K. Toutkoushian, Publications Committee Chair

Committee Charge—To provide direction to and supervise the publication activities of the Association (Terms of Reference)

Overview—As always, the main goal of the 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's direction that our publications should include both scholarly research on important higher education issues, and more practitioner-oriented publications that inform the day-to-day work of institutional researchers.

Committee Members : Rob Toutkoushian, Chair (2003); Elected by the Board: Trudy Bers (2004); Eric Dey (2005); Stephen DesJardins (2004); Jeff Seybert (2004); Laura Perna (2005); Stephen Porter (2005). Ex-Officio: Timothy Chow, Editor, *Electronic AIR* (2004); Andreea Serban, Editor, *Professional File* (2006); Rich Howard, Editor, *Resources in Institutional Research* (2006); John Smart, Editor, *Research in Higher Education* (2005); J. Fred Volkwein, Editor, *New Directions in Institutional Research* (2005); 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 (Vacant), Associate Editor, *New Directions in Institutional Research*; Jessica Korn, Associate Editor, *Professional File*.

Review of Publications Committee Meetings, June, November, and December 2002.

During 2002, the Publications Committee held one face-to-face meeting for all of its members at the AIR Forum. In an effort to reduce Committee expenses, the Committee replaced its usual face-to-face meeting in September with two teleconference meeting in November and December of 2002. The Committee also conducted other business through e-mail discussions. Among the highlights of activities and accomplishments during the past year are:

- The development of a membership survey regarding AIR-sponsored publications;
- The successful selection of two new at-large members for the Publications Committee (Steve Porter, Laura Perna) and reappointment of Eric Dey through 2005;
- The successful reappointment through 2006 of Rich Howard as Editor of *Resources in Institutional Research*;
- The continued production of a wide range of AIR publications;
- The continued development of a Web-based version of the *Electronic AIR*;
- The development of a new award for Best Visual Presentation at the 2003 Forum;
- Continued discussions with Kluwer and Jossey-Bass regarding publishing contracts;
- The successful completion of a search for the Editor of the *Professional File* (Gerald McLaughlin);
- The successful completion of searches for Associate Editors for *New Directions in Institutional Research* (Robert Toutkoushian) and the *Professional File* (Jessica Korn);

Research in Higher Education (RHE)

John Smart reported that the number and quality of submissions to *RHE* continued to be strong. A total of 157 manuscripts were received for publication consideration during the past year. This is remarkably similar to the 156 submissions last year. The following shows the initial and final editorial decisions for those submissions.

<u>Initial Editorial Disposition</u> (n=157):		<u>Final Editorial Disposition</u> (n=153)	
Rejected	108 (68%)	108	(70%)
Revision Requested	42 (27%)	29	(19%)
Accepted	3 (02%)	16	(11%)
Currently Under Review	4 (03%)		

Also of good news this year, 16 (about 40%) of the 42 manuscripts for which revisions were initially requested were revised and subsequently accepted for publication. This again is testimony to the excellent job done by Consulting Editors in terms of providing authors with sound guidance regarding how their manuscripts should be revised in a manner to ultimately warrant publication. Thus, in all, a total of 16 (11%) of the 153 submissions for which editorial decisions were made were accepted for publication.

The Consulting Editors discussed with John the possibility of requesting or requiring authors to report “effect sizes” in their manuscripts. The motivation for this is primarily to get authors and Consulting Editors to think beyond statistical significance of findings (especially when large samples are used) and to focus at least as much attention on the practical meaning and implications of findings.

The one-page advertisements developed by the Association in consultation with the Committee began appearing in the journal this year. These advertisements will help promote the *RIR* series and the Association.

New Directions for Institutional Research (NDIR)

NDIR enjoyed another very successful year, with the following four titles being published in 2002:

2002 Series			
#113 – Knowledge Management: Building a Competitive Advantage, Andreea Serban & Jing Luan	November 2001	March 2002	JFV
#114 – Evaluating Faculty Performance, Carol L. Colbeck	April 2002	August 2002	JFV
#115 – Conducting Salary Studies, Part One. Rob Toutkoushian.	May 2002	September 2002	JFV
#116 – Studying Diverse Students and Institutions, M. Chris Brown.	June 2002	December 2002	JFV

The titles planned for 2003 and beyond include the following:

2003 Series and Beyond (Titles and order tentative)			
#117 – Analyzing Finance Issues in Higher Education, King Alexander	Aug. 2002	Jan. 2003	JFV
– Performance Reporting in Higher Education, Joe Burke	Nov. 2002	March 03	JFV
– Conducting Salary Studies, Part Two, Rob Toutkoushian.	Dec. 2002	June 03	JFV
---Conducting Survey Research, Part One, Steve Porter & Paul Umbach.	Jan. 2003		JFV
---Conducting Survey Research, Part Two, Paul Umbach & Steve Porter.	2003		JFV
---Strategic Planning in Higher Education, Michael Dooris, James Trainer, John Kelley	2003		JFV
--- Conducting Research on Private Giving, King Alexander	2003		JFV
Topics being explored for future volumes: Assessing Educational Outcomes Predicting Student Performance in Grad & Undergrad Education Assessing Employment Outcomes Conducting Cost/Benefit Studies			

A search committee consisting of Fred Volkwein, John Smart, and Trudy Bers was formed to find a new Associate Editor for *NDIR*. After an exhaustive search, the Committee selected Rob Toutkoushian as the new Associate Editor for *NDIR*. Rob will begin his duties at the conclusion of his term as chair of the Publications Committee in May 2003.

AIR Professional File

Under the direction of Editor Andreea Serban, the *Professional File* continued to provide Association members with high-quality, practitioner-oriented articles on a wide range of topics of interest to institutional researchers. The PF Editorial Board reviewed 12 manuscripts between October 2001-May 2002. Eleven were papers presented at the AIR 2001 Forum, which is the same as presented at the AIR 2000 Forum. Five of the 12 manuscripts were accepted for publication with revisions. The number of manuscripts reviewed decreased because after the 2001 Forum we have not asked for/sought additional articles on specific topics as we did after the 2000 Forum. However, the backlog has not decreased because the five manuscripts accepted were added to an already extensive backlog.

As discussed at the 2001 Forum, to improve the dissemination of reviews and letters to the authors, at the request of the PF Editorial Board, Andreea created a Web site where she posted all reviews and her responses to the authors for the 12 manuscripts reviewed after the 2001 Forum. This approach will continue for all future reviews and responses to authors.

The publication schedule for the *Professional File* is as follows:

Spring 2003:

A Micro Economic Model to Assess the Economic Impact of Universities: A Case Example
by Robert Parsons #87

Summer 2003:

Methodology for Developing an Academic Data Warehouse by David Wierschem et al. #88

Fall 2003:

The Role of Institutional Research in Space Planning: Helping all the Pieces Fit Together by
Catherine E. Watt, Ronnie E. Chrestman and Brian A. Johnston #89

Winter 2004:

What Works Best? Collecting Alumni Data with Multiple Technologies by Stephen Porter
and Paul Umbach #90

Spring 2004:

Caveat Emptor: Is There A Relationship Between Part-time Faculty Utilization and Student
Learning Outcomes and Retention? by Charles Harrington and Timothy Schibik #91

Summer 2004:

Predicting the Probability of Graduating: Differences for Freshmen and Transfers at a
Metropolitan University by Macia J. Belcheir #92

The Committee continued discussions regarding the appropriate format and length for the *Professional File*. It was agreed that the results from the Publications Survey would be used to guide the Committee in its deliberations.

Forum Publications (FPEAC)

Upon recommendation of the Forum Editorial Advisory Board and the Publications Committee, the 2002 Charles F. Elton Best Paper Award was given once again to two different papers. Winners are Larry Jordan for his paper "Accountability Indicators from the Viewpoint of Statistical Method," and Gary Pike, George Kuh, and Robert Gonyea for their paper "The Relationship Between Institutional Mission and Students' Involvement and Educational Outcomes." The paper by Pike et al. will be re-presented at this year's Forum. The FPEAC noted that submissions for the Charles F. Elton Best Paper Award were very strong, with more than 70 papers submitted for review this year.

Suslow Award

Two nominations were received for the Sidney C. Suslow award. The Publications Committee selected Trudy Banta as the 2003 recipient.

Electronic AIR (E-AIR)

Timothy Chow reports that the *Electronic AIR* continues to be popular among members, with about 2,870 subscribers to the newsletter, which is consistent with the numbers from last year. The new section added to the newsletter is "Feedback from the Readers." A Web-based newsletter prototype has been reviewed by the Publications Committee and should be ready go live in the near future. This relies on a Web-based newsletter generation system called "Slash" to establish the Web presence of *Electronic AIR*. Tim has also spent some time working with student programmers to try to further establish a robust job posting system.

Resources in Institutional Research (RIR)

The latest *RIR* volume was published in March 2003 and is the new *Primer for Institutional Research*, edited by Bill Knight. The next issue is set to be a "Best of the Forum" review. The Association received permission from *RHE* to use the Forum issue articles free as long as it goes out to the membership. Rich has also been speaking with Mary Ann Coughlin about writing a detailed

stats issue to compliment the Statistics Institute and Post-Masters Certificate Program. The editors are currently working with authors on several potential volumes for future years, as well as volumes that may be published in electronic-only format.

Frances L. Dyke, Treasurer

Committee Charge: Responsible for oversight of the receipt and disbursement of all funds of the Association, for the establishment and maintenance of appropriate records of financial transactions, and for ensuring that all expenditures are within the approved budget.

Committee Members: None. An advisory group of past treasurers is consulted as needed.

Goals:

- Sustain sound financial management policies;
- Advise on application of appropriate accounting procedures and practices;
- Chair Audit Committee including President, Vice President, Treasurer and one other appointed member of Board of Directors; recommend to full board selection of auditor and terms and conditions of audit contract;
- Review audited financial statement for 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 activities;
- Keep Board informed of current best practices in both accounting and financial reporting.

Activities:

1. **2002 Independent Auditor's Report:** The firm of Carroll and Company, Certified Public Accountants of Tallahassee, Florida audited the December 31, 2002 financial statements 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, 2002, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.”

The December 31, 2002, audit was completed on January 30, 2003. A copy of the auditor's report is available for review by contacting Mr. Norm Gravelle at the AIR Executive Office (850-644-4470).

2. **Table 1** – presents the Association's Financial Position as of December 31, 2002, and 2001. Assets totaled \$1,794,231; an increase of \$278,861 from the prior year. Approximately 28% was held in cash or near liquid investments and 68% was receivable from the Federal Government for NSF and NCES grant activities. The federal amount will be allocated to support designated research projects and seminars in 2003 and to defray the costs of administering the grant activities. The ratio of cash and liquid assets is not materially different from the prior year; the ratio of federal receivables is 11% higher than the prior year.
3. **Table 1** – also presents the Association's Liabilities and Net Assets as of December 31, 2002, and 2001. Excluding grant activities, current liabilities totaled \$274,256, with 24% in accounts payable and 53% in deferred membership revenue (the membership year begins in

July and the Association's account year begins in January). Total liabilities are \$167,398 higher than the prior year. The ratios are not materially different from the prior year.

4. **Table 2** – presents the impact of operations on Net Assets for the years that ended December 31, 2001, and 2002, the 2003 budget and proposed budget for 2004. In 2001 expenditures exceeded revenues by \$78,361. The deficit in operations was primarily attributable to cost overruns for professional development institutes and Forum activities. This situation did not repeat itself in 2002. The Board of Directors, on the recommendation of the Executive Director, cancelled a professional development Institute with minimal financial consequence to the Association. The adjusted budget and proposed budgets for 2003 and 2004 respectively are balanced.
5. **Table 2** – also presents the 2004 financial proposal based on the following assumptions:
 - a. Cost containment in all operations
 - b. Improved progress toward achieving the Association's goal for Unrestricted Net Assets
 - c. A \$10 increase in annual dues (\$5 takes effect in 2004) and no increase in Forum fees. Both membership and Forum attendance are expected to be flat compared to the prior year (2,889 and 1,026 respectively).
 - d. 3% increase in salary pool covering employees.
 - e. Two PDS Institutes priced to break even at 45 participants for the Topical Institute (statistics) and 60 participants for the Foundations Institute.
6. **Table 3** – displays membership and Forum fees for the years 2001 through 2004 (proposed).
7. **Table 4** – shows the application of indirect cost recovery to Executive Office expenditures on grant related activity.

Table 1
Statement of Financial Position
December 31, 2002 and 2001

Assets	Year 2001	Year 2002	
Cash and Cash Equivalents	\$ 197,867	\$	295,765
Certificates of Deposit	\$ 139,788	\$	218,457
Accounts Receivable AIR	\$ 40,350	\$	14,427
Grants Receivable	\$1,030,530	\$	1,211,490
Due from NSF	\$ 35,232	\$	13,445
Prepaid Expenses	\$ 22,452	\$	17,421
Other Assets	\$ 8,834	\$	-
Furniture and Equipment, net	\$ 40,317	\$	23,226
Total Assets		\$1,515,370	\$ 1,794,231
Current Liabilities			
Accounts Payable	\$ 50,834	\$	66,106
Accrued Compensated Absences	\$ 23,082	\$	33,909
Deferred membership dues	\$ 113,751	\$	144,462
Deferred grant revenue	\$1,118,624	\$	1,247,986
Subscriptions Payable	\$ 13,321	\$	16,334
Due to AIR	\$ 35,232	\$1,354,844	\$ 13,445 \$1,522,242
Net Assets		\$ 160,526	\$ 271,989
Total Liabilities and Net Assets		\$1,515,370	\$ 1,794,231

Table 2
Financial History and Proposed 2004 Budget

	2001 Actual	2002 Actual	2003 Budget	2004 Proposed Budget
Operating Revenues				
Membership Revenues	292,490	302,223	315,293	318,774
Forum Revenues	350,705	320,400	332,540	316,040

Professional Development Services	203,862	196,262	152,650	151,150
Publications	19,730	19,542	18,500	18,500
Other Revenues	17,956	15,201	8,500	7,000
Scholarship Fund Contribution		4,495		
Grant Administration Revenues	710,633	1,141,598	1,248,439	1,248,439
Total Revenues	1,595,376	1,999,721	2,075,922	2,059,903
Operating Expenses				
Executive Office	135,083	155,501	139,937	143,354
Governance	89,639	57,587	85,372	81,372
Forum	323,052	257,200	238,540	232,000
Publications	69,393	55,571	57,990	59,200
Membership	73,984	57,537	64,632	63,500
Professional Development	271,953	163,264	141,200	133,500
Grant Administration	710,633	1,141,598	1,248,189	1,248,189
Total Operating Expenses	1,673,737	1,888,258	1,975,860	1,961,115
Contribution to Net Assets	(78,361)	111,463	100,062	98,788
Total Net Assets at Year End	160,526	271,989	372,051	470,839

Table 3
History of Membership Dues and Forum Fees

	2001 Actual	2002 Actual	2003 Budget	2004 Proposed	% Change
Membership Dues	\$95	\$105 (95/115)	\$115	\$120 (115/125)	4%
Registration Fee	\$255	\$255	\$290	\$290	0%

Table 4**Application of Indirect Cost Recovery to Operating Expenditures**

	2001 Actual	2002 Actual	2003 Budget	2004 Proposed
Executive Office Expenses	\$184,763	\$229,389	\$225,583	\$229,000
Application of Indirect Cost	<u>(\$49,680)</u>	<u>(\$73,888)</u>	<u>(\$85,646)</u>	<u>(\$85,646)</u>
Net Executive Office Expenses	\$135,083	\$155,501	\$139,937	\$143,354

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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 statement of financial position of Association for Institutional Research, Inc. (a non-profit organization) as of December 31 2002, and the related statements of activities and cash flows for the year 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 audit.

We conducted our audit 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 audit 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 significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides 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, 2002, and the changes in its net assets and its cash flows for the year 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 a report dated January 30, 2002, 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 grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

January 30, 2003

