A Letter from your (Acting) President and Program Chair for TAIR 2006
Gerry Dizinno

Members:

Since this is my first official communication to all members, let me first say “Thank You!” for electing me Program Chair and Vice President/President Elect. I’m honored to be able to assist the organization and to help TAIR provide professional development and camaraderie among our members.

The second thing I’d like to say is that I hope we all will take the opportunity to offer our support to all of our colleagues in Louisiana and Mississippi as they try to recover from the disaster of Katrina. The AIR Forum has now been relocated from New Orleans to Chicago, Illinois on May 14-18, 2006.

We on the Executive Committee and the Program Committee for TAIR 2006 have been very busy since our last conference. The Executive Committee has met three times since our last annual meeting, and we’ve expanded our meeting times to a full day in order to better serve the organization. And, as you know, Chris Benton, our President, had to reluctantly resign his office. Chris moved to Arizona to be with his new wife and start their new life together. We wish them both well, and hope that he will join us at annual meetings whenever possible.

As a result of Chris’ departure, I have taken on the dual role of “Acting President” and Vice President/Program Chair. Needless to say, things have been a bit busy for me. I’m really looking forward to the next elections and a new Vice President coming on board! I do want to thank the current members of the Executive Committee – Danica Frampton (Secretary), Margaret Drain (Treasurer), and Karen Laljiani (Past President) – for stepping up and helping out even more than they normally would.

Continued on page 3
TAIR Officers and Editor

**Acting President and Vice President**

**Gerry Dizinno, Ph.D.**  
University of Texas – San Antonio  
6900 North Loop 1604 West  
San Antonio, Texas 78249  
(210) 458-4706  
Fax: (210) 458-4708  
gerry.dizinno@utsa.edu

**Secretary**
**Danica D. Frampton**  
St. Edward’s University  
3001 South Congress Ave.  
Austin, Texas 78704  
(512) 448-8418  
Fax: (512) 464-8888  
danicad@admin.stedwards.edu

**Treasurer**
**Margaret Drain**  
Houston Community College  
3100 Main, Ste. 3C28, MC 1147  
Houston, Texas 77002  
(713) 718-8628  
Fax: (713) 718-2031  
margaret.drain@hccs.edu

**Immediate Past President**
**Karen Laljiani, Ph.D.**  
El Centro College  
801 Main Street  
Dallas, Texas 75082  
(214) 860-2016  
Fax: (214) 860-2335  
laljiani@dcccd.edu

**Newsletter Editor**
**Carol LaRue**  
Southwest Texas Junior College  
2401 Garner Field Road  
Uvalde, Texas 78801  
(830) 591-7324  
Fax: (830) 591-7354  
clarue@swtjc.cc.tx.us

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**TAIR 2006 Program Committee Chairs**

**Program Chair** ......... Gerry Dizinno, University of Texas - SA  
**Concurrent Sessions** .. Ruben Garcia, TX Workforce Commission  
**Evaluation** ............... Eliza Hernandez, St. Mary’s University  
**Finance** ................. Margaret Drain, Houston Community College  
**General Sessions** .. Darline Morris-Baldwin, TX State Tech Coll.  
**Local Arrangements** .................... Susan Brown, THECB  
**Newsletter Editor** ....... Carol LaRue, Southwest Texas Jr. College  
**Program Brochure** ............ Gabriela Borcoman, THECB  
**Registration** .............. Danica Frampton, St. Edward's University  
**Resource Fair** ............. Allen Clark, University of North Texas  
**Roundtables** .............. John Kalb, Southern Methodist University  
**SIGs** ..................... Marilyn Greer, M.D. Anderson Cancer Center  
**TAIR Webmaster** ... Sam Stigall, University of Texas at Arlington  
**TAIR Listserv** .............. David Preston, Brazosport College  
**Workshops** ................. Teresa Isbell, North Lake College  
**Advisor** .................... Karen C. Laljiani, El Centro College  
**Advisor** .. Chris Benton, formerly with Alvin Community College

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**Appointed Committees**

**Publications Committee:**
Melissa Canady Wargo-Texas Christian University, Chair  
Carol LaRue-Southwest Texas Jr. College, Newsletter Editor  
Paul Illich-McLennan Community College, TAIR Virtually Professional Editor  
Sam Stigall-University of Texas at Arlington, Conference Proceedings Editor

**Strategic Planning Committee:**
Susan Griffith-UT Pan American, Chair  
Rose Austin-Kingwood College, Susan Brown-THECB  
Gerry Dizinno-UTSA, Darline Morris-Baldwin -TSTC, Nick Valcik-UT Dallas,  
Fonda Vera-Richland College, Marilyn Greer-M.D. Anderson Medical Center, Karen Laljiani-El Centro College, Ex-Officio

**Professional Development Committee:**
Teresa Isbell-North Lake College, Chair  
Allen Clark-UNT, Paul Illich-McLennan CC, James Dilling-THECB  
Tom Martin-CCCCCD, Advisor, Leona Urbish-Rice University, Advisor

**Audit Committee:**
Marilyn Greer-M.D. Anderson Medical Center, Martha Oburn-NHMCCD

**Awards Committee:**
Karen Laljiani, El Centro College, Chair  
David Andrus –Del Mar College, Rebecca Richter-Blinn College, Kathy Friedrich-College of the Mainland, Jaime Garcia-Rice University, Christine Stroup-Benham-UT Medical Branch, Jana Marak-Baylor University
We had a very successful Professional Development Workshop this past summer in Waco with over 45 attendees. Entitled “Evidence-Based Decision Making and Data Presentation,” the presenters were Dr. Marilee Bresciani of Texas A&M and Dr. Paul Illich of McLennan Community College. We will continue to offer summer workshops and hope to hear from you regarding topics of interest. I also want to thank Teresa Isbell, who was the organizer of this year’s workshop and without whose work it never would have happened.

The Executive Committee has been working on aspects of the Strategic Plan that we adopted at our last meeting, focusing on ways to organize ourselves to better meet your needs. Our discussions have led to some proposals for changes in the TAIR Constitution and Bylaws. Those changes will be coming to you shortly for your review and vote, along with information on the new slate of nominations for Secretary, Vice President/Program Chair, and Nominating Committee.

Now, let’s go on to the next annual meeting, to be held in Austin January 31st through February 3rd, 2006, at the Radisson Hotel & Suites. The conference theme is “All Roads Lead to Austin,” a phrase that I think well-describes our relationship to that wonderful city, whether we work in private or public institutions, two- or four-year schools, or any other organizations related to education in our state. The Program Committee has been working hard getting all of the arrangements made. We have over 25 concurrent sessions, four general sessions, and some excellent workshops; all at our spectacularly low cost! In addition, we have a very enjoyable and unique special event lined up. The brochure for the meeting is being prepared, and will soon be sent out.

As most of you know, registering for the conference will also include your membership fee of $20. For those of you who will, unfortunately, not be able to attend the conference, let me remind you to please mail in your separate membership fee so that you will still be a member of the organization.

One last bit of news: we have also selected our host hotel for the TAIR 2007 conference to be held in South Padre Island. That conference will take place February 26th through March 1st at the Sheraton – on the beach! These dates were selected based on a vote of the membership taken by email, with a very high number preferring later in February. We will be voting, by either absentee voting or at the 2006 conference, on Fort Worth or Houston as the TAIR 2008 conference site. We will be looking for possible sites for the 2009 conference, so if you have any preferences – or especially if you would like to host the conference – please let us know.

Well, it’s back to my desk and state accountability reports, fact books, ad hoc requests, IPEDS, SACS/COC, assessment and institutional effectiveness, and . . . oh, you know. I hope to see all of you in Austin next year.

Remember to bring your Conference Program with you to the conference! (Watch for your brochure to arrive in the mail this month)

Be sure to bring the Texas Hotel Occupancy Tax Exemption Certificate with you to the Conference – a copy is included in this newsletter and available on the TAIR website. http://www.texas-air.org
TAIR Travel Grants

TAIR wants to be sure that funding is not the reason that you or your staff will miss TAIR 2006 and will be awarding eight travel grants at $250 each to help cover expenses. Travel grants are available to both active members and those becoming new members in 2006.

The form is available on the TAIR website [http://texas-air.org](http://texas-air.org). Please read the rules and submit your grant application by December 1, 2005.

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TAIR 2008 Conference Site Contenders

**Fort Worth**

**Houston**

Voting for the 2008 conference site, Nominating Committee, and the offices of Vice President/President-Elect and Secretary will be conducted at the conference or by absentee voting.

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TAIR-L Listserv

All current members can post information directly to the listserv. Send your email directly to: tair-l@listserv.brazosport.cc.tx.us

If you need to subscribe or unsubscribe from the list, send your request to David Preston at David.Preston@brazosport.edu

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TAIR 2004 Best Paper Award
Presented at TAIR 2005 to

Denise Y. Young, Ph.D.
Assistant Provost and Director of Institutional Research
University of Dallas

Persistence, Academic and Social Integration, and Study Abroad: How They Interrelate

Denise Young recently accepted the new position of Executive Director of Institutional Effectiveness at North Georgia College and State University, where she will oversee institutional research, planning, and assessment. She will also have a faculty appointment as Associate Professor of Education.

Denise has been at the University of Dallas since 2001 as Assistant Provost and Director of Institutional Research. She was previously Assistant Director of Strategic Planning and Analysis at the University of Texas at Dallas. A member of TAIR since 1998, Denise has presented papers at TAIR and AIR, and has served on the TAIR Concurrent Sessions, Best Paper/Distinguished Service Award and Nominating Committees. She received the Best Presentation Award at the 2000 TAIR Conference for her paper “Modeling Student Flows Through the University’s Pipelines.” Her Ph.D. is in Higher Education/Educational Research from the University of North Texas.

This study used a quasi-experimental design with 1,237 students to investigate the association between participation in a study-abroad program and persistence at a liberal arts university. The theoretical basis for the study was Tinto’s Theory of Individual Departure.

The independent variable of interest, also known as the treatment, was participation in the University of Dallas Rome Program during the sophomore year. The control group consisted of students who were qualified to participate in the Rome Program, but chose not to do so. The dependent variable was the number of fall and spring semesters enrolled as an undergraduate at the University of Dallas post-treatment through spring 2003.

Nine variables that measured background characteristics, academic integration, and social integration explained 3.8% of the variation in number of semesters enrolled post-treatment. Participation in the Rome Program explained an additional 4.2%. In all of the statistical measures examined in this study (incremental increase in $R^2$, b weights, adjusted $\beta$ weights, and structure coefficients), there was evidence of an important positive association between participation in the Rome Program and persistence. Based on the b weight in the regression equation, holding all other variables constant, students who participated in the Rome Program persisted on average .83 semesters longer post-treatment at the University of Dallas than those who did not go to Rome.

Of the 1,007 students in this study who went to Rome, 96% were enrolled at the University of Dallas one semester after Rome participation and 91% were still enrolled after two semesters. This compared to 80% and 72%, respectively, for the 230 students in the control group. Of the 674 students in the study who went to Rome and had the opportunity to graduate within 4 years, 79% graduated within 4 years. This compared to 51% for the 123 students in the control group.

Persistence during and after the sophomore year was not associated to the same extent with pre-entry background characteristics, academic integration, and social integration as was persistence from freshman to sophomore year.

Congratulations Denise!
You will be missed
Call for Newsletter Articles

If you have information that you would like to share with the TAIR membership, please submit it to Carol LaRue for consideration for inclusion in the next TAIR newsletter. You can submit an article, a news snippet, information about upcoming events, or interesting facts about fellow TAIR members. The editor reserves the right to edit or exclude any submission.

Email submissions are preferred.
Send to:
Carol LaRue
Southwest Texas Junior College
Uvalde, Texas 78801
Email clarue@swtjc.cc.tx.us

Attention All TAIR Members
Update your TAIR Membership Contact Information

Go to the TAIR webpage http://www.texas-air.org under Members Only, insert your user name and password, review your information and make any necessary changes. Be sure to click “save” before exiting.

If you do not know your user name and password, click forgot user name and password and you will be e-mailed the information. If you experience any problems, contact Karen Laljiani at laljian@dccd.edu

All TAIR FORMS GOING ELECTRONIC

All TAIR forms including the
- Membership Application
- Call for Participation
- Nomination Form
must be completed and submitted electronically. All forms can be found at the TAIR website http://www.texas-air.org
Meet the Candidates

Voting will take place at the 2006 TAIR Conference in Austin. Be sure to cast your ballot. Absentee voting can be done electronically. The absentee ballot is available in this newsletter and can also be found at: http://www.texas-air.org

Candidates for Vice President/President Elect

Ruben B. Garcia, Texas Workforce Commission. Ruben has worked at the Texas Workforce Commission in Austin since 1995, first as Deputy Director for the Texas Automated Student and Adult Learner Follow-Up System and for the last six years as the Director. Prior to joining TWC, Ruben worked for the Texas Higher Education Coordinating Board, Community and Technical Colleges Division as a Data Analyst. Ruben became a member of TAIR in 1992 while working for the THECB. Ruben has served on the TAIR nominating committee, awards committee, chair of roundtables and is the chair of the concurrent sessions for this year’s conference. Ruben has given a number of paper presentations at TAIR and AIR. Ruben was recently named the Track 5 chair for the 2007 AIR Forum.


He earned an M.S. in Plant & Soil Sciences (1987) with a minor in statistics at Texas A & M Kingsville, while supported by a generous fellowship from the Meadows Foundation, and a B.S. in Biology (1981) at U. T. San Antonio. More recently, Joe co-authored a chapter with Dr. Susan Griffith in "Promising Practices in Recruitment, Remediation, and Retention", edited by Gerald Gaither and published in New Directions for Higher Education (Winter 1999). In TAIR he would like to work on increasing the membership by encouraging institutional researchers who do not currently attend TAIR Conferences to become participating members. He would also like to actively seek ways to get graduate students involved in attending and presenting at future TAIR conferences.
Meet the Candidates

Nominees for Secretary

Melissa Canady Wargo, Texas Christian University, Fort Worth
Melissa is the Director of Assessment at Texas Christian University in Fort Worth, Texas, a position she has held since 2001. Prior to coming to TCU, Melissa was Institutional Research Associate at University of Texas at Arlington and Coordinator of Institutional Research and Assessment at Oklahoma State University in Oklahoma City. She holds a BA and MA in Anthropology and is currently ABD for her PhD in History. Melissa has been a member of TAIR since 1998 and of AIR since 1995. In that time, she has made several TAIR presentations and assisted in the planning of the IPEDS training workshop held in Arlington. Also, Melissa served as Chair of Roundtable Sessions for the 2004 TAIR conference in College Station and as Chair of General Sessions for the 2005 conference in Arlington. Currently, Melissa is the TAIR historian and the TAIR liaison to AIR. If elected as secretary, Melissa aims to fulfill all the requirements of the position and to serve the TAIR community with enthusiasm. In addition, Melissa will maintain accurate membership information and will work with members of the Executive and Program Committees to provide timely and appropriate conference and professional development opportunities.

Darline Morris-Baldwin, PhD, Texas State Technical College - Waco
Darline has been the Director of Institutional Effectiveness, Research and Planning at Texas State Technical College Waco for the last 14 years. She has over 30 years experience in higher education administration, working at all types of higher education institutions: public and private, two and four year, colleges and universities. She worked also for the Texas Higher Education Coordinating Board. For the past six years she has served as an IPEDS trainer for NCES in an effort to insure that Texas colleges and universities would be better informed.

Darline earned two doctorates, one in Higher Education Administration/Adult Education and one in Applied Technical and Special Education/Education Research. She also completed post doctoral course work in Computer-aided Instruction. She is fond of animals, having raised and shown Arabian horses, St. Bernard, German Short Hair Pointers and Collie dogs.
Meet the Candidates

Nominating Committee (4)

**Dennis Alejos, St. Philip’s College.** Dennis has been working in Planning, Research and Effectiveness at St. Philip’s College as the Senior Statistical Research Specialist since 1999. Before that he was employed at Texas State Univ. in San Marcos from 1990 to 1992 as a Planning Analyst in the Physical Plant where he was responsible for the facilities inventory. Between 1992 and 1999 he was employed in the Office of IR at TSU as a Planning Analyst. Dennis also has non-profit business sector experience as he worked at a non-profit organization involved in educational research. Dennis received a B.S. in computer science from the University of Texas at San Antonio in 1985. His hobbies include sports and reading.

**Amy Bawcom, Univ. of Mary Hardin-Baylor.** Amy Bawcom has been a member of TAIR since 2004 when she attended her first TAIR conference on a travel grant. During her time as Director of Institutional Research at the University of Mary Hardin-Baylor, she has served TAIR as a facilitator and a roundtable presenter and is a founding member of the OPIRO (One-person IR Offices) special interest group in TAIR. Currently working on her dissertation for a Doctorate of Educational Administration from Baylor, she received her MA in English Language and Literature from Baylor University and two baccalaureate degrees from UMHB in business administration and in English.

**Rose Austin, Kingwood College.** Dr. Rose Austin has served as Dean for Institutional Effectiveness at Kingwood College for nine years and has been a member of TAIR, SAIR, and AIR for eight years. She has attended every TAIR and SAIR conference since becoming a member. Rose has served as TAIR program brochure chair and as a member of the TAIR Strategic Plan Committee. She has presented at roundtable discussions and her FACT BOOK has won first prize three times. Rose would like to hold an elected position, starting with the Nominating Committee, to select visionary and creative leadership.

**Paula N. Cox, Rice University.** Paula is a senior research officer in the Office of Institutional Research at Rice University. She has been a member of TAIR and AIR since 1996. She holds a doctorate in higher education administration (Ed.D) and is an AIR/NCES IPEDS trainer. Previous service to TAIR has been in the capacity of pre-conference workshop presenter, workshop facilitator, nominating committee member and local arrangements committee member.
Meet the Candidates

Nominating Committee (4)

**Cindy Dutschke, TAMU.** Cindy has served as director of the Office of Institutional Studies and Planning (OISP) at Texas A&M University since 1998. She previously served as Director of Planning and Institutional Research for seven years at the University of Houston-Clear Lake. She received her Bachelor's degree from Memphis State University, Master's degree from Peabody College and Ph.D. in Educational Research and Evaluation from North Texas State University.

**Connie Howells, Eastfield College.** Connie has been Assistant Dean of Institutional Effectiveness and Research at Eastfield College (DCCCD) since 1994. Before that, she worked at Richland College and Collin County Community College District as coordinator of evaluation. Connie has been active in TAIR as a presenter, facilitator, and as a member of Program Committee (roundtables, conference evaluations, local arrangements). She is also a member of AIR and SAIR. Connie earned her BA at UT – Pan American and her MA in Political Science at UT-Dallas. Presently she is working on her PhD in Higher Education Administration at UNT.

**Tom Martin, Collin County Community College District.** Tom is the Associate Vice-President for Research and Institutional Effectiveness at Collin County Community College District. Previously he worked in institutional research at Utah Valley State College and in Texas at Odessa College. Former TAIR President in 1998-1999, Tom is also active in SAIR and AIR, where has served on the Higher Education Data Policy Committee since 2003. He got his PhD in 1986 from Brigham Young University. Tom is the proud grandfather of Zola, Calvin, and Isis.

**Leslie R. Odom, University of North Texas.** Leslie is the Senior Research Analyst for the Office of IR and Accreditation at UNT. She was previously a Research Analyst for the University of Texas at Dallas and a Data Analyst for the Richardson ISD. Although a new member to TAIR, Leslie has been an active member of both AERA and NCME and has presented at these national educational conferences. She has a BS in Microbiology from TAMU and an MA in Religious Education from Southwestern Baptist Theological Seminary. Leslie is currently working on her Ph.D. in Educational Research from UNT.
TAIR 2006 Absentee Election Ballot

Candidates for Vice President/ President-Elect  
(VOTE FOR ONE)

☐ Ruben Garcia, Texas Workforce Commission
☐ Joseph Meyer, Texas State University- San Marcos

Candidates for Secretary  
(VOTE FOR ONE)

☐ Darline Morris-Baldwin, Texas State Technical College-Waco
☐ Melissa Canady Wargo, Texas Christian University

Candidates for Nominating Committee  
(VOTE FOR FOUR)

☐ Dennis Alejos  
(St Phillips College)
☐ Paula Cox  
(Rice University)
☐ Tom Martin  
(Collin County Community College)
☐ Rose Austin  
(Kingwood College)
☐ Cindy Dutschke  
(Texas A&M University)
☐ Leslie Odom  
(University of North Texas)
☐ Amy Bawcom  
(University of Mary Hardin-Baylor)
☐ Connie Howells  
(Eastfield College)

TAIR Conference 2008 Location  
(VOTE FOR ONE)

☐ Fort Worth, Texas
☐ Houston, Texas

Note: Please complete this ballot ONLY if you will NOT be attending the 2006 conference in Austin, Texas. You must be a registered TAIR member in order to cast a vote. Please email this ballot to Dr. Karen C. Laljiani, TAIR Past President at Laljiani@dcccd.edu, fax it to her attention at 214-860-2335, or mail it to her at: Office of Institutional Effectiveness & Research, El Centro College, 801 Main Street, Dallas, TX 75202. Please include your name and affiliation in order to verify membership.
## Texas Association for Institutional Research

### 2006 Conference Registration Form

**Tuesday, January 31 – Friday, February 3, 2006 Austin, TX**

(Please type or print)

Dr./Mr./Mrs./Ms.

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Badge Name __________________________________________

Type of Institution: □ Public □ Private □ 2-year

(check all that apply)

Institution _________________________________________

□ 4-year □ Other

Department _________________________________________

Full Title ___________________________________________________________________________________________

Address ____________________________________________

Mailing Address ______________________________________ City, State ______________________________________ Zip Code

Telephone ( ) ____________________________ FAX ( ) _____________________________________________

E-Mail __________________________________________________________________________________________

Is this your first TAIR Conference? Yes ( ) No ( )

---

**IF YOU NEED SPECIAL ARRANGEMENTS REGARDING DIET OR ACCOMMODATIONS:** (No later than Friday, January 6th, please)

Contact Gerry Dizinno: Phone (210) 458-4706; Fax (210) 458-4708; E-Mail Gerry.Dizinno@utsa.edu

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### Payment or Purchase Order Postmarked:

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<th>Payment or Purchase Order Postmarked:</th>
<th>By Dec. 15</th>
<th>After Dec. 15</th>
<th>Amount</th>
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**Individual Conference Registration Fees (includes 2006-2007 TAIR Membership)**

- Individual Member $100 $120 $_________
- Emeritus Member $65 $85 $_________
- Graduate Student $50 $70 $_________

**Pre-Conference Workshops**

Tuesday (9:00 a.m. – 5:00 p.m.)

- **W1** – IPEDS Workshop for Beginners $40 $40 $_________
- **W2** – IPEDS Workshop for Advanced Users $40 $40 $_________
- **W3** – SAS Enterprise Guide Workshop $35 $35 $_________
- **W4** – Using SPSS in Institutional Research $35 $35 $_________

Wednesday Morning (8:00 a.m. – 12:00 noon)

- **W3** – Best Practices and “How to” Ideas for Assessment of Online Courses and Programs $35 $35 $_________
- **W3** – Using MS Excel Functions & Pivot Tables $35 $35 $_________
- **W4** – Newcomers to Institutional Research and Planning $35 $35 $_________

**Conference Special Event:** “SAS Murder Mystery” $35 $35 $_________

Bringing a guest to the Special Event? Yes ( ) No ( )

Guest's Name: ______________________________ $35 $35 $_________

**2006-2007 TAIR Membership Only**

(for those NOT attending the conference)

$20 $20 $_________

**TOTAL:** $_________

(continued)
If your institutional check will not be ready by December 15, 2005, please send a copy of the purchase order for the amount of your conference fees by December 15, 2005 to avoid paying the late registration fee. Send institutional check as soon as possible thereafter.

Cancellation Policy:

Refunds, minus a $15.00 processing fee, for the TAIR Conference registration and workshops will be made if the request is made on or before January 10, 2006. No refunds will be made after this date except in cases which involve the death or serious injury of an immediate family member or which serve the best interest of the Association. Requests should be made in writing to the TAIR Treasurer, who will in turn present the matter to the Executive Committee whose decision shall be final.

For updated information, visit our website at www.texas-air.org
TEXAS ASSOCIATION FOR INSTITUTIONAL RESEARCH
January 31- February 3, 2006
CUT-OFF DATE: January 2, 2006
Room Rate - $80.00

****NOTE: Please mention the promotion code “TAIR” when you reserve the room ****

Instructions for web reservations:
1. Visit the website: www.radisson.com/austintx/
2. Click on “Make a reservation,” and enter in your arrival and departure dates (you can get the rate between 1/28 and 2/4).
3. Once proper dates are inserted, scroll down to the ‘Promotion code’ and enter ‘TAIR.’
4. Click ‘Continue,’ and your group rate will appear.
5. When the rate appears on the screen, you may continue with the billing process.

GUARANTEE

All reservations must be guaranteed as follows:

Guaranteed by Credit Card – Please fill in the following information:
Name on card:_________________________________
Card number:__________________________________
Expiration Date:______________________ Month/Year

In the event you are unable to cancel this reservation within 72 hours of the arrival date, a charge equal to one night’s room rate will be assessed on the credit card above, or the advance deposit forfeited.

Signature:__________________________________
Print Name:________________________________

Name(s) ___________________________________
Company Name_____________________________
Address ___________________________________
City/State/Zip ______________________________
Work Phone________________________________
Home Phone ________________________________

Accommodations:

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<tr>
<th># of Rooms</th>
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<th>Double</th>
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Sharing room with:__________________________

Room Type (circle): King       DBL/DBL
Preference (circle): (Accommodations based on availability)
Smoking       Non-Smoking

I will arrive on_______ I will depart on_______
Arrival Time:________________________________

Special Requests:

☑ Wheelchair accessible room
☑ Hearing impaired
☑ Visually impaired
☑ Other (please specify) _____________

Radisson Hotel & Suites Austin
111 E. Cesar Chavez Street
Austin Texas 78701, US
Reservations: (800) 333-3333 US
Telephone: (512) 478-9611 Fax: (512) 473-8399
(Please print or type information below)
Texas Hotel Occupancy Tax Exemption Certificate

**NOTE:** This certificate is for business only, not to be used for private purposes, under penalty of law. The hotel operator may request a government ID, business card or other identification to verify exemption claimed. Certificate should be furnished to the hotel or motel. DO NOT send the completed certificate to the Comptroller of Public Accounts. The certificate does not require a number to be valid. Refer to Hotel sec. 3.161 for exemptions.

Check exemption claimed:

- United States government or Texas government official (state, city, and county tax exemption). Includes US government agencies, State of Texas officials who present a Hotel Tax Exemption Photo Identification Card, and diplomatic personnel of a foreign government who present a Tax Exemption Card issued by the United States Department of State. **United States government employee (state tax exemption).** Includes US government employees traveling on official business representing the federal government. Hotels should check with the local taxing authorities to determine if federal employees are exempt from city or county taxes.

- Religious, charitable, or educational organization or employee (state tax exemption only). Educational organizations include state and private universities, junior colleges, community colleges, independent school districts, and public and private elementary and secondary schools of this state and other states. Religious and charitable organizations must hold a letter of exemption issued by the Comptroller of Public Accounts to claim an exemption.

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<td>Address of exempt organization (Street and number, city, state, ZIP code)</td>
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**GUEST CERTIFICATION:** I declare that I am an occupant of this hotel/motel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct.

Guest name (Please print) ____________________________ Date ____________

**FOR HOTEL/MOTEL USE ONLY (OPTIONAL)**

<table>
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<th>Name of hotel/motel</th>
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<td>Address of hotel/motel (Street and number, city, state, ZIP code)</td>
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<tr>
<th>Room rate</th>
<th>Local tax</th>
<th>Exempt state tax</th>
<th>Amount paid by guest</th>
<th>Method of payment</th>
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Austin points of interest, just a car ride away from hotel include:

- **Austin City Guide Austin-Bergstrom International Airport**
- **Austin Golf Courses**
- **Texas State History Museum**
- **University of Texas at Austin Campus**
- **LBJ Library**
- **Zilker Park**
- **Barton Springs Pool and Zilker Gardens**
- **Palmer Auditorium**
- **Premier shopping at Barton Creek Mall**
- **Hill Country Vistas and Recreation**
- **Motorola**
- **Vignette**
- **IBM**
- **Dell Computer**
## TAIR MEMBERSHIP APPLICATION

April 2006 to March 2007

Persons interested in joining the Texas Association for Institutional Research should print this application and mail the completed form along with a check for $20.00 (an individual membership fee) to TAIR Treasurer:

  Margaret Drain, TAIR Treasurer  
  Houston Community College  
  3100 Main, Suite 3C28, MC 1147  
  Houston, TX 77002  
  Tel: (713) 718-8628  
  Fax: (713) 718-2031  
  Email: margaret.drain@hccs.edu

If you attend the 2006 conference in Austin, then you are automatically a member for 2006-2007, and will not need to send in this application.

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