

Newsletter

Texas Association for Institutional Research

Volume 2006-2007, Issue 1, October 2006

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TAIR Members:

Greetings – and I hope the fall semester activities have been kind to you! I just wanted to take this opportunity to provide you with some updates regarding TAIR developments and Executive Committee activities since I last wrote.

- The Professional Development Workshops conducted this summer at Texas State University at San Marcos were a resounding success. We had more than 45 folks attend the workshops. Many thanks should go to TAIR Executive Committee member Teresa Isbell who organized the conference, as well as to Joe Meyer and Susan Thompson (and other IR staff members) at Texas State for hosting the workshops.
- We have reconstituted the TAIR Data Committee, under the co-chairmanship of Dave Preston, Brazosport College and Joe Meyer, Texas State University at San Marcos. The committee includes Tom Bohannon, Baylor, Allen Clark, UNT, Cindy Dutschke, Texas A&M, John Kalb, SMU, Karen Laljiani, DCCCD, Tom Martin, CCCCD, Darline Morris, TSTC Waco, Larry Redlinger, UT Dallas, Leona Urbish, Rice, and Velda Villareal, ACCD. The primary charge to the committee is to work with the THECB on two issues: development of a standard report regarding transfer student performance, and developing reporting information regarding Perkins Grant recipients. My hope is that the committee will stay intact after working on these projects and further collaborate with the CB and others regarding issues that affect us all. I should point out that the person at the THECB primarily responsible for stimulating the rejuvenation of the Data Committee is Gabriela Borcoman – and she continues to work with the committee on these issues.
- We continue to work on ensuring that the TAIR Strategic Plan is acted upon – and our last meeting Executive Committee meeting focused on getting an update on our progress. We will present that progress to you at our annual meeting in February 2007.

Lastly, you all have received notice via TAIR-L that Tom Bohannon of Baylor University – our friend and colleague in TAIR for many years – suffered a heart attack in October. I am happy to report that Tom is home and making good progress in his recovery. I hope that you will keep Tom's health in your prayers and thoughts. And, hopefully, he will join us for a wonderful recuperative stay in South Padre Island this February!

I wish you all well, and look forward to seeing you at our meeting on the beach! Ruben Garcia will fill you in on conference planning details in his letter in this issue of the Newsletter.

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TAIR 2007 Program Committee Chairs

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Concurrent Sessions Rose Austin, Kingwood College
Evaluation Danica Frampton, St. Edward's University
Finance Jana Marak, Baylor University
General Sessions Mrinal Mughd, UT-Brownsville
Local Arrangements Cathy Vale, UT-Pan American
Newsletter Editor Carol LaRue, Southwest Texas Jr. College
Program Brochure Gabriela Borcoman, THECB
Registration Darline Morris-Baldwin, TSTC-Waco
Resource Fair Shari Koukl, UT-Tyler
Roundtables Allen Clark, University of North Texas
SIGs David Andrus, Del Mar College
TAIR Webmaster Mark Lansdon, UT at Arlington
TAIR Listserv David Preston, Brazosport College
Workshops Teresa Isbell, North Lake College

Appointed Committees

Publications Committee:

Karen Laljiani-El Centro College, Chair

Carol LaRue-Southwest Texas Jr. College, Newsletter Editor

Mark Lansdon-UT - Arlington, Conference Proceedings Editor

Paul Illich-McLennan Community College, TAIR Virtually Professional Editor

Tom Martin-Collin Co. Community College, Virtually Professional Committee member

Brian Cordeau-UT-San Antonio, Virtually Professional Committee Member

Professional Development Committee:

Teresa Isbell-North Lake College, Chair, Allen Clark-University of North Texas,

Gabriela Borcoman-Texas Higher Education Coordinating Board, Danica

Frampton - St Edwards University, Robin Huskey-Northeast Texas Community

College, Sue Kornfeld-El Centro College (DCCCD), Soon Mertz-Austin

Community College, Joe Meyer-Texas State University

Audit Committee:

Maryann Ruddock-UT Austin and Dennis Brandt-Northeast CC – Nebraska

Awards Committee:

Verna Dewees-TX A&M University System, 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

***A Letter from your Vice President
Ruben Garcia***

Dear TAIR Members:

Thanks to you folks, the past few months has been the most challenging and rewarding in my professional career. I am deeply appreciative of the guidance from our president Gerry Dizino, the Executive Committee (EC), and the hard working men and women of the Program Committee.

To expedite conference and workshop logistics, we are working with our colleagues from AIR to have registration available online. Online registration not only allows us to use our credit cards, but it also will improve accounting and data collection. To cover the costs and convenience of registering online, the annual conference fee will increase by a mere \$5 to \$105.

Our next annual conference will be held on South Padre Island at the Sheraton Hotel from February 27 – March 2, 2007. The theme of the conference is “A Beacon of Light in a Sea of Information.” The Program Committee has put together an excellent lineup of workshops, presentations, speakers, a margarita party and a special event that will be long remembered.

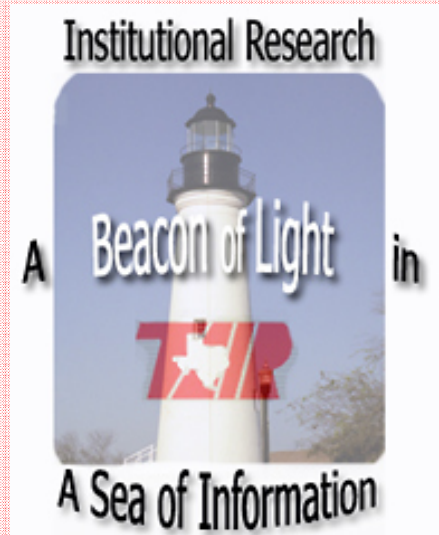
Our annual conference is not just to share knowledge and expertise in the field of institutional research, but more importantly to meet and network with our fellow professionals from across the state. South Padre Island offers many different ways to relax such as bird watching, fishing, golf, sand castle building or just plain walking on the beach. To comply with the city of South Padre Island’s no-tie ordinance, we encourage everyone to leave their ties at home. I hope to see you all at the beach in South Padre Island next February.

Finally, to better plan and coordinate the 2008 annual conference, the EC has chosen Galveston as the site of TAIR 2008. A contract has been signed with the beautiful Moody Gardens Hotel for the daily rate of \$85. Thanks to Marilyn Greer for getting us a super deal!

Ruben B. Garcia
Vice President/President-elect
Program Chair TAIR 2007



The TAIR 2007 Conference
February 27 – March 2, 2007
South Padre Island



***Remember to bring
your Conference
Program with you to
the conference!***

*(Watch for your brochure to
arrive in the mail this month)*

and ...

***Be sure to bring the Texas
Hotel Occupancy Tax
Exemption Certificate with you
to the Conference – a copy is
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 2007 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 2007.

The form is available on the TAIR website <http://texas-air.org>
Please read the rules and submit your grant application *by December 15, 2006.*



**You can now make your
hotel reservations
with the Sheraton on-line
by following the link below**

<http://www.starwoodmeeting.com/StarGroupsWeb/res?id=0606165222&key=E621>



SPSS LUAU Special Event

Our visit to South Padre Island would not be complete without having a Luau close to the beach!

Our friends from SPSS are sponsoring this special event featuring a one hour show with Hawaiian, Tahitian, and Maori music and dances, along with a sumptuous dinner. This is an exciting, fast paced show that will surely make this conference unforgettable! \$30 per person.

Meet, Munch, Mingle, and Margarita Party!

Please join your colleagues for an evening of **FREE FOOD** courtesy of our friends from



and **FREE MARGARITAS** courtesy of the South Padre Island Visitors Bureau

at the Schlitterbahn restaurant on Wednesday, February 28, 2007, 6-8 pm.



nuventive

Research Questions: What makes sand stand? How do sand sculptors make those wonderful creations? I wonder if I can do it?



The answers to these questions will be revealed on Thursday, March 2, 2007, 6:30-7:30 pm at the Sheraton Hotel patio. Please come and join your colleagues in the sand for an evening of discovery and artistic creation.

Meet the Candidates

Voting will take place at the 2007 TAIR Conference at South Padre Island.
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



Dr. Allen Clark, University of North Texas –

Dr. Allen Clark was elected to his local school board in 1994 and, based on that experience, decided to pursue a career in higher education. He received his master's degree in Mathematics from Texas Woman's University in 1997, and continued his education at the University of North Texas in the doctoral program in Higher Education. He received his doctorate in Higher Education in August 2000. He has spent the last eight years in institutional research, and currently serves as the Director of Institutional Research at the University of North Texas. Allen has been an active member of Texas Association for Institutional Research & AIR since 1999. He has served as the Resource Fair coordinator for TAIR 2005 & 2006. He served on the Nominating Committee for TAIR 2006, and is serving as Round-Table coordinator for TAIR 2007. Allen has served on the TAIR Professional Development Committee for the past 3 years.



Joe Meyer, Texas State University – San Marcos.

Joe Meyer has been a member of TAIR since 1989 and Director of Institutional Research at Texas State University-San Marcos for the last 10 years. He holds a B.S. in Biology and M.S. in Plant/Soil Science with a minor in statistics. Mr. Meyer is a frequent presenter at summer workshops, pre-conference workshops, conference roundtables and concurrent sessions. Over the years he has also chaired the TAIR Resource Fair, Roundtable, Professional Development & Pre-Conference Workshop committees and is currently a co-chair of the Data Committee. Joe has served on several committees and working groups convened by the Texas Higher Education Coordinating Board, Legislative Budget Board, and Texas State University System for the purpose of standardizing reporting and he hopes to make consistency and efficiency a major focus of his future involvement in TAIR. One outcome of his efforts to standardize reporting at Texas State University-San Marcos is their on-line fact book, which has twice been selected by TAIR as the best electronic fact book. He believes that together we can make our lives easier by achieving

greater consistency in reporting, and that continuous progress in this area is important for further enhancing the respect accorded to institutional research as a profession.

Meet the Candidates

Nominees for Treasurer

Cathy Vale, The University of Texas-Pan American



Cathy Vale began working as a Research Analyst in the Office of Institutional Research and Effectiveness at The University of Texas-Pan American in January 2004. She became a member of TAIR and attended her first conference that same year. Before coming to UTPA, she worked as an adjunct instructor at South Texas College teaching various sociology courses both in the traditional classroom as well through distance learning. She has been involved in volunteering in her children's schools over the years serving as secretary, vice president and president of the parent teacher support organization. She is now the Coordinator of Policy Planning and Analysis with her main emphasis being the management of the university *Handbook of Operating Procedures* and assisting in the implementation of the Outcome Directed Planning (ODP) process. Cathy is a graduate of Baylor University receiving her Bachelor of Arts in Sociology and Master of Arts in Sociology with a Specialization in Gerontology from there. She is also currently the Local Arrangements Chair for the 2007 TAIR Conference.

Susan E. Moreno, Ph.D., University of Houston - Houston



For two and a half years, I have been employed in institutional research at the University of Houston. I first worked as a Research Associate and am now the Assistant Director for the Office of Institutional Research. Although I am fairly new to working in an institutional research office, I have an on-going personal and professional interest in higher education that dates back sixteen years. I graduated with a B. S. from Texas A & M University, with a M.Ed. from the University of Houston, and with a Ph.D. from The University of Texas at Austin. My previous work experiences in higher education include counseling at Houston Community College, research with Houston ISD, and teaching at the college level. I joined TAIR this year and attended the 2006 conference in Austin. Even though I am new TAIR, it would be an honor and a privilege to serve TAIR as Treasurer.

Members at Large, Technology

Brian Cordeau, University of Texas – San Antonio



Brian graduated with a Bachelors of Science in Computing Science in December of 2002 and began working for Sam Houston State University as a Research Analyst shortly after. In August 2005 he began working at UTSA as a Research Analyst. He has been a member of TAIR since 2004 and has given two presentations relating to using technology to help communicate and organize an Institutional Research office.

Meet the Candidates

Members at Large, Technology – continued



Paul Illich, McLennan Community College, – Waco

I received my Ph.D. in experimental psychology from Texas A&M University in 1993 have been involved a wide ranch of applied research projects since that time. For the last 10 years I have been the Senior Director of Institutional Effectiveness and Planning at McLennan Community College in Waco. During this time I have been an active member of TAIR and have conducted several SPSS workshops and roundtable sessions at the annual conferences. Most recently I conducted a workshop on the publication process and will be conducting a roundtable on program review at the upcoming TAIR conference. I believe TAIR provides an excellent opportunity for IR professionals to expand their knowledge and skills and to share their areas of expertise.

Nominating Committee (4)



Rose Austin, Ed.D. , Kingwood College. Rose is Dean for Institutional Effectiveness at Kingwood College where she has served in this position for 10 years. She has been a member of TAIR, SAIR, and AIR since assuming this position. She has served on TAIR committees including the Conference Brochure, Strategic Planning, and Concurrent Sessions. She has served as a presenter and facilitator. Her print version Fact Book has won first place several times. If elected to the Nominating, she will seek candidates with strong leadership abilities that will not only enhance the organization but also enhance the skills and knowledge of its members.



Alma Lynn Bane, Tarleton State University. Alma has been a Data Research Administrator in the Office of Planning, Evaluation and Institutional Research for Tarleton State University and a member of TAIR since 2004. One of Alma's responsibilities is the creation and publishing of the Fact Book for Tarleton. The Fall 2004 Fact Book was Tarleton's first submission and it won the TAIR 2005 'Best Printed Fact Book'. Prior to joining the OPEIR staff, she was a full-time Instructor in the Computer Information Systems department in the College of Business Administration and continues to teach courses in Database Application Design and SQL. Before joining the Tarleton State University faculty and staff in 2000, Alma was employed for 20 years by the Texas Farm Bureau in Waco as an Applications Development Analyst, Data Security Supervisor and Corporate Business Resumption Coordinator. Alma received her B. S. and M.S. degrees in Computer Science at Texas A&M – Commerce. She was awarded a Certificate in Data

Processing by the ICCP and is a Past President of DPMA/AITP. Additionally, Alma has taught on the High School, Community College and Technical College levels as well as the University level. Alma will be a Presenter at a concurrent session as well as a Facilitator at another session.



James Dilling, Legislative Budget Board. James Dilling is the manager of Higher Education Performance Review at the Legislative Budget Board. James previously toiled at the Texas Higher Education Coordinating Board, in planning and accountability, P-16 research and assessment of college-readiness, institutional effectiveness of community colleges, collection and analysis of postsecondary student/faculty/course data, and servicing of student loan accounts. His educational credentials consist of an A.A.S. from DCCCD North Lake College, a B.S. in Experimental Psychology from U.T. Arlington, and a M.Ed. in Higher Education Administration from U.T. Austin. As a TAIR member for nine years, James has served on the Registration, Data Advisory, Professional Development, and Nominating committees, chaired the Evaluation committee,

and presented at conferences and workshops.

Meet the Candidates

Nominating Committee (4) continued



Kerri L Ford, Texas Tech University. I have been in the Institutional Research and Information Management department since September 2004. Before joining IRIM I worked at the High Tech Computer Store, also located on campus, for 7 years. I absolutely love my position as Sr. Specialist. Providing information to outside entities that will be the basis for students to choose our university to lay the groundwork for their future is very rewarding. Also, my department is allowing me the honor of returning to school to further my personal education. I attended my first TAIR Conference in February 2006. I walked away from the conference with two things: a great appreciation for the various Institutional Research departments and a desire to become more involved. I'm looking forward to TAIR 2007, not only because of the beautiful location, but because this will be the first year for several people in our department to be presenters at the conference. This experience will allow us to get our feet wet for TAIR 2009, when our department and university will host the first ever TAIR Conference in Lubbock. I am looking forward to welcoming my fellow TAIR members and being a part of showing off our beautiful city.



Danica Frampton, St. Edward's University. Danica is the Coordinator of Institutional Research at St. Edward's University, where she has been a research professional since 1989. She has been a member of TAIR since 1990 and a member of AIR since 1997. Danica served TAIR as Secretary in 2004-2006 and has been active as a member of the Nominating and Program Committees (publicity, local arrangements, resource fair). She is currently serving on the Professional Development Committee, and on the Program Committee as evaluation chair for the 2007 conference. She received her B.B.A. in Management and her M.A. in Human Services Administration from St. Edward's University.



Jacque Gillispie, South Texas College. Jacque began her association with TAIR at the 2003 conference where she received such a warm welcome from the presenters at the *Newcomers to Institutional Research and Planning* workshop that she hasn't missed a conference since. Jacque has been a co-presenter at several of the concurrent-session workshops focusing on institutional effectiveness and assessment. In addition, she has attended as many of the fall workshops as possible. She is currently South Texas College's Institutional Effectiveness Specialist and recently spearheaded the initiative to migrate the IE data entry process from the intranet to the Web. She previously worked in STC's Resource Development Department as the Compliance Specialist and the Carl Perkins Coordinator. She has a Bachelor of Arts in French from the University of Tulsa and is presently serving the community through membership in the local branch of the American Association of University Women.

Meet the Candidates

Nominating Committee (4) continued



Susan Griffith, University of Texas – Pan American. Susan's experience includes; Executive Director for Institutional Research and Effectiveness for UTPA (current), 4 years; Chief Planning Officer, CoSTEP, 2.5 years; institutional research and planning at Texas State University in increasingly responsible positions to Associate Vice President for Planning and Administration, 15 years. She received her PhD in Higher Education Administration from UT Austin. Susan's professional association service includes; active in TAIR (including President), SAIR, AIR, SCUP, THECB, South Texas Consortium for IR (including President). Susan has made 30+ presentations and publications in the field of institutional research, planning, quality, and higher education in general.



Jimmy D. Roberts, Temple College Jimmy has been the Director of Institutional Effectiveness, Research, and Planning for Temple College since Fall 2001. He attended his first TAIR conference the following semester as a newcomer. Before coming to the office, Jimmy served at Temple College as the Director of the Central Texas Tech Prep Consortium and earlier as the Curriculum Coordinator for the consortium. Prior to working on the college campus he had served as curriculum director and social science teacher in K-12 schools. He has a BA in Curriculum and Instruction for McNeese State University and a M.Ed from Texas A&M in Curriculum and Instruction. He has additional graduate coursework in American Civilization from the University of Texas and Social Sciences from Lamar University. Jimmy has made presentations at several state, regional, and national conference including one at the last TAIR conference.



Texas Association for Institutional Research
TAIR 2007 Absentee Election Ballot

NAME:

INSTITUTION:

Candidates for Vice President/ President-Elect (VOTE FOR ONE)		Candidates for Treasurer (VOTE FOR ONE)	
<input type="checkbox"/> Allen Clark, University of North Texas		<input type="checkbox"/> Susan Moreno, University of Houston	
<input type="checkbox"/> Joseph Meyer, Texas State University- San Marcos		<input type="checkbox"/> Cathy Vale, UT – Pan American	
Candidates for Nominating Committee (VOTE FOR FOUR)			
<input type="checkbox"/> Rose Austin (Kingwood College)	<input type="checkbox"/> Alma Lynn Bane (Tarleton State University)	<input type="checkbox"/> James Dillings (LBB)	
<input type="checkbox"/> Kerri Ford (Texas Tech University)	<input type="checkbox"/> Danica Frampton (St. Edward's Univ.)	<input type="checkbox"/> Jacquelin Gillispie (South Texas CC)	
<input type="checkbox"/> Susan Griffith (UTPA)	<input type="checkbox"/> Jimmy Roberts (Temple College)		
Candidates for Member-At-Large - Technology (VOTE FOR ONE)			
<input type="checkbox"/> Brian Cordeau, UT – San Antonio		<input type="checkbox"/> Paul Illich, McLennan Community College	

Note: Please complete this ballot ONLY if you will NOT be attending the 2007 conference in South Padre Island, Texas. You must be a registered TAIR member in order to cast a vote. Please email this ballot to Dr. Leona Urbish, TAIR Past President at lurbish@rice.edu, fax it to her attention at 713-348-6252, or mail it to her at Office of Institutional Research, Rice University P. O. Box 1892, MS-73 Houston, TX 77251-1892. Please include your name and affiliation in order to verify membership.

**Texas Association for Institutional Research
2007 Conference Registration Form
Tuesday, February 27 – Friday, March 2, 2007 South Padre Island**

(Please type or print)

Dr./Mr./Mrs./Ms.

First _____ *MI* _____ *Last* _____

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 5th, please)
Contact Ruben Garcia: Phone (512) 491-4965; Fax (512) 491-4967; E-Mail ruben.garcia@cdr.state.tx.us

Payment or Purchase Order Postmarked:

	By <u>Jan. 5</u>	After <u>Jan. 5</u>	<u>Amount</u>
Individual Conference Registration Fees (includes 2007-2008 TAIR Membership)			
Individual Member	\$105	\$125	\$ _____
Emeritus Member	\$70	\$90	\$ _____
Graduate Student	\$55	\$75	\$ _____
Pre-Conference Workshops			
Tuesday			
W1 – IPEDS Workshop for Beginners (9-12 pm)	\$40	\$40	\$ _____
W2 – IPEDS Workshop for Advanced Users (1-4 pm)	\$40	\$40	\$ _____
W3 – Intermediate/Advanced MS Access for IR (1-4 pm)	\$40	\$40	\$ _____
W4 – Office Management for Institutional Research (1-4 pm)	\$40	\$40	\$ _____
Wednesday Morning (8:00 a.m. – 12:00 noon)			
W5 – Using SPSS in Institutional Research	\$40	\$40	\$ _____
W6 – Writing IR Reports for the General Public	\$40	\$40	\$ _____
W7 – Newcomers to Institutional Research and Planning	\$40	\$40	\$ _____
Conference Special Event: "SPSS LUAU"	\$30	\$30	\$ _____
Bringing a guest to the Special Event? Yes No			
Guest's Name: _____	\$30	\$30	\$ _____
2006-2007 TAIR Membership Only	\$25	\$25	\$ _____
(for those NOT attending the conference)			
			TOTAL: \$ _____

(continued)

MAKE CHECKS PAYABLE TO: TAIR

Mail completed registration form and payment to:

*Jana Marak, TAIR Treasurer
Baylor University
One Bear Place #97032
Waco, Texas 76798-7032
(254) 710-8859
Fax: (254) 710-2062
jana_marak@baylor.edu*

TAIR Tax ID: 75-1695499

TAIR Vendor ID: 17516954991001

If your institutional check will not be ready by January 5, 2007, please send a copy of the purchase order for the amount of your conference fees by January 5, 2007 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 5, 2007. 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.

Office use only:	Postmark Date: _____	Date Rec'd: _____
P.O. No.: _____	Amount: _____	Date Rec'd: _____
Check No.: _____	Amount: _____	Date Rec'd: _____

For updated information, visit our website at www.texas-air.org

TEXAS ASSOCIATION FOR INSTITUTIONAL RESEARCH

February 27 – March 2, 2006

Hotel Reservation Deadline: January 27, 2007

Guestroom Rate - \$79.00

Please mention the TAIR conference rate when making hotel reservations
Guests may also make reservations online at this link to receive the group rate
<http://www.starwoodmeeting.com/StarGroupsWeb/res?id=0606165222&key=E621>



Sheraton
South Padre Island
Beach Hotel & Condominiums
310 Padre Blvd.

South Padre Island, Texas 78597
Telephone 800.222.4010 Fax 800.761.4181

Name of Guest _____

Address _____

City/State/Zip _____

Telephone _____

Credit Card Number _____ Expiration date _____

Signature _____ Name on Card _____

Accommodations:

NUMBER OF ROOMS	SINGLE	DOUBLE

Smoking _____ Non Smoking _____

Arrival Date _____ Departure Date _____

Arrival Time _____

Special Requests _____

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.

Name of exempt organization	Organization exempt status (<i>Religious, charitable, educational, governmental</i>)
Address of exempt organization (<i>Street and number, city, state, ZIP code</i>)	

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 (<i>Please print</i>)	Date
--	------

FOR HOTEL/MOTEL USE ONLY (OPTIONAL)

Name of hotel/motel				
Address of hotel/motel (<i>Street and number, city, state, ZIP code</i>)				
Room rate	Local tax	Exempt state tax	Amount paid by guest	Method of payment



TAIR MEMBERSHIP APPLICATION

April 2007 to March 2008

Persons interested in joining the Texas Association for Institutional Research should print this application and mail the completed form along with a check for \$25.00 (an individual membership fee) to TAIR Treasurer:

Jana Marak, TAIR Treasurer
Baylor University
One Bear Place #97032
Waco, Texas 76798-7032
(254) 710-8859
jana_marak@baylor.edu

O

<input type="checkbox"/> Dr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Mr.			
Name:	Institution:	Department:	Position:
Mailing Address:	City	State	Zip
Phone: ()	Fax: ()	Email:	

If you attend the 2007 conference in South Padre Island, then you are automatically a member for 2007-2008, and will not need to send in this application.