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### ATTACHMENTS:

- Absentee Ballot*
- Travel Grants*
- Conference Registration Form*
- Hotel Information*
- Membership Form*

Need some travel funds? Check out the **TAIR Travel Grants** in this issue of the TAIR

## Time is Fleeting!

Why, in a few short months all of us will be at the February TAIR meeting at the Hilton in College Station! Karen Laljani and the entire program committee have worked tirelessly to put this conference together to maximize your professional development! Our local arrangement co-chairs, Verna Dewees and Cindy Dutschke, have added the flair that will make your trip enjoyable and entertaining. Our special event will be held at the George Bush library. Entertainment will not only include a ticket to tour the library, but a performance by the Texas A&M Aggie Wranglers!

Let me give you a flavor for our general session speakers! Our general session speakers include **Dr. Geri Malandra**, Assistant Vice Chancellor for Accountability, UT System. Dr. Malandra will brief TAIR members on the process by which the U. T. System and its component institutions have developed an accountability report for the System Board of Regents. In "retirement", **Dr. Don Brown**, Commissioner, THECB, will focus most of his time on efforts aims at helping the state achieve the goals for Closing the Gaps. **Dr. Jim Olson**, Senior Lecturer, Bush School of Government and Public Policy, Texas A&M, and former CIA agent, and his wife, also a former CIA agent, will be our luncheon speakers. They will share some of the challenges, rewards and some of the lighter moments of an "undercover marriage". **Sandra Golden**, President, Sandra Golden & Associates, Marketing Consultant for education, will close the conference general sessions. Ms. Golden will tell TAIR IR professionals how their role in institutional research can help market their institutions to increase their enrolments and fulfill their missions. We have added additional concurrent sessions to allow you to listen and learn more about our ever-changing field.

***And that's what it's all about, right? Times they are a-changin', and TAIR is stepping up to that challenge.*** In response to our statewide budget restraints, your executive committee has tried to find ways to help our conference be more affordable for our members. First of all, we lowered the registration fee from \$110 to \$80. Secondly, our conference hotel has met the state hotel rate of \$80, without a limitation on the number of people per room. (Hmmm, this should be interesting.) Third, TAIR has initiated a program to sponsor TAIR Travel Grants. The information and application is in this newsletter, so please apply now! TAIR has set aside funding to provide for eight travel grants for up to \$250 per grant

If you absolutely are sure you can't come, we want you to vote! Please use the absentee ballot in the attachments section and return to me by **February 11, 2004**. The membership and TAIR Nominating Committee have come up with some excellent candidates. We also want to vote on your '06 venue for TAIR. Your vote counts!

We sincerely hope to see all of you in College Station! Gig'em!

*Marilyn Greer,*  
*President*



## TAIR Officers & Editor

### President

**Marilyn J. Greer, Ph.D.**

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### Vice President / President Elect

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### Secretary / Membership Chair

**Rebecca J. Richter**

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## TAIR 2004 Program Committee Chairs

*Program Chair:* Karen C. Laljiani, El Centro College

*Concurrent Sessions:* David Preston, Brazosport College

*Evaluation:* Connie Howells, Eastfield College

*Finance:* Jaime Garcia, Rice University

*General Sessions:* Susan Griffith, UT-Pan American

*Local Arrangements:* Verna Dewees, TAMU  
Cindy Dutschke, TAMU

*Newsletter Editor /Publicity:* Chris Benton, Alvin Community College

*Program Brochure:* Gabriella Borcomman, Bill J. Priest Institute

*Registration:* Rebecca J. Richter, Blinn College

*Resource Fair:* Danica Frampton, St. Edwards University  
Connor Baldwin, Schriener University

*Roundtables:* Melissa Canady, Texas Christian University

*Special Interest Groups:* Teresa Isbell, Northlake College

*TAIR Webmaster:* Sam Stigall, University of Texas at Arlington

*Workshops:* Leona M. Urbish, Rice University  
Cindy Dutschke, TAMU

*Advisors:* Marilyn Greer, UTMD Anderson Cancer Center

TAIR 2004

Wednesday, February 25 - Friday, February 27

Welcome to  
Bryan College Station!



Pre-conference Workshops will begin on Tuesday, February 24<sup>th</sup>.

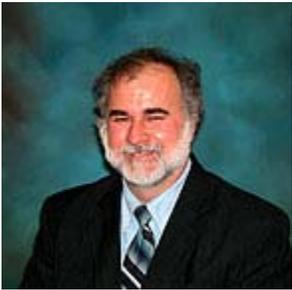
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## Meet the Candidates!

Positions up for nomination at the 2004 conference are: Vice President/President Elect, Secretary, and Nominating Committee. This year's Nominating Committee has presented this slate of nominees to the TAIR Executive Committee:

### Vice President/President Elect

**Christopher P. Benton.** Dr. Christopher P. Benton is the Director of Institutional Effectiveness and Research at Alvin Community College, a position he has held for the last five years. Prior to working in Institutional Research, Dr. Benton taught college-level mathematics and statistics for twenty years and for a while did double duty as Alvin Community College's webmaster. He holds a B.A. in mathematics with a minor in psychology from the University of Texas at Austin and M.S. and Ph.D. degrees in Mathematics from the University of Houston – University Park. He is a member of the Honor Society of Phi Kappa Phi.



Dr. Benton has published articles in mathematics and other professional journals and he has twice served as a statistical consultant for the Texas State Library and Archives Commission. A study that Dr. Benton worked on for TSL on the relationship between school library activities and TAAS reading scores was highlighted in fall 2003 by the Association for Supervision and Curriculum Development as an example of original, interdisciplinary, high-quality research.

Dr. Benton has made presentations at the last two TAIR conferences, and has served on a variety of committees. He has chaired SIGs and roundtables, served on local arrangements, and is currently editor of the TAIR newsletter. Additionally, he has produced creative photo tours for previous TAIR conferences and for the recent SAIR conference in San Antonio.

Dr. Benton's goals for TAIR include resurrecting the TAIR Virtually Professional e-journal and expanding the use of the TAIR website as a portal for institutional research. Dr. Benton would also work to keep members informed of current issues and trends that impact researchers and to maintain the quality of excellence that characterizes our annual conference.

**Sam Stigall.** Sam Stigall has over 25 years of research experience with 20 years in higher education. He



holds a bachelor's and master's degree in Sociology from The University of Texas at Arlington. In addition to working as Assistant Director for Reports in the Office of Institutional Research and Planning, Sam teaches courses in computer applications and social statistics in the Department of Sociology. In 1990 he received the Outstanding Faculty Advisor Award for the Sigma Nu Fraternity and in 2001 received the UTA Outstanding Employee Award. He has also served as advisor to the Pakistan Students Association since 1991. He is an active member in the Association for Institutional Research (AIR) and the Texas Association for Institutional Research (TAIR).

For the past five years, he has served as the TAIR webmaster and as a member of the TAIR Conference Planning Committee. Sam was elected to the TAIR Nominating Committee in 2001 and will serve as the local arrangements coordinator for the 2005 TAIR Conference in Arlington. In 2002, Sam co-authored a paper that was awarded the TAIR Best Presentation Award.

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## Secretary

**Gail Dantzker.** Dr. Gail Dantzker (B.S. & M.S., Education, Indiana State University, and Ph.D., Educational



Leadership and Policy Studies in Higher Education, Loyola University-Chicago) is Director of Institutional Research and Effectiveness at South Texas Community College in McAllen. She has been a member of TAIR since returning to Texas five years ago and is past-president of the South Texas Consortium for Institutional Research (STCIR). Other professional affiliations include the Southern Association for Institutional Research (SAIR), Association for Institutional Research (AIR) and Society of College and University Planners (SCUP). Gail and her staff attend TAIR conferences and workshops and are regular presenters and

facilitators. Gail finds the TAIR conferences and services invaluable as resources and opportunities for professional development for herself and her staff, and looks forward to this opportunity of serving the TAIR community.

**Danica Frampton.** Danica Frampton is the Senior Research Associate in the Office of Institutional Research



at St. Edward's University, where she has been a research professional since 1989. She received her B.B.A. in Management and her M.A. in Human Services Administration from St. Edward's University. She has been a member of TAIR since 1990 and a member of AIR since 1997. As a TAIR member, Danica has facilitated conference sessions and has served on the Nominating Committee and on Program Committees for publicity and local arrangements. She also served as Publicity Chair for the 1999 conference and as Co-Chair of the 2003 Resource Fair, a position she holds again for the 2004 conference.

Goals Statement: TAIR provides valuable activities to its members year-round, whether through planning and attending the conference, sharing information through TAIR-L and other networking, or participating in professional development workshops. As secretary, I would maintain accurate and complete member information, building on past membership development efforts by encouraging and helping members to update and maintain information conveniently and accurately on the web. As an Ex Officio member of the Program Committee, I would work with fellow members to create useful and informative conferences that will enhance the professional development opportunities for our membership.

## Nominating Committee:

**Gerry Dizinno.** Gerry Dizinno has a Ph.D. in Psychology from Florida State University. He has been at St.



Mary's University in San Antonio since 1988, first as Director of Academic Assessment, and since 1994 as Assistant to the President for Planning & Institutional Research. Since 2001, he has also been the Acting Supervisor of Information Technology Services. Gerry was on the Nominating Committee for TAIR a number of years ago Gerry has also been an active member of SAIR, currently serving as Member-At-Large, and served as Vice President, President/Past-President of SAIR. Since 1995, Gerry has presented papers at TAIR, SAIR, and AIR.

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**Paul Illich.** Paul Illich received his Ph.D. in Experimental Psychology in 1993 from Texas A&M University.



He worked as a neuroscience researcher at the University of Texas Medical School before taking a position in 1996 as the Director of Evaluation for the Houston Recovery Campus. He accepted his current position, Senior Director of Institutional Effectiveness and Planning, at McLennan Community College in 1997. Paul has presented workshops and roundtable presentations at SAIR and TAIR meetings over the past several years. He enjoys doing research and has recently had a paper accepted for publication in the Community College Journal of Research and Practice. Paul thinks professional organizations such as TAIR play a critical role in advancing institutional research methods and practices.

**Joe Meyers.** Joe arrived at SWT in January 1989 as a Planning Analyst for the Office of Institutional



Research. He became Assistant Director of the Institutional Research office in 1993 and Director in 1996. Joe was previously the Assistant Project Leader for the Center for Semi-Arid Forest Resources of the Caesar-Kleberg Wildlife Research Institute at Texas A & M Kingsville (1987-1988).

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 . In graduate school, Joe's research focused on managing mesquite rangeland for grazing and lumber production, the results of which are published in his master's thesis and several journals. 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).

Joe also served as a Peace Corps Volunteer in Senegal (1982-1984) where he worked on reforestation, cookstove, and irrigation projects in 3 small farming communities.

**Roberta M. Rincon.** Roberta Rincon is a Program Director with the Texas Higher Education Coordinating



Board. Employed within the Office of Campus Planning since May 2001, she is involved in issues related to higher education facilities planning and management, including construction project reviews, campus master plans, room utilization calculations, and analysis and reporting of facilities data. Prior to pursuing her graduate studies, she worked on numerous highway design projects with the Texas Department of Transportation and with Parsons Brinckerhoff in Austin, Texas. Roberta has an MBA and an MS in Information Management from Arizona State University and a BS in Civil Engineering from The University of Texas at Austin. New to TAIR, Roberta enjoyed the opportunity to co-present at the 2003 TAIR Conference in El Paso and is scheduled to present at the upcoming TAIR conference in February.

**Dick Roach.** Dick Roach has been a part of TAIR since the Dallas Conference in 1999. He serves presently as



Director of Institutional Effectiveness at Texas A&M University-Texarkana where he has been employed since June of 1998. In 1972 he received the BA in English and Speech from the University of Houston; then the Master of Divinity and the Doctor of Ministry in 1977 and 1983 respectively from Southwestern Baptist Theological Seminary in Ft. Worth. He is an active member of SAIR and AAHE, and is currently serving on the Boards of United Way of Texarkana and Leadership Texarkana. He has a wife, Peggy, and three boys 25, 19 and 17 and is an active member of the Texarkana Chamber of Commerce, First Baptist Church of Wake Village, the Business Organization for a New Downtown (B.O.N.D.), the Finance Committee of Texarkana Vision 20/20, and serves as project chairman for the

Leadership Texarkana Class of 2003.

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***Denise Young.*** Denise Young is Assistant Provost and Director of Institutional Research at the University of Dallas, a position she has held since 2001. 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 and Best Paper/Distinguished Service Award Committees. She received the Best Presentation Award at the 2000 TAIR Conference. Her Ph.D. is in Higher Education/Educational Research from the University of North Texas.



***Voting will take place at the TAIR conference in College Station***

***So Come and Cast your Ballot!***



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# Top Ten Reasons for Attending TAIR 2004

By

*Christopher P. Benton*

Lets face it. We've all had our budgets cut, and maybe travel isn't the highest priority at your institution right now. So, given how difficult it is to get from point A to point B these days, why should we even bother? Well, below is my personal "top ten" list of reasons as to why I wouldn't miss TAIR 2004 for the world!

1. "Schmoozing with my Peers" As long as we're being so honest, the truth is that most people at my institution have no idea what I do. Sometimes that works to my advantage (freedom to do what I think is important for the college), and sometimes it works to my disadvantage (lots of extra work because no one knows how much I'm already doing!). However, once a year it is really very nice to get with the people in this state who do know what institutional research is all about and to talk about our common goals and objectives.
2. "Learning from my Peers" Where else but TAIR are you going to get such a wide variety of talks and programs to choose from to help you in your job? At TAIR I've learned new statistical techniques, survey procedures, previewed the latest software - the list goes on and on. For IR people, it's one of the best opportunities for professional development within the state of Texas.
3. "The Special Event" Every year TAIR tries to plan a special evening for its members,



and this year we will have our event at the George Bush Presidential Library Center. The Bush Library gives us a fascinating look at the history and accomplishments of the 41<sup>st</sup> president of the United States of America. For more information, visit <http://bushlibrary.tamu.edu/>.

4. **"It's Close!"** Of course, if you fly, then it doesn't take long at all to get to College Station. However, my handy little demographic program also shows me that many metropolitan areas are within 4 hours of drive time from College Station. Not bad!



5. **"Texas A&M"** Want to lose 5 pounds in one day? It's easy. Just take a tour of all the buildings on the A&M campus. It's huge! The population of that one school is more than double the size of my tiny hamlet of Alvin, TX. Once at TAMU, you can go to the top of Rudder Tower to get a good view of the city, or you can start at the Visitor Center and take one of their scheduled walking tours of the campus, or you can visit the Forsythe Center Galleries in the Memorial Student Center on the TAMU campus. This center has one of the world's best collections of English Cameo Glass as well as paintings by Charles Russell and Frederic Remington. It's a "must see." (<http://forsyth.tamu.edu/>)
6. **"Messina Hof Winery"** As I always say, "When in doubt, take 2 aspirin and a glass of wine." At the Messina Hof Winery you can get a glass of one of the premier wines of the state of Texas. February may be a little past grape pickin' time, but I understand they bottle these things pretty well.



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7. "Freebirds World Burrito" I've never been to Freebirds, but I know them well by reputation. I'm thinking of going on a forty day fast before TAIR so that I'll be able to eat plenty of good food once I arrive. For more information on Freebirds, check out [www.freebirds.com](http://www.freebirds.com).
  8. "The Dixie Chicken" While you can get a burger at the Dixie Chicken, it's main claim to fame is that it serves "more beer per square foot than any other bar in the U.S." I'm glad to see that they have found such a good way to measure their institutional effectiveness! My trusty adjunct research associate and A&M graduate, Ms. Nancy Melenric, has also informed me that the Dixie Chicken is one of the "grungiest, dirtiest bars in the world." To quote Ms. Melenric, "I spent many a memorable night that I don't remember at the Dixie Chicken." I can hardly wait. All I need now are some travel funds for a "designated driver." For more info, go to [www.dixiechicken.com](http://www.dixiechicken.com).
  9. "Aggie Jokes" My colleagues who have graduated from A&M tell me that they savor a good Aggie joke as much as anyone, and new jokes are being created all the time. At Rosh Hashanah this year one friend asked me, "Did you hear the one about the Aggie who thought that high cholesterol was a religious holiday?" Probably no student body has learned so much and laughed at themselves so well as Texas Aggies. Bring a good joke to TAIR, and we'll compare the best as we sit at the threshold of one of the top educational institutions in the country.
  10. "T-Bone Jones" Two things I like in life are good music and good food, and right next to the Hilton Hotel is one College Station's best steakhouses. At T-Bone Jones you can get anything from an 18 oz T-bone steak to a fried alligator. And best of all, as this picture from T-Bone Jones shows, even in College Station you can still find an occasional longhorn!



***So come to TAIR and have more fun getting professional development than you ever thought possible! Gig-em!\****

\* Just what the heck does "gig-em" mean anyway??? Even my Aggie cohorts don't seem to know!

## The Miscellaneous Page

(Here's all the other information you may need!)



**Messina Hof Winery**

Need some travel funds?  
Check out the **TAIR  
Travel Grants** in this  
issue of the TAIR  
Newsletter!

### TAIR Web Information:

URL: <http://texas-air.org>

Web Directory Password:  
**tair2k**

Preliminary Conference  
Information for TAIR 2004 is  
now available online. Visit  
the website often for updated  
information.

### TAIR-L Listserver:

All current members can post  
information directly to the  
listserver. You do not have to  
send messages through the TAIR-L  
list manager. Send your email  
directly to this address to have  
it posted to the list:

[tair-l@brazosport.cc.tx.us](mailto:tair-l@brazosport.cc.tx.us)

If you need to subscribe or  
unsubscribe from the list then  
send your request to  
[majordomo@brazosport.cc.tx.us](mailto:majordomo@brazosport.cc.tx.us). If  
you are having problems with the  
list you can contact the list  
manager at  
[rparker@brazosport.cc.tx.us](mailto:rparker@brazosport.cc.tx.us).





*Texas Association for  
Institutional Research  
26th Annual Conference,  
February 24-27, 2003*

## **Absentee Ballot**

*(RETURN BY FEBRUARY 11, 2004)*

*Only current TAIR members who will not be attending the  
TAIR College Station Conference are eligible to vote.*

*Only one vote per TAIR member.*

*FAX: 713.792.7327*

THE UNIVERSITY OF TEXAS  
MD ANDERSON  
CANCER CENTER

### **TAIR Absentee Ballot**

**Attn.: Marilyn J. Greer, Ph.D.**

**Education Research and Assessment**

**The University of Texas**

**M. D. Anderson Cancer Center**

**1515 Holcombe Blvd., Box 148**

**Houston, TX 77030**

# ***Texas Association for Institutional Research***

***26th Annual Conference, February 24 - 27, 2003***

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

- Chris Benton  
(Alvin Community College, Alvin)
- Sam Stigall  
(University of Texas at Arlington)

## **Candidates for Secretary (VOTE FOR ONE)**

- Gail Dantzker  
(South Texas Community College, McAllen)
- Danica Frampton  
(St. Edward's University, Austin)

## **Candidates for Nominating Committee (VOTE FOR FOUR)**

- Gerry Dizinno  
(St. Mary's University, San Antonio)
- Paul Illich  
(McLennan Community College, Waco)
- Joe Meyer  
(South Texas State University, San Marcos)
- Roberta Rincon  
(Texas Higher Education Coordinating Board)
- Richard Roach  
(Texas A&M – Texarkana)
- Denise Young  
(University of Dallas)

## **TAIR Conference '06 Location (VOTE FOR ONE)**

- Austin, Texas
- McAllen, Texas



# Travel Grants

**Purpose:** To assist with expenses incurred while attending the annual TAIR conference. The funding is to provide for professional development among institutional research professionals that work in institutions and organizations located in Texas.

**Eligibility:** Travel Grants are available to both active members and newcomers (individuals who will become new members of TAIR at the immediate next annual conference). Upon review of the applications by the current past president or designee, a recommendation is made to the TAIR Executive Committee who will approve the grant awards. Members of the TAIR Executive Committee are not eligible for travel grants during their term. Travel grants are not transferable.

**Number and Amount of Grants:** A total of eight grants at a maximum amount of \$250.00 per grant will be available each year for travel to the TAIR conference.

**Application Materials and Considerations:** To be considered for the award, application materials must be submitted to the past president or designee. The deadline will be announced in the annual conference "Call for Participation" or TAIR Newsletter. The following items must be submitted:

- a. applicant's name and institution/organization of employment;
- b. a brief resume/curriculum vita;
- c. a statement of how receiving the grant will contribute to professional development, particularly with regard to future activity in TAIR;
- d. a statement describing financial need and the financial support available from his/her institution and other possible sources.

**Criteria for Awarding of Grants:** Recommendations by the past president will be based on information submitted in the application materials.

Applications from individuals who have not received a travel grant from TAIR within the past three years will receive priority. Only one travel grant will be awarded to an institution in a single year. Applications are submitted in the fall of each year. Details about the application procedure, including the deadline for receipt of applications, will be published in the newsletter and the web site each summer.

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## Travel Grants Application

### 1. APPLICANT INFORMATION

**Applicant Name:**

**Work Title:**

**Work Address:**

**Phone Number:**

**Fax Number:**

**E-Mail Address:**

### 2. STATEMENT OF WHY GRANT IS NEEDED

*Explain how receiving the grant will contribute to professional development, particularly with regard to future activity in TAIR.*

### 3. STATEMENT OF FINANCIAL NEED

*Explain your financial need and the support available from the institution.*

### 4. ACADEMIC QUALIFICATIONS

*Attach a brief resume/curriculum vita.*

**DEADLINE FOR SUBMISSION:**

**DECEMBER 1, 2003**

***Submit your form to:***

**Dr. Marilyn Greer, TAIR President  
The University of Texas M. D. Anderson Cancer Center  
1515 Holcombe Blvd., Box 148  
Houston, Texas 77030  
FAX: (713) 792-7327  
e-mail: [mjgreer@mdanderson.org](mailto:mjgreer@mdanderson.org)**

**Texas Association for Institutional Research**  
**2004 Conference Registration Form**  
**Tuesday, February 24 - Friday, February 27, 2004**  
**College Station, Texas**

(Please type or print)

Dr./Mr./Mrs./Ms. \_\_\_\_\_  
*First* *MI* *Last*

Badge Name \_\_\_\_\_ Type of Institution:  Public  Private

Institution \_\_\_\_\_  2-year  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 accommodations (Regarding Diet or Disability), contact Karen Laljiani.**  
**Phone: (214) 860-2016; Fax: (214) 860-2335; E-Mail: laljiani@dcccd.edu**

<u>Payment or Purchase Order Postmarked:</u>	<u>By</u>	<u>After</u>	<u>Amount</u>
	<u>Dec. 24</u>	<u>Dec. 24</u>	
<b>Individual Conference Registration Fees (includes 2004-2005 TAIR Membership)</b>			
Individual Member	\$80	\$100	\$ _____
Emeritus Member (see registration information, page ii)	\$65	\$85	\$ _____
Graduate Student Member (see registration information, page ii)	\$50	\$70	\$ _____
<b>Pre- and Post-Conference Workshops</b>			
Tuesday Afternoon (1:00 p.m. – 5:00 p.m.):			
<b>W1</b> -Intermediate Statistics	\$30	\$30	\$ _____
<b>W2</b> - Measuring the Unmeasurable— Psychometric Considerations in Survey Research	\$30	\$30	\$ _____
<b>W3</b> -Enhancing Presentations for Effective Communication	\$30	\$30	\$ _____
Wednesday Morning (8:00 a.m. – 12:00 noon):			
<b>W4</b> - Newcomers to TAIR—What You Need for a Successful IR Career	\$35	\$35	\$ _____
<b>W5</b> - IPEDS Changes and the Enhanced Peer Analysis System	\$35	\$35	\$ _____
<b>W6</b> - The Newest, the Latest in SPSS 12	\$35	\$35	\$ _____
<b>Conference Special Event</b> “An Evening at the Bush Library”	\$30	\$30	\$ _____
Bringing a guest to the Special Event? Yes ( ) No ( )			
Guest's Name: _____	\$30	\$30	\$ _____
<b>2004-2005 TAIR Membership Only (for those NOT attending conference)</b>	\$15	\$15	\$ _____
<b>TOTAL:</b>			<b>\$ _____</b>

- I request vegetarian options for meals
- I would like to take part in an evaluation focus group luncheon at the end of the conference.  
 (A stratified sample of volunteers will be chosen to participate. Lunch will be served.)

(Continued on next page)

**MAKE CHECKS PAYABLE TO: TAIR**

**Mail completed registration form and payment to:  
Jaime Garcia, TAIR Treasurer  
Rice University  
6100 Main Street. MS-73  
Houston, TX 77251**

**Phone: 713-348-6254; Fax: 713-348-6252; E-Mail: [jgarcia@rice.edu](mailto:jgarcia@rice.edu)**

TAIR Tax ID: 75-1695499

TAIR Vendor ID: 17516954991001

If your institutional check will not be ready by December 24, 2003, please send a copy of the purchase order for the amount of your conference fees before December 24 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 February 1, 2004. 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: \_\_\_\_\_

TEXAS ASSOCIATION FOR INSTITUTIONAL RESEARCH

February 25-27, 2004

CUT-OFF DATE: February 2, 2004

Single/Double - \$80.00

Reservations received after cut-off date will be accepted at prevailing rack rates on space available basis.

Hotel check-in time: 4:00 p.m. Check-out time: 12 Noon

Hilton College Station & Conference Center

801 University Drive East

College Station, Texas 77840

PHONE: (979) 693-7500\*\*\*\*\*

FAX: (979) 260-1931

(please print or type information below)

Name(s) \_\_\_\_\_

Accommodations

Institution \_\_\_\_\_

No. of Rooms    Single    Dbl    Other

City, State, Zip \_\_\_\_\_

Work Phone # \_\_\_\_\_

Home Phone # \_\_\_\_\_

Sharing Room with \_\_\_\_\_

Special Requests (check/✓):

Room type                      King                      Dbl/Dbl

Wheelchair accessible room \_\_\_\_\_

Preference                      Non-Smoking                      Smoking

Hearing impaired \_\_\_\_\_

(Accommodations based on availability)

Visually impaired \_\_\_\_\_

(Accommodations based on availability)

\*\*\*\*\*NOTE: If you choose to call in for your hotel reservation, please be sure to refer to the TAIR Conference room block to obtain the special rate.\*\*\*\*\*

GUARANTEE

All reservations must be guaranteed as follows:

GUARANTEED BY CREDIT CARD - In the space below, please fill in Master Card, VISA, Discover, American Express, or Diner's Club **Name of Cardholder, Number, and expiration date**

Cardholder's Name \_\_\_\_\_

Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Month/Year

In the event you are unable to cancel this reservation **within 24 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: \_\_\_\_\_

How to Make Reservations:

ALL HOTEL ROOMS MUST BE RESERVED BY FEBRUARY 2, 2004 TO ENSURE GROUP RATE  
TELEPHONE Hilton at (979) 693-7500, or

FAX to Hilton College Station & Conference Center at: (979) 260-1931, or

MAIL to Hilton College Station & Conference Center, Attn: Reservations (address above)

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# 2003-2004 TAIR Membership Application

Please use or pass this form on to an interested colleague. The completed form and check for \$15.00 should be mailed to: Jaime Garcia, TAIR Treasurer, Office of Institutional Research, Rice University, 6100 Main MS-73, Houston, TX 77251. If you attended the 2003 conference in El Paso, then you are already a member for 2003-2004, and do not need to send in this application.

Dr./Mrs./Ms./Mr. \_\_\_\_\_ Institution \_\_\_\_\_

Position \_\_\_\_\_ Dept. \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ - \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Fax ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail \_\_\_\_\_



Jaime Garcia, TAIR Treasurer  
Office of Institutional Research  
Rice University  
6100 Main MS-73  
Houston, TX 77251