

OKLAHOMA ASSOCIATION OF INSTITUTIONAL RESEARCH

MINUTES

NOVEMBER 1, 2019

8:30 A.M.

The meeting was conducted via ZOOM.

Board members in attendance:

- Jennifer Ivie, Tulsa Community College, President
- Diane Fitzsimmons, Southwestern Oklahoma State University
- Susannah Livingood, University of Oklahoma
- Jackie Oram, Oklahoma State Regents for Higher Education
- Justin Porterfield, Tulsa Community College
- Julie Sawyer, Northeastern State University

Jennifer Ivie updated board members on the efforts to find a location for the spring OK-AIR conference, which is tentatively scheduled for March 6, 2020, or March 27, 2020. She is waiting to hear a decision from University of Central Oklahoma on whether that institution would host the conference.

Diane Fitzsimmons said she has almost completed an email list of Oklahoma higher education professionals. The list will be used to email the call for proposals for the conference. The list is expected to be completed by November 4, 2019. She also said she would update the call for proposals draft once the location and date for the conference have been finalized.

The board agreed to the following in relation to preparing for the conference:

- The preferred date is March 6, 2020.
- The call for proposals will be emailed November 6, 2019.
- The submission form will be put on the OK-AIR web site, <https://ok-air.org/>
- The proposal submission deadline will be December 16, 2019.

- A reminder email will be sent out in late November.
- An extension of the deadline date will be considered depending on the response.
- Acceptances will be sent in mid-January 2020.
- A conference agenda will be made public February 1, 2020, in order to attract registrations.

In other business:

- Outgoing treasurer Jackie Oram arranged to hand over treasurer materials to incoming treasurer Susannah Livingood.
- Incoming secretary Diane Fitzsimmons will contact outgoing secretary Isabelle Billen to obtain the secretary materials.
- Jennifer Ivie is arranging for updates to the OK-AIR website
- Jennifer Ivie is also investigating issues with the OK-AIR list-serv.

The next meeting will be conducted via Zoom at 3 p.m. Monday, November 25, 2019.

--Diane Fitzsimmons