The Consortium for Student Retention Data Exchange invites you to submit a proposal for the National Symposium on Student Retention. A summary of the process is included below, followed by the conference objectives and information about presentation topics and types.

### Important Dates

Proposal submission deadline – **March 21, 2016**  
Notification of proposal acceptance – **April 4, 2016**  
Paper submission deadline – **May 23, 2016**  
Paper review and decision process – **May 31 – July 25, 2016**  
Notification of paper acceptance – **July 26, 2016**

### Summary of Submission Guidelines

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| **Papers**        | Abstract (200 word maximum)   | Paper Required  
|                   |                               | 10 page paper that conforms to the conference paper style guide |
| **Panels**        | Abstract (200 word maximum)   | Paper Required  
|                   |                               | Brief 3-5 page paper that conforms to the conference panel style guide |
| **Posters**       | Abstract (200 word maximum)   | Paper Not Required |
| **Pre-Conference Workshops** | Abstract (200 word maximum)  
|                   | Specify your request for either a half or full day presentation  
|                   | Provide bio and learning objectives | Paper Not Required |
| **Tutorials**     | Abstract (200 word maximum)   | Paper Required  
|                   | Specify your request for either a one or two 50-minute time block | Brief 3-5 page “how to” paper that conforms to the conference tutorial style guide |
| **Vendor Presentations** | See Exhibitor/Sponsor Application |

[See Exhibitor/Sponsor Application](http://csrde.ou.edu/web/symposium)
Conference Objectives

- Highlight emerging research in higher education that can inform efforts at four-year and two-year institutions to improve college student retention and graduation
- Showcase successful, effective programs and strategies, as well as best practices of four-year and two-year institutions
- Promote opportunities for dialog, networking, and shared understanding between colleagues who are working on issues related to student retention and success
- Identify useful research and resources for supporting student success through the entire retention life cycle, from enrollment through graduation

Proposal Submission Process

A separate submission should be completed for each proposal.

The following information will be required for proposal submissions:

- Full contact information for all authors
- Presentation Title
- Abstract (200 word maximum)
- Presentation Track
- Presentation Type
- Level of Expertise

Proposal Submission Form - Due March 21, 2016

Abstracts should be submitted using the online proposal submission form. Please have all required information ready as you begin to complete the online form. The person who submits the proposal will receive an immediate acknowledgment email after submitting the proposal. It is our intent to notify you of the final decision on your proposal by April 4, 2016.

Submit Paper After Abstract Approval - Due May 23, 2016

Accepted papers, panels, and tutorials require the submission of a paper.

Authors with accepted abstracts will be required to submit a paper for peer-review and will be notified on how to submit their papers online. Papers will not be accepted via email. Review the table on the previous page and the Description of Presentation Types for deadlines and requirements. Papers must conform to the conference paper style guide, panels must conform to the conference panel style guide, and tutorials must conform to the conference tutorial style guide. All papers will be peer-reviewed and we will notify paper submitters on the status of their paper by July 26, 2016. Authors of accepted papers may be required to make edits to their paper as directed by the editor and suggested by the reviewers in preparation for presentation at the conference and publication in the Proceedings of the 12th Annual National Symposium on Student Retention. Authors will retain the rights to their papers.

Areas of Special Interest for Proposals: Ideas for Authors

CSRDE is particularly interested in proposals which address current, evidence-based research that advances knowledge in student retention and success. Proposals may be submitted for audiences at introductory, intermediate, or advanced levels of experience. However, authors should be aware that while we will have some participants that are interested in introductory information, many of our attendees are seeking more advanced levels of understanding.
If you are trying to select a topic area on which to write, we’d like to offer the following ideas:

- Programs and initiatives for the first year as well as research and initiatives which extend beyond the first year
- Research focusing on unique issues of small institutions and/or community colleges that impact retention and completion
- Transfers and non-traditional students, including adult and part-time students: issues, problems and strategies to improve their success
- Implementation of technology shown to increase success of students
- Retention issues related to special populations (e.g., diverse race, gender, and religious groups; athletes, etc.), specific majors, or online/distance students
- Strategies for maintaining momentum in retention initiatives
- Methodologies for assessment and evaluation of incoming students and cohorts with an eye toward identifying at-risk populations
- Methodologies and data tools for evaluating retention success
- Approaches for assisting under-prepared students
- Successful institutional initiatives with lessons learned that have broad application
- Financial aid, economic factors, and their relationship to student success
- Bridging the preparedness gap - higher education’s relationship with K-12
- Building successful early alert systems
- Role of faculty in retention initiatives: particularly faculty-led efforts in curriculum redesign, learning engagement, and teaching excellence intended to improve student completion while maintaining quality

**Conference Presentation Tracks**

*(Please visit our website for detailed descriptions)*

- Academic Advising
- Beyond the First Year Retention
- Data, Technology, and Methods
- Faculty: Teaching Excellence, Learning Engagement, and Retention
- First-Year Student Success
- Graduate Student Retention
- Online and Distance Students
- Programs and Initiatives
- Retention and Special Populations
- Theoretical Models of Student Retention and Success
- Transfers and Retention

**Description of Presentation Types**

I. **Paper** - Presented during 50 minute concurrent sessions

Papers continue to be the preferred contribution to the National Symposium on Student Retention. One of the reasons for the great success of this conference has been the quality presentations backed by peer-reviewed papers. When choosing presentations for the conference program, proposals for papers will be given consideration over the other presentation types. Authors desiring to present a paper are asked first to submit an abstract of no more than 200 words. The authors of accepted abstracts will then be required to submit a ten-page academic paper which will be peer reviewed; those whose papers are accepted will be invited to present at the conference and their paper will be published in the conference proceedings. Authors will retain the rights to their papers. Detailed instructions on the paper submission process will be e-mailed to authors whose abstracts have been accepted. All papers must conform to the conference paper style guide in order to be reviewed.

The format for presenting accepted papers will be an informative session during which the author(s) will discuss their paper. This is not a session where the author “reads” the paper. Typically presenters use
PowerPoint slides to convey the key elements of their paper and findings, and allow time for questions from the audience.

NOTE: All accepted papers will be considered for one of three cash awards which will be presented to the submitting institution at the conference.
- The CSRDE Best Practices in Student Retention Award ($2,000)
- Institutional Research Leadership in Student Retention Award ($1,000)
- Director’s Award which best addresses a current issue of interest ($750)

II. Panel - Presented during 50 minute concurrent sessions
A panel consists of 3-5 people, including the Panel Chair. Its purpose is to expose the audience to well researched and reasoned views, programs, or approaches that focus on a common theme, issue, or question related to any of the conference topic areas. It is not uncommon, in the spirit of good academic discourse, for panelists to have opposing perspectives on the issue being discussed.

Panelists must represent different institutions. A presentation by institutional colleagues on a joint project is best presented as a paper with multiple authors and presenters. Likewise, a panel is not an appropriate venue for a presentation by an exhibitor/vendor and a client using their services.

Panels provide an opportunity for audience participation. Thus, the panelists should take no more than 30 of the total 50 minutes to make their case and then guide the audience through a discussion and series of questions and answers.

The Panel Chair should provide an abstract (200 word maximum) describing the topic and the general issues to be highlighted by the panel. Selection will be based on the importance, originality, focus and timeliness of the topic, as well as the potential for informative AND controversial discussion.

After acceptance of the abstract, the Panel Chair will be required to submit a 3-5 page paper for peer review describing the topic to be discussed. It should provide an overview as well as the panelists’ positions on the topic. Authors of accepted papers will be invited to present at the conference and their paper will be published in the conference proceedings. Authors will retain the rights to their papers. Detailed instructions on the paper submission process will be e-mailed to authors whose abstracts have been accepted. All papers must conform to the conference panel style guide in order to be reviewed.

III. Poster - Presented during “exhibit hall” type session
Historically, proposals on preliminary program designs or preliminary results have been invited to present in this format. Posters are presented using a poster board visual display and handout materials provided by the presenters. We provide the 30” x 40” foam core board and mounting supplies onsite. Presenters will be on-hand to discuss their posters during the “exhibit hall” type session specifically dedicated to posters. Participants interested in sharing a poster will submit an abstract proposal (200 word maximum) on the topic and findings to be addressed by the poster. No paper is required.

NOTE: Poster submissions will be judged onsite for the CSRDE Best Poster Award ($500).

IV. Tutorial - Presented during either one or two 50-minute sessions
These “how-to” tutorial sessions provide the audience with the opportunity to learn a skill, methodology, procedure, or issue related to the conference topics. Examples of tutorials may include topics such as Using Excel and Microsoft Query for Manipulating Databases and How to Conduct a Survey on Student Satisfaction. Presenters of a tutorial should submit an abstract (200 word maximum) that summarizes the topic and the learning objectives. It should provide a brief description of the activities and plans for audience participation.

Once the proposal has been accepted, the presenter will be asked to submit a 3-5 page “how to” paper for peer review. It should offer more details about the learning objectives and items to be addressed during the tutorial. Authors of accepted papers will be invited to present at the conference and their paper will be published in the conference proceedings. Authors will retain the rights to their papers. Detailed instructions
on the paper submission process will be e-mailed to authors whose abstracts have been accepted. **All papers must conform to the conference tutorial style guide in order to be reviewed.** PowerPoint notes or handouts will not satisfy this requirement.

**NOTE:** Please specify in the abstract if audience members will need to bring their laptops to the session.

V. **Pre-Conference Workshop - Presented during one half-day (3 ½ hour) or full-day (6 ½ hour) session**

Pre-conference workshops are intended to enhance the skills and broaden the perspective of their attendees. They should be well-organized with specific learning objectives and activities to support the participants in achieving the objectives. Workshops will be selected on the basis of the instructors’ qualifications for teaching the proposed workshop and its coherence with the overall symposium. Presenters of a workshop should submit an abstract (200 word maximum) that discusses the topic. In addition, each presenter is required to provide their learning objectives, as well as documentation supporting their qualifications. A paper is not required.

VI. **Vendor Presentation - Presented during 50 minute concurrent sessions**

The vendor presentation is intended to provide both commercial and not-for-profit organizations an opportunity to interact with interested symposium participants. Vendor presentations occur during the concurrent sessions and provide the vendor with 50 minutes to highlight the features and benefits of their services, products, or surveys with an educational focus.

Please see the [Exhibitor/Sponsor Information](#) for more instructions on this presentation type and how to submit an abstract.

**NEW in 2016:** Due to time limitations, **vendor presentations are available exclusively to exhibitors who also sponsor an event at the conference.**