



## 2019 Annual Meeting Proposal Submission Form Questions

Thank you for your interest in presenting at the 2019 Southern Association of Colleges and Schools Commission on Colleges Annual Meeting. This year's theme is *The New Moonshot: A Giant LEAP for Education*. The information requested is essential for consideration of your proposal.

The readers will review all completed proposals; however, we ask that each presenter be included in **no more than two proposals**.

Also, each proposal should have **no more than a total of three presenters**.

In your proposal, if you choose to use the acronym for the Commission, please be sure to use "SACSCOC" rather than "SACS" or "SACS-COC."

If you have any questions, please contact [annmtg@sacscoc.org](mailto:annmtg@sacscoc.org).

### Primary Presenter Information

1. Primary Presenter Prefix: (select Dr., Mr., Mrs., or Ms.)
2. Primary Presenter First and Last Name
3. Job Title: (no abbreviations)
4. Phone
5. Email
6. Name of Institution
7. Institution's City
8. Institution's State: (abbreviations only)

### Co-Presenter Information

9. Co-Presenter First and Last Name
10. Job Title: (no abbreviations)
11. Email
12. Phone
13. Role: (Co-Presenter 1 or Co-Presenter 2)
14. Name of Institution
15. Institution's City
16. Institution's State: (abbreviations only)

### Proposal Details

17. **Proposal Title:** What is the title of your proposed session?
18. **Program Track:** (Select Learning Advancement, Educational Innovations, Analytical Insights, *Principles* Adaptions, or Special Topics)
19. **Session Description:** Provide a clear and concise description of your proposed session. Please make certain that it accurately summarizes the content to be presented. This information will be published in the conference app. (Max 125 words)
20. **Relevance of the Topic and its Appropriateness to the Theme:** Make a compelling argument for this topic to be included in the Annual Meeting program. Be sure to address the topic's timeliness and relevance to higher education and related fit to the conference theme.

21. **Organization of the Session:** Provide a clear outline of the content to be covered during your session and incorporate realistic time frames and descriptions for each segment. It is important for the information in this section to align with the other elements of the proposal.

22. **Participant Learning Outcomes:** What are the participants expected to learn from your session? Be sure the outcomes align with the session description and organization of the session. Also, be sure the outcomes do not describe what you will do as the presenter, but rather what participants will gain from the session.

23. **Session Type:** Please select your **preferred** session format. For a description of the different session formats, please see the Call for Proposals document on the SACSCOC website. (Select Concurrent Session 60-minutes, Concurrent Session 90-minutes, Group Discussion, Poster Session, Workshop 3-hours, or Workshop 6-hours)

If you select Concurrent Session 90-minutes, Workshop 3-hours or Workshop 6-hours:

**Active Learning:** Describe, in detail, how your session will actively engage participants. You should have varied and meaningful activities which support the participant learning outcomes. All sessions should reserve time for Q&A.

24. **Target Institutions:** Please select the institution levels that will **benefit most** from the content of this session. Please keep in mind whether your content can be easily adapted by institutions from a different track than your institution.

- Track A – These institutions offer only undergraduate degrees
- Track B – These institutions offer undergraduate or graduate degrees or only graduate degrees
- Examples used during session will include Track A & B institutions

25. **Content Level:** Select the appropriate content level that **best** describes this session. For a description of the different content levels, please see the Call for Proposals document on the SACSCOC website. (Select Beginner, Intermediate, or Advanced)

26. **Target Audience:** Describe your target audience as succinctly as possible.

Examples:

- *"Graduate business faculty, assessment coordinators, and academic deans."*
- *"Assessment coordinators and others whose primary responsibility is managing their institution's Fifth-Year Interim Report."*
- *"Individuals who are responsible for developing the narratives for Section 12 (Academic and Student Support Services) of the Principles of Accreditation."*
- *"Individuals who are responsible for preparing their institution's Compliance Certification."*

27. **Have you presented a session on this topic at a prior SACSCOC Annual Meeting?** (Select Yes or No)

If you select Yes, how will you use comments from previous evaluations to improve your session?

### **Presenter Bio**

28. Provide a brief biography that highlights the significant experience and affiliation of each presenter. The biography will be published in the conference app. Please do not include personal information. Each biography is limited to 100 words.