



Reviewing Session Proposals for the Annual Meeting

A Guide for PAC Members & PAC Chairs

#AACRAO

American Association of Collegiate Registrars and Admissions Officers

Annual Meeting 2024 Timeline Review



June 1 - Sept. 15: Proposal Submission Open

Aug. 15 - Oct. 16: Proposal Review by PACs

Oct 19: Deadline for PAC Session Ranking & Selection

Oct. 23 - 25: Program Committee slots Sessions

Oct. 26: Presenters are notified of Session status

Dec. 4: Presenter confirmation deadline

December: Annual Meeting Registration Opens

February: KBYG Webinar for First Timers

April 7-10, 2024: Annual Meeting!

Review of Roles:

- ◆ **PAC Member:** reviews and evaluates sessions as assigned
- ◆ **PAC Chair:** communicates with presenters if additional information is needed and makes recommendations to the Group Coordinator about which sessions should be selected for the Annual Meeting
- ◆ **Program Committee Group Coordinator:** makes final decisions about which sessions will be selected for their Group for the Annual Meeting and slots the sessions into time slots
- ◆ **AACRAO Meetings Team:** handles corporate sessions, provides OpenWater support, supports the Program Committee

COMMITTEE RESOURCES PAGE ON THE AACRAO WEBSITE

<https://www.aacrao.org/who-we-are/committees/planning-information-for-committees>

Planning Information for Committees

Below are the documents you will use to assist you in reviewing sessions for the Annual Meeting. Please download and print the documents for your reference. All documents can be downloaded in .pdf format.

[ENTER REVIEW PORTAL](#)

IMPORTANT DATES

- Program Committee 2023 Annual Meeting Planning Calendar
- Communication Plan to Presenters for the 2023 Annual Meeting

INSTRUCTIONS/INFORMATION

- [Annual Meeting Description, Roles, and Responsibilities](#)
- Session Review Instructions - PAC Chairs and PAC Members
- [PAC Chair Committee Handbook](#)
- [Committee Rosters](#)
- [Corporate Presentation Policy](#)

The Review Portal is where PACs access and review/score session proposals.

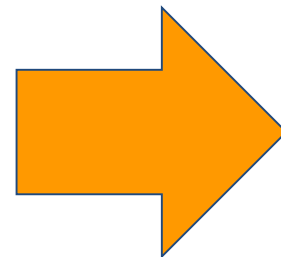
*The OpenWater term for reviewing is “judging”. Reviewers and Judges are the same thing.

Session Review Workflow:

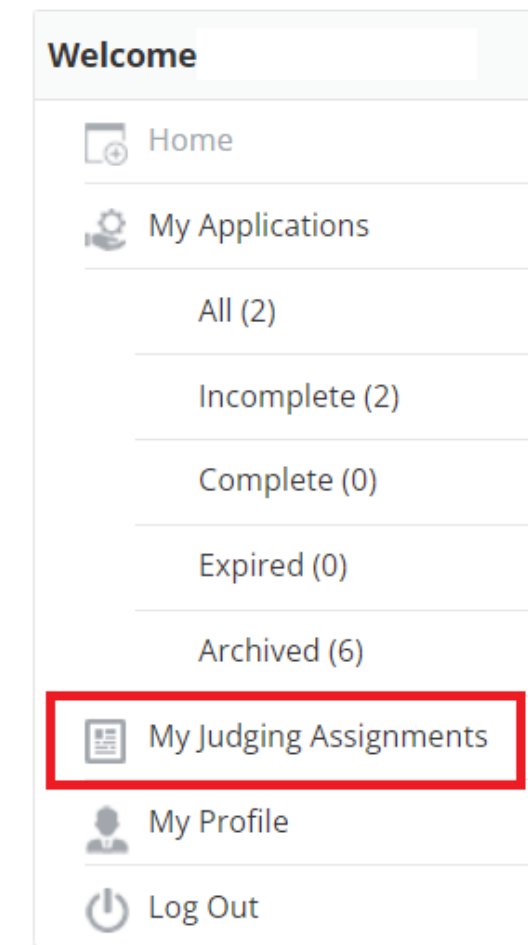
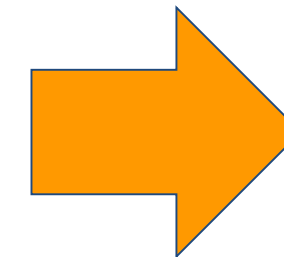
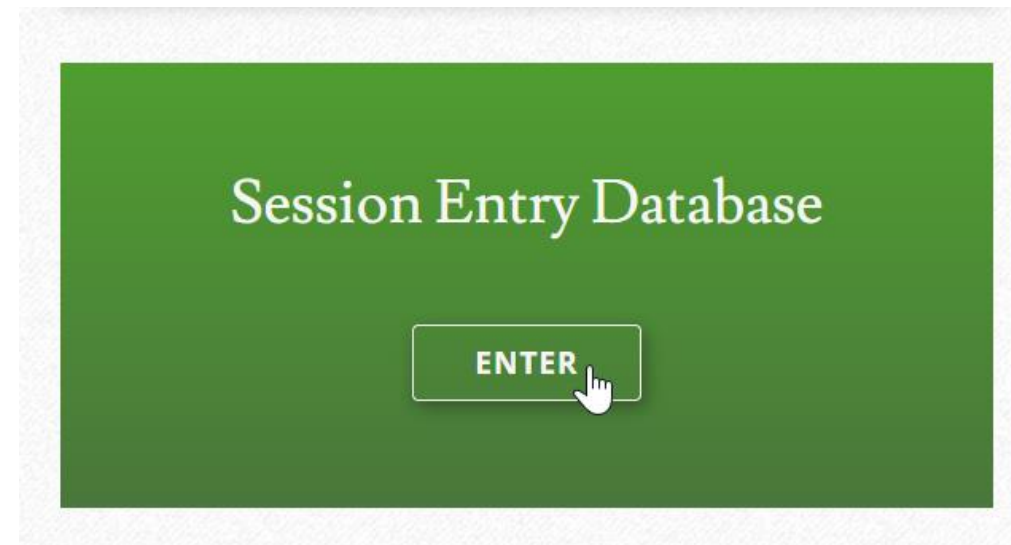
- ◆ All Session Proposals are collected in the OpenWater database (accessed with your AACRAO Community credentials)
- ◆ Sessions are assigned to reviewers based on the Group and Committee selected in the Proposal Form
- ◆ Reviewers evaluate their assigned sessions. Reviewers serving on more than one PAC will be assigned sessions from all of the PACs on which they serve
- ◆ PAC Chairs communicate with presenters and Program Committee Coordinators, who edit Session Proposal details in OpenWater, as needed.
- ◆ Group Coordinators make final decisions on which sessions will be selected for the Annual Meeting.

Accessing sessions for “judging”

The Session Review Portal is available on the Committees Page on the AACRAO Website: <https://www.aacrao.org/who-we-are/committees>



Login with your
AACRAO Community
Credentials

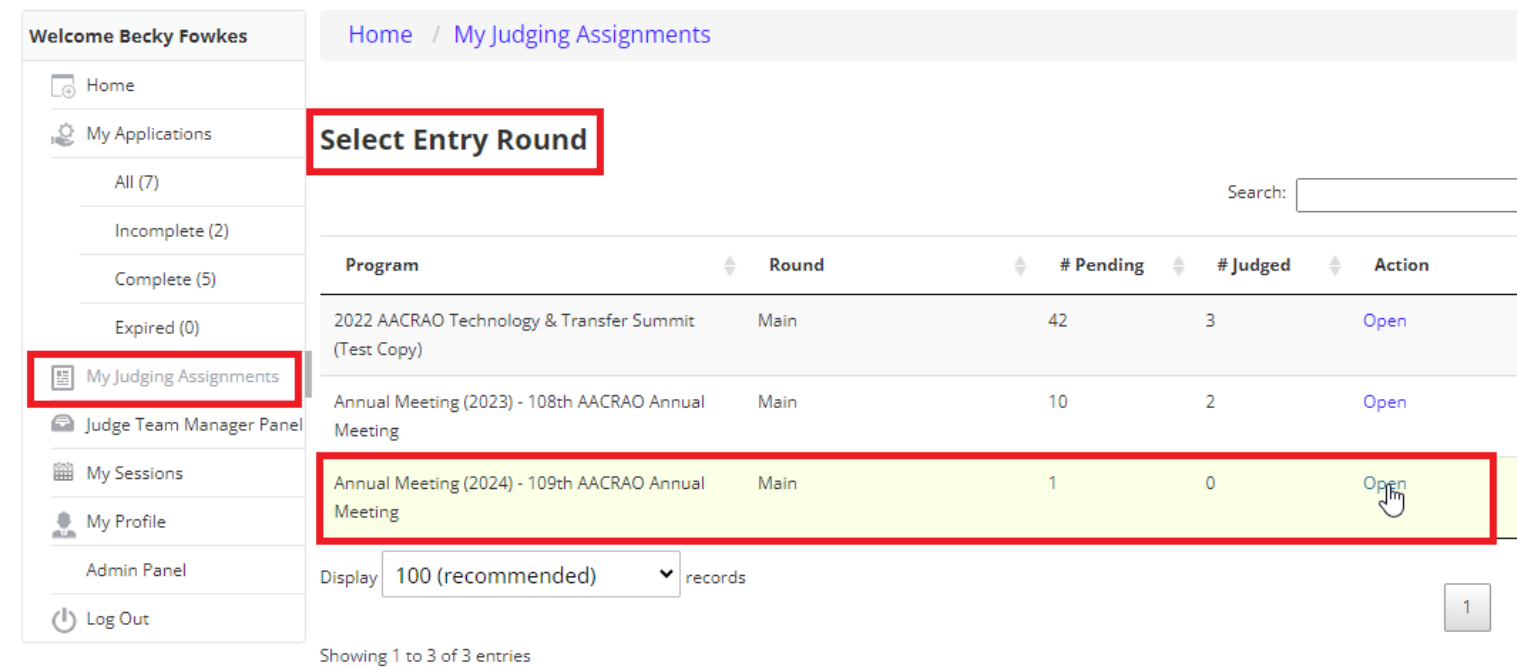
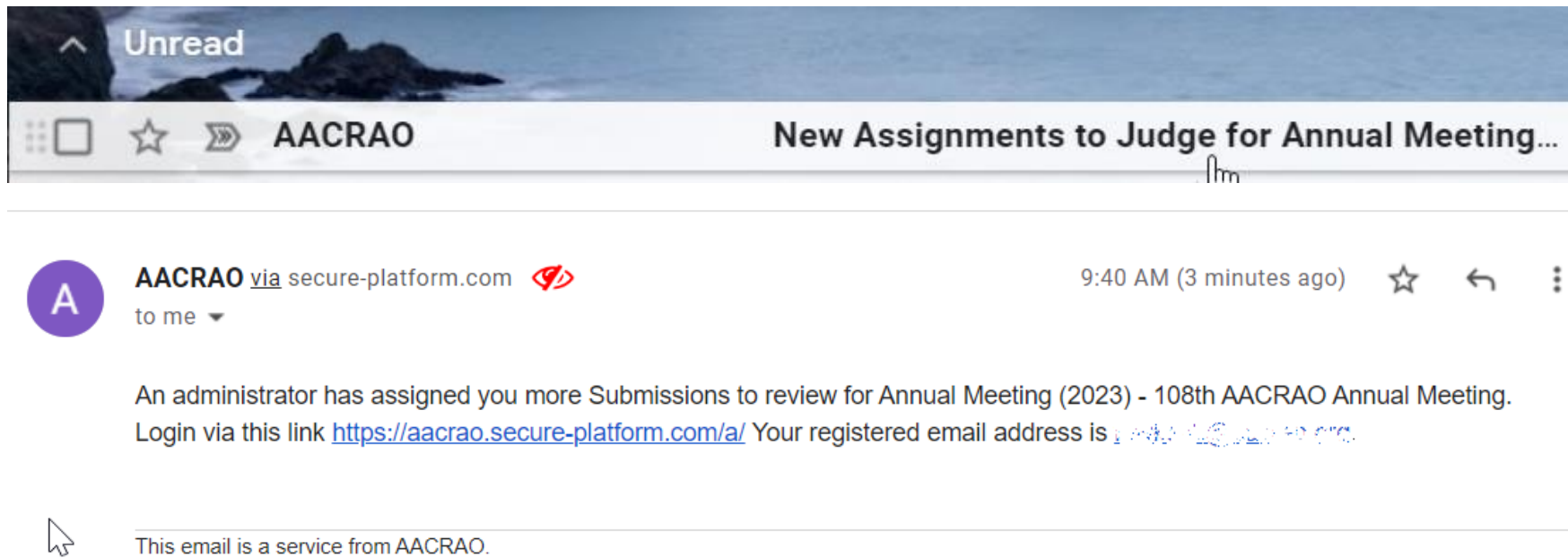


Accessing Sessions for Review cont.

PAC members are assigned to sessions in OpenWater by an Admin. You will see the list of your assigned sessions in the “My Judging Assignments” portal.

When new sessions are assigned to you, will receive an email notification.

In the “My Judging Assignments” portal, open the 108th Annual Meeting



Accessing Sessions for Review cont.

Review Sessions in "All Categories"

Search:

| Category Name | # Pending | # Reviewed | Action |
|---------------------|-----------|------------|----------------------|
| View All Categories | 17 | 0 | Open |
| Breakout Session | 13 | 0 | Open |
| Roundtable | 3 | 0 | Open |
| Workshop - Full Day | 1 | 0 | Open |

Click "View Proposal" to get started

Home / My Reviewing Assignments / Annual Meeting (2023) - 108th AACRAO Annual Meeting: Main

| | DESC Score |
|---|---|
| File cabinet for sale: is it realistic to have a 100% Electronic Student Record? Category: Breakout Session Proposal # 23596 | VIEW PROPOSAL Score: - |
| Streamlining the Course Substitution Process Category: Breakout Session Proposal # 23600 | VIEW PROPOSAL Score: - |
| Connecting Online Students with Each Other and University Support Category: Breakout Session Proposal # 23609 | VIEW PROPOSAL Score: - |
| Health Professions Schools Registrar Roundtable Category: Roundtable Proposal # 23617 | VIEW PROPOSAL Score: - |

Carefully read and review each proposal:

The first page you'll see is "Primary Presenter" information. Click the "Proposal Form" link for the full body of the session proposal

Scroll (and scroll. . .) and read each section of the Proposal

Home / My Reviewing Assignments / Annual Meeting (2023) - 108th AACRAO Annual Meeting: Main / Effective Feedback

Primary Presenter - [Annual Meeting 2023 Session Proposal Form](#)

If you are submitting this session proposal on behalf of someone else, please replace your contact information below with the the primary presenter's information and add any additional presenters on the next page.

File Elec
Cate, Brea
Prop 2359

Home / My Reviewing Assignments / Annual Meeting (2024) - 109th AACRAO Annual Meeting: Main / Effective Feedback

Primary Presenter → Annual Meeting 2024 Session Proposal Form

Submission Title *
Effective Feedback

Session Type *
Please review the Session and select that which best fits your proposal.
Meeting and select

"Breakout Sessions" are 30-45 minute presentations given by one or more co-presenters (75-minute time slots are limited). Still slide and/or video content is encouraged. Interaction with the audience is encouraged to end breakout sessions. Question and answer exchange between the presenter(s). *AV includes a podium microphone, screen, and for larger sessions, a microphone for the audience.*

"Panels" are 50 or 75-minute presentations given by three or more co-presenters (75-minute time slots are limited). Still slide and/or video content is expected throughout the presentation. Differing viewpoints or

Effective Feedback
Category: Workshop - Half Day
Proposal # 27803

Evaluation Form
Overall Review *
Please rate the proposal, overall.
Select

Final Recommendation *
Please select a recommendation for whether or not this proposal should be accepted.
Select

Keep Calm and Scroll On



"Just keep scrolling!"



Keep scrolling and review the full proposal:

Read the text entered in boxes (this is what the presenter(s) entered in the session proposal form

Program Description *

Please provide a short description of your proposed session that is no more than 500 characters. Should your proposal be selected, this description will be used in the Annual Meeting marketing materials and conference program.

Creating a culture that embraces frequent candid feedback is essential to the growth of both individuals and organizations. Without it, productivity falls, communication becomes ineffective, and ultimately employee engagement and retention suffer. In this highly interactive training participants will be equipped with specific skills to deliver even challenging feedback in a way that is both effective and empathetic.

Review Description *

Proposal information to review:

- Program Description
- Review Description
- Core Competencies & Proficiencies
- Learning Outcomes
- Intended Audience
- Additional Presenters
 - *look for email addresses that do not end in .edu to flag as possible corporate*
- Comments entered by the presenter(s)

Complete the Evaluation Form for each session:

Complete the two question evaluation for each session proposal. Feel free to add comments for the Program Committee.

Evaluation Form

Overall Review *
Please rate the proposal, overall.

Select ▼

Final Recommendation *
Please select a recommendation for whether or not this proposal should be accepted.

Select ▼

Notes / Comments

Things to consider while reviewing session proposals:

- Is the proposal thorough and well thought out?
- Is the topic relevant to the profession?
- Does the presenter offer a fresh perspective?
- Will the topic and described nature of the presentation be engaging for those in the audience?
- Is more information from the presenter(s) needed before a decision can be made about its acceptance to Annual Meeting program?
- Would a solo presenter benefit from adding a co-presenter?
- Would you recommend the session for a 75 minute time slot?

Use the comments for feedback on these considerations.

Scoring makes it clear which sessions a reviewer has reviewed and scored.

| | | | | |
|--|-------------------------------|---------------------|---|----------------|
| <p>A Digital Look at Supporting Transfer Students Proposal # 22198</p> | VIEW PROPOSAL | Score: 10 | ← | Scored |
| <p>Transforming the Transfer Evaluations with Technology Proposal # 22201</p> | VIEW PROPOSAL | Score: 4 | ← | Scored |
| <p>Implementing Technology to Transform Advising Practice Proposal # 22202</p> | VIEW PROPOSAL | Score: - | ← | Not yet scored |

Scores can be edited by clicking "View Proposal".

Sessions submitted as Workshops



Hint: accepted “workshops” will be pre-conference events

➔ PACs review and score all sessions, including those submitted as “workshops”

“Pre-Recorded” are 30 - 50 minutes and preclude real-time interaction with viewers. Presenters must pre-record their presentation video and send AACRAO the .mp4 file to upload to the conference platform two weeks prior to the start of the meeting.

Workshop - Half Day

Program Description *

Please provide a short description of your proposed session that is no more than 500 characters. Should your proposal be selected, this

➔ Group Coordinators will escalate sessions submitted as workshops to the Group VII coordinator (Portia LaMarr)

➔ Portia will reach out to the presenters to review content and syllabus planning

➔ The proposal will be accepted as pre-conference Workshop OR will be reclassified as a regular breakout session

Refer possible “Corporate” Sessions to your PAC Chair or Group Coordinator

- ◆ Presenter(s) with an email address that does not end in .edu OR a blank email address.
- ◆ Presenter(s) with a blank field for “Institution”
- ◆ A session description that names a product or service
- ◆ A logo uploaded with presentation materials

Ranking & Selecting Sessions



- ◆ PAC Chairs will be provided with a shared Google Sheet for ranking each session proposal submitted to their PAC

| All Completed Sessions - Annual Meeting 2024 (Columbus, OH) | | | | |
|---|---|----------------|------------------|------------------------------|
| GROUP IV | | | | |
| | 3 | | | |
| Proposal # | ProposalName | PAC Chair rank | Session Type | CommitteeName |
| 23668 | FERPA: The Basics with LeRoy Rooker | 1 | Breakout Session | Federal Compliance Committee |
| 23671 | FERPA In the Real World | 2 | Breakout Session | Federal Compliance Committee |
| 23672 | Ask the FERPA Professor with LeRoy Rooker | 3 | Breakout Session | Federal Compliance Committee |
| | | | | |
| | | | | |

- ◆ Program Committee Coordinators will complete the final selection sessions for the Annual Meeting and slot them into time slots.

Ranking & Selecting Sessions



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| | | | | |
| | | | | |

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Frequently Asked Questions



 **Are all members of the PAC supposed to review session proposals?**

 Yes; assisting the Program Committee with reviewing and ranking session proposal submissions for the Annual Meeting is a key part of serving on a PAC.

 **What should I do if I think a session might be a corporate session?**

 Complete your review of the session (score it). PAC members then escalate the session # as a possible Corporate to PAC Chairs who escalate the session # to AACRAO staff for further review.


 **Are all members of Caucuses supposed to review session proposals?**

 No; only Caucus Chairs, Co-Chairs, and Vice-Chairs review session proposals for the Annual Meeting.


Frequently Asked Questions Cont.



 **I've logged in to review sessions and don't see that any are assigned, what now?**

 Contact meetings@aacrao.org to ensure we have the correct email address connected to your account in the OpenWater portal. If your information is correct, it means there aren't any sessions proposals yet submitted to your PAC.

 **What if I feel we need more information from a presenter regarding their session proposal before I can complete the evaluation form?**

 Contact your PAC Chair and explain your questions. The PAC Chair should communicate questions to the presenter(s) and gather information. The Program Committee Coordinator will add the additional information to the session proposal in OpenWater. Once updated, reviewers can complete their evaluations.

 **What is the minimum score for a session to be considered for selection?**

 The scores are not used to delineate status as "qualifying" for selection; they are a representation of the reviewers feedback. Program Committee Coordinators use the scores in the early stages of selection, but ultimately make their decisions through a holistic lens.

Frequently Asked Questions Cont.



 **Can I go back and change my evaluation or comments of a session I've already reviewed?**

 Yes; log into the OpenWater portal and click "View Proposal" to edit your answers or add additional comments.

 **What if I feel the content of a session proposal would be more appropriate for a different PAC?**

 Complete your review of the session (score it). Contact your PAC Chair and explain your concern. The PAC Chair will communicate the issue to the Program Committee Coordinator. If the session is reclassified to a different PAC, the new reviewers from the new PAC will be assigned to review it.

 **How many sessions will be selected for the Annual Meeting Program?**

 Our goal is select at least 200 institutional sessions for the 2024 Annual Meeting.

Need Help?

- ◆ **Logging in to see sessions:** contact Becky Fowkes fowkesb@aacrao.org
- ◆ **Editing or scoring sessions:** contact your PAC Chair or Group Coordinator
- ◆ **Communicating with Presenters:** contact your Group Coordinator

OpenWater Help “Open Office Hours”:

- Friday, August 18 1:00 - 2:00 PM EDT
- Friday, August 25 1:00 - 2:00 PM EDT
- Friday, September 8 1:00 - 2:00 PM EDT

JOIN THE CONVERSATION

#AACRAO



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