

Reviewing Session Proposals for the Annual Meeting

A Guide for PAC Members & PAC Chairs

Tuesday, August 4, 2026

#AACRAO2027

American Association of Collegiate Registrars and Admissions Officers

2027 Annual Meeting Timeline Review

June 2 - Sept 15: Proposal Submission Open

- ◆ **Aug 4 - Sept 28: Proposal Review by PACs**
- ◆ **Oct 12: Deadline for PAC Session Ranking & Selection**
- ◆ **Oct 14 - 16: Program Committee slots Sessions**
- ◆ **Nov 2: Presenters are notified of Session status**
- ◆ **Dec 2: Annual Meeting Registration Opens**
- ◆ **Dec. 4: Presenter confirmation deadline**
- ◆ **February: KBYG Webinars for First Timers & Presenters**
- ◆ **April 4-7, 2027: Annual Meeting!**

Review of Roles

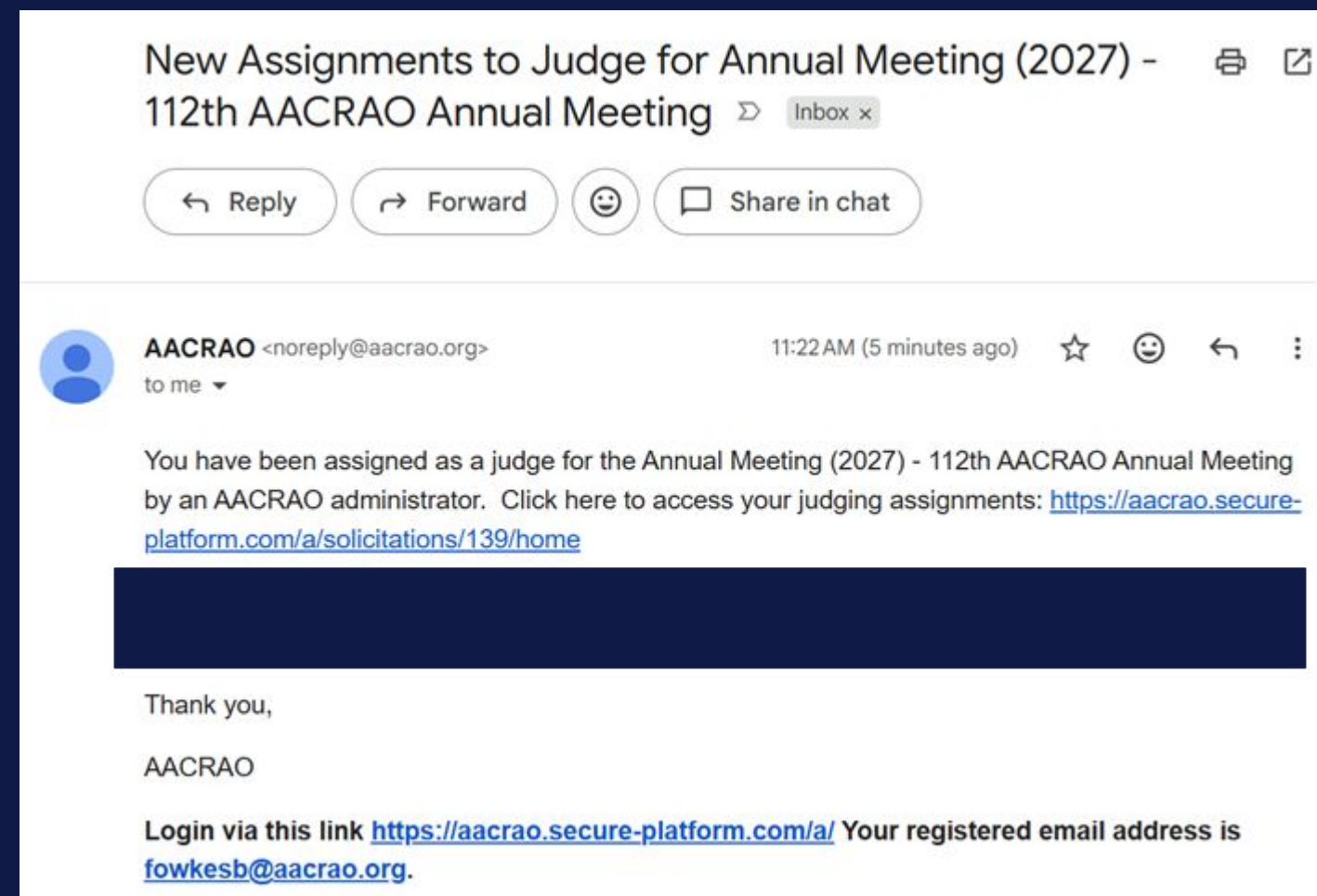
- ◆ **PAC Member:** reviews and evaluates sessions as assigned
- ◆ **PAC Chair:** communicates with presenters if additional information is needed and makes recommendations to the Group Coordinator about which sessions should be selected for the Annual Meeting
- ◆ **Program Committee Group Coordinator:**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

Session Review Workflow

- ◆ All Session Proposals are collected in the OpenWater database (log in with your AACRAO 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.
- ◆ Program Committee Group Coordinators make final decisions on which sessions will be selected for the Annual Meeting.

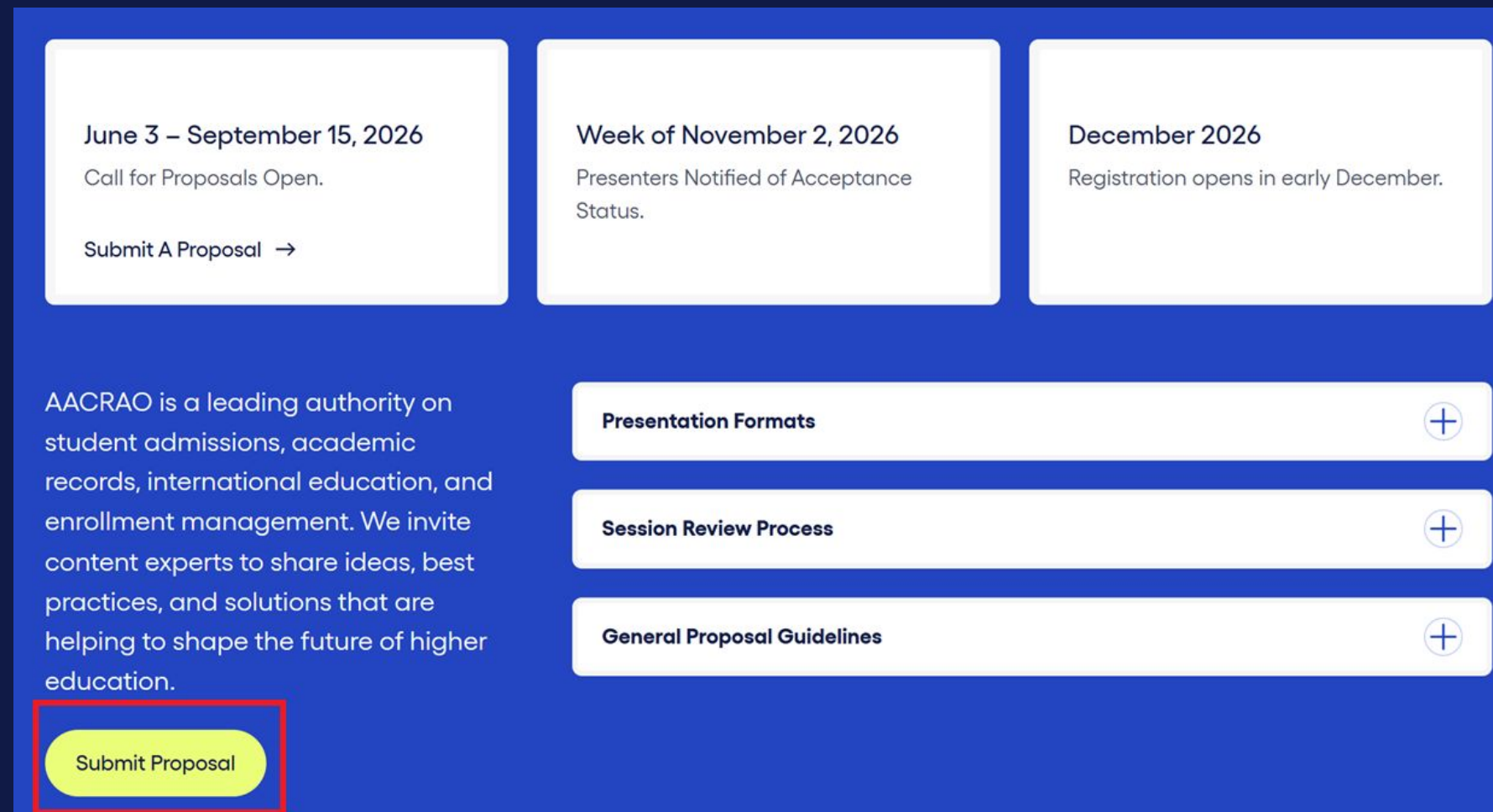
Notification of assignments

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



Accessing sessions for “judging”

The Session Review Portal is the same as the Session Submission Portal on the Call for Proposals page of the AACRAO website



The screenshot shows the AACRAO Call for Proposals page. At the top, there are three white boxes with blue borders. The first box is for the period June 3 – September 15, 2026, with the text 'Call for Proposals Open.' and a 'Submit A Proposal →' link. The second box is for the week of November 2, 2026, with the text 'Presenters Notified of Acceptance Status.' The third box is for December 2026, with the text 'Registration opens in early December.' Below these boxes, on the left, is a paragraph about AACRAO's role in student admissions, academic records, international education, and enrollment management, inviting content experts to share ideas. At the bottom left, a yellow 'Submit Proposal' button is highlighted with a red rectangle. On the right, there are three white boxes with blue borders, each containing a title and a plus icon: 'Presentation Formats', 'Session Review Process', and 'General Proposal Guidelines'.

June 3 – September 15, 2026
Call for Proposals Open.
[Submit A Proposal →](#)

Week of November 2, 2026
Presenters Notified of Acceptance Status.

December 2026
Registration opens in early December.

AACRAO is a leading authority on student admissions, academic records, international education, and enrollment management. We invite content experts to share ideas, best practices, and solutions that are helping to shape the future of higher education.

[Submit Proposal](#)

[Presentation Formats](#) +

[Session Review Process](#) +

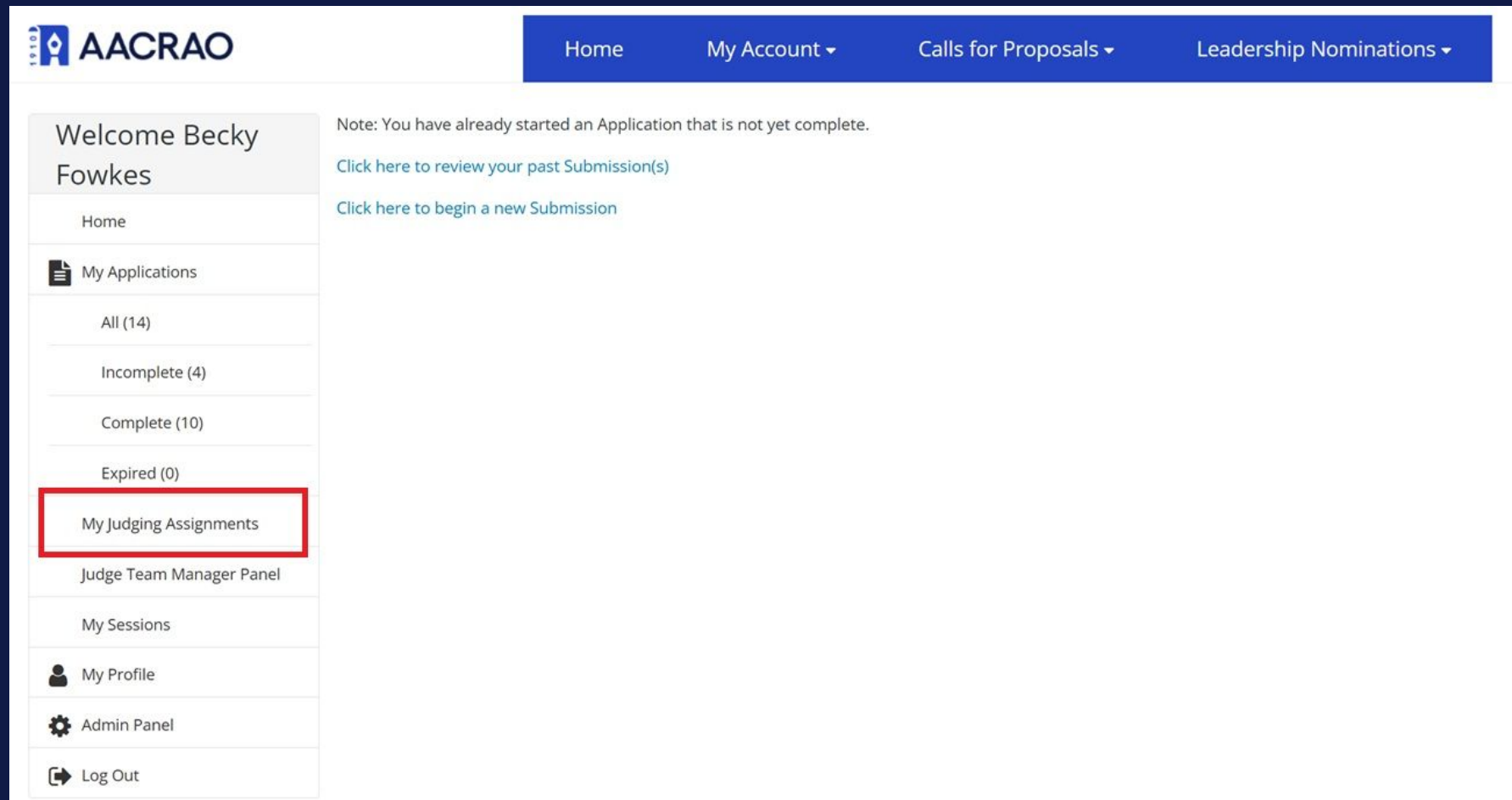
[General Proposal Guidelines](#) +

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.

In the portal, click “My Judging Assignments”

Open the 112th Annual Meeting



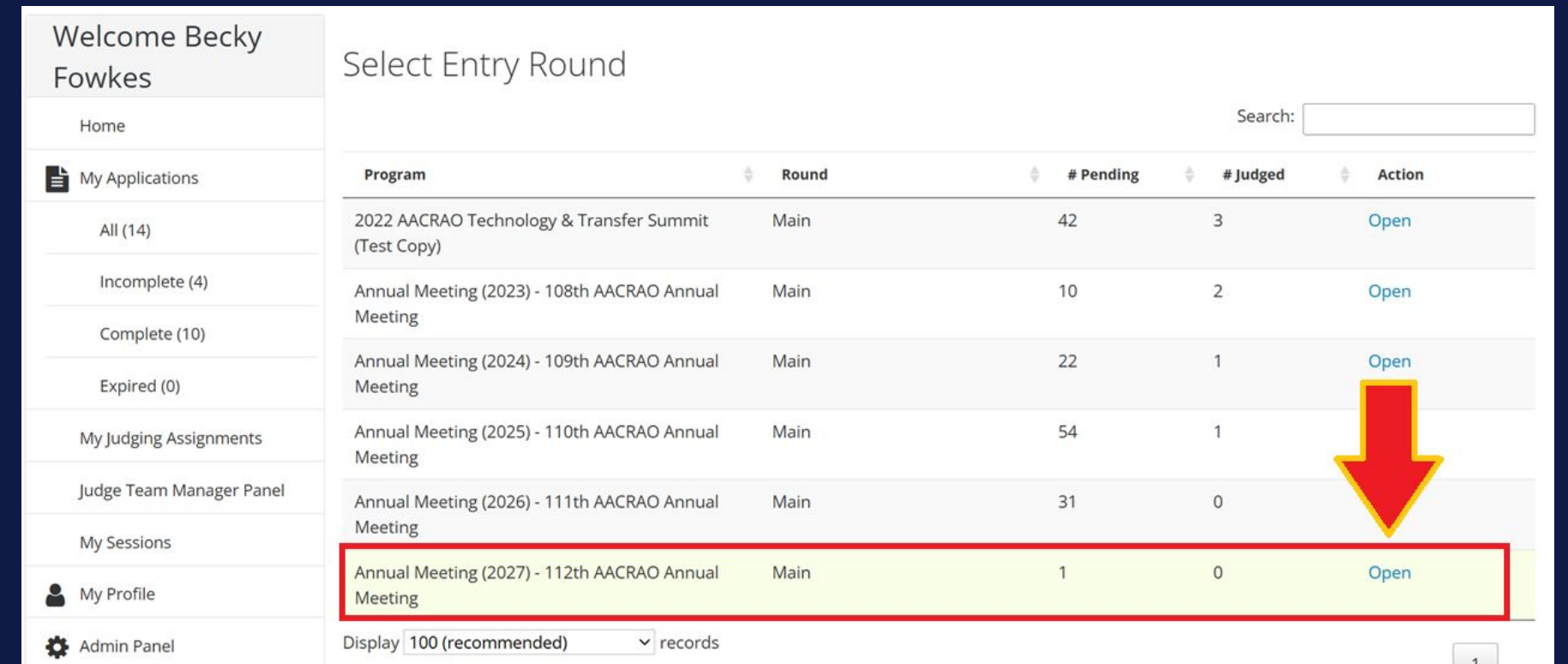
Welcome Becky Fowkes

Note: You have already started an Application that is not yet complete.

[Click here to review your past Submission\(s\)](#)

[Click here to begin a new Submission](#)

- Home
- My Applications
 - All (14)
 - Incomplete (4)
 - Complete (10)
 - Expired (0)
 - My Judging Assignments**
 - Judge Team Manager Panel
- My Sessions
- My Profile
- Admin Panel
- Log Out



Welcome Becky Fowkes

Select Entry Round

Search:

Program	Round	# Pending	# Judged	Action
2022 AACRAO Technology & Transfer Summit (Test Copy)	Main	42	3	Open
Annual Meeting (2023) - 108th AACRAO Annual Meeting	Main	10	2	Open
Annual Meeting (2024) - 109th AACRAO Annual Meeting	Main	22	1	Open
Annual Meeting (2025) - 110th AACRAO Annual Meeting	Main	54	1	Open
Annual Meeting (2026) - 111th AACRAO Annual Meeting	Main	31	0	Open
Annual Meeting (2027) - 112th AACRAO Annual Meeting	Main	1	0	Open

Display 100 (recommended) records

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

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: -

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 (2026) - 111th / Societal Impact and Artificial Intelligence: Understanding Indirect Ass

Primary Presenter - [Annual Meeting 2026 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.

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 the one that which best fits your review.

"Breakout Sessions" are 50 or 75-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) and the audience. AV includes a podium microphone, a 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 experiences are encouraged from panel members. Panelists are

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

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.

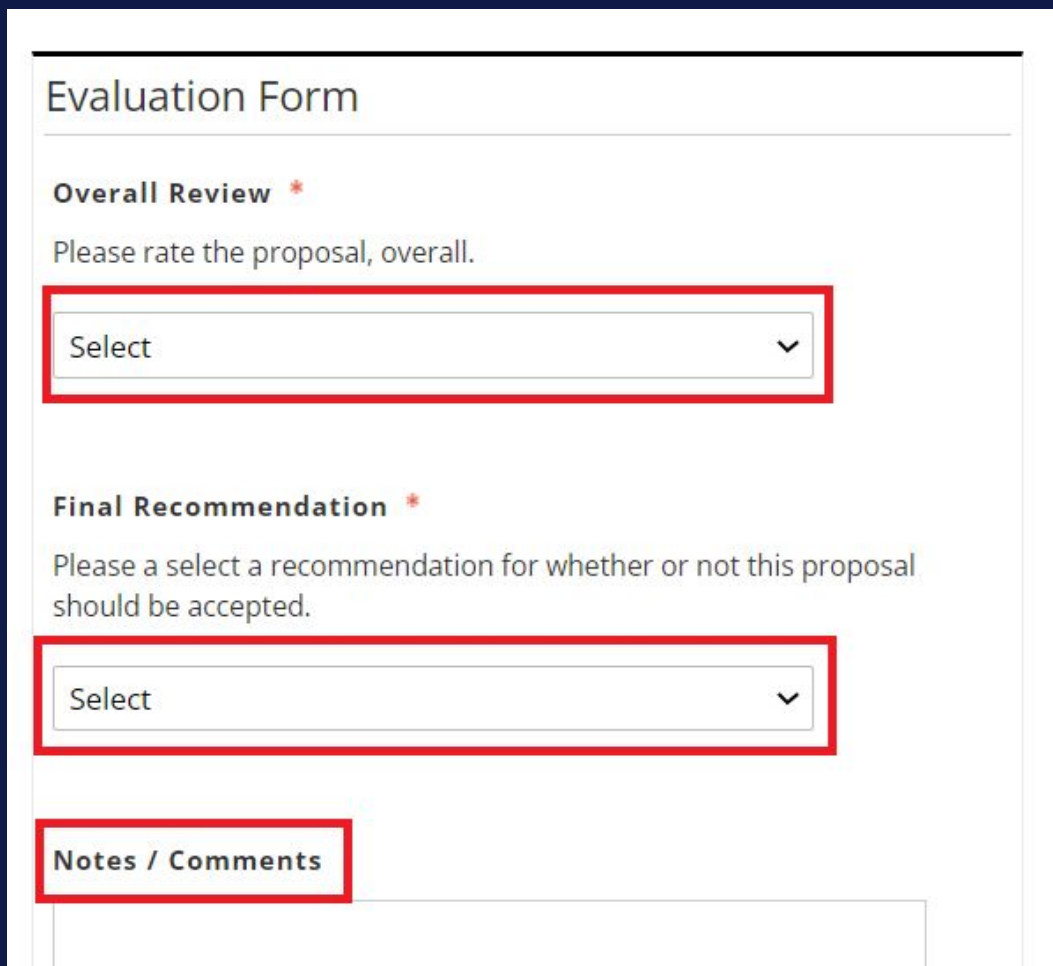
Review Description *

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 in your comments*
- 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.

A screenshot of a web-based evaluation form titled "Evaluation Form". It contains two main sections: "Overall Review" and "Final Recommendation". Each section has a dropdown menu with "Select" and a downward arrow, which are highlighted with red boxes. Below these is a "Notes / Comments" section, also highlighted with a red box. The form is set against a light gray background.

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.

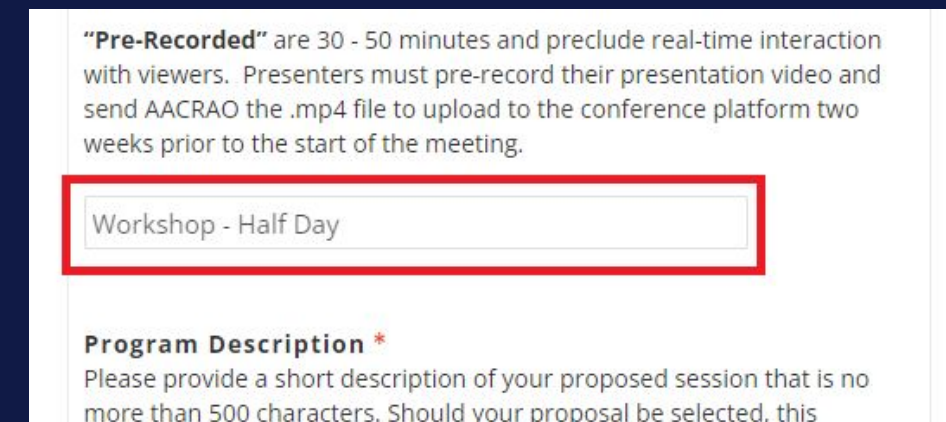
A Digital Look at Supporting Transfer Students Proposal # 22198	VIEW PROPOSAL Score: 10	← Scored
Transforming the Transfer Evaluations with Technology Proposal # 22201	VIEW PROPOSAL Score: 4	← Scored
Implementing Technology to Transform Advising Practice Proposal # 22202	VIEW PROPOSAL Score: -	← Not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

Scores can be edited by clicking “View Proposal”.

Sessions submitted as Workshops

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

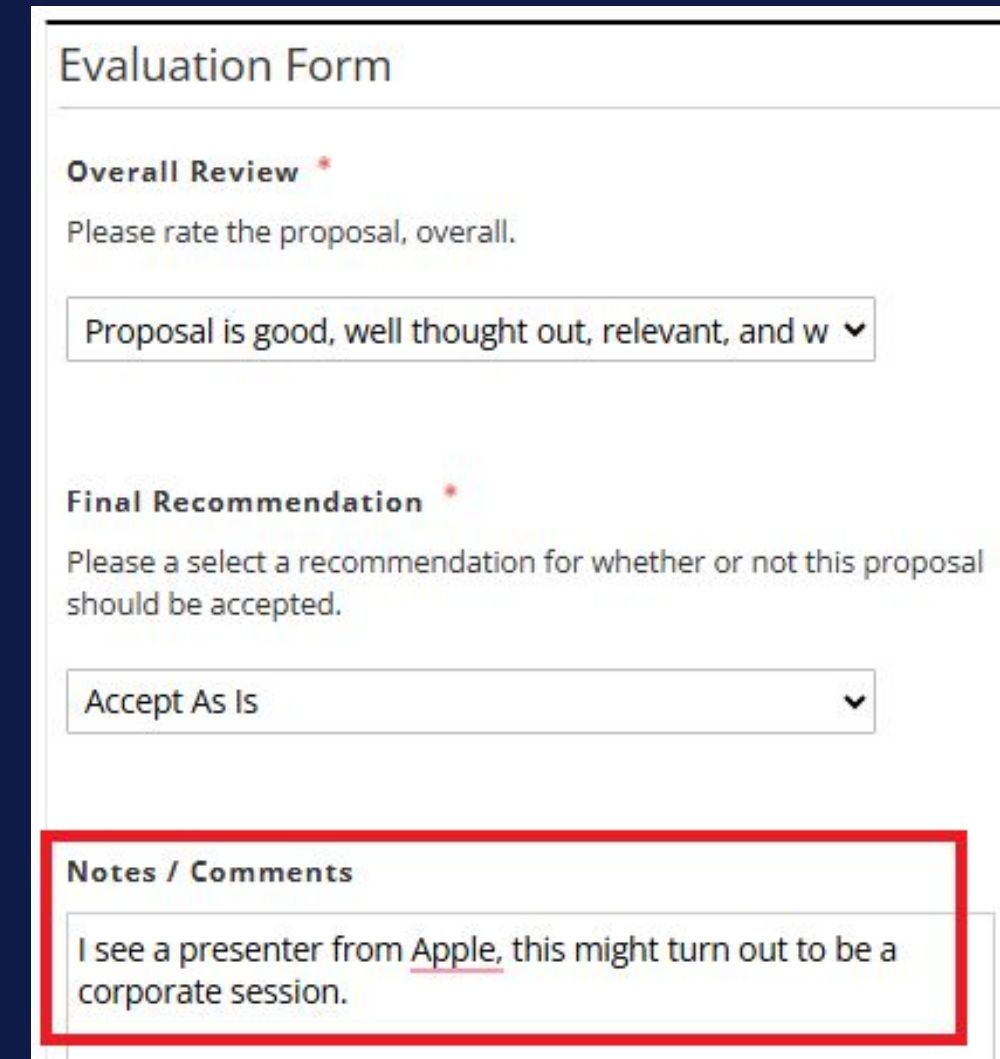
➔ Group Coordinators will escalate sessions submitted as workshops to the Group VII coordinator

➔ The Group 7 coordinator 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

Note possible “Corporate” Sessions in your reviewer comments

- ◆ **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
- ◆ If you think a session could be “Corporate” - note that in your comments



Evaluation Form

Overall Review *
Please rate the proposal, overall.

Proposal is good, well thought out, relevant, and w ▼

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

Accept As Is ▼

Notes / Comments

I see a presenter from Apple, this might turn out to be a corporate session.

Ranking & Selecting Sessions

- ◆ **September 15: Session Proposal Deadline**
- ◆ **September 16 - 28: PAC members finish reviewing session proposals**
- ◆ **September 29 - October 12: PAC chairs rank session proposals submitted to their PAC**
- ◆ **October 12: Session rankings are due from the PAC Chair to the Program Committee Coordinator**
- ◆ **Program Committee Coordinators will complete the final selection sessions for the Annual Meeting and slot them into time slots.**

Reviewer Recusal

- ◆ A formal recusal system for Annual Meeting Session Proposal is not currently in place.
- ◆ If a PAC Member is not comfortable reviewing or making a recommendation for a session, they can reach out directly to their PAC Chair or Program Committee Coordinator to discuss next steps.
- ◆ Reviewers can “skip” reviewing a session they are comfortable reviewing or include this information in a comment on the evaluation form.

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 2027 Annual Meeting.

2027 Annual Meeting Program Committee

Program Committee Chair: Portia, LaMarr, The University of Ohio

Program Committee Vice-Chair: Sasha Suzuki, University of Utah

Group 1: Admissions and Enrollment Management: Dr. Kimberly Sanders, Texas A&M University - San Antonio

Group 2: International Education: Staci Bernhard, Florida International University

Group 3: Records and Academic Services: Joni Krueger, Antioch University

Group 4: Leadership and Management Development: Jessica Alberhasky, University of Iowa

Group 5: Access and Equity: Molly McDermott-Fallon, University of Cincinnati

Group 6: Information Technology: Dr. Lisa Emery, University of Michigan - Ann Arbor

Group 7: Workshops and Special Topics: Sun Jamerson, Lorain County Community College

Need Help?

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