The Association for the Assessment of Learning in Higher Education (AALHE) invites proposals from the assessment community for the 2022 Assessment Conference.

**This worksheet serves as a location where you can draft your proposal and is not an official proposal; to be reviewed and considered for the AALHE 2022 Conference curriculum you must submit your proposal via the EasyChair online proposal submission and review portal at:** [**https://easychair.org/conferences/?conf=aalhe2022**](https://easychair.org/conferences/?conf=aalhe2022) **You will be asked to create a new account and then will be able to make a new submission.**

**Pre-Conference Workshop submissions are due by 11:59 p.m. Eastern on February 14, 2022 (extended from January 14).**

**All other proposal submissions are due by 11:59 p.m. Eastern on February 14, 2022.**

**How to Use This Worksheet**

We strongly recommend that you write an electronic draft of your proposal on this Proposal Worksheet prior to beginning the online submission form in EasyChair. You will be able to copy text this document and insert text directly into each field of the online [EasyChair Proposal Submission Form](https://easychair.org/conferences/?conf=aalhe2022). This assures that you won’t permanently lose any information during the submission process.

**Questions**

If you have any questions about the AALHE 2022 Conference Call for Proposals or the conference experience, please email [info@aalhe.org](mailto:info@aalhe.org).

**Conference Theme**

The theme of the 2022 AALHE Conference is *Communities of Assessment: Reengaging and Learning Together.* The theme is representative of the various communities of assessment that exist within AALHE and descriptive of the hybrid learning experience the Conference Committee is planning.In alignment with the theme, the AALHE Conference Committee seeks to create a conference experience that inspires and connects us as we reengage and learn together to support the assessment of student learning.

**Encouraged Collaboration**

In alignment with the conference theme, proposal authors are especially encouraged to submit proposals as a community when possible (i.e. submissions with multiple presenters, presenters with different roles such as faculty, staff, assessment professionals, and different types of institutions represented).

**Rubric**

Submitted proposals will be evaluated by reviewers according to the General and Session Specific Criteria listed [on this rubric](https://docs.google.com/document/d/153cBSVoaPTXxVEN-V0aXkFIuk9Xx-89D/edit). Proposal authors are encouraged to review the rubric and use it as a guide for criteria to address when drafting proposal submissions.

**Requested Fields on Proposal Submission Form**

**Session Type**

EasyChair refers to the Session Type as a “Track.”

The conference curriculum will have six session types and proposal authors are invited to select the session type they believe best aligns with their proposed session format and content.

* **Pre-Conference Workshop: (3-hour half day or 5-hour full day, 1-4 facilitators):** A Pre-Conference Workshop is a working session that engages participants in developing skills in specific models and strategies in assessment practice. Pre-Conference Workshops provide attendees an opportunity to extend their knowledge and skills with additional time for interaction. Pre-Conference Workshop presenters receive a small honorarium for facilitating this in-depth, interactive, and extended learning experience. Pre-Conference Workshops are 3-hour half day or 5-hour full day sessions that occur prior to the conference beginning. Session Delivery: Live In-Person or Synchronous Online; Proposal submissions are due February 14, 2022 (extended from January 14).
  + 3-hour workshop
  + 5-hour workshop
* **Dialogue Session (45 minutes; 1–4 facilitators):** A Dialogue Session is an engaging session that provides time for colleagues to discuss a topic or an emerging issue relevant to the assessment of learning in higher education through iterative sharing of expertise and experiences. In this interactive session, facilitator(s) assist the group in examining topics and strategies for moving forward given the professional reality and expertise of each individual in the room. Session Delivery Options: Live In-Person, On-Demand or Both.
* **Panel Session (45 minutes, 1 moderator):** Panel Sessions are structured conversations about a specific issue or topic. Panel Sessions specify a current or emerging issue to be addressed, establish an initial set of questions and are moderated. These sessions also include an opportunity for questions from attendees to expand upon panelists' responses. Session Delivery Options: Live In-Person, On-Demand or Both.
* **Pre-Recorded On-Demand Lightning Session (15 minutes, 1-2 facilitators):** Lightning Sessions provide opportunities for a short, brief and specific topic engagement. These sessions invite graduate students, seasoned professionals, and everyone in between, to present best practices, thought exercises, and imaginative ideas related to learning assessment in a concise manner. A lightning session should spark new insights and conversations among viewers. Presenters will pre-record 15-minute presentations that will be made available in an on-demand format on the conference platform. Session Delivery: On-Demand.
* **Research Session (45 minutes, up to 4 presenters):** Research Sessions provide the opportunity to share scholarship on topics related to the assessment of student learning. Presenters accepted are encouraged to submit a corresponding paper for the Annual Conference Proceedings. Session Delivery Options: Live In-Person, On-Demand or Both.
* **Skill Development Workshop-Theory to Practice (90 minutes, 1-4 facilitators):** Skill Development Workshops provide opportunities for participants to bridge theory with practice. These extended working sessions engage participants in models or strategies that address specific opportunities or challenges in student learning assessment. Session Delivery: Live In-Person.

**Presenter Information**

The following information is requested of the **coordinating proposal author** AND **each co-presenter.**

**First and Last Name**

**Country/Region**

**Organization**

**Email Address**

**Corresponding Author**

* Check which presenter is the Corresponding Author who should receive all communications about the status of the proposal.

**Session Information**

The following information is requested about the session.

**Title**

15 word limit. Create a title that accurately reflects your topic and the theme of the AALHE 2022 Conference.

**Keywords**

Type a list of keywords (also known as key phrases or key terms) to characterize your submission. You should specify at least three keywords.

**Author Bio Statement of Experiences/Qualifications**

300 word limit per author. Provide a separate paragraph bio statement of experiences/qualifications for each author in this space. **Redact all author names. Instead refer to authors as Author 1, Author 2, etc.**

**Author Twitter Handles**

List the Twitter Handles for all authors that are interested in connecting with AALHE on social media related to the session.

**Author Instagram Handles**

List the Instagram Handles for all authors that are interested in connecting with AALHE on social media related to their session.

**Session Delivery**

The 2022 Conference will take place June 6-9, 2022 as a hybrid experience that includes placed-based learning in Providence, Rhode Island and options for online virtual learning on the Whova platform. Please select your preferred delivery mode for your session. Note: Proposal authors who select On-Demand Pre-Recorded options who are accepted for the 2022 Conference will be invited to participate in a live text-based Question and Answer session in the Whova Virtual Conference platform.

\*This question will not appear on the EasyChair submission form for Lightning Sessions as those are only eligible for the pre-recorded on-demand session type so there is no need to make a session delivery selection.

* Live In-Person (Providence, Rhode Island; all session types except Lightning Sessions)
* On-Demand Pre-Recorded (Virtual Whova Platform; all session types except Pre-Conference Workshops)
* Both Live In-Person AND On-Demand Pre-Recorded (Providence, Rhode Island and Virtual Whova Platform; all session types except Pre-Conference Workshops and Lightening Sessions)
* Synchronous Online (Virtual Whova Platform; an option for virtual Pre-Conference Workshops Only)

**Session Description**

150 word limit. Brief description to be used in conference schedule to highlight what session is about, what attendees will gain, and what is distinctive or transferable about the work you are presenting.

**Learning Outcomes**

300 word limit. Learning outcomes should outline what participants will gain from your session or be able to do as a result of your session. Each learning outcome should be specific and measurable and explain how it is met during the session.

**Background and evidence of effectiveness of work being presented**

250 word limit.

**Attendee Engagement**

150 word limit. Brief description of how you will engage participants of your session (e.g. handouts, activities, discussion).

**Session Outline**

150 word limit. Brief description of what the session will cover and time allocations for each component.

**Panel Questions**

Provide the list of questions/topics the panel will be asked by the session moderator you designate.

\*This question will only appear on the EasyChair submission form for Panel Sessions.

**Session Track**

The conference curriculum will have four tracks and proposal authors are invited to select the track they believe best represents their content.

* **Communities of Data:** Using and communicating data and to ensure all students are learning. This track focuses on sharing practices of assessment data collection, representation or visualization to inform improvements to curriculum and instruction.
* **Communities of Engagement:** Engaging and building relationships with faculty and staff in learning outcomes assessment. This track focuses on creating a supportive culture that engages in outcomes assessment to improve student learning.
* **Communities of Inclusion:** Practices that engage diversity, equity, and inclusion in the context of student learning assessment. This track focuses on advocating for equity through assessment practices.
* **Communities of Innovation:** Sharing innovative and transformative practices to improve teaching and student learning. This track focuses on the application and practice of new methods or research in student learning assessment.

**Session Levels**

The conference curriculum will feature four levels of content to support attendees with identifying conference content that meets their needs. Proposal authors are invited to select the level(s) they believe best represents their content.

* **Introductory:** designed for attendees with a novice/beginner understanding of assessment. Sessions are appropriate for those who are new to assessment and will include definitions/context that may not be necessary for intermediate or advanced sessions.
* **Intermediate:** designed for attendees with established understanding of assessment. Sessions are appropriate for those with mid-level assessment experience/faculty assessment liaisons, and will include content more complex than introductory sessions.
* **Advanced:** designed for attendees with substantial understanding of assessment. Sessions are appropriate for those with advanced assessment experience/research interests and will include high-level/global concepts and advanced techniques/processes.
* **All Levels:** designed for attendees across a range of experiences to include cross-expertise community/collaborative thinking. Sessions are appropriate for all; definitions/context may be introduced but content will dive deeper than introductory sessions.

**Session Tag**

The conference curriculum will include four tags to support attendees with identifying conference content that aligns with their interests. Proposal authors are invited to select the tag they believe best represents their content.

* Scholarship/Research
* Curricular
* Co-Curricular
* Practice/Application

**Would you like to be considered for the 2022 Virtual Conference Proceedings?**

Reply with ‘Yes’, if you are accepted for the 2022 Conference you wish for your session presentation/materials to be considered for inclusion in the Virtual Conference Proceedings that are posted to the AALHE website following the conference with access available for AALHE members

* Yes - Please consider my session presentation/materials for inclusion in Conference Proceedings
* No - I would not like my session presentation/materials considered for inclusion in Conference Proceedings

**Proposal Author Agreements**

I understand that if my proposal is accepted, I and all other presenters for the session are expected to register for and attend the AALHE 2022 Assessment Conference in alignment with the format of your presentation: 1) All session presenters with proposals accepted for live in-person are responsible for their own in-person conference registration fees, travel, and lodging expenses in Providence, Rhode Island. 2) All session presenters with accepted proposals for on-demand pre-recorded sessions are responsible for their own virtual conference registration. Presenters do not receive reduced conference registration fees. Registration grants may be available on an application basis in the future.

I understand that as the submitting author of this proposal I am responsible for contacting any other individuals I listed as a presenter on this proposal to notify them of the accept or decline status of the proposal once the decision is released to me by email in mid-March.

I attest that the proposal author(s) are the owners, or have the permission and have provided proper attribution to the owner, of all content and intellectual property included 1) in this proposal and 2) if accepted, the subsequent presentation for the conference.

I, or I on behalf of the organization I represent, with their permission, grant AALHE a royalty-free, world-wide license to publish my session content (presentation, handouts, and if applicable session recording) on the virtual conference platform selected by AALHE and for AALHE to sell the content by nature of charging attendees for conference registration. I agree that AALHE will not be held responsible for royalties or any damages resulting from intellectual property infringement from either 1) AALHE’s use and distribution of the content in a manner consistent with this agreement, or 2) any use or misuse of any of the content by any person who obtains the materials (directly or indirectly) as a result of the AALHE’s permitted use and distribution of the materials via attendance at the in-person conference or the virtual conference platform.

I understand that if accepted, all session presenters must complete a presenter profile on the conference platform, upload presentation materials to the conference platform, and for on-demand per-recorded sessions submit a recording of the session to be posted on the conference platform.

* Yes, I agree
* No, I do not agree

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**Questions:**

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**Timeline**

* Call for Proposals Open: December 1, 2022
* Pre-Conference Workshop Submissions Due: February 14, 2022 (extended from January 14)
* All other proposal Submissions Due: February 14, 2022
* Notification to Proposal Authors By Email: Mid-March 2022
* Proposal Authors Acceptance Confirmation Due: One week after email notification
* Presenter Registration Required: April 18, 2022
* Session Recording Due (pre-recorded on-demand sessions only; .mp4 file type): May 16, 2022
* Session Materials and Presenter Profiles Due in Whova: May 31, 2022.