

**Vice President's Report to the Annual General Meeting
Canadian Association for the Study of Educational Administration (CASEA)
University of Ottawa
Monday, June 1, 2015**

Proposals:

5	Conversation Sessions
8	Symposia
5	Round Table Discussions
2	Poster Sessions
60	Papers

CASEA was allotted 23 spaces in the program based on past attendance and on membership. Of those 23 sessions, 5 of them were already dedicated to events that we have agreed to hold during the conference:

- AGM and Luncheon,
- Graduate Student session,
- T.B. Greenfield presentation,
- BELMAS presentation,
- and the Book Launch.

That leaves 18 to fill with as many of the proposals as possible. However, if we accept several symposia, which are usually thoughtfully considered and provide a more coherent session, and one or two conversation sessions, which are unique to CASEA, we are down to 11 or 12 spaces. In each one of those spaces we can have 4 or 5 presenters. That means that we need to deny acceptance for 5-10 presentations. We worked within this framework to select the sessions for the conference.

Questions: Would we like to add an invited address? Would we want to limit the number of proposals that one author can submit?

Symposia (8):

We received proposals for 8 symposia. Most were proposed by experienced faculty and all held the promise of excellent learning opportunities. However, as program chairs we were confronted with the understanding that every time we accepted a symposium, we had to agree to turn down 4 or 5 paper proposals. On the final program, we found space (through some negotiation) to accept 6 out of the 8 symposia. The other two were added to the program as round table discussions.

Question: Is there a limit on the number of symposia that we prefer to have on the program?

Conversations Sessions (5)

The conversation sessions are similar to the symposia in that they quickly absorb spaces. We have arranged for two conversation sessions on the final day of the conference. It would be good to get some feedback about how committed we are to our conversation sessions. To have two conversation sessions, means that we turn down 8-10 proposals for papers. However, we have agreed in the past that we like the opportunity to get together and have a deeper discussion about topics that are important to our discipline.

Question: Should we continue to have these sessions?

Book Launch (13)

I love the book launch not only for the books but also for the reception type atmosphere. However, it is expensive to do it that way. As long as we are on campus, the only choice open to us is to use the catering option that is set up through CSSE. This year the appetizers were more per person than our lunches for the AGM. As I write this report, I am still not entirely sure what we will get for the money. I ordered food and drinks for 25 people. I think it will be enough.

As for the books, I had 13 different books that came forward through the call. I accepted them openly rather than using any process to eliminate some to make the selection more homogeneous. Additionally, for a bit of variety, we invited Dean Fink to speak at the book launch.

Question: Do we want to continue with the reception type of event that is a little more expensive?

Round Table Discussions (5)

We had five proposals for round table sessions and we moved several other proposals into the round table format. Space for the round table discussions was provided by CSSE and did not come out of our allotment of 23 spaces.

Question: Do you want us to try to accommodate more proposals by moving more into round table format?

AGM and Luncheon

We unwittingly made a change in the CASEA program this year and moved the AGM and luncheon to the Monday rather than the Tuesday timeslot. Although we requested a larger space with tables that seemed like it might be better for eating, we were assigned to a lecture theater.

Questions: Is it important to fight for a nicer space with tables and natural light for this event? Is it ok to have it on a different day than the banquet? Is it ok to move it to earlier in the week?

Multipaper Sessions

There are 12 multi-paper sessions in the program this year. We have placed 4 papers in each 75 minute time slot and 5 papers in each 90 minute slot. We have also assigned a chair person to each of these sessions. If we increased the number of papers in each session by one, we could accept 12 more papers. It would decrease the number of papers that were moved to round table format or denied.

Question: Would it be acceptable to increase the number of papers in each multi-paper session?

Banquet

The CASEA banquet is being held on Wednesday, June 2, 2015 at Johnny Farina on Elgin, St. It was unfortunate that we did not place someone to be in charge of the banquet at the AGM last year. So, the organization has been a joint effort between Stephanie Chitpin, Ben Kutsyuruba, and Jackie Kirk. We considered a different location in a period home but the space that was available for our banquet was available only by stairs. So, we chose the space that did not require an ability to go up and down stairs, however, Johnny Farina also has an upper level space with a stair case and they would have also liked to place us in that section. We chose a location that was more easily accessible.

Question: Just for future reference, is accessibility a deal breaker?

Conference Software:

Last year, we used the conference software at the University of New Brunswick for the joint CASEA/CCEAM conference and it worked well. As a result, we decided to use the software this year for CSSE. On the plus side, it significantly reduced the number of hours that it required to do each of the phases of the proposal collection and review. On the minus side, we were challenged when it came to locating the proposal type. Much too late, we realized that on a separate page, that we had originally dismissed as having the same information as the main proposal page, there was a text box titled session type. This led to several conflicts in the program. However, overall, we believe it was a good decision to use the conference software but we will need to pass down our knowledge of the intricacies and the drawbacks of this particular system. That way, we can ensure that our colleagues in the future will not repeat our mistakes.

Question: Besides the problems that arose because we misunderstood several of the proposal types, were your interactions with conference organizing diminished significantly by our choice to use the conference software to communicate with you?

Recommendations for future conferences

1. Use the conference software but be vigilant about passing on the knowledge of how to use the software to reduce the time spent on the process.
2. At the AGM, we need to choose someone to organize both the book launch and the banquet. Once we are spread across the country, it is too difficult to find people to support the process.