



Texas Association of Collegiate Program Officials (TACVPO)

TACVPO 2025 Session Proposal General Guidelines

The annual Texas Association of Collegiate Veteran Program Officials (TACVPO) conference is only a few months away. As we fill out our agenda, we are soliciting session proposals over a range of topics that will fit into our conference tracks (see attached).

This is an opportunity to highlight how your program meets the needs of military affiliated students and share the outcomes with institutions from across the state. By submitting a proposal, you are contributing to the professional development of your colleagues and opening the doors for collaboration and advancement.

*Please share this opportunity with all college areas that provide services and support to military affiliated students.

General Submission Guidelines

- **TACVPO Membership:** Is not required in order to submit a proposal, present, or register for the event.
- **Conference Registration:** If you will be attending the conference, aside from the day of their presentation, we ask you to register for the full conference (Member registration fees apply).
If you are only attending for the day of your presentation, we will forward separate registration instructions.
- **Session Length:** Each session should be approximately 60 minutes in length. Session presenters or facilitators are encouraged to provide a minimum of 10 minutes for questions during the session. The opportunity for multiple sessions (2- 60-minute sessions) may be available.
- **Submission Deadline:** November 15, 2025
- **Submit to:** Philip Hoy, 2nd Vice-President - phoy@dallascollege.edu and Tila Jernigan, President - tjernigan@tamusa.edu
- **Travel and Lodging:** Regardless of conference attendance, all presenters are responsible for securing and paying for travel and lodging. Lodging may be secured through the conference hotel, visit the TACVPO website for details.
[Texas Association of Collegiate Veteran Program Officials \(tacvpo.com\)](http://texasassociationofcollegiateveteranprogramofficials.com)
- **Session Resources:** Presenters will be requested to provide their presentation and supporting materials prior to the conference. If your proposal is selected, you will receive instructions on uploading your materials.
- **Abstract Requirements:** Proposal abstracts will be used as the public description of the session in the conference program. Abstracts should be 50 words or less and written in English.
- **Submission Limit:** Each individual may be listed as a presenter or author on a maximum of 2 proposals.
- **Correspondence:** The person who submits the proposal is the primary contact and is responsible for all communications and coordination on behalf of all co-presenters.
- **Technology:** Breakout rooms will have standard presentation technology available.
- **Scheduling:** Unless specifically requested by the conference organizers, presentations will be scheduled for Wednesday, February 26, 2025. 3-4 breakout sessions will run concurrently during each 60-minute time slot. The organizers will determine final time slots to ensure a cross section of presentations are available. Please include any scheduling conflicts in your proposal.



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Suggested Session Formats

- **Facilitated Discussion** - Provide opportunities for audience participation regarding campus challenges and solutions through conversational exchange. The intent is to actively engage the audience participants in dialogue about hot topics or broad issues. Presenters (1-2) should facilitate the sharing of experience among session attendees.
- **Informative Presentation** – Traditional conference presentation by one or multiple presenter(s). These sessions are opportunities to share topics of interest, lessons learned, foresight, or evidence of impact related to a conference theme. Please include opportunities for audience engagement.
- **Panel Discussion** – Panels consist of 3-5 (no more than 5) panelists and a facilitator. Prepared topics or questions should be provided to panelists in advance to ensure panelists are well prepared. Panels should represent two or more opposing viewpoints for a lively group discussion. The best panels and group presentations have diversity in perspectives as well as diversity of panelists—organizationally and demographically speaking.

Conference Tracks

The committee has identified six tracks (and possible presentation topics) that support military-affiliated students for the 2024 conference. Preference will be given to the proposals that include innovative programs within one of the listed areas.

- **External Collaborations and Partnerships** – Collaborative relationships and/or partnerships with organizations external to your institution (including other educational organizations).
 - Creating a Donor Menu for your office
 - External Fundraising
 - Grants
- **Best Practices and Policies** – Innovative or successful practices, programs, and services.
 - ACE Military Credit Recommendation Processes and Best Practices
 - The importance of PLA for academic success.
 - Hazlewood SAP and Excessive Hours Policies and Procedures
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- **Networking** – Developing and maintaining effective connections, both internal and external.
 - Events and Activities Military Connected Students Show up for.
- **Student Engagement and Success** – Engagement of students in all stages of their academic journey.
 - Programs that foster student success
 - Creating a successful SVA chapter
 - Student assessments, creating surveys and getting student feedback
- **Financial and Business Services**
 - Bursar/Business Office payment reconciliation and troubleshooting
 - Debt Management best practices
- **Tuition Assistance**
 - Tuition Assistance invoicing and grade reporting
 - Tuition Assistance Academic portal maintenance
 - Preparing for a Department of Defense (DoD) Voluntary Education (VolEd) Institutional Compliance Program (ICP) audit.



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Proposal Evaluation

Proposals will be selected to ensure the conference offers a comprehensive, objective, and diverse program addressing issues common to the memberships. Proposals that clearly describe innovative and collaborative efforts related to the success of military connected students will be given the highest priority in the selection process. To ensure there is fair representation, attention will be given to including a diversity of institutions/organizations (2-year, 4-year, private NCD etc.)

Proposals will be reviewed by the TACVPO board and invited peer reviewers using the following criteria:

- **Relevance of Topic:** Is the topic of relevance, importance, value, and/or interest to higher education?
- **Innovations:** Does the presentation include best practices, innovative techniques, and/or effective methods applicable to multiple institutions.
- **Professional development:** Is the content relevant to the education and professional development of those who work with military connected student populations.
- **Audience engagement:** Is a method for engaging audience participants included and appropriate for the session type.
- **Session Outcomes Achievability:** Is there alignment between the stated session outcomes and the proposal description?
- **Quality of Submission:** Does the proposal demonstrate quality, as measured by accuracy, clarity, comprehensiveness, and depth of demonstrated understanding of the topic? Does the description clearly describe the main points of the presentation and intended audience?

Submission Timeline: 2025

- RFP Published: September 2024
- Submission Deadline: November 14, 2024
- Acceptance Notifications: December 13, 2024
- Technology Requests: January 09, 2025
- Final Session Schedule Published: January 31, 2025
- Submission of Session Materials: February 07, 2025
- Conference: Live presentations February 26, 2025

If you have any questions, please do not hesitate to reach out to any of the board members.

Thank you for your support!