

UAB Faculty Activities Committee  
June 24, 2014  
12:00 – 1:00  
Center for Teaching and Learning (CTL), Room 241C  
Meeting Notes

Members present: Suzanne Austin, Lael Boyd, Phillip Borden, David Chaplin, Bob Garrie, Cecilia Graham, Gregg Janowski, Roy Koomullil, Nicole Mitchell, Ronan O'Beirne, Scott Plutchak, Midge Ray, and Grant Savage

1. Welcome and Introductions

Dr. Suzanne Austin welcomed the committee members and introduced Lael Boyd, the Faculty Profiles implementation Project Manager. Dr. Austin also announced the prospects for next phase roll out as the Schools of Medicine, Dentistry, and Optometry.

2. Project Update

Phillip Borden gave an update on project personnel changes, primarily introducing Ralph O'Flinn as the lead developer, Scott Plutchak as library liaison as we move forward with better understanding librarian participation on the project, and noting that Ronan is transferring off the project as he moves positions in July. The group also met with John Meador, Dean of Library Sciences and he is very supportive of the project and encouraged the involvement of the librarians.

In addition, he addressed the scope of the project as limited to profile information, publication activity, and grants activity for individual faculty members. He also reiterated that teaching, professional, and CV functionality would not be in the system that rolls out for the Pilot Production schools in October 2014.

As part of the update, Phillip discussed accomplishments to-date and the remainder of the timeline through October. In addition, the need to clean up the HR data was discussed, but not as part of the approval of the Faculty Profiles solution.

Lastly, he reiterated with the group, that we would be looking to the committee for final approval of the product as it moves into pilot product testing and rolls out to other schools.

3. Communication Plan (URL/Training/Roll Out)

Midge Ray will work to provide Dr. Austin an initial announcement that will be distributed through Dr. Austin's office. The initial communication will distribute the existing URL for the system and identify point people within each school to answer questions. For the School of Engineering, the initial communication will be sent through the Dean's office.

Midge also gave an update of the formal training plan and the stages of training for faculty. Initial introduction will be a town hall style introduction, with one-on-one class room style training to follow. In addition she will work with CTL to produce follow-up online training complete with help manuals.

4. Questions and discussion

Midge will send out the grant fields that we have identified to the group to be sure that we have included the most relevant information. In addition, she will send out the list of field types for

Publications to get feedback on the top eight to be visible. All fields will be accessible but only eight will be visible.

5. **Next Meeting**

The next meeting is scheduled for July 15<sup>th</sup> from 11:30 – 12:30 p.m., CTL 41C