

UAB Faculty Activities Committee
December 16, 2014
11:00 am – 12:00 pm
School of Health Professions-654
Meeting Notes

Members present: Suzanne Austin, Phillip Borden, Joe Fleming, Bob Garrie, Cecilia Graham, Divya Kondepudi, Roy Koomullil, Gerald McGwin, Scott Plutchak, Midge Ray, Jeffrey Reynolds, Mary Ellen Zvanut.

1. Welcome and Introductions
Midge welcomed the committee members and had all attendees introduce themselves.
2. Project Team Update(Phillip Borden) :
 - a. Project personnel changes
 - i. Divya Kondepudi, Symplectic Project Administrator, joined the group in Oct 2014. Divya will be working closely with the project leadership committee (Phillip Borden, Midge Ray) technical/computing team, librarians and other project related personnel in ensuring successful execution of the project tasks.
 - b. Accomplishments
 - i. Phase I training included “My Publications” and “My Grants” Functions. The IT team along with librarians and a representative from Grants were present during the training and assisted the attendees as needed.
 - ii. Phase I training sessions was completed for School of Engineering and School of Health Professions.
 - iii. Midge Ray and the librarians are compiling FAQ documents which will be available for faculty/staff to download from the Faculty Profiles tool. The Team has also developed a Quick Start Guide that faculty can use if they have not completed training.
3. Project discussions/updates/issues:
 - a) The executive committee is in process of meeting with the Deans of CAS, SOM, the Library and Optometry and plan to roll out the tool as follows:

CAS - We have scheduled a meeting to demonstrate the system to the Department Chairs and will begin the training with the Departments of Psychology and Physics. We know that the system does not work well for the performing arts, but we will solicit their input and also get an update from other schools (Cornell, U Penn, Texas A& M and others) on how they managed this aspect. CAS did request that the tool include the teaching function prior to their implementation.

Optometry – We have met with the Dean and will roll out the system to the school as a whole. We are in process of collecting the CVs and setting the search terms for the publications.

SOM – We have a meeting schedule with the Dean to discuss the roll-out, and if agreeable we will begin with the Departments of Pathology, Neurosurgery and Anesthesiology.

- b) We will have Faculty Profiles online classes available through LMS/Healthstream. This medium will be convenient for the users who cannot attend face-to-face training and also for the Faculty and their delegates who are new to the UAB system. The online training should be ready in the spring term.
 - c) Scott Plutchak will be taking a more active role on the project by managing the collection and tracking of the CVs and assisting with face-to-face training.
 - d) Since David Chaplin is on both the Faculty Activity Committee and the Faculty Senate, he has agreed to represent the Faculty Profiles project at the Faculty Senate meetings. He will keep the senate up-to-date on the implementation and manage discussions/questions related to the tool.
4. Questions/Discussion
- e) There was a question and discussion on the security of the system. IT is in the process of developing a question bank application which could possibly be used by Faculty Profiles in the future to add additional security to the system. The Faculty Profiles system is protected as well as the other critical systems on campus such as Oracle and Banner.
5. Communication Plan
- a. The current communication plan involves the executive team meeting with the deans, presentations to the department chairs, emailing the faculty and scheduled training.
6. Subcommittee on CV function:
- a. Standard CV templates need to be designed so they can be used by multiple areas. A call for volunteers was made to participate on the design committee. Dr. Austin suggested checking with the other universities using Symplectic about their CV solutions.
7. Questions:
- a. Many committee members asked the question "Can a user visit another individual's profile?" Yes. Symplectic functionality allows the search and viewing of limited profile information.
8. Next Faculty committee meeting: January 13th, 2015.