

UAB Faculty Activities Committee
February 6, 2014
10:00 – 11:00 am
Center for Teaching and Learning (CTL), Room 241C
Meeting Notes

Members present: Suzanne Austin, Phillip Borden, Bob Garrie, Roy Koomullil, Gerald McGwin, Nicole Mitchell, Midge Ray, Jeffrey Reynolds, Scott Sorenson, Larry Tyson, Gregg Janowski

1. Welcome and Introductions

Dr. Suzanne Austin welcomed the committee members and thanked them for agreeing to serve on the UAB Faculty Activities Committee which has been formed to serve as an oversight committee to the implementation of the Faculty Activities Profile program.

2. Background on Faculty Activity Profile

Dr. Austin discussed the background for the review process for a data tracking system and the adoption of the Faculty Activities Profile program. The University of Alabama System asked each of the universities to adopt a faculty data tracking program so that the Universities can have more complete and accurate faculty data that can be aggregated. A UAB committee was convened with representatives from all of the schools to review and assess various data tracking systems. The Symplectic Elements Program was selected because the product was intuitive to use and had more functionality than the other systems. It is easy to search and import publications and can be customized to link to grants and contracts, Oracle, Banner, Weave, Idea and other data.

Our plan is to pilot test Faculty Activities Profile program in the Schools of Health Professions and Engineering before rolling it out to the other schools. However, everyone on this committee will have input all along and the system will be modified to capture your unique faculty needs. It was noted that we are aware that the publication tool will need to be modified for arts and humanities so that the performances, music, recitals, etc. can be reported.

3. Role of the Faculty Activities Committee

Members of this committee will be responsible for communicating with their faculty, keeping them informed of the progress, answering questions or referring their questions onto Midge Ray the Faculty Coordinator for the project and assisting with the implementation within their respective schools. As the implementation rolls out the various schools will have opportunity to provide input, make suggestions on the system and assist in identifying data elements important to their schools.

Once we have a better sense of the timeline for the roll out, we will announce this initiative to the faculty. To assist with this communication, M. Ray will develop a generic email that the committee can modify to send out to the faculty informing them about the project and the website.

4. Update on Implementation

Phillip Borden reported that Faculty Activities Profile program has been installed and we are now working on building the system. We will begin the process by identifying the specific data elements that are needed and then building the links to the various data sources.

5. Demonstration

Scott Sorenson demonstrated Faculty Activity Profile program to the group.

6. Strategies for Implementation and Questions

We will have a website that will contain information about this committee, a timeline for the implementation, meeting notes, contact information, etc. The first step is to finalize the appointment of an administrator and then begin identifying data elements and discussing security issues.

Questions and discussion included following points

- The program should be able to capture journal impact factors since it links to Scopus.
- Although it will be a few weeks, this committee will be able to access the Faculty Activity Data test site.
- There is a way to print publications in various formats. However, we may need to discuss with Symplectic an easy way to download publications in various formats, such as drop down menus.
- It would be good to capture Teaching and Learning workshops that are offered by UAB so that the information is contained in the faculty profile.
- It was noted that this tracking system is not to take the place of the promotion and tenure process but the data would facilitate putting together the package.
- Initially there will be a list of faculty associated with the departments/schools that will need to be verified by each school. It will be the schools decision about whether or not to include adjuncts.
- Members of this committee are welcome to attend the subcommittee meetings that will occur during the piloting in the Schools Health Professions and Engineering.

7. Next Meeting

M. Ray will work on setting up the Faculty Activities Committee meeting in one month.