UAB Faculty Activities Committee
March 21, 2014
2:00 – 3:00 pm
Center for Teaching and Learning (CTL), Room 241C
Meeting Notes

Members present: Suzanne Austin, Phillip Borden, David Chaplin, Bob Garrie, Cecilia Graham, Ashley Hodges, Lauretta Gerrity, Jeffrey Graveline, Gregg Janowski, Roy Koomullil, Ronan O'Beirne, Midge Ray, Doug Rigney; Grant Savage, Jeffrey Reynolds

1. Welcome and Introductions
    Dr. Suzanne Austin welcomed the committee members and introduced Ronan O'Beirne, the System Administrator to the group. Dr. Austin also announced that the name for the Symplectic Element system will be UAB Faculty Profiles.

2. Project Update
    Midge Ray thanked everyone for sending in copies of the performance evaluations that are currently used in various schools, colleges and libraries. Except for one school, we have performance evaluations from everyone. These forms are being reviewed to be sure that the Faculty Profiles system will include the necessary data that is of interest to the faculty. It was noted that all schools, colleges, libraries and some departments use different methods and forms for performance evaluations.

    Midge made a brief presentation on the Faculty Profile to the School of Health Professions (SHP) Faculty and Staff at their Town Hall Meeting. The presentation was well received and generated discussion about the implementation and the timeline for the pilot testing in SHP. Also, Phillip Borden, Ronan O'Beirne and Midge made a presentation on the system at the Assistant/Associate Deans Meeting. We had a lot of questions but everyone seemed supportive. Midge plans to develop a powerpoint so that similar presentations can be made in all of the schools to introduce the system to the Faculty.

    We are in the process of developing a project plan that will include the executive summary and the purpose of this committee. Drafts of the executive summary were distributed to the group and electronic copies will be sent to the members for comments and edits

3. Scope of the Project
    Phillip Borden indicated that the system is currently being built and the pilot testing will begin in Fall 2014 in the Schools of Health Professions and Engineering with rollout to other schools in 2015. Prior to roll-out, this committee will have opportunity to test out the system.

    Symplectic will be at UAB for a face-to-face meeting on April 15th and will work with us on configuration issues; how to make the system friendlier; strategies for the rollout; and how their other US clients did the rollout.

    The system administrator has been in discussions with other institutions about their process for implementation and roll-out. Duke, Georgia Tech, Emory, University of Tennessee and a few other US institutions have adopted Symplectic Elements and are in various stages of implementation.

We will build a website to show the timeline and post relevant documents.

4. Questions and discussion

- The Business School understands the need to standardize the data, but is currently using a platform called Sonoma.
- The School of Medicine wants to be sure that the system includes fields useful to most of the schools/colleges. It would be beneficial for the system to populate bio sketches and curriculum vitae in a variety of formats, including NIH. It was noted that Symplectic is currently working on adding this feature to the system.
- Performing Arts Faculty are concerned about whether or not the system will address their needs. IT will work on including a method for submitting or capturing performances, readings, exhibitions, etc. that is important to the performing arts. We will also contact other institutions to see how they addressed this issue.
- Once finalized the system will be available at all times.
- Security issues will be addressed and only the people that currently have access to faculty data will be able to see anyone's data.
- We will need to see if the system can include the NIH number that allows for public access
- One concern that IT will address is how data can be carried over from year to year.

5. **Next Meeting**

We are currently working on setting up monthly, lunch meetings for the Faculty Activity Committee.