UAB Faculty Activities Committee
August 19, 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, Joe Fleming, Bob Garrie, Lauretta Gerrity, Cecilia Graham, Jeffrey Graveline, Ashley Hodges, Roy Koomullil, Gerald McGwin, Jeff Neyland, Scott Plutchak, Midge Ray, Jeffrey Reynolds, and Mary Ellen Zvanut.

1. Welcome and Introductions
   Midge welcomed the committee members and introductions were made.

2. Project Team Update
   Phillip Borden notified everyone that the product system administrative position was approved and posted.

3. Project updates were reported as follows:
   a. The new project summary report was distributed and the project is on schedule with UAT testing being slightly ahead of projected dates
   b. Midge and Phillip discussed the Symplectic Conference and the information they gathered from the conference. They discussed the new products that Symplectic is unveiling and the partnership that UAB would be entering with other institutions to help drive product change by combining the needs and requests with other institutions. Several other conference items were discussed, including concerns that the size of Symplectic's development team might hinder new development on the core Elements product with their expansion into other analytic products.
   c. Midge discussed the current timeline, provided feedback for the initial UAT testing held on August 14th for a small group of faculty members in SHP and ENG. Two faculty members, who participated in the UAT session, were present at the FAC meeting - Roy Koomullil and Bob Garrie. They spoke to the group and confirmed that the training session and testing went well and that they were happy with the initial functionality and the intuitive nature of the product. Midge also reiterated the next phase of roll out through the School of Medicine and Optometry. Dr. Gerrity suggested that Midge include Molly Lerew in training sessions in order to provide assistance for questions regarding grant information.
   d. Scott Plutchak updated the committee with regard to the current library commitment to partner with each school prior to roll out in order to facilitate cleanup of the pending publications. He discussed the hiring of graduate assistants as part of this plan, and the need for faculty to provide CVs to their library representatives.

4. Once updates were completed, Dr. Austin discussed the cleanup of HR data within each school. She would like faculty members to start the cleanup process and for HR representatives to help push the change through the system.
   a. Ashley Hodges discussed the process that the School of Nursing recently implemented to clean up their HR data. They printed out the HR sheet, department HR support staff managed the initial information review, had faculty update and sign off on the changes, then processed once it was correct. The entire process took about 2 months for approximately 180 faculty members.

     b.   Phillip Borden reiterated to the group the importance of reviewing the primary appointment information ahead of roll out since this will govern security within the Faculty profile system.

5. Midge provided a product demonstration session with ongoing questions/discussion as part of the demo. Some of the comments and questions are presented below:
    a. The icons after publications (UAB/DOI) need to work and we need to know what they should display.
    b. Dr. Austin reiterated the need to capture artifacts for many different departments and suggested this is one section we could customize for the Arts & Humanities
    c. The publication type of "Conference" was not well received and discussion started about modifying the label to something that would reflect presentation within a conference and not conference attendance.

6. **Next Meeting**
The next meeting is scheduled for September 25th at 9:00. Location TBD.