

**UAB Faculty Activities Committee**  
**February 19<sup>th</sup> 2015**  
**11:00 am – 12:00 pm**  
**Edge of Chaos, Room 411**  
**Meeting Notes**

**Members present:** David Chaplin, Joe Fleming, Robert Garrie, Mia Geisinger, Jeffrey D. Graveline, Divya Kondepudi, Roy Koomullil, T. Scott Plutchak, , Midge N. Ray, Jeffrey Reynolds, Chad Steele, Mary Ellen Zvanut

1. Welcome and Introductions  
Midge welcomed the committee members and had all attendees introduce themselves.
2. Update on Phase II Implementation:
  - a. Additional Functions and Release Date
    - i. **Automated Data Processing - Banner Data:** Midge gave updates on Phase II release status and involved functionalities namely Teaching Activities and Professional Activities. The Technical/Functional team of Faculty Profiles will be working closely to ensure the Banner Data is imported into already identified types of Teaching Activities. Post data import process, Jon Corliss and Lee Smith will be validating both quality and integrity of the imported data. Data extracted from UAB Banner will start from the year 2007.
    - ii. **Manual Data Processing:** Remaining types of Teaching Activities not associated with Banner data import and My Professional Activities will be handled in a manual fashion.
  - b. Confirmation of Grant Data Fields
    - i. Chad Steel has tested out the tool with the SOM faculty and reported that the IRAP data integration into Symplectic was well appreciated. Also, he mentioned that the Publications Functionality was well received and the involved users spoke highly about this functionality. He said there were some errors in the Grants data. Midge indicated that any errors would need to be discussed with OSP and the PI of the grant.
    - ii. Chad Steel selected few faculty from CAS, Engineering, SHP and Public Health to conduct additional testing on the Publications and Grants data.
    - iii. Faculty Profiles functional team of UAB will coordinate with the Symplectic point of contact about any major issues that arise.
  - c. CV's Handling Process
    - i. Scott Plutchak is overseeing the collection of the CVs from the faculty across campus. We have two Librarians and two graduate assistants who are reviewing the CVs and adjusting the Faculty Profile search settings so that the down load of publications is more accurate and complete for the faculty prior to their logging into the system.

- d. Updates on Rollout
  - i. We are in process of scheduling meetings and training department-by-department in College of Arts and Science (CAS) and School of Medicine (SOM). The Department of Ophthalmology will be the first department in SOM to undergo training. In CAS we will begin training with physics, math and psychology.
  - ii. School of Optometry  
We are scheduled to present the tool to Optometry during one of their faculty meetings.
- 3. Reporting
  - a. We need specific examples of the types of the reports needed by the Departments/Schools. We will be gathering input from departments on other reporting schemes that might interest them.
- 4. Review of Teaching, Learning and Professional Activities Functionalities
  - a. Divya demonstrated the current state of faculty profiles developers version.
  - b. The group reviewed and discussed the data types and fields for My Teaching and My Professional Activities. We distributed a form for the members to use in reviewing the various data fields and providing feedback on the data field names and scroll over text. Midge will send an electronic form with additional instructions via email.
- 5. Meetings to be continued every two months.