UAB Faculty Activities Committee
May 6, 2015
12:00 – 1:00 pm
Lister Hill Library, Edge of Chaos – Café

Members present: Suzanne Austin, Phillip Borden, David Chaplin, Joe Fleming, Robert Garrie, Cecilia Graham, Mia Geisinger, Lauretta Gerrity, Jeffrey D. Graveline, Gregg Janowski, Roy Koomullil, Divya Kondepudi, T. Scott Plutchak, Midge N. Ray, Chad Steele, Grant T. Savage, Mary Ellen Zvanut.

I. Welcome
   a. Midge Ray welcomed all the Faculty Activities Committee members and reviewed the meeting agenda.

II. Update on Phase 2 implementation
   a. Teaching and Professional Activities: Functional definition documents were tabulated and circulated among the Faculty Activities Committee members for their feedback. Midge Ray gave a recap of the previous meeting minutes as well acknowledged and thanked the committee members for sharing their feedback on the functionality definitions. Received feedback and proposed changes were incorporated into the Faculty Profiles development instance.
   b. Phillip Borden gave an update on the two functionalities: Teaching activities and Professional Activities. We are currently working on the Banner data, which is being imported into the Courses Taught 2) Graduate Committee Participation and 3) Assigned Advising. Data feed from Banner into Faculty Profiles will not be editable or modifiable. In the production instance of Faculty Profiles, a plus symbol in front of the data type indicates that the data is manual data entry and can be edited. In the instance of no plus symbol, the data will not be editable as is the case with My Grants, Courses Taught, Graduate Committee Participation and Assigned Advising.
   c. We are working with the School of Medicine (SOM) at this time to get their Phase II teaching data imported into the system.
   d. Data imported into Faculty Profiles will be tested and validated before reflecting in the production instance. Data validation is currently in progress.

III. Updates on Reporting:
   a. Phillip Borden indicated that we have formed a subcommittee on reporting the function and the first meeting occurred on May 5, 2015.
   b. The Reporting Subcommittee has representation from all schools and departments that have implemented the tool or are in process of implementing. If anyone in this group would like to participate, please let us know.
   c. The immediate task of the subcommittee is to identify generic and sample reports that can be used across all departments and schools. If possible, we will at some point deal with the unique needs of the various departments.
   d. The Reporting Subcommittee will meet again in 3 to 4 weeks.

IV. CV and Bio sketches:

a. We are in the process of prioritizing the steps involved in this functionality. CV and Bio sketch functionality will be handled once Reporting functionality is completed.

b. Scott Plutchak spoke about CV and Bio sketches. Lee Vucovich, our ScienceCV expert, gave a presentation on the topic of ScienceCV and how Faculty Profiles might interface with ScienceCV.

V. Data Fields Confirmation

    a. Chad Steele invited individual faculty from Engineering, SHRP, CAS, Public Health and SOM to review the publication and grants data fields and also discussed some suggestions and comments, which were answered during the same meeting.

VI. Updates on training:

    a. Training for the School of Optometry is in process; the last training date is 5/18/15

    b. Currently working with the SOM departments and have completed training in the Department of Ophthalmology

    c. In process of talking with Lauren Lake, Collage of Arts and History. Lauren spoke about possibilities of a few modifications (customization) to the system.

    d. We have meetings scheduled with the Deans of Dentistry and Education to discuss the implementation

    e. In process of setting up training for the Library faculty

VII. Suggestions and discussions:

    a. Midge Ray said that we will have UAB Faculty Profile cards to distribute that will have the benefits of the tool and the login information. These cards will be distributed to schools that have already completed training and hereafter at training.

    b. The committee suggested a splash page that has the login button along with contact information and alerts about the status of the system. Midge indicated that we already have one and it is called Faculty Profiles and it can be accessed from the UAB Faculty Page.

    c. Once the teaching and my professional activities are updated, Midge will send out an email to all faculty who have completed training to update them on the additional functions.

    d. Suzanne suggested we release the two functionalities Teaching and Professional Activities and incorporate the received feedback based on the priority levels.

VIII. Next Faculty Committee meeting will be scheduled during the summer term.