# Executive Summary

Request 2 – Digital Measures: Activity Insight (Faculty Profiles)

Updated 2/17/2017

Activity Insight (Faculty Activity System) enables faculty, staff and administrators to enter data into the software system and then use the information multiple times saving faculty and staff resources. University leadership has identified faculty profiles generated from Activity Insight as an important and cost effective use of the system. This request is to facilitate a new process for faculty to populate a publicly viewable web profile that consumes data from Activity Insight.

## User Stories

- o As a faculty member the new profile process will streamline how I populate my faculty profile. I will be able to select from information in Activity Insight the data that will populate my profile. See attached examples of draft Activity Insight profile screen and Web Profile format.
    - o Various processes are currently used to populate faculty profiles. Faculty collect profile items then submit information to a departmental "web master" who creates a profile on behalf of faculty members. Faculty profiles are often out of date and difficult to maintain and update.
- o As an administrator (departmental, dean's office, provost office) it is important for visiting web users to easily view comprehensive, up-to-date and similarly formatted profiles. The new format can provide a greater scope of information seen by prospective students, faculty, staff, researchers, and current university users.
- o As a public web user, I can view faculty member detailed information. Faculty profile items include: photo, name, rank, department name, department phone number, office number, email address, personal webpage, curriculum vita, brief biography including teaching and research interests, education, courses taught, publications, creative activities, grants & intellectual property, and awards.

## Sample Application

Faculty would select activities from Activity Insight to populate their faculty profile

1. Faculty logs into Activity Insight
2. Faculty enters activities and desired information into Activity Insight
3. Faculty selects from entered data which activities and records will populate their web profile
4. Profile data will be updated nightly
5. Web profiles would be viewable via internet browser

## Delivery and Timeline

- o **Delivery Method:** This request is to use faculty selected Activity Insight data to populate a web profile hosted on the University CMS.
- o **Timeline:** The pilot is intended to take place in Spring 2017.
- o **Project Execution:** This request is pending in PGB and will have resources allocated upon approval.

# Process Notes

Request 2 – Digital Measures: Activity Insight (Faculty Profiles)
Updated 11/29/2016

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## Validation Planning

- o Consulted Millard Latimer, Karen Horne, Doug Phillips, David Hoecker, Jeff Wall, and Nick Key via email.
- o Data is currently being collected and used by Karen. Essentially she is providing their own data to complete this.

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## Validation Notes

Attendees
Date: 9/26/2016

> **From:** Phillips, Douglas
> **Sent:** Tuesday, November 29, 2016 3:48 PM
> **To:** Morgan, James P.; Latimer, Millard B. II
> **Cc:** Hoecker, David M.; Horne, Karen H.; Wall, Jeffrey S.; Key, Nicholas B.
> **Subject:** Re: Digital Measures Activity Insight Web Profile information
>
> I have looked over both documents, I assume [*ou-Activities Database-University(20).xls]* is the complete list of all fields in Digital Measures Activity Insight and [*Profile-Directory AI Screens and Fields kh11.21.16.xlsx]* is the list of fields that will be used by the web profiles?
>
> If that is the case, I don't think studio needs to be involved with either *confirming the fields* or *identifying the appropriate sources.* I think once the DGCC has approved the list, the next time studio would be involved would be in working with the consumer to come up with a draft of the API.
>
> That would look like:
> **FacultyByDepartment**
> > in:Department
> > > out: Name, URL  to profile, Rank, Department, URL to department, Email, Department Phone,  Office Location, FacultyID
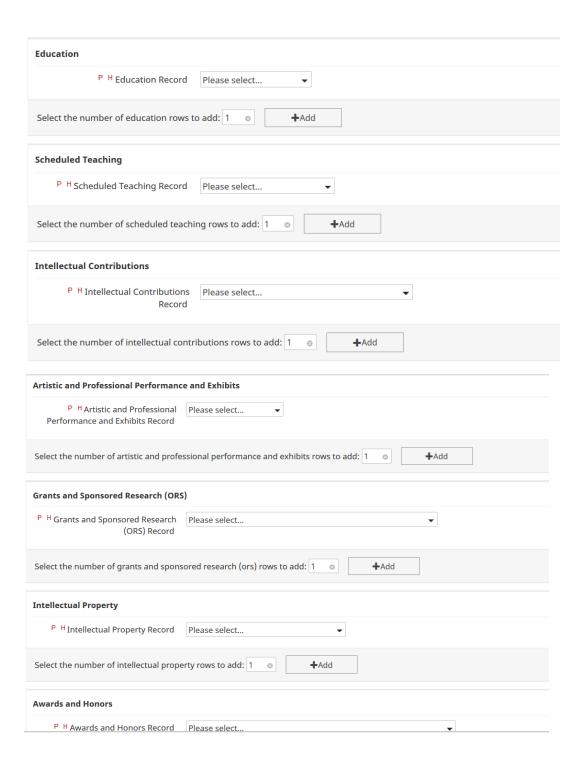>
> **FacultyInfo**
> > in: FacultyID
> > > out: Name, Rank, Department, URL to department, Email, Department Phone,  Office Number (is this room number or office phone number?), URL for personal wepage, URL for CV

*Activity Insight (Faculty Activity Sytem) screenshot of homepage*

## ⌄ Web Profile

Biography and Public Web Profile

## › General Information

## › Teaching

## › Scholarship, Research and Creative Activities

## › Service

*Faculty Activity System Web Profile Screen*

‹ **Edit Biography and Public Web Profile**                    Cancel

## Under Construction

Note: fields marked with a "P" will be publicly viewable on web profile.

P H Brief Biography

P H Teaching Interests

P H Research Interests

P H Title (as you want it to appear on Web Profile)

**Education**

^P ^H Education Record    Please select...    ▼

Select the number of education rows to add: 1    ⊗    ➕Add

**Scheduled Teaching**

^P ^H Scheduled Teaching Record    Please select...    ▼

Select the number of scheduled teaching rows to add: 1    ⊗    ➕Add

**Intellectual Contributions**

^P ^H Intellectual Contributions Record    Please select...    ▼

Select the number of intellectual contributions rows to add: 1    ⊗    ➕Add

**Artistic and Professional Performance and Exhibits**

^P ^H Artistic and Professional Performance and Exhibits Record    Please select...    ▼

Select the number of artistic and professional performance and exhibits rows to add: 1    ⊗    ➕Add

**Grants and Sponsored Research (ORS)**

^P ^H Grants and Sponsored Research (ORS) Record    Please select...    ▼

Select the number of grants and sponsored research (ors) rows to add: 1    ⊗    ➕Add

**Intellectual Property**

^P ^H Intellectual Property Record    Please select...    ▼

Select the number of intellectual property rows to add: 1    ⊗    ➕Add

**Awards and Honors**

^P ^H Awards and Honors Record    Please select...    ▼

*Example of Web Profile format*

## Faculty Profile Content

Photo

Name
Rank
(Link) Department
Department phone, Office #
(Link) Email address
(Links) Personal webpage, CV

(If tab does not have data in FAS the tab will not appear on the profile)

| Bio<br>Teaching Interests<br>Research Interests | Education | Courses Taught | Publications | Creative Activities | Grants & Intellectual Property | Awards |

# Data Specification

Request 2 - Digital Measures Activity
Insight Faculty Profiles

v2.0 - Updated: 11/29/2016

| Current AI Screen | AI Screen Code | Profile Tab Name | Field Description | AI Field Code | Comments | OU | AI edits | AI Type of Field | Validated By |
|---|---|---|---|---|---|---|---|---|---|
| Personal and Contact Information | PCI | | First Name | FNAME | | Directory and Profile | Flag to be viewable | locked | |
| | | | Last Name | LNAME | | Directory and Profile | Flag to be viewable | locked | |
| | | | Middle Initial | MNAME | | Directory and Profile | Flag to be viewable | locked | |
| | | | Official Email Address | EMAIL | Use this or preferred email address? | Directory and Profile | | locked | Karen Horne/ Doug Philips |
| | | | Web links | WEBSITE | Includes multiple links: CV, Personal Website, Center website | Profile | Flag to be viewable | open | |
| | | | Department Building | BUILDING | | Directory and Profile | Flag to be viewable | open | |
| | | | Room | ROOMNUM | | Directory and Profile | Flag to be viewable | open | |
| | | | Department Phone number areacode | DPHONE1 | | Directory and Profile | Flag to be viewable | open | |
| | | | Phone Prefix | DPHONE2 | | Directory and Profile | Flag to be viewable | open | |
| | | | Phone Suffix | DPHONE3 | | Directory and Profile | Flag to be viewable | open | |
| | | | Phone Extension | DPHONE4 | | Directory and Profile | Flag to be viewable | open | |
| | | | Photo | UPLOAD_PHOTO | Will need "bubble head" as place holder for those without a photo | Directory and Profile | Flag to be viewable | open | |
| Yearly Data | ADMIN | | Department Name | DEP | What about split appointments? Do we need to list College? What about College branding? What about Deans and Administrators? | Directory and Profile | | read only | |
| Biography and Expertise | PROFILE | | Title/Rank | TITLE | Will need to allow for multiple titles | Directory and Profile | | NEW FIELD | |
| Biography and Expertise | PROFILE | Bio | Bio | BIO | | Profile | | open | |
| | | Bio | Teaching Interests | TEACHING_INTERESTS | | Profile | | open | |
| | | Bio | Research Interests | RESEARCH_INTERESTS | | Profile | | open | |
| Education | PROFILE (linked) | Education | Degree | EDUCATION, EDUCATION_REF | Do NOT include date completed | Profile | | open | |
| | | | Explanation of Other | | | Profile | | open | |
| | | | Institution | | | Profile | | open | |
| | | | Location of Institution | | | Profile | | open | |
| | | | Emphasis/Major | | | Profile | | open | |
| Scheduled Teaching | PROFILE (linked) | Courses Taught | Course Name | SCHTEACH, SCHTEACH_REF | | Profile | | read only | |
| | | | Semester | | | | | read only | |
| | | | Year | | | | | read only | |
| Intellectual Contributions (e.g., Publications) | PROFILE (linked) | Publications | Contribution Type | INTELLCONT, INTELLCONT_REF | Standard Record, most fields included. Do not include status on profile. Can we separate by Contribution Type? | Profile | | open | |
| | | | Explanation of "Other" | | | Profile | | open | |
| | | | Title of Contribution | | | Profile | | open | |
| | | | If this is part of a larger work (e.g., a chapter in a book), Title of Larger Work | | | Profile | | open | |
| | | | Journal Name (if applicable) | | | Profile | | open | |
| | | | Publisher/Proceedings Publisher | | | Profile | | open | |
| | | | City and State of Journal/Publisher | | | Profile | | open | |
| | | | Country of Journal/Publisher | | | Profile | | open | |
| | | | Volume | | | Profile | | open | |
| | | | Issue Number/Edition | | | Profile | | open | |
| | | | Page Numbers or Number of Pages | | | Profile | | open | |
| | | | Authors/Editors/Translators | | Do we want to include collaborator role? | Profile | | open | |
| | | | Web Address | | | Profile | | open | |

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| Current AI Screen | AI Screen Code | Profile Tab Name | Field Description | AI Field Code | Comments | OU | AI edits | AI Type of Field | Validated By |
|---|---|---|---|---|---|---|---|---|---|
| | | | Digital Object Identifier (DOI) | | | Profile | | open | |
| | | | ISBN/ISSN Number/Case # | | | Profile | | open | |
| | | | Accepted/In Press date | | Pubs should include Accepted/In Press or Published only | | | open | |
| | | | Year Published | | | Profile | | open | |
| Artistic and Professional Performances and Exhibits | PROFILE (linked) | Creative Activities | Work/Exhibit Title | PERFORM_EXHIBIT, PERFORM_EXHIBIT_REF | Does this include enough information per activity? | Profile | | open | |
| | | | Name of Performing Group | | | Profile | | open | |
| | | | Sponsor | | | Profile | | open | |
| | | | Location (City, State, Country) | | | Profile | | open | |
| | | | Performers/Exhibitors/Lecturers | | Only want the faculty member not co-collaborators | Profile | | open | |
| | | | Role | | | Profile | | open | |
| | | | Start Date | | | | | open | |
| | | | End Date | | Should this include start and end dates? | | | open | |
| Grants and Sponsored Research (Office of Research Services) | PROFILE (if linked) | Grants & Intellectual Property | Title | CONGRANT, CONTGRANT_REF | | Profile | | read only | |
| | | | Sponsoring Organization | | | Profile | | read only | |
| | | | Investigators | | only want Pi and Co-Pi names not credit amount | Profile | | read only | |
| Intellectual Property (e.g., copyrights, patents) | PROFILE (linked) | Grants & Intellectual Property | Title | INTELLPROP, INTELLPROP_REF | | Profile | | open | |
| | | | Co Inventor | | | | | open | |
| Awards and Honors | PROFILE (linked) | Awards | Award or Honor Name | AWARDHONOR, AWARDHONOR_REF | | Profile | | open | |
| | | | Organization/Sponsor | | | Profile | | open | |
| | | | Year Received | | | Profile | | open | |
| | | | | | Do not want "tab" to appear in profile if no item has been selected to populate topic | | | | |