

Dear CEHP Colleagues,

As was shared at the opening fall assembly, CEHP, EIT, and CALS have begun implementation of the database platform, Activity Insight™, by Digital Measures, to support faculty processes associated with maintaining a curriculum vitae, annual review, and eventually, the process of tenure and promotion. Activity Insight™ enjoys the reputation as the leading web-based faculty activity reporting solution that transforms the way faculty leverage activities and accomplishments. Moreover Activity Insight™ provides administrators with access to a robust faculty database from which to create and develop summary reports for accreditation and self-study purposes, for grant proposals, and for last-minute data requests by university partners for collaborative purposes.

In short, Activity Insight™ provides a single electronic repository for faculty information. It is menu driven and simple to use. Below are several FAQs for your perusal. Please contact your chair/director with any questions or email Shannon Collier-Tenison or Kent Layton for immediate support and data entry questions.

Digital Measures/Activity Insight™ (AI) FAQs

1. What is Digital Measures? Digital Measures is the name of the company that has developed and supports the product, Activity Insight™. Other universities currently using Digital Measure products include University of Kentucky, Cornell University, Pittsburg State University, Texas Tech University, Louisiana State University, Valdosta State University, Penn State, University of Baltimore, Purdue University, University of Mary Washington, Wright University, University of Baltimore, Tulane University, Western Kentucky University, Brigham Young University, University of Denver, Utah State University, Wake Forest University, Appalachian State University, Boise State University, Louisiana Tech University, and Pepperdine University.

2. What are the advantages of using Activity Insight™? Once faculty activity information has been entered into AI, it never again needs to be re-entered. This information can be used to generate reports for all stakeholders from the faculty member (his/herself) to college administrators (e.g., department chairs, deans, etc.). Moreover, AI provides chairs/directors easy access to reports for accreditation, annual review, and media surveys and in the near future, the promotion and tenure process.

3. When will faculty have access to their Activity Insight™ profile? Immediately! Simply follow the url on the CEHP home page using your existing UALR NetID and Password and boom ~ you're ready to start building your digital database.

4. How do I access my Activity Insight™? To log in to your personal page, go the CEHP home page and select from the left menu, AI. As a new user, or working from an unrecognized

device, use your existing UALR NetID and Password as the login info. If you are already logged in the UA Little Rock network, then you should be connected immediately to your personal page. Once logged in, you'll see a great pic of Brett Bernstein, UA Little Rock's technical support liaison at Digital Measures and his contact information along with Dean Whitman's contact information as our UA Little Rock DM Administrator.

To get started on building your database, click on Manage Activities. And that's it! Just click on an area you'd like to enter information in and you're on your way to building your CV that will in turn, populate your Annual Faculty Activity Review and in the future. Just as a reminder: each time you complete a new entry, AI gives you the choice of SAVE or SAVE + Add Another. You must choose one of these options to save your work permanently in the database.

5. How many years of data must be entered into Activity Insight™? The short answer is that it depends ~ on how many years of data are needed for upcoming reports, and by when those reports are needed. To get started, CEHP faculty will only be asked to complete AI for the 2017 calendar year (Spring – Summer – Fall). For the upcoming Annual Faculty Activity Review process, this will include completing the (1) Personal and Contact Information, Awards and Honors, Consulting, Degrees, Activities Attended, Licensures and Certifications, and Professional Memberships under GENERAL INFORMATION, (2) Academic Advising, Directed Student Learning, Mentoring, and Teaching Innovation and Curriculum Development under TEACHING/MENTORING, (3) Presentations, Publications, and Research Activity under SCHOLARSHIP/RESEARCH, and (4) University, Professional, and Public under SERVICE. Of course, if you have data that fits subcategories not mentioned above, then by all means, feel free to enter your data.

If you are a tenure-track faculty member who has not gone through 3rd Year Review yet, you are encouraged to enter your annual review data back far enough to complete this process using AI... noting, this is optional. Over time and/or as directed by your chair/director, faculty can elect to enter more data and prior years, especially if you are interested in using AI to generate your curriculum vitae. It is worth noting that there is a good chance that citations of faculty publications are already stored in another system (e.g., Web of Science, Google Scholar, PubMed). Via AI, faculty can automatically import relevant publications into their profile, negating the need to do so manually.

6. How do I check to see what my data looks like in my CV or Annual Faculty Activity Report? In the left-side menu, just underneath Manage Activities, click on Rapid Reports. The next screen allows you to choose the type of report you want to create and the dates from which it should pull the data. For example, if you have entered your CV information back to January 2010 and are asked for a grant rfp to include a vitae of your three most recent years, you would choose, Vita from the Report drop down options and then enter Aug 2014 as the start date and Dec 2017 to provide 3 academic years of data in your CV. Just as cool, if a local school board asks the next day for a 5-year calendar year CV, then you would choose, Vita from

the Report drop down options and then enter Jan 2012 as the start date and Dec 2017 as the end date. In just a matter of seconds AI does all the work and provides you with calendar year vitae over the past five years.

7. How do I add a Course Evaluation? To upload your course evaluation, save it as a PDF file. Click on Manage Activities; then click on Scheduled Teaching (under Teaching/Mentoring). Each of the courses you have taught for the year should populate this area automatically. Click on the course you want to add a course evaluation to and scroll down to Supporting Documentation at the end of the page. Choose the type, or if 'other' then explain. Then upload the document by clicking on Choose file. If you want to upload more than one Supporting Documentation then click +Add to create another area in which to upload to.

8. What screens have data imported from UALR? How do faculty update or correct errors on these screens? Several items, such as scheduled teaching data (both Pedagogical and Individualized instruction) will eventually be loaded from Banner. Errors must be corrected in the Banner source system for the data to be correctly reflected on your reports. Please communicate errors in this data to your chair or director so that the Dean's Office can work with chairs to fine tune the system we are currently building.

9. How do I import my publications into Activity Insight™?

There are two ways to import publications into Activity Insight – 1) importing a BibTeX file or 2) finding a PubMed file. A BibTeX file can be uploaded from your computer and allows you to import citations from EndNote or Google Scholar. PubMed allows you to search for citations (for publications) based on multiple criteria you specify. Note that Google Scholar provides the ability to export into BibText format. However, if you already have your citations neatly typed into a CV word document, you can simply cut and paste them in by category in the Publications area.

10. Activity Insight has a lot of screens and data fields on each screen. Do faculty have to complete all of these? Absolutely not. Not every screen or field is relevant to every faculty member. Some screens and fields will also be populated from other sources.

11. Who is responsible for entering faculty data? In general, faculty are responsible for entering their own data and confirming that any imported data (from UALR Banner systems and/or citation systems) is correct. While the use of data proxies (e.g., staff and graduate assistants) is technically allowable, any decision to allocate such resources to this task is left to the discretion of the chair/director.

12. Who owns my data and what can Digital Measures do with it? All data provided by and collected for UALR by Digital Measures is solely owned by UA Little Rock. As per the terms in Digital Measures' standard service agreement, this data cannot be disclosed, reused, sold, or disseminated in any way by Digital Measures. And, if you're worried about security, know that

Digital Measures incorporates a four-part process to ensure your information is always safe and secure.

13. Can I get my data out of Activity Insight? Absolutely! Faculty and academic administrators can run standard reports (e.g., annual review) or use “Create a new report” to select exact data elements (and date ranges) of interest. Academic administrators can also decide whether to include all of their faculty or only data from a particular unit(s). Reports are built in real-time using all data entered as of that point-in-time. While Digital Measures does create extensive backups of all client data, AI makes it easy to automatically download a full copy of all your data on a periodic basis. These data back-ups are in comma-separated value (.csv) file format, which can be saved to other databases and software Applications. And, if you would like to download a Word version of a report (like your curriculum vitae) and edit it for another purpose, AI allows that option as well.

14. Are there any step-by-step video tutorials available for using the AI system? Not at this time. But please keep in mind, AI is very user-friendly and the Dean’s Office will provide as much professional development support as needed and when needed as faculty begin to enter their activities.

Note: For additional FAQs, feel free to peruse Digital Measure’s FAQs, from which many of our FAQs were borrowed and/or expanded at: <https://www.digitalmeasures.com/activity-insight/faqs/>.