Updating DM: A checklist

A long-term goal of Appalachian State is to conduct annual faculty reviews electronically using information stored within Digital Measures. Annual reviews are now completed on a calendar year basis, and faculty are advised to update their information during the Fall semester.

Below are six suggested steps to follow while updating information relevant to annual reviews.

1. Ensure publications are updated with status corresponding to date

Two of the most significant fields within Publications are “Status” and “Date Accepted/Published.” For entries to be reported accurately, the status must have the appropriate corresponding date.

For example, a publication with status “Published” must have a “Date Published” entry, and an “Accepted” entry must have a “Date Accepted.” If there is no date, regardless of status, the entry will not appear in reports. Only a month and year are needed.

From the Manage Data screen, users can click the Publications link and see a list of all entries, with title, status and date published (if entered). Confirm that the status has the appropriate date. Users can also search the PubMed database for other personal publications, and BibTex files can be imported to create new entries.

2. Check the end dates on Service activities

There are two service screens, one dedicated to campus activities and another to professional and public. Similar to the Publications screen, both list all entries by committee/event Name, position and dates served.

For existing entries, confirm service dates are correct. If a term has ended, edit the entry to include an end date. Any entry without one will be displayed as “- Present.”

3. Confirm grant information

Ensure all grants, contracts or sponsored research have been added to your record. Unlike AGrants, Digital Measures captures the total amount of an award at the time of its inception. AGrants only records grant totals as they are received by the university.

4. Update Research in Progress

This screen includes options for Status and Date Research Completed. The purpose of this screen is to document ongoing research efforts. The "Status" field allows users to describe a project as planning, on-going, writing results, published or abandoned. "Date Research Completed" aids in reporting those entries (if desired) within the appropriate time periods.
5. Review Presentations/Performances and Exhibits

Similar to other suggestions above, make sure all entries have appropriate dates entered.

With regard to Artistic and Professional Performances and Exhibits, the screen allows individual users in a collaborative project to only enter their specific information relevant to their role. There is no longer any need for co-collaborators to be entered.

To allow for more accurate reporting on specific events, there are four fields at the bottom of the screen reserved for completion by a director or coordinator of an event.

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The following information should be entered by an event director/coordination only. This is to aid in the accuracy of departmental reporting. If you are not the director/coordination of the event to which you contributed, please do not complete any of the fields below.

- **If you are the primary director/coordination for this record, please check this box:**
- **Total Audience:**
- **Start date of project (i.e. initial planning):**
- **End date of project (i.e. all work completed):**

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6. Verify entries within Other Teaching Activities (e.g. guest lecturing, mentoring)

One challenge to the 2015 responsive redesign of Digital Measures centered on teaching that historically was not automatically imported into the system from Banner. This included study abroad courses, internships, student teachers and other classes. These types of classes, then described as Directed Student Learning, was self-reported by faculty.

In Spring 2015, all courses taught by faculty as defined within Banner were uploaded into the Scheduled Teaching screen. They were also backfilled for previous semesters. This created the potential for duplication in some users’ information if they had previously entered a course into Directed Student Learning.

Efforts were made to eliminate duplicate entries, yet many existing in the system were incomplete. This included missing years, course numbers, section numbers or other unique information that prevented any easy way to identify duplicates.

No data was deleted. Instead it was migrated to a new screen called “Other Teaching Activities”, which is meant to capture guest lectures, student mentoring and other important work by faculty that may not be recorded as teaching within Banner. Any course duplication evident within a vita or annual review report may be a result of this challenge.

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These are just six recommended entries to check as you prepare for your annual review process. If you have any questions or suggestions on how to improve this process, please contact Robert Robertson either via email (robertsonrw@appstate.edu) or the contact form online at digitalmeasures.appstate.edu.