Digital Measures
Re-engagement

Re-engagement at a glance
Responsive redesign by campus workgroup
Cosmetic redesign by Digital Measures

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Digital Measures Re-Engagement at a glance

Purpose of Digital Measures: Recording out-of-classroom activity by Appalachian State University faculty for the purposes of specific campus reporting needs, including annual reports, faculty vitae and accreditation processes. “Capture faculty information once, use it infinitely.”

Accomplishments to date:
- Transfer of Digital Measures administration to ITS, with dedicated administrator responsive to faculty needs. Can be contacted at www.digitalmeasures.appstate.edu.
- Consultation with administrators from all colleges on campus to access current usage of Digital Measures, suggestions for improvement.
- Creation of university workgroup charged with re-engaging with Digital Measures, including improvements to system itself, and data migration to and from it.
- Drafted changes to the screens and fields in which users interact. Targeted faculty feedback is currently being sought on these screens.

Major changes to user screens (not yet online):
- In Publications screen, Bibtex files can be uploaded to populate fields. There is also an option to automatically search for/insert user publication data from a database called PubMed. (This is now live within the current instrument, as of November 26.)
- Inserting onscreen instructions to improve the accuracy of reports. For example, on Publications screen, specifying publication status (accepted/published) must have accompanying date fields (accepted/published).
- Consolidation of service screens from five to two, with one designated for university-related service and another for public/community service.
- Allowing users to better define awards and honors with regard to being nominated, a finalist or winner.
- Redesigning Artistic and Professional Performances and Exhibits screen to allow for more accurate department reporting needs.
- Ensuring all changes allow data previously entered by faculty to remain. There are no plans to delete any data already in the system.

Current goals:
- Generating feedback from specific faculty groups to better refine drafted changes to screens (ie. Faculty Senate, Council of Chairs, Workload Task Force, various department faculty, etc.)
- Once screens are defined, migrating existing data to the new configurations.
- Building new custom reports for use on campus, including a custom vita and specific accreditation reports needed on campus.
- Preparing support information, including tutorials, to aid faculty in inputting data within Digital Measures.
- Having annual reports processed online using the Workflow module within Digital Measures.
- Improving import of appropriate Banner data.

Long-term plans:
- Spring 2015, soft launch of new screens and reports directed by campus workgroup.
- Late Summer 2015, introduction of new redesign implemented by Digital Measures.
- Fall 2015, official launch of new and improved Digital Measures application, with faculty forums, workshops and instructional materials.
Workgroup committee:
The Digital Measures Workgroup committee was formed in Spring 2014. Its members include:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audrey Austin, IRAP</td>
<td>Rob Robertson, ITS</td>
</tr>
<tr>
<td>Cathy Bates, CIO</td>
<td>Susan Roggenkamp, College of Health Sciences</td>
</tr>
<tr>
<td>Ed Behrend-Martinez, History</td>
<td>Alex Serrano, ITS</td>
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<tr>
<td>Mike Briley, Physics and Astronomy</td>
<td>Rachel Serrano, ITS</td>
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<tr>
<td>Lisa Burwell, ITS</td>
<td>Iryna Sharaievsk, Recreation Management and PE</td>
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<tr>
<td>Tim Forsyth, COB</td>
<td>John Spagnolo, RCOE</td>
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<tr>
<td>Bill Harbinson, Music</td>
<td>Julie Taubman, ITS</td>
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<tr>
<td>Stephen Kimel, OSR</td>
<td>Sandy Vannoy, COB</td>
</tr>
<tr>
<td>Kern Maass, Fine and Applied Arts</td>
<td>Miranda Warren, ITS</td>
</tr>
<tr>
<td>David McClune, IRAP</td>
<td>David Wiley, RCOE</td>
</tr>
<tr>
<td>Beth Ponder, ITS</td>
<td>Amy Winebarger, ITS</td>
</tr>
</tbody>
</table>

The charge to the Workgroup

Digital Measures must:

1. Provide a mechanism for faculty to store and access their own scholarly and service record on an annual and on a long-term basis.
2. Generate reports of all the annual scholarly and service output of a unit (disaggregated by categories, e.g. department, college, graduate faculty) or of the university as a whole. Use reports internally for: program prioritization, annual reports, assessment, funding requests. Externally for specialized/disciplinary and regional accreditation and delivering data to UNC-GA and external stakeholders.
3. Provide a mechanism for publishing standardized vita.
4. Produce lists for internal and external audiences of
   - awards,
   - all types of publications,
   - creative works including art, music, and performance,
   - peer reviewed / refereed publications
   - service leadership roles,
   - service involvement (at university & professional levels),
   - involvement in professional development activities including attendance at conferences/workshops.
5. Provide a way to “tag” information to collect it based on relationships with a variety of categories:
   - collaborations with undergraduate or with graduate students.
   - research or service related to diversity or internationalization.

The campus needs to:

- Standardize metadata fields so data is more useful.
- Backfill data (so it’s a full career of information rather than only annual reporting).
- Include adjunct / NTT faculty – all instructors of record.
- Have assistance generating reports for specific purposes.
- Have better training in using the product.
Responsive redesign
The following pages provide samples of some of the changes in the current screen structure.

Main Menu
Alterations include:

- Combining the five service screens into two, split between campus-related and professional/public activities.
- Limiting the General Information section to biographical and contact information.
- “Professional Development Activities Attended” in the current system has been renamed “Personal Professional Development Attended” and moved from General Information to Service and Other Activity.
- “Workshop and Guest Lecturing” was removed. Information already stored there will be migrated to the more appropriate “Service” or “Professional Development Activities Attended” screens.
- Awards section was removed. “Awards and Honors” screen was moved to the Service section. “Contracts, Grants and Sponsored Research” was moved to Scholarship/Research.

![Main Menu Screenshot](image-url)
Responsive Redesign – Publications, Imports

Digital Measures allows for the automatic import of publication information via BibTex files. A PubMed database can also be accessed to automatically find and import publication information. This enhancement is now active in the current instrument. All other screen redesigns remain in draft mode as the campus workgroup receives feedback. It was felt the import enhancement should be implemented as soon as possible.

### Activities Database - University - New

**Publications**

- ADD A NEW ITEM
- IMPORT ITEMS
- DELETE

<table>
<thead>
<tr>
<th>Items added to Publications</th>
</tr>
</thead>
<tbody>
<tr>
<td>No items have been added</td>
</tr>
</tbody>
</table>

**RETURN TO MAIN MENU**

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**Import Your Items**

There is a good chance that citations of your publications are already stored in another software system such as a reference manager (e.g., EndNote, Mendeley, RefWorks, Zotero) or a database (e.g., Google Scholar, PubMed, Scopus, Web of Science). Instead of rekeying those citations into this system, you can simply import them using these two options:

**Option A: Import a file that you exported from another system**

You can export records from other software systems into a BibTeX file and then import that file into this system. For details about exporting citations from several common software systems into a BibTeX file, please see this link.

**Select a BibTeX file to upload...**

Choose File | No file chosen

CONTINUE

**Option B: Connect to another system from here**

You can import records into this system by connecting directly to the software systems listed below.

**Pull my citations from this system:** PubMed

**Search criteria:**

<table>
<thead>
<tr>
<th>Name: Author</th>
<th>Robertson R</th>
</tr>
</thead>
</table>

CONTINUE
Responsive Redesign – Publications, screen

Alterations include:
- Current status, date fields have been moved to the top of the screen. A note has been attached to remind users to verify the status corresponds with the appropriate date. If a record is set as “Published” but has only a “Date Accepted” the record will be ignored in reports.
- “AACSB Classification” field will only be visible to Walker College of Business faculty. Screens can be customized to specific college level needs.
- Fields below “1st Author” are restricted to citation information.
- There has been discussion about breaking the need for co-authors to share a record, with a primary author entering information. A challenge has been the lack of ability of other authors to edit the entry, if needed.
- Author and Editor fields have been combined, with an added role of “Translator”
Responsive Redesign - Scheduled Teaching

Alterations include:
- Removal of fields not currently used, including grade information.
- Almost all of this information is imported from Banner. There are two text fields available for users to add additional information regarding the specific course.
- Users can upload a syllabus.
Responsive Redesign - Directed Student Learning

This screen has been a challenge due to the lack of a campus definition for “Directed Student Learning.” When Digital Measures was originally implemented this screen was designed as a catch-all for all teaching not coded as lecture or lab, yet due to various challenges this information was never imported from Banner. This has caused courses to be missing from faculty teaching records generated from Digital Measures. This is being addressed. The screenshot at the bottom shows the types of courses which may be imported into this screen, with all other courses set as Scheduled Teaching. No final decision had been made. Feedback would be appreciated.
Responsive Redesign - Artistic and Professional Performances and Exhibits

Alterations include:
- Addition of fields requested by Theater and Dance for annual department reporting needs.
Responsive Redesign – Awards and Honors

Alterations include:
- Allowing users to designate type of award: winner, nomination, finalist or other.

Responsive Redesign – Research Currently in Progress

Alterations include:
- Added fields to designate status of research (ongoing, abandoned, published, etc.) and date research completed.
Responsive Redesign – Workflow

Digital Measures recently announced a new module called Workflow. It is designed to provide the ability for faculty evaluations and other processes to be conducted online. This is not yet active on campus. The Council of Chairs has specifically requested a process such as this in which evaluations could be conducted electronically. Digital Measures users would be able to produce their “Annual Faculty Report – Senate Approved” report and submit it to their department chairperson, along with comments. The chairperson could then respond electronically. The report would eventually go to the College dean. We will pursue incorporating the new Faculty Annual Evaluation form and process into Digital Measures using the Workflow module.

The process would allow for evaluation paperwork to be conducted online and updated outside of the office. It has yet to beta tested within the context of needs on-campus.
Cosmetic Redesign

Digital Measures announced in October it would be implementing a more modern design for all of its screens by Fall 2015. A specific date for this change will not be known until summer at the earliest. Digital Measures hopes to a 60- to 90-day notice as to when the design will be activated. Below are examples of the new design.

The colors and logo will be customized for Appalachian. All screens will change in appearance, but will retain the data elements in use within the Appalachian State system.

Entries will appear similar to this screen.
When adding a new item, a pop-up screen will be utilized. In the current system the submission of new items is accomplished by loading a new screen.

Questions/Comments

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