Introduction to Digital Measures/Activity Insight
Meeting agenda
Wednesday, May 19, 2010

1. System Administrators and school liaisons introductions - Group

2. Brief introduction of Activity Insight – Carla Myers

3. Short introduction video – Irene Williams
   - http://www.digitalmeasures.com/aitraining/

4. School Liaisons roles and responsibilities – Irene Williams

5. Project timeline - Irene Williams, Carla Myers

6. Template design process – Irene Williams, Carla Myers
   - Glance at TTU database

7. Internal name for Activity Insight – Group


9. Discussion & Questions

10. Future Meetings

System Administrators

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Unit Manager, Office of Institutional Planning and Assessment
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Carla Myers, Ed.D. (Backup)
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Director of Special Projects, Office of the Senior Vice President of Academic Affairs
806-743-2891
List of School Liaisons

<table>
<thead>
<tr>
<th>School Liaison(s)</th>
<th>Email</th>
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<tbody>
<tr>
<td><strong>School of Allied Health Sciences</strong></td>
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<td>Hal Larsen, PhD, MT (ASCP), CLS (NCA) - Department Chairperson</td>
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**Roles and Responsibilities of School Liaisons**

- Design school templates - Get feedback from appropriate people/groups
- Set up school user permissions – eRaider protection (future training session)
- Train faculty on how to input data (future training session)
- Data Reporting/ Create reports (future training session)
Digital Measures/Activity Insight
Proposed Project Timeline
May 1 – Oct 31

- 5/1/2010
  - Purchase Software
  - Introduction Meeting with School Liaisons 5/19/2010

- 5/25/2010 - 7/1/2010
  - Begin Template Design & Training Sessions with Digital Measures

- 7/1/2010 - 9/1/2010
  - School templates ready for training faculty to enter data

- 9/1/2010
  - Plan Future Directions Meeting 9/14/2010

- 10/1/2010
  - All Faculty Data in System

All schools:
- SOM
- PLF/SOM
- SON
- SOP
- SOAHS
- GSBS

All campuses (TechLink, conference call, or travel):
- Abilene
- Amarillo
- Dallas
- El Paso
- Highland Lakes
- Lubbock
- Midland
- Odessa

By Irene Williams
Showcase your faculty's accomplishments!

**Digital Measures**

**Activity Insight**

Welcome to our new Faculty Credentials System (FCS)

Digital Measures' Activity Insight is a fully customizable online information management system designed to organize and report on your users' teaching, research and service activities. Activity Insight eliminates periodic, recurring requests for information on users' teaching, research and service activities. Reports for personnel review procedures such as promotion and tenure, or reports for other stakeholders such as biographical sketches and vita can all be generated once activity data have been entered in Activity Insight. It provides a single convenient place for users to maintain their activity data, and can be accessed easily to generate these reports.

**Administrator's Guide**

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Welcome, Irene Williams.

Monday, May 17, 2010

Watch a video or download a guide on how to manage your activities.

Activities Database Main Menu

General Information
- Personal and Contact Information
- Administrative Data - Permanent Data | Yearly Data
- Academic, Government, Military and Professional Positions
- Administrative Assignments
- Awards and Honors
- Consulting
- Education
- External Connections and Partnerships
- Faculty Development Activities Attended
- Licensures and Certifications
- Media Contributions
- Professional Memberships
- Workload Information
- Self Appraisal and Goals

Teaching
- Academic Advising
- Directed Student Learning (e.g., theses, dissertations)
- Non-Credit Instruction Taught
- Scheduled Teaching

Scholarship/Research
- Artistic and Professional Performances and Exhibits
- Contracts, Grants and Sponsored Research
- Intellectual Contributions
- Intellectual Property (e.g., copyrights, patents)
- Presentations
- Research Currently In Progress

Service
- Department