

Colleagues,

As you are likely aware, the Office of the Provost has tasked Institutional Research and Planning with upgrading the capabilities surrounding the use of Digital Measures as a repository of faculty work. Over the past year or so, we have been diligently working behind the scenes to improve the functionality of the software to enhance the features to the benefit of UNCW faculty. In particular, faculty have expressed a desire to include more “automation” in the tool to reduce the burden of manual data entry.

During the Spring of 2019, we engaged in a pilot process with approximately 60 faculty members to review technical components of the first phase of automation. We engaged with staff from ITS to automate aspects of each individuals’ personnel and teaching records from Banner. After many months of testing, we are finally ready to launch fully this automation.

On November 15, the Activity Insight portion of Digital Measures will be converted to a live feed. Records of information from Banner will automatically populate, and faculty will no longer need to manually enter these data. Elements of this autofeed will include the following:

1. Demographic information (First Name, Last Name, UNCW email address, Banner ID, College, and department).
2. Tenure Status
3. Office information (Office Room Number, Office Phone with Office Phone area code)
4. Starting rank
5. Start date at UNCW
6. Date attained Rank of Assistant Professor (as applicable)
7. Date attained Rank of Associate Professor (as applicable)
8. Date Attained Rank of Full Professor
9. Tenure Decision Year (as applicable)
10. Course information (Term and Year, Course Name, Course Prefix and Course Number, Section Number, CRN, Official Enrollment Number, Number of Credit Hours, Lower or Upper Division, and Course Level (Graduate or Undergraduate))

We are excited about this first phase of automation, but do so with some trepidation. As with any technical product, we have gone through extensive testing to ensure that everything will work smoothly; however, until the automation is fully launched, we have some minor concerns that there may be glitches and bumps along the way. Given the timing of this, right in the heart of the period where some faculty may be preparing tenure and promotion materials, we recognize that any glitch or bump may cause some anxiety and stress for faculty. Yet, we cannot delay any longer in this automation and are fully prepared to mitigate any issues. While some faculty are fully utilizing Digital Measures/Activity Insight for their scholarly record, many others are still in the infancy of their use of the tool. Given that fact, we want to move forward to ensure that the tool is at its best for everyone in the coming years. Phase II of automation will proceed once this is complete and more information about those plans will be forthcoming.

As the automation occurs on November 15, if you have any issue with the software or with the information contained within Activity Insight, please do not hesitate to reach out to us. The best way to get assistance is to email ie@uncw.edu, and one of our staff members will be in touch as quickly as possible. You may also reach out to Chelsae Long at longc@uncw.edu with direct questions related to

Activity Insight. I'm also more than happy to chat with you about anything Digital Measures and/or IRP related.

Best wishes,

Andy Mauk

Associate Provost, Institutional Research & Planning