Faculty Activity Measurement System Steering Committee

July 23, 2010, 1:40 p.m., Provost's Conference Room, Strong Hall

Members and Staff Present:

Steve Warren, Chair; Diane Goddard, Barbara Romzek, Ben Eggleston, Joshua Rosenbloom, Bob Collins, Deb Teeter, Ryan Cherland, Mary Lee Hummert, Paul Terranova, Julie Loats, Kevin Boatright

Agenda

1. Update and discussion of system requirements and possible vendors
2. Update and discussion of Stakeholder Committee nominations
3. Next Steps

System-Related Discussion

Teeter's *ad hoc* subcommittee to develop a system specifications sheet met earlier in the week. Loats began work on a schematic diagram designed to illustrate core requirements. Issues included questions for vendors, e.g., security, permissions, verification, what can be viewed and edited. The expectation is that each vendor will provide a one-hour demonstration.

The latest (May 2010) version of the CV template for promotion and tenure was distributed. It provides an example of the kind of basic information being sought. Other information will be added to it but without unnecessary duplication of data input. KU is working on a way to pick up doctoral committee information from the system without having to enter it twice. Grants information should be available in the same way via the introduction of Cayuse.

At the Medical Center, the biggest difference would be clinical practice and how to distinguish it from teaching in small groups and clinics and other forms of service. The CV template may be general enough to cover this. Faculty will only complete what applies to their positions. This may be an opportunity for commonality, since clinical practice occurs at both campuses. A closer analogy at Lawrence may be librarians. At the Medical Center, there are tenure-track faculty positions in nursing and allied health that involve clinical practice. It was felt that vendors will be aware of and prepared to respond appropriately to this question. Ideally, the system KU acquires will populate-generate this without faculty members needing to do so. That will be first draft, with faculty then filling in whatever is missing. It was understood that this is "not an issue of pushing a button and it just pops out and that's it."

Cayuse alone may not be enough to populate the grants section, since it would not necessarily capture consulting.

The CV template can be given to potential vendors as a starting point, along with the Loats schematic diagram. We should look at their client list, especially clients with medical schools. Some pre-screening of vendors could occur over the phone but, since the number of potential vendors is small, that may not be necessary. Most likely, all of them can meet our needs.

The consensus was to proceed to 1) approach the vendors and 2) prepare a schedule.

Stakeholder-Related Discussion

The discussion turned to where the conversations with stakeholders will fit in. Warren suggested we do the following:

1. Hold initial meetings (one at each campus) for invitees and describe the process, the plan, the big picture;

2. Ask stakeholders to provide questions and comments re: security, evaluations, etc. as input for the first vendor demonstrations;

3. Attend and comment on the initial vendor demonstrations; and

4. Meet with the proposed vendor during a second, extended on-campus demonstration to see how the system would actually work. Feedback from this group will be important.

Discussion ensued about the multiple lists of potential stakeholders submitted by members of the Steering Committee. It was decided to take a different approach in identifying and inviting a stakeholder group. Warren proposed the following membership:

- All academic deans on both campuses, or their designees;

- All department chairs on both campuses, or their designees; and

- Research center directors, or their designees.

They would be invited as categories, vs. as individuals. Any gaps would be filled in once it's known who will participate. This way, everybody has somebody to represent them in the discussion. "We don't want people to say they never had a voice in this." The Chancellor would send an e-mail invitation, asking them to respond to Warren. The invitation would spell out the expectations and the schedule.

It will be important that stakeholders share information with the other faculty who report to them. It was suggested that the Steering Committee could provide them with an announcement-update for them to adapt and circulate.

It was noted that some of the names already submitted will probably show up on the stakeholders list. This is just a different approach, since it wasn't possible to come up with a systematic way of creating the list otherwise.

Discussion ensued about broadening the invitation list to include associate deans and members of governance. It was suggested that Distinguished Professors and assistant professors be invited to the demonstrations. The consensus was that this would be too time consuming, that it would be preferable to keep the stakeholders a representative group, part of whose role is to raise discipline-specific issues no one has thought about or anticipated. It's a reality check. Since each unit will be invited explicitly to be represented, no one need feel left out. An invitation to join the stakeholders group will be extended to the chair of the Distinguished Professors.

Warren observed that two actions need to be taken:

1. He will draft a letter for the Chancellor's invitation to stakeholders and circulate it to members for their review.

2. The *ad hoc* specifications group is now the vendor committee and is authorized to contact vendors, explain what we want, discuss capability, and set up a demonstration schedule.

Once a decision is made, it is hoped the system can be operational next summer, ideally at the same time as the Cayuse introduction.

It was noted that, originally, vendor demonstrations were intended to help the Steering Committee develop the request for proposals. Since a different approach is being used now, it may be necessary to discuss the situation with Barry Swanson, director of purchasing and strategic sourcing. He will help coordinate and also attend the demonstrations. This will allow him to determine whether or not this is a sole-source purchase, which has different procurement requirements.

Other Business

The meeting adjourned by 3 p.m. The next Steering Committee meeting will take place in conjunction with the first stakeholders meeting, at a date, time and place to be determined – most likely in early September. Committee members are invited to attend both campus meetings.