



## PRO: Professional Record Online

### Steering Committee Minutes November 2, 2015

Steering Committee Members Present: Mary Lee Hummert, chair; Tom Beisecker, Ben Eggleston, Diane Goddard, Amanda Kulp, Roy Lytle, Sara Rosen, Rodolfo Torres, Mike Williams

Guests Present: Matt Garrett, Linda Mannering, Julie Nagel, Stacey Rinnert

Amanda Kulp was introduced as Program Manager. Upon Linda Mannering's retirement as project director in September 2015, Amanda has assumed coordination of PRO. Linda continues to serve as advisor to the Program Manager. Linda's leadership and service on the PRO project was formally recognized by the committee. The PRO project has officially moved from an implementation phase to a normal operations phase.

In this meeting, we reviewed the recent progress made on the PRO project. KU implemented a new PRO user interface prior to the fall 2015 semester, which was delivered by Digital Measures in summer 2015. PRO performed well in a recent data quality study conducted by Digital Measures across client universities. KU has renewed its contract with Digital Measures through June 30, 2018. The average turnaround time on work requests to Digital Measures is now 10 business days, given the contractual change in 'client priority status.' The Program Manager will monitor the extent to which this change affects the daily workflow and development of screens and reports in PRO.

With the exception of a few new academic and research faculty, all faculty CVs have been entered into PRO and training has been offered. The system is fully operational and the screens and reports are stable. Some changes have been recently made to improve the School of Music artistic works screen and enhance some PRO reports, which are currently being tested. Enhancements will continue to be made based on faculty and administrative feedback. PRO team communications with deans, directors, associate deans, chairs, and individual faculty to encourage updating 2014-15 information will begin in spring 2016.

A total of eight citation styles have been developed by Digital Measures (APA, MLA, Chicago, Chicago B, and Bluebook as a part of the base contract, and Council of Science Editors/Pub Med, American Chemistry Association, and American Physical Association under a separate contract). National Library of Medicine, the ninth and final citation style, is being developed. In summer 2015, the PRO team began piloting the load of KU grants (grants awarded for 2015 going forward) on a monthly basis to PRO to reduce the data entry burden on faculty. After the pilot is complete, it is hoped that this data entry process can be automated.

From an operational standpoint, the PRO team plans to continue to support approximately 150 faculty members annually by providing updating services, including doing updates for distinguished professors, a handful of senior faculty, and by providing data entry and training for



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all new faculty/faculty equivalent hires. Approximately 75% of the new 2015-16 faculty hires have been entered into PRO and trained, with a full 100% expected in the spring once all new faculty arrive on campus.

Matt Garrett demonstrated recent developments to faculty webpages made possible through the link between PRO and CMS/Drupal. Enhancements include allowing faculty to choose to format publications in MLA in addition to APA style. Bluebook style should be ready for implementation shortly, with Chicago A and Chicago B following. Amanda Kulp shared that approximately 450 faculty now have actively linked their PRO accounts to their faculty webpages, and Matt Garrett said that faculty and staff see the efficiency of using the PRO to web page links thereby eliminating manual creation of HTML-based pages that are seldom current or routinely updated. The committee provided feedback on a handful of enhancements requested by faculty members, including adding an "Honors and Awards" tab to display selected honors and awards from PRO; adding an option to display a full list of publications from PRO in addition to the selected works; adding an option to display a full list of publications on another website in addition to a KU faculty profile webpage; and adding an option to display a list of degrees faculty marked "display on webpage" in the "BIO" tab or displaying the highest degree only with faculty appointment information at the top of the webpage. Committee feedback indicated that these were desired enhancements, and Amanda Kulp and Matt Garrett will provide an update on these developments at the spring meeting.

Future 2015-16 improvements to be undertaken by the PRO Team with Digital Measures include: additional upgrades to data entry screens and online user documentation and easier extraction/viewing of usage statistics. Reporting will continue to consume substantial PRO Team effort and time. Amanda Kulp is working with deans, directors, and associate deans to define a set of metrics on faculty usage of the PRO system to provide information about faculty engagement with PRO on a unit/department-wide basis. Now that PRO is in a normal operations status, we have access to draw on usage statistics in ways that we previously have not had, given the active implementation of the system across the campus. Progress on defining these sorts of metrics will be reported in the spring 2016 meeting.

Mary Lee Hummert continues to review and approve requests for information. An example was described of a recent inquiry that assisted the Office of International Programs in understanding faculty engagement with external and international collaborations and connections.

The development of PRO information for KBOR program review documents continues to unfold under the leadership of Sara Rosen and will require PRO Team resources to generate the metrics/reports needed to fulfill those requirements. Initial programs including Psychology have reported successfully using PRO data in both aggregate and disaggregated forms to prepare responses to KBOR external review questions.



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PRO will be used in the soon-to-be announced KUEngage faculty expertise portal. Julie Nagel described KUEngage, which among other data sources, will feature PRO publications and creative works data that faculty have selected for webpage display. A reminder about selecting 'display on webpage' on publications and creative works will go out shortly, followed by communications about the portal including a link to a beta version of the portal for faculty to test and provide feedback. The KUEngage portal is a project coordinated by the Office of the Provost and the Research Office.

Minutes prepared by Amanda Kulp