PRO: Professional Record Online

Steering Committee Minutes
February 3, 2012

Steering Committee Members Present: Mary Lee Hummert, chair; Ryan Cherland, Ben Eggleston, Megan Greene, Roy Lytle, Linda Mannering, Joshua Rosenbloom, Sara Rosen, Paul Terranova (by phone), Steve Warren

There were no changes to minutes from the November meeting. The committee had received the progress report for November, December, and January prior to the meeting and had no comments. The committee had received the School of Business Charter document prior to the meeting and approved it for signature. Linda commented that even though the Charter may seem redundant, it helps each unit understand project scope and focus of work as stated in the document.

Linda talked about the human side of the project. Keying the vitas of music faculty, and many have had extraordinary careers, has been interesting and enjoyable for the PRO data entry team. The work has sparked a huge interest in the individual faculty. This kind of connection should be a goal for the PRO project – to encourage persons who might not otherwise be engaged with KU faculty to become aware of and interested in their work. The data entry team searched for photos/videos of music faculty online and found a few. Multi-media information online would benefit and promote the School of Music and the faculty.

Linda indicated that there has been a recent surge of support in IT for the PRO project. She is working with the CMS team to link PRO to future faculty web pages created with CMS (Content Management System for web pages). The CMS team will present a mock-up of new faculty web pages at the April meeting.

The Kaltura server/technology is new to KU and will archive/manage video and other large files. This kind of multi-media information eventually may be connected to CMS for use on web pages. Linda mentioned that Anne M. Johnson, who leads system documentation and training efforts, will be assisting along with Brad Rankin to develop our training materials and assume training responsibilities. The IT HelpDesk has been briefed about PRO and will use the PRO website user guide and FAQs to respond to questions.

Returning to the agenda, there were brief comments about preparing for implementation in the Schools of Business and Education. A slightly different approach will be tried with Business to facilitate data entry and data structure management – some of the vita information will be keyed to spreadsheets and Digital Measures will assist by matching data to field structures. Not all data will be keyed to PRO via spreadsheets.

PRO: Professional Record Online

Linda commented on the feedback received from the College of Liberal Arts and Sciences meeting of the Dean and their Division/Department heads. Steve Warren suggested that as we near completion of Business and Education, we pause and assess the progress and process.

Linda commented about the work done with the library regarding Open Access review. She indicated that journal publications in PRO could be run through a comparison against the Sherpa/Romeo database to look for mismatches and errors. Ben Eggleston said that faculty should be notified before any changes were made to their citations. (Note: a few days after this steering committee meeting in a meeting with Ada Emmett, it was decided that this is not be a very effective way to check for erroneous citations and the task has been dropped.)

Examples of School of Music faculty vitas, in the format they will use for School of Music Annual Reports, were distributed along with sample comment sheets prepared by the Data Entry team. Steering committee members also received a draft of their vitas generated by PRO. Many suggestions were offered such as:

- getting a professional /review of the document to enhance the presentation
- adding bold on headings, un-capitalizing some headings, changing underlines, changing font size, and incorporating other formatting features to improve appearance.
- Linda indicated that only three fonts were possible when running reports from Digital Measures:Arial, Courier, and Times Roman. Mary Lee indicated that Garamond is the preferred font for KU's formal documents and asked why this was not available. Roy indicated that only a few fonts can be formatted for web display and that the same may be true here. Linda will explore the options with Digital Measures.
- Linda also noted a reporting limitation is that the separation of headings from narrative across page breaks cannot be controlled. Reports will require some refinement (downloaded to a local computer and changed some) to get a 'finished' look.

Linda said that new reports showing 'future' work such as future presentations and publications-in-progress are complete and available.

Linda described her experience in working with Digital Measures and how turnaround time on work requests will require continual vigilance.

There was not enough time to do an online PRO demonstration and Steve suggested another meeting before April.

Minutes prepared by Linda Mannering