



## PRO: Professional Record Online

### Steering Committee Minutes April 16, 2012

Steering Committee Members Present: Mary Lee Hummert, chair; Ryan Cherland, Ben Eggleston, Diane Goddard, Megan Greene, Roy Lytle, Linda Mannering, Joshua Rosenbloom, Sara Rosen, Karen Cole (for Paul Terranova), Deb Teeter, Steve Warren

Guest presenters: CMS (Content Management System Team) Todd Cohen, Amanda Aveyard-Elo, Stacey Rinnert

Priority client status was established in the most recent agreement with Digital Measures as of April 6, 2012. The new agreement should change the average turnaround time on work requests from six days to four or less. A work request turnaround performance metric will be established over the next year.

Four schools are in preliminary stages of implementation: Schools of Law, Journalism and Mass Communications, Social Welfare, and Education. The plan is to initiate work in CLAS with the humanities in early September.

Data feeds are being tested for contracts and grants data. OIRP and RGS are working together to define data and processes. Yolanda Howard, OIRP staff, is programming the data feeds.

#### Progress In the Schools

- School of Music faculty are training on PRO throughout the month of May
- School of Business faculty will receive PRO-generated vitae the first week of May, and training will be offered through the month of May

#### IT Support

- IT directors have provided considerable support to facilitate collaborative sharing of work documents for the PRO Data Entry Team. We explored options for building a documentation library. IT offered use of their in-house documentation tool "Spaces." However, we determined that "Spaces" would require too much training. The PRO team will use Word to write user and PRO system documentation.

#### Web Page Development

- Linda Mannering met in early spring 2012 with the campus web page development team to discuss the feed of PRO information to live web pages. The web page development team project lead, Todd Cohen, gave an update at this steering committee meeting. A draft list of PRO fields distributed to the committee were briefly discussed and it was advised that schools/college work directly with the web page development team to



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choose PRO information to be displayed on faculty web pages. Todd Cohen presented a brief list of questions that need to be asked of faculty to gather information to promote the faculty and to support student recruitment. Todd asked if it would be possible to include several survey questions in the PRO system. The steering committee offered that there might be a better way to gather this information than through a PRO screen/survey, however, it was suggested that we look into communicating with faculty about a mini-survey that could be announced through PRO. The international experience of KU's faculty, one item on Todd's list, may be addressed with PRO information.

### Library – Review for Open Access

- The library completed the review of School of Music journal articles and found approximately 40% (over 135 articles) are eligible for ScholarWorks. Ada Emmett is contacting music faculty to follow-up on the review of music articles contained in PRO. School of Business journal articles will go to the library for review by May 1. The schools in progress have expressed keen interest in having faculty journal articles reviewed routinely by the Library for Open Access use. The process of sending updated electronic lists of journal articles from PRO to the library is saving staff time in the library and in the schools by eliminating hard-copy vitae handling, review, and analysis.

### Project Communication

- Linda Mannering was invited to present the PRO project during an April Promotion and Tenure and Sabbatical application training session led by Laura Green.
- Linda Mannering and Karen Cole, KUMC Library Director, met spring 2012 to discuss the possible use of PRO for both campuses and to consider how joint, courtesy, and affiliate faculty appointments may appear under the HR PeopleSoft upgrade.

### Summary of Progress and Activity

From February through early April, 2012, progress was made on:

- New agreement with Digital Measures to implement the next four schools
- New priority client status with Digital Measures for improved work request turnaround time.
- PRO feed of information to faculty web pages (IT project)
- PRO training for School of Music faculty
- Keying School of Business vitae information and developing reports
- Contracts and Grants data download testing
- Planning for relocation of data entry team to the Continuing Education building
- Building documentation tools and user documentation
- Updating the PRO Web Site (housed in OIRP)
- Coordination with KUMC on PRO

**Minutes prepared by Linda Mannering**