PRO: Professional Record Online

Steering Committee Minutes
April 23, 2015

Steering Committee Members Present: Mary Lee Hummert, chair; Matt Garrett, Amanda Kulp, Linda Mannering, Sara Rosen, Deb Teeter, Jim Tracy

Jim Tracy, Vice Chancellor for Research, is a new member of the steering committee. Amanda Kulp was introduced as Program Manager. She will assume coordination of PRO fall 2015. Linda Mannering will serve as advisor to the Program Manager. A search will commence soon to fill a permanent position for technical and training support. KU has opted to renew our contract with Digital Measures through June 2018.

In this meeting, we briefly reviewed the nearly six-year history of the development of PRO starting with campus-wide discussions fall 2009, the selection of a vendor in August 2011, and the completion of the implementation approximately August 2015. During the implementation, priorities were to load faculty information from CVs, train faculty to use PRO, link faculty PRO information to KU faculty web pages and develop the Digital Measures (DM) database, screens, and functionality to meet KU needs. Limitations imposed by the vendor (DM) required us to adjust, but they have made major improvements since 2011 that have facilitated our work. One of the more significant efforts has been the support of IT to pull snapshots of the entire PRO database every six hours. The data extracts organized in SQL databases/tables facilitate frequent updates of faculty web pages linked to PRO.

A few Phase I tasks that remain to be completed by August 2015 include: rework of the Artistic Works screen for the School of Music; the audit of appointments data between PRO and HR sources; the audit of all reports for consistency and efficiency with Digital Measures; and the finalization of the Experiential Learning screen so that it may be made available across all units (it presently is being used by the Schools of Engineering and Architecture, Design, and Planning only.) Five citation styles were developed under the original base contract with Digital Measures: APA, MLA, Chicago, Chicago B (a small but necessary variation on Chicago), and Bluebook. Four citation styles that KU contracted to be developed by Digital Measures for use in the sciences, engineering, and pharmacy disciplines are nearing completion: Council of Science Editors (similar to PubMed), American Chemistry Association, American Physical Association, and American Medical Association. These four additional citation styles were reviewed and agreed upon by the science-related units.

During the implementation of PRO and since January 2012 continuing through May 2015, all faculty/staff participating in PRO have had the opportunity to participate in at least one training session. A very high percentage, approaching 99%, have updated their 2013/2014 information. The majority of faculty are doing their own PRO updates and a few have assigned proxies. Distinguished Professors are offered the service of having the PRO Team update for them and a handful of other senior faculty have opted for PRO Team assistance with yearly updates.

PRO: Professional Record Online

The transition to an operational plan that will ensure continual improvement and serviceability to the KU community will be discussed at the fall 2015 PRO steering committee meeting. Tasks that pertain to the 2015/16 academic year include the load of CV-type information for approximately 100 new faculty or faculty researchers and the training of these newly appointed faculty and staff. New functionality rolling out of Digital Measures will require substantial testing.

Amanda Kulp demonstrated new screens to be released fall 2015, the School of Engineering reports that met with high success this year for annual reporting, and several examples of faculty web pages that are now maintained by faculty via PRO. 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 PRO link ensures that current publications, presentations, creative works, and grants marked by faculty in PRO update the same day without any additional intervention. Campus contact information is also as current as faculty keep it.

Future 2015/16 improvements to be undertaken by the PRO Team with Digital Measures include: the automated load of KU grants (grants awarded for 2015 going forward) to PRO to reduce the data entry burden on faculty; additional upgrades to data entry screens and online user documentation; system maintenance improvements (all require Digital Measures programming) such as the addition of "date last updated" fields; on-screen validation/missing data alerts that would let faculty know that information is incomplete; easier extraction/viewing of usage statistics; improved ad hoc reporting and searches performed on PRO; many other system management functions that have taken a back seat as we've given preference to the visible and pressing faculty user issues. Reporting will continue to consume substantial PRO Team effort and time.

There are three projects in the works that will draw from PRO in the future:
1) PRO will be used in the soon-to-be announced Faculty Expertise Portal. Julie Nagel will present a prototype of the portal to the Kansas Department of Commerce in mid-May. The portal will be expanded subsequently through December 2015 to include information from PRO that is marked by faculty for public display (publications, creative works.) The expertise/engagement portal is a project coordinated by the Office of the Provost and the Research Office.

2) Matt Garrett handed out an example of how PRO information is being displayed in My community as a basic faculty profile. My community is a KU internal tool used for collaborative work among faculty/researchers across the campus. As Matt explained, basic PRO information controlled by faculty (web page bio, research statement and interests, teaching statement and interests, and campus contact information, appointment department and faculty rank/administrative titles) is extracted for display in a mini faculty profile in My community. The

PRO: Professional Record Online

advantage of using PRO information to populate the mini-profile is that the data are consistent and updated by faculty themselves when sourced from PRO.

3) Given the time available by the PRO Team, it would be possible to automatically update the NIH Faculty Profiles. There are approximately 80 faculty identified as primary grant contacts in the NIH registry who could have a profile created in the tool. The PRO Team is exploring with NIH technical staff the fields of information that could be populated. Rodolfo Torres has offered to assist with the development of NIH Profiles.

The development of PRO information for 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.

Mary Lee Hummert continues to review and approve requests for information. Two examples were described of recent inquiries that assisted the Research Office in responding to compliance reporting.

Jim Tracy asked numerous questions about various aspects of PRO functionality and reflected on his experience with Digital Measures development at the University of Kentucky. Sara Rosen suggested that further work is needed on the NIH Biographical Sketch and that Amanda should meet with various experts across campus regarding experiential learning information that needs to be captured in PRO. Mary Lee Hummert said that the work with Academic Analytics should be mostly complete by December 15 and that a communication with the campus is in the works.

Minutes prepared by Linda Mannering