



## PRO: Professional Record Online

### Steering Committee Minutes

May 7, 2013

Steering Committee Members Present: Mary Lee Hummert, chair; Danny Anderson, Chris Crandall, Ben Eggleston, Linda Mannering, Sara Rosen, Deb Teeter, Steve Warren

Invited Guests: Ann Brill, Dean, School of Journalism and Mass Communications; Rick Ginsberg, Dean, School of Education; Mary Ellen Kondrat, Dean, School of Social Welfare

Committee members were provided minutes from the February 27th meeting. Changes to the minutes should be sent via email to Linda Mannering. Linda introduced Danny Anderson, Dean of the College of Arts and Sciences, who is a new member of the PRO Steering Committee.

Approximately 20 minutes were allowed for invited deans to comment on their experiences with and faculty feedback for using PRO this first year.

Ann Brill made the following comments:

- School of Journalism and Mass Communications faculty used PRO to report their 2012 activities and generate annual reports. Annual reports were shorter and an improvement over previous years. The annual reports were placed on a secure Hawkdrive for the evaluation committee and the review process was easier. The plan is to send reminders to faculty twice a year to update information in PRO. Linda added that Professor Basow had given several hours to review user documentation and suggest improvements to format and content. Faculty took advantage of both group and individual training opportunities with 100% participating in training of some kind and 2012 updates.

Rick Ginsberg made these observations about PRO implementation in the School of Education:

- Rick thanked the PRO team for training and responsiveness to faculty. It was a challenge to enter data into the system with faculty reporting effort on average from 6 to 15 hours. The school used caution in using PRO for performance assessment. Annual reports had to be edited during the time that faculty were doing data entry. The creation of a C&T annual report was unsuccessful and will be re-programmed for spring 2014 reporting.
- School of Education doctoral and master's student advising keying in PRO was burdensome when it came to loading the start date of students advised.
- The most productive faculty were the most burdened with updating PRO. There was a large amount of information to be reviewed, added, and checked. The continual opening and closing of screens was time-consuming.
- Despite the labor-intensive work to review and update, most people are OK with PRO.
- Dean Ginsberg commented that EndNote is a wonderful tool used by some School of Education faculty. Linda said that Digital Measures is piloting a function that would allow faculty to pull information from EndNote directly into PRO.



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- Linda noted that even though the C&T annual report form was not available and faculty did not key their information this year, it took 2 students only about 6 hours each to key (total 12 hours) all the C&T publications into PRO (which enabled completion of the department annual report.) The other departments completed their data entry. The most successful training occurred with the department chair participated with the faculty.
- Linda said she underestimated the time and complexity involved in programming an annual report for each of the five departments. Each form varied widely in content and format. Linda recommended that the departments agree on a single faculty annual report form for the common items and then add their specific department questions at the end.
- Linda said improvements will be made to screens, annual reports, and user documentation for the upcoming year.

Mary Ellen Kondrat for the School of Social Welfare:

- Mary Ellen said that faculty were hit with a lot of initiatives this year however they embraced the PRO system as a future replacement for their current in-house activity collection system. The faculty will be required to fully participate and PRO will be extended to capture the work of research staff. Reminders will be sent to faculty to add their information to PRO to feed the point system for review. Faculty will need refresher training and new faculty will need to be trained.
- Linda responded with an email following this meeting asking for new faculty CVs. All new hires will continue to forward their CVs to the PRO team for keying into PRO. By keying the new faculty vitae, we'll ensure they get off on the 'right' foot with using PRO.

Following the presentations by the Deans, Linda highlighted progress made in PRO since December 31, 2012. Approximately 60% of all faculty CVs are keyed presently. The focus is currently on the social sciences in CLAS and the natural sciences and mathematics CVs have been requested. An additional eight students have been hired to assist with keying/loading science faculty vitae over the summer. We are aiming to complete the loading of all CLAS vitae by December, 2013, and plan to direct faculty to use PRO to prepare annual reports during the CLAS spring 2014 cycle.

Linda mentioned the PRO case study presented at the annual AAUDE meeting in St. Louis on April 30, at the invitation of Digital Measures. Linda described changes at Digital Measures, the improved turnaround time on work requests, the improvements that are scheduled for the next 12 to 18 months and the opportunity to test upgrades with Digital Measures over the summer. Linda indicated that Digital Measures will hold the first user conference meeting in October.

Linda asked the steering committee to consider the hiring of an additional staff person to assist with training approximately 600 CLAS faculty in the fall/winter. Steve Warren recommended that the work regarding GRF reporting, faculty collaboration, and industry partnerships be delayed and that the PRO team focus on data entry and the May 2014 deadline. Linda announced that the next meeting of the steering committee will be held in October, 2013.