Academic Profile Project (APP)
A Pilot for the FIT Initiative

Presentation to the University Committee on Faculty Affairs
March 12, 2013
Background on FIT – a Faculty Information Tool

FIT – initiated by the ADVANCE grant

- improve the transparency and objectivity of evaluation of faculty professional accomplishments
- creating a database of faculty professional accomplishments and background, linking data from current systems of record (CGA for grant activity, CLIFMS for teaching, etc)
- collect additional professional accomplishments activity currently not collected (publications, service activity, awards, etc).

Analysis was carried out to determine what types of information should be collected and what types of workflow this information would “support” – hiring, annual review, RPT.
Background on FIT

Focus group meetings with faculty and administrators were asked to define and prioritize the functionalities of such a system. Advisory committee reviewed input and helped develop a request for proposals of commercial vendors that could provide a solution.

Two vendors submitted proposals and were reviewed last summer. At the end of summer as a result of this review, a recommendation was submitted to Central Administrators that we initiate a pilot of Digital Measure’s tool, Activity Insight, in CANR.

Based on the recommendation, a development group was provided 2 years of funding to develop a pilot of Digital Measures in CANR. Project is termed – Academic Profile Project.
Objectives for APP

• **Collect faculty accomplishment data** (including as much history as we have) from CANR faculty using a variety of methods:
  – Creating imports from institutional systems (SIS, CLIFMS, Contracts and Grants, HR, etc.)
  – Creating imports from external systems, primarily for publications (SciVal Experts, Scopus publications)
  – Converting and ingesting data that may already have been entered in the existing CANR system (first determining the appropriate system of record for institutional purposes)
  – Manually entering data
  – Entering data from CV’s using a partially automated scraper/parser

• **Extract profile data for use in other internal or external systems**; for example, professional accomplishment data for CLIFMS (which will obviate the need for faculty and/or department staff to classify, and enumerate these data themselves) and SciVal. We may soon be required to extract and format faculty accomplishment data to comply with federal requirements, and must be prepared to do so.

• **Develop reports that can be used in support of annual review, RPT, and other departmental and college administrative functions.**
Proposed Solution

- Engage CANR over a 2 year time frame as a pilot partner to implement a version of the Digital Measures, Activity Insights application that supports not only CANR needs, but those of MSU as a whole. The pilot APP development team would bring resources to the project in an effort to:
  - Provide data from multiple internal sources (e.g., HR, SIS, CLIFMS, etc.) and data from external sources (e.g., publications from Scopus Experts) using automated interfaces;
  - Permit entry of new elements (that to this point have not been captured in institutional systems of record, some of which will be mandated by federal reporting agencies such as the relationship of a publication to a specific grant);
  - Facilitate functions and processes such as annual review and review for promotion and tenure;
  - Produce a faculty CV;
  - Provide various kinds of reports (operational, management, status, dashboard metrics, etc.);
  - Produce data sets in formats that can be exported to other internal systems (e.g., CLIFMS) and external agencies (e.g., Star Metrics, SciVal Experts).
Time Frame

• The time frame for the entire pilot project is approximately **two years** (one year for pilot and one year for CANR implementation). At the end of the first year, pilot results may be evaluated to determine the feasibility of expanding the college scope beyond CANR.

• Representatives from other colleges participating on the Project committees to assist in implementation in a manner consistent with the broader data and functional goals of the University at large.
High Level Schedule Overview

• PHASE I
  – Vendor Start Up: 12/1/2012-1/1/2013
  – Initiate Working, Data Governance, Advisory Groups: November/December
  – Conduct Process Mapping
  – Conduct Initial Data Requirement Review

• PHASE II
  – Data Scope Phasing Determination: 12/1/2012-1/1/2013

• PHASE III
  – Decision as to future direction: 1/1/2014
  – Initiate next steps based on decision: 2/1/2014-12/1/2014 (continue w/CANR implementation, add colleges, look for another tool, etc.)
Project Organizational Structure

Advisory Group (meets every 2 weeks)
- Project Directors
- EIS: Don Ries
- Academic HR: Donna Zischke
- Project Manager
  - Suzanne Lang (CANR)
  - Eric Crawford (CANR)
  - Michael Kaplowitz (CANR)
- Joe Gardiner (Med School Rep)
- Chris Maxwell, (Social Science Rep)
- Debra Nails (Arts & Letters Rep)
- Yang Wang (Nat Sci Dept Rep)
- Technical Infrastructure and Integration: Sat Pal

Data Governance Group
(meets every 2 weeks)
- EIS Rep
- Project Manager
- OPB Rep
- OPB DRA
- HR Rep
- CANR Reps
- 2 College Reps
- Members of Working Group
  (as needed given the issue to be discussed)

Working Group (2 x’s per week)
- Project Mgr
- OPB DRA
- HR Reps (Zischke, Hallisy)
- Tech. Resources:
  - Lonnemo, Odras, Griffith, Patel
  - CANR
  - Tech Intg: Sat Pal

Project Directors: Mary Black, Estelle McGroarty

Project Manager: R. Cotter

Digital Measures
Roles and Responsibilities: Project Directors (Estelle McGroarty & Mary Black)

- Communicate with lead stakeholders regarding
  - Personnel Resources
  - Funding
  - Project Scope and Objectives
  - Project Status
  - Escalation of Issues (if necessary)
- Review and approve project plan (tasks, dates, priorities, dependencies)
- Review and approve project deliverables
- Facilitate issue articulation and resolution
- Organize and chair Advisory Group
- Participate in Data Governance Group (as needed)
- Participate in Working Group (as needed)
Roles and Responsibilities: Project Manager (R. Cotter)

- Develop project plan (scope, tasks, resources, dependencies, dates)
- Meet weekly with Project Directors & Data Resource Administrator to review status
- Liaison with Digital Measures
  - Insuring DM project plan is in sync with MSU’s objectives for the pilot, and that appropriate progress is being made
  - Providing lead communication and specification regarding system requirements, elements and attributes, reports, interfaces, etc.
- Organize and facilitate working group (meeting twice per week, or as needed to keep project pace)
- Provide direction to data governance group: develop agenda, meet with data governance group, identify issues, recommend alternatives
- Review working group member tasks, identify issues, facilitate resolution
Roles and Responsibilities: Working Group

• Responsible for the work plan tasks (system analysis, design and development; data analysis; functional and business analysis; process mapping; system testing and usability, etc.)
• Understand the dependencies of the work plan in relationship to their tasks; provide feedback to project manager with regard to status and/or issues
• Provide guidance and/or bring issues to Data Governance and Advisory groups
Roles and Responsibilities: Data Governance Group

• Resolves data integration/definitional issues— including identification of “system of record” for any given data element;  
• Establishes standards for data integrity and integration for this system, including rules for creating, updating, retrieving and deleting data;  
• Establishes derived element definitions (that may be used in the system itself, OR, in reporting from the system data);  
• Recommends (to Advisory Group) policies governing access (roles, permissions, content based access);  
• Provides resolution in cases of definitional overlap and dissonance (ensuring the best interests of the institution are served);  
• Establishes data usage policies intended to ensure that the profile data assets of the institution and the individual are not misused or abused.
Roles and Responsibilities: Advisory Group

- Members: E. McGroarty & M. Black (chairs/conveners), D. Ries, D. Zischke, R. Cotter, Suzanne Lang (CANR), Eric Crawford (CANR), Michael Kaplowitz (CANR); Joe Gardiner (Med Schools), Chris Maxwell (Social Science), Stephen Rachman (Arts & Letters), Yang Wang (Nat. Sci)
- Members represent data and functional requirements of their disciplinary area, while insuring the needs of the university community as a whole are met.
- Reviews project objectives, scope, tasks, timeline and status.
- Reviews and approves project deliverables (system design and documentation, system forms, reports, and other deliverables)
- Facilitates resolution of, and provides guidance on issues brought to them by working group and/or data governance group.
Advisory Group to Review and Approve
(Recommendations Made by Data Governance and Working Groups)

• Data categories and groupings;
• Look and feel of DM screens and reports;
• System of record for specific data categories (e.g., research/grants come from CGA database) versus manual entry and correction;
• General rules for updating data (e.g., once publications entered from Scopus, should they be manually maintained by faculty?), and timing (how often should data be maintained from electronic interfaces?);
• Security requirements and access recommendations;
• Any issues associated with the above where the advice of the group is needed.
Work Completed through February

- Finalized committee membership (Advisory, Data Governance)
- Identified initial resources needed for the pilot.
- Initial meetings w/committees
- Contract finalization w/Digital Measures
- Developed Project Plan
- Process Mapping (for critical processes---Building and Maintaining the Profile; Annual Review; Review for Promotion and Tenure) completed
  - Identify critical process mapping stake holders and roles and process scope
  - Conduct process mapping sessions
- Data Flow Diagrams (identifies data sources, data feeds, update requirements, data at rest)
- Complete analysis of data requirements (currently working w/OPB to take a second look at forms and reports)
- Set up of Digital Measures MSU Pilot Environment;
- Shibboleth (e.g., MSU net ID and password) authentication;
- Addition of CANR faculty to Pilot Environment (just basic, general information);
- Preparation for loading publication data for CANR faculty from MSU Scopus publication database
- Initiated links to HR data on appointment and position status
Digital Measures Demo


Click the "watch demo" button.