

FACULTY SENATE
January 22, 2014
346 LEON JOHNSON
4:10 PM – 5:00 PM
MONTANA STATE UNIVERSITY – BOZEMAN, MONTANA
Minutes

Members Present: Arnold for Igo (Ag Ed), Babbitt (Physics), Bolte (Music), Brester (Ag Econ), Burrows (Ext), Cantalupo (Ext), Christopher (HHD), DeWeese for Newhouse (Art), Durham (COB), Gannon (Bio & Chem Eng), Greenwood (Math), Herbeck (Ed), Herman (NAS), Hostetler (GC), Kohler (Chem & Biochem), Larson (M&IE), Lynch (Psych), McMahon (Ecology), Martin (Mod Lang), Miller (CE), Olson for Moreaux (ARS), Reidy (Hist & Phil), Ricciardelli (Film & Photo), Schachman (Nursing), Swinford (Soc/Anthro), Waller (Hist & Phil), Wiedenheft (IMID), Wilmer (Poli Sci), Zabinski (LRES)

Others Present: Larry Carucci, Martha Potvin, Leila Sterman, Chris Fastnow, Ron Larsen, Robert Mokwa, David Singel, Ian Godwin, Jill Martz, Terry Leist, Helen Melland, Glenn Duff, Nicol Rae, Dennis Defa, Deb Barkley

Chair Mokwa called the meeting to order at 4:10 pm, and a quorum was present.

Senate Business and Announcements – Chair Mokwa, Chair-elect Reidy

- The minutes from January 15, 2013 were unanimously approved.
- Mokwa pointed Senators to the Legal Counsel website where policies are posted for final review and comment. Mokwa informed senators that the Common Hour Exam Policy, as posted, has received many comments and will be tabled. Further discussion will take place in Faculty Affairs before coming back to senate.
- Chair Mokwa followed up on with the Ethical Hotline presentation in FS last week.
 - Senators provided comments about the hotline and voted to put the program on hold until further discussion.
 - Chair Mokwa crafted a letter to Daniel Adams and identified some issue brought up in senate, specifically implementation of the program and what safeguards are in place for the reporter, the accused and the university.
 - A senate task force has been formed to assemble all comments to meet with Adams to give him an opportunity to address the concerns.
- Courses and Programs
 - Senators approved the Gallatin College and Industrial Engineering programs via an online vote.
 - A motion was made → seconded → all were in favor of accepting the following courses as posted on the FS web site:
 - BGEN 303 - Professional Coaching Clinic
 - EMAT 461 - Principles of Tribiology
 - EMAT 462 - Manufacturing of Composites
 - MUSE 239 - Beginning Conducting
 - New courses for senator review will be posted on the FS web site. They will be voted on next week.

Activity Insight (AI) – New Annual Evaluation Software – Ian Godwin

- AI will be the new software used to update faculty information and to conduct annual reviews. Godwin highlighted features of the software:
 - It is more flexible and information entered (once) is easier to retrieve.
 - Intellectual contributions may be culled and used by the library.
 - Accreditation reports may also be generated for engineering, COB, e.g.
 - There will be a directory section of the catalog available, highlighting faculty academic history.
 - Template faculty web pages will be available next year.
 - Used as a strategic planning tool.
 - Simplify the annual review process.
 - Increase grant opportunities and create reports to support grant proposals.
 - Repository for research conducted in the different departments, where potential graduate students will have access to the information as a determinant to attend MSU.
- The administrative side of the software will be accessible through Net ID, a universal ID used to access MSU web sites with authentication, in March.
- Godwin walked senate through some of the screens and noted that individual data may be seen or hidden based on faculty relationship to a particular college.
- Data from Banner has been imported into the system. Missing information will not appear and must be input by faculty.
- Important intellectual contributions/artistic/creative activities that measure productivity not available in drop-down menus, may be added.
- A feed allows data transfer from the AI to faculty dossiers and CV's.
- In terms of supporting the P&T process, Godwin is hopeful that the software will be able to accomplish that in the future.
- Text files may be imported from several different reference and citation management systems; they may be exported, as well.
- NSF/NIH bio-sketches reports are available for presentation to the specific granting entity.
- Faculty may conduct a Google search on them, identify their articles and import the text files. Currently, integration with PubMed is used for importing articles. The vendor is trying to develop other agreements with reference and citations management systems. Reports are date-driven. If a date is not associated with an activity, the default pulls every report.
- Scheduled teaching comes from Banner. After the 15th day of classes, the courses will be populated.
- Grants and contracts are being continuously fed into the system, nightly. Once a PCF is submitted to OSP, the record appears in the activity insight profile. OSP data, however, locks all other fields and if access is needed, the fiscal manager of OSP will implement it.
- Reports
 - As a faculty member, they will only see those generated by the college of which they are affiliated.
 - Information must be entered in order for it to be generated back.
- The training schedule dates:
<http://www.montana.edu/provost/documents/DMAI-2014TrainingSchedule.pdf>

- Discussions ensued:
 - Lynch asked how complete the reports have to be and how far back do they have to go for this year's annual reviews? *Populated data went back three years; grants went back 4.5 years. This year's data is this year's data beginning back in September 2013.*
 - Lynch noted that his department was informed the deadline for faculty annual reviews is 2/1. After that, the info goes to the dean and should be ready for reviews. Is that a strict timeline? *Every dept has their own timeline; the ultimate timeline to the Provost is March 31, however.*
 - Ricciardelli asked if one may go in and out of templates at different times, if you do not have all the information at hand? *Yes.*
 - Brester commented: How does putting more of this kind of reporting on the faculty improve the output of this university in terms of creating new knowledge or educating people? I don't see how this improves faculty productivity. FAD never worked for our department and we had someone input the data.
 - Kohler observed that any reviews are important and fundamental to P&T system university; tenure has to have a strong local cultural component; each dept/each unit have their own role & scope documents, procedures. All collect data differently; all have different fields and needs. He believes the problem with these systems, and if MSU would like all faculty to use them, is that they have to have such combinations of fields, drop downs, etc., they become onerous and don't meet those local, departmental-driven needs. He does not see many ways to customize it. How can CLS possibly report under a common framework? If it is to be meaningful, it should be done dept by dept.
 - Sterman stated that librarianship is different than teaching, so teaching credit courses don't apply. Therefore, the library created their own template, populated it with their own fields and menus, and it was implemented in two weeks. She stated that if this is the tool we are going to use, it is customizable.
 - Kohler asked how the uploaded intellectual property would be handled. Uploading publications raises copyright issues. He would like to hear some discussion about what faculty should upload and what happens to the information. Where does it go? Who has access to it?
 - Fastnow stated that there is no obligation for faculty to upload articles or intellectual property. The service is a cloud-hosted service, MSU owns the data; Digital Measures doesn't do anything to distribute it or sell it. Data security and privacy policies are posted on their website for faculty to review. MSU security reviewed the policies and is comfortable with them. There is a place (in the software fields) where you may answer "yes" or "no," regarding intellectual contributions and sharing that information, whether you would like the library to investigate the copyright provisions of your published works and whether they can house them in scholar works of our MSU repository. She stated that the information stored in this venue is like keeping a copy on your computer or network drive, only in one place, if you are not confident keeping it on your own computer. No one has obligated anyone to include their intellectual contributions. Regarding customization, every dept head

has had a chance to review the fields/layouts. What your dept heads are evaluating you on, should be included. MSU did an RFP and the committee to select this software consisted of dept heads and faculty; some of the concerns senators are raising, are the same the committee raised, and Digital Measures answered all queries to their satisfaction. FAD was invited back on campus to update what they already had in place, and they would have cost much more than Digital Measures. We pay about \$30,000/year for this service.

- Brester stated that the annual reviewing process should be cheaper as the years progress. However, his observations is that this process is becoming more expensive and takes more time. He asks: Is offsetting the cost of faculty learning this new system cost effective for this new system (and who knows when the next RFP will be written for the next new system)? Once it goes beyond the departmental level, there seems to be very little benefit.
- Singel stated that the amount of up front importing of institutional data for grants sometimes goes beyond one dept because there were multiple depts involved. Having all that the data the granting agency requires as part of a grant proposal in one repository rather than trying to track it down, would be a big help. There have been statements made by dept heads that it is very difficult to write training grants because information is inaccessible and scattered; this system would allow it to be in one place. Simple multi-investigative grants would be easier and he believes productivity gains would be beneficial if we had such a system.
- Potvin stated that this tool is critical for MSU to manage and follow what we are doing with our strategic plan. MSU will be able to find out information and do things better. It will track undergrad students' research. For faculty, reporting with this tool is easier, as they don't have to input information twice (as with the old system).
- Chair Mokwa will assemble more comments and provide feedback to admin and senators.

As there was no further business, the meeting adjourned at 5:04 pm.

Signature,
Robert Mokwa, Chair

Signature
Michael Reidy, Chair-elect