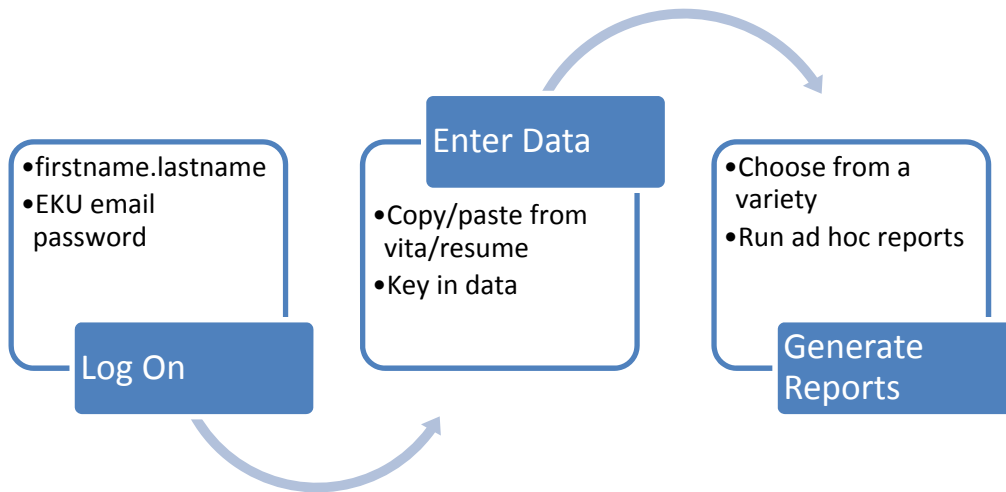


Digital Measures

Online Faculty Information System

User Guide



Fall 2010

What is Digital Measures?

Digital Measures is a database that stores accurate and up-to-date information about faculty/staff activities. The software allows the University community to obtain information maintained by faculty and staff at any time that it is needed.

How does it benefit me?

Faculty typically receive numerous requests for information about scholarly activities from internal and external resources. Digital Measures provides a way to avoid the need for faculty to respond to redundant requests. The system is designed to facilitate institutional, college, and departmental reporting to local, state, and federal agencies.

What capabilities does the software offer?

Digital Measures offers the ability to run a curriculum vita, annual evaluations, promotion and tenure applications and accreditation reports through its reporting capacity.

Why is the University using Digital Measures?

Digital Measures will be of great assistance in future reaffirmation processes with our accrediting body (SACS). It will also allow departments and colleges the ability to run vitas, scholarly activities, and service activities for their faculty at any time. Departments and colleges will be establishing reports for their own accrediting bodies as well so that the information can be ran through a report at one time, thus negating the process of pulling information together from multiple individuals and sources.

Regional Stewardship and Digital Measures

The definition of Regional Stewardship as defined by the University is included on several activity pages within Digital Measures and identified by a (?) next to Regional Stewardship. For your reference, the definition is also provided below:

The purpose of Eastern Kentucky University's Office of Regional Stewardship is to assist the people located within EKU's 22-county service region by:

- helping communities identify their needs in the areas of economic (including workforce) development, education, the environment, government, and health;
- helping communities identify the resources they have to meet their needs in each of those five areas;
- identifying the resources that EKU has that will enable EKU to help communities meet their needs in each of the five areas; and
- "marrying" community and EKU resources in the design and implementation of programs and projects that will address communities' needs in the five areas. EKU President Doug Whitlock describes the role of the Office of Regional Stewardship as being one of "connecting the dots" through a community-driven initiative, with those dots being service region community needs, community resources, and university resources. It is the ultimate goal of the connection of these dots that the quality of life within EKU's service region will be significantly improved for all living there.

In addition, a definition of Strategic Area is also provided within Digital Measures and identified by a (?) next to Strategic Area. For your reference, the definition is provided below:

Note that this does not include outreach activities. Outreach is one-way, with the university being the provider either on a gratis basis or with an associated charge. It is distinct from engagement activities that are characterized by partnerships involving mutual definition of a regional need/opportunity, planning to address the need/opportunity, and accountability. Engagement typically involves resources from all partners and is tied to outcomes and metrics for measuring those outcomes.

Strategic Areas include the following:

- Agriculture – activities related to cultivating soil, producing crops, and raising livestock and to ensuring the safety of the food supply.
- Arts, culture, and recreation – activities related to making the visual and performing arts, cultural events, and recreational opportunities available to the general public or other targeted audiences.
- Birth through preschool – activities involving children from birth up through preschool and/or their parents.
- Economic development – activities that support regional economic expansion, build bridges between business and university communities, and provide education and training to support economic competitiveness.
- Environment – activities that focus on natural and physical surroundings affecting the development and survival of living organisms and the nonliving environment. This includes efforts to understand and assess the effects of natural and human activity on the environment, efforts to educate the public and special populations about the environment, and efforts to improve the environment's quality.
- Health care – activities that relate to maintaining, monitoring, improving, and restoring mental and/or physical health. This category also includes activities aimed at preventing mental and physical illnesses, increasing access to health care services, and improving the quality of care. These activities may target individuals, communities, specific populations, and organizations (such as school-based health centers or workplace wellness programs).
- K-12 – activities that enhance Kindergarten through 12th grade (K-12) education through in-service programs for teachers; build partnerships between the university and K-12 schools; support summer enrichment programs for youth; supplement classroom pedagogy through faculty/staff presentations to K-12 classes and participation in academic fairs and competitions; and build in the minds of elementary and middle school students a commitment to attend postsecondary education.
- Public safety – activities related to the prevention and protection of the general public from natural disaster, accidents, crime, and terrorism.
- Science and technology – activities that generate, disseminate, or apply knowledge about the natural world.
- Social services – activities that target disadvantaged, special needs, and at-risk populations with the aim of improving overall quality of life, securing basic necessities, offering social support, and providing meaningful opportunities to become self-sufficient and productive citizens.

Digital Measures Instructional Video

The demonstration video located on the Digital Measures front page for ECU is an informational video about the software, however it is not specific to ECU or the University's customized links. You may find this video useful before you get started; however keep this in mind when reviewing it.

Getting Started

As you begin working with Digital Measures, there are a few important things for you to keep in mind:

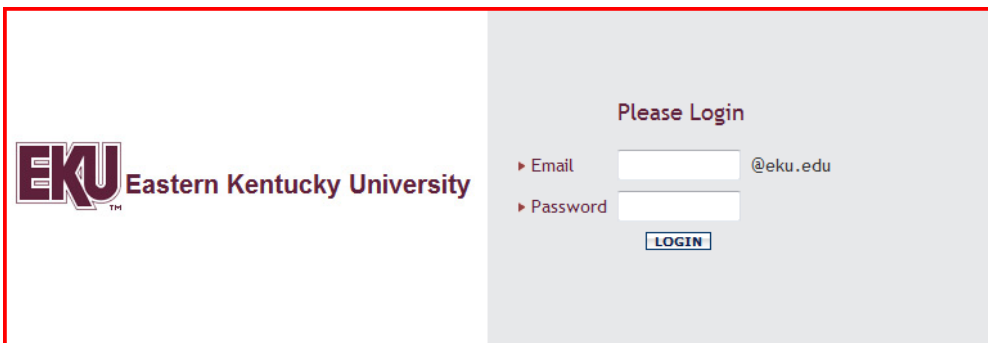
1. There is no spell check feature in Digital Measures. Thus, data keyed or pasted into the system should be checked for spelling errors.
2. Do not key or paste titles into the Digital Measures fields with quotation marks around them. Such items will be appropriately formatted by the system. If you include quotes, you are likely to find that the reports will also provide them, leading to double quotes.
3. All necessary punctuation will be supplied by the system depending on the needs of any given report.

Logging In

You have three options to login to the Digital Measures software. The first is to log into your ECU Direct Account, click on the Faculty Services tab, then locate the Digital Measures link (listed last on the page). Another way to access Digital Measures is to login in to your college's homepage and click on the Digital Measures link (information provided below). Finally, you may login to Digital Measures by going directly to the following website: <https://www.digitalmeasures.com/login/eku/faculty>.

1. College of Arts & Sciences: <http://www.cas.eku.edu/> - TBD
2. College of Business & Technology: <http://www.cbt.eku.edu/resources.php> Click on the Digital Measures link.
3. College of Education: <http://coe.eku.edu/newcoeweb/> Click on the Digital Measures link under the Dean's Welcome video.
4. College of Health Sciences: http://www.health.eku.edu/faculty_staff/ Click on the Digital Measures link.
5. College of Justice & Safety: <http://www.justice.eku.edu/facultyStaff/> Click on the Faculty & Staff Only: Access Digital Measures link.

Enter firstname.lastname as the email and your email password. This password changes each time you change your ECU email password and there is no additional password required for Digital Measures. Click on the LOGIN button.




The screenshot shows a login interface for Eastern Kentucky University. On the left is the ECU logo and the text 'Eastern Kentucky University'. On the right, under the heading 'Please Login', there are two input fields. The first is labeled 'Email' and has a placeholder '@eku.edu'. The second is labeled 'Password'. Below these fields is a blue button with the text 'LOGIN'.

NOTE: If you have never used Digital Measures and are unable to login, please contact rhonda.goode@eku.edu to request to be added to the system.

Main Menu

Once you login, you will see the following page:



Activities Database - University Main Menu

General Information

- ▢ [Personal and Contact Information](#)
- ▢ [Administrative Data - Permanent Data | Yearly Data](#)
- ▢ [Academic, Military and Professional Experience](#)
- ▢ [Awards and Honors](#)
- ▢ [Education - Completed](#)
- ▢ [Education - Additional Graduate Education](#)
- ▢ [Education - Work Toward Additional Degree](#)
- ▢ [Faculty Development Participation](#)
- ▢ [Licensures and Certifications](#)
- ▢ [Professional Memberships](#)
- ▢ [Sabbaticals](#)

Teaching

- ▢ [Directed Student Learning](#)
- ▢ [Non-Credit Instruction Taught](#)
- ▢ [Scheduled Teaching](#)
- ▢ [Courses Taught at Other Institutions](#)

Scholarship/Research

- ▢ [Research Interests](#)
- ▢ [Contracts, Grants and Sponsored Research](#)
- ▢ [Publications/Intellectual Contributions](#)
- ▢ [Intellectual Property](#)
- ▢ [Presentations](#)

Service

- ▢ [Collaborative Projects](#)
- ▢ [Academic Advising](#)
- ▢ [General Service](#)

Evaluations and Other

- ▢ [Narrative for Annual Faculty Evaluation](#)
- ▢ [Narrative for Promotion and Tenure](#)

All faculty must copy their information for each new academic year by **September 1st**. Click on Yearly Data. In the most recent year, select copy. Select the next academic year from the drop down box. Click the save and return box.

The list shown above displays the categories that Digital Measures uses to organize faculty activity data. This page will vary from college to college since we have customized it to match each college's needs. When you click on an item in the list, you arrive at a data entry screen. Within each screen, you must transfer all appropriate data from your vita into the proper field within Digital Measures.

Activities Database - University

Yearly Data

Academic Year R

2008-2009

Department/Unit R

Agriculture - Agriculture

College R

Business and Technology

Secondary College R

Faculty/Staff Rank R

Professor

Full or Part Time R

Full Time

Tenure Status R

Tenured

University Graduate Faculty R

No

MBA Faculty? R

No

Full-Time Equivalency R Ⓡ

%

RETURN TO MAIN MENU

RETURN (CANCEL)

Add another Department/Unit: 1

ADD

Yearly data consists of read only information such as department, college, rank, etc. All other screens in Digital Measures are a work in progress just as a vita is continually updated.

Within each data entry screen you will need to enter each item separately. For example, as shown in the image below, when you click on *Academic, Military and Professional Experience*, you will see a screen with an **ADD A NEW ITEM** button. Select this button to enter each of your experiences.

Activities Database - University

Academic, Military and Professional Experience

Click below to ADD a new item to Academic, Military and Professional Experience:

ADD A NEW ITEM

Items added to Academic, Military and Professional Experience

No items have been added

RETURN TO MAIN MENU

When you have completed entering data on any screen, select either **SAVE AND RETURN** (this will save the entry you have completed and then return you to the previous screen) or **SAVE AND ADD ANOTHER** (this will save the entry you have completed and take you to a new blank page to add another entry of the same type).

Expected Date of Submission

Date Submitted

Date Accepted

Date Published

SAVE AND RETURN

SAVE AND ADD ANOTHER

RETURN (CANCEL)

Click to save and return to the previous screen.

Click to save and create a new entry of the same type.

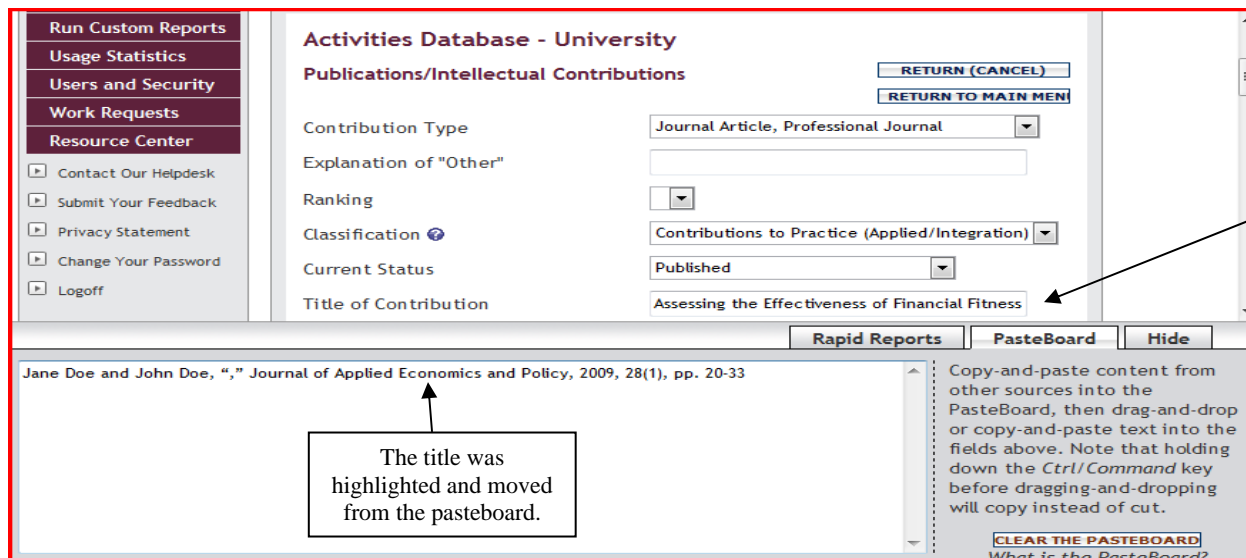
Click to return to previous screen without saving entry.

Using the Pasteboard and Data Entry

Digital Measures has a feature called the **PasteBoard**. This feature allows you to copy text from another document into your web browser. You can drag and drop the text into the proper field on the screen, or you can copy/paste. To access the **PasteBoard**, click on the **PasteBoard** tab located in the bottom right hand corner of the web browser screen. Click the **Hide** tab to close it.



In the example below, simply highlight the text you want to move (e.g., an article title), then use your mouse to drag and drop or copy/paste the text into the *Title of Contribution* field. Do not copy the quotes or punctuation.



The pastboard feature is very useful and can save data entry time. We recommend spell checking your data in the word processing program used to create your original vita to ensure accuracy.

As you navigate through Digital Measures, you may find that some data has already been entered. This data was imported from Banner. It is important to review your information and edit it as needed to ensure it is accurate. If this information is on a *View Only* screen, please contact rhonda.goode@eku.edu so that it can be corrected.

Once you have completed your data entry session, please remember to logoff the system. You can return as often as you like to enter and update information.

Data Fields and Options

This section describes the options available to you within each of the major Digital Measures categories.

Education Screen

We will use this screen as an example of what a screen looks like when you open it. The data entry screen for this category is displayed below. The fields that are most important to include are indicated. Keep in mind that each college has its own custom screens. Each college has 3 screens related to education:

- *Education – Completed* – All completed education goes here
- *Education – Additional Graduate Education (Not Degree-Related)*
- *Education – Work Toward Additional Degree* – working on an advanced degree (Masters or PhD)

You may, of course, enter data into all of the individual fields. But at a minimum, you should include these:

The screenshot shows a web form titled "Activities Database - University" with a sub-header "Education - Completed". The form contains several input fields and buttons. Annotations with arrows point to specific fields:

- Degree:** A dropdown menu. Annotation: "Select the degree type from the drop down menu."
- Explanation of "Other":** A text input field.
- Institution:** A text input field. Annotation: "Select the name of the institution where the degree was earned."
- Emphasis/Major:** A text input field.
- Supporting Areas of Emphasis:** A text input field.
- Dissertation Title:** A text input field.
- Terminal Degree?:** A dropdown menu. Annotation: "Indicate whether this is a terminal degree."
- Highest Degree You Have Earned?:** A dropdown menu.
- Year Completed:** A text input field. Annotation: "Indicate the year in which the degree was earned."

Buttons at the top right: "RETURN (CANCEL)" and "RETURN TO MAIN MEN". Buttons at the bottom: "SAVE AND RETURN", "SAVE AND ADD ANOTHER", and "RETURN (CANCEL)".

Intellectual Contributions Screen

This screen is where publication information is stored. Below is an example entry for an academic journal article. Complete all blocks applicable to your contribution in order for reports to be accurate. Also remember that each college has their own set of screens customized to their needs, thus your screens may differ somewhat.

Activities Database - University

Publications/Intellectual Contributions

[RETURN \(CANCEL\)](#)
[RETURN TO MAIN MENU](#)

Contribution Type: Journal Article, Professional Journal ▼

Explanation of "Other":

Ranking: B ▼

Classification: Contributions to Practice (Applied/Integration) ▼

Current Status: Published ▼

Title of Contribution: All or Nothing: Levels of Security in IT

If this contribution is part of a larger work (e.g., a chapter in a book), what is the larger work's title?

If this contribution is a book review, what is the book being reviewed?

Regional Stewardship/CPE? Yes ▼

Strategic Area

- ☐ Environment
- ☐ Health Care
- ☐ K-12 Education
- ☐ Public Safety
- ☒ Science and Technology
- ☐ Social Services
- ☐ Other

County

- ☐ Lincoln
- ☐ McCreary
- ☒ Madison
- ☐ Owsley
- ☒ Perry
- ☐ Powell
- ☐ Pulaski

Select a contribution type.

Select the current status of the contribution.

Enter the title of the contribution.

If the work is part of a larger work, enter the title.

If the contribution is a regional stewardship initiative, enter the information.

Authors

Please order the authors in the order of authorship.
Please either select a person from the drop-down list or enter their name in the input fields.

1st Author

People at Eastern Kentucky University

First Name	Middle Name/Initial	Last Name
Please select... ▼	Duff	Cindy

2nd Author

Rogow, Robert: Robert.Rogow

Add another Author: 1 ▼ [ADD](#)

Journal/Publisher/Proceedings Publisher: American Journal of IT

City and State of Journal/Publisher:

Country of Journal/Publisher:

Volume: 14

Issue Number/Edition: 5

Page Numbers or Number of Pages: 56-59

Web Address:

Editor(s):

ISBN/ISSN Number:

Audience of Circulation: National ▼

Was this peer-reviewed/refereed? Yes ▼

Cabell? Yes ▼

Is this publicly available? Yes ▼

Most screens default so that you are the primary author. You can add as many authors as needed and rearrange the order as listed for the publication. To rearrange the order, click on the black triangle ▼.

Remember to complete as much information as possible. This data is important for accrediting bodies.

Abstract/Synopsis

Full-text of this item

Expected Date of Submission

Date Submitted

Date Accepted

Date Published

October (4th Quarter/Autumn), 2009

SAVE AND RETURN SAVE AND ADD ANOTHER RETURN (CANCEL)

The entire document text can be stored by selecting this link.

Enter the date published.

Additional Categories

Digital Measures gives you the opportunity to record additional information beyond what has been described in this user guide. If you answer yes to either or both of the following questions, the data should be entered:

1. Is this information important to include on your printed vita?
2. Is this information necessary for any EKU reports (e.g., SACS, accrediting bodies, departmental annual reports, faculty self-evaluation, promotion and tenure)?

Additional data categories include the following:

Academic Advising
Administrative Assignments
Consulting
Directed Student Learning
External Connections and Partnerships
Faculty Development Activities Attended
General Service

Intellectual Property
Licensures and Certifications
Media Contributions
Non-Credit Instruction Taught
Other Teaching
Professional Memberships
Research Currently in Progress

You will only be able to enter certain information in the *Scheduled Teaching* category. Most of this data will be imported from Banner. You will need to enter your IDEA information in the specified area on this screen. Other necessary information to complete for reporting purposes includes:

New course preparation?

New format for existing course?

Extended campus

Course by special arrangement

Describe any pedagogical innovations that you introduced into this course during the current year (e.g., international issues, computer applications, ethical analysis, new classroom techniques, etc.)

Describe any new teaching material (e.g., cases, videotapes, audiotapes, course modules, instructor manuals, test banks, or simulations) that you developed and/or implemented

Describe any activities in your course that enhanced student learning and/or student contact with the business community (e.g., guest speaker, SBDC, SBI, or outside projects, field trips, field projects, etc.)

Syllabus for this course

The course syllabus can be stored by clicking this link.

Generating Reports

Printing Your Vita

Once you have entered your information, you can review it easily by generating a report. The following steps will take you through the process of creating a report.

- Log in to Digital Measures
- Select the **Rapid Reports** tab (bottom of any data entry screen)
- Select the parameters
- Click **RUN REPORT**

Note: The start date should be the earliest date listed on your vita (e.g., first degree earned).

Activities Database - University Main Menu

General Information

- ▢ [Personal and Contact Information](#)
- ▢ [Administrative Data - Permanent Data](#) | [Yearly Data](#)
- ▢ [Academic, Military and Professional Experience](#)
- ▢ [Awards and Honors](#)
- ▢ [Education - Completed](#)

Click the tab to access Rapid Reports.

Rapid Reports | PasteBoard | Hide

Report: Vita - A & S

Start Date: Jan 01 1973

End Date: Dec 31 2010

File Format: Microsoft Word

Note: Reports you run with Rapid Reports only include the person's data you are managing!

Choose the report you wish to run from the drop down menu. Several reports are listed.

Choose options to the left to run a report.

What is Rapid Reports?

After selecting the parameters, click this button.

RUN REPORT

Digital Measures Usage Guidelines

Faculty are EKU's most important human resource, and it is imperative that the University obtain and maintain accurate and timely information about their professional activities. Digital Measures will complement existing information and management systems, all of which support EKU's institutional planning, core values and institutional priorities.

EKU is committed to quality decision-making based on accurate information. Modern database technologies can support collecting, storing and disseminating accurate and up-to-date information. Accurate information about faculty professional achievement and experience is essential in several initiatives (e.g., obtaining accreditation, identifying opportunities for scholarly collaboration, and periodic reports of faculty scholarly work).

Information in Digital Measures will be shared only for authorized purposes. Authorized purposes may include:

1. Identifying and categorizing scholarly interests as a basis for creating research teams and addressing funding opportunities;
2. Preparing reports for accreditation, departments, colleges and the University;

3. Aggregating data for institutional Key Performance Indicators (KPIs);
4. Allowing faculty to create resume/vita or other summary documents for personal or professional use;
5. Annual updating of University materials.

System Ownership

Ongoing development, maintenance and oversight of appropriate use of Digital Measures will be the responsibility of the Provost and Office of Academic Affairs. The accuracy of information entered in Digital Measures is the responsibility of the individual faculty member. Periodic reminders will be given to update information, particularly prior to significant reporting activities such as regional or institutional accreditations. However, since departments, colleges, and the University can submit reports at any time, faculty are encouraged to keep information up-to-date and accurate.

Annual Deadlines for Data Entry

January 15: Faculty must have updated their vita for the summer and fall semesters for routine data requests from Digital Measures (this information will be utilized for merit pay)

June 15: Faculty must have updated their vita for the spring semester for routine data requests from Digital Measures

September 1: Faculty must copy forward their annual data for the new academic year

September 1: Faculty scheduled for Promotion & Tenure must have all materials loaded in Digital Measures for printing of applications by the faculty member

In addition to the above deadlines, faculty scheduled for their 1st, 3rd, 4th, and 5th year must have all materials loaded in Digital Measures.