

## Digital Measures FAQ

### 1. What is Digital Measures?

Digital Measures is a web-based software tool to collect faculty teaching, research and service activities and produce reports needed for AACSB compliance, AFPR and other needs. The AFPR is generated and maintained online, and a lot of back data has already been entered.

### 2. What are the benefits of using this system?

- Eliminate the time- and effort-consuming task of building reports of faculty activities for accrediting body(ies) and other needs
- Make better-informed strategic decisions through instant access to reports
- Prepare reports at departmental and college-level in real-time and share them immediately
- Keep current information about faculty activities, their syllabi and more (on the college website)

**3. Who has access to the data? How will this information be used?** This tool is for faculty and college administrative use. The data is on a secure server hosted by Digital Measures. Faculty can only see their individual information. Department chairs can only see the department information, not other departments. Deans can see the college information. Administrative assistants in a designated department can edit information for faculty in their department if given the access; currently they have view only access.

### 4. Is my data secure?

- Digital Measures has taken all steps necessary to create a safe environment for your information while still providing easy, secure access to it
- All data is collected over a 128-bit SSL-encrypted connection. Your personal information is encrypted at all times to prevent unauthorized exposure
- Servers located in a Tier-One datacenter
  - o Locked, caged server room
  - o Armed, trained security guards on staff 24-hours per day
  - o Redundant fire suppression and climate control systems
  - o Redundant power and Internet connections
- Secure nightly backups to five geographically-dispersed locations
- Digital Measures signs-off on and is compliant with Family Educational Rights and Privacy Act (FERPA) and the Americans with Disabilities Act (ADA) legislation
- Each client of Digital Measures can securely download a full copy of all of their data at any time, and a secure process can be put in place to do this on an automated basis
- Digital Measures is registered and has certified with the United States Department of Commerce as compliant with the Safe Harbor Principles in effect between the European Commission and US.

**5. How much time will it take to enter my data?** Digital Measures has received feedback indicating it takes an average faculty member about one hour to enter one year of their activities, with this time decreasing as additional years are entered. It will take more in the first year as you learn the tool.

**6. Who will enter the data?** It is strongly encouraged that faculty enter the data at their discretion since this tool is available on a 7/24/365 schedule.

**7. How often do I have to update my information?**

You may update your information as often as you wish throughout the year. However, the required annual performance report (AFPR) is due at the end of the year.

**8. Faculty have to sign their annual performance report. How will they sign it on Digital Measures?**

Digital Measures will only generate the report; the faculty member will have to print off a hardcopy of the report and then the signed hardcopy will remain with the department. There are many complexities with electronic signatures, so it is best to maintain hardcopies by the faculty member and the department administrator.

**9. I can't edit courses taught and fall teaching is not included on the list. Am I doing something wrong here?**

You're not doing anything wrong. To make it less work for faculty, we upload teaching records to the system pulling the data from ISIS whenever the data is ready (early in the semester, in theory) and we update those records with grades at the end of the semester. You only need to update the records with the 'Course Content Form' part of the courses. The information we batch load from ISIS is read-only to faculty. If you spot any errors or changes are needed to any fields you cannot modify, please let us know by using the link you see at the top of your screen in Digital Measures or email DM@walton.uark.edu.

To learn how you can copy-and-paste from previous Course Content Forms if you have already taught the same course, please refer the user guide or video training support materials located on the intranet <http://intranet.waltoncollege.uark.edu>

**10. Under research, things like citations are not helpful for any type of paper accepted/published this year. Why is that information requested?**

You don't need to fill out the number of citations for your papers. We will take care of that for you (from the Web of Science). In fact, since the screen is designed to cover many types of publications, there may be other fields that are not applicable.

**11. Is it possible to customize the headings under "Service" to account for the work I do as endowed chair?**

The AFPR is defined in the faculty personnel document so we are not at liberty to make many changes. Also; any changes in Digital Measures are global and affect all faculty.

## **12. How do I create teaching record?**

You don't create teaching records (see above question). We create them for you from ISIS; you update them with the course content form part of the course. Refer the online training materials located on the intranet for easier way to enter your course content forms.

## **13. I got up to research and got depressed when I looked at the amount of info requested for each paper. Some of this info seems very unnecessary for conference papers. Do I have to fill out all the fields?**

No, you don't have to fill out all the fields on the research page. The information you enter can vary depending on the "Publication Type" you're entering information for. You need to enter all the information you have for the paper, book, book chapter, etc... that you normally report in your AFPR.

## **14. How do I know if the publication I entered in to the system will show up in my AFPR?**

Select "Yes" on "Include this in Your Annual Faculty Performance Report" and make sure the date Accepted or Published is within the date range for the AFPR report.

## **15. How do I know a publication's 'AACSB Classification'? I don't know what 'Contribution to Practice', 'Learning and Pedagogical Research' or 'Discipline based Scholarship' means.**

Click the 'Definitions' link on the side of the field

## **16. How do I print out my AFPR?**

Once you have entered all your information into the system, click "Run Reports" on the left side of the screen and select the report to build from the drop down menu, 'AFPR'. Select the date range - Jan 1, 20xx to Dec 31, 20xx and select the file format; then click 'BUILD REPORT'. This will generate your AFPR in the selected file format.

## **16. When I go to edit my teaching info, I see that the course which I taught shows 28 enrolled instead of 56. Why?**

When a course is team taught, the instructors split up the enrollment number so that the total SSCH (student credit hours) we report doesn't get inflated.