

Digital Measures (now Faculty Success) Annual Reporting Clarifications for 2021 Annual Activity Report

In the past few months we found errors in our data reports in Digital Measures at the College and Institutional report level (especially for accreditation reports) and it appears that things we were previously allowed to do or not do, are causing these data issues.

To correct these errors, we need to ensure that **all** records for **Faculty Development, Directed Student Learning, Faculty Mentoring** and **Service** records have a **START AND END DATE**.

Start Date

Month*	Day	Year*
Septemb...	1	2020

End Date

Month*	Day	Year*
August	31	2022

Directions on quickly identifying records with missing dates are at the end of this document.

This change is in effect for 2021 activities, except where you are modifying an older record to be included in this year's activity report. **At this point, we are not going to worry about back data, you may see a request to address 2020 records later this spring. The COE Annual Faculty Review Summary document is updated to include these new instructions.** It is available on the [Faculty Success for COE](#) webpage.

As you review your information for this year's activity reports:

- 1) Please review all **Faculty Development** activities and **add start and end dates where they are missing**.
 - We have people who have been in a seminar for the past 4 years or taking a certification course for an entire year.
 - Make the Start and Stop dates the actual time engaged in the activity.
- 2) Please review all **Faculty and Adjunct Mentoring** activities in **College Service**. These records need to a calendar year **Start and End Date**, even if the mentoring continues for several years. See the 2022 COE Annual Review Guide for specific instructions.
- 3) Please review all **Directed Student Learning and Service** activities and **add Start and End Dates where they are missing** (e.g. dissertation students, committee membership, mentoring). See the 2022 COE Annual Review Guide for specific instructions.
 - We know many of these activities are ongoing from year to year, put the end date as the current academic year (e.g. for this year August 2022). This means that next year, if the activity is still ongoing, you will update the end date to that year (e.g. August 2023).

- This ensures that if your activity terminates before the next year, the record is already closed.
 - If your role or duties change from one year to the next create a new record for the new role/duties for that year. This way we keep the historic record of your activity.
 - For example, last year you were a committee member, but this year you became chair. Create a new record for your service as chair.
 - Make sure the old record is ended.
- 4) **Publications and Research** – Remember to update dates and status as necessary, be sure there is a corresponding date that matches the status for submitted, accepted and published. See the 2022 COE Annual Review Guide for specific instructions.

Current Status

Published	Date Submitted		
In Preparation; Not Yet Submitted	Month	Day	Year
Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>
Revising to Resubmit	Date Accepted		
Not Accepted	Month	Year	
Accepted	<input type="text"/>	<input type="text"/>	
Published	Date Published		
	Month	Day	Year*
	November	<input type="text"/>	2019

How To Quickly Identify Records Without Start/Stop Dates

- 1) Navigate to the section screen you want to check, for this example we are checking SERVICE/Program.
- 2) On the main screen, right side, click **Select Columns**



- 3) In the drop down, select the Year, Start and Year, End dates

Select Columns

[Select All](#) [Unselect All](#)

- ☒ Title
- ☒ Committee/Event Name
- ☐ Position/Role
- ☐ Explanation of "Other"
- ☐ Approx. Number of Hours Spent Per
- ☐ Were you elected or appointed?
- ☐ Was this compensated or pro bono?
- ☐ Responsibilities/Brief Description (3
- ☐ Month, Start Date
- ☐ Day, Start Date
- ☒ Year, Start Date
- ☐ Start Date
- ☐ Month, End Date
- ☐ Day, End Date
- ☒ Year, End Date
- ☐ End Date
- ☐ Record Owner

- 4) You will now see a list of records with the start and end date displayed.

▼ Year, Start Date	▼ Year, End Date
2017	
2017	2019
2017	2019

- 5) Click on the record that needs to be edited and add the start/end date. Be sure to save the record when you are done.