

Unifas Advisory Committee
Minutes for August 24, 2006
1:30 pm – 3:00 pm

Attending: Glenn Israel, Jeff Norcini, Betty Miller, Phyllis Gilreath, Bobbi Henken, Richard Miles, Dorota Haman, Bill Larsen, Tyann Haile

Glenn Israel called the meeting to order. Israel reviewed the minutes from the last meeting on July 25, 2006. He also discussed the August 2, 2006 meeting with the Deans. Israel reported that the SVP/Deans had not acted on the internal management memo regarding procedures for insuring more accurate data on courses in Unifas. The key provision is that faculty could review course data before it is finalized by the Register's Office. Dorota Haman discussed citation formats and stated that Joe Bess (from the Research Dean's office) would like to attend the next meeting to discuss citation formatting.

Israel discussed of District Extension Directors' recommendations regarding revision of the grants table from the July 25th meeting. Comments in an email from Emilio Bruna were shared with members. The proposed "my dollars" field in the grants table was an topic of concern -- questions included who would get credit for the grant, how will the grant appear, how can grants be structured, and how will fair representation be ensured? Jeff Norcini suggested providing a text box for faculty to describe their contributions to the grant. Dorota Haman expressed concern over faculty fighting for credit and supported the notion of a text box. She does not want dollar by dollar figures. Richard Miles agreed with using a text box and that dollar amounts should not be divided among faculty. Haman wants to know where the text will fit. Larsen stated differences of availability on screen versus availability on reports. Israel suggested that the reporting system should not be structured to discourage collaboration. He said there is a need to educate users about appropriate use of the Unifas data. Phyllis Gilreath said to keep it simple and add a cooperator role. Bobbi Henken using check boxes for roles instead of an open text box. Larsen suggested providing normalized response options with a place for comments. Other comments included limiting the size of the text box, keeping collaboration, allowing teamwork to come through with text boxes, giving investigators a place to explain and understanding the dollar value of the true grant. It was also noted that Unifas is not an accounting system and the allocation of funds would be done in another office. **The consensus of the group was to not allow number to be editable and not use the terminology "my dollar amount"**.

Bill Larsen discussed the publications clean-up project. He noted that one problem is that journal articles and journal names are sometimes the same, as well as the problem of variations in some journal titles. Another problem is that faculty names are being entered as external authors rather than selecting from the Unifas author list. Larsen is using titles from Web of Science, Scopus and Pub Med to validate titles in Unifas. According to Israel, keywords are not being used by many faculty in searching for journal titles. Larsen is concerned with getting the correct journal title. Israel noted that one idea is to have a publication coordinator from each department. Larsen noted that a lot of the problems are fixable by the faculty themselves. Jeff Norcini feels the faculty should be responsible for entering information accurately. Richard Miles suggested a pop-up window, such as is this a journal name or article you want? Others suggestions were to use drop-down lists, have error check for title and notification at time of input, and links to find official names. **The consensus was the faculty should be held responsible for accuracy.** Betty Miller suggested a time limit for correction with an elimination of record if not corrected.