

**Unifas Advisory Committee**  
**Minutes for June 19, 2006**

Attending: Glenn Israel, Jeff Norcini, Betty Miller, Bob Swett, Bobbi Henken, Bryan Terry, Bill Larsen (Unifas), Tyann Haile

Glenn Israel called the meeting to order. Israel reviewed information that was emailed to members prior to the meeting. The minutes of the last meeting on April 27, 2006 was approved.

*Publications policies, issues and recommendations* -- Members discussed the definitions provided by Glenn Israel. He noted that "Media Release" was added to the list to allow for instances where faculty are interviewed or quoted. Bill Larsen stated that the definitions were derived from the Tenure and Promotion categories. Jeff Norcini asked how the definitions will be available for users. Bill Larsen said the definitions will be available as hint text. Norcini also asked clarification on the distinction between the Lecture and Paper Presentation definitions. The abstract definition was also a concern to Norcini. Bill Larsen discussed the classification overlap and clarification with categories. Bob Swett suggested providing taxonomy that says this is how to do it at UF. Jeff Norcini said some faculty have the question "where do we put things?" The group discussed that faculty interpretations are often different what is presented at a Unifas training. Jeff Norcini suggested providing a decision tree with clearer definitions. Bobbi Henken suggested giving examples (similar to those included in fact sheet on Extension Clientele Contacts).

Policy on reporting publication revisions -- Glenn Israel noted that EDIS publications are to be reviewed every 3 years and many are revised annually. Jeff Norcini suggested that major revisions should each have an entry but minor revisions should not. **There was a census that only major revisions should be reported as publications in Unifas.** The question was "who will decide how to count the publications?" Bob Swett suggested considering an edition field which would include the original date and revision. Glenn Israel said he did not think information on the complete revision history was available in EDIS. Israel also noted that some fact sheets in EDIS are also printed in a collection (e.g., the Florida Lawn Handbook) and asked whether these should be reported as two publications. **There was a consensus that EDIS fact sheets in a collection should be reported once in Unifas and the editor's role for the collection is also a distinct accomplishment.**

Publication issues for annual reports – Glenn Israel explained that publications which are accepted or in press will be included (based on Tenure and Promotion guidelines) in the Unifas report. Israel noted that the publication date must be updated after final publication. There were no suggestions for changing this process. Israel added that comments are not used for citations in the annual reports. Bob Swett said the comment field should only be for the authors.

*Policy on access to data in UNIFAS* – Bob Swett stated he would like an open system with the exception of personal information. Jeff Norcini agreed. Glenn Israel asked which information should be considered private. Israel also noted that there are some faculty who would not want information available, for example specific information in CRIS research projects. Bob Swett said that he would like to see the information at some levels, such as a nontechnical summary so

that you can find out what people are working on. Bobbi Henken questioned the honesty of some reports and noted that low performers might complain about others being able to view the reports.

Glenn Israel asked what committee members would like to see if logged into UNIFAS. Bobbi Henken would not want everything available. Betty Miller said the information is in public domain with, perhaps, the exception of research. Jeff Norcini suggested faculty should be told not to put information into the CRIS report if the person does not want it to be accessed. Bob Swett was concerned about external audiences gaining a competitive advantage if information is available to the public. **There was a consensus that Unifas information should not be accessible to external audiences and that it should be made available internally through UFAD or the Unifas log in.** Bobbi Henken also suggested having the introductory screen in Unifas to state who is has access to information.

*Recommendations for unit-level reports* – Glenn Israel reported that information from the Unifas was being used, for example, a publication report for Dean for Research and a draft unit report. Bobbi Henken suggested that unit-level reports should be user-friendly; Henken added that she liked the unit report from the FAS system. Jeff Norcini suggested including grants, in-service training, and extension contacts in unit reports; Norcini also said he was concerned that the data is not entered accurately by many faculty. Bryan Terry noted that improvements in the system will include search tools for finding suspect data; Terry also noted that revising the Extension curriculum builder should solve data quality problems in the reports. Betty Miller suggested that reports could be organized by subject matter areas, county level contacts, and activity reports. Miller added that she wanted to give this more thought. Due to limited time for the meeting, Glenn Israel suggested that discussion of the topic continue at the next meeting.