

**Unifas Advisory Committee  
Minutes for March 27, 2006**

Attending: Glenn Israel, Emilio Bruna, Phyllis Gilreath, Jeff Norcini, Betty Miller, Tom Obreza, Richard Miles, Bob Swett, Bobbi Henken, Bryan Terry, Bill Larsen (Unifas), Tyann Haile

Glenn Israel called the meeting to order at 1 pm. Israel reviewed information that was emailed to members prior to the meeting.

The minutes of the meeting on March 9, 2006 were approved.

Glenn Israel asked for the committee's preferences for communicating with the Vice President and Deans. Tom Obreza suggested sending the minutes. Jeff Norcini suggested an abbreviated form of the minutes that would be bulleted and only one page with a focus on plans and accomplishments. Glenn Israel said that he will draft the one page report and send it.

*Feedback on "What is Unifas?" fact sheet* -- Based on committee input form March 9<sup>th</sup>, Glenn Israel worked with Howard Ladewig to draft the fact sheet. Jeff Norcini asked for clarification on what mandates affect research and the information about research that is used in reports. Emilio Bruna wanted the names of laws or programs included and specifics on what information is required. Bruna also suggested clarifying how the Tenure & Promotion report is used in creating the final packet. Tom Obreza liked the 2-page length; he suggested cutting down the information on the modules. Betty Miller said the description of sharing information among co-authors for publications and team members for extension is confusing in the Design and Reporting Section. Glenn Israel said he would work with Howard Ladewig to make revisions and re-send it to the committee.

*Teaching data clean-up* – Glenn Israel summarized the issues as: 1) incomplete Student Assessment of Instruction data from the UF Office of Academic Affairs, 2) incomplete information on courses taught from data in the instructor workload file, 3) unclear and inaccurate information on independent study and research courses for course taught, and 4) inability to correct historical data in the instructor workload file(except for the current semester). Israel stressed the need for Administration to help get other parts of the University to address data issues. He noted that the retirement of Victor Yellen from Academic Affairs office might provide an opportunity to get the instructor evaluation data. Israel also reported that some of the problems with missing course information were because the faculty member's department was missing or incorrect in the Instructor Workload File. This problem may be resolved by the Registrar's Office.

Another problem that Israel brought out is that faculty does not see the data until after it is entered into Unifas and that this happens after the Registrar's Office "locks" the data. Israel described the process for entering the course information in his department. Israel said that faculty members need to review what they are teaching each semester to ensure that it is accurate. Israel asked the committee for their views on which procedure to implement faculty review of current teaching: 1) work with CALS administration to have the departmental contact person to generate a report for each faculty member to review or 2) load information with Unifas then send emails for faculty to check what has been entered. Emilio Bruna said that he preferred the department-level process. Richard Miles agreed and said that it allows for one-on-one contact with the department to ensure a corrected version. Bob Swett wants to make sure it is a

requirement for all departments. Miles suggested that a departmental staff person could use a check list of faculty and keep the solution in the department.

When discussing the inability to correct historical data, Glenn Israel commented that the Registrar's Office was concerned with keeping their data compatible with the data sent to the Board of Governors. Israel commented that there would be the difference in the Register's Official Data versus Edits in Unifas, with the question being "who makes the changes?" Jeff Norcini suggested that this is not a battle worth fighting with the Registrar's Office. Israel said one solution is for PDEC to have a copy of the original data from the Register and then make changes in Unifas. Bill Larsen said that the authority in making changes at various levels needs to be determined. Glenn Israel said that a goal is to minimize editing by faculty. Emilio Bruna suggesting having individual faculty review and approve their data. Bill Larsen suggested having a departmental contact for editing the data rather than the individual faculty member. Emilio Bruna mentioned departmental differences must be taken under consideration. Richard Miles said he does not like the fact that there are known errors within the system and changes are not made. Miles stressed getting his problem corrected and discovering where the errors are coming from and suggested that someone should sit with each faculty to correct the data. Miles does not agree with the fact that Administration is aware of the errors and not correcting them. Bryan Terry stated we should correct the errors in Unifas and tell the Registrar to correct theirs. In sum, there is consensus for correcting data in Unifas.

*Publications/Grant modules proposals* – Glenn Israel reviewed the Grants and Contracts module in Unifas and noted it has two tables. Israel wanted to know the committee's preference for the structure of this model. Jeff Norcini wanted it organized more like the Publication section. Glenn Israel noted that a re-structured grants table would work much like publications. Tom Obreza said he would like a description columns added to the DSR. Bob Swett said that he wanted editing capability for all of the fields in grants and contracts. Phyllis Gilreath and Betty Miller agreed that one table will reduce confusion. There was a consensus for re-structuring grants and contracts into one table.

Glenn Israel reviewed three options for data entry and editing in publications and grants: 1) modify current screens to minimize navigation errors, 2) create "Wizard" step-by-step forms for all data entry, and 3) create Wizard forms for new entries and provide full data form for editing. Jeff Norcini said he liked the tabs because it is logical and easy to follow. Tom Obreza said there was a problem with the selection of journal names and that the duplicate names need to be cleaned up. Bill Larsen suggested having an option of searching or entering a journal name with the key search string. Jeff Norcini suggested providing an alphabetized list of journals in a drop-down menu to facilitate selection. Richard Miles suggested entering new publications by asking questions such as is the publication refereed or non-refereed with yes and no responses. Miles added that faculty members need help in determining which category to enter a publication. Phyllis Gilreath disagreed with the question approach and said that it is cumbersome and time consuming. Gilreath said she favors drop down menus suggested by Obreza. Tom Obreza said Unifas needs to have a librarian to give the official name and to use the names already in the system as a starting point. Obreza noted that 90% of the names are probably already in the system. Phyllis Gilreath said that users need to be able to add titles and suggested cleaning up the system yearly. Larsen suggested coordinating this at the department level. Bob Swett suggested using a library search for titles. Tom Obreza said there is a need to be able to sort publications and he noted that he had a problem with the scrolling and said you need to be able to see everything with the screen layout. Richard Miles suggested creating the form to require

users to put in all the necessary data. Phyllis Gilreath reported refreshing problems which slows down transmission speed in Manatee County. Bobbi Henken suggested that Unifas add Author and Journal title favorites. When asked about the similarity to publications, Jeff Norcini said he liked the tab format. Richard Miles said to keep it simple. Bob Swett advocated using a consistent format for publications and grants. In sum, most committee members favored using tabbed forms for inputting publications and grants.

*Extension Curriculum Builder and Focus Teams* -- With the Curriculum Builder, Bob Swett expressed concern that the outcomes and impacts were defined inconsistently. Phyllis Gilreath agreed and said that agents are having difficulty finding categories that fit their work. Betty Miller said there is a need to revise the outcomes and impacts. Tom Obreza said that leaders have not notified agents and specialists about the process for making changes; he also noted that more guidelines are needed for the content of the menus. Glenn Israel reminded those who will be attending the Focus team retreat on April 3. Tom Obreza also will be attending.

*Other business* -- Tom Obreza would like to be able to look at others reports to see what people are doing like the old FAS system allowed.

Several committee members said that equal consideration needs to be given to the problems associated with the different components of Unifas, i.e., not emphasizing some over others.

The next meeting will be scheduled in 4 to 6 weeks.