

Unifas Advisory Committee

Committee Purpose

- To review policy issues concerning the Unifas software, and where appropriate, recommend policy changes to the VP/Deans for final approval
- To provide feedback for Unifas contractors on the functionality of the software from the users' perspective
(Unifas needs to know the priority improvements needed for each module in the application)

Committee Composition

Name	Unit	Area	Teaching	Research	Extension
Bobbi Henken	FSHN	Teaching	50	50	0
Richard Miles	AnSci	Teaching	30	70	0
Emilio Bruna	WEC	Teaching	40	60	0
Jeff Norcini	QCY/EH	Research	5	70	25
Dorota Haman	ABE	Research	5	70	25
Bob Swett	FAS	Extension	0	30	70
Phyllis Gilreath	Manatee	Extension	0	0	100
Betty Miller	Leon	Extension	0	0	100
Tom Obreza	SWS	Extension	0	30	70
Glenn Israel	AEC	<i>ex officio</i>	15	25	60
Bryan Terry	AEC	<i>ex officio</i>	--	--	--

Background

Reporting requirements

- State-level funding formula (RDUs = f(materials prepared & extension contacts))
- Federal-level AREERA (1998) for Multi-state and Research-Extension Integrated work (25% of federal funds)
- UF Tenure & Promotion and IFAS Teaching T&P guidelines
- Quick-response time to requests by IFAS lobbyist Cindy Littlejohn in Tallahassee

Unifas design principles

- Comprehensive database to include functions performed by faculty – teaching, research, extension and service
- Database structure for single entry of information & multiple uses (e.g., reports)
- Never enter what can be derived: use existing data sources
- Data errors should be corrected at the source (e.g., DSR or grad school)
- Shared data among users, so that one user enters and many see and use
- Use “normalized” data whenever possible

- Standardize information through drop-down menus, radio buttons, and field formats

Unifas Development Timeline

- Initial version tested head-to-head with fas2 in January, 2005, with faculty testers recommending Unifas
- Program rolled out to IFAS faculty users in late January, 2005, for preparing the 2004 annual report

Changes since March 2005

- Reports in Word
- Revised Publications module
- Research project module modified
- International activities menus added to Other Activities in Personnel
- Developed screen/database changes for POW
- Developed for POW report (released on 12/5/2005)
- My Reports module added 12/16/2005
- Developed tutorial videos (<http://pdec.ifas.ufl.edu/unifas/tutorial/>)
- Personnel data (name, unit, rank, appt. date) and DSR updated on 12/29/2005
- Summer 2005 semester courses & evaluation data added 1/2/2006
- Graduate student committees updated on 1/24/2006
- EDIS library publications data added on 1/24/2006
- CRIS progress reports for 2004-2005 added on 1/30/2006
- Fall semester courses and evaluations added on 2/4/2006
- Report enhancements made on 2/3/2006

PDEC's Project List

- Load Graduate student and UF faculty names for use as authors, Co-PIs, and extension program team members
- Complete development of procedures for loading external data via xml and institute regular updates