Indiana State University

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TO: ISU Faculty

FROM: Richard B. Williams
                Provost and Vice President for Academic Affairs

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SUBJECT: Faculty Activity Database

On November 8, a letter was sent to all faculty regarding the implementation of a new faculty ePortfolio software. After careful evaluation and research, a contract was signed for the purchase of a three-year agreement for the product Activity Insight. This has been rebranded by ISU and will now be referred to as the *Faculty Activity Database (FAD).*

Since August 2013, the implementation and support team, led by Susan Powers, Associate VP Academic Affairs, has been working hard to configure the software to fit the needs of ISU and to automatically feed as much data into the system to help alleviate the task of faculty needing to manually enter all activities and accomplishments. During the months of January and February, faculty representatives from across all colleges were asked to beta test the system and input activities. Feedback from this group and report testing was important in making revisions and assessing ease of use and the accuracy of data. The implementation team also worked with Activity Insight to migrate faculty data from the previous use of the tool, before 2010.

This coming Monday, March 3, the FAD badge in the MyISU Portal will be made active for all current faculty. Training sessions will begin the week after faculty return from spring break. Faculty, deans, department chairs, and administrative support are all encouraged to sign-up for a training session by visiting http://challenger.indstate.edu/workshop/facultyactivitydb/. Training will continue throughout the summer with the goal to have all faculty actively using the software by Fall 2014.

What types of data will faculty be asked to enter and how far back?
For annual reporting purposes, the Provost Office is asking faculty to input research, and service activities starting from the 2013/14 academic year onward. Additionally, while scheduled teaching will be automatically loaded, you will also have the opportunity to upload associated teaching documents and other related teaching activities. Specific colleges or departments may have a need or requirement for their faculty to enter activities prior to this date. The goal is to have a continuous, up-to-date database of faculty activities that colleges, departments, and the university can use to generate reports on an as-needed basis. Faculty are encouraged to enter activities, such as research and service activities or awards, as they occur throughout the semester, rather than a one-time load or update at the end of each academic year. In Fall 2015, faculty biennial reviews will be conducted via data entered into the FAD.

More information about the details of the implementation and roll-out of the FAD can be found at: http://www.indstate.edu/academicaffairs/eportfolio/index.htm Communications will continue to be sent out to the campus community about this new tool and upcoming training events.

Questions can be directed to Susan Powers (susan.powers@indstate.edu) or Marsha Miller (marsha.miller@indstate.edu).