**Digital Measures**

**FAQs and Instructions**

**Frequently Asked Questions**

**What is “Digital Measures?”**

Digital Measures (DM) is a data management system used within higher education institutions. It is essentially a showcase for faculty teaching, research, and service activities—which provides a meaningful, efficient way to manage information. This software, considered the “gold standard” for software in higher education, is currently being used by more than 400 schools and colleges, and it has been customized for the College of Community and Public Service. DM is compliant with the Family Educational Rights and Privacy Act (FERPA) and the Americans with Disabilities Act (ADA).

**What is an “Activity Insight?”**

An annual Faculty Activity Report (FAR) and other customized reports and documents can easily be generated from the information within DM to better showcase one’s work. By allowing faculty to input information over the course of the year, it should significantly alleviate the burden of collecting, organizing, and formatting this information all at once when the FAR is due.

**What are the advantages to DM?**

 Faculty can access the database 24/7 from any computer with an internet connection to enter information about their activities. If activities and accomplishments are recorded regularly throughout the year, an end-of-year report can be easily and quickly printed.

 Enter data only once, and use it to generate different kinds of personal reports/documents (e.g. an annual Faculty Activity Report, a curriculum vita, and tenure/promotion documents).

 Instead of continually querying faculty for information about their activities, the unit head or dean can use the database to gather the information quickly and generate reports for accreditation bodies, faculty awards received, assessment,

memberships in professional associations, etc.

 The DM database will allow us to more easily identify areas of faculty interest, expertise, and research so that we can better publicize possible funding opportunities, facilitate collaboration across the college, and advocate for additional resources.

**Who can access my data?**

The following individuals will have access to your data:

1. You

2. Your unit head or his/her designee

3. The CCPS Dean’s Office

4. CCPS Personnel Committee Members

5. Provost Office

**How will the data be used?**

 Data entered can be used by the faculty member to generate an annual Faculty Activity Report, a Curriculum Vita, or other specialized individual reports such as a list of all papers delivered, all unit service activities, etc.

 Unit heads can use it to generate reports about various activities of their unit’s faculty (faculty publications, memberships, governance positions held, etc.) Such information is periodically requested by the administration, and by using DM, the unit head can compile the information more quickly—without having to query each faculty member.

 The Dean’s Office can use it to generate reports about the various activities of college faculty. Such information is periodically requested by the administration for purposes of accreditation or publicity. It is also used in the college’s publicity and advancement efforts.

 The data will be for individual or for aggregate purposes only.

**What about proprietary information, intellectual property, or research that is not yet part of the established body of literature?**

Faculty members enter only the information they wish to enter. If a project is sensitive or proprietary, there is no need to include it. One can, if one wishes, indicate any work in progress by simply providing a general identifying title. *Faculty should only enter information for which they would like to receive credit.* For example, should a faculty member publish, he/she should enter the citation, abstract, and where feasible, a copy of the published document (i.e. upload files as supporting evidence.)

**How secure is the data?**

 All data collected over a 128-bit SSL-encrypted connection

 Servers are stored in an IBM-owned and managed datacenter

 Locked, caged server room protected by armed security guards who are present at all times

 Servers are firewalled and located behind an intrusion detection system

 Redundant fire suppression and climate control systems used at all times

 Redundant power and internet connections

 Secure nightly backups to five geographically-dispersed locations owned by IBM

and Iron Mountain

**How many years’ worth of data must be entered?**

Now that DM has been adopted by nearly all the GVSU colleges, CCPS is requiring faculty to use DM to generate their annual FAR. The more a faculty member uses it and the more data they enter, the more complete, accurate, and useful all the reports will be. The amount of work a faculty member must complete to use DM is strongly correlated to the number of years of historical data they enter.

Vita information for regular faculty was entered into DM during the summer of 2011 by the Dean’s Office. Also, the GVSU Information Technology Office uploads Scheduled Teaching information each semester from Banner. It is the responsibility of each faculty member to review his/her DM account to ensure organization, check for accuracy, upload supporting documents, and submit updates.

Faculty members will enter their data themselves. They can (and should) update it at any time (e.g. changing the status of a publication from “under consideration” to “accepted” or “forthcoming”). Data for a faculty member reflects only what he/she has chosen to enter. No changes will be made to the data except those made by the faculty member.

**Who can provide me with technical support?**

The DM system is relatively simple, intuitive, and easy to use. There is an online tutorial, and a set of instructions and other aids will be posted and available to everyone. Anyone who has problems or questions can contact the CCPS Dean’s Office