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 (all publications, all association memberships, all governance positions held, all awards and honors received, the range of academic degrees held by college faculty, etc.). 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. *It will not be used to draw comparisons between faculty members or units.*

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 in their workload.* 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, upoad 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.

Doesn't DM duplicate the COS (Community of Science) database that the Research & Development office is asking faculty to use?

The GVSU Faculty Expertise database contains profiles of GVSU faculty members and research associates from all disciplines. Each profile includes a first-person description of creative interests and expertise as well as biographical information. The Community of Science (COS) maintains these profiles and makes them available on the web to member educational institutions as well as to member corporations and government agencies. Members of the GVSU community using COS can readily identify persons with requisite creative interests and expertise for potential collaborative or consulting relationships. Universities, corporations, and government agencies that are members of the COS Scholar Universe can identify GVSU persons and programs for potential research funding and collaboration. The GVSU community has free access to specialized COS databases such as *Funding Opportunities*, the agency award databases, *U.S. Patents*, *Federal Register*, and *FedBizOpps/Commerce Business Daily*. The COS Scholar Universe sends customized weekly **Funding Alerts** to each GVSU faculty member who has completed an expertise/funding interest profile.
A COS profile differs from DM in three significant ways:

- All faculty members at GVSU can create a profile in COS.

- DM Profiles are used in part for performance evaluation of faculty, whereas COS profiles are used to enhance collaborative research opportunities.

- DM profiles can be viewed by only a limited number of CCPS individuals and administrators. COS profiles are available to a worldwide audience.

Who can provide me with technical support?

The DM system is relatively simple, intuitive, and easy to use. There is an on- line 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.
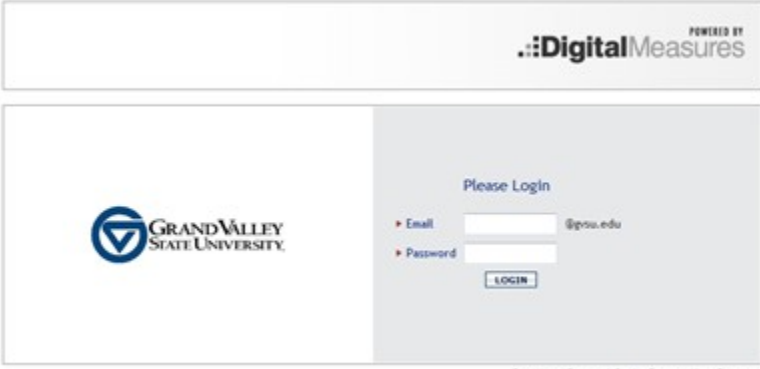
Instructions

Login

1. To login, go to:

   https://www.digitalmeasures.com/login/gvsu/faculty/authentication/showLogin.do;
   jsessionid=2684B4FB8C31B66E2BAD33AC935AB30C?shce=1

   OR

   Go to the CCPS website (www.gvsu.edu/ccps) and scroll down to the "Faculty and
   Staff Resources" tab. This tab includes a sub-menu entitled "Digital Measures,"
   which also includes a link to the DM login page.

   The initial DM login page:

2. Login using your GVSU username (the part of your GVSU email that comes before
   @gvsu.edu) and your network password—the same way you login into your network-
   connected computer.

3. You will see a "Manage Your Activities" screen that looks similar to the screen
   shot below:

Right under **"Welcome, [Your Name],"** there are two extremely helpful introductions:

Watch a video or download a guide on how to manage your activties.

Both the 7-minute video and the guide are very helpful and are highly recommended. A longer, 16-minute demonstration video is also available at:

http://www.digitalmeasures.com/aifdemo/

**Some basic information (e.g. your office number and telephone, your degrees, and the courses you have taught
in recent years) may have already been uploaded into DM. It
is wise to double-check this pre-loaded data and to correct any
errors.**

Entering Data

To begin entering data, click on one of the links on the main screen. This will bring up a screen that allows you to enter various information, as seen in the "Personal and Contact Information" screen below.

Wherever there is a "drop down menu" with a down arrow (▼) on the right (e.g "Prefix" or "Building Where Your Office is Located"), clicking on the down arrow will bring up a set of choices for you to select from. Otherwise, you type your information into the appropriate box. Skip any item that does not apply or that
you wish to leave blank.

> **After you are finished with each screen, make sure you <u>save your work</u> by clicking the SAVE AND RETURN button at the lower left on the screen.**

When you return to the Main Menu, choose another screen to complete.

Using the Pasteboard

If you click on the "Pasteboard" tab at the lower right corner, it will bring up the Pasteboard at the bottom of the screen.

Using the Pasteboard will greatly expedite your data entry. The pasteboard interface provides a convenient place to store "working content," typically copy- and-pasted from another document or file (such as your vita). Placing your "working content" in the pasteboard reduces the need to switch between multiple applications during data entry. Once text is in the pasteboard, pieces of that text may be selected, then copy-and-paste or drag-and-drop into the appropriate field above.

For example, you can paste sections of your vita (or the entire vita) onto the Pasteboard, highlight a particular selection "(for example, the title of one of your publications or the name of a journal), and paste it directly into the data box rather than retyping all this information. Unfortunately, it is not possible to upload an entire vita into DM. Since it is a database, different data must be entered into different fields.

Hide the Pasteboard again by clicking on "Hide."

Pasteboard