Digital Measures Screen Descriptions

Please keep in mind that your college may not choose to utilize all screens. This will mean that some of the screens may not appear on the main menu of your Digital Measures account.

Additionally, your college may have added screens and/or fields based on your specific requests based on data needs.

General Information Screens

The General Information Screens are designed to capture information which deals with administrative and background data for the faculty member.

**Personal/Contact/Tenure Information:** Each Faculty member has one record. This screen describes faculty member personal and contact information, interests, languages and dates for start, tenure and separation. There is a section completed by the faculty as well as one completed by an administrator.

**Semester Administrative Data:** Each active Faculty has one record for each semester. At the start of each semester programs is run to “Carry Forward” or copy the past semester to create the next. The Department Chair updates this information for each faculty to account for changes to administrative rank, professional responsibilities, course releases, sabbaticals, etc.

**Academic, Government, Military and Professional Positions:** These are non-Boise State administrative positions. Each Faculty will have one record for each position. This screen describes the position, organization, title/rank, description, plus start and end dates.

**Administrative Assignments:** Designed for input of information regarding a position that is an assignment within Boise State. Titles include: Dean, Assistant and Associate Dean, Chairs, Associate Department Chairs, Directors, Associate Directors and Other.

**Education:** Each Faculty will have one record per degree recorded. Describes the degree, institution, major, advisors, and year completed.

**Licensures & Certificates:** Each Faculty will have one record per license or certificate. This screen describes the title, sponsoring organization, scope, description, and dates obtained and expiration.
Teaching

The Teaching section is divided into regular scheduled courses, direction provided to students pursuing individualized study, non-credit courses offered, and overall academic advising.

Scheduled Courses: Records for each for-credit course taught are uploaded from official data. The basic data is uploaded toward the end of each semester and marked read-only. It includes term and year, course title, enrollment credit hours, delivery mode, etc. There are also fields for faculty to optionally elaborate on various aspects of the course such as: assistance with course, if it is a new prep or has substantial changes, plus open ended questions regarding significant innovations, teaching material development or student research involvements. A syllabus may be uploaded.

Faculty are strongly encouraged to review their data toward the end of each semester to ensure that all classes from that semester appears and that the data for each is correct. Send an e-mail to digitalmeasures@boisestate.edu if corrections are needed.

Directed Student Learning: Captures information that elaborates on activities where faculty work one-on-one with individual students. Typically, this involves independent study or thesis credit where the faculty member is overseeing a product the student is producing. However, individual work with students that is not associated with a course is also included here.

Non-Credit Instruction Taught: Describes non-credit instruction that falls outside Scheduled Courses, such as certification classes, continuing education, Osher, executive education, non-credit workshops or seminars. The audience may be internal or external to Boise State, and academic or professional. Description and dates are also included.

Academic Advising: For a given academic year, this describes the number of advisees that are assigned, advised and met, plus the approximate number of hours spent advising students. This includes Undergraduate and Graduate students.

Research

The Research section makes a fundamental distinction among publications--journal articles versus other referenced works. Another distinction is that of activities that are performed at conferences—such as presentations or workshops. If a conference paper is published, that is entered under Other Works. Further distinctions are clearer, such as performance and visual arts, projects that are in progress (ie. A pre-submission phase), and intellectual property. Grants and contracts are divided between those that are tracked by the Office of Sponsored Projects, and those that are not.
Research/Creative Activity Projects Currently in Progress: This screen allows a faculty to track projects that are under development. Describes the project title, description and status, lists the collaborators (including students), and elaborates on the faculty role. The faculty who initially creates the record retains editing rights, although other Boise State faculty collaborators will view the record as read-only. Upon completion, an end date is entered.

Publications - Journals: This screen is exclusively for articles published in journals. It includes all of the publication citation information for the article and journal, plus dates for submitted, accepted and published. The first author will auto-populate the record for other authors by completing his/her record. Please respond to the ScholarWorks question to let us know if you want this contribution to be loaded into ScholarWorks.

Publications - Other Works: This screen is for published and referenced works other than journal articles, such as books, conference proceedings, textbooks, instructional materials, musical compositions, plays, essays, software, etc. It includes all of the publication citation information for the work, plus dates for submitted, accepted and published. Please respond to the ScholarWorks question to let us know if you want this contribution to be loaded into ScholarWorks.

Conference Papers, Presentations and Invited Lectures: This screen is for Conference activities, including presentations, poster sessions, symposia, workshops, etc. Describes collaborators, abstract, scope, type of meeting, position and role, whether it is published and peer reviewed, as well as dates for submitted, accepted and presented. If the presentation becomes a Conference Proceeding, faculty should create a record within the "Publications-Other Works" screen.

Sponsored Grants and Contracts: This screen contains mostly read-only records concerning grants and contracts uploaded from Office of Sponsored Programs (OSP) data. There is an area at the bottom of the page where faculty may fill in the abstract. The screen describes project type, sponsor, status, investigators. All related project submissions and awards are included, with the amount, type and start/end dates. The overall project start and end date is shown.

Non-OSP/Pre-2008 Grants & Contracts: This screen is for grants and contracts for which funding originates or passes through the University, but that are not tracked through the Office of Sponsored Programs as well as those grants which have been submitted through the Office of Sponsored Programs and have a date pre 2009. Describes title, status, abstract, investigators, the amount requested and awarded, and dates for request, award, start and end.

Supporting Grant/Contract Roles: This screen is used by faculty to enter their information when they participated in a supporting role to other investigator's grants and contracts work. Describes title, status, abstract, investigators, the amount requested and awarded, and dates for request, award, start and end. A special report called,
"UNIV-ALL-Grants/Contracts Supporting Role Data Report" is run so that details of the grant or contract activity may be entered into the record.

**Intellectual Property:** This screen tracks information about intellectual property, such as copyrights or patents. Describes the IP, abstract, type, nationality, inventors, licensing, and date of the copyright or patent.

**Service**

The category of Service is broken down into three general areas: Service to Boise State, Service to Profession/Discipline, and Service to Community. We have further broken out two service sub-types: Editorial and Review Activities are a sub-type within Profession/Discipline Service, while Consulting is a sub-type of Community Service.

**Service to Boise State:** Designed to record faculty service activities for departments, college and university. Some types of service include chair or dean assignment, center director, committee chair or member, event chair, student organization advisor, internal grant reviewer, workshop presenter. Describes the service type, elected or appointed, compensated or pro-bono, approximate hours, responsibilities and accomplishments, start/end dates.

**Editorial and Review Activities:** Captures information for service to the profession that involves editorial and review responsibilities. Examples include service as a journal editorial or reviewing grants, articles and presentation proposals. Faculty members enter one record for each activity with the time flexibility.

**Service to Profession/Discipline:** All other types of service to one's profession or discipline are tracked in this screen. This might include committee member, conference organizer, session chair, organization officer, program organizer, or tenure reviewer. Describes type of service, location, scope, compensated or pro bono, start/end dates.

**Consulting:** Consulting is defined as work done for an organization that is contracted directly between the faculty member and client organization; it does not go through the University. The consulting may be provided through a University program. Describes client, location compensated or pro bono, estimates of hours spent during the contract period and off-contract, start/end dates. One major difference between "Service" and "Consulting" is that in "Consulting" faculty is generally paid.

**Service to the Community:** Captures information on service performed for the community where the faculty member's expertise is still utilized. Examples include serving on the board of a local non-profit, making a presentation to a civic organization, etc. Faculty enter one record for each activity.
Other

**Awards and Honors:** This screen tracks the accomplishments of faculty with regards to awards and honors that they receive. Describes the organization, the scope of award, date received and description.

**Faculty Development Activities:** This screen is for the faculty to record activities that serve to develop their knowledge or skills. These might include attending tutorials or workshops, participating in faculty fellowships or internships, or pursuing other types of continuing education. Describes the activity, sponsor, credit hours, estimate of hours, start/end dates.

**Academic & Professional Memberships:** This screen is to record a faculty academic or professional membership. Describes the organization, leadership position, scope, start/end dates.

**Media Contributions:** This screen is used to track all media activities and contributions, in Radio, Newspaper, Television and Internet. Describes the media, type of contribution, description and date.