DIGITAL MEASURES – TIP SHEET

Digital Measures captures a tremendous amount of information that is used for numerous reports throughout the year, and especially at the time of review for maintenance of accreditation, both for AACSB and SACS (university accreditation). Following is an overview of the primary data entry screens that have caused some confusion or frustration. These are being covered in work sessions with faculty, individually or in groups.

To access your Digital Measures account, follow this path:

Go to: Poole College website: poole.ncsu.edu
Then go to:
> for Faculty & Staff (this is above the college’s top horizontal navigation bar)
Then go to: Digital Measures (in the left navigation bar, 5th item down)

When that page opens, click on the link in the first paragraph to go to the college’s DM account.
Then enter your NC State Unity ID and Password. That will open your DM account.

Once in DM, you will see links to all the data entry screens in list form

[NOTE: DM is getting ready to implement a new display with a less busy presentation.]

Fields that required updating at least annually; ideally, quarterly

SCHEDULED TEACHING: information about your role in the academic courses you teach

Teaching is tied to credentials, so the university has moved this screen to the Faculty Credentials area in DM. About Scheduled Teaching: Basic course info is uploaded by Poole College using data from NC State’s Registration and Records office. [NOTE: An error occurred this spring which caused duplication of scheduled teaching files; one set has a 3-digit section number; the other, a 1-digit number. The latter is being deleted; it may be gone by the time you read this. If not, please work only with the 3-digit section number record.]

For each course taught in the past academic year

- Click the pencil icon to open the file
- Complete fields that contain no data, including:
  - Course Level (grad/undergrad)
  - Degree program [MAC, MGIM, GLM, MSCEM are specialized masters]
  - Delivery mode [for distance ed only]
  - Transferable [all our courses are transferable to another university]
  - If meeting times are missing, enter those using the 24 hour clock; enter meeting dates/arranged info if that also is missing.
  - NOTE: fields about qualifying graduate courses, etc., are needed for SACS accreditation, to verify qualifications for teaching the course; you can leave this blank for now.
  - Grade distribution will be uploaded later by Poole College Communications with data from R&R
- In the Editable by Faculty portion, complete all the fields that apply
- Pedagogical innovations/teaching materials: Enter anything that reflects work you did in the past academic year related to improving/adjusting this course
- Enhanced student learning includes guest speakers, company project sponsors, etc.
  - NOTE: Info you enter here is useful beyond your annual review. Poole College needs this information to respond to data requests for university and college reports related to outreach and engagement, innovation and impact. The more complete your record, the more accurately our reports will reflect the great work going on here. Please list company project sponsors, guest speakers, etc.
GENERAL INFORMATION
Enter your activities in the various fields here.
- Note that Consulting info is used to reply to Outreach and Engagement data requests
- Faculty development activities and other categories in this section are needed for some AACSB reports

TEACHING
- Directed student learning could be serving on a dissertation committee or independent study, mentoring, etc.
- Non-credit Instruction would include Executive Education, workshops for organizations, etc. Please complete all related fields.
- New course/curriculum development ... just what it sounds like. Don’t forget to include dates
- NOTE: If you received a teaching assignment for a special topics course after the cutoff for initial data entry into the university system, please contact Anna Rzewnicki to have the course added to your records
- For courses that were co-taught, one of the faculty members must be tagged as Faculty of Record and the other as instructor. Presently, there is no option for co-teaching. Add details about such shared teaching in the descriptive fields. Anna is checking again to see if co-teaching can be added as an option.

SCHOLARSHIP/RESEARCH
- Enter the month/date/year for each data entry that includes month/date/year fields. This is essential for data to appear in reports. [Date info is entered in data fields at the bottom of this screen, but because it is so important, it’s being highlighted here.]
- Select the correct contribution type
- To reduce typing time, open your CV in a Word file alongside your DM screen. Copy and paste publications info from your CV into the Pasteboard at the bottom of the DM Intellectual Contributions screen. You can then highlight text for your contribution fields from the Pasteboard and drag/drop or copy/paste into the appropriate IC field.
- Do not use quotation marks around article titles; do not italicize publication titles, etc.
- What goes where:
  - Title of the contribution: the name of the journal article, book, chapter, etc.
  - If the IC is a chapter in a book or monograph, enter the title of the chapter/IC into the Title of Contribution field, and enter the title of the book/monograph in the field, Title of Larger Work.
  - If it is a journal article, enter the journal article in the Title of Contribution and the title of the journal in the Publication Name field [this appears below the sections for authors and editors]
  - Enter the proper name of the journal, no acronyms or abbreviations; verify spelling. NOTE: DM reports tally up ICs by journal name; each name variation is counted as a different publication, resulting in inaccurate reports
  - If the IC is a book, enter the book title in the Title of Contribution field; complete the volume, publisher and all other related fields below the authors/editors fields
- Apply the appropriate AACSB category
- Complete fields like audience of circulation and answer yes/no questions: Peer reviewed? Publicly available? Scholarly? Each of these is used to sort data for various reports.
  - If not sure whether the publication is scholarly or not, ask your department head
- Update each IC’s record as the publication moves through the stages ... ‘writing to submit’ to ‘submitted’ to ‘invited to resubmit’ to ‘accepted’ to ‘published.’ Enter the MonthDate/Year for each stage
- If the title of the Intellectual Contribution changes in the course of this process, enter the new title as it is changed [Our DM account rep assures us that the data in the record will not disappear. You can add a note in the Abstract/Synopsis section about the name change and why, if you like, as the previous name will disappear from the record.
- Publisher, volume, issue number, etc: enter this when the publication is forthcoming or published
- Don’t forget to update your record when an IC advances from forthcoming to published. Reports pull data for published ICs.
NOTE – something for the future: A change request is under way with DM to make Research Topic be the key identifier for each of your Intellectual Contributions. This will replace ‘Research Currently in Progress,’ which currently does not connect with related research as it moves along. [Note: data from that field will be incorporated into the record associated with the related Research Topic file.]

- Once this is in place, as you complete the various screens in this section [and in Presentations], you will see a list of your research topics in a drop-down list and will be able to connect each IC activity to the correct topic. This is similar to how you can connect funding sources to Intellectual Contributions.
- Once this is in place, faculty activity reports can be configured to show Research Topics and all activities related to each topic in the past year.

SERVICE

- Administrative Assignments: This screen appears in the General Information group.
- Editorial/Review Activities: Fill in the fields; remember start/end dates
- General Service: Complete the fields to accurately reflect the level and quantity of service you provide in various roles, in your department, in the college, on campus and in the community
- Media Relations: This screen is slated for review and hopefully simplification in the future. For now, the only type of activity that needs to be entered on this screen is ‘Interview.’ All other items can go into intellectual contribution screen (data will be transferred when changes are made).
- The only fields that need to be completed on this screen are:
  - Name of article or contribution
  - Name of author (that is you, to identify this item with your record)
  - Name of publication (where it appears)
  - Country of publication (if known)
  - Publicly available?
  - Name of reporter (if known)
  - Result: select from drop-down menu
  - Audience of circulation (if known)
  - Related research [related funded research project]
  - Month/Date/Year published

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