

Tracking Faculty Data with an ERP System

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Session Agenda

- Articulate the issues we faced at Southwestern concerning tracking affiliate faculty data
- Describe the solutions we put in place
- Discuss options we have considered but not implemented
- Generate ideas for addressing similar issues at your institutions

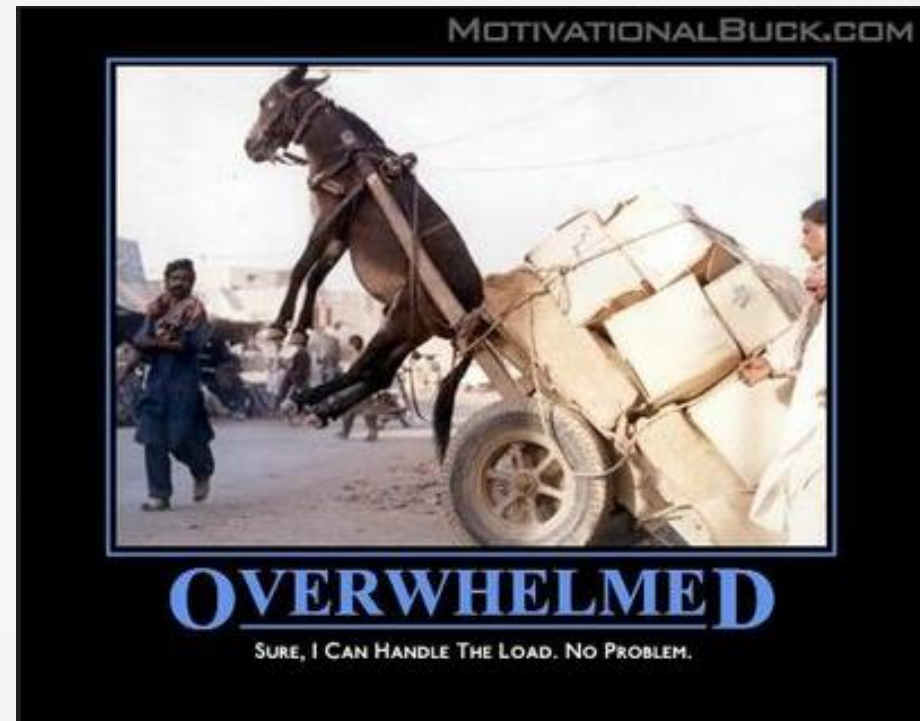


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Defining the Problem

- Administrative staffing limitations
- SCPS uses almost entirely affiliate/adjunct faculty, all part-time with a maximum of 21 credit-hours/year



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Solutions Used

- Use of a new record type enables us to generate a list of current affiliates and their addresses
- Use of the stop list enables us to track performance over time, track trends over time, and flag affiliates who are inactive



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Solutions Used—Examples

First	Last	STOP_REASON	STOP_DATE	CLEARED	CLEARED_DATE
Burrhus	Skinner	D	5/3/2013 00:00:00	Y	3/21/2014 00:00:00
Burrhus	Skinner	C	3/21/2014 00:00:00	Y	8/22/2014 00:00:00
Burrhus	Skinner	B	8/22/2014 00:00:00	Y	12/18/2014 00:00:00
Burrhus	Skinner	C	12/18/2014 00:00:00	N	

Actual stop reasons in use at SCPS are coded. They have been de-coded for simplicity in these examples

First	Last	STOP_REASON	STOP_DATE	CLEARED	CLEARED_DATE
David	Kolb	A	12/3/2014 00:00:00	N	
David	Kolb	A	8/5/2103 00:00:00	Y	12/3/2014 00:00:00



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Solutions Used—Examples

First	Last	STOP_REASON	STOP_DATE	CLEARED	CLEARED_DATE
Jean	Piaget	D	4/18/2013 00:00:00	Y	2/7/2014 00:00:00
Jean	Piaget	D	2/7/2014 00:00:00	Y	3/14/2014 00:00:00
Jean	Piaget	Watch	3/14/2014 00:00:00	Y	6/9/2014 00:00:00
Jean	Piaget	C	5/8/2014 00:00:00	Y	5/21/2015 00:00:00
Jean	Piaget	F	5/21/2015 00:00:00	Y	7/7/2015 00:00:00
Jean	Piaget	Watch	7/7/2015 00:00:00	N	

First	Last	STOP_REASON	STOP_DATE	CLEARED	CLEARED_DATE
Albert	Bandura	C	4/18/2013 00:00:00	Y	5/8/2014 00:00:00
Albert	Bandura	B	5/8/2014 00:00:00	Y	6/30/2015 00:00:00
Albert	Bandura	B	6/30/2015 00:00:00	N	



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Solutions Used—Examples

First	Last	STOP_REASON	STOP_DATE	COMMENTS
Burrhus	Skinner	course not ready	5/5/2014 00:00:00	syllabus and Bboard Su 1
Burrhus	Skinner	course not ready	7/3/2014 00:00:00	Bboard Su 2

Pre-Session Stops



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Solutions Used

- Use of the notes feature enables us to track additional trends

First Name	Last Name	Date	Create Operator	Note Type	Notes
Burhus	Skinner	7/28/2014 00:00:00	JGALLIAR	PSAF	Access reminder JG
Burhus	Skinner	8/28/2014 00:00:00	JGALLIAR	PSAF	final grades late Su214 JG
Burhus	Skinner	5/29/2015 00:00:00	JGALLIAR	PSAF	final grades late Spring 2

- Use of scheduled actions enable us to track Incomplete requests, instructor vacations and instructor preferences



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Importance of Process

- Think about your process from start to finish, and document it
- Possible need to share process/obtain buy-in at the college-level, not just within unit
- Limit code definition distribution

Process: AC Teaching Assignments

Person Responsible: Chief Academic Officer
Person Assigned: Assistant Director of Faculty
Date: June 2013

PROCESS EXPLANATION

Process:

1. In Week 1, pull the PS Teaching Assignment Report from Power Campus for the upcoming session |
2. Once the document is open in your normal desktop, clear the contents of all the cells that say Staff, Staff in the instructor first and last name columns (highlight, right click, clear contents)
3. Cut and paste any courses (that are not second or third sections) with enrollment of fewer than 6 learners onto a separate tab. Send this list to Linda Kissire and Dana Thompson for review—should these courses be canceled, or should you assign an instructor?
4. Save the document on your computer. Close for now
5. Ask Gail for a list of affiliates who passed Affiliate Faculty Orientation in the session that just ended. Ask Ilana for Writing Center facilitator assignments and instructional design opportunities
6. Pull and sort PS Bi-Yearly AF Report from Power Campus
7. Pull and sort PS Course Load Yearly Report from Power Campus
8. Once you have items 5-7, you are ready to begin assigning instructors
9. Are there any special requests (people sitting out, people who prefer specific courses) to note before you begin? (I keep these on my Power Campus checklist)



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Solutions Considered

- Ability to add instructor information at the course-level
- Tracking longevity, campus preference (online/on-ground), highest degree, use of campus services
- Tracking “affiliates” who are not affiliates



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Major Takeaways

- Define the problem
- Figure out who should work on solving the problem; unorthodox pairings might be necessary
- Don't reinvent the wheel
- Can someone else pick up the process and do it?



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What about you?

- What are some of the issues you face with tracking faculty data at your institutions?
- Have you enjoyed success tracking something that has not been discussed?
- Do you have questions about how to implement something we have covered?



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