EXCERPT OF EMAIL FROM PROVOST CARTER
Regarding Digital Measures *Activity Insight*
April 01, 2009

Dear faculty colleagues,

Starting this month, WCU will begin using Digital Measures-*Activity Insight™*, an online tool designed to collect data, organize and build reports on our full-time and fixed term faculty's teaching, research and service activities. Digital Measures is a powerful, user-friendly system that will have benefits both for individual faculty and the academic leadership. Implementation of Digital Measures will be in stages.   Initially, we will work towards data collection in support of state-mandated reporting on faculty out-of-classroom activities (Delaware II); University and College accreditation reporting, and campus-based reporting on faculty engagement activities**.** Over the next year to 18 months, Digital Measures will be fully implemented in support of the planned integration of multiple reporting requirements (AFE, Delaware II, etc.). **All full-time and fixed term faculty will be required to enter data into the system on their 2008-09 activities by September 15, 2009**.

To access the system, go to: https://www.digitalmeasures.com/login/wcu/faculty/ and log in using your regular campus network username and password. If you have trouble accessing the system please email the WCU Digital Measures Administrator at dmadmin@wcu.edu. You may begin entering data into the system immediately, but note that some fields have been pre-filled with data from Banner and some fields are optional at this time. Below you will find a list of the documents attached to this email that will outline in more detail the information that is required at this point.

Attachments [please refer to your email inbox for attachments]:
I.   Quick overview of Digital Measures-*Activity Insight™*
II.   Department Representatives and Task Force members
III.   Instructional Guide (quick navigation instructions and a detailed guide to the screens and required fields; designed to print 2-sided)
IV.   A schedule of April Training Sessions

We have scheduled numerous training opportunities on the use of the system throughout April with additional training planned for summer and early fall. Attendance at the training sessions is not required but strongly encouraged. A list of the April training sessions is attached. To register for a training session send an email to dmadmin@wcu.edu with your preferred date/time. Further, each department has designated a representative that will attend a campus training session and will serve as a departmental resource on use of the system. Each college also has at least one representative on the Digital Measures Implementation Task Force. Your department and/or college representative will be your primary points of contact as we move forward with the implementation. Oversight of the system will be provided by the Office of Institutional Planning and Effectiveness. You may contact Melissa Wargo (wargo@wcu.edu) or David Onder (dmonder@wcu.edu) with general questions about the sytem.

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