YOUNGSTOWN STATE UNIVERSITY
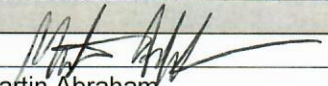
Template for Strategic Investment Funding Proposals, FY 2018

Proposals must be submitted to the YSU Budget Office, no later than February 1, 2018

Section I: Proposal name and contact information

Title / name of proposal:	Investing in YSU Faculty Activity Reporting (Digital Measures)
Contact person name and title:	Kevin Ball, Associate Provost
E-mail address:	keball@ysu.edu
Phone number:	(330) 941-1560

Section II: Approvals of the appropriate College Dean and/or Division Officer

To certify that the proposal is aligned with the strategic objectives of the department, college or division, signature approvals are required by the appropriate Department Chair or Director, College Dean, and/or area division officer, i.e., Provost, Vice President, Associate VP.

Signature of Dept. Chair or Director	
Name (printed/typed):	
Title:	
Date:	
Signature of Dean (if applicable):	
Name (printed/typed):	
Title:	
Date:	
Signature of Division Officer:	
Name (printed/typed):	Martin Abraham
Title:	Provost
Date:	01/30/2018

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Section II: Description of the proposal and its alignment with the YSU 2020 Strategic Plan

Please summarize the proposal and specify how it aligns with the YSU 2020 Strategic Plan.

This proposal requests funding for a software program called Digital Measures. Digital Measures provides a centralized data management system to deliver a streamlined reporting process. YSU administrators would benefit greatly from fast access to accurate information regarding faculty members' teaching, research, and service activities. This activity information is vital to numerous campus initiatives including accreditation, marketing the university, conducting yearly performance evaluations, and attracting new faculty members and graduate students.

This project aligns with the foundations of the YSU 2020 Strategic Plan. Digital Measures would enable YSU administrators to make data-informed decisions, providing accountability and sustainability. Data from Digital Measures would be used to gauge the research contributions of faculty and staff within the Urban Research University Transition Cornerstone. Data gathered from Digital Measures could be used to capture the breadth and depth of various contributions to regional engagement throughout the year. Finally, Digital Measures would enable YSU faculty members to document their outstanding teaching and academic work with students as they contribute to YSU student success.

Section III: Shared governance and stakeholder engagement

Was the proposal developed collaboratively and with input from all stakeholders? Please describe the process used to develop your proposal.

This proposal was developed collaboratively and with input from stakeholdes inside and outside the Office of the Provost. Information about Digital Measures was shared at a meeting of the academic chairpersons and deans. Representatives from the deans' offices, Human Resources, Marketing and Communications, Information Technology Services, the Office of Assessment, and the Office of the Provost attended a recent product demonstration conducted by Digital Measures. Based on the input from its stakeholders, the Office of the Provost believes this proposal would benefit not only Academic Affairs, but the entire institution as well.

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Section IV: Return on Investment

> If applicable, describe how the proposal may generate new revenue to support related expenses or other strategic initiatives. If there are benefits other than revenue-generation, whether tangible or otherwise, you may also describe those.

Implementing a centralized faculty activity reporting solution for tracking and reporting on faculty activities will increase efficiency, decrease time-consuming, repetitive tasks from faculty and staff, improve data usability, and provide accurate reports for university decision makers. Currently, YSU faculty, chairs, deans, and senior leadership spend thousands of hours each academic year recording information about faculty members' accomplishments. Each time a request is made, hours are wasted requesting and synthesizing the same information. Purchasing Digital Measures would allow faculty, chairs, and deans to input information a single time in a single entry. Administrators could access this information for multiple reports, enabling faculty and chairs to spend more time on other strategic initiatives. In addition, because there is currently no centralized system of storing and reporting this information, YSU data is incomplete and fails to accurately capture the depth and breadth of faculty members' contributions.

Section V: Proposed funding amount requested (NOTE: Available strategic investment funds are one-time dollars left over from the prior fiscal year. Consequently, proposals requiring multi-year funding will require additional consideration.)

Single year funding request:	$ 65,707.00		
Multi-year funding request (if applicable):	$ 320,932.00	No. of years:	5

Section VI: Space utilization and/or modification

> If applicable, describe any special and/or additional building or space requirements that would be needed to pursue your proposal.

There would be no additional building or space requirements with this proposal. In fact, purchasing this software would enable academic departments and colleges to store all of the faculty information electronically. Faculty would no longer need to store information in binders, boxes, and bookcases, thereby freeing up space in offices and departments for other uses and reducing usage of paper, printers, and ink.

Section VII: Personnel costs / additions

If applicable, explain any additional costs associated with the need to add staffing and/or faculty resources required to pursue your proposal.

Ideally, a staff person should be identified to help administer the software across all of the colleges and departments. This staff person would be charged with maintaining the system, communicating with departments and colleges about submissions, troubleshooting, and facilitating reporting using the system. The staff person might not have to be assigned full-time to this project. This staff person could be assigned other duties in an office on campus in addition to supporting Digital Measures.

Section VIII: Enterprise risk management

If applicable, describe the risk mitigated by your proposal, or the risk elevated if your proposal is not funded.

Administrators typically rely on calling and emailing faculty members and department chairs to collect information about their faculty members' activities each time a report is due. This ad hoc, inefficient approach frustrates everyone who is involved. Because of frustration with the current system, many faculty members fail to reply, or if they do reply, they reply with incomplete information. The risks with the current system are that YSU is failing to accurately capture an accurate assessment of faculty accomplishments in teaching, research, and service. Administrators are forced to rely on incomplete and inaccurate information in reporting to stakeholders such as the YSU Board of Trustees and the Ohio Department of Higher Education as well as the Higher Learning Commission. YSU is currently failing to document and market the true range and scope of its faculty accomplishments. YSU could suffer in comparison to other regional and peer institutions if it does not market itself accurately and completely.