

Activity Insight - Questions & Answers

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Introduction

As you familiarize yourself with Activity Insight (AI), you may find you have questions about the system. In addition to the “Frequently Asked Questions” document that is available from the navigation pane in AI, the following information is available to faculty in the College of Architecture, Art, and Planning to assist in areas that may pertain specifically to this college.

How will the information in Activity Insight be used?

There is no difference in the utilization of this information from annual activity reports of faculty from past years. Like in the past, the Dean and Chair will be able to review Departmental, College, University, and Individual Responsibilities; Awards/Honors/Fellowships; Professional Practice; and Community Service activities in any of a variety of report formats they select. The Dean and Chairs will look as a priority each year at activity since July 1 which will contribute to the college’s annual academic report for the Provost in the Spring. This ‘snapshot’ of your year-to-date activities will be taken in early April each year.

This is the only source the Dean will use for this information.

The Dean also wants to get to know each faculty member’s work over time, so having additional past years of your achievements in the system is certainly helpful to him.

Is this system expected to replace my CV?

No. AI is a tool to be used primarily for reporting and gathering of data for administrative uses. AI does provide faculty with a Vita template “report” that you may use if you wish to do so. If you prefer to keep a separate CV document in addition to entering data in AI, you may continue to do so. If you decide to use AI for your CV, the system provides for you to do so using Word, HTML, or PDF formats.

When should I enter data into Activity Insight?

AI is currently used primarily for the annual report process, which is done during the spring semester each year. Data is due in the system by approximately April 1 (specific deadlines will be announced each year). However, the system is available to you year round, so it is recommended that information be entered as activity takes place. Doing so will require less work during the spring semester as well as insure that the information is up to date at any time that you, your chair, or the Dean chooses to utilize the system for informational purposes.

How is data entered into the system?

Data is entered into the system manually or via a data import file provided to and loaded by the vendor. Initial data was loaded for each faculty member during Fall 2008 using CVs that had already been submitted to the Dean, public website information, and information received from central university data of record (human resources, registrar, etc.). An automatic feed from these university data of record is being programmed through CIT but is not yet functional. Information regarding department and college service is received from Department and Dean's offices.

What if I find errors?

If the data in error was entered by another faculty member, you will need to contact them to have the record updated. If you notice records on your account that do not belong at all (which may have happened during the initial load process), they can be deleted simply by clicking the "delete" button next to the entry. Other errors can be corrected by clicking on the "edit" button. Please note that changes made to an existing entry do not automatically change in a report that has already been pulled. If you wish to affect the data in a report after making changes, you will need to re-run that report to pick up the new information.

If data entered via a source other than yourself seems to be incomplete, please edit that information as appropriate. The data available by automatic feed may be more limited than the individual screen allows, so it may be necessary for you to complete the information not available from that source.

Where do I enter my current work and/or research trajectory?

AI includes a screen entitled "Research Currently in Progress." This open field invites you to enter information about incomplete projects or ideas *not featured elsewhere in the system*, and thus it enables a narrative about your current work and research trajectory. Publications, exhibitions, etc. entered and noted as "in process" on the appropriate screens do not need to be entered again on this screen unless you wish to provide further information. The Dean very much wants to see these narratives included each year by the reporting deadline as part of your annual report.

How do I enter juries on which I serve?

If you are invited to participate in reviews of others' work in any capacity, this is entered under "Artistic and Professional Practice, Performances, and Exhibits." The data for the event should be entered as you normally would, but you would select "Juror" as your role or "Other" and note in the "Explanation of Other" field what your role was for this event.

What is “Published Reviews”?

“Published Reviews” is a section provided for you to record reviews of your work written by others and published in local, national, or international publications. The screen is similar to the “Intellectual Contributions – Books and Other Publications” screen in that it provides fields to record data about the publication. A significant difference with this screen is that it allows you to note that you were the subject of the article (rather than the author) and, if appropriate, others who were involved or also mentioned. This screen also gives you the opportunity to link the review with the existing citation in AI of the work being reviewed. That feature is particularly helpful when the title of the article does not mention the title of the exhibition or work reviewed.

How do I enter Graduate Advising?

Graduate advising will appear in two separate screens in the system: “Courses Taught” and “Directed Student Research and Independent Study.” Information about the individual students you advise, and the projects they are working on should be entered under the “Directed Student Research and Independent Study” screen.

The information under “Courses Taught” is loaded from the central Student Academic Records System (STARS) and shows your course and enrollment information. That screen is “view only” to faculty but you may contact the college system administrator (Sarah Albrecht) if you feel there are errors in the data.

Do I report Undergraduate Advising?

Independent Study students should be entered in the “Directed Student Research and Independent Study” screen. Information about faculty undergraduate advising assignments is available from central college offices and will be loaded for you as appropriate.

Where do I enter service to a department with which I have a joint appointment?

If you have a joint appointment with a department elsewhere on campus, your committee and other work for that department would also be entered under “Department Service.” For clarity, please note in the comments to which Department this committee was associated.

Who do I contact for help?

If you have *general questions* about the Annual Report process, please contact the Dean's office at aapdean@cornell.edu.

If you need assistance in *entering data*, the staff in your department office should be able to help you.

If you have *technical questions* about Activity Insight or are having concerns with the performance of the system, please contact the college system administrator, Sarah Albrecht, either via the "submit feedback" option or at saa9@cornell.edu. Please note that feedback submitted directly to the vendor through the "submit feedback" option may be forwarded by the vendor to the college administrator for action.