## EFO Executive Committee Meeting Minutes

**Time:** 4:00PM-5:00PM, Oct. 10, 2016  
**Location:** Dean’s Conference Room, Torgersen Hall  
**Attendees:** Dean Taylor, Lynn Abbott (ECE), Colin Adams (AOE), Jan Helge Bohn (ME), Jeff Connor (Eng Ed, EFO Vice-President), Ed Fox (CS, EFO President), Ran Jin (ISE, EFO Secretary), Jon Petters (University Libraries), Saad Ragab (BEAM), Steven Schafrik (MINE), Zhiwu Xie (University Libraries), Hang Yu (MSE)

### Topics

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<th>Topics</th>
<th>Items and Outcomes</th>
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<td>1. Library: Zhiwu Xie</td>
<td>(1) Mission: Support Data-driven Research at University Libraries: VTech Data, <a href="http://data.lib.vt.edu">http://data.lib.vt.edu</a>, which helps researchers store their research data; data management plan consultation; project specific collaborations, e.g., Goodwin Hall Sensor Data; Web Archives; and education and outreach (e.g., NLI workshops, software carpentry).&lt;br&gt;&lt;br&gt;(2) Question from the speaker: how can we understand how you conduct data driven research? Our objective is to meet other researchers and find out common problems/areas needing library support.&lt;br&gt;&lt;br&gt;(3) Workshop calling for participation: Supporting Research Flow Workshop. Is this interesting to researchers? Research &quot;speed matching&quot;. Which break-out sessions? Discuss technical issues on data repository, web connections, online collected data being assigned DOIs, and consulting for data dissemination for faculty members.&lt;br&gt;&lt;br&gt;(4) Question from the audience: Does the library have capability to handle sensitive or classified data? Zhiwu: No. But this can be discussed if there are common needs.&lt;br&gt;&lt;br&gt;(5) Currently, consulting services on data can be provided, see dataservices.vt.edu.&lt;br&gt;&lt;br&gt;(6) The EFO suggests providing this information for Destination Area faculty in Data and Decision Sciences, and encourages aligning with the IT infrastructure.&lt;br&gt;&lt;br&gt;(7) Suggestions to refer to the past data summit for experience.</td>
<td>Need to follow up.</td>
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<td>2. New Updates for EFAR: Peggy Layne</td>
<td>(1) The university has a commercial product, called “Elements”, to collect faculty publication data online. For access, use: <a href="http://provost.vt.edu/faculty_affairs/efars/">http://provost.vt.edu/faculty_affairs/efars/</a> The university integrates the system with Banner regarding teaching, and uploads grant information from OSP (no confidential and classified projects). Faculty members are asked to add activities from Jan. 1, 2016 for this year’s FAR, and are...</td>
<td>Good</td>
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welcome to add about prior years as time allows in the future. The system can generate customized reports. Now the P&T dossier template is under construction for faculty members.

(2) Currently the system cannot import SPOT teaching evaluations. Faculty members are asked to enter that information manually. Personal statements and goals also need to be typed into the system.

(3) “Elements” creates a profile for faculty members which can be viewed by users with PID account. Faculty can hide some of the information.

(4) The information from the system will be collected for department and college. The information can be further used for publicity and outreach, etc.

(5) Questions: Is this an improvement from prior efforts? Yes. Also, training sessions are provided through NLI to make the process easier.

(6) First-time use will require checking and entering information, but that information will then be available henceforth. Eventually, CVs and dossiers can be prepared from the system.

(7) Will the course information and the grant data be automatically loaded? Who should we contact if there is an error? The teaching data are saved according to department criteria, and the grant data are handled by OSP. Check with department people helping with the data, see the FAQ (http://provost.vt.edu/faculty_affairs/efars/index/efars_faq_multibrief.html), or contact Peggy Lane.

(8) Administrative information can be preserved and organized.

(9) Is there a college deadline for the EFAR? By March 2017 – but see announcements by departments for precise dates.

(10) Will it be helpful to remind people to get started early? Yes, this should be done by EFO as well as departments.

(11) A function of the system is that it can let people approve the entered information by other colleagues, e.g., co-authored publications can be entered by one and approved by others.

(12) The system imports publication data from a number of sources, including Web of Science, PubMed, SSRN, and ArXiv. From whatever is present, it will compute H-index, I-10 Index, etc.

(13) Data from Google Scholar is not necessarily accurate, so is not imported, but faculty can download an XML file from
Google Scholar, edit it, and upload into Elements.  
(14) The use of ORCID will help the system to find information about publications.  
(15) Will we change the EFAR system to a new system very soon? That is not likely for a number of years, and automated migration of the data entered already would be supported.

| 3. Minutes approval and website | (1) Approved the minutes for Aug. 24, 2016 and Sept. 12, 2016  
(2) Discussion about plans for posting the minutes, and annual meeting info, on the EFO website.  
(3) The posted materials will be reviewed by the Secretary and President. |

**Next Meeting:** 4:00-5:00PM on 11/07/2016, Dean’s Conference Room, Torgersen Hall