



NAVIGATING THE DATA REVIEW PROCESS



A. Accessing Data Review

- Upon login, you will see a notification on your Dashboard, under the *To Do* section to begin your 2016 data review.



Faculty: If you have not completed the Data Review before the start of the annual evaluation process, you will have multiple *Action* items once annual evaluations begin.

Chairs and evaluators: You will likely have multiple *Action* items once annual evaluations begin; some will be related to your profile, while others will be related to faculty you will be evaluating.

B. Conducting Data Review

- *Caution:* Do not click “Review is Complete” until you are ready for final submission.
 - Until then, use “Save and Go Back”.

Demo Data Review
Spring 2017 - Fall 2017

[Review is Complete](#) [Save and Go Back](#) [Preview CV](#)

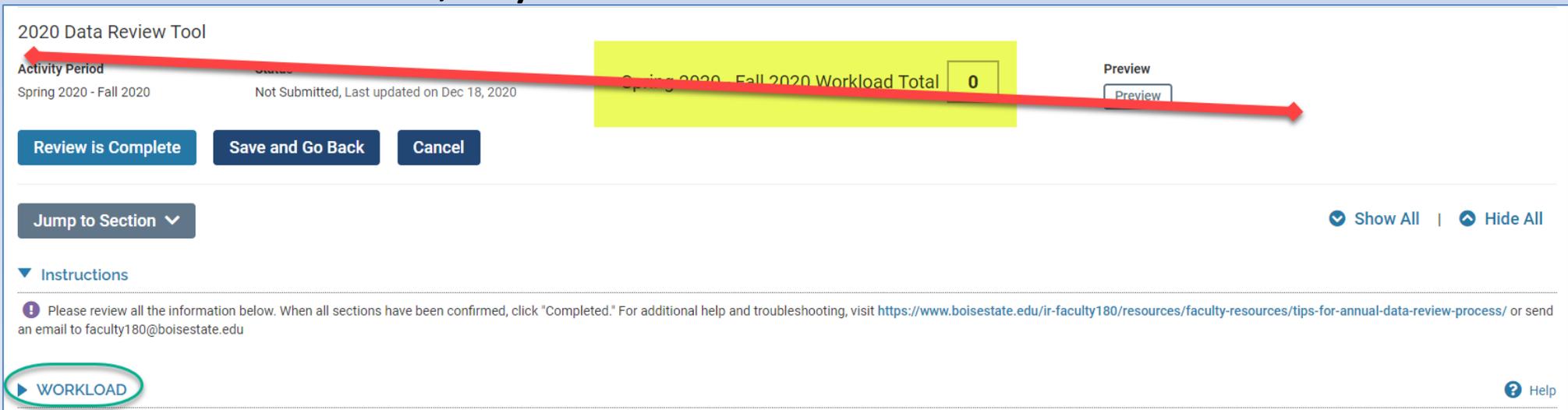
▼ Instructions

ⓘ Please review all the information below. When all sections have been confirmed, click "Submit For Review."

▼ TEACHING - Credit Courses

Workload

- Please **disregard** the “Total” workload field at the top of your Data Review Tool – it is a bug!
- Workload should be recorded in the *Workload* section further down
 - You may do this via the regular Activities interface rather than in the Data Review Tool, if you wish.



2020 Data Review Tool

Activity Period: Spring 2020 - Fall 2020
Not Submitted, Last updated on Dec 18, 2020

Spring 2020 - Fall 2020 Workload Total: 0

Buttons: Review is Complete, Save and Go Back, Cancel

Jump to Section: [Dropdown]

Show All | Hide All

Instructions: Please review all the information below. When all sections have been confirmed, click "Completed." For additional help and troubleshooting, visit <https://www.boisestate.edu/ir-faculty180/resources/faculty-resources/tips-for-annual-data-review-process/> or send an email to faculty180@boisestate.edu

WORKLOAD

Help

Conducting Data Review

- Note that several sections are flagged: “Activities require your attention”:



The screenshot shows a list of categories for data review. The categories are: RESEARCH - Scholarly & Creative Contributions, RESEARCH - Grants/Contracts, RESEARCH - Supporting Grant/Contract Activities, ADVISING - Academic & Career, SERVICE (Internal) - Boise State, SERVICE (External) - Community, SERVICE (External) - Editorial & Review Activities, SERVICE (External) - Profession/Discipline, SERVICE (External) - Consulting, HONORS - Awards & Honors, and DEVELOPMENT - Faculty & Professional. Two red flags labeled 'ACTIVITIES REQUIRE YOUR ATTENTION' are positioned to the right of the first and sixth categories. At the bottom, there are three buttons: 'Review is Complete', 'Save and Go Back', and 'Cancel'.

- These sections are flagged solely based on publication/activity **status**.
 - Other details—such as bibliographic information—are *not* the trigger for records being flagged. You will still need to review the details of all (legacy) records.

Confirm *TEACHING – Credit Courses* details

(includes COVID impact for 2020 records)

- In the data tool, for each TEACHING - Credit Courses record for 2020:
- Click **Add** next to that record
- Review the *COVID Impact* activity classification and change the drop-down selection (if applicable)
- Click **Save**

If any required (*) data is missing (as shown), contact us at faculty180@boisestate.edu

| Classification | Value |
|-----------------------------------|-------------------------------|
| COVID-19 Impact* ? | Pedagogical changes required |
| CRN* ? | |
| Cross-Listed ? | |
| Number Instructors* ? | |
| Service-Learning* ? | Not service-learning Unlocked |
| Sessions* ? | |
| Teaching Load Adjustment Reason ? | Select |

Save Cancel

Updating Status of records

- Some sections require you to hit an **Update** button at the bottom of those sections before you can submit the whole page.
- If you prefer to edit record details first (recommended), click on **View All**.



RESEARCH - Scholarly & Creative Contributions ACTIVITIES REQUIRE YOUR ATTENTION Help

Search:

| Type | Title | Outlet | Year Pub | Status | Term | Origin | Intellectual Contributions: Review Type | Actions |
|---------------------|--|--|----------|---------------------|-------------|--------|---|---------------------|
| Journal Publication | The Participatory Roots of Selective Exposure: Baby Boomers, Political Protest, and Talk Radio | International Journal of Communication | 2017 | Completed/Published | Spring 2017 | Other | Blind Peer Reviewed | Completed/Published |
| Other Works | Partisanship, Motivated Reasoning and Media Effects on Public Opinion: The Case of Abu Ghraib | | 2016 | Submitted | Spring 2017 | Other | Not Reviewed | Submitted |
| Presentation | Values, Partisanship, and Media Selective Exposure | Annual Meeting of the American Political Science Association | 2017 | Completed/Published | Spring 2017 | Manual | Blind Peer Reviewed | Completed/Published |
| Journal Publication | Bridging and dividing: Political values, party identification, and selective exposure | American Politics Research | 2018 | Submitted | Fall 2017 | Manual | Blind Peer Reviewed | Submitted |

Buttons: **View All** (highlighted with a red box) and **Update** (highlighted with a green box).

Updating record details

- Edit record details by clicking on the pencil icon and save by clicking “Save and Go Back” to return to this screen.

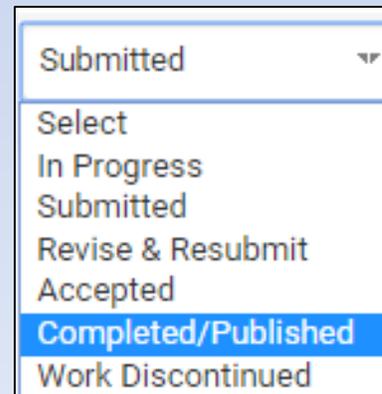
| Type | Title | Outlet | Year Pub | Status | Term | Origin | Actions |
|---------------------|--|---|----------|---------------------|-------------|--------|---|
| Journal Publication | The Participatory Roots of Selective Exposure: Baby Boomers, Political Protest, and Talk Radio | International Journal of Communication | 2017 | Completed/Published | Spring 2017 | |    |
| Journal Publication | Revisiting the Protest Paradigm: The Tea Party as Filtered through Prime-Time Cable News | International Journal of Press/Politics | 2013 | Completed/Published | Spring 2013 | |    |
| Journal Publication | Finding News Stories: A comparison of searches using Lexis-Nexis and Google News | Journalism and Mass Communication Quarterly | 2008 | Completed/Published | Fall 2008 | |    |
| Journal Publication | Searching for a Frame: News Media Tell the Story of Technological Progress, Risk, and Regulation | Science Communication | 2009 | Completed/Published | Fall 2009 | |    |
| Other Works | Partisanship, Motivated Reasoning and Media Effects on Public Opinion: The Case of Abu Ghraib | | 2016 | Submitted | Spring 2017 | |    |
| Chapter | News media frame novel technologies in a familiar way: Nanotechnology, applications and progress | The Social Life of Nanotechnology | 2013 | Completed/Published | Fall 2013 | |    |
| Other Works | Graduating Student Assessment of Programs and Boise State: Results from the 2014-15 Graduating Student Survey | Boise State Institutional Research | 2015 | Completed/Published | Fall 2015 | |    |
| Presentation | Values, Partisanship, and Media Selective Exposure | Annual Meeting of the American Political Science Association | 2017 | Completed/Published | Spring 2017 | |    |
| Journal Publication | Bridging and dividing: Political values, party identification, and selective exposure | Journalism and Mass Communication Quarterly | 2019 | Work Discontinued | Fall 2017 | |    |
| Journal Publication | Of Tea and Wall Street: Mix-and-Match Protest Framing in the New Media Environment | | 2012 | Work Discontinued | Summer 2012 | |    |
| Journal Publication | Reaching for the Dial? Activism, Authoritarianism, Emotions, Sociopolitical Attitudes and Political Talk Radio Listening | | 2011 | Completed/Published | Spring 2011 | |    |
| Journal Publication | Testing Faculty 180 | Journal of Online Informatics | 2018 | Accepted | Spring 2018 | |    |
| Presentation | Occupy Wall Street Meets the Tea Party: Partisan Cable News and Protest (De)Legitimation | National Communication Association Convention | 2018 | Submitted | Spring 2018 | |    |
| Chapter | Occupy Wall Street Meets the Tea Party: Partisan Cable News and Protest (De)Legitimation | How Right-Wing Media and Messaging (Re)Made American Politics | 2018 | Submitted | Spring 2018 | |    |

- Add new records by clicking **Add** (again, *Save and Go Back*).
- When done editing and/or adding records, select **Go Back**. It will return you to the review view (previous slide) and you can complete confirming the status of each activity.

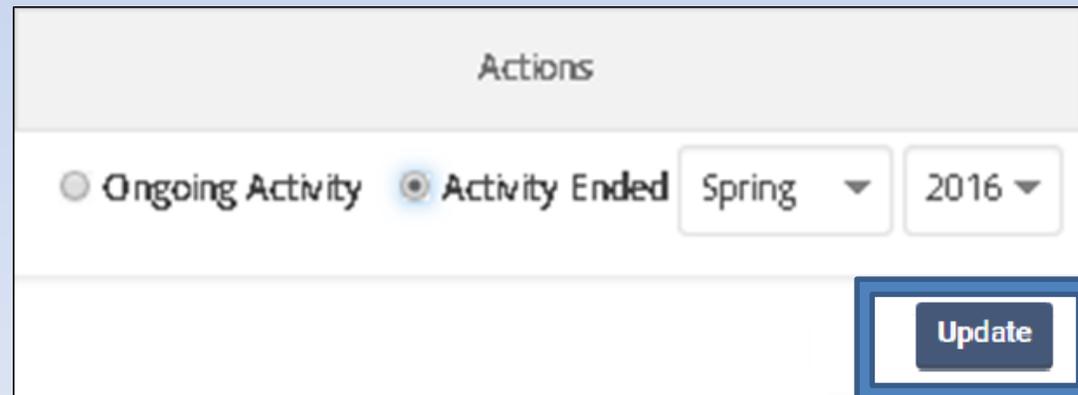
Updating record Statuses in *Scholarly & Creative Works* section

- The Status option in each drop-down menu in the *Action* column defaults to the most recent Status you entered for each record. Update the status if it has changed.
- **Note**: The system considers the following statuses to be “terminal”:
 - Completed/Published
 - Work Discontinued



Update Status of Service activities

- If you indicate that the activity has ended, the system will ask you to indicate what semester and year it did so.
- Be sure to click **Update** when done confirming all service activity statuses.



The screenshot shows a form titled "Actions" with two radio buttons: "Ongoing Activity" and "Activity Ended". The "Activity Ended" option is selected. To the right of the radio buttons are two dropdown menus: "Spring" and "2016". A blue box highlights the "Update" button at the bottom right of the form.

| Actions | |
|--|---|
| <input type="radio"/> Ongoing Activity | <input checked="" type="radio"/> Activity Ended |
| Spring | 2016 |
| <input type="button" value="Update"/> | |

Repeat for all sections flagged as
needing review

COEN & COED Faculty!

- You will also need to enter course evaluation numbers into the records for each credit course taught in the prior calendar year in the *TEACHING – Credit Courses section*

| Group Courses | Course | Cross-Listed | Course Title | Instruction Mode | Number Instructors | Sessions | Enrollment | Student Credit Hours | Credit Hours | Teaching Load | Teaching Load Adjustment Reason | Course Not Taught | Additional Course Data |
|--------------------------|-----------------------------------|------------------------|--------------------------|------------------|--------------------|--------------------------|------------|----------------------|--------------|---------------|---------------------------------|--------------------------|---|
| <input type="checkbox"/> | ED-CIFS 201 Lecture (LEC) 004 (1) | Not a Combined Section | Foundations of Education | In Person | 1 | Regular Academic Session | 30 | 90 | 3 | 3 | | <input type="checkbox"/> |  Required Add |

Entering Course Eval Summary Stats

| | | |
|---|----------------------|---|
| Number of Course Evaluation Respondents* ? | <input type="text"/> | |
| Overall Course Quality* ? | <input type="text"/> | COED faculty: Report your statistic for the course evaluation question, "How would you rate the overall quality of this course?" COEN faculty: Report your statistic for the course evaluation question, "Overall the quality of this course was excellent." |
| Overall Instructor Excellence* ? | <input type="text"/> | COED faculty: Report the statistic for the course evaluation question, "How would you rate the overall quality of this instructor?" COEN faculty: Report the statistic for the course evaluation question, "Overall, I think the instructor is excellent." |

Do not enter blocks of text or narratives in the above fields!

Repeat for each course taught during the calendar year under review.
If the course has no evaluations, enter "N/A" in each box shown above.

Updating Teaching Load

Note that you can now edit the Teaching Load if it is incorrect e.g., it is automatically divided by the number of instructors listed in PeopleSoft.

A Fall 2017

| Group Courses | Course | Cross-Listed | Course Title | Instruction Mode | Number Instructors | Sessions | Enrollment | Student Credit Hours | Credit Hours | Teaching Load | Teaching Load Adjustment Reason | Course Not Taught | Additional Course Data |
|--------------------------|--------------------------------|------------------------|--------------------------|------------------|--------------------|--------------------------|------------|----------------------|--------------|---------------|---------------------------------|--------------------------|------------------------|
| <input type="checkbox"/> | POLS 200 Lecture (LEC) 005 (1) | Not a Combined Section | Introduction to Politics | In Person | 1 | Regular Academic Session | 25 | 75 | 3 | 3 | | <input type="checkbox"/> | Complete Edit |
| Group ? | Totals | | | | | | 25 | 75 | 3 | 3.00 | | | |

B Course Attachments

Fall 2017

Course

POLS 200 Lecture (LEC) 005 (1)

Overall Instructor Excellence*

Service-Learning*

Sessions*

Teaching Load Adjustment Reason

Twin Falls BBA

Peer Evaluation

Other

Add

Locked by

Save Cancel

Click on "Edit" in the *Additional Course Data* column, then select the appropriate Teaching Load Adjustment Reason. Click **Save**.

Repeat for each course taught during the calendar year under review, as appropriate.

Complete Data Review

- Once you have updated your records and reviewed flagged sections (Status updates), you may then submit the entire review by clicking **Submit for Evaluation**.
 - **Note**: There are no further steps in the Data Review process. You may now proceed with your formal annual performance evaluation, beginning with the Self-Evaluation form.

