University Committee Screen Data Input Instructions:

- 1) At this time only college and university level committees should be entered into the PACT system
- 2) Committee information should be entered into the department's "Committee" PACT account. Access:
 - a. Committee data is input through PACT (to login go to: <u>https://www.augusta.edu/ie/resources/pact/</u> and follow the "Login to PACT" link)
 - b. Only college-level administrators and their proxies will have access to "AU Committees (Boards or Councils) link within the PACT system
 - c. If you need additional proxy user set-up for this process, the account/profile owner should email the name of the proxy to: <u>DMADMIN@augusta.edu</u> along with a simple request indicating the need to have the identified person added as a "proxy for committees."
- 3) Data Entry:
 - NOTE: You must click "SAVE" at the top of the data screen before closing the page or all entered data will be lost.
 - a. Log into the <u>PACT System</u>
 - b. Choose "Activities" then "Manage Data"

AUGUSTA PACT	Activities 🔺	Reports	Tools 🔻	? 🌲 2
Search All Activities	Manage Activitie	s		
You are currently	Manage Data	• imm		
Review a guide to n	nanage your activitie	es. <u>Show more</u>		
✓ General Infor	mation			
Personal and Contact Information		Additional Education and Transcripts		
Administrative Data - Permanent Data Yearly Data		Contacts/ Notes Related to University Activities		
Work History		Faculty Development Activities Attended		
Administrative Assignments		Licensures and Certifications		
Awards and Honors		Media Contributions		
Consulting		Professional Memberships		
Degrees				

c. Choose your committee from the "Manager Users" list and click "Continue"

Manage Data		
Manage Data enables you to manage data for oth CSV files rather than by using this utility. All chang	er users or entities within your system. If you are entering a lot of data, it r ses made using this utility are audited. Manage Data sessions open in a	nay be faster to load this fro new tab.
Manage Data for User	A'see, Kandyce M (KASEE) ©	🕑 Continue
Chow	Committees, COE (COE)	
3104	Committees, CON (nursing_administration)	
	Committees, COSM (COSM)	
Manage Administrative Data for Users	Committees, Hull (Hull)	
	Committees, IE (ie)	
	Committees, IRB (IRB)	
	a second s	

d. Scroll down to the bottom of the page and click on "AU Committees (Boards or Councils)

ALGUSTA PACT Activities - Reports Tools -	? 🄺			
Search All Activities Q				
You are currently managing data for IE Committees.				
Review a guide to manage your activities. Show more				
✓ General Information				
Personal and Contact Information	Additional Education and Transcripts			
Administrative Data - Permanent Data Yearly Data	Contacts/ Notes Related to University Activities			
Work History	Faculty Development Activities Attended			
Administrative Assignments	Licensures and Certifications			
Awards and Honors	Media Contributions			
Consulting	Professional Memberships			
Degrees				
 Annual Reporting 				
Workload Information (Assigned)				
Yearly Performance Evaluation Goals				
~ Teaching				
Academic Advising	Non-Credit Instruction Taught			
Directed Student Learning	Scheduled Teaching			
 Scholarship/Research 				
Artistic and Professional Performances and Exhibits	Publications			
Biographical Sketch - NIH NSF	Presentations			
Intramural Grants	Intellectual Property			
Extramural Grants	Research/Creative Activity Currently in Progress			
~ Service				
Department Service	Professional Service			
College Service	Public Service			
University Service				
- Administrative Committee Setup				
AU Committees (Boards or Councils)				

If you do not see the "AU Committees" link after choosing your committee, contact <u>DMadmin@augusta.edu</u> for assistance

e. Click on "Add New Item" and a blank committee screen will appear

ALGUSTA PACT Activities T Reports Tools T	? 🔺 🛔 .::DigitalMeasures
Search AU Committees (Boards or Councils), Q,	Rapid Reports PasteBoard
You are currently managing data for IE Committees.	
< AU Committees (Boards or Councils)	Add New Item
Item	
No hems have been added	

- f. The following data elements will need to be added:
 - i. The academic year for which data is being added
 - ii. The name of the committee
 - 1. If it is a sub-committee this fact should be a part of the committee name
 - iii. The type of committee
 - iv. A short description of the committee function (quick reference)
 - v. A more detailed description of the committee and its areas of responsibilities
 - vi. A web-link to the committees charge (on line or a PDF)
 - vii. The location of the committees web-page [if available]
 - viii. The level of the committee (Enterprise, University, College/School)
 - ix. The committee's Sponsor (Who is responsible for the creation of the committee)
 - x. Membership (all internal to AU v. Includes members from outside AU)
 - xi. Stakeholders
 - xii. Committee type
 - xiii. Community Box Link [if available]
 - xiv. Search tags you wish to have associated with this committee
 - xv. Committee Membership [see #5 below]
- 4) The membership of the committee will need to be updated each academic year and should include all members of the committee (Administrators, Faculty, Staff, Students, and Community Members). Committee membership data includes the following:
 - a. Name
 - i. Faculty names can be chosen from the drop down menu (as you begin typing the Last name of the member options will appear)
 - 1. If the member has a preferred name that does not appear, use the spaces to the right of the drop down to put the full name (First and Last Name) into the form
 - ii. Staff, Student, and Community members should be added by typing their first and last name into the open fields
 - b. Primary Relationship to the University (Individuals could be both a student and a staff person but only one of these qualities represents the individuals "primary relationship" to the university.
 - c. Constituency (Who is this person seen as representing?)
 - d. Representing (the particular division, department, or unit the person was appointed to represent) [if any]
 - e. The committee member's role on the committee
 - f. Voting Status
 - g. Members term of service on the committee (If the term is "Ongoing" an end date of July 31, 2099 should be used)
 - h. If a person is placed on a committee by virtue of a position they hold rather than who they are the title of the position should be indicated
 - i. To add an additional committee member click "Add" at the bottom of the screen

See the following pages for a visual reference of committee screen.

IT Governance – Educational Technology Advisory Committee IT Governance – End User Advisory Committee IT Governance – Research Technology Advisory Committee

< Edit AU Committees (B	Deards or Councils) Always click "Save" before exiting this screen! Cancel HSave				
Committee Information					
* H Academic Year	The academic year for which data is being added				
• H Committee Name	The name of the committee. If this is a sub-committee, this fact should be part of the committee name. See example				
😧 * H Committee Type	Is this a permanent committee or a committee that has a foreseeable end date?				
 ⁺ H Short Committee Description (140 characters) 	A short description of the committee function (for quick reference)				
 ^H Committee Description 	A more detailed description of the committee and its area of responsibilities				
• H Committee Charge	The URL of committee's charge (can link directly to a PDF or webpage)				
^H Committee Webpage (if applicable)	The URL of the committee's web-page [if available]				
😧 * H Committee Level	Choose one that best describes this committee's level within the institution				
* H Committee Sponsor	The person who is responsible for the creation of the committee				
* ^H Membership	Does your committee consist exclusively of current AU employees? (Note: <i>former</i> AU employees would be considered external.)				
 ^H Committee Stakeholders (choose all that apply) 	Faculty Staff Who does your committee represent and/or affect? Students External Community				
 H Area (choose all that apply) 	Administrative Clinical With what strategic planning area(s) does your committee align? Education Research				
^H AU Community Box link to Agendas/Minutes	If you have a Box location for your agendas and minutes, please add the URL here.				
 ^H Provide search tags to make it easier for people to find it here (separated by commas) 	Words or phrases (separated by a comma) that will help someone find your committee.				

Member Information Please either select a person from the drop-down list or enter Please enter the name, function and category for each memb	r their name in the input fields. er.		
1st Committee Member			
H People at Augusta University H F Select or type a name	First Name	H Middle Name/Initial	H Last Name
Choose a faculty name from the drop down box (type ahead) o enter that in the First Name and Last Name boxes. This should **Be sure if you manually type in a name, you type in BOTH first	r you can type in anyone's name that is no always be an individual's name, not a pos st <u>and</u> last name.	ot included in the drop down list. If your memb sition title.	er has a preferred name, you can manually
H Primary Relationship to University	 ⁺ H Constituency 	H Representing	
•	-		
Individuals could be both a student and a staff member but only one of these qualities represent	<i>Who</i> is this person seen as representing?	The particular division, department, or unit the person was appointed to represent [if any].	
the <i>primary</i> relationship to the University.			
 ★ H Role H Explanation of "Other" 	 ★ H Voting Status 	H Membership Begins	H Membership Ends
The committee member's role on the committee.	The committee member's voting status.	When does this committee member's term begin?	If the term is "ongoing" an end date of July 31, 2099 should be used.
H If this person is on the committee by virtue of their position, plea If a person is placed on a committee by virtue of a position they	ase enter that information here: <i>hold</i> rather than who they are, the title of	f the position should be indicated here.	
Select the number of committee member rows to add: 1	₽Add		
Click the button above to add the next committee member or c Note: You can always edit or add additional committee membe	lick the "save" button at the top of the scr rs after you save.	een if you have added the last member for this	committee.

*** YOU MUST CLICK THE "SAVE" BUTTON AT THE TOP OF THE PAGE WHEN YOU ARE READY TO EXIT THIS SCREEN OR YOU WILL LOSE ANY INFORMATION ENTERED.***