Activity Insight Notes

As per the University Reporting Requirements (<https://provost.wsu.edu/annual-review/activity-insight/university-reporting-requirements/>)

These are the required areas to report to –

Appointment and Administrative Info –

* Personal and Contact Info
* Permanent Data
* Security and Permissions
* CCB Annual Review Data
* WSU Appointment
* Degrees
* Workload Information
* **GOALS** – Please enter your goals (3 to 5 goals) in this section instead of providing them on a separate paper.

General Information

* Awards and Honors
* Professional Memberships

Teaching and Mentoring

* Mentoring
* If you have taught credit classes – please enter where appropriate.
* **Non-credit Instruction – If you have completed this please leave it. If you have not, do not double enter information in this section**

Scholarship/Research

* Contracts/Grants/Fellowships
* Publications
* Intellectual Property

Community Engagement, Extension, Outreach

* Programmatic Activities
* Extension Educator Profile
* Learning and Outreach Activities
* Other Activities

Service

* University
* Professional

There was lively discussion regarding Programmatic Activities (Larger Programs, Big “P” programs and Learning and Outreach Activities (short term, one-time programs).

Write-ups for Programmatic Activities can be handled two ways –

1. The Lead for the program will write up portions, send it in an e-mail to educators and they will cut and paste data in.
2. The Lead will enter the Program in “Programmatic Activities”. This information cannot be edited by contributors and those identified as collaborators. If you have additional information to be added, please put that under the Learning and Outreach Activities.

 A few examples of how reporting is proceeding:

LeeAnne Riddle has written directions and information for SNAP-Ed educators to cut and paste into their “Programmatic Activities” section. Others following this method are: Jana Ferris is writing up Volunteer Development Reporting; AnaMaria and Kayla are writing up Parenting.

For those involved with Women in Ag, Margaret will enter the program under Programmatic Activities and list collaborators/contributors. Gary Varrella is following the same method for Military 4-H programs.

Again, please do the best that you can. If you have questions, please call Doreen or Nancy.