The Comprehensive Administrative Review (CAR) Steering Committee met on Wednesday, Sept. 6, 2017 and collectively discussed key focus areas and next steps for this review. Key takeaways include:

- Steering committee chair President Kyle Marrero and Vice Chancellor John Fuchko III, completed Phase I campus visits at Georgia Institute of Technology, University of West Georgia, University of North Georgia, South Georgia State College and East Georgia State College. The Kennesaw State University visit is scheduled for Thursday, Sept. 7 and the University System Office visit is being scheduled.

- Focus is on effectiveness of outcomes and best practices. This project is a strategic investment in time and an opportunity for USG presidents to review their own processes and holistically review their institutions to inform future direction.

- Representatives from Huron Consulting presented a project overview including the methodology and initial data request. Key factors essential in this project include communications and guidance from the steering committee.

- Huron will develop an interview schedule for appropriate groups including Student Government Association representatives; the student perspective is very important.

- The expectation for data gathering is two to three weeks and will begin with the University System Office to lessen the burden on the institutions. It’s important to ensure data security and confidentiality. The committee should work from the same set of assumptions.

- For consistency, certain groups will be interviewed across the University System. Huron is working to identify the groups. There may be some flexibility; conditions and availability vary from campus to campus. Presidents will have recommendations as well. We will be thoughtful and focused about the purpose in talking to the groups; the idea is to produce meaningful information.

- Options for survey completion were discussed. Option 1) supervisor-only survey, Option 2) employee survey with supervisor verification. Option 2 is recommended – it’s more thorough, but will take more time. The steering committee will need to determine if the surveys will be in-person group, virtually deployed, mandatory or voluntary. The length of time to complete the survey is a factor to consider as well and could range from 90-
minutes or 15-20 minutes; the optimal recommended length of time is 15-20 minutes. It’s important to leverage surveys to get valuable information. Survey samples will be sent to the committee to complete, review and provide comment.

- While Core faculty activities, such as teaching and research, will be exempt from the review, non-teaching faculty with administrative duties will be included in the review.

- The president and cabinets will be important in leading the communication strategies and expectations on their campuses. The CAR steering committee members will need to communicate the purpose of the CAR to constituencies.

- The next committee meeting is Thursday, Oct. 5.

**Timeline and Phases**
The [timeline for the project](#) can be found on the CAR website.

Please do not hesitate to contact us with any input, questions, or other guidance.

Respectfully submitted,
Comprehensive Administrative Review Steering Committee
Office of Organizational Effectiveness