Comprehensive Administrative Review Update: December 6, 2017

Project Updates from Huron Consulting

Huron Consulting representatives presented an update on project progress. They indicated that the project timeline was on track.

Initial CAR Data Request Updates

Huron Consulting representative John Kaiser presented an update on the progress regarding the CAR data requests sent to each institution.

- The HR data request for Georgia Institute of Technology is about 80 percent complete.
- The University of North Georgia is at a similar point of completion.
- Huron Consulting has been in touch with East Georgia as they begin their HR data pull.
- The R-1 (Research institutions) HR data pull was completed by the November 11 date requested by the committee.
- Mr. Kaiser then gave an update on the University System office and University of West Georgia implementation and how it has helped in refining the process as well as improving communications efforts and other implementation tasks.
- Huron’s expectation is that the University of West Georgia and University System office reports will be completed as scheduled.
- Mr. Kaiser shared with the committee that the consultants learned that many aspects of data collection, as well as other processes, took longer than they expected in this first phase implementation.
- President Marrero shared that the focus group meetings at the University of West Georgia (e.g. Student Advisory Committee, Faculty Senate) will be completed soon.
- Vice Chancellor John Fuchko pointed out that he has heard considerable feedback that the advanced communications efforts around the implementation proved to be received very positively. Focus group members expressed the importance of this advanced communication in that they did not have to spend time learning about the CAR.
Activity Assessment and Opportunity Identification Survey Updates

- Mr. Kaiser mentioned that Huron learned that this process took longer than expected and that there were some challenges in the design of certain aspects of the plan.
- They came to the realization that the supervisor review process was too cumbersome.
- In response to the feedback about the supervisor review process, Huron has moved to an online proprietary solution.
- It is expected that this solution will streamline the supervisor review process considerably for the user.
- Employees will have a view option of the final dashboard in the new review system allowing for better interactive dialogue during the supervisor review.
- Mr. Kaiser pointed out that the changes that result from the supervisor review process will be tracked.
- Tracking will allow for follow up in the event that there are major variances between a staff member and supervisor submission.

Phase I Updates – University of West Georgia, University System office, University of North Georgia and Georgia Institute of Technology Schedule Adjustment

- Mr. Kaiser presented the schedule adjustments including those that will affect the distribution of the Opportunity Identification Survey and the Activity Assessment at the University of North Georgia and Georgia Institute of Technology.
- The Opportunity Identification Survey at these institutions will go out on December 11.
- In light of the coming holiday breaks, the Activity Assessment, focus groups and other aspects of the CAR for these institutions will be held after January 1.

Readiness: Institutional Preparedness Template

- Huron representatives reviewed the progress toward template and database development for institutions that will participate in the CAR in the future.
- Additionally, they also updated communications related to the CAR progress for the University System office and the University of West Georgia.
- Mr. Kaiser shared a slide that listed the contact roles on both the Huron team and the institution Local CAR Project Team.
- These roles on the Local CAR Project Team include:
  - Institution CAR Lead
  - Communications Representative(s)
  - HR Representative(s)
  - Data Point of Contact
- On the Huron side the roles include:
  - Assessment & Survey Deployment Team
  - On-Campus Assessment Team
University of West Georgia and University System Office Process Updates

- President Marrero shared the timing and framework for engagement that was utilized at the University of West Georgia.
- He encouraged any other institutions to feel free to contact the University of West Georgia if they would like to discuss their upcoming assessments in order to learn from the University of West Georgia experience.
- Juanita Hicks, UWG Associate Vice President of Human Resources, emphasized that institutions consider including a scheduler if possible, in particular at institutions where space availability is a challenge.

Discussion

- President Marrero asked for the committee’s views on requests to have access to the raw data collected by Huron.
- He reminded the committee that these requests need to be considered in light of the assurances given to individuals that the data would be used in aggregate.
- After discussion, the committee agreed that the raw data be restricted to use for the CAR.

Next CAR steering committee meeting:

- Wednesday, January 3, 2017 has been canceled.
- Huron Consulting will provide a written project update for the steering committee’s review and consideration.
- Next CAR steering committee meeting is February 7, 2017

Timeline and Phases

The target 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