

**From:** Office of the President

**Sent:** Wednesday, January 31, 2018 1:23 PM

**To:** staffnotify <staffnotify@kennesaw.edu>; facultynotify <facultynotify@kennesaw.edu>

**Subject:** REMINDER: KSU Comprehensive Administrative Review

**TO** – All University Staff

**FROM** – President Sam Olens and Provost Ken Harmon

**SUBJECT:** Kennesaw State University Comprehensive Administrative Review

Dear Staff and Faculty,

In April 2017, Chancellor Steve Wrigley announced a systemwide initiative called the Comprehensive Administrative Review (CAR), an effort that will focus on “Creating efficiencies, streamlining processes and finding ways to be more effective with USG resources.” Institutional effectiveness is a shared goal across the USG. The goal of the Administrative Review is to gain staff input to help address the challenge of how to continue providing the highest-quality instruction in the most cost-effective manner.

This is a separate initiative from the Faculty and Staff Evaluation of the Managerial Effectiveness of Academic Administrators that has been underway at Kennesaw State University since last fall.

The CAR initiative is led by a cross-institutional steering committee. Each institution within the system will have an opportunity to participate in the effort over the next two years and will provide recommendations as to how they may better utilize their resources and improve services to students. The CAR initiative will only look at non-teaching activities and roles within the institution, therefore, faculty will generally not be involved in the process unless they have been assigned administrative functions as part of their load. You can learn more about this systemwide project at the [USG Comprehensive Administrative Review website](#).

We are now approaching Kennesaw State University’s direct involvement and participation in the CAR process. We will be among the leading institutions to be engaged – a place which we believe fits our ideology and continual striving to improve student outcomes. Kennesaw State’s mission and constituency served are unique within the USG. Engagement in the CAR process will help us further our aim to be an institution that is an exceptional place to work, learn, and succeed!

The CAR process is supported by Huron Consulting Group and will be composed of three main initiatives related to staff:

- An **Opportunity Identification Survey** will be emailed this week of **February 5**, to be completed voluntarily by supervisors, managers, and select groups of Kennesaw State to understand which functions and processes work well and where there are opportunities for improved administrative effectiveness, efficiency, and best practices.
- An **Activity Assessment** will be emailed on February 14 to a select group of Kennesaw State employees to better understand how resources are allocated to perform administrative functions. Participation in the assessment is mandatory for the select individuals. To validate submissions, supervisors will review their direct reports’ responses.
- **Focus groups and interviews** with select individuals and groups will be held to more thoroughly explore the results of the Activity Assessment and Opportunity Identification Survey.

**To further provide CAR information and expectation to the campus community, we will be holding Town Hall information sessions to address project details and objectives and answer questions. I encourage you to attend! The times and locations for the Town Hall meetings are:**

- **February 12, from 1-2 p.m., in Marietta Campus, Ballroom A&B, Student Center**
- **February 13, from 12:30 – 1:30 p.m., Kennesaw Campus, University Room A&B, Student Center**

Thank you in advance for your valuable contribution to the CAR project!

Sincerely,

Sam Olens, President

Ken Harmon, Provost and Vice President for Academic Affairs