

**Organizational Excellence Leadership Council Meeting Summary
Monday, September 22, 2014**

Attendees Council: Chair, Bob Pianta; Virginia Evans, Hossein Haj-Hariri, Chris Holstege, Rich Kovatch, Rick Myers, Len Schoppa, Ex Officio: Sarah Collie, Lee Baszczewski, Mary Brackett

Absent: Milton Adams, Peter Brunjes, Jim Matteo, Christina Morrell, Nancy Rivers, Tamara Sole

I. New OELC Faculty Members/Update on Staff Member

Welcome to Len Schoppa and Peter Brunjes. OE staff is working with the Staff Senate leadership to identify a staff person for membership to the Council.

II. Discussion of Subgroup Charges

Benchmarking Subgroup

The OELC endorsed repurposing the existing Benchmark subgroup to help identify institutional areas for improvement and synchronize with the University Financial Model. Developing Benchmark reports for each school/unit with the goal of looking at service delivery locally and institutionally will be a primary focus for this group.

Engagement and Communication Subgroup

The OELC discussed whether this subgroup should continue and what its role would be. The Council confirmed the need for messages to remain focused on “enabling the mission.”

III. Select Project/Initiative Updates

The group reviewed the OELC portfolio and there was brief status report on each project.

IV. Research Administration Improvements

Six process improvement recommendations have emerged from process mapping efforts by the project team. These improvement areas were endorsed for further exploration. Additionally, a concern about the administrative burden of Recon@ for faculty and staff was raised in discussion, and the OELC requested that the project team inquire about system improvements.

Process Mapping Findings

- I. Faculty spend too much time in administration activities
- II. Clinical trials are difficult and have a different process than other grants and awards.
- III. Research Administration is seen as the Administrator and “Gatekeeper”
- IV. Delayed documentation turnaround increases the potential for compliance issues.
- V. VPR’s Internal Review Board is labor-intensive, compared to the IACUC processes
- VI. OSP process steps include non-value added activities

Process Improvement Recommendations

- I. Increase faculty time for teaching, research, and mentoring students by providing **additional support** in research administration.
- II. Explore the need for a **clinical research “center for excellence.”** Some universities have chosen to develop an organization to specifically address the needs of clinical research.
- III. Research Administration needs to be seen by their stakeholders as **“Valued Business Partner,”** spending time to understand and advance school/unit needs.
- IV. Conduct a **skills assessment** to ensure we have the right people in the right job with the right skills to effectively process grants and contracts.
- V. **Timely** receipt of proposals for Administrative review prior to submission, and timely responses to issues during close-out will improve the review and closeout process.
- VI. **Increase technology** to enable the process.