

BGSU – Office of the Provost
EFFICIENCY TASK FORCE – BROWN BAG
4/18/2012

Overall / Big Concepts

- Budget administration signatures – I sign off on everything from faculty travel to pizza.
- Reallocation of resources to quality growing demand programs
- Room reservations – can view calendars on-line, but need to submit a form or an electronic notification to get it booked. And then I don't know if I have it. (Tech/non-tech combo is confusing)
- Overall, too many signatures. Some that hold the process up may be for notification, not authorization. (Examples of process, HSRB, TDP, FMS, Course approval)
- Create a process for individuals who are not high up, and don't have authority, to make suggestions to improve things. (E.g. like at Toyota where people can 'stop the line.')
- Marketing and Communications needs to do a better job talking about faculty work.
- Departments need help with web page people (with skills). New way to communicate, must be up-to-date, but no one with the right skills.
- No way to find policies and processes, scattered everywhere with lots of places where they might be.
- Using BGSU search is not good enough. Too much old stuff returned at the top.

People [Hiring/Promotion/Merit] Processes

- Tenure & Promotion / Reappointment process – dependent on vast binders of paper.
- Annual review / Merit review data collection
- New faculty hiring. Takes too long, kicks off too late, final approval from Provost is too long.
- Existing HR processes are not a good fit to hiring new staff on grants. Takes too long (lose 6 months of a 5 year grant) and salary / grading process does not allow needed professionals to be hired. Probably an issue for other (non-grant) hires. Example of 10 day lag to process new student employees (had to get something from home – don't we already have everything for them?)
- Already putting stuff on Vita, but have to fill out Merit form [which is made more frustrating, given the lack of merit increases...]
- Grant buy-out contracts are being created by the College and being done incorrectly and the PI's aren't being notified. Once it is observed, it takes a long time to fix. ***[Also in Research Related]***
- Lots of time spent completing NTT evaluations – fall and spring. Some have been in position a long time, why so effort?

Facilities / Campus

- Improve science teaching infrastructure
- Improve interiors of large lecture halls
- Make whole campus WIFI
- Make a "beautiful" entry to campus
- As we renovate consider lighting type and location of switches. Switches closer to the presentation space reduce interruptions to class, and light layout should be aware of location of screens for dimming to improve ability to view both screen and tables.

Research Related

- Expedite HSRB research approval (More efficient and GA assignment to units)
- Grant pre-proposal process. Signatures require running around campus. (Electronic signature?)
- Grant buy-out contracts are being created by the College and being done incorrectly and the PI's aren't being notified. Once it is observed, it takes a long time to fix. ***[Also in People Processes]***

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Student Related / Teaching Processes

- Curricular modifications
- Make the importance of student advising clear to all faculty
- Syllabi – Some are too long, repeating information that is in the student handbook. Consider releasing a template and suggesting that faculty focus on their unique content and policies. (Reduce printing, paper, workload)
- Student advising / DARS technology – automate, new planning tools, improved mindset.
- Course approval takes too long. Can't do "cutting edge" courses. Dies over summer. Blue paper is silly. Must have magic skills to fill it out right to get it through. (Google Docs?)
- System generated messages out of Blackboard; it is unclear what our responsibilities are, whether something is required or optional.
- Grades in Blackboard. Not everyone is posting there throughout the semester because the tool is difficult to use.
- Faculty members who have a hard time memorizing names would benefit from photos on BlackBoard. Taking pictures in class feels like stalking.
- Financial aid processes
- Readmission process / admissions / guest application
- Scholarship disbursement process – paper process.
- Dropping courses changes
- Spend too much time editing students work. They need to use spell check.
- Technology is in an "in between" stage. Some, but not all, students have some type of technology. Reluctant to move forward, so it is a distraction. Can we implement a requirement so we can get past the transition stage?
- Text book purchasing
- Shift to on-line/digital textbooks. Lower lifetime cost for students, plus helps to manage past the technology gap. Important to get the content to students.

[These items were highlighted on flip charts. All ideas, provided individually, are also being captured.]