

Central Services Subcommittee (CSS) Meeting
September 29, 2009
035 Bricker Hall

Additional Documents:

- Agenda
- 2009-10 Program Review Schedules for Public Safety and Legal Affairs
- Support Unit Review Process Document

Meeting

I. Introductions

- Introduced Greg Rose and Scott Sweetland as Co-Chairs of the committee
- Reviewed list of current members (attached)

II. Support Unit Review Process Overview

- Introduced goal of making this a less adversarial and more collaborative process
 - Helping the units help themselves
 - IR office responsible for moving process forward
 - CSS Committee's job is to give feedback on the content of the review
- Jay Johnson will be the primary contact at CSS meetings for the review process. Toycee Hague-Palmer will remain as primary contact for support units
- Gave an overview of how the review process is going to work
- Creating a **Streamlined Process**: using documents that currently exist to inform this process
 - To inform CSS
 - Annual Budget Review Documents from last 3-5 years
 - Other appropriate documents that would have mission, goals. Show how they have been effective and efficient.
 - Additional surveys or focus groups-service offered by IRP
 - External review panel activities
 - Provided list of issues-pending CSS approval
 - Action Plan-informed by external recommendations, CSS, VP of unit
 - Return in subsequent budget cycles to review
- Read through Support Unit Review Process document to see how committee is going forward
- Question: What has been done to make this less of an adversarial process?
 - Julie: Originally designed in an adversarial context but has evolved as the support units have gained more trust in the process and improved effectiveness.
 - We need to let units know that we want to use this to make their program better

III. Schedules for Legal Affairs and Public Safety reviews

- Currently working with Public Safety (Oct. 5 orientation) and Legal Affairs: Student Life is doing their own, more extensive, review of HR and Recreational Sports.

IV. Other Issues

- Draft revision of budget documents
 - Working on streamlining budget documents to include only relevant information

- Should be available to committee in near future for review
- Possible functional review
 - Looking into confusion on whether a functional review is happening
 - Would occur in offices related to Diversity Mission
 - Already behind schedule, so would have to change that

**Senate Fiscal Committee
FY 2009 - 2010**

Member	College/Unit	Source	Term Expiration	E-mail Address	Phone number	Subcommittee Assignment
Anne Beatty	FCOB	Faculty Council	2012	beatty.86@osu.edu	2-5418	Central Distribution
Scott Sweetland	EHE	Faculty Council	2012	sweetland.1@osu.edu	8-4779	Central Services
Nori Hashimoto	SBS	Faculty Council	2011	hashimoto.1@osu.edu	2-4196	Central Distribution
Jonathan Pelz	BMAPS	Faculty Council	2011	pelz.2@osu.edu	2-8388	Central Distribution
Ahmet Selamet	Engineering	Faculty Council	2011	selamet.1@osu.edu	2-4143	Central Distribution
Graeme Boone	Arts and Humanities	Faculty Council	2011	boone.44@osu.edu	8-4724	Central Services
John Casterline	SBS	Faculty Council	2010	casterline.10@sociology.osu.edu	7-2519	Central Services
Harald Vaessin *	BMAPS	Faculty Council	2010	vaessin.1@osu.edu	2-3594	Committee Chair
William Pease	Medicine	Presidential Faculty Appointment	2011	pease.2@osu.edu	3-3433	Central Services
Gursharan Reehal	Engineering	Graduate Student	2010	reehal.4@osu.edu	614-906-5280	Central Services
Joey Clark	Moritz/Glenn	Professional Student	2010	clark.1168@buckeyemail.osu.edu	330-716-1328	Central Distribution
Tristan Davis	Student - Business	Undergraduate	2010	davis.2254@osu.edu		Central Services
Zane Roelen	Student - BMAPS	Undergraduate - Senate Member	2011	roelen.1@osu.edu	419-341-0519	Central Distribution
Willa Young	Student Life	Staff - Faculty Council	2012	young.58@osu.edu	8-4921	Central Services
Marie Mendenhall- Mead	Engineering	Staff - Executive Deans/SFO	2011	mendenhall-mead.1@osu.edu	2-3479	Central Distribution
Jim Woods	BMAPS	Staff - Presidential Appt.	2012	woods.44@osu.edu	2-2567	Central Distribution
Joseph Steinmetz	Arts and Sciences	Executive Dean - Arts and Sciences	n/a	steinmetz.53@osu.edu	2-3236	
Greg Rose	Marion	Executive Dean - Regionals	n/a	rose.9@osu.edu	740-725-6218	Central Services
Chip Souba	Medicine	Executive Dean - Health Sciences	n/a	chip.souba@osumc.edu	2-2600	
Bobby Moser	FAES	Executive Dean - Professional	n/a	moser.2@osu.edu	2-4218	Central Services
William Shkurti	Business and Finance	Central Adm - President Appt.	n/a	shkurti.1@busfin.osu.edu	2-9232	n/a
Mike Sherman	OAA	Central Adm - President Appt.	n/a	sherman.4@osu.edu	2-5881	Central Services

Staff	College/Unit	Source	Term Expiration	E-mail Address	Phone number	Subcommittee Assignment
Susan Ballinger	Resource Planning	n/a	n/a	ballinger.56@busfin.osu.edu	4-8205	Both Subcommittees

* Committee Chair



2009-10 Program Review Schedule LEGAL AFFAIRS

Program Review Tasks	Deadline
PHASE I: Pre-Review Preparation Notification in writing to unit scheduled for review Provost sends notification letter to Vice President & General Counsel. Orientation Meeting with Unit CSS and IRP meet with Legal Affairs staff to go over process and identify appropriate customer base to survey and/or interview and to help shape review and develop issues.	August 21, 2009 October 16, 2009
PHASE II: Customer Evaluation Annual Budget Review Documents Legal Affairs will provide annual budget review documents to IRP for the years leading up to the support unit program review together with an analysis or summary. Review Unit's Self Evaluation & Documents CSS and IRP will review all documents submitted as part of the budget process for each of the previous 3-5 years and discuss issues to be addressed in the survey and/or focus group. Draft Survey/Focus Group Questions In previous program reviews, IRP has assisted the unit by drafting and conducting surveys and focus groups. Should Legal Affairs request IRP's services, the following timeline is suggested. Meetings with Legal Affairs IRP will meet with Legal Affairs to discuss draft survey/focus group questions. Survey and/or Focus Group Questions Revision IRP will revise survey. CSS will review and approve. Survey and/or Focus Group Implementation IRP will implement the survey and/or focus group. IRP will be responsible for data collection and analysis. Data Analysis IRP will submit survey and/or focus group analysis to CSS and Legal Affairs.	November 6, 2009 November 17, 2009 November 27, 2009 November 30, 2009 December 4, 2009 December 18, 2009 January 8, 2010
Step III: External Review Panel Site Visit to Campus Issues List Legal Affairs will develop a draft list of issues for external reviewers. List is subject to approval by CSS. External Review Panel receives Issues List and other data. IRP will send external reviewers data. External Review Panel conducts 2-3 day site visit. Reviewers will meet with CSS, Legal Affairs, and campus/external constituents.	January 15, 2010 January 22, 2010 February 2010

<p>External Review Panel Recommendations DUE External Review Panel submits its findings report. Report is sent to IRP for distribution to CSS and Legal Affairs for comment. <i>NOTE: Legal Affairs has 7 days to respond in writing to factual errors in reviewer's report. Comments must be forwarded to IRP within 7 days. IRP will forward comments to CSS.</i></p> <p>Unit Submit Comments to External Recommendations NOTE: Cluster of units contributing to or impacting a function will be expected to collaborate to produce a single set of comments.</p>	<p>March 5, 2010</p> <p>March 15, 2010</p>
<p>Step VI: Develop/Implement Unit Action Plan</p> <p>Review of External Recommendations CSS will report results of the review to Senate Fiscal Committee (SFC) for approval. CSS and the representatives of the relevant University Senate committee(s) will consult with Provost and/or Senior Vice President.</p> <p>Central Services Subcommittee Debriefing Meeting w/Unit Senior Leadership CSS with Senior Vice President for Business & Finance and Vice President & General Counsel to discuss External Review Panel findings and recommendations.</p> <p>DRAFT Action Plan Legal Affairs drafts action plan based on report recommendations.</p> <p>DRAFT Action Plan Distribution /Approval The draft action plan will be submitted to VP for approval. Approved plan goes from VP on to SFC.</p> <p>Implement Unit Action Plan Proposed actions are incorporated into Legal Affairs future activities, progress reported through annual budget/annual report process</p> <p>Review Update & Progress Evaluation CSS/SFC evaluates budget requests in light of progress on action plans. Integrated as part of the Annual Budget Report/Process.</p>	<p>March 26, 2010</p> <p>April 9, 2010</p> <p>April 30, 2010</p> <p>May 14, 2010</p> <p>June 2010 and beyond</p> <p>June 2010 and beyond</p>



2009-10 Program Review Schedule PUBLIC SAFETY

Program Review Tasks	Deadline
<p>PHASE I: Pre-Review Preparation</p> <p>Notification in writing to unit scheduled for review Provost sends notification letter to Assistant Vice President/Department of Public Safety.</p> <p>Orientation Meeting with Unit CSS and IRP meet with Public Safety staff to go over process and identify appropriate customer base to survey and/or interview and to help shape review and develop issues.</p>	<p>August 21, 2009</p> <p>October 5, 2009</p>
<p>PHASE II: Customer Evaluation</p> <p>Annual Budget Review Documents Public Safety will provide annual budget review documents to IRP for the years leading up to the support unit program review together with an analysis or summary.</p> <p>Review Unit's Self Evaluation & Documents CSS and IRP will review all documents submitted as part of the budget process for each of the previous 3-5 years and discuss issues to be addressed in the survey and/or focus group.</p> <p>Draft Survey/Focus Group Questions In previous program reviews, IRP has assisted the unit by drafting and conducting surveys and focus groups. Should Public Safety request IRP's services, the following timeline is suggested.</p> <p>Meetings with Public Safety IRP will meet with Public Safety to discuss draft survey/focus group questions.</p> <p>Survey and/or Focus Group Questions Revision IRP will revise survey. CSS will review and approve.</p> <p>Survey and/or Focus Group Implementation IRP will implement the survey and/or focus group. IRP will be responsible for data collection and analysis.</p> <p>Data Analysis IRP will submit survey and/or focus group analysis to CSS and Public Safety.</p>	<p>October 30, 2009</p> <p>November 10, 2009</p> <p>November 18, 2009</p> <p>November 20, 2009</p> <p>November 22, 2009</p> <p>December 11, 2009</p> <p>January 8, 2010</p>
<p>Step III: External Review Panel Site Visit to Campus</p> <p>Issues List Public Safety will develop a draft list of issues for external reviewers. List is subject to approval by CSS.</p> <p>External Review Panel receives Issues List and other data. IRP will send external reviewers data.</p> <p>External Review Panel conducts 2-3 day site visit. Reviewers will meet with CSS, Public Safety, and campus/external constituents.</p>	<p>January 15, 2010</p> <p>January 22, 2010</p> <p>February 2010</p>

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