Administrative/Support Functions & Costs Task Force 2016

Office of Research Services Task Force

9/26/16 Dental Building 3117A 12:00PM-1:45PM

Attendance: Dr. Anil Kumar, Dr. Mark Hecker, Dr. Thomas Menees, Dr. Sarah Dallas, and Ms. Laura Crystal

Not in Attendance: Dr. Kenneth Schmitz, Dr. Jeffrey Rydberg-Cox

Agenda:

Discuss VCR Document Summaries

Discuss if committee wants Dr. Dreyfus’ interview list

Assign interviews

VCR Document Summary:

Each committee member was given questions to analyze, each member will send to Laura and this will be discussed in the next meeting, including if the committee would like further clarification on a topic.

Discussion on Dr. Dreyfus interview list

Dr. Dreyfus contacted the chair of the committee and offered to give his own interview list for the committee to consider. After much deliberation, the committee decided that in order to remain independent of the ORS, the committee would not ask for Dr. Dreyfus’ list. It was discussed that it would most likely overlap with the list the committee created.

Interviews:

Each committee member was assigned their interviewees via random selection. Potential conflicts of interest were taken into account and no committee member was assigned an interviewee within their department or area. The committee would like to try to get majority of these interviews done in October. The framework of the interview would be along the lines of, “what do you think is functioning well within the ORS, and where are some areas where you would like to see improvement?” Interviews will be kept from 15-20 minutes long. The committee decided via electronic vote on 9/26 that if a convenient time to meet is not possible, a phone interview will be offered. Committee members will send interview notes to Laura for compilation. Specific identifiers such as specific research areas, names, and identifying pronouns should not be included in the notes in order to keep anonymity. Interviewers may document whether the interviewee is faculty or non-faculty.

ORS Staff Interviews

The committee discussed how to proceed with the interviews of the ORS staff members. It was discussed that group interviews may not offer the highest level of comfort, therefore, the best route may be interviewing each staff member separately.

Next Steps:

The next meeting will be October 10th in the same room, Dental School 3117A at 12:00-2:00pm.