

# Busy Work Survey Results & Next Steps



# Busy Work Survey Details



## **Survey ran from November 3-14, 2025**

- Used Baseline, a Campus Labs survey tool
  - Total of five questions
  - Sent to AA & Non-AA
  - AA responses = 603
  - Non-AA responses = 138
  - Total responses = 738

# Busy Work Survey Questions

- Q1.** What task, project, or process takes up your time without meaningfully contributing to your work or goals?
- Q2.** Rate your overall frustration with having to complete this task, project or process.

# Busy Work Survey Questions

- Q3. Estimate the number of hours you spend completing this task, project or process.
- Q4. Share any suggestions you have to improve, reduce or eliminate this task, project or process.
- Q5. Is there another task, project or process that you find frustrating and time-consuming?

# Survey Results

## **Top Four Similarities Between AA & Non-AA responses:**

1. Timesheets
2. Travel/Expenses
3. Meetings
4. Emails

## **Additional Overlap Included:**

1. Multiple Systems/Project Mgt. Duplication
2. AR & AWP/Performance Reviews

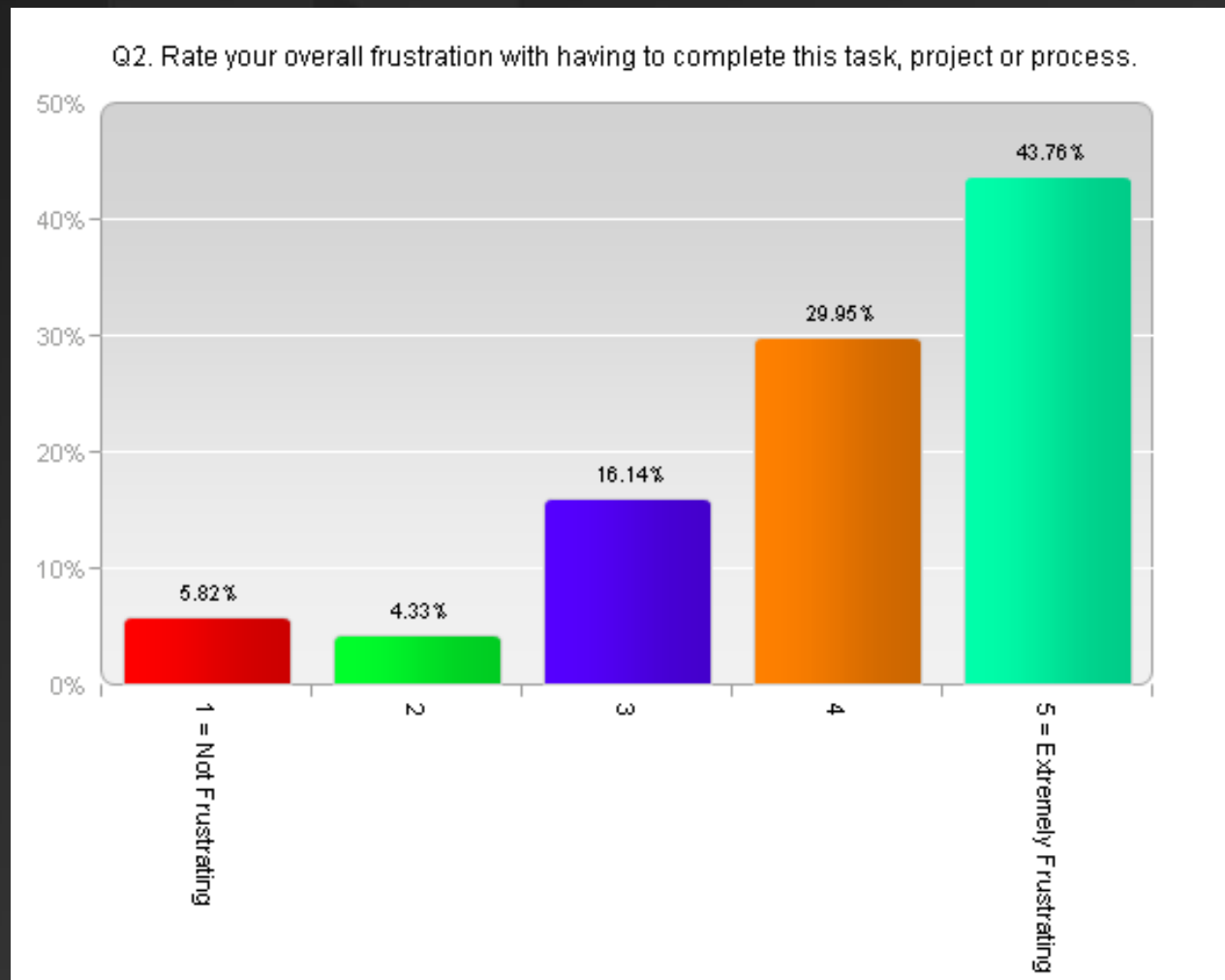
# Q1. Top 10 Themes: AA

1. Advising
2. Timesheets
3. Travel/Expenses
4. AR & AWP
5. Compliance/Trainings
6. Assessment & Accreditation
7. Meetings
8. Committee Work
9. Email
10. Multiple Systems

# Q1. Top 10 Themes: Non-AA

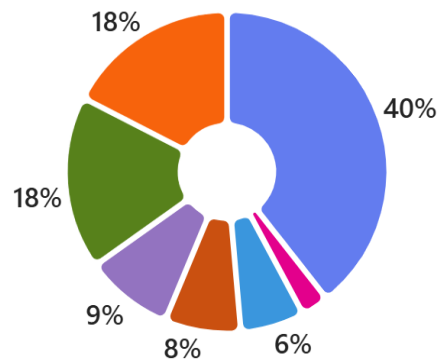
1. Stratus
2. Meetings
3. Emails
4. Travel/Reimbursement
5. Project Mgt. Duplication
6. HR Processes
7. Performance Reviews
8. Timesheets
9. Lack of Shared Resources/Calendars
10. Approval Processes

# Question #2 (AA Responses)



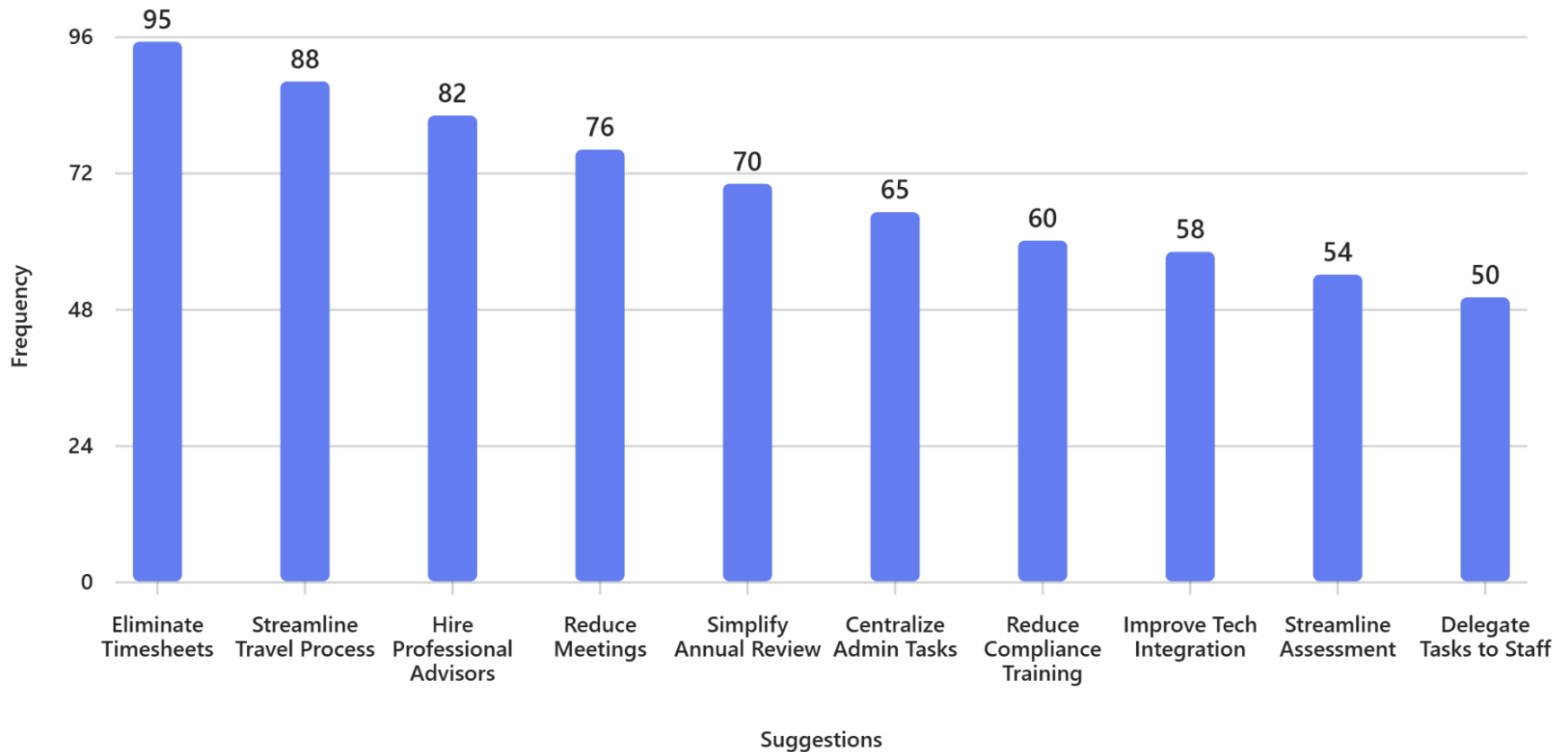


# Question #3 (AA Responses) **TU** TOWSON UNIVERSITY

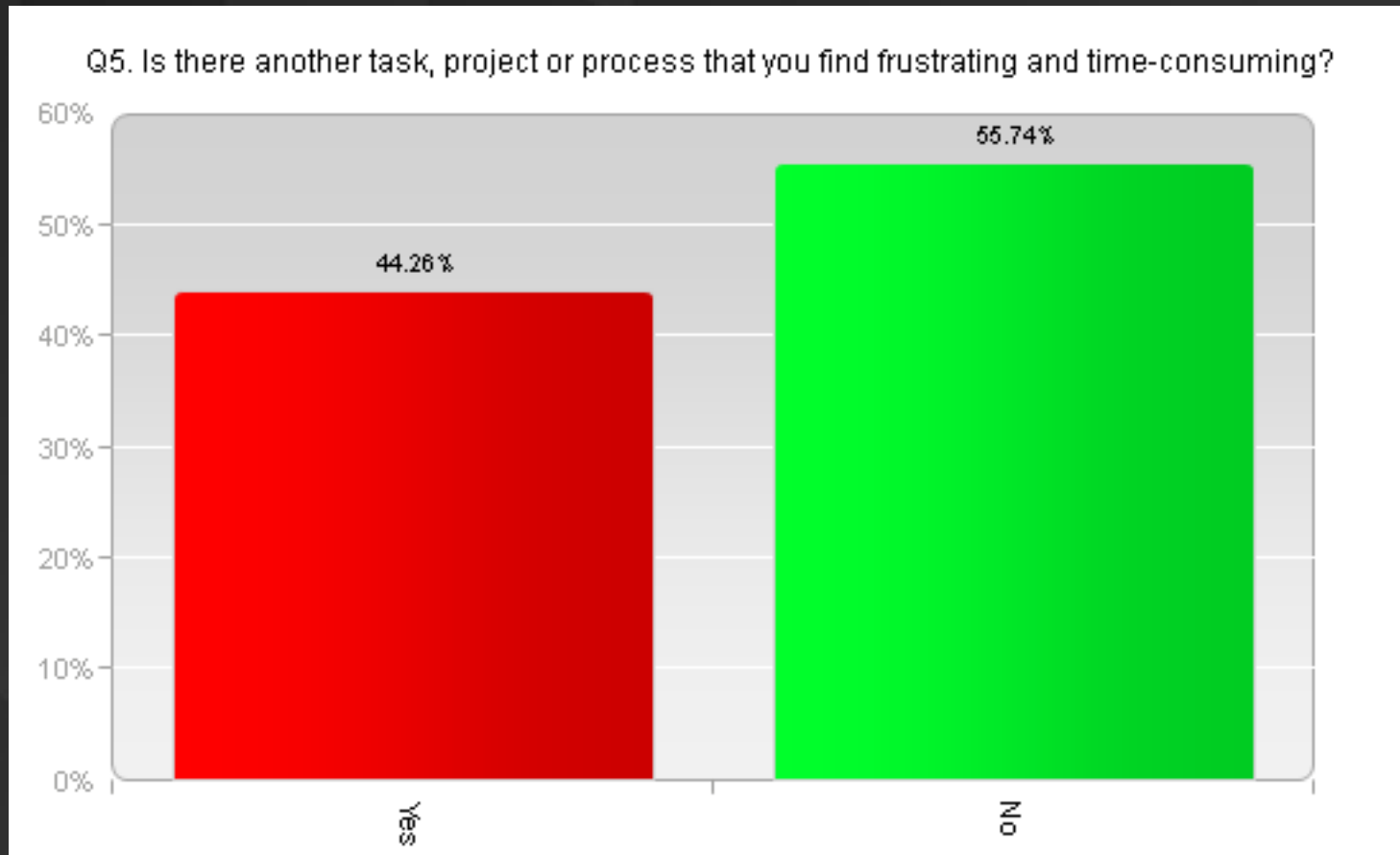


■ 0-5 hrs ■ 11-20 hrs ■ 6-10 hrs ■ 31-50 hrs ■ 21-30 hrs ■ 51-100 hrs ■ 101+ hrs

# Question #4 (AA Responses)



# Question #5 (AA Responses) **TU** TOWSON UNIVERSITY



# Next Steps

## **Committee Created & Charged To:**

1. Review & analyze the results
2. Identify, categorize & prioritize issues
3. Create workgroups to address priority issues
4. Develop timelines and dashboards to track progress
5. Communicate survey results and progress at all levels

# Simplification Committee



Division of Business & Public Engagement: Daraius Irani

General Counsel: Stephanie Shea

Management and Compliance Office: Vasu Bhatt

OTS: Mike Kaiser

OHR: Jen Stano & Nathan Barker

AA: Matt Nugent

Operations and Facilities: Renee Norman

Financial Planning & Analysis: Michael Palmer

Auxiliary Services: Jake Smith

President's Office: Tameka Porter

Provost's Office/Strategic Comms: Sarah Parker Hughes