UCF Faculty Senate
Budget & Administrative Committee

Meeting Information:

Date: 02/19/2025   **Time:** 2:30 – 3:30 PM   **Location:** Zoom (Virtual)

Meeting Called By: Type of Meeting: Chair: Co-Chair: Note Takers:	Faculty Senate Preparation Amanda Major Pete Sinelli Amanda Major and Pete Sinelli	Possible Attendees:	Buck, Tina Davis, Jean Major, Amanda Mann, Dipendra Martin, Glenn Richardson, Kathleen Singla, Dinender Butcher, Lonny Filler, Dennis Harrington, Maria Sinelli, Peter Taylor, Ashley Wang, Ze Wells, Adam Hector, Gerald

Agenda Items:

Topic	Presenter	Time Allotted
❑ Welcome and Recap	Amanda Major	3 min
❑ Conversation w/ Sr. VP Tim Letzring	All	45 min
❑ Open Discussion and Next Steps	All	5 min
❑ Schedule of B&A Committee Meetings	Amanda Major	1 min

Welcome and Recap

- Welcome
  - o Welcome: Ex-Officio and guests
  - o Are there any announcements for the group?
- Recap of Budget and Administrative Committee Foci
  - o **Mission:** The Budget and Administrative Committee evaluates and recommends policies and procedures concerning the university budget with special emphasis on the academic budget.
  - o **Charge of committee this year:** Minimize the administrative burden of required training workload and faculty and ensure smoother technology transitions
  - o Senior Vice Provost for Academic Affairs Tim Letzring addresses the Simple Syllabus rollout and Policy 4.403.
  - o Request data and compiling Questions for CHRO Binder and VP Bishop.docx

Conversation with Tim Letzring

- Committee members would like to gain clarification UCF's requirements for faculty members' use of Simple Syllabus. We have questions about the initial decision for its implementation, its purpose, whether privacy and security for faculty and students were considered when syllabi are publicly posted, and methods for balancing the need for UCF's public transparency with principles of academic freedom in courses.
  - o Simple Syllabus Implementation Timeline from Senior VP Letzring Simple Syllabus Implementation Timeline.pdf
  - o Questions for Senior VP Tim Letzring.docx

Open Discussion and Next Steps

- TBD
- Subcommittee to review any data sent for 3/12 B&A Committee meeting

Schedule for B&A Committee Meetings

Date	Speaker	Topics
8/28/2024, 2:30 – 3:30 PM	Chair Steve King	Confirm Chair and Vice Chair & Receive Charge
09/25/2024, 2:30 – 3:30 PM	Provost Johnson	FY24-25 Strategic Investment Funds Preparing for Joel Cramer's presentation
10/23/2024, 2:30 – 3:30 PM	Interim VP Joel Cramer	Streamlining training for faculty, understanding the necessity of Simple Syllabus as it relates to policy 4.403, and smoother change management for digital transitions in general were the main topics.
11/20/2024, 2:30 – 3:30 PM	N/A	Planning for upcoming efforts: - Topics for VP Hector's presentation - Smoother technology transitions, like Simple Syllabus and related policy

		- Required training workload
12/18/2024, 2:30 – 3:30 PM	Cancelled	Cancelled
01/15/2025, 2:30 – 3:30 PM	N/A	Prepare for the meeting with VP Rhonda Bishop and AVP & CHRO Binder
02/19/2025, 2:30 – 3:30 PM	Senior Vice Provost for Academic Affairs Tim Letzring	Update on Simple Syllabus, Policy or Statutory Requirements, Clarification on Syllabus Content Required
03/12/2025, 2:30 – 3:30 PM	VP Rhonda Bishop and AVP & CHRO Binder	Required Faculty Training Workload