

# UCF Faculty Senate Budget & Administrative Committee Meeting Minutes

## Meeting Information:

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

<b>Meeting Called By:</b>	Faculty Senate Preparation	<b>Attendees:</b>	Buck, Tina
<b>Type of Meeting:</b>			Major, Amanda
<b>Chair:</b>	Amanda Major		Mann, Dipendra
<b>Co-Chair:</b>	Pete Sinelli		Singla, Dinender
			Harrington, Maria
			Sinelli, Peter
<b>Note Takers:</b>	Amanda Major and Pete Sinelli		Taylor, Ashley
			Wang, Ze
			Wells, Adam

## Agenda Items:

Topic	Presenter	Time Allotted
<input type="checkbox"/> Welcome and Recap	Amanda Major	3 min
<input type="checkbox"/> Conversation w/ Sr. VP Tim Letzring	All	45 min
<input type="checkbox"/> Open Discussion and Next Steps	All	5 min
<input type="checkbox"/> 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.
  - Simple Syllabus Implementation Timeline from Senior VP Letzring [Simple Syllabus Implementation Timeline.pdf](#)
  - [Questions for Senior VP Tim Letzring.docx](#)

## Open Discussion and Next Steps

- Impetus for Simple Syllabus
  - SB7044 prompted the need for Simple Syllabus.
  - We are also changing accreditors to HLC. They require timely reporting of course requirements. SACCO needs documentation of this, too.
  - Anticipates that the state of FL will require all syllabi to be public but has not made that requirement, yet.
  - FAU and Valencia adopted it.
  - Seamless connection for Valencia's students/UCF downtown students
  - Not costly, \$30k per year
  - Searchable engine, as server space was a challenge for IT, that prompted a search for an external software
- Addressing Safety and Privacy Concerns
  - UCF will take office hours out of the revised Required Elements of the Syllabus policy
  - Not requiring "optional" course materials
  - Way to provide syllabus to students and document that we provided it per SGA's request
  - Departments and faculty will determine if syllabi need to be publicly posted.
- Efficiencies
  - GEP core courses are the only syllabi that must be publicly posted.
  - Faculty should be able to transfer Simple Syllabus to upcoming courses so that it is not necessary for faculty to recreate a new Simple Syllabus every semester. If they taught that class before, they can transfer previous iterations and make minor revision on class times, rooms, etc.
  - Sr. VP Letzring's team is looking into ways to remove modality being listed and address course section combination issues.
  - Questions can be sent to [syllabi@ucf.edu](mailto:syllabi@ucf.edu).
  - Departments are no longer required to collect, post, and/or maintain a database of their course syllabi. This function is now under the Provost's office and is handled through Simple Syllabus.

## Schedule for B&A Committee Meetings

VP Bishop and AVP/CHRO Binder were contacted about data that could offer insights into reducing the required training workload. VP Bishop responded and has asked a team member to send us data as soon as they pull it together.

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 <a href="#">policy 4.403</a> , 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: <ul style="list-style-type: none"> <li>- Topics for VP Hector’s presentation</li> <li>- Smoother technology transitions, like Simple Syllabus and related policy</li> <li>- Required training workload</li> </ul>
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