UCF Faculty Senate
Budget & Administrative Committee

Meeting Information:

Date: 03/12/2025   **Time:** 2:30 – 3:30 PM   **Location:** Zoom (Virtual)

Meeting Called By: **Type of Meeting:**	Faculty Senate Preparation	**Attendees:**	Buck, Tina
			Davis, Jean
			Major, Amanda
Chair:	Amanda Major		Martin, Glenn
Co-Chair:	Pete Sinelli		Singla, Dinender
			Butcher, Lonny
	Amanda Major		Sinelli, Peter
Note Takers:	and Pete Sinelli		Taylor, Ashley
			Wells, Adam
			Hector, Gerald

Agenda Items:

Topic	Presenter	Time Allotted
❑ Welcome and Recap	Amanda Major	3 min
❑ Conversation w/ VP Bishop and AVP & CHRO Binder	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 Members
    - o Are there any announcements or new developments?
- 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 Received data from AVP for Compliance and Ethics Christina Serra
        - ▪ Summary of feedback from the recent Code of Conduct Refresher training
        - ▪ Comprehensive spreadsheet outlining faculty compliance training requirements—both those required for all faculty and those contingent on **specific** conditions
    - o Proposing formation of a Subcommittee to draft solutions or further explorations of the burden of required training on faculty members' workloads. Please complete the poll (https://doodle.com/group-poll/participate/b4V1AN0e/vote) to confirm your participation and indicate your availability for the meeting. meet with AVP for Compliance & Ethics Christina Serra and Manager Carla Markx to discuss the Code of Conduct Refresher training feedback and the faculty compliance training requirements spreadsheet.

Conversation with AVP & CHRO Binder and VP Bishop

Committee members would like to know if there is a way to reduce the required faculty training. The required training increased tremendously over the past few years and is especially burdensome for adjunct faculty. Questions for CHRO Binder and VP Bishop.docx

In response to the Budget & Administrative Committee's questions, AVP & CHRO Binder and VP Bishop provided the following information:

- Training Consolidation and Communication
    - o Combining Code of Conduct training with other modules is being considered.
    - o There is a need for better communication regarding upcoming training sessions.
    - o Efforts are underway to combine various training programs.
    - o Most training modules have been migrated to Workday, making them more visible. A training dashboard is being developed to help members plan and receive reminders.
    - o Workday updates are expected to assist with training consolidation, potentially completing by the end of 2025.
    - o Compliance is actively exploring how to implement a "test out" option so that faculty who score a satisfactory grade on the training assessment in advance do not have to sit through the entire training program again.

- Workday Updates
  - Updates on the progress and features of Workday were provided. Workday's development team implements updates in a time window beginning in September 2025.
  - A goal is for individual employees to have a "dashboard" in workday which shows the status of all their training requirements, including when their current cycle expires for each kind of required training and the date by which that training must be renewed.
  - Because Workday is not customizable any changes to the program only occur if enough users request that a change be made. If there is a critical mass for requests, Workday makes it and included it in the next update. Thus, UCF has no control over when our requested changes will be implemented, or even if they will at all.
- Environmental Health and Safety (EH&S) Training
  - Automation of EH&S training is being considered, particularly after completing the bloodborne pathogens module. Follow-up is needed on Adam's question.
- Accommodations for Different Learning Styles
  - Options to accommodate various learning styles are being explored, such as adjusting playback speed, enabling text-to-speech, and adding background music.
  - The feasibility of these accommodations is being tested. After a request is placed into the Office of Institutional Equity, AVP Bishop's office will work with individual faculty members' requests.
- Ongoing Efforts
  - Continuous work is being done to improve training efficiency and effectiveness.
  - They modify training based on feedback from faculty.

Open Discussion and Next Steps

A B&A subcommittee was formed. That meeting is scheduled for March 25 with AVP Serra.

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